



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, October 23, 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 (IF NECESSARY)**
- 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 September 25, 2017.

Recommendation

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

Council Meeting September 25, 2017.

7. PUBLIC MEETINGS

7.1 REPORT NO. DS 2017-20

Proposed OPA 9 – Conformity Review (2017)

**Proposed OPA 10 – Settlement Boundary Rationalization
Review**

Recommendation

That Report DS 2017-20 be received for information.

Registered Delegations

Justin Hanson

Stewart Snyder

8. PRESENTATIONS/DELEGATIONS**8.1 Createscape Waterloo Region**

Sir Robert Borden...Is Coming to Baden

The Prime Ministers Path

9. REPORTS**9.1 CAO – no reports****9.2 CLERK'S SERVICES – no reports****9.3 FINANCE****9.3.1 REPORT NO. FIN 2017-33**

Removal of 1/3 Tax Exemption for Council Remuneration

Recommendation

THAT beginning January 1, 2019, the 1/3 tax free portion of Council remuneration be eliminated in compliance with Federal legislation as outlined in staff report FIN 2017-33.

AND FURTHER, THAT the Council remuneration be adjusted to ensure that net pay after taxes remains consistent, using the lowest marginal tax rate.

9.3.2 REPORT NO. FIN 2017-34

Statement of Operations as of September 30, 2017

(un-audited)

Recommendation

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

9.3.3 REPORT NO. FIN 2017-35**Capital Program Review as of September 30, 2017
(un-audited)****Recommendation**

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

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW-2017-19****Public Works Activity Report
July-September****Recommendation**

THAT the Public Works Department Activity Reports for the months of July, August and September 2017 be received for information.

9.4.2 REPORT NO. PW-2017-20**Municipal Parking Lot Winter Maintenance – RFT Results****Recommendation**

THAT RFT 2017-24 Municipal Parking Lots Winter Maintenance be awarded as follows:

Part A to KK&J Snow Removal (New Hamburg) and
Part B, C, D and E to Greenhaze Landscape & Snow Removal (Ayr)

For the period of October 2017- October 2020, with options for renewal in October 2020 and October 2021 for two additional one-year terms.

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT NO. DS 2017-19

2017 Third Quarter Building Statistics Summary

Recommendation

That the 3rd Quarter 2017 Building Statistics Summary be received for information.

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE

9.7.1 REPORT NO. FD 2017-07

Quarterly Activity Report

Recommendation

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

9.8 CASTLE KILBRIDE

9.8.1 REPORT NO. CK2017-06

Quarterly Activity Report – July, August & September 2017

Recommendation

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

10. CORRESPONDENCE

10.1 Grand River Conservation Authority – GRCA Current, October, 2017

Recommendation

THAT Correspondence Item 10.1 be received for information.

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

15.1 By-law No. 2017-47

Recommendation

THAT By-law No. 2017-47 to Confirm the Proceedings of Council at its Meeting held on October 23, 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, September 25, 2017

Regular Council Meeting

Council Chambers

7:00 P.M.

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

Regrets: Councillor J. Gerber

Staff Present: Chief Administrative Officer G. Whittington, Director 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, Director of Finance P. Kelly

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS**6.1 Council Meeting Minutes September 11, 2017.****Resolution No. 2017-155****Moved by: P. Roe****Seconded by: M. Murray**

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

Council Meeting September 11, 2017.

CARRIED.

7. PUBLIC MEETINGS**8. PRESENTATIONS/DELEGATIONS****8.1 Jon Linton, CMC, Director, TCI Management Consultants****Greg Young, CMC, Director, TCI Management Consultants****Township of Wilmot Arts and Culture Master Plan**

Mr. Linton introduced himself and Mr. Young to Council and provided them with an overview of what an Arts and Culture Master Plan is and how it can complement existing plans such as the Parks and Recreation Master Plan. He informed Council on the importance of Arts and Culture planning and how the Plan can be a valuable tool for guiding decision making and promoting the Township. He provided an update on the public consultation process and summarized the tools being used to engage the public. He summarized the phases for the creation of the Plan and what the key tasks will be moving forward. He concluded the presentation by providing a sampling of the responses received from the public to date.

Mr. Young provided Councillor B. Fisher with the names of several communities and individual organizations that TCI has completed Arts and Cultures Plan for in the past.

In response to Councillor B. Fisher, Mr. Linton advised that the Township of Wilmot appears to have ample arts and culture offerings for a municipality of its size. He noted that this was based on their observations, the content of the video that was created and the positive comments received on the survey to-date.

Mr. Linton confirmed for Councillor P. Roe that they have a strategy in place, including social media and high school visits, for increasing the number of respondents from under-represented demographics, such as those under thirty years of age. He noted that the survey started in the summer months which would affect the number of young respondents.

Mr. Linton confirmed for Councillor M. Murray that the timelines were specified in the terms of reference for the Plan but that they can be flexible to ensure the quality and value of the final product.

The Curator/Director of Castle Kilbride advised Mayor L. Armstrong that the New Hamburg Board of Trade has been contacted to advise members of the opportunity to provide feedback. She reiterated that visits will be made at the high school to garner input and that a prize basket is being assembled to encourage public input.

Mayor L. Armstrong noted that the timeline is tight but that it should be sufficient to accomplish the goal. He encouraged the consultants to visit many of the popular events in the community occurring in the fall.

Councillor A. Junker recommended that the consultants speak with Councillor J. Gerber upon his return, as he is a good resource for reaching students at the high school.

Mayor L. Armstrong expressed his appreciation for the fact that the responses received to-date have largely been positive. He encouraged all Members of Council and staff to promote the community engagement stage of the Plan.

9. REPORTS

9.1 CAO – no reports

9.2 CLERK'S SERVICES

9.2.1 REPORT NO. CL 2017-22

**Waterloo Area Municipal Ombuds Office
2016-17 Annual Report
Township of Wilmot**

Resolution No. 2017-156

Moved by: A. Junker

Seconded by: B. Fisher

THAT the Waterloo Area Municipal Ombuds Office Annual Report for 2016-2017, be received for information purposes.

CARRIED.

The Director of Clerk's Services highlighted the report.

9.3 FINANCE – no reports

9.4 PUBLIC WORKS

9.4.1 REPORT NO. PW-2017-18

**Holland Mills Road Bridge – Structure No. 17B/B-T13
Schedule “B” Class Environmental Assessment
and Preliminary Design – Project File Report**

Resolution No. 2017-157

Moved by: M. Murray

Seconded by: P. Roe

THAT the Township of Wilmot take the following actions with respect to the Class Environmental Assessment for the Holland Mills Road Bridge – Structure No. 17B/B-T13:

- i) Approve the preliminary design for construction of the preferred alternative – Concrete Box Girder as described in Report PW-2017-18, dated September 25, 2017;
- ii) Direct staff to file the Notice of Study Completion for this Class Environmental Assessment Schedule “B” Study by means of advertisements in the local newspapers, Township website and direct mailings, and place the Project File Report on the public record for a period of 45 days;

AND THAT, following the 45-day waiting period, that K. Smart & Associates be instructed to complete the detailed design and contract document preparation for the replacement structure.

CARRIED.

The Director of Public Works highlighted the report.

The consultant, Allan Garnham, Project Engineer for K. Smart and Associates Ltd., summarized the findings of the report, preferred alternative and the process undertaken.

Mr. Garnham clarified for Councillor B. Fisher that the existing structure had a load limit of three tons but the recommended structure will be designed to meet full Ontario standards.

Councillor A. Junker expressed his concerns that the analysis and documentation did not include a full review of the heritage aspects of the bridge, specifically with regards to the accuracy of how the members were dated given the technology and method used to construct them. He requested that the members be reviewed by a bridge specialist at the Ministry of Tourism, Culture and Sport, that implementation of the preferred alternative include a commemorative feature to highlight the history of the structure and that the railings be designed in a manner that is visually pleasing and allows its users to see the river and surrounding landscape.

The Director of Public Works noted that the report did include an extensive analysis of the full structure that met the requirements. He stated that Councillor A. Junker's comments concerning the railings will be considered during the design phase and that further consultation can be considered with regards to the accuracy of the date for the members while being mindful of budgetary restrictions.

The Director of Public Works confirmed for Mayor L. Armstrong that a textured finish similar to what was previously used by the Region can be considered during the design phase as well.

Mr. Garnham clarified for Councillor P. Roe that the recommended design neither improves nor worsens the flow of the watercourse during peak flows.

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT NO. DS 2017-18

**Agreement with respect to time of payment of Development
Charges**

**300 Snyder's Road East, Baden
Westcap Development Inc.**

Resolution No. 2017-158**Moved by: P. Roe****Seconded by: M. Murray**

THAT the Township enter into an agreement between the Township of Wilmot and Westcap Development Inc. pursuant to Section 3.14 of the Township Development Charge By-law 2014-34 to extend the time for which a redevelopment allowance is calculated as follows:

1. Prior to October 26, 2019 a redevelopment allowance shall be available calculated based on the development charge rates in place at the time of issuance of a building permit, and in consideration of the demolition of 16,374sq.ft of commercial floor area and 3 single detached dwellings.
2. Between October 27, 2019 and June 24, 2020 a redevelopment allowance shall be available if any allowance from Clause 1 remains, but not exceeding 1 single detached dwelling and calculated based on the development charge rates in place at the time of issuance of a building permit.
3. No extensions to the time frames set out in this agreement will be available.

CARRIED.

The Director of Development Services highlighted the report.

9.6 FACILITIES AND RECREATION SERVICES**9.6.1 REPORT NO. PRD-2017-11****RFP 2017-23**

**Consultant Services for the Engineered Design of the
Kirkpatrick Park Parking Lot and Wilmot Street Parking
Enhancements, New Hamburg**

Resolution No. 2017-159**Moved by: B. Fisher****Seconded by: A. Junker**

THAT GM Blueplan Engineering Limited be hired to complete an Engineered Design of the Kirkpatrick Park Parking Lot and Wilmot Street Parking Enhancements, as per their proposal received on August 31, 2017 for the bid price of \$42,590.00 plus applicable taxes.

CARRIED.

The Director of Facilities and Recreation Services highlighted the report.

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE

10.1 Wilmot Agricultural Society – Acknowledgement and Thank You Letter for Donation

Resolution No. 2017-160

Moved by: P. Roe

Seconded by: A. Junker

THAT Correspondence Item 10.1 be received for information.

CARRIED.

11. BY-LAWS

11.1 By-law No. 2017-45 – By-law to Appoint the Chief Building Official and Inspectors

Resolution No. 2017-161

Moved by: M. Murray

Seconded by: A. Junker

THAT By-law No.'s 2017-45 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 M. Murray expressed his concern over the sudden appearance of a turn restriction sign at the railway tracks for turning left onto Steinman Street from Waterloo Street. His concerns were for implications to residents and businesses in the immediate area and the fact that this occurred without notice or consultation. He further stated that he is not aware of any incidents occurring on the railway tracks created due to someone turning left on to Steinman Street, therefore the restriction appears to not be warranted.

Mayor L. Armstrong advised that he had spoken with staff at the Region concerning this. Mayor L. Armstrong noted his concern that Transport Canada made this restriction without notification, a full study or consultation. He suggested that it appears the decision was made by an individual who only made casual observations of the area.

Councillor A. Junker concurred with the comments made by Mayor L. Armstrong and Councillor M. Murray. He advised that he spoke with Former Mayor E. Ritz who could not recall any accidents occurring from a vehicle making a left turn at that intersection. Councillor A. Junker agreed that the lack of notification is concerning and that this may have a significant impact on residents and businesses. He noted that many drivers are continuing to make left turns at the intersection.

Mayor L. Armstrong advised that Mr. Henderson from the Region is continuing to investigate the matter.

Councillor A. Junker suggested that an additional railway crossing in New Hamburg could help remedy some of the traffic concerns on Waterloo Street.

The Director of Development Services clarified that an alternative crossing was considered in the past but it was considered cost prohibitive at the time and would involve the demolition of some homes in the area.

Councillor P. Roe noted that the Federal Government appears to have by-passed the Provincial, Regional and Township governments without any notice.

- 13.2 Councillor B. Fisher requested updated information on the ridership for the Grant River Transit route in Wilmot.

Mayor L. Armstrong confirmed that staff can obtain those figures.

- 13.3 Mayor L. Armstrong reminded Council of the Poor Boy's Luncheon fundraiser for the Wilmot Family Resource Centre will be taking place on Thursday, September 28, 2017.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2017-46

Resolution No. 2017-162

Moved by: A. Junker

Seconded by: M. Murray

THAT By-law No. 2017-46 to Confirm the Proceedings of Council at its Meeting held on September 25, 2017 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT (8:11 P.M.)

Resolution No. 2017-163

Moved by: B. Fisher

Seconded by: P. Roe

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

CARRIED.

Mayor

Clerk



Township of Wilmot **REPORT**

REPORT NO.	DS 2017-20
TO:	Council
PREPARED BY:	Harold O'Krafka, Director of Development Services Andrew Martin, Manager of Planning / EDO
DATE:	October 23, 2017
SUBJECT:	Proposed OPA 9 – Conformity Review (2017) Proposed OPA 10 – Settlement Boundary Rationalization Review

Recommendation:

That Report DS 2017-20 be received for information.

Background:

At its meeting of June 26, 2017, Council considered Report DS 2017-10 and directed staff to 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 in accordance with Section 26 (3)(b) of the Planning Act, RSO 1990, as amended.

Notice was given in accordance with the requirements of the Planning Act and the Special Meeting of Council was held on August 28th, 2017. The Special Meeting represented the formal beginning of the public portion of the conformity review.

Additional opportunities for public input and comment were identified at that meeting including a Public Open House (which was held on October 16, 2017) and this formal Public Meeting.

Discussion:

Notice of the Public Open House, and this Public Meeting, was placed in accordance with the requirements of the Planning Act in the New Hamburg Independent and the Ayr News. Notice was also provided on the Township website, the Township twitter feed and on the Township Community Events signs in New Hamburg, Baden, New Dundee and St. Agatha.

