



**TOWNSHIP  
OF WILMOT**

## **Council Meeting Agenda**

**Televised**

**Monday, July 17, 2017**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL  
CONFLICT OF INTEREST ACT**
- 6. MINUTES OF PREVIOUS MEETINGS**

**6.1 Council Meeting Minutes June 26, 2017.**

### **Recommendation**

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

Council Meeting June 26, 2017.

**7. PUBLIC MEETINGS**

**7.1 REPORT NO. DS 2017-13**

**Zone Change Application 06/17**

**Dryden, Smith & Head Planning Consultants / CN**

**Part of Lot 15 and 16, Concession South of Snyder's Road**

**Charlotta Street, Baden**

**Recommendation**

THAT Report DS 2017-13 be received for information.

**8. PRESENTATIONS/DELEGATIONS**

**8.1 Stephen Van Valkenburg, Chief**

**Region of Waterloo Paramedic Services**

**Right Call Right Care**

**8.2 Bob Henderson, Manager, Transportation Engineering**

**Region of Waterloo**

**Waterloo Street Operational Review, Township of Wilmot**

**Registered Delegation**

Amy Marcoux and Heather Wilson

**8.3 Allan Strong**

**Baden Corn Fest**

**8.4 Don Wagner**

**Moparfest**

**8.5 John Zehr**

**Moparfest Cruise Night**

**8.6 Ben Broughton**  
**New Hamburg Fall Fair**

**8.7 Paul Mackie**  
**Terry Fox Run**

**8.8 Mark Hammer**  
**New Dundee Soap Box Derby**

**9. REPORTS**

**9.1 CAO – no reports**

**9.2 CLERK'S SERVICES**

**9.2.1 REPORT NO. CL 2017-17**  
**By-law Enforcement**  
**Quarterly Activity Report**  
**April 1, 2017 to June 30, 2017**

**Recommendation**

THAT the Enforcement Activity Report for April 1, 2017 to June 30, 2017 be received for information purposes.

**9.3 FINANCE**

**9.3.1 REPORT NO. FIN 2017-28**  
**Statement of Operations as of June 30, 2017 (un-audited)**

**Recommendation**

THAT the Statement of Operations as of June 30, 2017, as prepared by the Manager of Accounting, be received for information purposes.

**9.3.2 REPORT NO. FIN 2017-29****Capital Program Review as of June 30, 2017 (un-audited)****Recommendation**

THAT the Capital Program Review as of June 30, 2017, as prepared by the Manager of Accounting, be received for information purposes.

**9.3.3 REPORT NO. FIN 2017-27****Gingerich Road and Distler Municipal Drain Levy****Recommendation**

THAT Report FIN 2017-27, prepared by the Director of Finance, relative to the Gingerich Road Municipal Drain and Distler Municipal Drain, be received for information purposes.

**9.4 PUBLIC WORKS****9.4.1 REPORT NO. PW-2017-14****Cressman and Don Myers Municipal Drains - Tender Results****Recommendation**

THAT Council award Tender 2017-16 to A.G. Hayter Contracting Ltd. From Parkhill, Ontario at a cost of \$242,944, plus HST, being the lowest bid received satisfying all Tender requirements;

AND THAT By-law 2017-17, Being a By-law to Provide Drainage Works for the Cressman/Myers Municipal Drains 2017 be given third reading.

**9.4.2 REPORT NO. PW-2017-15****Public Works Activity Report****April-June 2017****Recommendation**

THAT the Public Works Department Activity Reports for the months of April, May and June 2017 be received for information.



**9.5 DEVELOPMENT SERVICES**

**9.5.1 REPORT NO. DS 2017-11**

**2017 Second Quarter Building Statistics Summary**

**Recommendation**

THAT the 2nd Quarter 2017 Building Statistics Summary be received for information.

**9.5.2 REPORT NO. DS 2017-12**

**Removal of H Symbol**

**Westcap Development Inc.**

**300 Snyder's Road East, Units 1-20, and 53-75 Brubacher  
Street  
Baden**

**Recommendation**

THAT the request to remove a holding symbol made by Westcap Development Inc. affecting Part of Lots 13 and 14, Concession North of Snyder's Road being Part 1, Plan 58R-18994 and Part 1, Plan 58R-19065 be approved.

**9.6 FACILITIES AND RECREATION SERVICES**

**9.6.1 Report No. PRD 2017-07**

**Award of Tender – New Dundee Community Park Tennis  
Court Reconstruction**

**Recommendation**

THAT A. Wesley Paving Ltd. be awarded Tender 2017-12 for the New Dundee Community Park Tennis Court Reconstruction project, for the bid price of \$99,485.61 plus applicable taxes.

**9.6.2 REPORT NO. PRD-2017-08****RFP 2017-18****Carpet Replacement - Township Administration Offices****Recommendation**

THAT Adias Impex Ltd. be awarded the contract for Carpet Replacement – Township of Wilmot Administration Offices, as per their proposal received on July 07, 2017 for the bid price of \$27,234.00 plus applicable taxes.

**9.6.3 REPORT NO. PRD 2017-09****Award of Tender – Demolition of the Old Wilmot Community  
Pool Building at 439 Waterloo Street, New Hamburg****Recommendation**

THAT Ramseyer Trucking Limited be awarded Tender 2017-20 for the Demolition of the Old Wilmot Community Pool Building located at 439 Waterloo Street, New Hamburg for the bid price of \$39,800.00 plus applicable taxes.

**9.6.4 REPORT NO. PRD 2017-10****Facilities & Recreation Services Quarterly Activity Reports****Recommendation**

THAT the Facilities & Recreation Services Activity Reports for the second quarter of 2017 be received for information.

**9.7 FIRE****9.7.1 REPORT NO. FD 2017-06****Quarterly Activity Report****Recommendation**

THAT the Fire Department Activity Report for the second quarter of 2017 be received for information purposes.

**9.8 CASTLE KILBRIDE****9.8.1 REPORT NO. CK2017-05****Quarterly Activity Report – April, May & June 2017****Recommendation**

THAT the Castle Kilbride Activity Report for the months of April, May and June be received for information purposes.

**10. CORRESPONDENCE****10.1 Ombudsman Ontario – 2016 Annual Report (Full Document in Clerk's Library)****10.2 Grand River Conservation Authority – GRCA Current, July 2017****Recommendation**

THAT Correspondence Item Nos. 10.1 and 10.2 be received for information.

**11. BY-LAWS****11.1 By-law No. 2017-26 – By-law to Authorize Execution of Land Transfer/Restoration Agreement – WRDSB and the Township of Wilmot (Former Wilmot Community Pool)****11.2 By-law No. 2017-30 – Holding symbol removal – Westcap Development Inc., Part 1, Plan 58R-19065, 53-75 Burbacher Street, Baden****11.3 By-law No. 2017-31 – Holding symbol removal – Westcap Development Inc., Part 1, Plan 58R-18994, 300 Snyder's Road East, Baden****11.4 By-law No. 2017-32 – Gingerich Road Municipal Drain Being an Actual Cost By-Law to Amend By-Law No. 2012-46****11.5 By-law No. 2017-34 – A By-Law to Provide for the Levy of Drain Maintenance Costs on the Distler Municipal Drain in the Township of Wilmot**

**Recommendation**

THAT By-law Nos. 2017-26, 2017-30, 2017-31, 2017-32 and 2017-34 be read a first, second and third time and finally passed in Open Council.

**11.6 By-law No. 2017-17 – Provisional By-law for Cressman and Don Myers  
Municipal Drains 2017**

**Recommendation**

THAT By-law No. 2017-17 be read a third time and finally passed in Open Council.

**12. NOTICE OF MOTIONS****13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS****14. BUSINESS ARISING FROM CLOSED SESSION****15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2017-35**

**Recommendation**

THAT By-law No. 2017-35 to Confirm the Proceedings of Council at its Meeting held on July 17, 2017 be introduced, read a first, second, and third time and finally passed in Open Council.

**16. ADJOURNMENT****Recommendation**

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



# TOWNSHIP OF WILMOT

## **Council Meeting Minutes**

**Monday, June 26, 2017**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

Members Present: Mayor L. Armstrong, Councillors A. Junker, P. Roe, B. Fisher, J. Gerber and M. Murray

Staff Present: Chief Administrative Officer G. Whittington, Director of Clerk's Services B. McLeod, Deputy Clerk D. Mittelholtz, Director of Public Works J. Molenhuis, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Fire Chief R. Leeson, Director of Finance P. Kelly, Manager of Planning/EDO A. Martin, Engineering Technician A. Duncan, Manager of Revenue A. Romany, Senior MLEO D. Wallace, MLEO K. Way

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**

- 4.1 REPORTS – CLERK'S – REPORT NO. CL 2017-16 – Petition from Agcom Inc. (Stewart Snyder), for Municipal Drainage Works, Lot 18, Concession NBR, Township of Wilmot**

**Resolution No. 2017-113**

**Moved by: A. Junker**

**Seconded by: M. Murray**

THAT Item 9.2.4 be added to the agenda under REPORTS – CLERK’S – REPORT NO. CL 2017-16 – Petition from Agcom Inc. (Stewart Snyder), for Municipal Drainage Works, Lot 18, Concession NBR, Township of Wilmot.

CARRIED.

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

None disclosed.

**6. MINUTES OF PREVIOUS MEETINGS**

**6.1 Council Meeting Minutes May 29, 2017.**

**Resolution No. 2017-114**

**Moved by: J. Gerber**

**Seconded by: A. Junker**

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

Council Meeting May 29, 2017.

CARRIED.

Mayor L. Armstrong welcomed two new staff members, Rod Leeson and Jeff Molenhuis as the new Fire Chief and Director of Public Works, respectively. He also bid farewell to Kevin Way, Municipal Law Enforcement Officer, and thanked him for many years of dedicated service.

**7. PUBLIC MEETINGS**

**8. PRESENTATIONS/DELEGATIONS**

**8.1 BIG Flag Presentation**

Mayor L. Armstrong presented Miss. Sabrina Hallman with the BIG Canadian Flag. Miss Hallman was accompanied by her mother and siblings.

**9. REPORTS****9.1 CAO – no reports****9.2 CLERK'S SERVICES****9.2.1 REPORT NO. CL 2017-10****Draft of Proposed New By-law Regarding Dog Designations,  
Establishment of Appeal Committee and Appeal Process****Resolution No. 2017-115****Moved by: M. Murray****Seconded by: B. Fisher**

THAT Report No. CL2017-10, dated June 26, 2017, prepared by the Director of Clerk's Services and the Senior MLEO, outlining the proposed inclusion of dog designations and the establishment of an Appeal Committee/Process to be incorporated into the Township's Regulatory Dog Control By-law, be received for information,

AND FURTHER that staff garner public feedback on the draft changes and return to Council with the key findings of the community's input and final recommendations.

CARRIED.

The Director of Clerk's Services highlighted the report.

The Director of Clerk's Services confirmed for Councillor B. Fisher that staff can investigate wireless electronic containment devices for their inclusion in the By-law.

In response to an inquiry from Councillor B. Fisher, the Senior MLEO clarified that the By-law and procedures for enforcement would be reflective of the nature of the aggression from the dogs, such as attacking behaviour versus an actual bite.

The Director of Clerk's Services explained for Councillor P. Roe that the purpose of signs indicating electronic containment devices was for the reassurance of the public, so they may understand that the dog is being kept on the property by such a device and is less likely to leave the property or approach them.

The Senior MLEO advised Councillor P. Roe that the By-law does require the signs to be posted but there is no Set Fine for the offence. He further noted that Officers would only respond on a complaint basis if a sign is not posted.

The Director of Clerk's Services advised that this By-law is a draft and the requirement can be removed if Council directs staff to do so. She added that such a requirement would also need to be consistent with the Township of Wilmot Sign By-law.

Councillor A. Junker suggested that the public input process could include questions regarding the signs and that he, as a dog owner, would be in favour of the signs from a personal liability point of view

Mayor L. Armstrong advised that he sees the signs as a method of reassuring the public.

Councillor J. Gerber suggested that requiring the signs be posted at all entryways may be onerous. He further commented that if the absence of signage creates a concern, it would be logical that the Township requires the signs be installed and a fine be set if it is not posted.

#### **9.2.2 REPORT NO. CL 2017-14**

##### **Conveyance of Municipal Property**

##### **Former Wilmot Community Pool Facility**

##### **Located at 439 Waterloo Street, New Hamburg**

#### **Resolution No. 2017-116**

**Moved by: M. Murray**

**Seconded by: B. Fisher**

THAT the municipal property legally described as Part Lot 1, Plan 885, Wilmot, Being Part 2 on 58R-1153 which has also been described as Part 3 on 58R-9275, Township of Wilmot, be conveyed to the Waterloo Region District School Board pursuant to the terms of the Land Transfer and Restoration Agreement and further;

THAT the Mayor and Director of Clerk's Services be authorized to execute all associated documentation.

**CARRIED.**



Mayor L. Armstrong advised that in accordance with Township Policy regarding the Disposition of Land, this public meeting is being held to hear any person who wish to speak to the land disposition and conveyance of municipally owned property known as Part Lot 1, Plan 885, Wilmot, Being Part 2 on 58R-1153 which has also been described as Part 3 on 58R-9275, Township of Wilmot, Regional Municipality of Waterloo

Mayor L. Armstrong declared the public meeting to be open.

The Director of Clerk's Services highlighted the report.

Mayor L. Armstrong asked if any person present wished to address Council on this matter.

Councillor J. Gerber noted his appreciation at seeing this matter coming forward as the property was a topic of discussion during the Recreation Master Plan process.

Mayor L. Armstrong asked a second and final time if any person wished to address Council on this matter and in the absence of any comments declared the public meeting closed.

### **9.2.3 REPORT NO. CL 2017-15**

#### **Noise By-law Exemptions**

#### **Ingrid and Mark Drinkwalter and**

#### **New Hamburg'er and Beer Festival**

### **Resolution No. 2017-117**

**Moved by: P. Roe**

**Seconded by: M. Murray**

THAT Council approve a Noise By-Law Exemption for Ingrid and Mark Drinkwalter on July 29, 2017 from 7:00 p.m. to 12:00 midnight for a private event located on their property at 1323A Queen Street, Unit 39, New Dundee;

AND FURTHER, THAT Council approve a Noise By-law Exemption for the New Hamburg'er and Beer Festival on September 23, 2017 from 5:30 p.m. to 11:00 p.m. for a public event occurring on Peel Street and Mill Street, north of Huron Street, New Hamburg.

**CARRIED.**

Deputy Clerk highlighted the report.

**9.2.4 REPORT NO. CL 2017-16**

**Petition from Agcom Inc. (Stewart Snyder)  
for Municipal Drainage Works  
Lot 18, Concession NBR  
Township of Wilmot**

**Resolution No. 2017-118**

**Moved by: M. Murray**

**Seconded by: A. Junker**

THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from Agcom Inc. (Stewart Snyder) for south part of Lot 18, Concession North of Bleams Road, Township of Wilmot and further;

THAT the Clerk be authorized to proceed accordingly under The Drainage Act.

CARRIED.

**9.3 FINANCE**

**9.3.1 REPORT NO. FIN 2017-26**

**2017 Final Tax Levy**

**Resolution No. 2017-119**

**Moved by: B. Fisher**

**Seconded by: A. Junker**

THAT report FIN 2017-26 prepared by the Director of Finance, regarding the 2017 Final Tax Levy By-law be received.

CARRIED.

The Director of Finance highlighted the report.

**9.4 PUBLIC WORKS**

**9.4.1 REPORT NO. PW-2017-11**

**2017 Sidewalk Program**

**Resolution No. 2017-120**

**Moved by: P. Roe**

**Seconded by: M. Murray**

THAT the tender received from Chad Hartman Construction , to complete the 2017 Sidewalk Program, with a subtotal excluding HST of \$36,156.00, be accepted.

CARRIED.

The Engineering Technician highlighted the report

**9.4.2 REPORT NO. PW-2017-12**

**2017 Supply of Hot Mix Asphalt**

**Resolution No. 2017-121**

**Moved by: A. Junker**

**Seconded by: P. Roe**

THAT the tender received from Coco Paving Inc. to complete the 2017 Supply of Hot Mix Asphalt, with a subtotal excluding HST of \$49,775.00, be accepted.

CARRIED.

The Engineering Technician highlighted the report

Councillor P. Roe commended staff on obtaining bids that were lower than the budgeted amounts.

**9.4.3 REPORT NO. PW-2017-13**

**New Hamburg'er and Beer Festival (Road Closures)**

**Resolution No. 2017-122**

**Moved by: M. Murray**

**Seconded by: J. Gerber**

THAT the recommendations for road closures as per the attached sketch of report PW-2017-13 to support the newly established “New Hamburg’er and Beer Festival,” in downtown New Hamburg be approved.

CARRIED.

The Engineering Technician highlighted the report.

## **9.5 DEVELOPMENT SERVICES**

### **9.5.1 REPORT NO. DS 2017-10**

#### **Proposed Official Plan Amendments (2017):**

- 1. Proposed OPA 9 - Conformity Review**
- 2. Proposed OPA 10 - Settlement Boundary Rationalization Exercise**

### **Resolution No. 2017-123**

**Moved by: M. Murray**

**Seconded by: A. Junker**

THAT Council direct staff to:

1. Give Notice of a Special Meeting of Council, open to the Public, to discuss the revisions that may be required to bring the Township Official Plan into conformity with Provincial plans and to discuss the settlement boundary rationalization exercise; and,
2. Circulate Report DS 2017-10 dated June 26, 2017 to the Region of Waterloo and prescribed public bodies with respect to the revisions that may be required.

CARRIED.

The Director of Development Services highlighted the report and the process going forward.

The Director of Development Services clarified for Councillor B. Fisher that the green areas on the maps represented areas that have restrictions with regards to development.

In response to Councillor B. Fisher, the Director of Development Services advised that the Province does not have a requirement for amounts of greenspace but that there is a

maximum of greenspace the Township can require from a development. He added that the Directors of Public Works and Facilities and Recreation Services are consulted on developments with regards to greenspace.

The Director of Development Services clarified for Councillor P. Roe that the area identified north of Highway 7&8 and south of the railway was not identified as Country Side Line due to the identification of the area as a potential GO Station. He added that if the GO Station does not occur, the lands could be designated as future employment lands.

The Director of Development Services advised Council that the circulation of this document was completed to provide Council ample time to review it prior to the public meeting in August. He added that this process is being done in discussion with the Region as a result of a Regional policy allowing lower tier municipalities to undertake this rationalization exercise.

**9.6 FACILITIES AND RECREATION SERVICES – no reports**

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE – no report**

**10. CORRESPONDENCE**

**10.1 Grand River Conservation Authority - GRCA Current, June 2017**

**Resolution No. 2017-124**

**Moved by: J. Gerber**

**Seconded by: B. Fisher**

THAT Correspondence Item No. 10.1 be received for information.

CARRIED.

**11. BY-LAWS**

**11.1 By-law No. 2017-27 – Being a By-Law to Establish the 2017 Final Tax Levy, the 2017 Rates of Taxation and to Provide for the Payment of Taxes by Instalments**

**11.3 By-law No. 2017-28 – By-law to Appoint a Fire Chief for the Township of Wilmot – Rod Leeson**

**Resolution No. 2017-125**

**Moved by: M. Murray**

**Seconded by: J. Gerber**

THAT By-law Nos. 2017-27 and 2017-28 be read a first, second and third time and finally passed in Open Council.

CARRIED.

**12. NOTICE OF MOTIONS**

**13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

- 13.1 Councillor J. Gerber reminded Council of the statue unveiling and Castle Concert occurring on Thursday June 29, 2017 starting at 6:00 pm.

Mayor L. Armstrong added that the performers are the Shananigans and that a newly restored fire truck from the Wilmot Heritage Fire Brigades will also be unveiled.

- 13.2 The CAO confirmed that the City of Waterloo has approved the Automatic Aid Agreement. He advised that the Fire Chiefs involved will meet and that a follow up report will occur that identifies the properties the City of Waterloo feels they can provide service to while maintaining service to their own municipality. He added that further discussions and training elements will occur along with the discussion of policies and procedures.

Councillor P. Roe noted that he was glad to see this step being taken and will provide an update to residents who have inquired.

Mayor L. Armstrong reiterated that the determination of which properties are included in the agreement is at the discretion of the City of Waterloo.

- 13.3 Councillor P. Roe asked Council if a unified response would be preferred with regards to the survey received from the Association of Municipalities of Ontario concerning a 1% proposed increase in HST.

Mayor L. Armstrong clarified that the intention of the proposed increase was to aid in funding municipal infrastructure projects.

Councillor J. Gerber noted that nothing in the recommendation indicated how the funds would be allocated back to the municipalities.

Mayor L. Armstrong commented that the information received is encouraging municipalities to support the proposed increase.

Councillor J. Gerber stated that the correspondence is asking Members of Council to respond as individuals but that a group response would be appropriate as well. He requested that more information be sought prior to submitting a response.

Councillor P. Roe concurred that more information is required.

Mayor L. Armstrong advised that Council can debate how best to respond and that AMO or the Province can be asked to provide additional details including what assurance municipalities have that they will receive a proportionate share of the funds. He raised his concerns that infrastructure funding often favours larger population municipalities. He further advised that staff prepare correspondence to seek more clarification on this matter.

#### 13.4 All Council Meeting

##### **Resolution No. 2017-126**

Moved by: P. Roe

Seconded by: A. Junker

THAT Township of Wilmot Council attend the All Council Meeting scheduled for Wednesday, June 28th, 2017 at 3:00 p.m. at the Waterloo Region Council Chambers located at 150 Frederick Street in Kitchener.

CARRIED.

- 13.5 Mayor L. Armstrong announced that Greg Mudford from the Township's Public Works Department won first place at the Regional Truck Rodeo and will be proceeding on to the Ontario Competition. The Director of Public was asked to pass along Council's congratulations. The Engineering Technician added that Mike Johnson finished tenth place in the competition.

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2017-29**

**Resolution No. 2017-127**

**Moved by: B. Fisher**

**Seconded by: M. Murray**

THAT By-law No. 2017-29 to Confirm the Proceedings of Council at its Meeting held on June 26, 2017 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**16. ADJOURNMENT (8:08 P.M.)**

**Resolution No. 2017-128**

**Moved by: P. Roe**

**Seconded by: M. Murray**

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

CARRIED.

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Mayor

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Clerk





## ***Township of Wilmot*** **REPORT**

**REPORT NO.** DS 2017-13

**TO:** Council

**PREPARED BY:** Andrew Martin, Manager of Planning/EDO

**DATE:** July 17, 2017

**SUBJECT:** Zone Change Application 06/17  
Dryden, Smith & Head Planning Consultants / CN  
Part of Lot 15 and 16, Concession South of Snyder's Road  
Charlotta Street, Baden

### **Recommendation:**

That Report DS 2017-13 be received for information.

### **Background:**

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on June 16, 2017. The following is a summary of comments received prior to the Public Meeting.

#### **Public:**

Rheal Lariviere, 41 Queen Street, Baden: Concerned with types of uses that will be permitted on the property

Sandra Santos, 26 Queen Street, Baden: Concerned with types of permitted uses, increased traffic, lighting, noise and access to the property

Gail Spencer, 18 Queen Street, Baden: Concerned with height and style of buildings that may be constructed on the property, traffic, types of vehicles accessing the property, and noise.

#### **Agencies:**

Region: no objections  
GRCA: no comments

### **Discussion:**

The subject lands are designated Light Industrial in the Township Official Plan, and are zoned Zone 10a (Light Industrial) within the Township Zoning By-law.

The lands are proposed to be separated from the CN railway right-of-way, by Consent Application B-06/17. In support of the consent (severance) application, a land use compatibility study was completed. The outcome of that study was that some currently permitted uses would not be compatible with the residential properties on the opposite side of Charlotta Street such as automobile repair, body shops and heavy vehicle and equipment storage.