In addition written notice was sent to the prescribed agencies and to approximately 600 property owners. Property owners receiving direct notice included those in rural settlement areas whose property is proposed for designation or de-designation, property owners within the Countryside Line whose property is proposed for inclusion or exclusion from within the Countryside Line boundary, and those whose property within the Township Urban Areas of Baden and/or New Hamburg is proposed for designation or de-designation. Additionally property owners within

120m of those properties in the Township Urban Areas of Baden or New Hamburg proposed for designation by the draft amendment also received written notice.

Public Open House

The Public Open House was held on October 16, 2017 and was well attended. The official sign in list contains over 100 names and staff expect that additional members of the public were in attendance who chose not to sign in.

Staff were pleased to see this significant level of engagement and interest by residents in the proposed amendments.

Public Comments

Within the notice of the Public Open House and Public Meeting residents were encouraged to consider providing written comments on the proposed amendments.

Comments received to date are attached as Appendix A.

These comments together with verbal comments received at the Public Meeting and any additional written comments received subsequent to this meeting will be given consideration within the staff report and recommendation on the proposed amendments.

Agency Comments

In accordance with the requirements of the Planning Act prescribed agencies were circulated the draft amendments for comment on September 14, 2017. To date no comments have been received from the circulated agencies.

Agency comments will be reviewed and considered in the staff report and recommendation to Council on the proposed amendments.

Public Meeting

The purpose of this Public Meeting is to provide a brief overview of the proposed amendments as detailed within Report DS 2017-10 and to hear public input on the matters. Input received at the Public Meeting will be considered along with input received through the circulation of the Public and Agencies as part of a future staff report which will make recommendations to Council on the proposed amendments.

Strategic Plan Conformity:

The proposed Official Plan Amendments and the public input processes in considering the amendments serve to ensure that all four goals of the Wilmot Township Strategic Plan are met through continued, effective long term planning to 2031 and beyond. Those goals are that we are an engaged community; that we have a prosperous economy; that we protect our natural environment; and, that we enjoy our quality of life.

Financial Considerations:

Expenditures for completion of the Official Plan Update have been anticipated in the Wilmot Capital Budget (RMOW consulting fee) and Operating Budget (advertising, postage, staff time).

Conclusion:

Staff recommend that Council receive this report for information and that they hear any interested parties who wish to speak on the two proposed Official Plan Amendments. Staff will take into consideration any public input received on the amendments as part of a future report and recommendation to Council.

Harold O’Krafka MCIP RPP
Director of Development Services

Andrew Martin MCIP RPP
Manager of Planning

Grant Whittington
Reviewed by CAO

APPENDIX A

WRITTEN COMMENTS RECEIVED TO DATE

David Jutzi – Rebel Creek Petersburg – August 25, 2017

Mike Sehl – Philipsburg – September 18, 2017

MHBC Pierre Chauvin – Activa Holdings Baden – September 28, 2017

Huron Creek Developments Carlos DaSilva – Mannheim – October 4, 2017

Darlene Vanenakerboom – Baden – October 10, 2017

William R. Klassen – Luxemburg – October 12, 2017

Nith Valley Apiaries – Luxemburg – October 12, 2017

Craig Swartzentruber – Luxemburg – October 13, 2017

MHBC Carol Wiebe – C&A Wiebe Farms Baden – October 13, 2017

Karen & John Detzler – St Agatha – October 13, 2017

Malcolm Clarke – Baden – October 13, 2017

Marcia Schmidt – St Agatha – October 16, 2017



Dueck, Sauer, Jutzi & Noll LLP

BARRISTERS • SOLICITORS • ADR SERVICES

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Tel: (519) 884-2620 • Fax: (519) 884-0254 • e-mail: davej@dsjnlaw.com

T. C. Dueck*
L. E. Sauer***
D. R. Jutzi**
R. A. Noll
T. P. Jutzi
K. E. Hooper
R. A. Brown
R. K. Gill

FAXED TO: 519-634-5522
NUMBER OF PAGES: 3
ORIGINAL TO FOLLOW: YES ___ NO X

CONFIDENTIALITY WARNING:

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August 25, 2017

Township of Wilmot
Administration Complex
60 Snyder's Road West
Baden, Ontario
N3A 1A1

Attention: Harold O'Krafka, Director of Development Services

Dear Mr. O'Krafka:

Re: Proposed Official Plan Amendment, Township of Wilmot 2017
Our Client: Rebel Land Holdings Inc.
Petersburg Boundary

Please note that we have been retained today by Rebel Land Holdings Inc. in connection with the above noted. As you probably know, our client owns the Rebel Creek Golf Course property municipally known as 1517 Snyder's Road, which land is immediately adjacent to the "Petersburg Settlement Area".

The purpose of this letter is to make two requests.

The principals of Rebel Land Holdings Inc. were never notified of the proposed Official Plan Amendments. That is not to say that appropriate Notices were not sent. It is merely to state the principals never received same and were unaware of the proposed changes to the Official Plan and related boundary alignments.

* Chartered Mediator; Practising under T. C. Dueck Law Professional Corporation

** Practising under David R. Jutzi Law Professional Corporation

*** Practising under Lee E. Sauer Law Professional Corporation



As such, would you kindly amend your records to ensure that all future Notices that might be sent to Rebel Land Holdings Inc. be forwarded to the head office, being:

Rebel Land Holdings Inc.
270 Shoemaker Street
Kitchener, Ontario
N2E 3E1
Attention: Mike Malloy

Thank you for your assistance in that regard.

The second request is twofold. The first relates to the fact that our client strongly believes that its lands, which are shown in blue on the attached PIN Map, should be included inside the Petersburg Settlement Area. The second request is that our client would like to be made a "delegation to this process. Our client will be retaining the appropriate planning support professionals to guide them through this process and no doubt further correspondence will be forwarded to you with respect to same from such parties with respect to justification for including such lands inside the Petersburg Settlement Area.

If you have any questions, please contact the undersigned.

Yours very truly,

DUECK, SAUER, JUTZI & NOLL LLP

David R. Jutzi

DRJ:sw

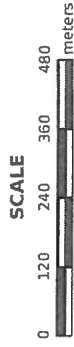
Encl.

R:\User\DAVE\REBEL LAND HOLDINGS INC\Letter to Harold O'Krafke at Twp of Wilmot - August 25, 2017.wpd

* Chartered Mediator; Practising under T. C. Dueck Law Professional Corporation

** Practising under David R. Jutzi Law Professional Corporation

*** Practising under Lee E. Sauer Law Professional Corporation



PROPERTY INDEX MAP
WATERLOO(No. 58)

LEGEND

FREEHOLD PROPERTY	0449
LEASEHOLD PROPERTY	08050
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	
BLOCK NUMBER	
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

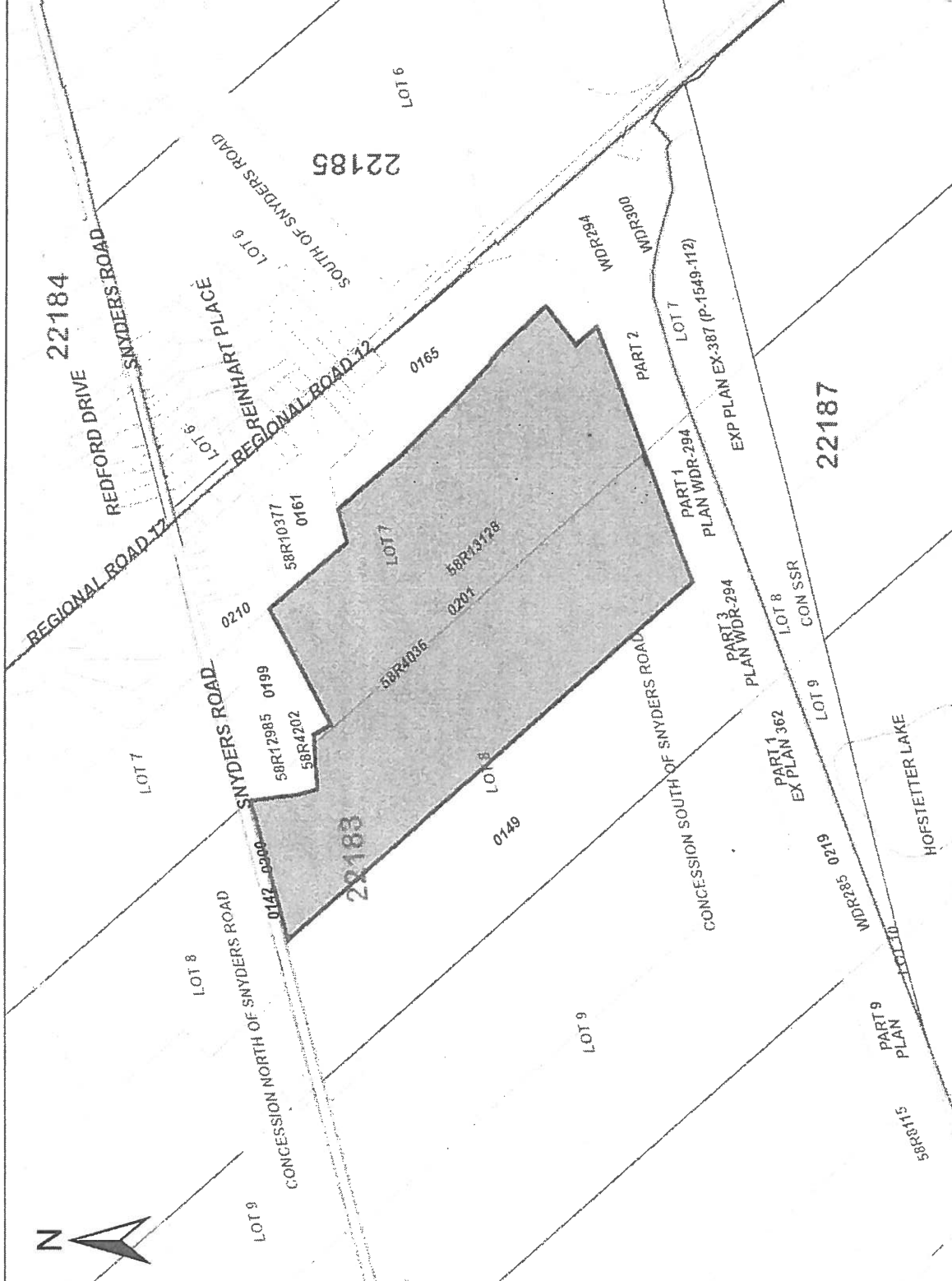
REVIEW THE TITLE RECORDS FOR COMPLETE
PROPERTY INFORMATION AS THIS MAP MAY
NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND
DOCUMENTS RECORDED IN THE LAND
REGISTRATION SYSTEM AND HAS BEEN PREPARED
FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE
RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT
REFERENCE PLANS ARE NOT ILLUSTRATED



From: Mike Sehl
To: Harold O"Krafka; Andrew Martin
Cc: David Jutzi
Subject: Official Plan Amendment No.9 (Conformity Review)/ Official Plan Amendment No.19 (Settlement Boundary Rationalization Review)
Date: Monday, September 18, 2017 8:36:12 PM
Attachments: doc #1.pdf
ATT00001.htm
doc #2.jpeg
ATT00002.htm

Dear Sirs,

We received your letter of September 14 /17 today.

We are concerned that the current plan does not document the 3 parcels of land we purchased within the existing settlement in 1990. Please see enclosed document, identified as A, B and C. (doc #1)

As well the proposed change in settlement boundary would, I presume eliminate lots A and B that we have purchased with the right to develop at some point in the future.

I trust this is an error in your documentation and would request that you confirm.

<http://www.wilmot.ca/en/doing-business/resources/Documents/OP-conformity-review/DS2017-10.pdf>

Philipsburg Rationalization on page 29 is also included as doc # 2 below.

Sincerely,

Deborah L Jeffery
Michael J Sehl

3301 Erb's Rd
Baden
N3A 3M6



KITCHENER
WOODBRIDGE
LONDON
KINGSTON
BARRIE
BURLINGTON

September 28, 2017

Harold O' Krafka/Andrew Martin
Township of Wilmot
60 Snyder's Road West
Baden, ON N3A 1A1

Dear Mr. O'Krafka and Mr. Martin:

**RE: Official Plan Amendment No. 10 (Settlement Boundary Rationalization Review), Activa Holdings Inc.- Baden Lands
OUR FILE 8784'BB'**

I am writing on behalf of our client, Activa Holdings Inc. regarding their lands located immediately outside the established Baden settlement area and adjacent to their Plan of Subdivision (30T-94021 & 30T-04603).

I have attached a plan illustrating their lands in relation to the proposed amendments.

As you know, our client's subdivision (30T-94021) has been planned and designed (e.g. roads, services) contemplating the future development of our client's additional lands. We also note that the Baden and New Hamburg Water and Wastewater Master Plan, contemplates and accounts for the future development of our clients lands.

We have reviewed the Township's boundary rationalization as it relates to our client's lands and note that approximately 15 hectares of our client's lands is proposed to be added to the Township Urban Area and designated Urban Residential. We support the Township's proposal.

We also recognize that some of our client's lands are not proposed to be "rationalized" into the Township Urban Area as a result of constraints associated with regulated features on our client's lands as well as MDS setbacks associated with a neighboring livestock operation. Although we recognize the Provincial MDS Guidelines are intended to manage incompatible land uses relative to existing livestock facilities, we ask that the Township consider permitting infrastructure and other compatible land uses within the MDS area and request that policies be incorporated into the Official Plan that allow for this. This is consistent with the Province's MDS Guidelines (Publication 853), which does not apply MDS to "infrastructure". Infrastructure is a defined term in the MDS Guidelines and is similar to the Provincial Policy Statement definition. Infrastructure would include stormwater management systems, transportation corridors, sewage and water systems, etc.

We therefore kindly request that the policies of the Official Plan recognize and provide for the development and extension of infrastructure outside the urban area boundary in order to service the future development of our client's lands.

We thank you for the opportunity to provide our comments and we look forward to your response.