This application proposes to refine the zoning to exclude the incompatible land uses. Retained uses would be warehousing and storage operations which would permit self-storage or small businesses/contractors that would store tools/materials related to their business.

Development of these lands will require connection to municipal water and sanitary sewer services. It has been identified that some improvements may be required to the municipal sanitary sewer on Charlotta Street. The application proposes to place the property in a holding zone which would preclude development of the lands until they are serviced.

**Strategic Plan Conformity:**

Holding public meetings to gain input on planning matters promotes an engaged community.

**Financial Considerations:**

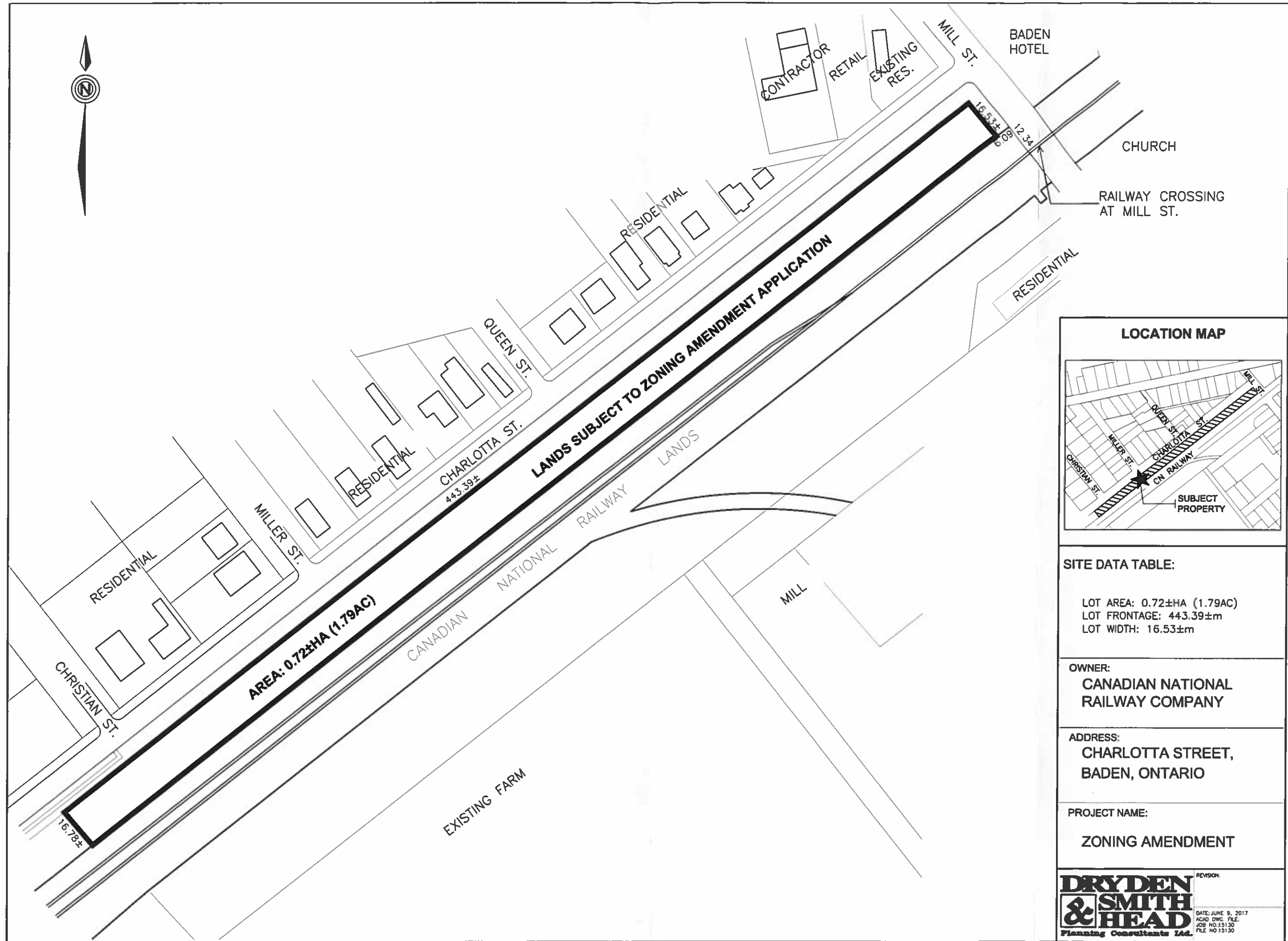
The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application.

**Conclusion:**

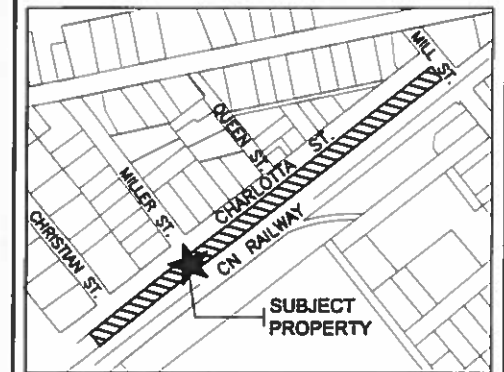
At such time as any additional comments received from the Public Meeting staff will return to Council with a detailed report and recommendation on the application.

Andrew Martin, MCIP RPP  
Manager of Planning/EDO

Grant Whittington  
Reviewed by CAO



#### LOCATION MAP



#### SITE DATA TABLE:

LOT AREA: 0.72±HA (1.79AC)  
LOT FRONTAGE: 443.39±m  
LOT WIDTH: 16.53±m

#### OWNER:

CANADIAN NATIONAL  
RAILWAY COMPANY

#### ADDRESS:

CHARLOTTA STREET,  
BADEN, ONTARIO

#### PROJECT NAME:

ZONING AMENDMENT

**DRYDEN  
& SMITH  
& HEAD**  
Planning Consultants Ltd.

#### REVISION:

DATE: JUNE 9, 2017  
ACAD DWG. FILE:  
JOB NO. 15130  
FILE NO. 15130

## **Andrew Martin**

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**From:** Rheal Lariviere  
**Sent:** Tuesday, July 04, 2017 9:36 PM  
**To:** Andrew Martin  
**Subject:** Concerned Home Owner

Dear Mr. Martin:

As a home owner only a few metres from Charlotta St. I am curious what the proposed land use would be for the property being severed adjacent to the CN railway lands.

Regards,

Rheal Lariviere

Sent from my iPhone

## Andrew Martin

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**From:** Sandra Santos  
**Sent:** Tuesday, July 11, 2017 1:00 PM  
**To:** Andrew Martin  
**Subject:** Zone Change Application 06/17 and Committee of Adjustment Submission B-06/17 - Charlotta Street, Baden.

Good afternoon Andrew,

In response to the recent written notices I have received from the Township of Wilmot regarding the Zone Change Application ((06/17) and Committee of Adjustment (Submission B-06/17) - I would like to request to be notified of all decisions and applications in relation to the above noted property.

As a resident in the vicinity of the proposals I do have some concerns regarding the following:

- 1) Types of proposed businesses for development (impact on a residentially zoned neighbourhood)
- 2) Traffic impact to surrounding residences (increase of traffic, noise, parking, traffic calming measures etc.)
- 3) Buffers to residences (noise, lighting, signage, parking etc.)
- 4) Location of proposed driveway entrance/exit alignment to a residential street ("concept plan" shows a driveway at the end of Queen St.)

Comments in writing are due today (July 11, 2017.) but the letter indicates that the staff report is available online "on or after" July 13, 2017. I am unclear on how to ask any questions or for further clarifications since it's only available after the comments deadline. Hopefully there will be another opportunity to provide public input after the staff report has been made available.

I appreciate your time and hope that the Township and it's Planning Staff and committees involved will take my comments into consideration when looking at the proposed applications since they will have a direct impact on my home and my neighbourhood.

Thank you,

Sandra Santos  
26 Queen St., Baden.

## Andrew Martin

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**From:** Gail Spencer  
**Sent:** Tuesday, July 11, 2017 6:20 PM  
**To:** Andrew Martin  
**Subject:** Charlotta Street Development

Hello Andrew:

Our neighborhood received a notice about the severance/development of the railway property on Charlotta Street in Baden (Zone change 06/17, Committee of Adjustment submission B-06/17)

As the public was asked for input, my concerns are the following:

- 1) Even though I am in agreement with the zone change to a “lighter” industrial use than is currently zoned, our area already deals with the train traffic and best case scenario is that the green space surrounding it remains as is and continues to provide a buffer for the nearby homes.
- 2) If the plan goes through and buildings are erected my concerns would be that they could be large (more than two levels), industrial-looking, and change the feel of where we live and potentially the value of what we have purchased.
- 3) I am concerned about the potential traffic having immediate and extensive access to our short street where children play and bicycle.
- 4) I am concerned about anything industrial that has unlimited public access – such as a storage facility – where 24 hour traffic and noise changes our neighborhood.
- 5) I am concerned about large vehicles and equipment stored and/or driven extensively on our residential street.

Thank you for taking the time to consider my concerns.

Please keep me informed in writing of all future developments of this application.

Many thanks,  
Gail

Gail Spencer  
18 Queen Street,  
Baden, ON



## Right Call Right Care

### REGION OF WATERLOO PARAMEDIC SERVICES



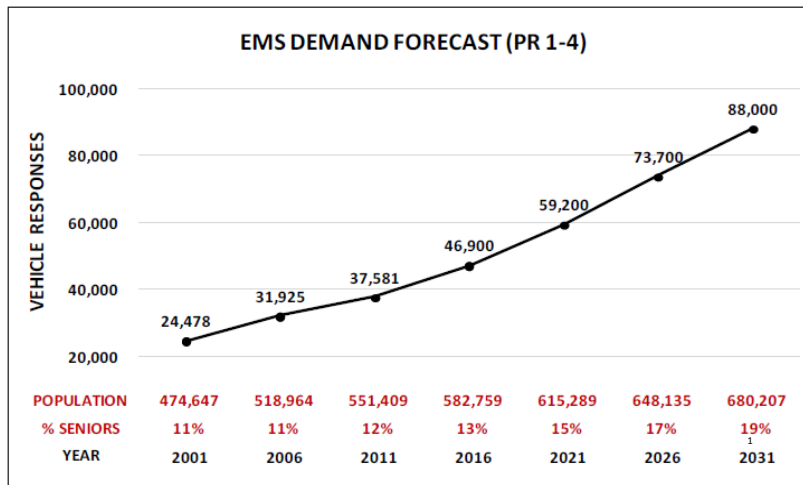
## Paramedic Services Master Plan

**Focus on:**

- Excellence in Patient Care.
- Consistency, efficiency and accountability of PSV service delivery
- Appropriate resourcing of staff and equipment
- Transparent reporting of performance on an ongoing basis



## Call volumes continue to rise in the Region



## Right Call, Right Care Campaign



Designed to assist in reducing service demand pressures

**RIGHT CALL, RIGHT CARE**

**WHEN SEEKING MEDICAL CARE DO YOU KNOW WHO TO CALL?**

- Consult your primary care provider
- Call Telehealth Ontario: 1-866-737-0000
- Go to a walk-in clinic
- Visit your local pharmacy
- Explore self-care at home

Exploring your health care options can result in quicker more appropriate care. Saving 911 for life threatening emergencies ensures paramedics will be available when needed most.

**#RightCallRightCare**

For more information on clinics and resources within Waterloo Region:  
Contact: 519-575-4882 / 575-575-4803  
Web: [www.regionofwaterloo.ca/rightcall](http://www.regionofwaterloo.ca/rightcall) / Call 211

**9-1-1 EMERGENCY**

Never hesitate to contact 911 in any medical emergency. If you experience shortness of breath, chest pain or symptoms of stroke, 911 is always the right call.



## Right Call, Right Care Highlights



- Healthcare options available outside of 911 system that could result in quicker more appropriate care
- Saving 911 for life-threatening emergencies and ensuring paramedics are available when needed most



## Public Engagement



- Campaign launch - May 2017
- Public information booths set up at:
  - Paramedic Services Open House
  - Woolwich Emergency Preparedness Day
  - Cambridge Centre Mall
  - Conestoga Mall



## Campaign Features



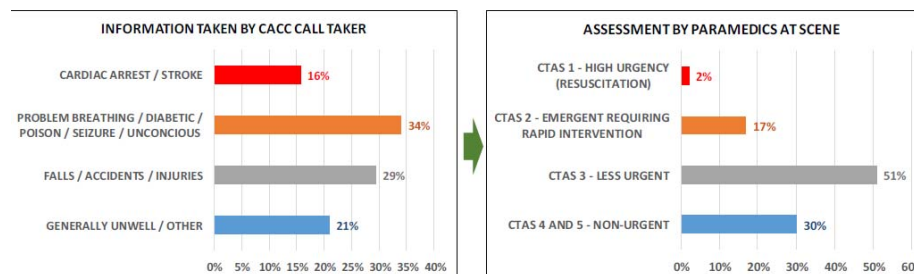
- Information banners and pamphlets being circulated through public municipal buildings in cities and townships
- Mail out of posters to 350 family Physicians within the Region
- Promotion through Regional website and Public Health website as well as internal employee portal



## 2015 Less and Non Urgent Calls



EXHIBIT 12.1: INCIDENT SUMMARIES FOR ROW (2015)



## Campaign Measurement



- Difficult to measure the number of calls that we don't receive
- Review the number of less and non-urgent calls pre and post campaign
- Any decrease in call volumes will have a positive impact on service delivery

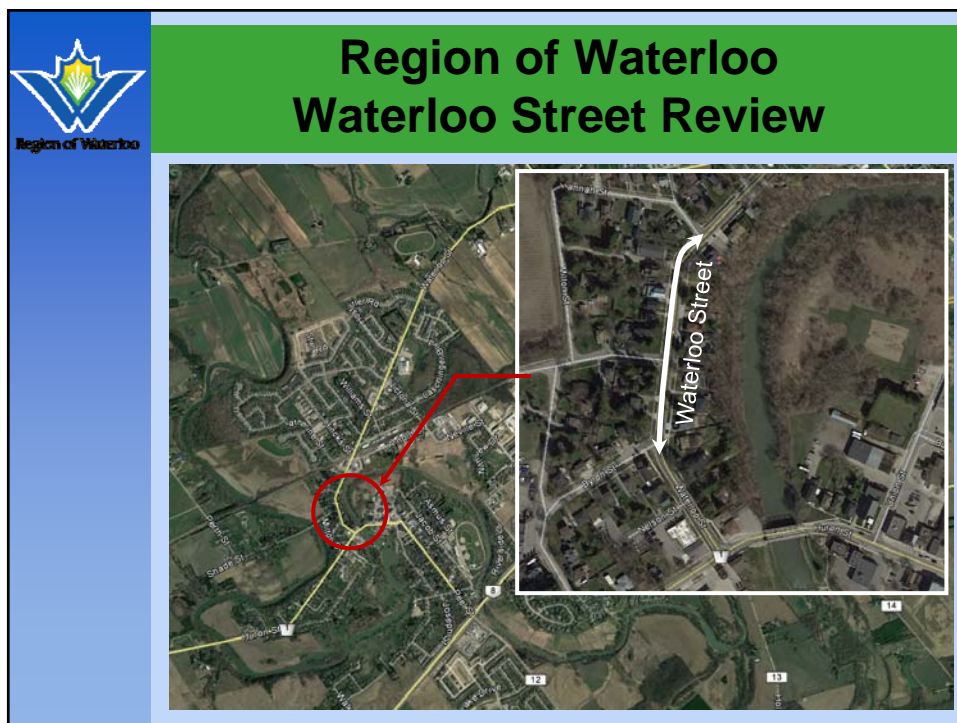
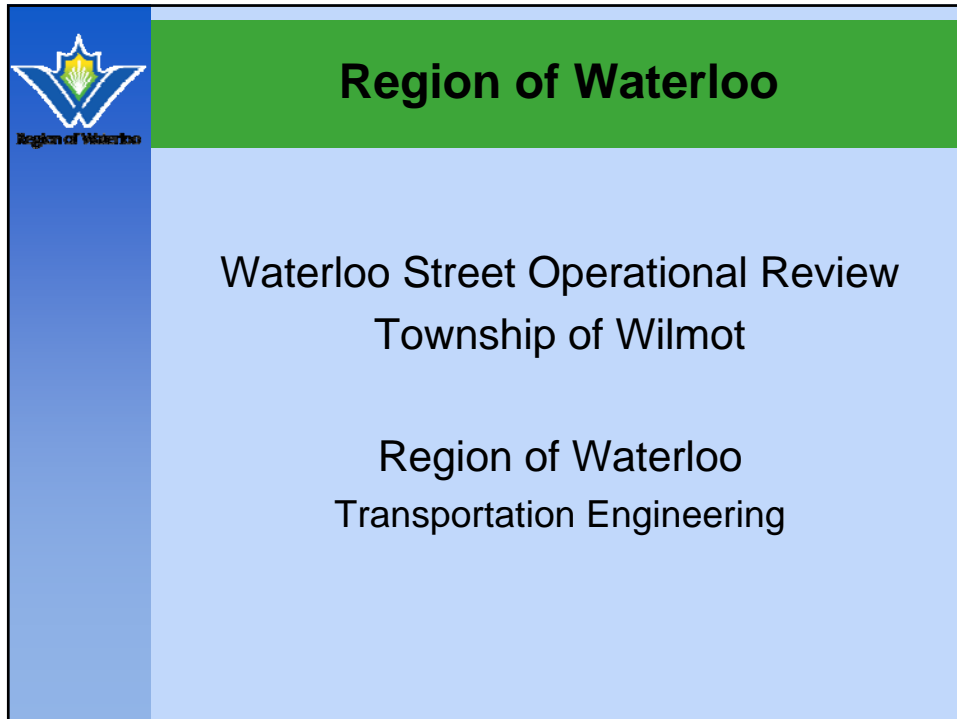


## For more information



- Final Report: Paramedic Services Master Plan (2017-2027)
- To Request Campaign Resources Contact Nic Smith – 519-575-4400 Ext. 8711







## Region of Waterloo Waterloo Street Review

### Existing Conditions

- 1 lane in each direction
- 50km/h posted speed
- Average speed 45km/h
- AADT 6000 to 8200 vpd
- Stop control at Huron



## Region of Waterloo Waterloo Street Review

### Collision History

Waterloo Street	Geo ID	AADT	Collisions in 5 Years		
			2012 to 2016		
			Actual	Predicted	Diff
at Hannah St (Lewis)	3843	8299	1	3.0	-2.0
btwn Hannah (Lewis) & Shade	3808	6994	7	0.7	6.3
at Shade St	3844	7744	0	2.8	-2.8
btwn Byron & Shade	3806	6440	2	0.4	1.6
at Byron St	3809	8012	0	1.8	-1.8
btwn Byron & Nelson	5134	6002	1	0.3	0.7



## Region of Waterloo Waterloo Street Review

### Collision History

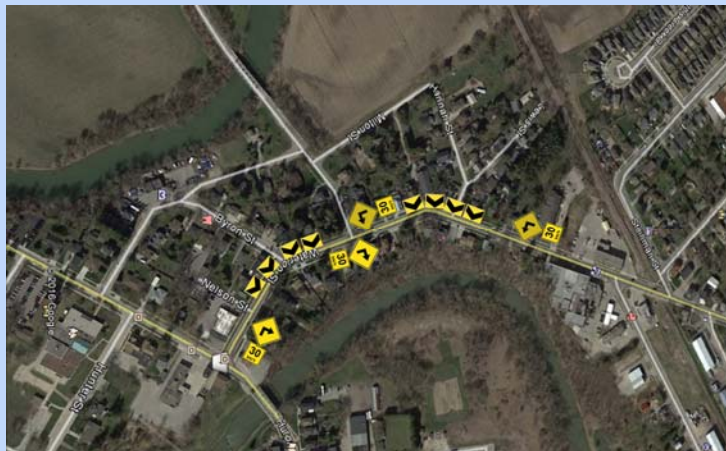
Waterloo Street between Hannah (Lewis) and Shade

- 5 southbound collisions
- 2 northbound collisions
- 4 night time, 3 daytime



## Region of Waterloo Waterloo Street Review

### Existing Countermeasures





## Region of Waterloo Waterloo Street Review

### Existing Countermeasures



## Region of Waterloo Waterloo Street Review

### Existing Countermeasures







## Region of Waterloo Waterloo Street Review

### Recently Added Countermeasures (Northbound)



Waterloo Street approaching Byron Street northbound



## Region of Waterloo Waterloo Street Review

### Recently Added Countermeasures (Northbound)



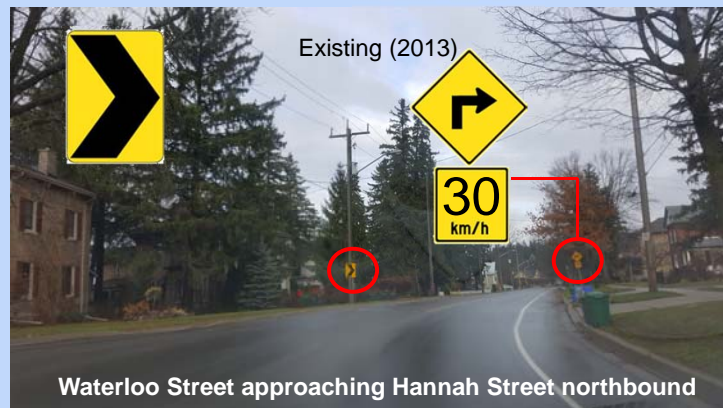
Waterloo Street approaching Hannah Street northbound





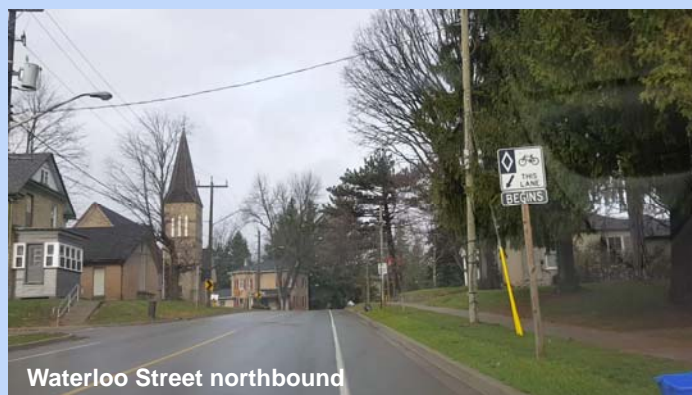
## Region of Waterloo Waterloo Street Review

### Recently Added Countermeasures (Northbound)



## Region of Waterloo Waterloo Street Review

### Recently Added Countermeasures (Northbound)





## Region of Waterloo Waterloo Street Review

### Recently Added Countermeasures (Southbound)



## Region of Waterloo Waterloo Street Review

### Recently Added Countermeasures (Southbound)





## Region of Waterloo Waterloo Street Review

### Recently Added Countermeasures (Southbound)





Waterloo Street southbound



## Region of Waterloo Waterloo Street Review


### Before/After Collision Review

Installed June 2013	Waterloo Street	Collisions	
		Before (June 2010 – June 2013)	After (June 2013 to June 2016)
 	at Hannah Street	1	0
	btwn Hannah & Shade	2	3
	at Shade St	0	0
	btwn Byron & Shade	0	1
	at Byron St	0	0
	btwn Byron & Nelson	1	0
	<b>Total</b>	<b>4</b>	<b>4</b>



## Region of Waterloo Waterloo Street Review

### Before/After Collision Review

Installed September 2016	Waterloo Street	Collisions	
		Before (June 2016 to Sept. 2016)	After (Sept. 2016 to Dec. 2016)
	at Hannah Street	0	0
	btwn Hannah & Shade	1	1
	at Shade St	0	0
	btwn Byron & Shade	0	0
	at Byron St	0	0
	btwn Byron & Nelson	0	0
	<b>Total</b>	<b>1</b>	<b>1</b>



## Region of Waterloo Waterloo Street Review

### Recent Collision

- May 20, 2017
- Impaired driving
- Region awaiting collision report



## **Region of Waterloo Waterloo Street Review**

### Next steps

- Review opportunity to enhance illumination – Waterloo Street street-lights to be converted to LED
- Review opportunity to enhance chevron signs

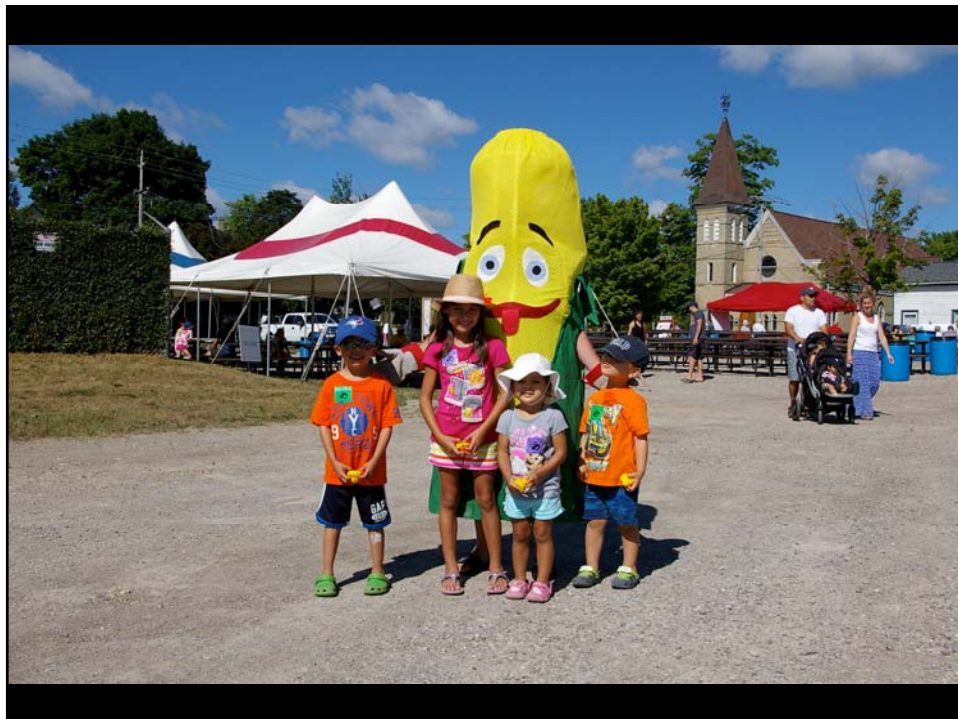


## **Region of Waterloo Waterloo Street Review**

Thank you



Celebrating Community One Corn Cob At A Time





































## Corn Fest Facts

- This will be the Fifth year for the Corn Fest – Saturday August 12<sup>th</sup>
- Around 3,000 people attend the Corn Fest each year
- Since its inception Corn Fest has raised @ 15,000 for the Baden Community Association

## Corn Fest Facts

- The money raised goes to support community projects:
  - The Parkette on Foundry Street
  - Flowers on Livingston Blvd.
  - Sponsorship of skating and swimming at the Rec. Centre on family day
  - The Fishing Derby
  - New Year's party for area children

## Corn Fest Facts

- There is organizing committee of 10
- About 70 volunteers to run the day
- It is a celebration of our agricultural heritage

## Final Word

- The Baden Corn Fest is a celebration of our community spirit - The Corn Fest is organized by and run by citizens of our community for the benefit of our community
- We want to extend our thanks and appreciation for the ongoing support of Council and the all those that support Corn Fest



We want to see all of you at Corn Fest this year  
Saturday August 12





Between me and a big bucket of chicken - all these Chrysler products.

Old Chrysler Corporation Auto Club . . .

## Moparfest '92

Story by F. Lee Marquette  
Photos by Janet Haddad  
HEIDELBERG, ON — Sunday, August 30th - friend Gary Montgomery had contacted me to participate in this club function for Chrysler manufactured cars and, I must admit, this one was a pleasant surprise. Like most of the rest, this Sunday morning (just smelted of imminent bad weather, but we struck out from Shakespeare, Ont., a load of papers and some flea market stock in tow, through rain and even some hail around

Walsley, Ont. arriving at Heidelberg, in the centre of Southwestern Ontario's Mennonite district, shortly after 8 a.m. There was Gary at the gate, with his walky talky, letting central know somebody important had arrived. I was offered the choice of indoor or outdoor space, and given the condition at the time, I opted for a wonderful spot inside a former burkitchen area near registration. The day improved to even super weather and I watched out my window at the bulk of the crowd out-

side, secretly wishing that I was out there.

Over 300 Chrysler manufactured cars were registered and filled the parklike grounds and rolling hills of this Kitchener-Waterloo Optimist Club camp. The sponsors had arranged the acquisition of a 1972 Dodge Charger Rallye 4 bbl Magnum 400 for a door prize limited to pre-registered participants. Ten keys were prepared, one of which could set to ring-ringing that wonderful Chrysler starter, then engine. Mixed emotions of the day go to the eventual winner, Tim Baker, London, Ont. Tim drew to try in last (10th) position, slowly all 9 struck out. Tim had won the day! I'll bet that management was happy Tim's key worked. Congratulations! He tells me that space is available and that this car is definitely a keeper. Club member Montgomery wanted to especially thank Ted and Mike Woods of Wellington Motors, Guelph, Paul Maloe and Roger Roth of London Dry Strip and CKGL FM96, Kitchener for helping to make the draw car possible and the day such a rousing success! Al Montag of Kentucky Fried Chicken pro-

Monday, September 21, 1992 — Old Autos — 17



Tim Baker, London, was the winner of the 1972 Dodge Charger Rallye, 4 bbl., magnum 400. Congratulating him is Ted Woods of Wellington Motors, Guelph.

asked to call Gary Montgomery, Stratford (519) 273-5341.

The club will, once again, sponsor an indoor swap meet in St. Clements, mid-April, 1993. Watch for price dates in this newspaper.

### MOPARFEST '92 CLASS WINNERS

A-Body Stock - Ray Gurney, 79 Dart Swinger, A-Body Modified - Sharon Hope, 77 Dart Swinger, B-Body Stock - Randy Jacques, 87 Conquest R/T, B-Body Modified - Lloyd Cudney, 95 Dodge 440, E-Body Stock - Alan Gullert, 71 Cutt Convertible, E-Body Modified - Cindy Tesoro, 79 Challenger, F-Body Stock - Gene Rayner, 78 Valore, F-Body Modified - Mike Edwards, 74 Corda and Mike Hain, 79 Roadrunner, Chrysler - Robert Martin, 90

Chrysler Imperial, Chrysler 300 - Greg Appel, 84 Chrysler 300, Pre-50 - Julie and Sharon Arnold, 92 Roadster, Pre-60 - Ken Langdon, 56 Dodge Custom Royal, Wing Cars - Peter Newlands, 88 Daytona, Hemi Cars - Rob McLeod, 89 Hemi Charger, Truck/Van - Leighton Bryant, 78 Ram Charger, C-Body - Ewen MacDargie, 80 Polara Convertible, Front Wheel Drive - Jim Daye, 85 Town & Country Convertible, Rear Wheel Drive - Rick Cann, 78 Magnum, Street Rod - Rick and Sharon Hughes, 35 Dodge, Pro-Mod/Ford Coupe or Label - Lloyd Bunker, 87 Corda, Best Paint - Bert Strauss, 87 Charger, Grand Four 60 Series Performance Times - Barry and Betty Young, 92 Chrysler 300, GB Certificate of \$350 - Gary E. Gaudin, 92 Saab, Grand Prize, 1972 Dodge Charger Rallye - Tim Baker, London; Water Dynastac Mufflers - Larry Denish, 87 CTR.



1956 Dodge Custom Royal convertible



Sharp white Chrysler 300 at Mopar Fest '92.



## The Chryslers are coming to town

by Jana Miller

New Hamburg — Paul Ming is a "Chrysler man" — a vintage Chrysler man.

And his love for the big car company's vintage vehicles has led him to organizing Canada's largest all-Chrysler car show — which will be making its home in New Hamburg's Niern S. Hill Park, from now on.

The car show, now in its fourteenth year, will be making its debut along the racetrack in the park on August 22, 1993. The show had been previously held at the Heidelberg Optimist Camp. The move, explained Ming, is due mostly to the expansion of the show over the years.

Ming, who has lived in New Hamburg for the past 18 years, is currently the vice-president of the Old Chrysler Corporation — the group of enthusiasts which puts on the show, called Moparfest, each year. In December he'll become president of the club.

The club currently has about 100 members, with approximately 10 percent coming from New Hamburg itself, and others from as far away as Erie, Pennsylvania and Columbus Ohio.

Erie, Pennsylvania is home to the largest all-Chrysler car show in the United States, drawing 3,000 participants annually. The show scheduled for New Hamburg will likely draw a little over 10 percent of that figure and about 2,500 spectators. At one time, the show was only open to members of the club, but today it's open to the public.

Coinciding with the show's move to New Hamburg, said Ming, could be the inclusion of Jeep and American Motors vehicles — which are now made by the big three corporation — into the show. "They've never really ever had a show of their own," he said. "We haven't contacted Chrysler yet, but we are going to ask them if they want to get involved."

Ming, who is one of the chief organizers of the show for next year, has a keen interest in vintage Chrysler cars, and it's really no wonder, since he owns two himself. Both are 1969 Dodge Swingers, one is immaculate and in showroom condition, while the other is restorable. Ming says he just hasn't had time to restore the car, especially since starting renovations on his new home on Fairview Street.

The 1969 Swinger that you will see Ming driving in the summer, is an original dark green colour. His car, he said, came from Vancouver. "I'd been looking for a car for a long time and the guy I talked to about this car told me it was in mint condition. I had already looked at a lot of cars that were supposed to be in mint condition — I was really hoping this one was," said Ming.

"As soon as I walked up to the car, I knew I was taking it home with me," he said. The car today is most definitely in showroom condition, with everything in its original state, except a coat of paint and a few motor changes. Ming sometimes takes the car to the track in Cayuga, where he races with his exhaust closed and street tires on the car. The car will run 13.6 seconds in the quarter-mile at 102 m.p.h.

Spectators attending the Moparfest show next summer however, will not be (continued on page 21)



Chrysler man

Paul Ming is organizing the largest all-Chrysler car show in Canada, which from now on will make its home, each summer, in New Hamburg. (Photo by Jana Miller)

Moparfest is proudly represented by these 6 community service groups:







Office address: 57 Pinehurst Cres  
 Kitchener ON N2N 1E3  
 Show grounds address: 251 Jacob St.  
 New Hamburg ON  
 Phone: 519-342-1284  
 email: michelle@moparfest.com  
 web site: www.moparfest.com

## Canada's Largest Pure MOPAR Event

### 10 Reasons Why We Remain #1 in Canada

1. **\$220,000** Is spent locally to promote Moparfest 2017 and it's related draws and associated activities
2. **38** Years old in 2017 & still going strong
3. **52** Restored or new Mopar vehicles collectively won through and associated with Moparfest since 1992
4. **240 +** Vendor spaces, selling parts and services at Moparfest annually
5. **27** Years with Ted & Mike Woods as Moparfest's major sponsor along with 13 regional Chrysler Dodge Jeep dealers
6. **\$3,060,000** Raised by and donated to participating service clubs, charities, sports groups and local organizations primarily for youth worknce 1992
7. **\$160,000** Is the goal to be raised by Moparfest 2017 & it's related activities
8. **14** Local service clubs, charities, sports groups and local organizations supply 400 volunteers to assist Moparfest
9. **18,000** Spectators expected to attend Moparfest 2017
10. **1,600** Show vehicles on display at Moparfest 2017 over the weekend

#### Moparfest's Mission Statement

Our mission is to present Moparfest as a Family focused event, while at the same time showing deep commitment to the hobby of restoration, preservation, and displaying of Chrysler (Mopar) vehicles of the past. Through local service clubs collective planning efforts it is our mission to raise funds for distribution to local youth and community groups and to provide resources to ensure that Moparfest remains as an annual event.





1,500+ Mopars from 1920's-2018  
**WIN A 1973 Dodge Dart**

**Event Date:**

August 19 & 20, 2017  
 8am- 4:30pm  
 Rain or shine

**General Admission:**

Adults: \$12 each per day  
 Kids 12 & under: Free  
 Free parking  
 Free shuttle to parking

**Show Cars:**

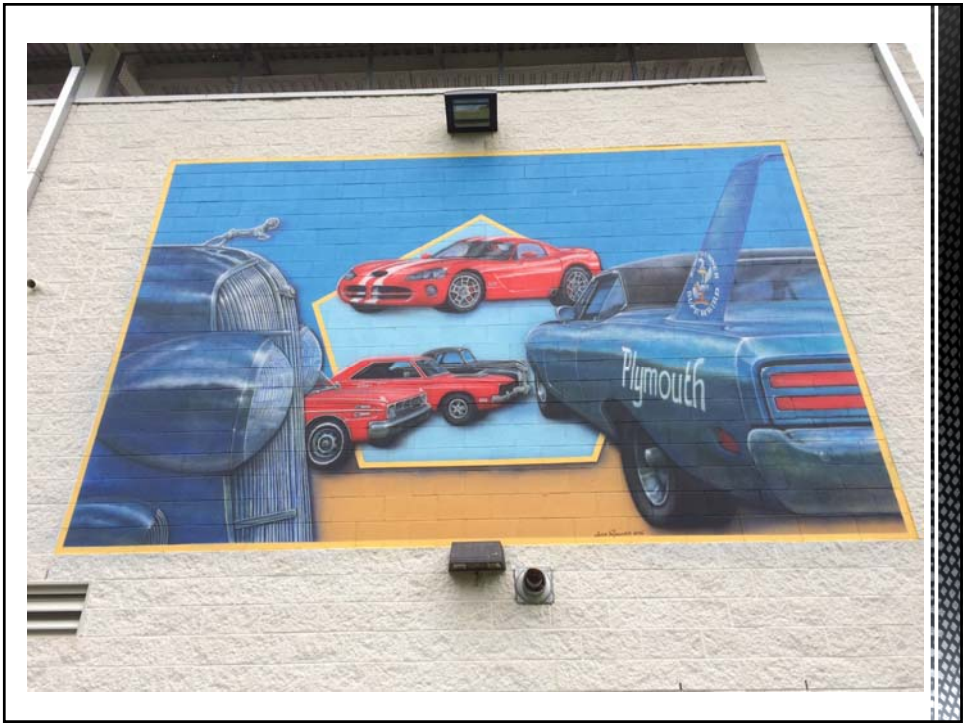
\$35 for pre-registered OR \$40 for gate-registered  
 (includes the vehicle & 2 adults for the weekend)  
 Anywhere on show field



**New Hamburg ON**  
 10 mins west of Kitchener

[www.moparfest.com](http://www.moparfest.com)









# MARATHON

## OF SHOWS

**SAT 12** | 10AM - 3PM  
AUGUST

LIVE MUSIC 🎵  
IN DOWNTOWN  
NEW HAMBURG


FREE-WILL DONATIONS TO RAISE FUNDS  
FOR THE WILMOT TERRY FOX RUN











# WILMOT TERRY FOX RUN WALK RIDE

**Sunday, September 17**  
**at The New Hamburg Fall Fair**

Fox RUN Sunday  
Sept.





## ***Township of Wilmot*** **REPORT**

**REPORT NO.** CL 2017- 17

**TO:** Council

**PREPARED BY:** Derek Wallace, Senior Municipal Law Enforcement Officer

**DATE:** July 17, 2017

**SUBJECT:** By-law Enforcement  
Quarterly Activity Report  
April 1, 2017 to June 30, 2017

---

**RECOMMENDATION:**

That the Enforcement Activity Report for April 1, 2017 to June 30, 2017 be received for information purposes.

**BACKGROUND:**

Type of Call	Apr/Jun. 2016	Apr/Jun. 2017
- Property Standards	9	11
- Traffic	27	28
- Animal Control Complaints	31	29
- Noise	16	10
- Fire Complaints	4	5
- Grass and Weeds	6	7
- Graffiti	1	0
- Livestock Evaluation	0	0
- Signs	5	5
- General Inquiries	31	57
- Pools	2	1
- Fences	1	1
- Dumping	4	3
- Zoning	0	2
- Discharge of Firearms	0	1
-		

**Breakdown of Activities:**

Property Standards and Clean Yard:

- 11 properties were investigated by the Township
- 1 is still working towards compliance
- 10 are in compliance under the bylaw

Parking:

- 15 warnings were issued
- 105 parking tickets were issued

Animal Control:

- 6 dogs were impounded
- 1 ticket issued for dog running at large

Noise Complaints:

- 10 complaints investigated
- all complaints have been investigated and appropriate warnings have been issued
- no tickets issued

Fire Complaints:

- 5 complaints regarding open burning
- no charges issued for illegal open burns no permit/ warnings issued

Grass and Weeds:

- 7 complaints investigated
- 2 properties cut by Township due to non-compliance under Clean Yard By-law and billed

Signs:

- 2 complaints received
- all sign complaints were investigated and were removed by voluntary compliance by the property owners or By-law Officer
- ongoing monitoring of illegal signage is occurring and removal carried out on a regular basis by By-law
- 27 signs removed by By-law Officers



Dumping

- 3 illegal dumping calls investigated
- 1 along road allowance - cleaned up by Township and Region
- 2 removed by the individual that caused the dumping

Pools

- 1 complaint investigated – found to be in compliance with the bylaw

Graffiti

- no complaints/incidents

Derek Wallace  
Senior Municipal By-Law Enforcement Officer

Barbara McLeod  
Director of Clerk's Services

Grant Whittington  
Reviewed by CAO



## ***Township of Wilmot REPORT***

**REPORT NO.**                **FIN 2017-28**

**TO:**                         **Council**

**PREPARED BY:**        **Ashton Romany, Manager of Accounting**

**DATE:**                    **July 17, 2017**

**SUBJECT:**                **Statement of Operations as of June 30, 2017 (un-audited)**

### **Recommendation:**

**That the Statement of Operations as of June 30, 2017, as prepared by the Manager of Accounting, be received for information purposes.**

### **Background:**

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

### **Discussion:**

Attached is the statement of operations as of June 30, 2017. 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 52.4% 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 47.3% of the annual budget.

The WRC also represents approximately 62.0% 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 48.8% of the annual budget.

**Strategic Plan Conformity:**

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.

**Conclusion:**

The preceding report is presented to Council for information purposes. The next report outlining operations will occur in October to include activities up to the end of the third quarter.

Ashton Romany  
\_\_\_\_\_  
Manager of Accounting

Patrick Kelly, CPA, CMA  
\_\_\_\_\_  
Director of Finance

Grant Whittington  
\_\_\_\_\_  
Chief Administrative Officer

**TOWNSHIP OF WILMOT  
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>REVENUE</u></b>			
Administration Fees / Sale of Surplus Assets	(48,580)	(35,396)	72.9%
Grant Funding - General Government	(47,230)	(45,000)	95.3%
Licenses and Fines <sup>1</sup>	(82,900)	(63,872)	77.0%
Penalties & Interest Revenue	(261,500)	(126,932)	48.5%
	<b>(440,210)</b>	<b>(271,200)</b>	<b>61.6%</b>
<b><u>EXPENSES</u></b>			
Council <sup>2</sup>	175,220	134,177	76.6%
CAO, Clerks	611,140	308,947	50.6%
Insurance <sup>3</sup>	311,450	272,164	87.4%
Municipal Law Enforcement/Animal Control	215,230	113,660	52.8%
Municipal Election <sup>4</sup>	15,780	1,526	9.7%
Financial Services	493,870	272,218	55.1%
IT Services <sup>5</sup>	192,460	127,594	66.3%
	<b>2,015,150</b>	<b>1,230,287</b>	<b>61.1%</b>
<b><u>REVENUE</u></b>			
Fire Services Revenues <sup>6</sup>	(27,850)	(14,190)	51.0%
	<b>(27,850)</b>	<b>(14,190)</b>	<b>51.0%</b>
<b><u>EXPENSES</u></b>			
Fire Services Administration	928,740	420,325	45.3%
Fire Services Operating Expenses	258,320	135,522	52.5%
	<b>1,187,060</b>	<b>555,847</b>	<b>46.8%</b>

**TOWNSHIP OF WILMOT  
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<b><u>PUBLIC WORKS</u></b>			
<b><u>REVENUE</u></b>			
Roads/Engineering Service Charges	(16,850)	(1,309)	7.8%
Aggregate Resource Fees	(92,000)	-	0.0%
Grant Funding - Public Works	(9,000)	-	0.0%
	<b><u>(117,850)</u></b>	<b><u>(1,309)</u></b>	<b><u>1.1%</u></b>
<b><u>EXPENSES</u></b>			
Engineering Administration	162,250	84,239	51.9%
Roads Administration	604,680	284,261	47.0%
Roads Operating Expenses <sup>7</sup>	509,620	203,653	40.0%
Winter Control Expenses <sup>8</sup>	401,930	316,955	78.9%
Municipal Drainage Operating Expenses	16,000	-	0.0%
Street Lighting Operating Expenses	145,000	77,474	53.4%
Crossing Guards Operating Expenses	48,160	25,959	53.9%
	<b><u>1,887,640</u></b>	<b><u>992,542</u></b>	<b><u>52.6%</u></b>
<b><u>RECREATION AND FACILITIES</u></b>			
<b><u>REVENUE</u></b>			
Wilmot Recreation Complex Revenues <sup>9</sup>	(1,415,320)	(690,078)	48.8%
Park, Facility and Community Centre Rental Revenue	(132,150)	(69,621)	52.7%
Grant Funding - Recreation and Facilities <sup>10</sup>	(18,500)	(19,100)	103.2%
	<b><u>(1,565,970)</u></b>	<b><u>(778,799)</u></b>	<b><u>49.7%</u></b>
<b><u>EXPENSES</u></b>			
Recreation Administration	689,680	362,002	52.5%
Wilmot Recreation Complex Administration	1,565,870	773,956	49.4%
Wilmot Recreation Complex Operating Expenses <sup>11</sup>	969,100	424,803	43.8%
Parks & Facilities Administration	487,450	233,047	47.8%
Parks and Community Centre Operating Expenses <sup>12</sup>	345,440	127,673	37.0%
Municipal Facilities Operating Expenses	170,950	67,470	39.5%
Abandoned Cemetery Operating Expenses	3,000	1,500	50.0%
	<b><u>4,231,490</u></b>	<b><u>1,990,451</u></b>	<b><u>47.0%</u></b>

**TOWNSHIP OF WILMOT  
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<b><u>CULTURAL SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Castle Kilbride Admissions & Events	(47,740)	(22,044)	46.2%
Grant Funding - Castle Kilbride	(25,310)	-	0.0%
	<b><u>(73,050)</u></b>	<b><u>(22,044)</u></b>	<b><u>30.2%</u></b>
<b><u>EXPENSES</u></b>			
Castle Kilbride Administration	216,960	105,491	48.6%
Castle Kilbride Operating Expenses <sup>13</sup>	46,530	26,130	56.2%
Archives Operating Expenses	1,550	196	12.7%
Heritage Wilmot Operating Expenses	9,840	2,592	26.3%
	<b><u>274,880</u></b>	<b><u>134,410</u></b>	<b><u>48.9%</u></b>
<b><u>DEVELOPMENT SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Planning Application Fees	(106,900)	(39,292)	36.8%
Business Licensing	(4,500)	(154)	3.4%
	<b><u>(111,400)</u></b>	<b><u>(39,446)</u></b>	<b><u>35.4%</u></b>
<b><u>EXPENSES</u></b>			
Planning	173,330	92,503	53.4%
Economic Development <sup>14</sup>	55,000	51,200	93.1%
	<b><u>228,330</u></b>	<b><u>143,703</u></b>	<b><u>62.9%</u></b>
<b><u>TOTAL OPERATING</u></b>			
<b><u>REVENUES</u></b>	<b><u>(2,336,330)</u></b>	<b><u>(1,126,988)</u></b>	<b><u>48.2%</u></b>
<b><u>EXPENSES</u></b>	<b><u>9,824,550</u></b>	<b><u>5,047,239</u></b>	<b><u>51.4%</u></b>
<b><u>NET GENERAL LEVY EXPENDITURE</u></b>	<b><u>7,488,220</u></b>	<b><u>3,920,251</u></b>	<b><u>52.4%</u></b>

**NOTES:**

- 1 Includes Dog and Kennel Licenses (\$46,699); Parking Fines (\$5,450); Marriage Licenses(\$7,175); Property Standards Fees (\$2,386); Provincial Offences (\$691); Lottery Licenses (\$1,471).
- 2 Distributions under the 2017 Municipal Grants Program (\$43,334); Discover your Wilmot (\$30,000); Discover your Wilmot Canada 150 (\$15,000); annual membership fees with Sustainable Waterloo Region's Regional Carbon Initiative (\$3,745), membership with AMO (\$5,102).
- 3 Annual Insurance Pool Premiums (\$258,278) were remitted in Q2. YTD expenditures are net of premiums transferred to user-pay divisions (\$9,774) and includes self insured deductible expenses (\$23,660).
- 4 Budget includes annual transfer of \$13,750 to cover costs associated with 2018 municipal election; YTD expenditures reflect annual fees for on-going maintenance of Municipal voters' list.
- 5 Majority of annual software maintenance fees paid over the first two quarters.
- 6 Includes Boundary Fire Service Agreement with Blandford-Blenheim (\$5,055); Fire Permits (\$2,698) and revenue from billable calls (\$6,437)
- 7 Roads operations and staffing costs are impacted by seasonality. The majority of focus in Q1 is on Winter Maintenance operations.
- 8 Winter maintenance activities peak in Q1 and Q4. Any savings/costs from the program at year end are transferred to/from the dedicated reserve fund.
- 9 Revenues include: Ice Rentals (\$319,635); Aquatics (\$246,519); Programming (\$25,191); Concessions (\$51,797); Room/Field Rentals (\$24,201); Advertising/Promotional Fees (\$12,525); Other (\$10,210)
- 10 Represents Grant funding provided under the Healthy Kids Community Challenge.
- 11 Includes unbudgeted Minor Capital replacement of a popcorn machine (\$1,250).
- 12 Activity levels at Township parks and community centres are seasonal, with majority of remaining activities to peak in Q3.
- 13 Expenditures include membership with Waterloo Region Tourism Marketing Corporation (WRTMC) (\$10,000); and marketing/promotional materials (\$8,975).
- 14 Includes Township membership with the Waterloo Region Economic Development Corporation (\$50,000).