Please keep us informed of any future decisions with respect to the proposed Official Plan Amendment.

Yours truly

MHBC Planning

A handwritten signature in black ink, appearing to be 'PJC', written over a horizontal line.

Pierre J. Chauvin, MA, MCIP, RPP
PJC/jb












Attach.

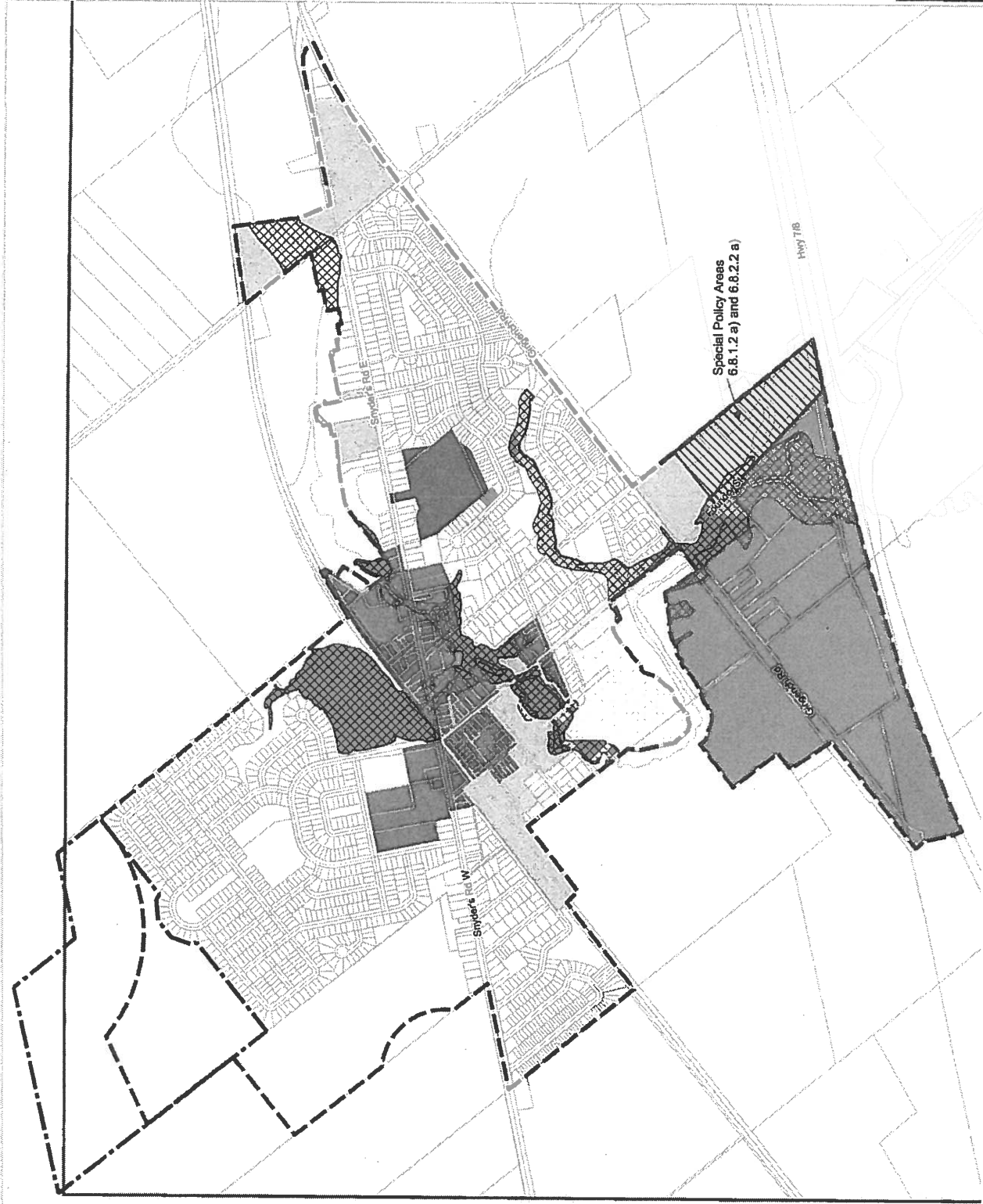
cc. Larry Maseo, Jason Malfara, Paul Britton

Township of Wilmot Official Plan Map 4.1 Baden Urban Area DRAFT

Active - Baden Lands
Township of Wilmot
Region of Waterloo

LEGEND

-  Subject Lands
-  Urban Area Boundary
-  Urban Growth Centre
-  Environmentally Constrained Lands
-  Special Policy Areas
-  Urban Residential
-  Urban Core
-  General Industrial
-  Light Industrial
-  Open Space
-  Major Recreation



Source:
Township of Wilmot Official Plan Map 4.1 Baden Urban Area DRAFT (2017)

DATE: September 27, 2017

FILE: 678488

SCALE: 1:10,000

DRAWN: DGS

Hwy 718

Hwy 716

Hwy 715

Special Policy Areas
6.8.1.2 a) and 6.8.2.2 a)

PLANNING
URBAN DESIGN
& LANDSCAPE
MHBC ARCHITECTURE



Carlos Da Silva
Production and Land Development Manager
519-221-5889
Carlos.dasilva@huroncreek.com

October 4, 2017

Mr. Andrew Martin
Planner/EDO

Township of Wilmot
60 Snyder's Rd West,
Baden ON, N3A 1A1

**RE: Official Plan Amendment No. 9 (Conformity Review)
Official Plan Amendment No. 10 (Settlement Boundary Rationalization Review)
Specifically Related to PLAN 1578 PT BLK 19, SHADYBROOK COURT, MANNHEIM**

Dear Mr. Martin

Please accept this letter on behalf of 20666577 ONT INC as opposition to the proposed letter dated September 14, 2017 with respect to Official Plan Amendment No. 9 and Official Plan Amendment No. 10 to fully remove Parcels described as Parcels No 63 and Parcel No 64 on the Mannheim Rationalization Map below (legally known as Plan 1568 PT BLK 19) in its entirety from the Mannheim Settlement area.



Although we would support a portion of the property being removed from the Mannheim Settlement Area we are requesting that a portion of the property be allowed to remain within the settlement area to allow for the construction of a single family 2 storey home.

Attached you will find a sketch of the proposed dwelling on the parcel of land described as Parcel No. 63 and Parcel No. 64 (legally known as Plan 1568 PT BLK 19), showing that a 2 storey home showing that a 2 storey home of 2200 sq. ft. with attached garage can indeed be incorporated within the engineered flood plain and the zoning setbacks of our proposed Zone Change application to 2a (Residential) and show

The sketch also shows our proposed delineation of the lands that we propose be removed from the Mannheim Settlement Area, and the remainder would remain as part of the current Residential Settlement Area in the current Official Plan.

We have submitted an application for a zone change from OS11 (Open Space) to 2a (Residential) for the portion of land that we are requesting to remain within the Mannheim Settlement Area.

We would welcome the opportunity to discuss this further with you.

If you have any questions in the meantime please contact the undersigned

Yours truly,

HURON CREEK DEVELOPMENTS



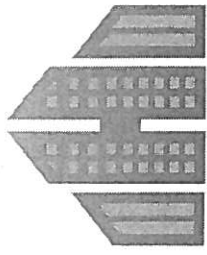
Carlos Da Silva
Manager, Production and Land Development

2066577 ONT INC



Peter Catana
Owner

cc. HAROLD O'KRAFKA



**HURON CREEK
DEVELOPMENTS**

1398 Bethel Rd., P.O. Box 86
New Dundee, ON N0B 2E8
T 226-240-3737
F 226-240-3727 www.huroncreek.com

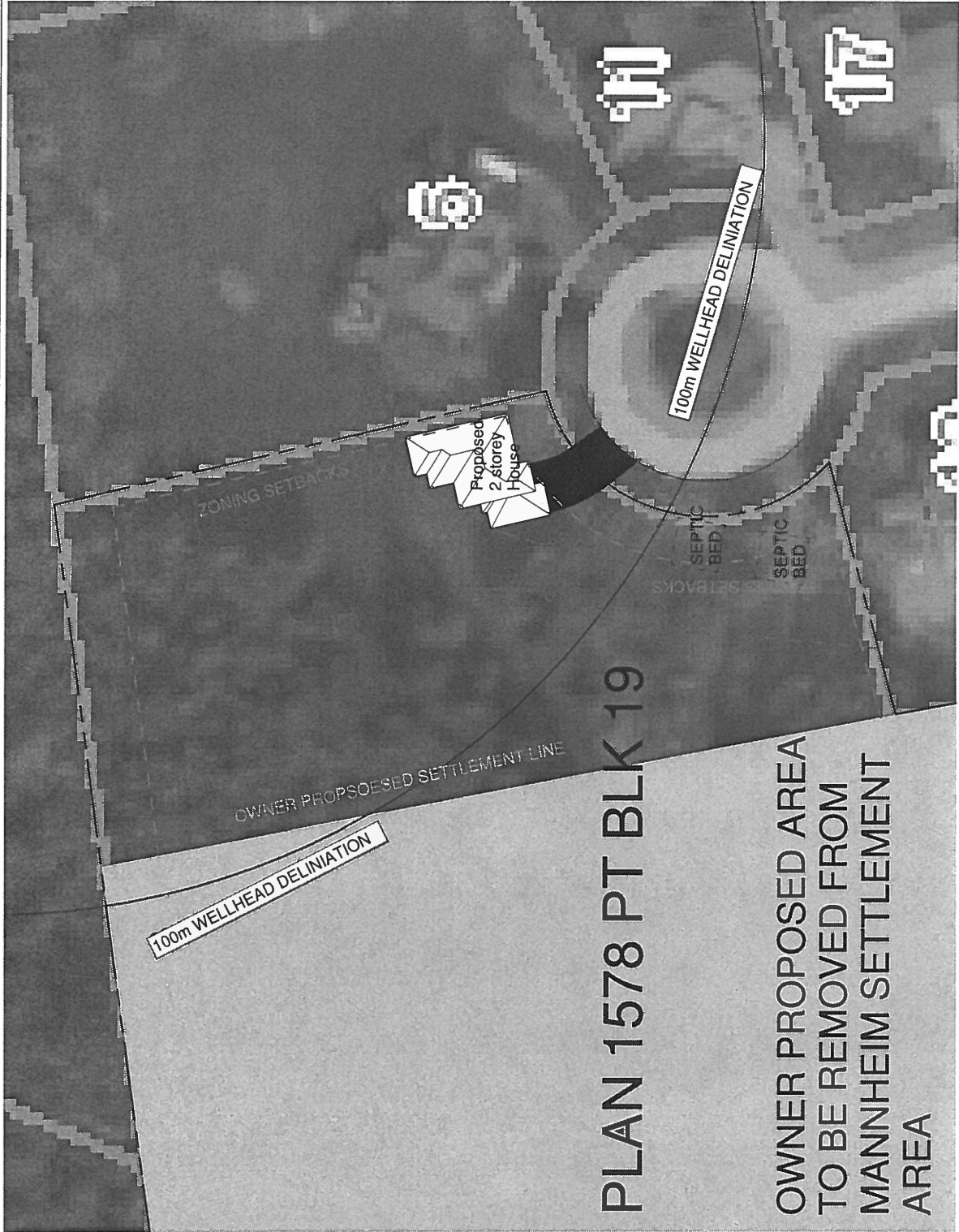
PLAN 1578 PT
BLK 19

PROPOSED AREA TO
BE LEFT IN
SETTLEMENT

Project number	Project Number
Date	OCTOBER 10, 2017
Drawn by	CDS
Checked by	Checker

A0-03

Scale 1 : 500



From: Darlene Vandenakerboom
To: Andrew Martin
Subject: Official Plan Amendment No. 10
Date: Tuesday, October 10, 2017 10:35:20 PM

Dear Andrew,

We purchased the property of 146 Foundry Street, Baden, ON on June 28, 2016 from the estate of the late Enid Schmidt. When we purchased the property, we were told by the selling realtor that the property was currently zoned as "Light Commercial" since a portion of the house had previously been used as an insurance office. The proposed changes in OPA 10 would change this property zoning to "Residential" only. We are NOT in favour of this proposed change to our property and ask that our existing property remain with its current zoning.

Please accept this as our written comment to the Township of Wilmot on these proposed amendments sent prior to October 13, 2017 as specified in the letter we received from the Township dated September 14, 2017. When I called the Township office, I was told you were the contact person for this letter.

Thank you for your consideration of this matter and we look forward to hearing back from you in the near future.

Sincerely,

Darlene and Joe Vandenakerboom
519-878-1252

William R. KLASSEN

PHONE

3-61 Greenwood Drive
NEW HAMBURG, ONT. N3A 1L1

(519) 577-3751

October 12, 2017

Dear Sirs:

RE: OPA's 9 & 10

As a former resident of the Luxemburg area, and life long resident a resident of New Hamburg, I have three concerns in respect to the proposed OPA's.

1. The rationale used is that parcels of land less than one acre are having their development potential removed. I consider this a mistake. There is opportunity with small parcels. I need only point to the three unit Condo we developed at the end of Greenwood Drive, or the 10 unit Condo described as Jacob's Orchard. (just over one acre when the storm pond is included). Such projects are just as valid as a larger subdivision style of development and help to create a greater variety of housing alternatives.
2. I understand that parcels affected by GRCA floodplain restrictions are being removed. There will come a day when the GRCA will undertake some form of flood control on the Nith River. There has been talk about this in the past. This could ultimately lead to the lowering of the GRCA floodplain line, thereby opening development potential for certain Properties proposed herein to be removed. Furthermore, I struggle with the GRCA floodline. The claim is that it is based on Hurricane Hazel. Hurricane Hazel did breach Waterloo St. at what was Elroy Boshart's home and breached Christner Rd. at the Gingerich Drain. It did not back flood fields between New Hamburg and Luxemburg. In the 90's I witnessed a 100 year storm event. It did not breach Waterloo St. but did breach Christner Rd. Since then the culvert at Christner Rd. has been enlarged and the height of the road raised. It seems to me that downstream improvements of the Nith by GRCA have made a positive difference, to the point where the floodplain line should be reviewed.
3. The settlement boundary line around Luxemburg is proposed to be "rationalized". Take a drive to Luxemburg. Clearly the Property described as the "honey farm" is and will always be part of Luxemburg. If the outlook is rationalization, this parcel of land should be added to Luxemburg.