**TOWNSHIP OF WILMOT  
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<b><u>WATER/SANITARY</u></b>			
<b><u>REVENUE</u></b>			
Utility User Fees, including Local Improvements <sup>1</sup>	(5,144,230)	(1,768,017)	34.4%
Utilities Sales, Service Charges	(60,000)	(38,120)	63.5%
	<b>(5,204,230)</b>	<b>(1,806,136)</b>	<b>34.7%</b>
<b><u>EXPENSES</u></b>			
Water/Sanitary Administration	521,690	269,587	51.7%
Water/Sanitary Operating Expenses	646,890	283,754	43.9%
Water Regional Charges <sup>2</sup>	1,328,000	393,681	29.6%
Sanitary Regional Charges <sup>2</sup>	1,412,170	626,846	44.4%
	<b>3,908,750</b>	<b>1,573,869</b>	<b>40.3%</b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS</u> <sup>4</sup></b>	<b>(1,295,480)</b>	<b>(232,268)</b>	<b>17.9%</b>
<b><u>CEMETERY</u></b>			
<b><u>REVENUE</u></b>			
Cemetery User Fees	(69,850)	(31,215)	44.7%
Cemetery Investment Income	(3,500)	-	0.0%
	<b>(73,350)</b>	<b>(31,215)</b>	<b>42.6%</b>
<b><u>EXPENSES</u></b>			
Cemetery Administration	23,720	7,259	30.6%
Cemetery Operating Expenses	32,940	11,908	36.2%
	<b>56,660</b>	<b>19,167</b>	<b>33.8%</b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS</u> <sup>4</sup></b>	<b>(16,690)</b>	<b>(12,047)</b>	<b>72.2%</b>
<b><u>BUILDING</u></b>			
<b><u>REVENUE</u></b>			
Building Permit Fees <sup>3</sup>	(503,000)	(326,420)	64.9%
	<b>(503,000)</b>	<b>(326,420)</b>	<b>64.9%</b>
<b><u>EXPENSES</u></b>			
Building Administration	394,480	201,910	51.2%
Building Operating Expenses	203,290	100,824	49.6%
	<b>597,770</b>	<b>302,735</b>	<b>50.6%</b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS</u> <sup>4</sup></b>	<b>94,770</b>	<b>(23,685)</b>	<b>-25.0%</b>



**NOTES:**

- 1 The new water/sanitary rates came into effect on April 1, 2017. YTD fees represent billings up to June for New Hamburg residents and up to May billings for the remainder of the Township.
- 2 Reflects flows to/from the Region of Waterloo for the months of January through May.
- 3 YTD permit fees are outlined within Building Statistics reporting from Development Services.
- 4 Transfers to/from reserve funds are completed as part of year end processing.



## ***Township of Wilmot REPORT***

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<b>REPORT NO.</b>	<b>FIN 2017-29</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Ashton Romany, Manager of Accounting</b>
<b>DATE:</b>	<b>July 17, 2017</b>
<b>SUBJECT:</b>	<b>Capital Program Review as of June 30, 2017 (un-audited)</b>

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### **Recommendation:**

**That the Capital Program Review as of June 30, 2017, as prepared by the Manager of Accounting, be received for information purposes.**

### **Background:**

This report covers the entire Township of Wilmot capital program, indicating unexpended capital funding and any unfinanced capital expenditures year-to-date.

### **Discussion:**

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 June 30, 2017, 19.0% of Council approved funding has been spent across the entire capital program.

Due to winter weather conditions in the first quarter, several initiatives, specifically in the Public Works and Facilities and Recreation departments, historically take place over the course of the final three (3) quarters. 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.

### **Strategic Plan Conformity:**

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.

**Conclusion:**

The preceding report is presented to Council for information purposes. The next report outlining the capital program will occur in October for activity as of September 30, 2017.

Ashton Romany  
\_\_\_\_\_  
Manager of Accounting

Patrick Kelly, CPA, CMA  
\_\_\_\_\_  
Director of Finance

Grant Whittington  
\_\_\_\_\_  
Chief Administrative Officer

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ASSET MANAGEMENT PLAN UPDATE</u></b>			
<u>FUNDING</u>			
Contribution from Grants	-	(30,000.00)	
	-	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	33,288.02	
	-	<b>33,288.02</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>110.96%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	3,288.02	
<b><u>ANNUAL HARDWARE AND SOFTWARE UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(27,000.00)	(27,000.00)	
	<b>(27,000.00)</b>	<b>(27,000.00)</b>	
Expenditures	27,000.00	21,938.00	
	<b>27,000.00</b>	<b>21,938.00</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>81.25%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,062.00)	
<b><u>NETWORK INFRASTRUCTURE UPDATES AND REPLACEMENTS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(22,000.00)	(22,000.00)	
	<b>(22,000.00)</b>	<b>(22,000.00)</b>	
Expenditures	22,000.00	-	
	<b>22,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,000.00)	

Consulting portion of the project completed. Staff continue to work on finalizing the plan.

PC hardware purchased and being deployed. Remaining funding to cover MS Office and Windows client access licensing.

Staff are actively obtaining quotes for this project.

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>FLEXNET WIRELESS METER READING UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Funds	(22,500.00)	(22,500.00)	Project commenced and is to be completed in late Q3. Formal agreement with K-W Hydro anticipated to be presented to Council in Q3.
Contribution from Grants	(67,500.00)	-	
	<u>(90,000.00)</u>	<u>(22,500.00)</u>	
<u>EXPENSES</u>			
Expenditures	90,000.00	-	
	<u>90,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,500.00)	
<b><u>GPS/AVL TRACKING SOFTWARE UPDATE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	Update performed on four Township fleet vehicles. Staff obtaining additional quotes for the remaining fleet.
	<u>(25,000.00)</u>	<u>(25,000.00)</u>	
Expenditures	25,000.00	7,971.27	
	<u>25,000.00</u>	<u>7,971.27</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>31.89%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,028.73)	
<b><u>STATION 3 TANKER TRUCK REPLACEMENT (T35)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(358,000.00)	Contract awarded to ResQTech Systems Inc. in the amount of \$404,616 (net of HST rebate), as per Council report FD 2017-01.
Contribution from Sale of Vehicle	-	-	
	<u>-</u>	<u>(358,000.00)</u>	
Expenditures	-	453.75	
	<u>-</u>	<u>453.75</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.13%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(357,546.25)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ROOF REPLACEMENT (STATION 1)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(18,000.00)	(18,000.00)	
	<b>(18,000.00)</b>	<b>(18,000.00)</b>	
<u>EXPENSES</u>			Project Completed.
Expenditures	18,000.00	18,825.60	
	<b>18,000.00</b>	<b>18,825.60</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>104.59%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	825.60	
<b><u>EMERGENCY FLOOR DRAIN REPAIRS (STATION 2)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(17,500.00)	(17,500.00)	
	<b>(17,500.00)</b>	<b>(17,500.00)</b>	
Expenditures	17,500.00	17,253.41	Project completed.
	<b>17,500.00</b>	<b>17,253.41</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>98.59%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(246.59)	
<b><u>DIESEL EXHAUST EXTRACTION SYSTEM (STATION 3)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(36,000.00)	(36,000.00)	
	<b>(36,000.00)</b>	<b>(36,000.00)</b>	Contract awarded to Air Technology Solutions Canada, for \$33,648.98 (net of HST rebate), as per Council Report FD 2017-04.
Expenditures	36,000.00	-	
	<b>36,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(36,000.00)	



**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SCBA REPLACEMENTS/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>			Project completed.
Expenditures	30,000.00	30,000.00	
	<b>30,000.00</b>	<b>30,000.00</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>100.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	-	
<b><u>RADIO EQUIPMENT UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(400,000.00)	(400,000.00)	
	<b>(400,000.00)</b>	<b>(400,000.00)</b>	
Expenditures	400,000.00	3,194.20	Contract awarded to Motorola Solutions Inc. through Regional co-operative agreement as outlined in report FIN 2017-20. Radio equipment to be received in Q4. Hardware costs estimated at approximately \$300,000.
	<b>400,000.00</b>	<b>3,194.20</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.80%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(396,805.80)	
<b><u>KING ST RECONSTRUCTION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(200,000.00)	(234,000.00)	
Contribution from Reserve Fund	(108,620.00)	(118,620.00)	
Contribution from Grants (CWWF)	(56,380.00)	-	
	<b>(365,000.00)</b>	<b>(352,620.00)</b>	Contract awarded to Sierra Infrastructure Inc, for \$490,215.10 (net of HST rebate), as per Council Report PW 2017-07. Engineering Services were awarded to GM BluePlan for \$47,425.25 (net of HST rebate).
Expenditures	365,000.00	28,685.85	
	<b>365,000.00</b>	<b>28,685.85</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>8.14%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(323,934.15)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TANDEM AXLE DUMP TRUCK REPLACEMENT (T2)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(225,000.00)	
Contribution from Sale of Vehicle	-	(29,652.75)	
	-	<b>(254,652.75)</b>	Project completed.
<u>EXPENSES</u>			
Expenditures	-	277,936.06	
	-	<b>277,936.06</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>109.14%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	23,283.31	
<b><u>SINGLE AXLE DUMP TRUCK REPLACEMENT (T1)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(215,000.00)	
Contribution from Sale of Vehicle	-	(38,370.00)	
	-	<b>(253,370.00)</b>	Project completed.
Expenditures	-	235,846.44	
	-	<b>235,846.44</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>93.08%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,523.56)	
<b><u>MILTON &amp; BYRON ST RECONSTRUCTION</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(104,000.00)	
	-	<b>(104,000.00)</b>	Contract for engineering and design awarded to AECOM for \$103,757.55 (net of HST rebate), as per Council report PW 2016-09. Public Information Centre meeting held in June. Project drawings to be finalized and be released for tender in 2018.
Expenditures	-	31,241.85	
	-	<b>31,241.85</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>30.04%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(72,758.15)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ST. AGATHA MUNICIPAL DRAIN</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(32,570.00)	
Contribution from Grants - Region of Waterloo	-	-	
Contribution from Landowner	-	-	
	<u>-</u>	<u>(32,570.00)</u>	Project substantially completed. Actual cost schedule to be received from the Drainage Superintendent for Council approval.
<u>EXPENSES</u>			
Expenditures	-	460,148.51	
	<u>-</u>	<u>460,148.51</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>1412.80%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	427,578.51	
<b><u>WILMOT-EASTHOPE RD CULVERT</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(66,000.00)	
Contribution from Grant (OCIF)	(285,000.00)	(285,000.00)	
Contribution from Perth East	(45,000.00)	-	
	<u>(330,000.00)</u>	<u>(351,000.00)</u>	Contract awarded Theo Vandenberg Construction Inc, for \$327,662.11 (net of HST rebate), as per Council Report PW 2017-03.
Expenditures	330,000.00	33,966.63	
	<u>330,000.00</u>	<u>33,966.63</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>9.68%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(317,033.37)	
<b><u>HOLLAND MILLS BRIDGE</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(217,100.00)	(217,100.00)	
Contribution from Grant - OCIF Top Up	(64,200.00)	(659,006.15)	
	<u>(281,300.00)</u>	<u>(876,106.15)</u>	Public Information Center held in June, comments have been received and are under consultant and staff review.
Expenditures	281,300.00	36,920.37	
	<u>281,300.00</u>	<u>36,920.37</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>4.21%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(839,185.78)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>REPLACE DISC MOWER ATTACHEMENT (ROADS)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(17,000.00)	(17,000.00)	
Contribution from Sale of Assets	(1,000.00)	-	
	<u>(18,000.00)</u>	<u>(17,000.00)</u>	Contract for supply/delivery awarded to Premier Equipment in the amount of \$13,700.00.
<u>EXPENSES</u>			
Expenditures	18,000.00	-	
	<u>18,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,000.00)	
<b><u>WILMOT EMPLOYMENT LANDS</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(2,969,195.00)	(3,116,095.00)	
Contribution from Grant	(706,155.00)	-	
Contribution from Region	(427,440.00)	-	Clean Water Wastewater Fund (CWWF) grant funding approved in the amount of \$706,155. Preliminary design/engineering being undertaken by developer and their third party engineer.
	<u>(4,102,790.00)</u>	<u>(3,116,095.00)</u>	
Expenditures	4,102,790.00	8,907.84	
	<u>4,102,790.00</u>	<u>8,907.84</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.29%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,187.16)	
<b><u>HOT MIX PAVING PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from Federal Gas Tax	(253,000.00)	(253,000.00)	
	<u>(253,000.00)</u>	<u>(253,000.00)</u>	Contract awarded to CoCo Paving Inc., for \$243,308 (net of HST rebate), as per Council Report PW 2017-06.
Expenditures	253,000.00	468.86	
	<u>253,000.00</u>	<u>468.86</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.19%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(252,531.14)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SURFACE TREATMENT PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(263,230.00)	(263,230.00)	Contract awarded to Cornell Construction Limited, for \$462,817.70 (net of HST rebate), as per Council Report PW 2017-05. Budget included additional funding for boundary road works paid to Blandford-Blenheim (\$44,000).
Contribution from Federal Gas Tax	(359,270.00)	(359,270.00)	
	<b>(622,500.00)</b>	<b>(622,500.00)</b>	
<u>EXPENSES</u>			
Expenditures	622,500.00	223.87	
	<b>622,500.00</b>	<b>223.87</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.04%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(622,276.13)	
<b><u>HANNAH AND LEWIS STREET RECONSTRUCTION - ENG. SERV</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(28,000.00)	(28,000.00)	Project specifications being reviewed by Director of Public Works and Engineering Technician.
Contribution from Reserve Fund	(20,000.00)	(20,000.00)	
Contribution from Grants (OCIF)	(45,000.00)	(45,000.00)	
	<b>(93,000.00)</b>	<b>(93,000.00)</b>	
Expenditures	93,000.00	-	
	<b>93,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(93,000.00)	
<b><u>CRESSMAN MUNICIPAL DRAIN</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(70,800.00)	(70,800.00)	Tender closed June 29, 2017. Award of contract to be recommended to Council via report PW 2017-14.
Contribution from Grant (OMAFRA)	(37,000.00)	-	
Contribution from Landowners	(34,400.00)	-	
Contribution from Region of Waterloo	(66,400.00)	-	
	<b>(208,600.00)</b>	<b>(70,800.00)</b>	
Expenditures	208,600.00	60,648.96	
	<b>208,600.00</b>	<b>60,648.96</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>85.66%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,151.04)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BRIDGE APPAISALS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
Contribution from Reserve Fund	(8,320.00)	(8,320.00)	
Contribution from Grant - OCIF	(1,680.00)	(1,680.00)	Contract awarded to K. Smart Associates, for \$17,980.99 (net of HST rebate), as per Council Report PW 2017-10.
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	<b>30,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<b><u>LED STREETLIGHT CONVERSION</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(129,000.00)	(329,000.00)	
Contribution from Grants -KW Hydro	(75,000.00)	-	Contract awarded to Fairway Electrical, for 394,829 (net of HST rebate), as per Council report PW 2016-20.
	<b>(204,000.00)</b>	<b>(329,000.00)</b>	
Expenditures	204,000.00	1,185.81	
	<b>204,000.00</b>	<b>1,185.81</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.36%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(327,814.19)	
<b><u>SIDEWALKS - VARIOUS LOCATIONS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(85,000.00)	(85,000.00)	Contracted to Chad Hartman, for \$36,792.35 (net of HST rebate), as per Council Report PW 2017-11. YTD costs represent sidewalk repairs.
	<b>(85,000.00)</b>	<b>(85,000.00)</b>	
Expenditures	85,000.00	27,027.25	
	<b>85,000.00</b>	<b>27,027.25</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>31.80%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(57,972.75)	



**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>GRAVEL CRUSHING</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<b>(50,000.00)</b>	<b>(50,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	50,000.00	-	
	<b>50,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	Contract awarded to Joe Kerr Limited, for \$43,807.68 (net of HST rebate).
<b><u>REPLACE LIFT PUMPS AT PS#4 (CHARLOTTA ST)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(12,000.00)	(12,000.00)	
	<b>(12,000.00)</b>	<b>(12,000.00)</b>	
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)	Contract awarded to Xylem Canada for \$11,428.80.
<b><u>FLUSHER/VACUUM TRUCK REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(16,000.00)	(16,000.00)	
	<b>(16,000.00)</b>	<b>(16,000.00)</b>	
Expenditures	16,000.00	21,645.72	
	<b>16,000.00</b>	<b>21,645.72</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>135.29%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,645.72	Project completed.

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>RIVERSIDE CEMETERY COLUMBARIUM - PHASE 2</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(42,000.00)	(42,000.00)	Contract awarded to Rock of Ages Canada Inc for \$38,951.00. Current expenditures represents deposit paid for columbarium installation to be completed in Q4.
	<b>(42,000.00)</b>	<b>(42,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	42,000.00	13,212.17	
	<b>42,000.00</b>	<b>13,212.17</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>31.46%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(28,787.83)	
<b><u>RECREATION MASTER PLAN UPDATE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(10,000.00)	Project Completed. Master Plan approved by Council on Jan 16, 2017, as per council report PRD 2017-01.
Contribution from Development Charges	-	(40,000.00)	
	<b>-</b>	<b>(50,000.00)</b>	
Expenditures	-	52,440.80	
	<b>-</b>	<b>52,440.80</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>104.88%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,440.80	
<b><u>REFORESTATION PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from Grants	(45,000.00)	(115,000.00)	Funding represents carryforward from 2016 (\$70,000) and 2017 (\$45,000) grant funding from Kitchener-Wilmot Hydro. Additional planting anticipated to commence in Q4.
	<b>(45,000.00)</b>	<b>(115,000.00)</b>	
Expenditures	45,000.00	47,550.80	
	<b>45,000.00</b>	<b>47,550.80</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>41.35%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(67,449.20)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>FACILITY SCHEDULING SOFTWARE UPGRADE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(30,000.00)	Project is near completion and is anticipated to be launched in September.
	-	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	13,402.98	
	-	<b>13,402.98</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>44.68%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(16,597.02)	
<b><u>REPLACE 2005 TRACTOR/LOADER</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	Contract awarded to Ayr Turf & Trac, for \$64,744.80 (net of HST rebate), as per Council Report PRD 2017-04.
Contribution from Reserve Fund	(30,000.00)	(30,000.00)	
Sale of Surplus Assets	(5,000.00)	-	
	<b>(65,000.00)</b>	<b>(60,000.00)</b>	
Expenditures	65,000.00	-	
	<b>65,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(60,000.00)	
<b><u>ARTIFICIAL TURF SPORTS FIELD - WODSS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(117,500.00)	(117,500.00)	Preliminary site investigations are being performed by the WRDSB.
Contribution from Development Charges	(382,500.00)	(382,500.00)	
	<b>(500,000.00)</b>	<b>(500,000.00)</b>	
Expenditures	500,000.00	-	
	<b>500,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(500,000.00)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TRAIL DESIGN - BECKDALE, SMITH CREEK FLATS, SCHNELLER/COUNTRY CREEK CROSSING</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(35,900.00)	(35,900.00)	
Contribution from Trust Fund	(14,100.00)	(14,100.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	Project anticipated to commence in Q4.
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>	-	(50,000.00)	
<b><u>TRAIL SIGNAGE</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(10,000.00)	(10,000.00)	
	<u>(10,000.00)</u>	<u>(10,000.00)</u>	Project anticipated to be complete in Q4.
Expenditures	10,000.00	-	
	<u>10,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,000.00)	
<b><u>A/C UNIT REPLACEMENT - 121 HURON ST</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(30,000.00)	
	<u>-</u>	<u>(30,000.00)</u>	
<u>EXPENSES</u>			Project anticipated to be complete in Q3.
Expenditures	-	13,132.55	
	<u>-</u>	<u>13,132.55</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>43.78%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(16,867.45)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>PARKING LOT DRAINAGE - SENIOR'S WOODWORKING SHOP</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	Project anticipated to be completed by early Q4.
Contribution from Reserve Fund	(28,000.00)	(28,000.00)	
	<u>(28,000.00)</u>	<u>(40,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	28,000.00	-	
	<u>28,000.00</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>LIBRARY SERVICES FACILITY REVIEW</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(8,400.00)	(8,400.00)	Background information currently being collected and reviewed by staff to issue a RFP.
Contribution from Development Charges	(21,600.00)	(21,600.00)	
	<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)
<b><u>ADMIN CARPET REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(60,000.00)	Tender closed July 7, 2017 and to be presented to Council for award in Q3.
	<u>(30,000.00)</u>	<u>(60,000.00)</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>			(60,000.00)

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ADMINISTRATION BUILDING - WINDOWS/GLASS REPAIR</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(31,000.00)	(31,000.00)	Project anticipated to be completed by mid Q3.
	<b>(31,000.00)</b>	<b>(31,000.00)</b>	
Expenditures	31,000.00	-	
	<b>31,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(31,000.00)	
<b><u>NH ARENA ENGINEERING/RE-COMMISSIONING STUDY</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(8,400.00)	(8,400.00)	Project anticipated to commence in Q4.
Contribution from Development Charges	(21,600.00)	(21,600.00)	
	<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>WRC WOODLOT TRAIL DESIGN</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(200,000.00)	Staff pursuing additional enhancements to the project due to extension of funding eligibility through Canada 150. Revised scope of work to be submitted to funding agency in early Q3.
Contribution from Grants	-	(89,560.72)	
Contribution from Trails Trust Fund	-	(24,000.00)	
	-	<b>(313,560.72)</b>	
Expenditures	-	264,596.86	
	-	<b>264,596.86</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>84.38%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,963.86)	



**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b>EMERGENCY POOL FILTER TANK REPLACEMENTS</b>			
<u>FUNDING</u>			
Contribution from Reserve Funds	-	-	Project completed, costs are to be funded from Infrastructure Reserve Funds - Equipment.
	-	-	
Expenditures	-	62,503.04	
	-	<b>62,503.04</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	62,503.04	
<b>REPLACE FLOOR SCRUBBER MACHINE - WRC</b>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	Project completed.
	<b>(12,000.00)</b>	<b>(12,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	12,000.00	10,591.57	
	<b>12,000.00</b>	<b>10,591.57</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>88.26%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,408.43)	
<b>LED LIGHTING RETROFITS - WRC</b>			
<u>FUNDING</u>			
Contribution from General Levy	(45,000.00)	(45,000.00)	Gerrie Electric working with Kitchener-Wilmot Hydro to gather pricing and specifications through the co-operative purchasing group.
Contribution from Reserve Fund	(21,674.00)	(21,674.00)	
Contribution from Grants	(133,326.00)	-	
	<b>(200,000.00)</b>	<b>(66,674.00)</b>	
Expenditures	200,000.00	-	
	<b>200,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(66,674.00)	

**2017 CAPITAL PROGRAM  
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Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>WILMOT POOL DEMOLITION</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	-	50% of the project costs are to be shared with the WRDSB. Township costs will be funded from the Infrastructure Reserve Fund - Facilities. Tender closed July 10, 2017 and to be presented to Council for award in Q3.
	-	-	
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	-	
<b><u>BECK PARK - TENNIS COURT REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(117,000.00)	Contract awarded to Brantco Construction for \$84,720 (net of HST rebate), as per Council report PRD 2016-05. Project anticipated to be complete in July 2017.
	-	<b>(117,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	40,889.31	
	-	<b>40,889.31</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>34.95%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(76,110.69)	
<b><u>MANNHEIM CC DOOR REPLACEMENTS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(15,750.00)	(15,750.00)	Quotes to be collected and reviewed by staff in Q3 with anticipated project completion in Q4.
	<b>(15,750.00)</b>	<b>(15,750.00)</b>	
Expenditures	15,750.00	-	
	<b>15,750.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,750.00)	

**2017 CAPITAL PROGRAM  
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Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NEW DUNDEE COMMUNITY CENTRE - HVAC REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(38,000.00)	Project substantially completed. Sensors and detectors remain to be installed.
	-	<b>(38,000.00)</b>	
Expenditures	-	34,577.29	
	-	<b>34,577.29</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>90.99%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,422.71)	
<b><u>NEW DUNDEE BANDSHELL FLOOR REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(11,000.00)	Project completed.
	-	<b>(11,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	10,649.18	
	-	<b>10,649.18</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>96.81%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(350.82)	
<b><u>BACK-UP GENERATOR - NEW DUNDEE COMMUNITY CENTRE &amp; ST. AGATHA COMMUNITY CENTRE</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(170,750.00)	(170,750.00)	Contracted awarded to Wagler Electric, for \$120,102.24 (net of HST rebate), as per Council Report PRD 2017-06.
Contribution from Trust Fund	(12,500.00)	(12,542.92)	
	<b>(183,250.00)</b>	<b>(183,292.92)</b>	
Expenditures	183,250.00	-	
	<b>183,250.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(183,292.92)	

**2017 CAPITAL PROGRAM  
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Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NEW DUNDEE PARK TENNIS COURT REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(93,334.00)	(93,334.00)	
Contribution from Grant - Canada 150	(46,666.00)	-	
	<u>(140,000.00)</u>	<u>(93,334.00)</u>	Tender closed July 10, 2017 and to be presented to Council for award in Q3.
Expenditures	140,000.00	-	
	<u>140,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(93,334.00)	
<b><u>BANDSHELL &amp; UPPER FACADE REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(12,000.00)	(12,000.00)	
	<u>(12,000.00)</u>	<u>(12,000.00)</u>	Staff are collecting and reviewing quotes for project works.
<u>EXPENSES</u>			
Expenditures	12,000.00	-	
	<u>12,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	
<b><u>NORM HILL PARK - MATERIAL STORAGE BUNKERS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	<u>-</u>	<u>(12,000.00)</u>	Project anticipated to be completed in Q4.
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>KIRKPATRICK PARK &amp; AREA - PARKING ENHANCEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(58,000.00)	(58,000.00)	
	<b>(58,000.00)</b>	<b>(58,000.00)</b>	
Expenditures	58,000.00	-	RFP to be issued in Q3.
	<b>58,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(58,000.00)	
<b><u>SCOTT PARK PLAYGROUND REPLACEMENT - NEW HAMBURG</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(88,000.00)	(88,000.00)	
	<b>(88,000.00)</b>	<b>(88,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	88,000.00	-	Contract awarded to Openspace Solutions Inc., for \$78,275.32, as per Council Report PRD 2017-05.
	<b>88,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(88,000.00)	
<b><u>PETERSBURG PARK PARKING LOT RESURFACING</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(4,200.00)	(4,200.00)	
Contribution from Development Charges	(13,800.00)	(13,800.00)	
	<b>(18,000.00)</b>	<b>(18,000.00)</b>	
Expenditures	18,000.00	-	Project pending upon completion of Regional road works on Notre Dame Drive.
	<b>18,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(18,000.00)	

**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>HERITAGE WILMOT - GRANDSTAND MURALS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(38,000.00)	
	-	<b>(38,000.00)</b>	
<u>EXPENSES</u>			Project anticipated to be complete in Q4.
Expenditures	-	7,599.84	
	-	<b>7,599.84</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>20.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,400.16)	
<b><u>ARTS AND CULTURE MASTER PLAN</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	
	<b>(25,000.00)</b>	<b>(25,000.00)</b>	Contract awarded to TCI Management Consultants, for \$24,386.25 (net of HST rebate), as per Council Report CK 2017-04.
<u>EXPENSES</u>			
Expenditures	25,000.00	-	
	<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>OFFICIAL PLAN UPDATE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(27,608.00)	
Contribution from Development Charges	-	(22,392.00)	
	-	<b>(50,000.00)</b>	Official Plan Update process initiated as per Council report DS 2017-10.
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	



**2017 CAPITAL PROGRAM  
FOR THE YEAR ENDING DECEMBER 31, 2017**

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>FOREST GLEN TRAIL DEVELOPMENT</u></b>			
<u>FUNDING</u>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	Trails implementation working group to reviewing project specifications.
	-	<b>(20,000.00)</b>	
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
<b>TOTAL FUNDING CAPITAL PROGRAM</b>	(8,949,690.00)	(10,154,325.54)	
<b>TOTAL EXPENDITURES</b>	8,949,690.00	1,928,924.66	
<b>(UNEXPENDED)/UNFUNDED CAPITAL</b>	-	<b>(8,225,400.88)</b>	
<b>% of Funding Spent</b>		<b>19.00%</b>	



## ***Township of Wilmot*** **REPORT**

**REPORT NO.**            **FIN 2017-27**

**TO:**                      **Council**

**PREPARED BY:**      **Patrick Kelly CPA, CMA**  
                                 **Director of Finance**

**DATE:**                 **July 17, 2017**

**SUBJECT:**             **Gingerich Road and Distler Municipal Drain Levy**

### **Recommendation:**

**That Report FIN 2017-27, prepared by the Director of Finance, relative to the Gingerich Road Municipal Drain and Distler Municipal Drain, be received for information purposes.**

### **Background:**

#### *Gingerich Road Municipal Drain*

By-Law 2012-46, authorized the completion of drainage works known as the Gingerich Road Municipal Drain, as per the Engineer's Report dated August 20, 2012, prepared by K. Smart & Associates Ltd. This report identified preliminary assessments to landowners for the drainage construction works.

A court of revision was held on October 29, 2012 and reconvened on November 19, 2012. An appeal was made to the Drainage Tribunal, the hearing was held on April 17, 2013. Through this process, the assessments contained within the Engineer's Report were upheld. Subsequently, the By-law was passed by Council on May 27, 2013.

#### *Distler Municipal Drain*

By-Law 1990-28 authorized the completion of drainage works known as the Distler Municipal Drain, as per the Engineer's Report dated January 15, 1990. This report identified preliminary assessments to landowners for the drainage construction works. Subsequent to the passing of this by-law a court of revision was held on October 9, 1990 to determine maintenance assessments for this drain.

### **Discussion:**

#### *Gingerich Road Municipal Drain*

The Township issued a tender for the construction of the Gingerich Road Municipal Drain, which was awarded to A.J. Sebbon Ltd., as per Council Report PW 2016-19. All works for this drain

have now been completed. K. Smart & Associates Ltd have provided all necessary documentation on final costs and the assessment schedule for the actual cost levy on the drain.

*Distler Municipal Drain*

In December 2014, minor maintenance works including flushing of tiles and cleanout of three (3) catchbasins was performed on the Distler Municipal Drain. K. Smart & Associates Ltd have provided all necessary documentation on final costs for these maintenance activities, and the assessment schedule for the drain maintenance levy.

As per the Drainage Act, Council is required to pass by-laws for drain construction and drain maintenance activities, included in this agenda package (By-Law 2017-32 and 2017-34), and submit to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA), in order to levy costs on landowners and receive any eligible grant funding.

**Strategic Plan Conformity:**

This report is aligned with the strategy having a prosperous economy through thriving agriculture and agri-business.

**Financial Considerations:**

*Gingerich Road Municipal Drain*

The actual costs for construction and engineering totaled \$51,125.68, net of the HST rebate. This exceeded the initial estimates provided in the drainage engineer's report which totaled \$37,900.00. As result, the Township was allocated \$6,414.14 of the assessment versus the 2017 budget allotment of \$4,500.00. All other assessments will be billed to property owners listed in the by-law upon passage.

*Distler Municipal Drain*

The actual costs for maintenance on the drain totaled \$4,170.89, net of the HST rebate. These costs have been assessed to properties along Snyder's Road East, and to the Region of Waterloo for the roads portion. The Township was not allocated any costs under the assessment schedule attached to the by-law; however all assessment under \$15.00 will be absorbed by Municipal Drain operating budget. This impact will be slightly over \$50.00 in total. All remaining assessments will be billed to property owners upon passage of the by-law.

**Conclusion:**

Upon Council's approval of by-law 2017-32 and 2017-34, staff will prepare and issue billing to the benefitting property owners.

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Patrick Kelly CPA, CMA  
Manager of Accounting

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Grant Whittington  
Reviewed by Chief Administrative Officer



## ***Township of Wilmot*** **REPORT**

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**REPORT NO.** PW-2017-14  
**TO:** Council  
**PREPARED BY:** Jeff Molenhuis, Director of Public Works  
**DATE:** July 17, 2017  
**SUBJECT:** Cressman and Don Myers Municipal Drains - Tender Results

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### **Recommendation:**

**THAT Council award Tender 2017-16 to A.G. Hayter Contracting Ltd. From Parkhill, Ontario at a cost of \$242,944, plus HST, being the lowest bid received satisfying all Tender requirements;**

**AND THAT By-law 2017-17, Being a By-law to Provide Drainage Works for the Cressman/Myers Municipal Drains 2017 be given third reading.**

### **Background:**

On October 5, 2015 Council accepted an initial Petition for Drainage Works, and subsequent petitions on December 5, 2015 and January 16, 2017, for the Cressman and Myers Municipal Drains. Dietrich Engineering Limited was appointed by Council as the Engineer for this project on November 23, 2015.

The Engineer's Report, dated March 22, 2017, was filed with the Clerk by Dietrich Engineering Limited and Council acknowledged receipt of the report on April 10, 2017. The Provisional By-law for the Drainage Works was given two readings on May 8, 2017. At the Court of Revision there were no appeals, and the appeal period timing of 40 days is complete, so a third reading may now be given to the by-law.

### **Discussion:**

On June 15, 2017, the tender for the Cressman and Don Myers Municipal Drains was posted online for bidding through the Township's eProcurement website for bids and tenders. There were thirteen (13) plan takers and a total of three (3) bids received on June 29, 2017 at the time of close. The lowest bid received was from A.G. Hayter Contracting Ltd. of Parkhill, Ontario at a cost of \$242,944 plus HST.

The work for this project includes open drain excavation, installation of drainage pipes of varying length and size, and the installation of 2 smooth wall steel bore pipe, plus all related works. There are two road crossings for this project, at Bean Road (Township Road 8) and Walker Road (Regional Road 3). The contract addresses these crossings through boring method rather than open-cut.

The tender was posted online, with the results of the tender summarized below:

<b><u>Bidder</u></b>	<b><u>Location</u></b>	<b><u>Bid Amount</u></b>
1. A.G. Hayter Contracting Ltd.	Parkhill, ON	\$242,944.00
2. 1614012 ONTARIO INC. o/a Van Gestel Excavating Services	Stratford, ON	\$244,103.11
3. Robinson Farm Drainage	Ailsa Craig, ON	\$250,708.00

The above figures do not include HST. It is anticipated that construction of this municipal drain work will begin in August.

#### **Strategic Plan Conformity:**

We are an engaged community through communicating municipal matters and we have a prosperous economy which includes a thriving agriculture and agri-business.

#### **Financial Considerations:**

The actual construction cost as per award of contract to A.G. Hayter is \$247,219.81 (net of HST rebate).

The total cost of the drainage works will be assessed to the lands and roads in the Cressman and Don Myers Municipal Drains watershed based on the assessment schedule contained within the Engineer's Report. The construction and drainage engineering service costs assessed to the Township through roads for both drains was estimated to be \$107,106, net of grants and allowances.

The 2017 Capital budget included \$70,800 in funding from the general levy for the Township portion of costs associated with the Cressman Municipal Drain. These costs are anticipated to fall within the approved budget for works on the Cressman Drain.

The costs associated with the Don Myers Drain were not included in the 2017 Capital budget. As such, these costs will be incorporated within the 2018 capital budget when determined. These costs were estimated at \$36,206.

#### **Conclusion:**

Dietrich Engineering Ltd., on behalf of the Township, has reviewed the tenders submitted and recommends that the work be awarded to A.G. Hayter Contracting Ltd..

Jeff Molenhuis  
Director of Public Works

Grant Whittington  
Reviewed by CAO



## ***Township of Wilmot*** **REPORT**

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<b>REPORT NO.</b>	<b>PW-2017-15</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Jeff Molenhuis, Director of Public Works</b>
<b>DATE:</b>	<b>July 17, 2017</b>
<b>SUBJECT:</b>	<b>Public Works Activity Report April-June</b>

---

### **Recommendation:**

That the Public Works Department Activity Reports for the months of April, May and June 2017 be received for information.

### **Background:**

N/A

### **Discussion:**

The attached summaries highlight the activities of the Public Works Department for the second quarter of 2017.

### **Strategic Plan Conformity:**

We are an engaged community through communicating municipal matters.

### **Financial Considerations:**

N/A

### **Conclusion:**

That report PW 2017-15 be received for information.

Jeff Molenhuis  
Director of Public Works

Grant Whittington  
Reviewed by CAO



# **Road Dept. Report**

**April 2017**

## **Structures**

- Annual cleaning of all the bridge decks and box culverts using the power broom attached to our tractor.

## **Roadside**

- Cutting dead trees on Sandhills Rd.
- Cleaned up and removed roadside dumping of fill and debris at the turn around circle on Gingerich Rd. by the WRC entrance.
- Roadside garbage clean up on Nafziger Rd.

## **Drainage**

- Repaired storm water catch basin at 28 Clarence Ave St Agatha.
- Repaired storm water catch basin at 37 Riverview Dr. New Hamburg.
- Had staff clean of the top of catch basin lids due to the amount of rain events.

## **Loose top**

- Graded the gravel roads.
- Using our gravel retriever we worked on the road edges of all gravel roads.
- Dust control applied

## **Hardtop**

- Patching potholes with hot box.

## **Gravel Pit**

- No report.

## **Winter Control**

- April 7 salt was applied to all roads due to a snow fall.

### **Safety**

- Installed new stop ahead sign on Sandhills Rd approaching Bridge St.
- Replaced faded No Parking signs on Bier Cr.
- Many signs posts straightened on rural roads from extreme winds.
- Re certification on the safe use of scissor lifts and boom lifts.

### **Vehicles and Equipment**

- Washed vehicles.

### **Building and Grounds**

- Monthly inspections.

# **Road Dept. Report**

**May 2017**

## **Structures**

- No report.

## **Roadside**

- Replaced faded "Heritage Highway" signs on Huron Rd.
- Cut dead trees on Sandhills Rd.
- We grinded the stumps of trees removed in towns.

## **Drainage**

- Contractor hired to clean out ditches on the Oxford/ Waterloo boundary west of Tye Rd. Also on Bridge St. West of Tye Rd.
- Repaired the risers on a Stone St. storm water catch basin.

## **Loose top**

- Graveled Oxford/ Waterloo boundary from Nith River Bridge to Walker Rd. Nafziger Rd. and Deer Court.
- Started applying dust control to the gravel roads.
- Graded the gravel roads.
- Using our trucks we graveled spots on the Wilmot Line.

## **Hardtop**

- Pothole patching.
- Asphalt paved a road cut on Berletts Rd.

## **Winter Control**

- No report.

## **Gravel pit**

- Made some repairs to the truck weigh scale railing.

## **Safety Devices**

- No report.

## **Vehicles and Equipment**

- Snow plows and harnesses from dump trucks removed and painted.

### **Building and Grounds**

- Cleaned up material in compound.

### **Speed Sign Locations**

- Haysville Community Centre.
- 3377 Huron Rd. Haysville

# **Road Dept. Report**

**June 2017**

## **Structures**

- No report

## **Roadside**

- Graveled all driveway edges on Sandhills Rd. where it was just paved.
- Hauled fill to build up road edge on Bethel Rd. between Sandhills Rd and Pinehill Rd. prior to hard surface treatment to be applied this summer.
- Trimmed grass around guide rails and bridges.
- Road side mowing of all rural roads.

## **Drainage**

- No report.

## **Loose top**

- Spot graded Oxford/Waterloo boundary.

## **Hardtop**

- Sandhills Rd. paved from Huron Rd. to Bridge St.
- Installed temporary yellow center line stickers on Sandhills Rd. new pavement.
- Shoulders graveled on Sandhills Rd new pavement.
- Asphalt padding Tar and chip edges on Christner Rd and Wilmot/ Easthope boundary.
- Emergency repair to asphalt on Huron Rd. near golf course from transport truck accident.
- Pot hole patching

## **Winter Control**

- No report.

## **Gravel Pit**

- Gravel for road shoulders loaded from our stock pile.

## **Safety**

- Signs repairs.

### **Vehicles and Equipment**

- Minor repairs to the vehicles.

### **Building and Grounds**

- Weekly clean up.

### **Speed sign locations**

- 3377 Huron Rd. Haysville.
- 247 Hamilton Rd. New Hamburg.
- Livingstone Blvd @ Isaac Shantz Dr.
- Victoria St @ highway 7&8.



**Township of Wilmot  
Utilities Manager Report  
April 1 to April 30, 2017**

**Water Main Breaks/Excavations**

- 2 Byron Street – water service leak repair
- 234 Sheppard Ave – day lighted service box and replaced rod and box.
- 399 Peel Street - day lighted service box and replaced rod and box.
- 1231 Queen Street – water Service leak

**Locates:**

- 115 individual/project locates

**Meter – New/Old Installations:**

- 14 installations/inspections/change outs

**Water Quality Issues**

- None

**General**

- Chlorine residual monitoring
- Bacti sampling – weekly
- Lead Sampling – bi annual
- Final Reads
- Water meter repairs/Replacements/Inspections
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- Pressure related complaints
- Valve box repairs

## **Sanitary Main/Lateral Blockages/Investigation/Maintenance**

- None

## **Lift Stations**

### **#1 – Lift station - Waterloo Street**

- Regular checks and monthly maintenance

### **#2 – Lift station – Milton Street**

- Regular checks and monthly maintenance
- High level event (April 20/ April 30)

### **#3 – Lift station – Marvin Street**

- Regular checks and monthly maintenance

### **#4 – Lift station – Charlotta Street**

- Regular checks and monthly maintenance

### **#5 – Lift station – Milne Drive**

- Regular checks and monthly maintenance

## **Building & Grounds**

- Regular cleaning and maintenance

## **Fleet**

- Regular maintenance/oil changes
- Safety inspections and repairs

## **Snow Operations**

- None

**Township of Wilmot  
Utilities Manager Report  
May 1 to May 31, 2017**

**Water Main Breaks/Excavations**

- 74 Riverside Dr – Day lighted and replaced service box and rod
- Union Street lot beside bowling alley – Water Service leak repair
- Stonecroft way - hard connect
- 159 Astor Cres – water service leak – pulled new service from main to curb stop.

**Locates:**

- 192 individual/project locates

**Meter – New/Old Installations:**

- 13 installations/inspections/change outs

**Water Quality Issues**

- Adverse due to 250mm main valve for new street blew off during hard connect.  
Flushed and sampled

**General**

- Chlorine residual monitoring
- Bacti sampling – weekly
- Lead Sampling – bi annual
- Final Reads
- Water meter repairs/Replacements/Inspections
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Dead end water main flushing
- Pressure related complaints
- Valve box repairs
- Hydrant emergency repairs due to car accident

## **Sanitary Main/Lateral Blockages/Investigation/Maintenance**

- None

## **Lift Stations**

### **#1 – Lift station - Waterloo Street**

- Regular checks and monthly maintenance
- Wet Well cleaning

### **#2 – Lift station – Milton Street**

- Regular checks and monthly maintenance
- Wet Well cleaning
- High level events (May 5, 6, 7, 21

### **#3 – Lift station – Marvin Street**

- Regular checks and monthly maintenance
- Wet Well cleaning

### **#4 – Lift station – Charlotta Street**

- Regular checks and monthly maintenance
- Wet Well cleaning

### **#5 – Lift station – Milne Drive**

- Regular checks and monthly maintenance
- Wet Well cleaning

## **Building & Grounds**

- Regular cleaning and maintenance

## **Fleet**

- Regular maintenance/oil changes
- Safety inspections and repairs

## **Snow Operations**

- Plow Damage

**Township of Wilmot  
Utilities Manager Report  
June 1 to June 30, 2017**

**Water Main Breaks/Excavations**

- 100 Bleams Road – water service hit, dug and repaired
- 178 Peel Street – Water service leak repair
- 144 Shade Street – Water Main break repair

**Locates:**

- 141 individual/project locates

**Meter – New/Old Installations:**

- 10 installations/inspections/change outs

**Water Quality Issues**

- None

**General**

- Chlorine residual monitoring
- Bacti sampling – weekly
- Lead Sampling – bi annual
- Final Reads
- Water meter repairs/Replacements/Inspections
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- Pressure related complaints
- Valve box repairs
- Fountain Maintenance
- Hydrant maintenance and repair
- Valve maintenance

### **Sanitary Main/Lateral Blockages/Investigation/Maintenance**

- None

### **Lift Stations**

#### **#1 - Lift station - Waterloo Street**

- Regular checks and monthly maintenance

#### **#2 - Lift station - Milton Street**

- Regular checks and monthly maintenance

#### **#3 - Lift station - Marvin Street**

- Regular checks and monthly maintenance

#### **#4 - Lift station - Charlotta Street**

- Regular checks and monthly maintenance

#### **#5 - Lift station - Milne Drive**

- Regular checks and monthly maintenance

### **Building & Grounds**

- Regular cleaning and maintenance

### **Fleet**

- Regular maintenance/oil changes
- Safety inspections and repairs

### **Snow Operations**

- None



## ***Township of Wilmot*** **REPORT**

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<b>REPORT NO.</b>	<b>DS 2017-11</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Harold O'Krafka, Director of Development Services</b>
<b>DATE:</b>	<b>July 17, 2017</b>
<b>SUBJECT:</b>	<b>2017 Second Quarter Building Statistics Summary</b>

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### **Recommendation:**

**That the 2<sup>nd</sup> Quarter 2017 Building Statistics Summary be received for information.**

### **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.

### **Discussion:**

The total number of permits issued in the first two quarters of 2017 was significantly higher than 2016 and exactly on par with the historical 10yr average. The number of new home starts for the year is also on par with the 10 year historical average and is significantly higher than 2016.