Kindly keep me notified of this process by email to

Regards

William (Bill) R. Klassen P.Eng.



October 12, 2017

Dear Sir/Madam,

RE: Official Plan Amendment No. 10

We are writing in response to proposed OPA 10, specifically the changes to the boundary of the Luxemburg Settlement Area.

As proposed on the Luxemburg Rationalization map, Parcel No. 38 would be removed from the area of the Luxemburg Settlement. This is approximately a one half acre area with over 45 meters of frontage on a serviced road. This parcel should retain its status within the Luxemburg Settlement boundary for several reasons;

- A) The potential development of Parcel No. 38, will not remove valuable, producing farmland.
- B) Potential homeowners in this setting would enjoy a better quality of life than can be offered by most town-houses, apartment buildings, or however this area of land might be used elsewhere in the township.
- C) Parcel No 38 has established infrastructure surrounding it and access to utility services making it a very efficient parcel to develop at some future time. I feel efficient use of resources is becoming increasingly important in this world we share.

We further propose that the whole of the 1041 Christner Road parcel (1st Part of Part Lot 20 South Snyders Road) be included in the Luxemburg Settlement Area. We have always felt a part of Luxemburg, our house (built circa 1880) would be one of the oldest structures in the settlement. If the boundary is being rationalized, it seems right to me that the whole of 1041 Christner Road be included in Luxemburg.

On behalf of Nith Valley Apiaries, we are also concerned that business expansion may be hampered by the OPA's and the GRCA's floodplain areas. Growth of our business will entail additional full time jobs over the coming years, and continue the operation of this 99 year old business which, most definitely, is part of Luxemburg. I feel the current floodplain designation of my property calls for a re-evaluation, especially when long term land use planning is being based off of it.

Please give our proposals and concerns due consideration, and keep us updated on the process via mail or email to nithvalleyapiaries@gmail.com

Sincerely

Michael D. Roth

Erika A. Roth

The Township of Wilmot
60 Snyder's Rd W
Baden, Ontario
N3A 1 A1

Re: Township of Wilmot Amendment 9 and 10

To Whom It May Concern,

This letter is to inform the Corporation of the Township of Wilmot that we object to the changes and will be appealing the changes proposed to the Official Plan Amendment pertaining to our property farm at 1140B Waterloo Street, New Hamburg, Ontario N3A 1T3.

I have sent letters received from the Township of Wilmot in regards to Official Plan Amendment No. 9 (Conformity Review) and Amendment No. 10 (Settlement Boundary Rationalization Review) to a professional development and planning firm for their expertise advice on these matters.

Unfortunately, due to the short timeline provided by the Township of Wilmot we will not be able to include all comments in regards to Amendments No. 9 and No. 10 by the date of October 13, 2017. We are in the process of obtaining experts and having our property investigated surveyed. My professional planner and myself are having trouble understanding why after all these years that Wilmot Township wants to remove zone the property at 1140B Waterloo St, New Hamburg, ON, N3A 1T3 from the "Settlement Area" and place it inside the "Countryside Line". We expect to will present further information all our findings at the Public Meeting on October 23, 2017 in the Council Chambers, 60 Snyder's Rd W, and Baden, ON at 7:00pm.

Sincerely,

Craig Swartzentruber



KITCHENER
WOODBRIDGE
LONDON
KINGSTON
BARRIE
BURLINGTON

October 13, 2017

The Corporation of the Township of Wilmot
60 Synder's Road West
Baden, ON N3A 1A1

Attn: Mr. Harold O' Krafka
Director of Development Services

Mr. Andrew Martin
Manager of Planning/EDO

Dear Sirs:

RE: Official Plan Amendment No. 9 (Conformity Review) and Official Plan No. 10 (Settlement Boundary Rationalization Review)
OUR FILE 17303 A

We have recently been retained by C & A Wiebe Farms Limited with respect to the above noted matters and to assess the impact of these proposed amendments on their property located at 1056 Snyder's Road West in Baden ("subject lands"). The subject lands comprise approximately 42.2 hectares (104 acres) and are located on the north side of Snyder's Road, to the east of Waterloo-Oxford District Secondary School and to the west of the existing Activa subdivision. (See attached plans)

The subject lands are currently located outside of the existing Settlement Boundary for Baden but partially located within the Countryside Line (CSL). At present approximately 14.23 ha (35.16 acres) are included within the CSL.

As a result of these Official Plan Amendments, it is proposed that an additional 3.8 ha (9.4 acres) be added to lands within the CSL resulting in a total of 18.03 ha (44.55 acres) being within the CSL. As a result of these amendments, 24.17 ha (59.72 acres) remain outside of the CSL. The amendments do not propose any of the subject lands being included in the Settlement Boundary at this time.

Based on our review of the proposed Amendments, the background report (DS 2017-10) and other related documents such as the Provincial Policy Statement, the Growth Plan for the Greater Golden Horseshoe and the Region of Waterloo Official Plan, we offer the following comments on behalf of our clients.

We support the general thrust and intent of OPA 9 and OPA 10 to direct the majority of future growth in the Township towards the urban settlement areas of Baden and New Hamburg. We also support the Township's rationalization exercise to define lands inside and outside the Countryside Line to best reflect the long term growth aspirations of the Township and to focus most of this future growth between Baden and New Hamburg.

We support the inclusion of lands immediately to the east of the subject lands into the Baden Settlement Boundary (identified as Parcels 39 and 40) on the Baden Rationalization plan. This represents a logical and orderly expansion to the Baden settlement limits and helps to partially round off that part of Baden that lies north of Snyder's Road. Notwithstanding that parcels 39 and 40 are partially constrained from their full inclusion into the settlement area due to MDS setback requirements, it is an appropriate expansion of the settlement area that builds upon approved and developed lands along the north side of Snyder's Road.

We also support the proposed expansion of the CSL that includes the balance of the Activa lands (parcel 40) as well as the property immediately to the west (parcel 39). These entire land holdings are proposed to be included in the CSL and extend up to the southern limit of the Foxwood Golf Course. (See air photo)

With respect to the subject lands, we support the continued inclusion of the southern portion of the property remaining within the CSL and also support, in principle, the expansion of the CSL to include some additional lands. **It is our opinion however, that consideration should be given to expanding the CSL to include the balance of the landholdings in a similar manner to the lands to the east.**

The proposed CSL would effectively fragment the subject lands and severely curtail the property utilization of the northern portion as it would ultimately be surrounded on three sides by residential development and therefore constrained from being used for any viable agricultural operation. Further, once the southern portion of the lands are brought into the settlement limit and developed, the northern portion would have restricted access for farm vehicles etc. Therefore, the lands would have limited agricultural potential since they would be constrained by the surrounding developed lands and not put to beneficial use.

As evidenced on the attached air photo, the lands immediately to the north (Foxboro Green Community) are currently developed as residential and designated as Rural Area in the Regional Official Plan. As such, this would limit any relocation or introduction of any new livestock operations on the northern part of the subject lands. In our opinion, it would represent good land use planning to include the northern portion of these lands within the CSL in order to fully square off the balance of lands within the north Baden area. This would complete the last remaining area between the Foxwood Golf Course, Foxboro Green Community and the existing development along Snyder's Road.

It does not make sense to fragment and sterilize the northern portion of these lands from future development when they will be surrounded by residential uses on three sides. We recommend that the CSL be modified to include the balance of the subject lands in a similar manner that has been recommended for the two parcels immediately to the east. We recognize that this will require a corresponding land area to be removed from the CSL and recommend that a portion of lands not yet included within the CSL be deferred until the balance of the north Baden area is fully utilized. At the appropriate time that the CSL can be considered for expansion that a separate land holding can then be included. This would prevent parcels of land being 'orphaned' from larger land holdings.

In summary, we support the continued inclusion of the subject lands within the CSL but object to the exclusion of the northern portion of the lands. In our opinion, this does not represent sound land use planning as it does not properly and fully square off the lands in the Baden north area. Further, it will leave the northern portion of the property in limbo as it will not be a viable agricultural parcel and will be

surrounding by residential on three sides. It is appropriate that the CSL be revised to square off this part of the Baden future development area.

We will be in attendance at the Public Open House on October 16, 2017 and at the Public Meeting on October 23, 2017 to outline these issues in greater detail.

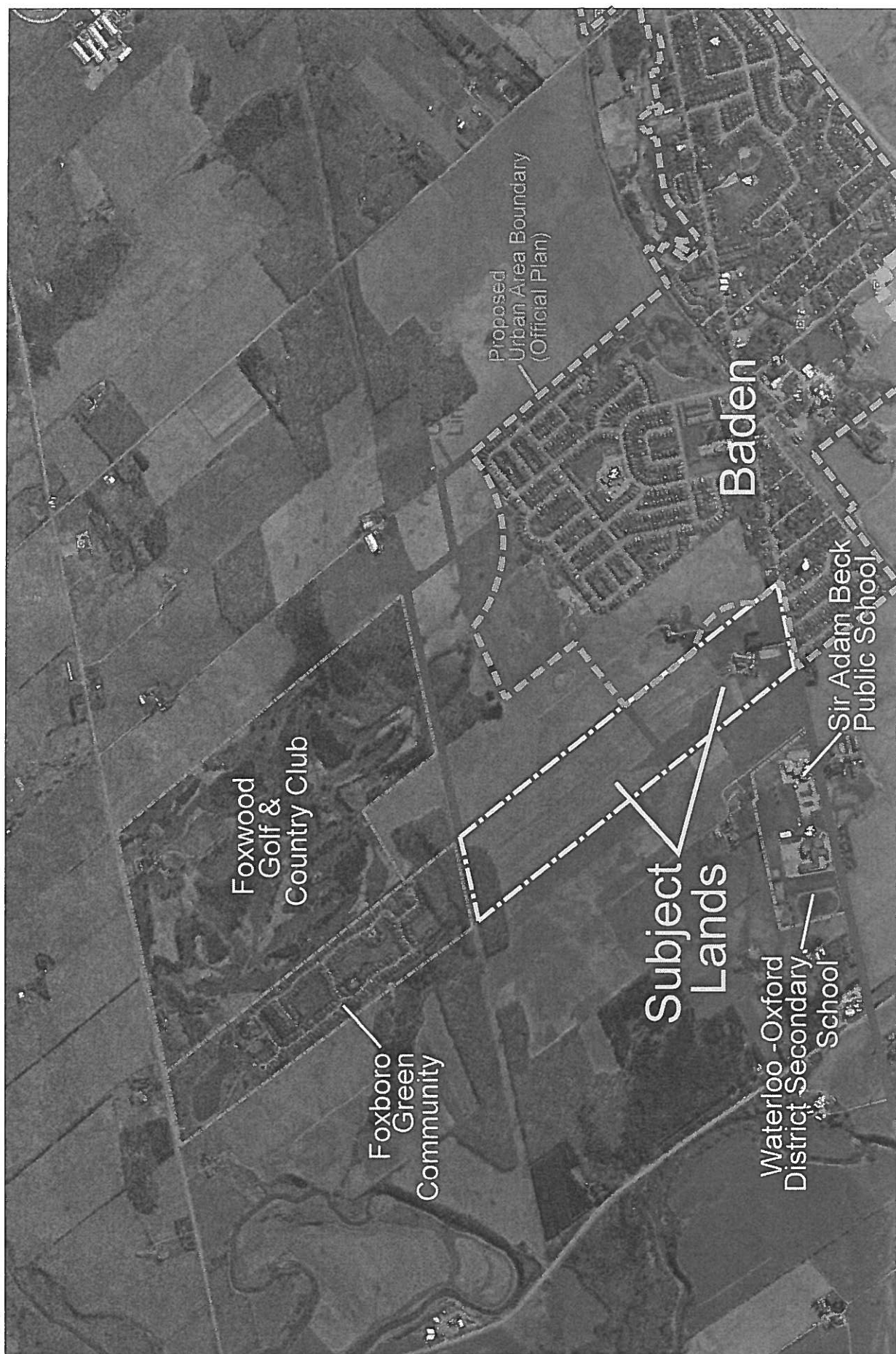
Yours truly,

MHBC

A handwritten signature in black ink, appearing to read "C. Wiebe".

Carol Wiebe
Partner

Cc C & A Wiebe Farms Limited



October 13, 2017

The Corporation of the Township of Wilmot
Development Services Department
60 Snyder's Road West
Baden, ON N3A 1A1

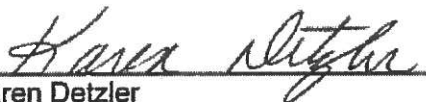
Dear Sirs/Madams:

Re: Official Plan Amendment No. 9 (Conformity Review)
Official Plan Amendment No. 10 (Settlement Boundary Rationalization Review)

Please be advised that I am the owner of 1809 Erb's Road West, St. Agatha, being lands that are located in the existing and proposed Settlement area as defined in the Township of Wilmot Official Plan (Approximately 121 acres upon which are 2 single – family dwellings. As well, 2038750 Ontario Inc. of which my husband, is the President recently purchased lands (2016) (Approximately 24 acres) adjacent to lands owned by myself. These lands were purchased in order to obtain a future severance(s) to permit road access directly to Erb's Road rather than existing right-of-way access to my home and 2nd residence on my farm. The exclusion of the area labelled #16 from the existing Settlement area may hinder our road access plans as well as the possible sale of the remaining part of the 24 acres as a building lot. The existing right-of-way from Erb's Road is part of #16 and which is currently used as access to Erb Road which was approved by Regional Municipality of Waterloo – Permit #17/00/DC on or about September 21, 2000. This access roadway was constructed to Erb's Road in 2000 and its use as road access to my property and my residence and also adjacent residence on my lands – as well as Parts 17 & 18 shown on the St. Agatha Rationalization Plan of Proposed Settlement Area also excludes part of my existing property currently in Settlement area.

We oppose the proposed Official Plan Amendments primarily for the reasons stated above and have discussed same with our Solicitor and intend to attend the upcoming meetings with respect thereto.

Regards,


Karen Detzler


2038750 Ontario Inc
Per: John Detzler – President

cc: Amy, Appleby & Brennan
372 Erb Street West
Waterloo, ON N2L 1W6

October 13 2017

Hello,

Thank you for the opportunity to provide input into the proposed zoning changes to be discussed later in October 2017. As a resident, homeowner and taxpayer, I appreciate the opportunity to have my opinion considered.

I would like to start by saying that since moving to Baden in 2014, I have felt welcomed into the community and happy raising my children here. It appears there are many like-minded families creating a child-centered community with opportunity for youth engagement, recreation and hopefully lasting friendships.

However, over the last three years, I have seen the community continually grow and even in that short time, there appears to be an erosion and some loss of the small-town feel and closeness outside one's direct neighbors. Aside from the community itself, one of the unique aspects of living in Baden is the mix of residential homes and neighboring farmland. I believe this helps to not only promote the sense of community and small town closeness but also provides residents with the quintessential aesthetic beauty for which Southern Ontario is known.

As such, it may not surprise you that I am opposed to changing the zoning from agricultural to residential. Specifically to building more homes and increasing the population at this point. From my experiences as a resident and parent there does not appear to be sufficient infrastructure and amenities, including school's to bring in more homes and families. Another example, one of the gems of Wilmot Township, the Wilmot Recreation Complex, already is over capacity at peak times with wait lists for many of the public programs including Aquatics and Skating.

Specific to the proposed zoning map, I am strongly opposed to the building behind Kropf Drive next to the nearby farm as it proposes to destroy the farmland and aesthetics pleasure of the houses backing on to the farm. It is disconcerting to look at the circular cutout triangular pattern that is outlined on the map and see what appears to be an attempt to squeeze as many houses in as possible. This leads to more of an urban sprawl feel/effect and detracts from the uniqueness to this community. It also worries me is that it speaks more of overcrowding and interest in the townships monetary gain then continuing or enhancing the quality of life for the residents. Residents of Baden already pay a premium property tax not to reside in the densely populated overcrowded sub divisions of Kitchener and Waterloo. On top of paying more, we forgo the amenities and location advantages Kitchener and Waterloo communities offer.

If zoning changes must happen, I would be more favorable to see a development in the area that is not currently surrounded by residential homes and appear somewhere between Baden and New Hamburg as potentially a link or to promote growth in that direction. Doing so may be more advantageous to residents in linking services. For the proposed changes to the zone directly behind Kropf Drive, I ask that it be considered that the small irregular triangle shape plot of land (it appears a circle was drawn around the farm) not be included, instead a straight line from the intersection of Kropf Drive and Isaac Shantz be made with no changes to the land behind the homes on the back of Kropf Drive. Alternatively, the irregular shape portion of land in the

proposed zoning change directly backing Kropf Drive could be used for green space and an opportunity to enhance the pleasure of the residents of that street.

In summary, my first choice would be that you not expand residential zoning in the area behind castle Kilbride particularly behind Kropf, Michael Myers, and Goldschmidt. However if this must happen I ask, that you consider not building in the triangle /circular cut-out pattern as proposed but make a straight line from Isaac Sean's or alternatively you use the strange irregular triangular plot of land behind Kropf Drive for green space.

Thank you

A handwritten signature in black ink, appearing to be 'W. J. Myers', written over the 'Thank you' text.

Sept 16, 2017

We think that having 1609 Erbs road & the lot behind it as the settlement and having the whole of 1617 as agricultural makes no sense.

We prefer that 1609 & the property behind it be out of the settlement and zoned agricultural

Marcia Schmitt
[Signature]

CREATESCAPE

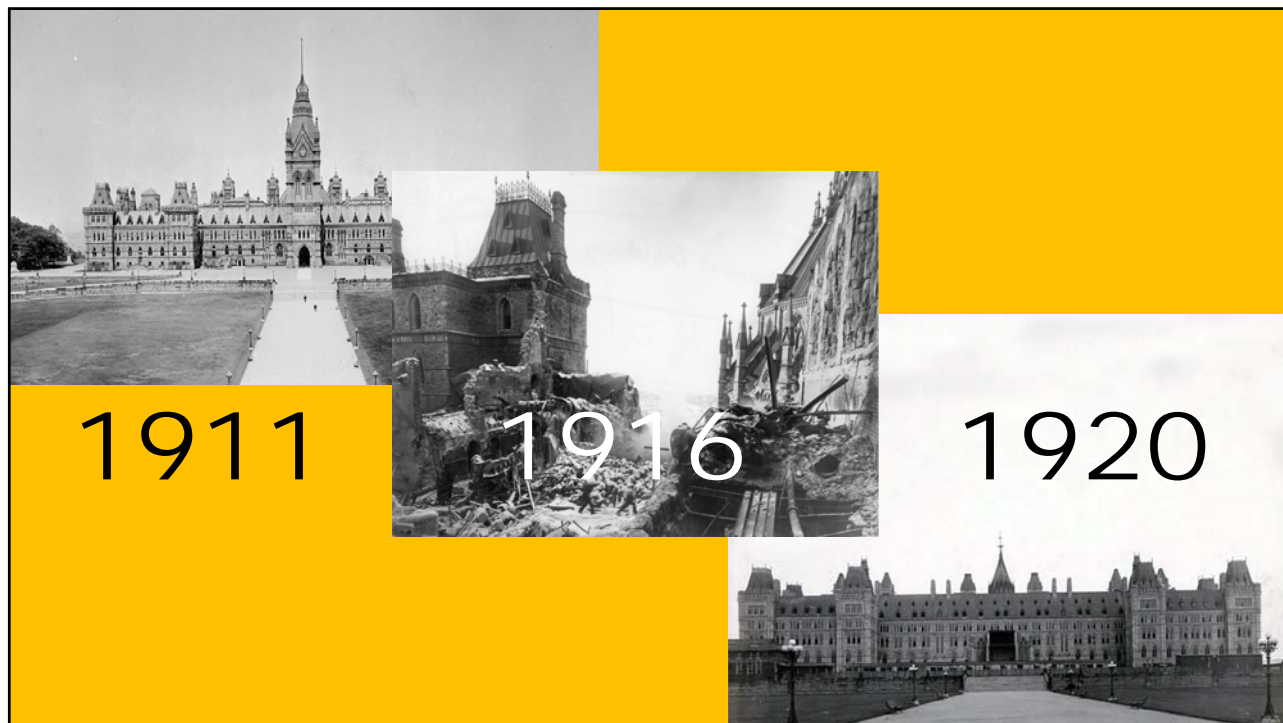
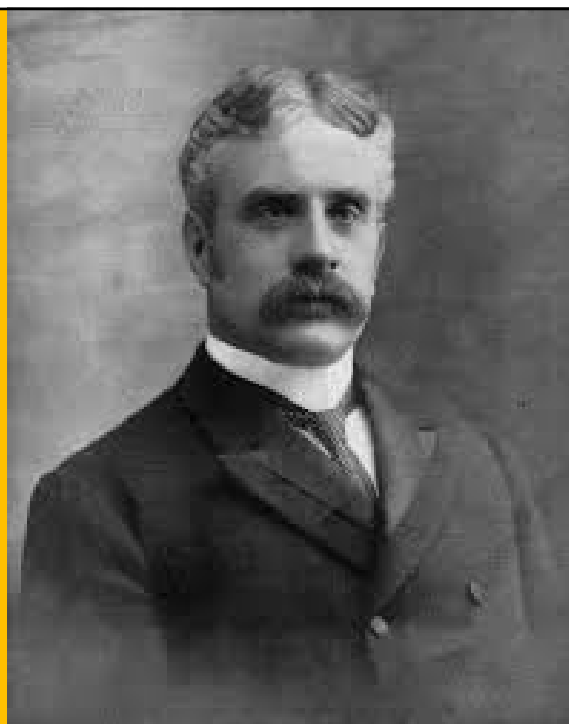
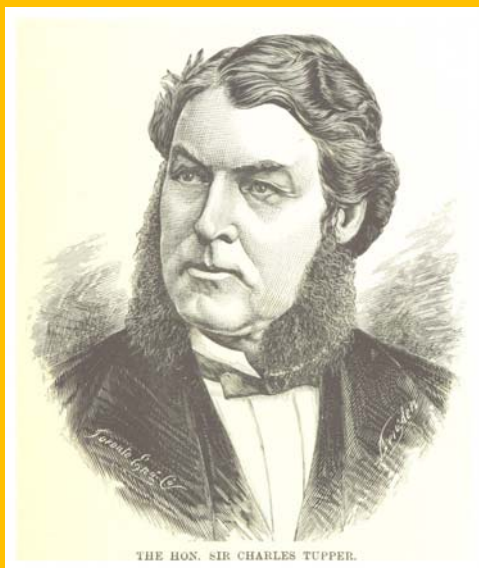
Presented by: Jim Rodger

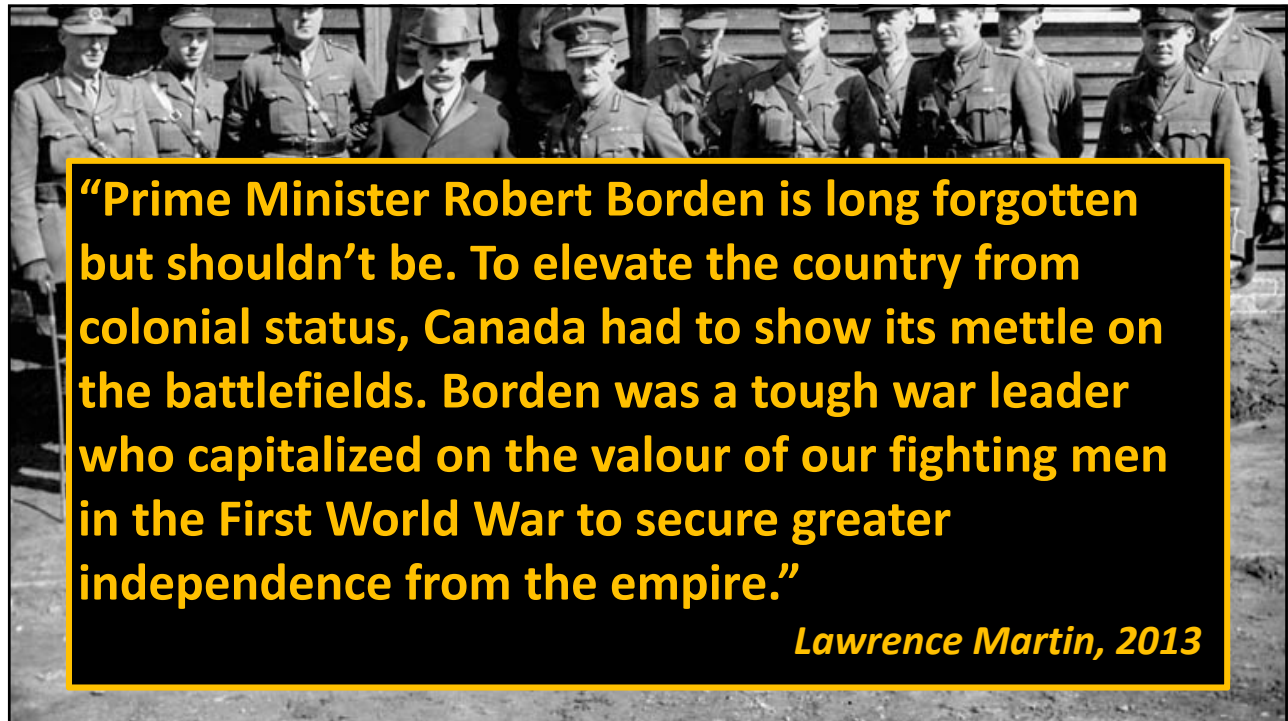
Date: October 23, 2017





Grand Pre, Nova Scotia





“Prime Minister Robert Borden is long forgotten but shouldn’t be. To elevate the country from colonial status, Canada had to show its mettle on the battlefields. Borden was a tough war leader who capitalized on the valour of our fighting men in the First World War to secure greater independence from the empire.”

Lawrence Martin, 2013

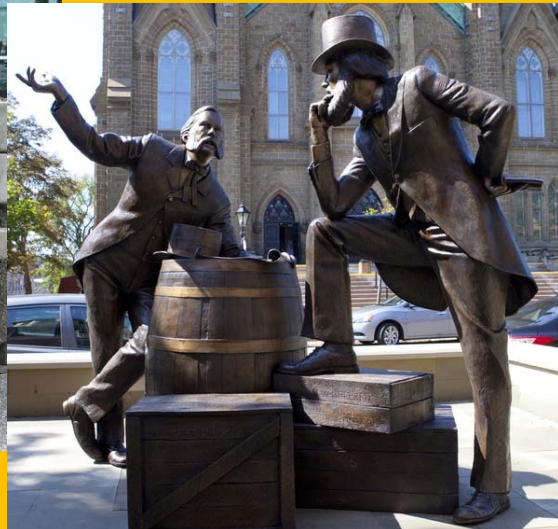


IMPERIAL WAR CABINET



Queen's
UNIVERSITY

NATHAN SCOTT





**We invite you to join us for
the official unveiling of
"The Confident Patriot",
a sculpture of Sir Robert Borden
by Nathan Scott
on The Prime Ministers Path
beside Castle Kilbride in Baden
at 5 PM on Monday, November 6, 2017**



Township of Wilmot **REPORT**

REPORT NO.	FIN 2017-33
TO:	Council
PREPARED BY:	Patrick Kelly CPA, CMA Director of Finance
DATE:	October 23, 2017
SUBJECT:	Removal of 1/3 Tax Exemption for Council Remuneration

Recommendation:

That beginning January 1, 2019, the 1/3 tax free portion of Council remuneration be eliminated in compliance with Federal legislation as outlined in staff report FIN 2017-33.