In addition the total value of construction year to date is approaching \$36million compared with just under \$23million at the same point in 2016 and historically over 10years. This construction value translates to revenues being at 67% of budget midway through 2017.

Activity levels in 2017 to date have continued to build on the building surge which started in the 4<sup>th</sup> quarter of 2016 and staff expect the trend to continue into 2018. The good news is the permit revenues are at 67% of budget

Having said that, the Township continues to move towards full build out of its remaining vacant residential lots which will slow growth until such time as new developments come on stream.



Inspections completed under the Septic System Mandatory Maintenance Inspection Program are expected to continue to be busy as we approach the deadline for voluntary completion of the inspection - August 15, 2017.

Following that date it may be necessary to place orders, under the Ontario Building Code, on property owners who have not complied with the requirements.

**Strategic Plan Conformity:**

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.

**Conclusion:**

In conclusion, building activity rates have remained high through the first two quarters of 2017. Building activity is significantly higher than 2016 and on par with the historical 10 year average. It appears that the upswing in residential activity, which began in December 2016, will continue through 2017 and into 2018.

The SSMMIP continues to be very successful to date with approximately 80% of the program now completed and 80 systems (of 549) remaining to be inspected.

Harold O’Krafka, MCIP RPP  
Director of Development Services

Grant Whittington  
Reviewed by CAO

# BUILDING STATISTICS

Source: Township of Wilmot  
Development Services

MONTH OF JUNE	10 Year Average	2016	2017
Number of Permits Issued	52	37	49
Dwelling Units Constructed	12	7	10
Dwelling Units Demolished	0	1	1
Residential - New Dwelling Units	\$ 2,855,000	\$ 2,017,000	\$ 3,635,000
Residential - Addition/Alteration	\$ 296,667	\$ 280,000	\$ 130,000
Residential - Accessory	\$ 301,667	\$ 230,000	\$ 400,000
Agricultural - New	\$ 347,778	\$ -	\$ 190,000
Agricultural - Addition/Alteration	\$ 75,556	\$ 100,000	\$ 160,000
Commercial - New	\$ 202,778	\$ -	\$ -
Commercial - Addition/Alteration	\$ 196,667	\$ 50,000	\$ 65,000
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 79,444	\$ -	\$ -
Institutional - New	\$ 12,222	\$ -	\$ 4,700,000
Institutional - Addition/Alteration	\$ 1,288,889	\$ 500,000	\$ 5,000
Miscellaneous	\$ 33,889	\$ 5,000	\$ -
Total Construction Value	\$ 5,690,556	\$ 3,182,000	\$ 9,285,000
YEAR TO DATE	10 Year Average	2016	2017
Number of Permits Issued	200	161	200
Number of Dwelling Units	60	27	58
Total Construction Value	\$ 22,445,222	\$ 22,677,000	\$ 35,859,000

## JUNE 2017

Residential - New		Agricultural - New
NEW HAMBURG		3787 Huron Road
9 Angus Glen Lane	39 Piccadilly Square	3109 Sandhills Road
32 Church Street	144 Shade Street	2668 Wilby Road
124 Kettle Lake Drive	110 Theodore Schuler Boulevard	Agricultural - Alt.
31 Piccadilly Square		2105 Snyder's Road E
BADEN		1359 Trussler Road
1325 Snyder's Road E		Commercial - Alt.
NON SETTLEMENT		18 Snyder's Road W
1018 Berlett's Road		7-338 Waterloo Street
Residential - Alteration		141 Hamilton Road
21 George Schmitt Court		Institutional - New
44 Hastings Court	90 Waterloo Street	2483 Bleams Road
168 Snyder's Road W	139 St Ann Avenue	1095 Bleams Road
187 Jacob Street	322 Woodridge Drive	Institutional - Alt.
Residential - Accessory		60 Snyder's Road W
41 Hunsberger Drive	150 Eby Crescent	
18 Louisa Street	258 Good Street	
97 Michael Myers Road	212 Jacob Street	
88 Village Green Way	67 Ritz Crescent	
1014 Lisbon Road	207 Shade Street	
37 Burkle Toman Court	269 Theodore Schuler Boulevard	
29 Meadowpark Place	1164 Bleams Road	
1388 Bridge Street	2231 Bleams Road	
40 Kurt Place	1014 Lisbon Road	
141 Asmus Street	84 Captain McCallum Drive	
70 Captain McCallum Drive		
Residential - Other		
1391 Snyder's Road E		

# SSMMIP STATISTICS

Source: Township of Wilmot  
Development Services

	Total 2015	Total 2016	PTD - June 30, 2017
Systems to be inspected	541	548	549
System Inspected	162	334	390
Systems not requiring Stage 2 inspection	161	331	386
Systems requiring Stage 2 inspection	1	3	4
Systems exempted from Stage 1 inspection	105	78	79
<b>Systems remaining to be inspected</b>			<b>80</b>



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** DS 2017-12

**TO:** Council

**PREPARED BY:** Andrew Martin, Manager of Planning/EDO

**DATE:** July 17, 2017

**SUBJECT:** Removal of H Symbol  
Westcap Development Inc.  
300 Snyder's Road East, Units 1-20, and 53-75 Brubacher Street  
Baden

### **Recommendation:**

**That the request to remove a holding symbol made by Westcap Development Inc. affecting Part of Lots 13 and 14, Concession North of Snyder's Road being Part 1, Plan 58R-18994 and Part 1, Plan 58R-19065 be approved.**

### **Background:**

Township of Wilmot Council approved Zone Change Application 08/13 in August of 2015. The approval was for two areas of development: 300 Snyder's Road East for 20 single storey townhome and semi-detached units and 53-75 Brubacher Street for 12 two storey townhome units. A holding symbol was placed on the properties at that time pending the acknowledgement of a record of site condition by the Ministry of the Environment and Climate Change.

### **Discussion:**

The applicant completed a record of site condition for the property and has now provided the required acknowledgement from the Ministry of the Environment and Climate Change. Notice of intention to pass a by-law to remove the holding symbol was given to prescribed property owners and agencies on June 29, 2017 in accordance with the Planning Act. Removal of the holding symbol will allow the approved development to proceed.

### **Strategic Plan Conformity:**

Zoning by-laws and holding zones are used to ensure logical and orderly development of the community, to protect our natural environment and enjoyment of quality of life.

**Financial Considerations:**

The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application.


**Conclusion:**

Removal of the holding symbols from these lands will allow the previously approved development to proceed.

Andrew Martin, MCIP RPP  
Manager of Planning/EDO

Grant Whittington  
Reviewed by CAO

## Key Map

 Lands with (H) symbol to be removed



CN / GEXR Railway

300 Snyder's Road East  
Units 1-20

53-75 Brubacher Street

Brubacher Street

Snyder's Road East



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** PRD 2017-07

**TO:** Council

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

**DATE:** July 17, 2017

**SUBJECT:** Award of Tender – New Dundee Community Park Tennis Court Reconstruction

### **Recommendation:**

That A. Wesley Paving Ltd. be awarded Tender 2017-12 for the New Dundee Community Park Tennis Court Reconstruction project, for the bid price of \$99,485.61 plus applicable taxes.

### **Background:**

On June 23, 2017 Tender 2017-12 for the New Dundee Community Park Tennis Court Reconstruction project was advertised and released for bidding purposes. This capital item was endorsed by Council as part of the 2017 budget process, and will replace an existing twin tennis court facility within the park.

### **Discussion:**

On July 10, 2017 a total of three tender bids were received for the necessary works:

<u>Bidder</u>	<u>Bid Price (excluding taxes)</u>
A. Wesley Paving Ltd.(Oakville)	\$ 99,485.61
Titan Group Construction Inc. (Dutton)	\$138,293.32
Brantco Construction (Cambridge)	\$106,099.00

The specified timeline for the completion of court reconstruction is on or before October 30, 2017.

### **Strategic Plan Conformity:**

Maintaining our infrastructure,  
Ensuring people's safety,  
Providing recreational opportunities for everyone.



**Financial Considerations:**

The 2017 capital budget contains \$140,000.00 for the replacement of the tennis courts, fencing and lighting. The bid price, net of the HST rebate is \$101,236.56. The replacement of the old MH lighting system is not included within the bid price, as the Township will be accessing Cooperative Purchasing Group Waterloo Region (CPGWR) pricing to leverage bulk purchasing savings for the designed and replacement of the old lighting system with new poles and LED fixtures as part of the overall project budget.

**Conclusion:**

A reference check was conducted by municipal staff for the low bidder on July 10, 2017, and very positive feedback was received during the discussion. Those contacted verified the company's quality of workmanship and ability to meet or exceed project expectations. They further confirmed that they would definitely hire A. Wesley Paving Ltd. to carry out future works for their companies.

Staff recommend that the tennis court reconstruction works be awarded to A. Wesley Paving Ltd. for the bid price of \$99,485.61 plus applicable taxes.

Scott Nancekivell, B.Sc.  
Director of Facilities & Recreation Services

Grant Whittington  
Reviewed by CAO



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** PRD-2017-08

**TO:** Council

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

**DATE:** July 17, 2017

**SUBJECT:** RFP 2017-18  
Carpet Replacement - Township Administration Offices

### **Recommendation:**

**That Adias Impex Ltd. be awarded the contract for Carpet Replacement – Township of Wilmot Administration Offices, as per their proposal received on July 07, 2017 for the bid price of \$27,234.00 plus applicable taxes.**

### **Background:**

The removal and replacement of worn carpet in both the office and public areas at the municipal offices in Baden was approved as part of the 2015, 2016 and 2017 budget processes.

### **Discussion:**

On June 22, 2017 the Township issued a formal request for proposal for Carpet Replacement – Township of Wilmot Administration Offices (RFP 2017-18), with the objective of having all works completed by late October 2017. A mandatory site visit was scheduled on June 28, 2017 for prospective bidders to view the facility and the office areas affected by RFP.

Bidders were requested to submit proposals which included the movement of office furniture, the removal and disposal of existing rolled carpet, and the installation of new carpet tiles into specified offices, hallways and meeting rooms on all three floors at the administration office.

The Township received proposals from the following four (4) companies:

- Adias Impex Ltd. (Woodbridge)
- Cooksville Interiors (Miss) Ltd. (Mississauga)
- decortile Limited (St. Jacobs)
- DOME Services Group (Markham)

An internal selection committee consisting of staff from Facilities & Recreation Services and Financial Services, reviewed and evaluated the four (4) proposals based on the following criteria:

- Project Understanding
- Experience & References
- Project Manager/Team
- Cost Proposal

A detailed review of the submissions based on the first three criteria was initially completed, followed by an evaluation of the cost proposal, to arrive at a final score for all submissions.

**Strategic Plan Conformity:**

Ensuring people's safety,  
Maintaining our infrastructure.

**Financial Considerations:**

The proposal from Adias Impex Ltd., which includes all items requested in the proposal, is \$27,234.00 plus applicable taxes. The project cost net of the HST rebate, will be \$27,713.32.

The Council approved budgets contain a total of \$60,000.00 for the carpet replacement project.

**Conclusion:**

The selection committee recommends that the contract for carpet replacement at the Township of Wilmot Administration Offices be awarded to Adias Impex Ltd., for the bid price of \$27,243.00 plus applicable taxes.

Scott Nancekivell, B.Sc.  
Director of Facilities & Recreation Services

Grant Whittington  
Reviewed by CAO



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** PRD 2017-09

**TO:** Council

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

**DATE:** July 17, 2017

**SUBJECT:** Award of Tender – Demolition of the Old Wilmot Community Pool Building at 439 Waterloo Street, New Hamburg

### **Recommendation:**

**That Ramseyer Trucking Limited be awarded Tender 2017-20 for the Demolition of the Old Wilmot Community Pool Building Located at 439 Waterloo Street, New Hamburg for the bid price of \$39,800.00 plus applicable taxes.**

### **Background:**

On June 23, 2017 Tender 2017-20 for the Demolition of the Old Wilmot Community Pool Building was advertised and released for bidding purposes. A mandatory site visit was held on Wednesday June 28, 2017 with prospective bidders, to view the inside and outside of the building prior to bid preparation.

### **Discussion:**

On July 10, 2017 a total of eight tender bids were received for the specified building demolition and site restoration works:

<u>Bidder</u>	<u>Bid Price (excluding taxes)</u>
Lion Group Inc. (Caledon)	\$ 94,400.00
Dakota Reclamators Ltd. (Galgary, ON)	\$ 96,089.00
Ramseyer Trucking Limited (New Hamburg)	\$ 39,800.00
Waterloo Demolition Inc. (St. Clements)	\$110,000.00
Salandria Ltd. (Richmond Hill)	\$ 82,299.00
New Rise Demolition Inc. (London)	\$ 59,800.00
Tri-Phase Environmental Inc. (Mississauga)	\$193,600.00
Budget Environmental Disposal Inc. (Hamilton)	\$ 87,325.00

**Strategic Plan Conformity:**

Ensuring people's safety,  
Communicating municipal matters.

**Financial Considerations:**

The approved 2017 capital budget did not contain any funding for this work. The bid price, net of the HST rebate is \$40,500.48, and will be shared equally with the Waterloo Region District School Board. As per report CL2017-12 and CL2017-14, the Township's portion of the costs will be funded from the Infrastructure Reserve Fund – Facilities.

**Conclusion:**

A reference check was conducted by municipal staff for the low bidder on July 10, 2017, and very positive comments were received during the discussion. Those contacted would definitely hire Ramseyer Trucking Limited carry out demolition works in the future.

Staff recommend that the building demolition and site restoration works be awarded to Ramseyer Trucking Limited for the bid price of \$39,800.00 plus applicable taxes.

Scott Nancekivell, B.Sc.  
Director of Facilities & Recreation Services

Grant Whittington  
Reviewed by CAO



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** PRD 2017-10

**TO:** Council

**PREPARED BY:** Scott Nancekivell

**DATE:** July 17, 2017

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

**Recommendation:**

That the Facilities & Recreation Services Activity Reports for the second quarter of 2017 be received for information.

**Background:**

N/A

**Discussion:**

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Recreation/Community Services), have prepared activity reports for the second quarter of 2017. 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.

**Strategic Plan Conformity:**

Communicating municipal matters.

**Financial Considerations:**

N/A

**Conclusion:**

That the report be received for information.

Scott Nancekivell, B.Sc.  
Director of Facilities & Recreation Services

Grant Whittington  
Reviewed by CAO

# FACILITIES & RECREATION SERVICES

## Recreation and Community Services Division

### Quarterly Activity Report (April – June 2017)

- Coordinated municipal support required for the beautification of municipal property by the Horticultural Society.
- Continued to meet and work with Wilmot Family Resource Centre and Community Care Concepts regarding programming at the Wilmot Recreation Complex.
- Continued to work with the activity leaders of the Seniors Shuffleboard Program.
- Continued to work on the implementation of the ActiveNet Software System for program registration, facility booking, POS, etc. Staff training began in late June. We are planning to have the system “live” for the fall.
- Staff completed planning the summer day camp program and began planning for fall and winter programs.
- Staff to work with the Region and other municipal staff in the Region on the Healthy Kids Community Challenge.
- Summer program registration for the aquatics, recreation and fitness programs for Township residents began on June 13th. Non-resident registration began on June 20th.
- Staff continued to work with the Youth Action Council and supervised their events. The members are now on summer break and will start up again in the September.
- Provided assistance to the Victoria Day Committee with respect to cancelling garbage/recycling pickup on Victoria Day in New Dundee.
- Worked with the Canada Day Committee on the relocation of the event to Norm Hill Park
- Coordinated Council’s BBQ for the Living Well Festival
- Worked with an art teacher from Waterloo Oxford D.S.S. to coordinate an art display at the Wilmot Recreation Complex. Artwork created by Grade 11 and 12 students from Waterloo – Oxford D.S.S. was on display from April 28 – May 26 in the lobby of the Wilmot Recreation Complex.
- Attended a meeting with the representative of New Hamburg Board of Trade that will be organizing the New Hamburger Beerfest that is being held on September 23, 2017. Proceeds from the event are going toward purchasing new Christmas lights for downtown New Hamburg.
- Staff began compilation of the 2016/17 Fall & Winter Community Recreation Guide. The Community Recreation Guide will be distributed to every household in the Township at the end of August.

Submitted by:

Vicky Luttenberger  
Manager of Recreation and Community Services



# FACILITIES & RECREATION SERVICES

## Parks and Facilities Division

### Quarterly Activity Report (April-June 2017)

- Have been attending Canada Day meetings one night per month.
- T&T Power completed the annual generator inspection on the twin generators at WRC. The following week the generators ran the entire WRC as HD Power had to shut down the on-site transformer to complete a transformer oil test. All power loading went through the generators for approx. 4 hours without issue.
- Met with TCP on-site at the NH arena, went over all the final details of what's required to get Mary Poppins flying in a few weeks. Had a successful meeting with Gary and Brent; they are excited to get this show off the ground.
- Met with the Canada Day Committee on-site at the fairgrounds/grandstand to identify any problems that may arise with the change of venue.
- Tender 2017-15 was awarded to Ayr Turf & Trac for the purchase of a Kubota Tractor/ Loader.
- RFP 2017-08 was awarded to Openspace Solutions to remove and replace the playground equipment at Scott Park, NH.
- Chem Aqua performed an evaporative condenser cleaning at the WRC to keep the hard water from scaling onto the units components and keep the unit performing at maximum efficiency.
- WRC was closed Good Friday and Easter Sunday.
- Contacted Gerrie Electric (they are the electrical authority that the co-op purchasing group uses) regarding the lighting upgrade project, and requested the lighting reps come to the WRC to provide quotes for LED retrofits.
- Ordered mound clay for Petersburg Park. Staff installed the product in the pitching mound and batters boxes to help improve the safety of those areas.
- Healthy Communities Event was well attended again this year.
- Grass cutting contractors are having a frustrating time getting grass cut and trimmed due to the above average rain fall this spring.
- Met with an Environmental consultant at the old pool building to get a DSS completed prior to the demo tender being issued.
- Brick and Co. removed and replaced the flooring at the ND band shell prior to the Victoria Day Celebrations.
- Met with Mennonite Relief Sale members and completed a walk through at Norm Hill Park to identify any areas of concerns prior to the event at the end of the month.
- Waterloo Region Health Dept. inspected the WRC splash pad prior to opening for the season. We had the pad open prior to the May long weekend.
- The WRC was closed on Monday May 22 for Victoria Day.
- The month of May had some sport field closures due to heavy rains.

- Mennonite Relief Sale had to battle the extremely wet conditions on the Friday. The week prior to the event, we received approx. 100mm of rain in NH, which made things very challenging.
- The minor soccer season started at Scott Park on schedule, with the drainage tiles working at full capacity.
- The weirs were installed on the Nith River in downtown N.H, now that the fish have spawned.
- Soccer and baseball is in full swing, multiple tournaments have already occurred at our sports fields, with many more still scheduled.
- Met with Perry G Excavating at Baden Park to schedule two minor capital projects.
- Met with Ken Ertel Enterprises at the Baden Admin Complex to update the window glazing repair quote and schedule the work.
- Worked with the Canada Day Committee to get Norm S Hill Park ready for the Canada Day festivities that are taking place on July 1<sup>st</sup>. This site is a new location for this event

Geoff Dubrick  
Parks and Facilities Manager

# FACILITIES & RECREATION SERVICES

## Aquatics Division

### Quarterly Activity Report (April - June 2017)

- We had 3 staff members put in their letter of resignation for the end of June. 13 staff members took a leave of absence for the summer months. Some of these staff members will only be back as occasional staff in the fall due to post secondary education. We hired 1 new staff member for the summer; Max Hahn is an Assistant Guard with Instructor qualifications. For the summer session we will be operating with fewer staff members in order to give more hours to those remaining staff members. As with previous years, we will be required to hire additional part-time staff for the Fall program, as we have been informed that several staff will be attending post-secondary education outside of the Waterloo Region.
- Our spring 2017 had a total of 1043 Learn-to-Swim participants, 47 Leadership participants (includes Pool Operation recertification), 188 privates, 84 semi privates and 32 Drop-in lesson participants. In 2016, we had a total of 1032 Learn-to-Swim participants, 33 Leadership participants, 152 privates, 72 semi privates and 46 Drop-in lesson participants.
- We had a waitlist of 113 people this spring compared to 132 in 2016. This session we increased the number of learn-to-swim lessons we offered to help alleviate the number of potential people on the waitlists. Some of those who remained on the waitlist may have been on the waitlist for more than one class times. We were able to cancel and transfer low registration number classes to other times and reassign those spaces to other classes, as well as create some additional classes to accommodate the waitlist patrons.
- From April to June 2017 we had 9561 people participate in our recreation swims. These swims include length swims, open swims, family swims and Aquafit classes. We had 7641 people participate in our recreation swims for the same months in 2016. The lower participation number for 2016 is due in part to the closure of the lap pool for 3 weeks in the Spring of 2016.
- There were a total of 4294 people who participated in various pool rental programs (including 3246 Aces, 308 Board of Education participants and 740 Private rental participants) during the spring 2017 months. In comparison to 3165 people who participated in various pool rental programs (including 2126 Aces, 463 Board of Education participants and 576 Private rental participants) during the spring 2016 months.
- Attended two meetings at the Lifesaving Society in Toronto. One for an affiliate meeting to discuss Learn-to-Swim and Leadership programs, the other to discuss the Swim-to-Survive grant programs for grade 3 and 7 classes.
- The Full-time Aquatic staff and some Facility Operators received the Pool Operators recertification training in May. This course is through the Lifesaving Society.

- Staff completed programing for the 2017/ 2018 Fall/ Winter schedule to be imputed into the new recreational program software.
- The WRC hosted the Annual WWRAC Aquatic Symposium this year. Over 100 aquatic staff members from aquatic facilities in the Waterloo and Wellington regions were given training on the latest information and techniques within the aquatic industry.

Submitted by:

Angela Bylsma Anderson  
Aquatics Manager, Wilmot Aquatic Centre  
July 2017



## ***Township of Wilmot REPORT***

**REPORT NO.** FD 2017-06

**TO:** Council

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

**DATE:** July 17, 2017

**SUBJECT:** Quarterly Activity Report

### **Recommendation:**

That the Fire Department Activity Report for the second quarter of 2017 be received for information purposes.