And further, that the Council remuneration be adjusted to ensure that net pay after taxes remains consistent, using the lowest marginal tax rate.

Background:

The March 22, 2017 federal budget announcement removed the tax exemptions for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders. This announcement was passed into law, and must be implemented by January 1, 2019. Currently, members of Council earn one-third of their compensation tax free, as permitted by the Ontario Municipal Act, and Township By-Law 2000-042.

The purpose of this report is to outline the approach to implement the change and quantify the financial impact.

Discussion:

The Region of Waterloo voluntarily eliminated the one-third tax exemption for its Council in 2003. Staff from area municipalities reviewed the Region's approach to implement the change, and consulted with one another to agree on a common methodology.

Council positions are generally considered part-time roles and Councillors typically have other sources of income. To ensure that no member of Council's after-tax "take home" pay is reduced by virtue of the legislated change, the change will be implemented in a manner that uses the marginal tax rate on Council remuneration portion of total income to calculate the increase to gross Council compensation.

The gross remuneration to Wilmot Council when looked at independently would be taxed at the lowest marginal tax rate (20.05%), the intent would be to adjust remuneration by this rate, effective January 1, 2019. This will ensure the after-tax net pay would remain the same, excluding the impact of any inflationary adjustments.

Area municipalities are consistent in adjusting remuneration to achieve the same or consistent net remuneration. However, the marginal tax rate used in this calculation will differ based on the existing gross remuneration rates. At this time, Wilmot, along with the Township of Woolwich and cities of Waterloo and Kitchener are bringing similar recommendations to their respective Councils. Cambridge, Wellesley and North Dumfries have indicated that they are planning on conducting a market study before making a recommendation to their Council.

Following January 1, 2019 implementation, it is suggested that the Township undertake a market comparison study for Mayor and Council remuneration, and further that this study occur early within the next term of Council (i.e. 2019).

Strategic Plan Conformity:

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

Financial Considerations:

The existing Council remuneration rates for Mayor and Members of Council are \$26,045 and \$13,023 respectively.

The proposed methodology, using the effective tax rate for municipal remuneration only (20.05%), would result in an adjusted remuneration of \$28,222 and \$14,112, excluding the impact of inflationary pressures.

The total impact including the associated payroll costs based on the existing composition of Council would be \$7,849, or an 8.3% increase on the Council remuneration budget. This additional funding would be included in the 2019 operating budget.

For comparison purposes the utilization of the highest marginal tax rate (53.53%), would have resulted in an increase of \$36,053, or 38.3% on the current Council remuneration budget. This calculation would assume members of Council are situated in the highest income bracket

Conclusion:

Upon approval of Report FIN 2017-33, staff will incorporate the revised remuneration rates into the draft 2019 operating budget.

Patrick Kelly CPA, CMA
Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot REPORT

REPORT NO. **FIN 2017-34**

TO: **Council**

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

DATE: **October 23, 2017**

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

Recommendation:

That the Statement of Operations as of September 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 September 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 74.4% 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 67.9% 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 66.0% 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 as part of the 2018 Budget process and include activities up to the end of fiscal 2017.

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 %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees / Sale of Surplus Assets	(48,580)	(48,518)	99.9%
Grant Funding - General Government	(47,230)	(45,000)	95.3%
Licenses and Fines ¹	(82,900)	(77,215)	93.1%
Penalties & Interest Revenue	(261,500)	(192,051)	73.4%
	<u>(440,210)</u>	<u>(362,783)</u>	<u>82.4%</u>
<u>EXPENSES</u>			
Council ²	175,220	153,263	87.5%
CAO, Clerks	611,140	457,945	74.9%
Insurance ³	311,450	273,304	87.8%
Municipal Law Enforcement/Animal Control	215,230	159,639	74.2%
Municipal Election ⁴	15,780	15,276	96.8%
Financial Services	493,870	384,276	77.8%
IT Services ⁵	192,460	164,336	85.4%
	<u>2,015,150</u>	<u>1,608,039</u>	<u>79.8%</u>
<u>REVENUE</u>			
Fire Services Revenues ⁶	(27,850)	(18,501)	66.4%
	<u>(27,850)</u>	<u>(18,501)</u>	<u>66.4%</u>
<u>EXPENSES</u>			
Fire Services Administration	928,740	663,140	71.4%
Fire Services Operating Expenses	258,320	180,785	70.0%
	<u>1,187,060</u>	<u>843,925</u>	<u>71.1%</u>

**TOWNSHIP OF WILMOT
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges	(16,850)	(1,309)	7.8%
Aggregate Resource Fees	(92,000)	(94,739)	103.0%
Grant Funding - Public Works	(9,000)	-	0.0%
	<u>(117,850)</u>	<u>(96,048)</u>	<u>81.5%</u>
<u>EXPENSES</u>			
Engineering Administration	162,250	129,992	80.1%
Roads Administration	604,680	456,095	75.4%
Roads Operating Expenses	509,620	354,222	69.5%
Winter Control Expenses ⁷	401,930	317,510	79.0%
Municipal Drainage Operating Expenses	16,000	3,202	20.0%
Street Lighting Operating Expenses	145,000	95,361	65.8%
Crossing Guards Operating Expenses	48,160	31,455	65.3%
	<u>1,887,640</u>	<u>1,387,838</u>	<u>73.5%</u>
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ⁸	(1,415,320)	(933,834)	66.0%
Park, Facility and Community Centre Rental Revenue ⁹	(132,150)	(128,800)	97.5%
Grant Funding - Recreation and Facilities ¹⁰	(18,500)	(19,100)	103.2%
	<u>(1,565,970)</u>	<u>(1,081,734)</u>	<u>69.1%</u>
<u>EXPENSES</u>			
Recreation Administration	689,680	551,045	79.9%
Wilmot Recreation Complex Administration	1,565,870	1,139,805	72.8%
Wilmot Recreation Complex Operating Expenses ¹¹	969,100	580,395	59.9%
Parks & Facilities Administration	487,450	402,098	82.5%
Parks and Community Centre Operating Expenses	345,440	214,717	62.2%
Municipal Facilities Operating Expenses	170,950	106,798	62.5%
Abandoned Cemetery Operating Expenses	3,000	2,257	75.2%
	<u>4,231,490</u>	<u>2,997,115</u>	<u>70.8%</u>

**TOWNSHIP OF WILMOT
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events	(47,740)	(37,463)	78.5%
Grant Funding - Castle Kilbride	(25,310)	(3,043)	12.0%
	(73,050)	(40,506)	55.4%
<u>EXPENSES</u>			
Castle Kilbride Administration	216,960	166,596	76.8%
Castle Kilbride Operating Expenses ¹²	46,530	31,366	67.4%
Archives Operating Expenses	1,550	401	25.9%
Heritage Wilmot Operating Expenses	9,840	5,973	60.7%
	274,880	204,335	74.3%
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees	(106,900)	(57,108)	53.4%
Business Licensing	(4,500)	(679)	15.1%
	(111,400)	(57,787)	51.9%
<u>EXPENSES</u>			
Planning	173,330	133,912	77.3%
Economic Development ¹³	55,000	51,200	93.1%
	228,330	185,112	81.1%
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	(2,336,330)	(1,657,359)	70.9%
<u>EXPENSES</u>	9,824,550	7,226,363	73.6%
<u>NET GENERAL LEVY EXPENDITURE</u>	7,488,220	5,569,004	74.4%

NOTES:

- 1 Includes Dog and Kennel Licenses (\$46,741); Parking Fines (\$6,250); Marriage Licenses (\$16,425); Property Standards Fees (\$3,178); Provincial Offences (\$1,576); Lottery Licenses (\$3,045).
- 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 Sustainability 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 (\$14,660) and includes self insured deductible expenses (\$29,686).
- 4 Includes annual budgeted transfer of \$13,750 to cover costs associated with 2018 municipal election; additional YTD expenditures reflect annual fees for on-going maintenance of Municipal voters' list.
- 5 Majority of annual software maintenance fees were paid over the first two quarters.
- 6 Includes Boundary Fire Service Agreement with Blandford-Blenheim (\$5,055); Fire Permits (\$3,534) and revenue from billable calls (\$9,912)
- 7 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.
- 8 Revenues include: Ice Rentals (\$424,453); Aquatics (\$321,681); Programming (\$55,475); Concessions (\$58,040); Room/Field Rentals (\$32,215); Advertising/Promotional Fees (\$24,475); Other (\$17,495)
- 9 Includes Rental income from NH Arena/CC (\$17,374); Baden (\$16,113); Haysville (\$7,496); Mannheim (\$13,362); New Dundee (\$25,625); New Hamburg (\$27,476); Petersburg (\$11,931); St. Agatha (\$9,423)
- 10 Represents Grant funding provided under the Healthy Kids Community Challenge.
- 11 Includes unbudgeted Minor Capital replacement of a popcorn machine (\$1,250) and emergency repair on leisure pool impeller (\$2,261).
- 12 Expenditures include membership with Waterloo Region Tourism Marketing Corporation (WRTMC) (\$10,000); and marketing/promotional materials (\$9,958).
- 13 Includes Township membership with the Waterloo Region Economic Development Corporation (\$50,000).

**TOWNSHIP OF WILMOT
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<u>WATER/SANITARY</u>			
<u>REVENUE</u>			
Utility User Fees, including Local Improvements ¹	(5,144,230)	(3,010,049)	58.5%
Utilities Sales, Service Charges	(60,000)	(53,756)	89.6%
	(5,204,230)	(3,063,806)	58.9%
<u>EXPENSES</u>			
Water/Sanitary Administration	521,690	408,262	78.3%
Water/Sanitary Operating Expenses	646,890	497,131	76.8%
Water Regional Charges ²	1,328,000	844,600	63.6%
Sanitary Regional Charges ³	1,412,170	1,167,291	82.7%
	3,908,750	2,917,283	74.6%
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁶</u>	(1,295,480)	(146,522)	11.3%
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees	(69,850)	(42,699)	61.1%
Cemetery Investment Income ⁴	(3,500)	-	0.0%
	(73,350)	(42,699)	58.2%
<u>EXPENSES</u>			
Cemetery Administration	23,720	16,025	67.6%
Cemetery Operating Expenses	32,940	20,512	62.3%
	56,660	36,536	64.5%
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁶</u>	(16,690)	(6,162)	36.9%
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ⁵	(503,000)	(410,319)	81.6%
	(503,000)	(410,319)	81.6%
<u>EXPENSES</u>			
Building Administration	394,480	303,089	76.8%
Building Operating Expenses	203,290	148,842	73.2%
	597,770	451,931	75.6%
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁶</u>	94,770	41,612	43.9%

NOTES:

- 1 YTD fees represent January-July billing for New Hamburg residents and January-August billing for the remainder of the Township.
- 2 Reflects flows from the Region of Waterloo for the months of January through August.
- 3 Reflects flows to the Region of Waterloo for the months of January through August. Budget anticipated to be exceeded by year end due to higher levels of infiltration of non-billable flows into the sewer network over the first three quarters.
- 4 Cemetery investment income is determined at year end.
- 5 YTD permit fees are outlined within Building Statistics reporting from Development Services.
- 6 Transfers to/from reserve funds are completed as part of year end processing.



Township of Wilmot REPORT

REPORT NO.	FIN 2017-35
TO:	Council
PREPARED BY:	Ashton Romany, Manager of Accounting
DATE:	October 23, 2017
SUBJECT:	Capital Program Review as of September 30, 2017 (un-audited)

Recommendation:

That the Capital Program Review as of September 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 September 30, 2017, 32.2% of Council approved funding has been spent across the entire capital program.

As noted within the comments of the attached statement, several projects have been tendered and/or awarded as of the statement date. Staff have included comments on the current status of each project. The majority of works are anticipated to be completed within fiscal 2017, with the exception of multi-year engineering/construction initiatives.

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 as part of the 2018 Budget process and includes activities up to the end of fiscal 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
<u>ASSET MANAGEMENT PLAN UPDATE</u>			
<u>FUNDING</u>			
Contribution from Grants	-	(30,000.00)	Consulting portion of the project completed. Staff currently reviewing asset management resource capacity. Application to FCM funding program anticipated for Q4 submission.
	-	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	-	33,288.02	
	-	33,288.02	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		110.96%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	3,288.02	
<u>ANNUAL HARDWARE AND SOFTWARE UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(27,000.00)	(27,000.00)	PC hardware purchased and being deployed. Remaining funding to cover MS Office and Windows client access licensing.
	(27,000.00)	(27,000.00)	
Expenditures	27,000.00	22,526.02	
	27,000.00	22,526.02	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		83.43%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(4,473.98)	
<u>NETWORK INFRASTRUCTURE UPDATES AND REPLACEMENTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(22,000.00)	(22,000.00)	Back-up software portion of upgrade remaining to be deployed. Project anticipated to be complete in Q4.
	(22,000.00)	(22,000.00)	
Expenditures	22,000.00	16,396.07	
	22,000.00	16,396.07	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		74.53%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,603.93)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FLEXNET WIRELESS METER READING UPGRADES</u>			
<u>FUNDING</u>			
Contribution from Reserve Funds	(22,500.00)	(22,500.00)	Project commenced and is to be completed in Q4. Agreement established with Kitchener-Wilmot Hydro for use of their existing network as per Council Report FIN 2017-30.
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>			0.00%
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			(22,500.00)

<u>GPS/AVL TRACKING SOFTWARE UPDATE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	Project Completed.
	<u>(25,000.00)</u>	<u>(25,000.00)</u>	
Expenditures	25,000.00	22,411.01	
	<u>25,000.00</u>	<u>22,411.01</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			(2,588.99)

<u>STATION 3 TANKER TRUCK REPLACEMENT (T35)</u>			
<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>			0.13%
<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
<u>ROOF REPLACEMENT (STATION 1)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(18,000.00)	(18,000.00)	
	(18,000.00)	(18,000.00)	
<u>EXPENSES</u>			Project Completed.
Expenditures	18,000.00	18,825.60	
	18,000.00	18,825.60	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		104.59%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	825.60	
<u>EMERGENCY FLOOR DRAIN REPAIRS (STATION 2)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(17,500.00)	(17,500.00)	
	(17,500.00)	(17,500.00)	
Expenditures	17,500.00	17,253.41	Project completed.
	17,500.00	17,253.41	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		98.59%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(246.59)	
<u>DIESEL EXHAUST EXTRACTION SYSTEM (STATION 3)</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(36,000.00)	(36,000.00)	
	(36,000.00)	(36,000.00)	
Expenditures	36,000.00	33,648.98	Project Completed.
	36,000.00	33,648.98	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		93.47%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,351.02)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SCBA REPLACEMENTS/UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	(30,000.00)	(30,000.00)	
<u>EXPENSES</u>			Project completed.
Expenditures	30,000.00	30,000.00	
	30,000.00	30,000.00	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	-	
<u>RADIO EQUIPMENT UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(400,000.00)	(400,000.00)	
	(400,000.00)	(400,000.00)	
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 anticipated to be received in Q1 2018. Hardware costs estimated at approximately \$390,000.
	400,000.00	3,194.20	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.80%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(396,805.80)	
<u>KING ST RECONSTRUCTION</u>			
<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)	-	
	(365,000.00)	(352,620.00)	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). Project substantially complete.
Expenditures	365,000.00	125,025.66	
	365,000.00	125,025.66	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		35.46%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(227,594.34)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TANDEM AXLE DUMP TRUCK REPLACEMENT (T2)</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(225,000.00)	
Contribution from Sale of Vehicle	-	(29,652.75)	
	-	(254,652.75)	Project completed.
<u>EXPENSES</u>			
Expenditures	-	277,936.06	
	-	277,936.06	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		109.14%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	23,283.31	
<u>SINGLE AXLE DUMP TRUCK REPLACEMENT (T1)</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(215,000.00)	
Contribution from Sale of Vehicle	-	(38,370.00)	
	-	(253,370.00)	Project completed.
Expenditures	-	235,846.44	
	-	235,846.44	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		93.08%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,523.56)	
<u>MILTON & BYRON ST RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(104,000.00)	
	-	(104,000.00)	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	-	44,691.90	
	-	44,691.90	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		42.97%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(59,308.10)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ST. AGATHA MUNICIPAL DRAIN</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(32,570.00)	
Contribution from Grants - Region of Waterloo	-	-	
Contribution from Landowner	-	-	Project substantially completed. Actual cost schedule to be received from the Drainage Superintendent for Council approval.
	-	(32,570.00)	
<u>EXPENSES</u>			
Expenditures	-	464,175.66	
	-	464,175.66	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		1425.16%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	431,605.66	
<u>WILMOT-EASTHOPE RD CULVERT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(66,000.00)	
Contribution from Grant (OCIF)	(285,000.00)	(285,000.00)	Contract awarded Theo Vandenberg Construction Inc, for \$327,662.11 (net of HST rebate), as per Council Report PW 2017-03. Project substantially complete.
Contribution from Perth East	(45,000.00)	-	
	(330,000.00)	(351,000.00)	
Expenditures	330,000.00	132,331.59	
	330,000.00	132,331.59	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		37.70%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(218,668.41)	
<u>HOLLAND MILLS BRIDGE</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(217,100.00)	(217,100.00)	Project File Report endorsed by Council on September 25, 2017, as per Council Report PW 2017-18. Project will remain open for final comments until mid-November, after which Staff can proceed with implementation of preferred alternative, pending comments received.
Contribution from Grant - OCIF Top Up	(64,200.00)	(659,006.15)	
	(281,300.00)	(876,106.15)	
Expenditures	281,300.00	57,356.25	
	281,300.00	57,356.25	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		6.55%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(818,749.90)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE DISC MOWER ATTACHEMENT (ROADS)</u>			
<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>	Project completed.
<u>EXPENSES</u>			
Expenditures	18,000.00	15,671.04	
	<u>18,000.00</u>	<u>15,671.04</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		92.18%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,328.96)	
<u>WILMOT EMPLOYMENT LANDS</u>			
<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. Draft Plan application anticipated in Q4.
	<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>		0.29%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,187.16)	
<u>HOT MIX PAVING PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Federal Gas Tax	(253,000.00)	(253,000.00)	
	<u>(253,000.00)</u>	<u>(253,000.00)</u>	Project completed.
Expenditures	253,000.00	223,710.43	
	<u>253,000.00</u>	<u>223,710.43</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		88.42%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(29,289.57)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SURFACE TREATMENT PROGRAM</u>			
<u>FUNDING</u>			
Contribution from General Levy	(263,230.00)	(263,230.00)	Project completed. Contract awarded to Cornell Construction Limited, for \$462,817.70 (net of HST rebate), as per Council Report PW 2017-05. Awaiting final invoicing.
Contribution from Federal Gas Tax	(359,270.00)	(359,270.00)	
	(622,500.00)	(622,500.00)	
<u>EXPENSES</u>			
Expenditures	622,500.00	1,990.42	
	622,500.00	1,990.42	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.32%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(620,509.58)	
<u>HANNAH AND LEWIS STREET RECONSTRUCTION - ENG. SERV</u>			
<u>FUNDING</u>			
Contribution from General Levy	(28,000.00)	(28,000.00)	Contract awarded to AECOM for \$91,148 (net of HST rebate), as per Council Report PW 2017-16.
Contribution from Reserve Fund	(20,000.00)	(20,000.00)	
Contribution from Grants (OCIF)	(45,000.00)	(45,000.00)	
	(93,000.00)	(93,000.00)	
Expenditures	93,000.00	-	
	93,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(93,000.00)	
<u>CRESSMAN/DON MYERS MUNICIPAL DRAIN</u>			
<u>FUNDING</u>			
Contribution from General Levy	(70,800.00)	(70,800.00)	Project substantially completed. Final cost schedule to be received from the Drainage Engineer for Council approval.
Contribution from Grant (OMAFRA)	(37,000.00)	-	
Contribution from Landowners	(34,400.00)	-	
Contribution from Region of Waterloo	(66,400.00)	-	
	(208,600.00)	(70,800.00)	
Expenditures	208,600.00	330,355.49	
	208,600.00	330,355.49	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		466.60%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	259,555.49	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BRIDGE APPAISALS</u>			
<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.
	(30,000.00)	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	30,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<u>LED STREETLIGHT CONVERSION</u>			
<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. Conversion near completion in the Township.
	(204,000.00)	(329,000.00)	
Expenditures	204,000.00	282,044.01	
	204,000.00	282,044.01	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		85.73%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(46,955.99)	
<u>SIDEWALKS - VARIOUS LOCATIONS</u>			
<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. Works commenced in late August. YTD expenditures represent costs associated with the mudjacking program. Cost savings associated with competitive bidding environment.
	(85,000.00)	(85,000.00)	
Expenditures	85,000.00	27,027.25	
	85,000.00	27,027.25	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		31.80%	
<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
<u>GRAVEL CRUSHING</u>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	(50,000.00)	(50,000.00)	
<u>EXPENSES</u>			
Expenditures	50,000.00	-	
	50,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	Contract awarded to Joe Kerr Limited, for \$43,807.68 (net of HST rebate).
<u>REPLACE LIFT PUMPS AT PS#4 (CHARLOTTA ST)</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(12,000.00)	(12,000.00)	
	(12,000.00)	(12,000.00)	
Expenditures	12,000.00	12,149.13	
	12,000.00	12,149.13	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		101.24%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	149.13	Project completed.
<u>FLUSHER/VACUUM TRUCK REPAIRS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(16,000.00)	(16,000.00)	
	(16,000.00)	(16,000.00)	
Expenditures	16,000.00	21,645.72	
	16,000.00	21,645.72	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		135.29%	
<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
<u>RIVERSIDE CEMETERY COLUMBARIUM - PHASE 2</u>			
<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.
	(42,000.00)	(42,000.00)	
<u>EXPENSES</u>			
Expenditures	42,000.00	13,212.17	
	42,000.00	13,212.17	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		31.46%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(28,787.83)	
<u>RECREATION MASTER PLAN UPDATE</u>			
<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)	
	-	(50,000.00)	
Expenditures	-	52,440.80	
	-	52,440.80	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		104.88%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,440.80	
<u>REFORESTATION PROGRAM</u>			
<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. Contract awarded to Mar-John's Nursery Ltd. For \$43,919 (net of HST rebate); as per Council Report PW 2017-17. Additional planting anticipated to commence in Q4.
	(45,000.00)	(115,000.00)	
Expenditures	45,000.00	47,143.76	
	45,000.00	47,143.76	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		40.99%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(67,856.24)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FACILITY SCHEDULING SOFTWARE UPGRADE</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(30,000.00)	Software launched on September 7, 2017. Project anticipated to be fully completed in Q4.
	-	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	-	15,004.68	
	-	15,004.68	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		50.02%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(14,995.32)	
<u>REPLACE 2005 TRACTOR/LOADER</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	Project Completed. Surplus equipment to be auctioned in Q4.
Contribution from Reserve Fund	(30,000.00)	(30,000.00)	
Sale of Surplus Assets	(5,000.00)	-	
	(65,000.00)	(60,000.00)	
Expenditures	65,000.00	64,744.80	
	65,000.00	64,744.80	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		107.91%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	4,744.80	
<u>ARTIFICIAL TURF SPORTS FIELD - WODSS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(117,500.00)	(117,500.00)	Preliminary site investigations have been undertaken by WRDSB consultants. A construction cost sharing agreement and field maintenance agreement between the Township and WRDSB is pending. Board staff hope to release a tender for construction in early 2018.
Contribution from Development Charges	(382,500.00)	(382,500.00)	
	(500,000.00)	(500,000.00)	
Expenditures	500,000.00	-	
	500,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<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
<u>TRAIL DESIGN - BECKDALE, SMITH CREEK FLATS, SCHNELLER/COUNTRY CREEK CROSSING</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(35,900.00)	(35,900.00)	Trails Interdepartmental Working Group staff are currently compiling information to issue a RFP. Project anticipated to commence in Q4.
Contribution from Trust Fund	(14,100.00)	(14,100.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
Expenditures	50,000.00	-	
	<u>50,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	
<u>TRAIL SIGNAGE</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(10,000.00)	(10,000.00)	Trail signage has been ordered. Installation anticipated to be complete in Q4.
	<u>(10,000.00)</u>	<u>(10,000.00)</u>	
Expenditures	10,000.00	-	
	<u>10,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,000.00)	
<u>A/C UNIT REPLACEMENT - 121 HURON ST</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(30,000.00)	Project anticipated to be complete in Q4.
	<u>-</u>	<u>(30,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	18,463.62	
	<u>-</u>	<u>18,463.62</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		61.55%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,536.38)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>PARKING LOT DRAINAGE - SENIOR'S WOODWORKING SHOP</u>			
<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>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	

<u>LIBRARY SERVICES FACILITY REVIEW</u>			
<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 in 2018.
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>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	

<u>ADMIN CARPET REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(60,000.00)	Project completed. Cost savings associated with competitive bidding environment.
	<u>(30,000.00)</u>	<u>(60,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	30,000.00	27,267.26	
	<u>30,000.00</u>	<u>27,267.26</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		45.45%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,732.74)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ADMINISTRATION BUILDING - WINDOWS/GLASS REPAIR</u>			
<u>FUNDING</u>			
Contribution from General Levy	(31,000.00)	(31,000.00)	Project completed.
	(31,000.00)	(31,000.00)	
Expenditures	31,000.00	36,124.80	
	31,000.00	36,124.80	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		116.53%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,124.80	
<u>NH ARENA ENGINEERING/RE-COMMISSIONING STUDY</u>			
<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)	
	(30,000.00)	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	30,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<u>WRC/SCHMIDT WOODS TRAIL</u>			
<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 was submitted to funding agency in early Q3 for approval. Cost estimates and construction time lines are to be confirmed in Q4.
Contribution from Canada 150	-	(89,560.72)	
Contribution from Trails Trust Fund	-	(24,000.00)	
	-	(313,560.72)	
Expenditures	-	264,809.64	
	-	264,809.64	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		84.45%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,751.08)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
EMERGENCY POOL FILTER TANK REPLACEMENTS			
<u>FUNDING</u>			
Contribution from Reserve Funds	-	-	Project completed, costs are to be funded from Infrastructure Reserve Funds - Equipment.
	-	-	
Expenditures	-	62,503.04	
	-	62,503.04	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	62,503.04	
REPLACE FLOOR SCRUBBER MACHINE - WRC			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	Project completed.
	(12,000.00)	(12,000.00)	
<u>EXPENSES</u>			
Expenditures	12,000.00	10,591.57	
	12,000.00	10,591.57	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		88.26%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,408.43)	
LED LIGHTING RETROFITS - WRC			
<u>FUNDING</u>			
Contribution from General Levy	(45,000.00)	(45,000.00)	LED fixtures for the twin arenas have been ordered through Gerrie Electric. Staff are coordinating installation through Boshart Electric. LED fixture options for the Aquatic Centre are currently under review.
Contribution from Reserve Fund	(21,674.00)	(21,674.00)	
Contribution from Canada 150	(133,326.00)	-	
	(200,000.00)	(66,674.00)	
Expenditures	200,000.00	-	
	200,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(66,674.00)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WILMOT POOL DEMOLITION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	-	Project completed. 50% of the project costs are to be shared with the WRDSB. Township costs will be funded from the Infrastructure Reserve Fund - Facilities.
	-	-	
Expenditures	-	47,682.93	
	-	47,682.93	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	47,682.93	
<u>BECK PARK - TENNIS COURT REPLACEMENT</u>			
<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. Asphalt work complete. Remaining works to be complete in Q4.
	-	(117,000.00)	
<u>EXPENSES</u>			
Expenditures	-	45,458.04	
	-	45,458.04	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		38.85%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(71,541.96)	
<u>MANNHEIM CC DOOR REPLACEMENTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,750.00)	(15,750.00)	Quotes to be collected and reviewed by staff with anticipated project completion in Q4.
	(15,750.00)	(15,750.00)	
Expenditures	15,750.00	-	
	15,750.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,750.00)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NEW DUNDEE COMMUNITY CENTRE - HVAC REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(38,000.00)	Project completed. Awaiting final invoicing.
	-	(38,000.00)	
Expenditures	-	34,577.29	
	-	34,577.29	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		90.99%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,422.71)	
<u>NEW DUNDEE BANDSHELL FLOOR REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(11,000.00)	Project Completed.
	-	(11,000.00)	
<u>EXPENSES</u>			
Expenditures	-	10,649.18	
	-	10,649.18	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		96.81%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(350.82)	
<u>BACK-UP GENERATOR - NEW DUNDEE COMMUNITY CENTRE & ST. AGATHA COMMUNITY CENTRE</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(170,750.00)	(170,750.00)	Equipment has been installed at both locations. Electrical work to be completed in early Q4.
Contribution from Trust Fund	(12,500.00)	(12,542.92)	
	(183,250.00)	(183,292.92)	
Expenditures	183,250.00	30,025.56	
	183,250.00	30,025.56	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		16.38%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(153,267.36)	