### **Background:**

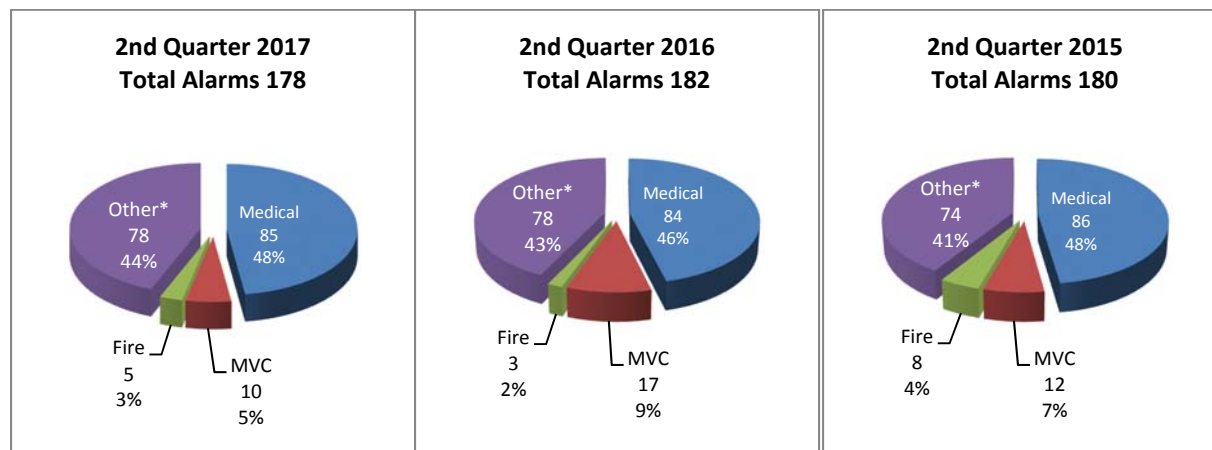
Not applicable.

### **Discussion:**

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.

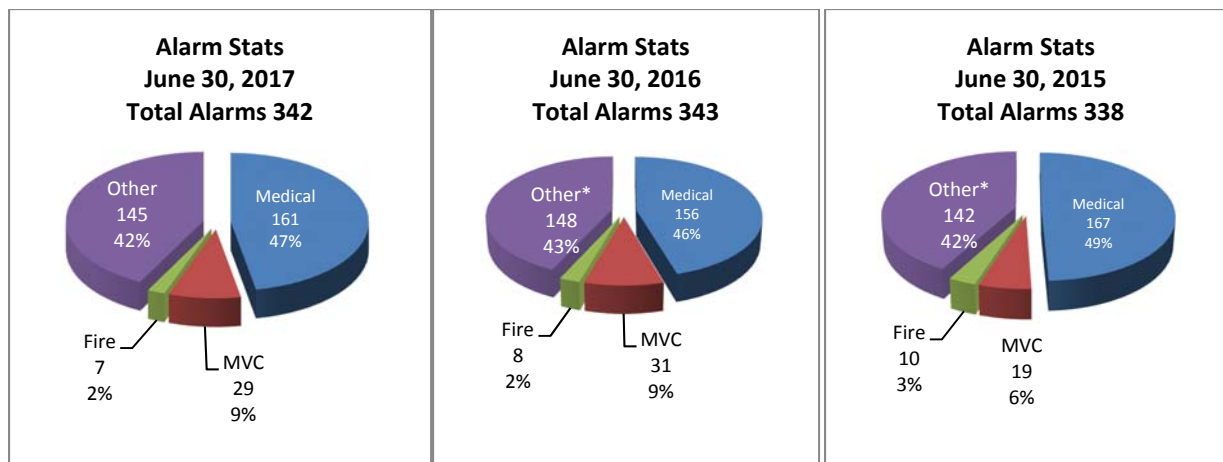
In total during the second quarter, the Fire Department responded to a total of 178 alarms. For the same period in 2016, the number was 182 and 180 in 2015 respectively.

### **Second Quarter Alarm Stats Comparison**



Comparing the year-to-date alarm stats, from January 1<sup>st</sup> to June 30<sup>th</sup>, the Fire Department responded to a total of 342 alarms. For the same period in 2016, the department responded to 343 alarms and in 2015, they responded to 338 alarms.

### Year-to-Date Alarm Stats Comparison (June 30, 2017)



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

#### **Strategic Plan Conformity:**

Communicating municipal matters.

#### **Financial Considerations:**

Not applicable.

#### **Conclusion:**

That the report be received for information.

**Rod Leeson**  
Fire Chief

**Grant Whittington**  
Reviewed by CAO



**TOWNSHIP OF WILMOT FIRE DEPARTMENT**  
**TRAINING/ PUBLIC EDUCATION/ CEMC**  
**PROGRESS REPORT**

QUARTERLY REPORT  
APRIL, MAY, JUNE (2017)

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Fire Department Training/Public Education/CEMC Division:

**TRAINING:**

- Recruits started with the Wilmot Fire Department on March 7, 2017. They are actively participating in the Recruit Training Program scheduled to be completed in September.
- Acquired Structure Training: 3524 Sandhills Rd. Provided a unique opportunity for our firefighters to complete search and rescue operations, forcible entry and ventilation techniques in a controlled and safe environment.
- This Quarter's Comprehensive Training Plan also included the following:
  - NFPA 1002 – Fire Apparatus Driver/ Operator (Pumping)
  - Health & Wellness (Nutrition Focused) – Optimal You
  - Portable Pumping
  - Auto Extrication (Theory & Practical)
  - Tanker Operations
  - HCN (Hydrogen Cyanide) Theory and Practical use of new monitoring device

**PUBLIC EDUCATION:**

- Over this quarter, 4 Public Education events were held at two fire stations and at WRC. The tours of the stations allowed for the public to acquaint themselves with apparatus and equipment and discuss fire safety (Smoke Alarms & Home Escape Planning) with our local firefighters. We attended the Living Well Festival @WRC.
  - 27 Adults 160 Children & 12 Special Needs Students attended



## **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR: (C.E.M.C)**

- Emergency Management Development & Training Group has been diligently working on the following areas collectively to bring a unified approach to Emergency Management Training opportunities to our regions municipalities:
  - IMS Implementation within the Region. (Ongoing)
  - Regional Media Exercise (All Municipalities are encouraged to attend) September 14, 2017 (08:30-13:30hrs) – Some municipalities are using this exercise as their required annual exercise.

### **Report Prepared By:**

Gary Mosburger  
Training Officer/Public Educator/CEMC  
Wilmot Township Fire Department

### **Approved By:**

Rod Leeson  
Fire Chief  
Wilmot Township Fire Department



**TOWNSHIP OF WILMOT FIRE DEPARTMENT**  
**FIRE PREVENTION REPORT**  
**QUARTERLY REPORT**  
**Period ending June 30, 2017**

Wilmot Fire Department Fire Prevention Division has been working diligently with regards to fire safety awareness, working with business owners and tenants in gaining compliance with the Ontario Fire Code and Fire Protection and Prevention Act.

Please refer to the list below which outlines the areas fire prevention division has been working on:

- Fire code compliance inspections based on complaint, request and routine
- Fire investigations
- Fire Safety Planning review and implementation
- Conducting mandatory vulnerable occupancy inspections & fire drills
- Open air burn & contained site permits
- Fire route by-law

**INSPECTIONS, INVESTIGATION & PREVENTION ACTIVITIES:**

8 open burn permits, 8 allowed  
2 hoarding complaints(1 unfounded the other I gave 2 week's notice or would issue an order, the apartment was cleaned and found in satisfactory condition)  
15 routine inspections  
7 safety concerns (all 7 have satisfactory results)  
1 complaint  
2 licensing (in conjunction with building dept)  
2 requests  
3 follow up inspections  
0 investigations  
1 public education event with training division  
I will be continuing to inspect all township owned buildings. (This will be an annual occurrence)

**TRAINING/SEMINARS/MEETINGS:**

- Ontario Municipal Fire Prevention Officer Association  
Port Dover seminar on how they prepare for Friday the 13<sup>th</sup> (motorcycles)

Yours in fire prevention

Brian Leverton  
Fire Prevention Officer  
Wilmot Fire Department



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** CK2017-05

**TO:** Council

**PREPARED BY:** Tracy Loch

**DATE:** July 17, 2017

**SUBJECT:** Quarterly Activity Report – April, May & June 2017

### **Recommendation:**

That the Castle Kilbride Activity Report for the months of April, May and June be received for information purposes.

### **Background:**

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

### **Discussion:**

#### **Curator/Director's Summary :**

- Promoted Castle Kilbride in “May is Museum Month” through the Ontario Museum Association; Partnered with the Waterloo-Wellington Museum Network for a full-page ad in The Record promoting museums in Waterloo Region for the May awareness celebration.
- Met with organizers of Wilmot's 150<sup>th</sup> Canada Day celebrations to provide support and offer partnership with Castle Kilbride's 150<sup>th</sup> exhibit, *To Canada With Love, From Wilmot*.
- Met with students from Conestoga College to coordinate a special pilot project tour of the museum with focus on the Prime Minister Path to families new to Waterloo Region/Canada.
- Submitted RFP for the Arts and Culture Master Plan capital project; coordinated Steering Committee for the Master Plan; initiated planning/ project time line with TCI Management Consultants.
- Coordinated the 2017 summer concert series program for Castle Kilbride. Eleven concerts will be presented this summer from June 29 to September 7. (Note: a new concert has been added to expand the series).
- Assisted with the coordination of a new event at Castle Kilbride called “Anne Picnic.” This event highlighted behind the scenes photos and stories of when “Anne” was filmed at the museum in January. The day included costumed interpreters, live music and a book signing. This event was in partnership with the Region of Waterloo Libraries.
- Wrote and submitted Community Museum Operating Grant (CMOG) to Ministry of Culture for consideration.

- Interviewed, hired and trained new summer students.
- Provided support for the planning and delivery of the Prime Minister's statue project unveiling.
- Assisted University of Waterloo (Economic Development) graduate students with a case study regarding Wilmot Township's Tourism Marketing Strategy.
- Assisted with the coordination of the 2018 Castle Kilbride Lecture Series. The first lecture highlighted the work of sculpture artist Ruth Abernethy called *Beyond the Bronze*. This lecture also featured Jim Rodger from Createscape Waterloo Region who officially announced that evening the names of the next Prime Minister statues.
- Worked with organizers of Baden Cornfest to include Castle Kilbride as a feature property once again at the event. Coordinated vintage car show with Delmer Bender to be highlighted on the front property that day. Tours of the Castle will be by donation with a unique "Eye Spy" tour using the theme of corn along with heritage rug hooking demonstrators to enhance the day.
- Coordinated the distribution of marketing material for Castle Kilbride at Ontario border crossings and OnRoute highways locations. Also included is promotion of Castle Kilbride and the Township of Wilmot with Waterloo Regional Tourism's new social media campaigns.
- Marketed information about summer exhibits and events at Castle Kilbride to all media sources.
- Assisted Heritage Wilmot committee with updating of the Non-Designated Heritage Register.
- Responded to requests and provided support to property owners in the New Hamburg Heritage Conservation District.
- Assisted various researchers and responded to genealogical requests.

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

### **Strategic Plan Conformity:**

The report implements the following goals from the Strategic Plan:

- We are an engaged community through strengthening and communicating municipal matters.

### **Financial Considerations:**

n/a.

### **Conclusion:**

The report CK2017-05 noting the activities of the Castle Kilbride department be received.

Tracy Loch  
\_\_\_\_\_  
Curator/Director

Grant Whittington  
\_\_\_\_\_  
Reviewed by CAO

**Assistant Curator's Report**

**SUBJECT: Quarterly Report for April, May & June 2017**

**SUBMITTED TO: Tracy Loch**

**SUBMITTED BY: Sherri Gropp**

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**Education:**

**Curriculum Programming-** We had **142** school children participate in our Spring educational programs:

*"Just the Flax About Life In Early Waterloo County." Grades 3-6 from Cornerbrook Christian School and Laurentian Hills Public School*

*"Toys and Trompe l'oeil" - Kitchener Homeschool*

*History of Furniture - Conestoga College*

***Additional Educational Programming:***

**Girl Guides Community Badge Day** – April 1 we had 23 participants (Kitchener Pathfinders)

**Homeschool Open House** – June 9

**PD Days-** created special activities and crafts to coincide with school PD days on May 5

**Summer Camp** – organized payment and scheduling of participants.

**Events:**

**Maids of Kilbride Tea & Tour** from June 13–30, 2017 (with two more weeks to come in July and August) Guests were treated to an in-depth tour of the Castle. Then guests were indulged while the maids of Kilbride served tea and desserts brought to them on a silver tray. Offered to groups or individuals pre-registration was required. In good weather it was held outside. During inclement weather it was held in the basement or in the Belvedere. We have had 64 participants to date. Groups ranged from 12 people to smaller groups of 2 or 3. Accepted bookings and processed payments. Scheduled guides. Trained staff. Organized tables, pressed linens, prepared food and tea. Cleaned up and dismantled chairs.

**Anne Picnic- Sunday June 25**

To celebrate the Castle being featured in the new "ANNE" television series we hosted a picnic and tour of the Castle. We had 95 people participate. Entertainment by Failte, author Melanie Fishbane read excerpts her new book "Maud" and did a book signing as well. Costumed guides throughout the house.

**Prime Ministers Path Unveiling-** Assisted with the design of a brochure handout about the new statues; decorated the front of Castle and grounds for the event. Costumed guides provided complimentary tours of Castle Kilbride.

**Summer Concert Series-** The series kicked off on June 29, with the Shananigans. In conjunction with the Prime Ministers Path unveiling and the Wilmot Fire Brigade's Fargo pumper reveal.

**Exhibit:**

***To Canada with Love from Wilmot- May 2 – January 7, 2018***

- Installed exhibit, artifacts and text panels

***Hooked on our Heritage – May 28 – August 27, 2017***

- Installed exhibit by hanging rugs and mounting text panels
- Hosted opening of exhibit as well as summer picnic for the rug hookers

**Students:**

- This year we have 2 summer students
- Assisted with interviews for all summer student positions
- Trained and orientated students on admissions, conducting adult tour and children's tours.
- Prepared staff schedules and organized students for front cash coverage.
- Gave guidance and supplied information for summer camp activities.

**Administration:**

- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Conducted routine inspections of the Castle and insured 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.
- Inspected rooms and insured security of their contents.
- Properly cleaned museum as well as the artifacts on a routine basis.
- Booked weddings and handled many inquiries.
- Prepared a weekend museum staff "To Do List" each week.
- Social media- managed and added content Castle Kilbride's website and the Facebook page
- Maintained event listings for New Hamburg Independent, Stratford Tourism Alliance, and Wilmot Rec guide.
- Attended Castle Kilbride Advisory Committee meetings
- Handled inquiries for archival material, artifacts in the collection, weddings etc.
- Ordered new items for the gift shop.

Month	School	Bus	Regular	Event	Total
April 2017	83	131	125	0	339
May 2017	41	24	179	138	382
June 2017	18	103	253	681	1055
<b>Total</b>	<b>142</b>	<b>258</b>	<b>557</b>	<b>819</b>	<b>1776</b>
2016	159	175	508	730	<b>1572</b>
2015	52	161	568	420	<b>1201</b>
2014	152	124	447	449	<b>1172</b>
2013	59	139	482	160	<b>840</b>

Dear stakeholder,

Further to my email of June 27, I am pleased to send you two hard copies of my latest Annual Report (one English, one French). This report covers the 2016-2017 fiscal year and significant developments in recent months.

This is our Office's first full fiscal year of reporting on our oversight of municipalities, universities and school boards, in addition to provincial government organizations. I hope that you and all stakeholders in these new areas of jurisdiction will find the information in this report of interest.

You can also find the entire report, media materials and backgrounders, statistics and maps, as well as video of my press conference at Queen's Park, available on our website, [www.ombudsman.on.ca](http://www.ombudsman.on.ca).

In meeting with many of you this past year, I have stressed that our Office understands that statistics do not tell the whole story. To put them in context, we encourage you to read the sections of the report that relate to your area (Municipalities: pages 31-39; School boards: 43-46; Universities: 47-49), in which we discuss the most common issues in each sector and the types of cases we have resolved across the province.

In the interests of immediacy and "thinking green," we encourage you to let any interested colleagues and stakeholders know that they can access all of this information online. However, we are of course happy to send additional hard copies upon request.

Should you have any questions about the report or cases related to your organization, please do not hesitate to contact us. We are also happy to assist you with any general questions about our work. You can reach our staff at 1-800-263-1830 or [info@ombudsman.on.ca](mailto:info@ombudsman.on.ca).

Sincerely,



Paul Dubé  
Ombudsman of Ontario

## GRCA General Membership

**Chair** Helen Jowett

**Vice-Chair** Chris White

**Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley**

Guy Gardhouse

**Townships of Mapleton and Wellington North**

Pat Salter

**Township of Centre Wellington**

Kirk McElwain

**Town of Erin, Townships of Guelph/Eramosa and Puslinch**

Chris White

**City of Guelph**

Bob Bell, Mike Salisbury

**Region of Waterloo**

Les Armstrong, Elizabeth Clarke,  
Sue Foxton, Helen Jowett,  
Geoff Lorentz, Jane Mitchell,  
Joe Nowak, Wayne Roth,  
Sandy Shantz, Warren Stauch

**Municipality of North Perth and Township of Perth East**

George Wicke

**Halton Region**

Cindy Lunau

**City of Hamilton**

George Stojanovic

**Oxford County**

Bruce Banbury

**County of Brant**

Brian Coleman, Shirley Simons

**City of Brantford**

Dave Neumann, Vic Prendergast

**Haldimand and Norfolk Counties**

Bernie Corbett, Fred Morison

## Beach management at conservation areas

The GRCA and the three watershed health units are working together to educate people about how they can reduce the risks of getting sick when swimming in a natural body of water.

New signs have been installed at the GRCA's nine beaches. These explain the conditions that lead to an elevated risk of water-borne illness in a natural body of water. The conditions include recent heavy rain, cloudy water, high wind and waves, and large numbers of birds nearby.

GRCA staff will continue to take water quality samples every other week during July and August. This information will be used to help monitor long-term trends in water quality at the swimming areas. Staff will continue to do a daily beach check.

The new signs are part of a joint communications plan that replaces the beach posting process used for the past few decades. A smaller version of the sign is posted at each park gatehouse and a handout is also available at the parks.

A web page, including a recent rainfall table, is also available for park visitors at [www.grandriver.ca/beaches](http://www.grandriver.ca/beaches).

summer to ensure there's enough water in the river system for drinking water and waste water treatment plants. Based on this operating strategy, GRCA reservoirs have limited flood control storage during the drier summer months, when reservoirs are already 90 to 96 per cent full. This limited extra storage helped delay peak flows downstream by a few hours.

The GRCA has a sophisticated network of rainfall and flow gauges throughout the watershed that monitor conditions 24 hours a day. In the event of a heavy downpour, or high river flows, GRCA staff are immediately notified and an action plan is put in place to notify watershed residents. Part of this action plan involves municipal flood coordinators, who notify residents directly and close roads that are at risk of flooding.

River flows have receded throughout the watershed, but people are urged to remain cautious on local waterways. A large amount of debris was washed into rivers, and a number of warning buoys upstream of dams were displaced but most have now been replaced.

A web page about this flood is available at [www.grandriver.ca/flooding](http://www.grandriver.ca/flooding).

## Record rainfall June 23 results in flooding

More than 120 mm of rain fell across the northern part of the watershed during the early morning hours on Friday, June 23.

This rainfall, the highest daily total on record based on records dating back to 1950, resulted in significant flooding throughout the Grand River watershed. Weather forecasts leading up to the event indicated minimal rainfall and localized severe thunderstorms, but there was no indication of rainfall of this magnitude or extent.

The GRCA's major reservoirs serve two purposes. They help provide maximum flood control in the spring and fall when it is needed most, and also support flow augmentation in the

## Upper Cedar Creek study

Waterloo Region is undertaking a subwatershed study of the Cedar Creek subwatershed with support from the GRCA.

The study will focus on the northwest subwatershed lands in Kitchener and North Dumfries.

Subwatershed studies provide technical background on the surface water, groundwater and ecosystems within the area. The goal is to maintain, restore or enhance the health of the system. This study will recommend how and where potential development and other changes could occur in a sustainable manner.

The terms of reference for the project were developed by Waterloo Region and the GRCA. The study is being led by Matrix Solutions Inc. The study includes physical characterization and





assessing development potential and impacts. It will also create an implementation plan and an integrated monitoring plan.

As a result of the study, there may be changes to the regulated areas including floodplains, wetlands and watercourses.

Public meetings for this project are expected to begin in the spring of 2018 and will include consultation for revisions to the GRCA's regulation mapping in the watershed.

The study is being funded and administered by the Region of Waterloo, while GRCA staff is providing in-kind contributions, including project management, technical review and detailed base mapping.

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## Hazard mapping study

The GRCA will lead the Haldimand County Lake Erie Shoreline Hazard Mapping study on behalf of Haldimand County, Long Point Region Conservation Authority and the Niagara Peninsula Conservation Authority.

This study will update hazard mapping associated with flooding, erosion and dynamic beach conditions. Hazard mapping will help flood and erosion-related emergency response and planning. It will also help with planning and permitting decisions in at-risk communities, including Dunnville and Port Maitland.

Updated and consistent mapping across the three conservation authority jurisdictions within Haldimand will help in development and implementation of shoreline-related land use planning policies.

Currently, all three conservation authorities have separate Shoreline Management Plans covering the Lake Erie shoreline in their watersheds.

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## Proposed update to CA legislation

On June 14, Ontario's Minister of Natural Resources and Forestry, Kathryn McGarry, announced proposed changes designed to modernize Ontario's Conservation Authorities Act at the GRCA head office in Cambridge.

The ministry is proceeding with Conserving Our Future: A Modernized



Heavy rainfall across the northern part of the watershed on Friday, June 23 resulted in flooding in many areas. Rainfall of 120 mm at Luther Marsh was the highest daily total on record since 1950 when records began. This photo by A. Kaastra was taken on the Grand River at Wilson Flats, upstream of West Montrose.

Conservation Authorities Act after input received through two years of consultation.

The document provides a long-term work plan and priorities for implementing changes proposed in the new legislation to increase accountability and improve programs.

The province's proposed changes address key priorities identified and promoted by Conservation Ontario and the conservation authorities including the GRCA throughout the consultation.

Conservation authorities, including the GRCA, look forward to working with the ministry in support of this new action plan.

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## Wellington County renews RWQP support

Wellington County has recently renewed its support for the Rural Water Quality Program for five more years and committed \$425,000 for environmental projects carried out by landowners in 2017.

The goal of the program is to help rural landowners make changes on the land that will improve and protect the water quality in Wellington County, also benefiting the communities downstream. Landowners apply for grants for projects they would like to undertake. The GRCA has staff available to help them work out the project details and complete their applications.

The landowner receives 50 to 100 per cent of the costs, depending on the type of project. The landowner contributes the balance in cash, materials or labour. Participation in the program is voluntary.

This program launched in Wellington County in 1999. More than 2,600 projects worth approximately \$21 million have been completed. The GRCA delivers similar programs in other parts of the watershed. For more information contact

This issue of *GRCA Current* was published in July, 2017.

It is a summary of the June, 2017 business conducted by the Grand River Conservation Authority board and committees, as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

### Next board meeting:

July 28 at 9:30 a.m.,  
GRCA Administration Centre

### Subscribe to GRCA Current and other news:

[www.grandriver.ca/subscribe](http://www.grandriver.ca/subscribe)

### View meeting agendas:

<https://calendar.grandriver.ca/directors>

### View coming events:

[www.grandriver.ca/events](http://www.grandriver.ca/events)

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**BY-LAW NO. 2017- 26**

**BY-LAW TO AUTHORIZE A**  
**CONVEYANCE TO WATERLOO REGION DISTRICT SCHOOL BOARD**

**WHEREAS** the Municipal Council of the Corporation of the Township of Wilmot wishes to convey the land and premises as set out in Schedule "A" attached hereto.

**THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:**

1. That the conveyance to THE WATERLOO REGION DISTRICT SCHOOL BOARD as set out in Schedule "A" attached hereto, be hereby approved.
2. That the Mayor and Clerk are hereby authorized to execute under seal said conveyance and all other documents and papers relating to this transaction.

**READ** as first, second time this 17th day of July, 2017.

**READ** a third time and finally passed in Open Council this 17th day of July, 2017.

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**Mayor**

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**Clerk**

## LAND TRANSFER AND RESTORATION AGREEMENT

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017

BETWEEN:

**WATERLOO REGION DISTRICT SCHOOL BOARD**  
(hereinafter the “**Board**”)

- and -

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
(hereinafter the “**Township**”)

**WHEREAS** the Township is the owner of certain real property in the Township of Wilmot legally described as Part Lot 1, Plan 885, Wilmot, Being Part 2 on 58R-1153 which has also been described as Part 3 on 58R-9275 (the “**Property**”);

**AND WHEREAS** the Township intends to demolish the building located on the Property (the “**Building**”) and to restore the Property where the Building was located;

**AND WHEREAS** after the restoration of the Property, the Township wishes to convey the Property to the Board pursuant to the terms hereof;

**AND WHEREAS** the parties have agreed to share equally in the costs of demolishing the Building and restoring the Property subject to the terms of this Agreement.

**NOW THEREFORE** in consideration of the payment of Two Dollars (\$2.00) from the Board to the Township, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The Township shall have the Building demolished and the lands restored to a condition suitable for use as a school ground including, without limitation, levelling and compacting the soil and hydroseeding. The Township shall use its reasonable efforts to finalize restoration of the Property on or before August 31, 2017 subject to any environmental remediation as set out below.
2. The Board shall have a Phase 1, and if necessary, a Phase 2, environmental site assessment completed on the Property (the “**Environmental Site Assessments**”). The Board shall also have a Record of Site Condition prepared and filed in Ontario's Environmental Site Registry (the “**Record of Site Condition**”). All costs related to the Environmental Site Assessments and the preparation and filing of the Record of Site Condition shall be paid equally by the Board and the Township. In the event the Phase 2 site assessment (if required) indicates that remediation work is required on the Property, the Board shall retain qualified professionals to undertake such remediation work (the “**Environmental Remediation**”). The Township shall permit the Board and its agents access to the Property to conduct the Environmental Site Assessments, prepare the Record of Site Condition, and undertake any required Environmental Remediation.
3. The parties agree that any Environmental Remediation that is required as a result of or which occurred during the Township's use or ownership of the Property shall be paid by the Township. Any Environmental Remediation that is required as a result of or which occurred during the Board's ownership of the Property prior to the Board transferring the

Property to the Township on November 6, 1974 shall be paid by the Board. In the event the parties cannot agree as to which party is responsible for the costs of the Environmental Remediation, the matter shall be determined by arbitration pursuant to section 7 of this Agreement.

4. The Township shall convey title to the Property to the Board for Two Dollars (\$2.00), free and clear of all encumbrances, on or before October 2, 2017 (the “**Transfer Date**”). Notwithstanding the forgoing, the Transfer Date may be delayed, upon agreement of the parties, in the event the demolition, restoration or Environmental Remediation has not been completed by the Transfer Date.
5. The parties shall share equally all costs associated with the following:
  - a) the transfer of the Property including, without limitation, any advertising and legal costs;
  - b) environmental reports as a condition of demolition;
  - c) Environmental Site Assessments;
  - d) preparation and filing of Record of Site Condition;
  - e) hazardous materials abatement and demolition of the Building;
  - f) the restoration of the Property to a condition suitable for use as a school ground excluding the Environmental Remediation; and
  - g) legal costs related to the preparation of this Agreement.
6. Each party shall provide the other party with details of its expenses in relation to the demolition of the Building, the restoration and transfer of the Property, and the Environmental Site Assessments and Record of Site Condition. The parties shall use their best efforts to reconcile expenses to ensure that each party pays fifty percent of said expenses within sixty (60) days of the transfer of the Property to the Board.
7. All disputes and questions whatsoever which shall arise between the parties in connection with this Agreement shall be resolved by arbitration. Such arbitration shall be conducted by a single arbitrator. The arbitrator shall be appointed by agreement between the parties or, in default of such agreement, such arbitrator shall be appointed by a judge of the Superior Court of Justice sitting in the Regional Municipality of Waterloo, upon the application of either party and such judge shall be entitled to act as arbitrator, if he or she so desires. Unless otherwise agreed to by the parties, the arbitration shall be held in the Regional Municipality of Waterloo. The procedure to be followed shall be agreed to by the parties or, in default of such agreement, determined by the arbitrator. The arbitration shall proceed in accordance with the provisions of the Arbitration Act, 1991 (Ontario). The arbitrator shall have the power to proceed with the arbitration and deliver his or her award notwithstanding the default by either party in respect of any procedural order made by the arbitrator. The decision arrived at by the arbitrator shall be final and binding and no appeal shall lie therefrom. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction.
8. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

9. This Agreement shall be construed in accordance with the laws of the Province of Ontario.
10. This Agreement may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall be one and the same instrument. The parties hereto agree that this Agreement may be transmitted by fax or such similar device and that the reproduction of signatures by fax or such similar device will be treated as binding as if original and each party undertakes to provide to the other party a copy of the Agreement bearing original signatures forthwith upon demand.
11. Time shall be of the essence in this Agreement.
12. This Agreement constitutes the entire agreement among the parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements among the parties in connection with the subject matter hereof except as specifically set forth herein.

**IN WITNESS WHEREOF** the parties have signed this Agreement on the date first above written.

**Waterloo Region District School Board**

Per: \_\_\_\_\_

Matthew Gerard, Coordinating  
Superintendent, Business  
Services and Treasurer  
I have authority to bind the Board.

**The Corporation of the Township of  
Wilmot**

Per: \_\_\_\_\_

Les Armstrong, Mayor

Per: \_\_\_\_\_

Barbara McLeod, Clerk  
We have authority to bind the Corporation.

**TOWNSHIP OF WILMOT**

**BY-LAW NO. 2017-30**

**BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.**

**WHEREAS** The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

**THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:**

1. That the Holding Zone symbols (H) are hereby removed from the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law in accordance with the provisions of Section 36 of the Planning Act, R.S.O. 1990.
2. The permitted uses, on the lands described on Schedule "A" attached to and forming part of this by-law and illustrated on Schedule "B" attached to and forming part of this by-law, shall be in accordance with the provisions of By-law No. 83-38, as amended.
3. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 17<sup>th</sup> day of **July, 2017**.

READ a third time and finally passed in Open Council on the 17<sup>th</sup> day of **July, 2017**.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## SCHEDULE "A"

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 14 Concession North of Snyder's Road, being Part 1, Plan 58R-19065 in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2017-30.

PASSED this 17<sup>th</sup> day of July, 2017.

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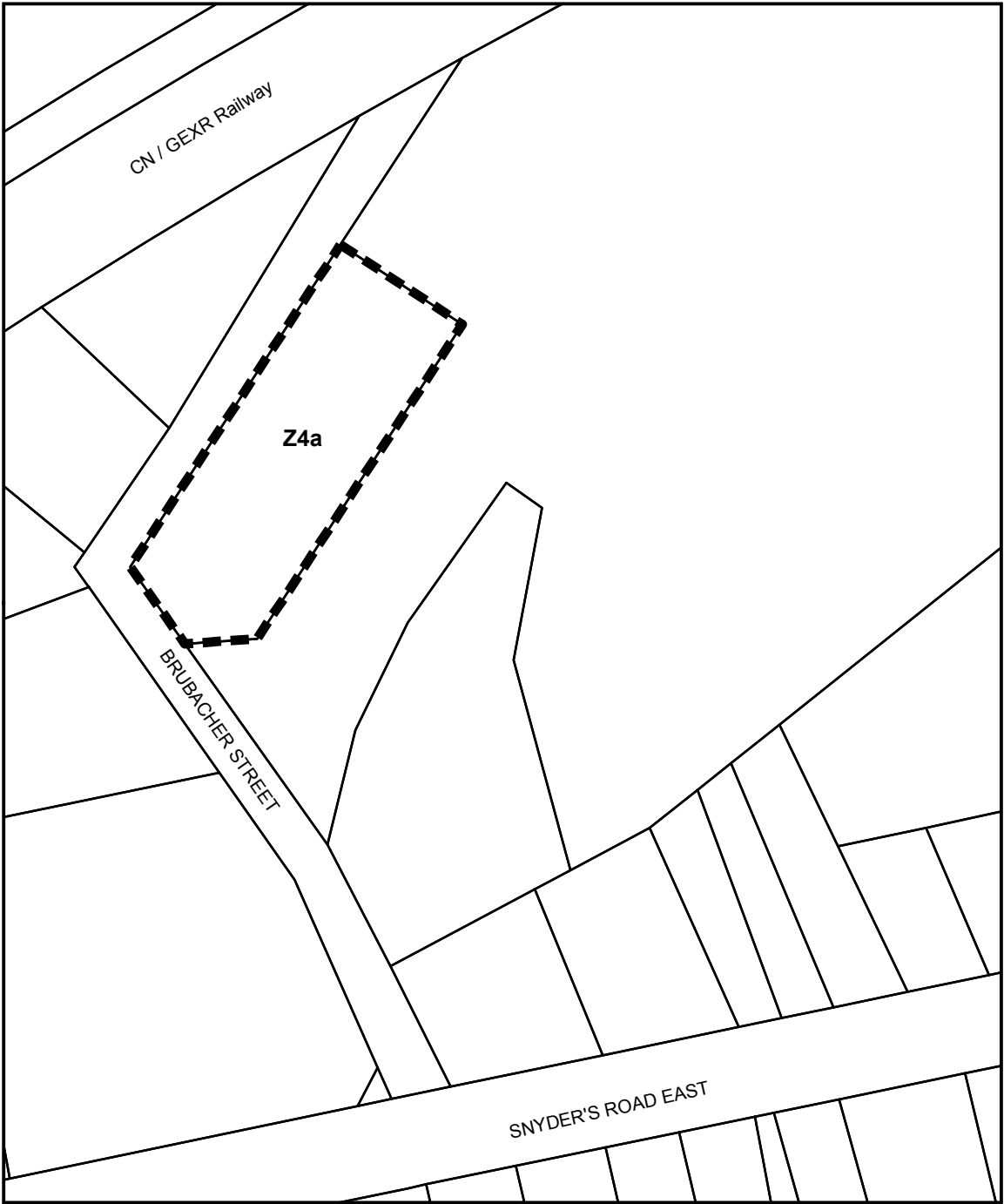
MAYOR

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CLERK

SCHEDULE "B"  
PART OF LOT 14, CONCESSION NORTH OF SNYDER'S ROAD  
BEING PART 1, PLAN 58R-19065  
TOWNSHIP OF WILMOT

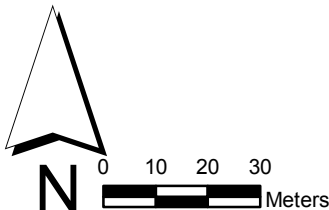
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2017-30  
PASSED THIS 17TH DAY OF JULY, 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK





**TOWNSHIP OF WILMOT**

**BY-LAW NO. 2017-31**

**BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.**

**WHEREAS** The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

**THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:**

1. That the Holding Zone symbols (H) are hereby removed from the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law in accordance with the provisions of Section 36 of the Planning Act, R.S.O. 1990.
2. The permitted uses, on the lands described on Schedule "A" attached to and forming part of this by-law and illustrated on Schedule "B" attached to and forming part of this by-law, shall be in accordance with the provisions of By-law No. 83-38, as amended.
3. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 17<sup>th</sup> day of **July, 2017**.

READ a third time and finally passed in Open Council on the 17<sup>th</sup> day of **July, 2017**.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## SCHEDULE "A"

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 13 Concession North of Snyder's Road, being Part 1, Plan 58R-18994 in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2017-31**.

PASSED this 17<sup>th</sup> day of **July, 2017**.

---

MAYOR

---

CLERK

SCHEDULE "B"  
PART OF LOT 13, CONCESSION NORTH OF SNYDER'S ROAD  
BEING PART 1, PLAN 58R-18994  
TOWNSHIP OF WILMOT

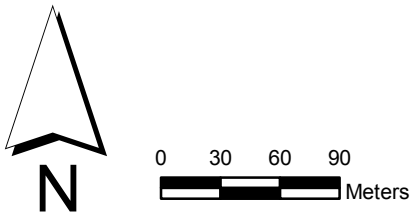
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2017-31  
PASSED THIS 17TH DAY OF JULY, 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
BY-LAW NO. 2017-32**

**GINGERICH ROAD MUNICIPAL DRAIN  
BEING AN ACTUAL COST BY-LAW  
TO AMEND BY-LAW NO. 2012-46**

**WHEREAS** By-law No. 2012-46 of the Corporation of the Township of Wilmot provided for executing and completing the drainage works known as the Gingerich Road Municipal Drain at an estimated cost of \$37,900.00 and for levying the requisite sum of \$37,900.00 or such reduced sum after taking into account allowance and applicable grants;

**AND WHEREAS** the actual cost of the executing and completing the said drainage works is \$52,225.68;

**AND WHEREAS** it is expedient that By-Law No. 2012-46 be amended to provide for the raising by assessment the final amount of \$52,225.68;

**NOW THEREFORE** the Council of the Corporation of the Township of Wilmot amends By-Law 2012-46 as follows:

1. The final amount of \$52,225.68 shall be applied prorata to the assessments in "Schedule of Assessments" within the Gingerich Road Municipal Drain report dated August 20, 2012 which formed part of by-law No. 2012-46. The prorata assessments are outlined in "Schedule A" attached and forming part of this by-law.
2. The amount assessed to lands used for agricultural shall be reduced by the one-third grant available in accordance with Section 85 (a) (1) and 87 (1) (a) of the Drainage Act, R.S.O. 1990, Chapter D.17.
3. The amount assessed to lands which were granted an allowance under Sections 29 to 33 of the Drainage Act shall be reduced by the amount of the allowance as applicable in accordance with Section 62(3) of the Drainage Act.
4. This by-law shall come into force upon final passage thereof and may be cited as the Gingerich Road Municipal Drain Amending By-Law No. 2017-32.

**READ** a first and second time in this 17<sup>th</sup> day of July, 2017.

**READ** a third time and finally passed in Open Council this 17<sup>th</sup> day of July, 2017.

---

Mayor

---

Clerk

**SCHEDULE A to Bylaw No. 2017-32**  
**Gingerich Road Municipal Drain**

Con		Lot	Roll No. (040-)	Current owner	Assessment from Report	Actual Assessment	Less: 1/3 Grant	Less: Allowances	Net After Grant
S.S.R.	*	Pt. 12	005-052-02	Region of Waterloo	106.00	154.49			154.49
S.S.R.		Pt. 12	005-057	B. & H. Ellingham	240.00	349.78	116.59		233.19
S.S.R.	*	Pt. 14	006-300-79	Wilmot Township	4,000.00	5,829.71			5,829.71
S.S.R.		Pt. 14	007-184	Bassanese & Gaspar	15.00	21.86	7.29		14.57
S.S.R.	*	Pt. 13	007-184-01	Region of Waterloo	39.00	56.84			56.84
S.S.R.		Pt. 13	007-185	D. & R. Wagler	6,863.00	10,002.33	3,334.11	1,100.00	5,568.22
S.S.R.	*	Pt. 13	007-186	Cappleman & Simpson	120.00	174.89			174.89
Total Assessment on Lands					11,383.00	16,589.90	3,457.99	1,100.00	12,031.91
		Gingerich Road		Region of Waterloo	19,521.00	28,450.45			28,450.45
		Special Assessment Gingerich Road		Region of Waterloo	6,595.00	6,600.90			6,600.90
		Sandhills Road		Wilmot Township	401.00	584.43			584.43
Total Assessment on Roads					26,517.00	35,635.78	-	-	35,635.78
<b>Total Assessment Gingerich Road Drain:</b>					<b>37,900.00</b>	<b>52,225.68</b>	<b>3,457.99</b>	<b>1,100.00</b>	<b>47,667.69</b>

1. Lands are classified as agricultural based on OMAFRA policy and qualify for the 1/3 grant except for those noted with an asterisk (\*)
2. Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience only the owner's names as shown by the last revised assessment roll have also been included.

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
BY-LAW NO 2017-34**

**A BY-LAW TO PROVIDE FOR THE LEVY OF DRAIN  
MAINTENANCE COSTS ON THE DISTLER MUNICIPAL  
DRAIN IN THE TOWNSHIP OF WILMOT IN THE  
REGIONAL MUNICIPALITY OF WATERLOO**

**WHEREAS** under Section 74 of the Drainage Act RSO 1990 Chapter D.17, The Township of Wilmot is responsible for the maintenance of drains constructed under Township By-laws passed under the Drainage Act;

**AND WHEREAS** the cost of drain maintenance is to be levied to lands and roads upstream of the point of maintenance in accordance with the current By-law applicable to the drain;

**AND WHEREAS** in 2014 the Township Drainage Superintendent undertook drain maintenance on the drains as listed in Schedule A attached;

**NOW THEREFORE** the Council of The Corporation of the Township of Wilmot enacts as follows:

1. That the maintenance costs of the drains listed in Schedule A shall be levied to the assessed lands and roads in accordance with the provisions of the applicable Engineer's report and the By-law which adopted the report as listed in Schedule A;
2. That for eligible lands the final cost levied shall be reduced by the amount of grants received from OMAFRA under Section 85 of the Act;
3. That the maintenance costs to be levied for the various drains listed in Schedule A shall be as outlined in Schedule B attached and the amounts shown in Schedule B shall be due within 30 days of the date of the invoice for the amount owing, after which time the amount due will be added to the Township Tax Roll;
4. That assessments in Schedule B less than \$15 shall be paid from general funds of the Township of Wilmot.

This by-law comes into force on the passing thereof and may be cited as the "2017 Drain Maintenance Cost Levy for Distler Municipal Drain" Bylaw.

**READ** a first and second time this 17<sup>th</sup> day of July, 2017.

**READ** a third time and finally passed in open Council this 17<sup>th</sup> day of July, 2017.

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Clerk

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Mayor

**SCHEDULE A to Bylaw No. 2017-34**

<b>Wilmot Township Drain repairs for 2014</b>			
Drain	By-Law	Cost	Work done
Distler Drain	90-28	\$ 4,170.89	Catch basin and tile repair

**SCHEDULE B to Bylaw No. 2017-34**

**Distler Drain**

**TOWNSHIP OF WILMOT**

Con		Lot	Roll No. (030-004)	Current owner	Assessment from Report	Repair Assessment	1/3 Grant	Net After Grant
S.S.R.	*	Pt. 4	-132	E. Teege	11.00	3.76	-	3.76
S.S.R.		Pt. 4	-133	D. & T. Jeeboo	51.00	17.44	5.81	11.63
S.S.R.	*	Pt. 4	-134	D. Essex	20.00	6.84	-	6.84
S.S.R.	*	Pt. 4	-135	J. & E. Morgan	20.00	6.84	-	6.84
S.S.R.	*	Pt. 4	-135-01	R. & J. Stewart	20.00	6.84	-	6.84
S.S.R.		Pt. 4	-136	Alderpark Farms Ltd	430.00	147.07	49.02	98.05
S.S.R.	*	Pt. 3	-137	I. & L. Ember	174.00	59.51	-	59.51
S.S.R.		Pt. 3	-138	2517323 Ontario Ltd.	1,600.00	547.23	182.41	364.82
S.S.R.	*	Pt. 3	-139	J. & D. Gutscher	11.00	3.76	-	3.76
S.S.R.	*	Pt. 3	-140	2341768 Ontario Ltd.	61.00	20.86	-	20.86
S.S.R.		Pt. 3	-141	L. Bechtold	52.00	17.78	5.93	11.85
S.S.R.		Pt. 3	-142	R. Bechtold	0.00	0.00	-	-
N.S.R		Pt. 2&3	-207	Sunset Farm Corporation	2,110.00	721.66	240.56	481.10
N.S.R	*	Pt. 3	-208	Golden Triangle Sikh Assoc	2,325.00	795.19	-	795.19
N.S.R	*	Pt. 4	-210	G. Gottwald Construction Ltd	185.00	63.27	-	63.27
N.S.R	*	Pt. 3&4	Railroad	CN Rail	92.00	31.47	-	31.47
<b>Total of Lands</b>					<b>7,162.00</b>	<b>2,449.52</b>	<b>483.73</b>	<b>1,965.79</b>
Snyder's Road (Regional Road 6)					5,033.00	1,721.37	-	1,721.37
<b>Total Distler Drain Repairs:</b>					<b>12,195.00</b>	<b>4,170.89</b>	<b>483.73</b>	<b>3,687.16</b>

Notes:

- Lands are classified as agricultural based on OMAFRA policy and qualify for the 1/3 grant except for those noted with an asterisk (\*)
- Provision for maintenance assessment as per the January 15, 1990 Engineer's Report for the Distler Drain adopted under By-Law 90-28.
- Maintenance assessment from report is from Schedule A column 4 and 5 (11+73 to 0+082), revised by CoR October 9, 1990

**By-law for Municipalities Not Within a Regional  
Municipality, the County of Oxford or The  
District Municipality of Muskoka – Form 5***Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)*Drainage By-law Number 2017-17A by-law to provide for a drainage works in the Township of Wilmot  
in the Regional Municipality of Waterloo.Whereas the council of the Township of Wilmot has procured a  
report under section 4 and 78 of the *Drainage Act* for the construction and improvement  
of the Cressman and Don Myers Municipal Drains 2017 drain;And whereas the report dated 2017/03/22 has been authored by Dietrich Engineering Limited  
and the attached report forms part of this by-law;And whereas the estimated total cost of the drainage work is \$308,645.00 ;And whereas \$107,106.00 is the amount to be contributed by the Township  
of Wilmot for the drainage works;And whereas *(Complete this clause only if other municipalities are being assessed a share of the cost of the project.)*;

_____	is being assessed in the	<u>Municipality</u>	of	_____
_____	is being assessed in the	_____	of	_____
_____	is being assessed in the	_____	of	_____
_____	is being assessed in the	_____	of	_____

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Wilmot  
pursuant to the *Drainage Act* enacts as follows:**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

**2. BORROWING**The Corporation of the Township of Wilmot  
may borrow on the credit of the Corporation the amount of \$308,645.00 being the amount necessary for  
the construction and improvement of the drainage works.This project will NOT be debentured.



6. CITATION

This by-law comes into force on the passing thereof and may be cited as the " Cressman and Don Myers Drains 2017 \_\_\_\_\_ by-law".

First reading 2017/04/10

Second reading 2017/04/10

Provisionally adopted this 10 day of April , 2017

Name of Head of Council (Last, First Name) <u>Armstrong, Les</u>	Signature
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Name of Clerk (Last, First Name) <u>McLeod, Barbara</u>	Signature
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Third reading 2017/07/17

Enacted this 17 day of July , 2017

Name of Head of Council (Last, First Name) <u>Armstrong, Les</u>	Signature
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Name of Clerk (Last, First Name) <u>Mittelholtz, Dawn</u>	Signature
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I, Dawn Mittelholtz  
clerk of the Corporation of the Township of Wilmot ,  
certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name) <u>Mittelholtz, Dawn</u>	Signature
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