**2017 CAPITAL PROGRAM
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Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NEW DUNDEE PARK TENNIS COURT REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(93,334.00)	(93,334.00)	Contract awarded to A. Wesley Paving Ltd. for \$101,237 (net of HST rebate); as per Council Report PRD 2017-07. Asphalt work is complete. Awaiting completion of fencing and installation of court surface coatings in Q4.
Contribution from Grant - Canada 150	(46,666.00)	-	
	<u>(140,000.00)</u>	<u>(93,334.00)</u>	
Expenditures	140,000.00	99.21	
	<u>140,000.00</u>	<u>99.21</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.11%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(93,234.79)	
<u>BANDSHELL & UPPER FACADE REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(12,000.00)	(12,000.00)	Purchase order has been issued to Mohr Construction in the amount of \$9,667 (net of HST rebate). Project anticipated to be complete in Q4.
	<u>(12,000.00)</u>	<u>(12,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	12,000.00	-	
	<u>12,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	
<u>NORM HILL PARK - MATERIAL STORAGE BUNKERS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	Project anticipated to be completed in Q4.
	<u>-</u>	<u>(12,000.00)</u>	
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<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
<u>KIRKPATRICK PARK & AREA - PARKING ENHANCEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(58,000.00)	(58,000.00)	Contracted awarded to GM BluePlan Engineering Limited, for \$43,339.58 (net of HST rebate), as per Council Report PRD 2017-11. Design works and construction cost estimates to be completed by late Q4.
	(58,000.00)	(58,000.00)	
Expenditures	58,000.00	-	
	58,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(58,000.00)	
<u>SCOTT PARK PLAYGROUND REPLACEMENT - NEW HAMBURG</u>			
<u>FUNDING</u>			
Contribution from General Levy	(88,000.00)	(88,000.00)	Project completed. Contract awarded to Openspace Solutions Inc for \$78,275; as per Council Report PRD 2017-05. Awaiting final invoicing.
	(88,000.00)	(88,000.00)	
<u>EXPENSES</u>			
Expenditures	88,000.00	-	
	88,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(88,000.00)	
<u>PETERSBURG PARK PARKING LOT RESURFACING</u>			
<u>FUNDING</u>			
Contribution from General Levy	(4,200.00)	(4,200.00)	Materials delivered from Regional road works on Notre Dame Drive and is awaiting to be resurfaced.
Contribution from Development Charges	(13,800.00)	(13,800.00)	
	(18,000.00)	(18,000.00)	
Expenditures	18,000.00	-	
	18,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<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
<u>HERITAGE WILMOT - GRANDSTAND MURALS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(38,000.00)	
	-	(38,000.00)	
<u>EXPENSES</u>			Project anticipated to be complete in Q4.
Expenditures	-	22,799.53	
	-	22,799.53	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		60.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,200.47)	
<u>ARTS AND CULTURE MASTER PLAN</u>			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	
	(25,000.00)	(25,000.00)	Contract awarded to TCI Management Consultants, for \$24,386.25 (net of HST rebate), as per Council Report CK 2017-04. Project anticipated to be complete in Q1 2018.
<u>EXPENSES</u>			
Expenditures	25,000.00	5,963.00	
	25,000.00	5,963.00	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		23.85%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(19,037.00)	
<u>OFFICIAL PLAN UPDATE</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(27,608.00)	
Contribution from Development Charges	-	(22,392.00)	
	-	(50,000.00)	Official Plan Update process initiated as per Council report DS 2017-10.
Expenditures	-	905.66	
	-	905.66	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		1.81%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(49,094.34)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FOREST GLEN TRAIL DEVELOPMENT</u>			
<u>FUNDING</u>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	Trails implementation working group are reviewing project specifications and the process of removing hazardous trees.
	-	(20,000.00)	
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
TOTAL FUNDING CAPITAL PROGRAM	(8,949,690.00)	(10,154,325.54)	
TOTAL EXPENDITURES	8,949,690.00	3,269,328.49	
(UNEXPENDED)/UNFUNDED CAPITAL	-	(6,884,997.05)	
% of Funding Spent		32.20%	



Township of Wilmot **REPORT**

REPORT NO.	PW-2017-19
TO:	Council
PREPARED BY:	Jeff Molenhuis, Director of Public Works
DATE:	October 23, 2017
SUBJECT:	Public Works Activity Report July-September

Recommendation:

That the Public Works Department Activity Reports for the months of July, August and September 2017 be received for information.

Background:

Public Works staff report department activity to Council on the status of administrative activities and operations activities on a quarterly basis.

Discussion:

The attached summaries highlight the activities of the Public Works Department for the third quarter of 2017. At the reporting of the second quarter activities in July 2017, Council requested that additional information be provided with respect to the speed sign locations, timeframes and average speed results. The locations and timeframes are listed within the Roads department activity section. Due to current workload constraints, staff are not able to analyze the data received. However, the raw dataset results are forwarded to Regional police staff for information.

Strategic Plan Conformity:

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

Financial Considerations:

There are no financial considerations as a direct result of this report. Finance department reports with respect to quarterly updates on the Capital Program Review and Statement of Operations outline the current financial status of Public Works Capital and Operations activity.

Conclusion:

That report PW 2017-19 be received for information.

Jeff Molenhuis
Director of Public Works

Grant Whittington
Reviewed by CAO

Road Dept. Report

July 2017

Structures

- Installed fence on Holland Mills bridge to stop people walking or biking across.

Roadside

- Roadside mowing on rural roads.
- Trimmed trees on Sandhills Rd at Bethel Rd for improved visibility.
- Added gravel to the shoulders on Huron Rd. West of Pinehill Rd.
- Cut trees and brush on Diamond Rd. between Bridge St. and Oxford road #5 in order to start road widening construction.

Drainage

- Replaced road crossing culvert on Wilmot Line between Carmel Koch and Wideman Rd.

Loose top

- No report.

Hardtop

- Asphalt padding the broken up road edges and wheel rutting Bethel Rd , Christner Rd and Wilmot Easthope Boundary prior to single surface Tar and Chip.
- Used reclaimed asphalt to fix shoulders on Mannheim Rd in front of the houses.
- Pothole patching generated from our road patrols.

Gravel Pit

- Mowed the weeds on the fields in our gravel pit.
- Moved B gravel to a central location at the pit.

Winter Control

- No report.

Safety

- Painted "Drive Slow" markings on Huron Rd approaching Haysville.
- Weekly road patrols.
- Weekly change out of batteries in speed signs.

Speed Sign Locations

- Victoria St New Hamburg July 1-7
- 135 Shade St. New Hamburg July 14-31
- 217 Shade St. New Hamburg July 14-31

Vehicles and Equipment

- Washed up the trucks.

Building and Grounds

- Weekly cleaning of the shops

Road Dept. Report

August 2017

Structures

- Concrete patched the retaining wall on Main St. New Dundee by the dam.

Roadside

- Top soil and seed ditch on Bender Rd near Oxford Rd # 5.
- Trimmed long grass and bushes along the retaining wall on Main St. New Dundee by the dam.
- Trimmed tree branches hanging over sidewalk on Woodbridge Dr. Mannheim. Also on Jacob St, Wilmot St and Bleams Rd west. In New Hamburg.

Drainage

- Placed stones around culvert at 3337 Huron Rd.
- Flushed out culvert on Diamond Rd.
- Several locations of minor repairs need around storm water catch basins.
- Excavator hired to assist with the replacement of our section on an award drain on Diamond Rd.
- Cleaned off debris and gravel obstructing catch basins on Hamilton Rd, Neville St , Victoria St and Arnold St.

Loose top

- Graded Wilmot Line.

Hardtop

- Pothole patching.

Winter Control

- No report.

Gravel pit

- Needed to compile and sort three years of weigh tickets from pit for an audit.

Safety Devices

- Weekly change out of batteries in speed signs.
- Weekly road patrols

Speed Sign Locations

- Hincks St. New Hamburg. August 4-25,
- Hunsberger Dr. Baden. Aug 4-25

Vehicles and Equipment

- Weekly washing.

Building and Grounds

- No report.

Road Dept. Report

September 2017

Structures

- Trimming grass around guiderails and bridges.

Roadside

- Roadside mowing on rural roads and in towns.
- Trimmed tree branches on Diamond Rd in order to have grader widen road.

Drainage

- Repaired driveway culvert failure at a connection In St Agatha.

Loose top

- Widened Bethel Rd from Pinehill Rd. to Puddicombe Rd.
- Widened Diamond Rd from Bean Rd to Oxford # 5.

Hardtop

- Asphaltting paving road edges on Huron Rd.
- Paved road cuts on Puddicombe Rd.

Winter Control

- No report.

Gravel Pit

- No report.

Safety

- Weekly road patrol.

Speed Sign Locations

- Haysville Community Centre Aug 25- Sept 15
- Livingstone Blvd @ Isaac Shantz. Baden. August 25 Sept 15

Vehicles and Equipment

- Weekly washing.

Building and Grounds

- No report.

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

Water Main Breaks/Excavations

- Queen Street New Dundee, installed sampling station on dead end
- Waterloo Street lift station, installed sampling station

Locates:

- 141 individual/project locates

Meter – New/Old Installations:

- 11 installations/inspections/change outs

Water Quality Issues

- None

General

- Chlorine residual monitoring
- Bacti sampling – weekly
- 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
- N/H & Baden Fountain cleaning and maintenance
- Prepped utility cut for paving
- Fire Hydrant Maintenance and repairs
- Water Main flushing, New Hamburg/Baden/Mannheim

Sanitary Main/Lateral Blockages/Investigation/Maintenance

- 53 Victoria Street – blocked lateral

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

#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
August 1 to August 31, 2017**

Water Main Breaks/Excavations

- King Street /Webster Street – hard connect
- Waterloo Street/King Street – hard connect

Locates:

-
- 117 individual/project locates

Meter – New/Old Installations:

- 9 Installations/inspections/change outs

Water Quality Issues

- None

General

- Chlorine residual monitoring
- Bacti sampling – weekly
- Final Reads
- Bi-Annual lead sampling
- 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
- N/H & Baden Fountain cleaning and maintenance
- Leak Detection
- Water Main flushing, New Hamburg/Baden/Mannheim
- Fire Hydrant repairs

Sanitary Main/Lateral Blockages/Investigation/Maintenance

- None

Lift Stations

#1 - Lift station - Waterloo Street

- Regular checks and monthly maintenance
- Wet well Cleaning and maintenance
- Radiator failed, had re-cored and reinstalled and tested

#2 - Lift station - Milton Street

- Regular checks and monthly maintenance
- Wet well Cleaning and maintenance
- High level event

#3 - Lift station - Marvin Street

- Regular checks and monthly maintenance
- Wet well Cleaning and maintenance

#4 - Lift station - Charlotta Street

- Regular checks and monthly maintenance
- Wet well Cleaning and maintenance

#5 - Lift station - Milne Drive

- Regular checks and monthly maintenance
- Wet well Cleaning and maintenance
- Transducer replacement

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None

**Township of Wilmot
Utilities Manager Report
September 1 to September 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**

REPORT NO. PW-2017-20

TO: Council

PREPARED BY: Jeff Molenhuis, Director of Public Works

DATE: October 23, 2017

SUBJECT: Municipal Parking Lot Winter Maintenance – RFT Results

Recommendation:

That RFT 2017-24 Municipal Parking Lots Winter Maintenance be awarded as follows:

**Part A to KK&J Snow Removal (New Hamburg) and
Part B, C, D and E to Greenhaze Landscape & Snow Removal (Ayr)**

For the period of October 2017- October 2020, with options for renewal in October 2020 and October 2021 for two additional one-year terms.

Background:

There are 13 municipally owned parking lots that have been maintained during the winter season by contracted forces since 2012/2013 under a five-year term contract. This work was conducted by two different contractors in specific settlement areas, with oversight from both Public Works and Facilities. The term contract expired following the 2016/2017 winter season.

Prior to conducting the procurement process for renewal of the term contract, Staff recommended including the sidewalk sections in settlement areas that are also currently contracted out, in order to achieve competitive bidding for this work as well. As such, bidding for winter maintenance of sidewalks in Mannheim and New Dundee were included with the tender, and form part of the bid results.

Discussion:

The Township requested unit rates from contractors to perform winter maintenance at municipal parking lots and sidewalks. The results are attached in Appendix A. The parking lots are divided into three groups, and sidewalks are divided into two groups. These groupings generally follow settlement areas. Contractors were given the option of bidding on any or all of the five groups (Part A – to Part E). The contractors were required to submit hourly rates which included all costs to perform winter maintenance including but not limited to insurance, fuel, equipment, labour,

materials, and overhead expenses to meet the terms and conditions for the base term of the next three winter seasons, as well as the two optional single-year terms.

The results of the bidding process can be found summarized in Appendix A, with bidders listed and bids summarized in averages of the first three years (base term) and additional two years (optional terms). The low average for each is highlighted in yellow. Note that not all sections were bid by each contractor. The low bidders for each of Part A-E have previously worked for the Township, with satisfactory performance.

Strategic Plan Conformity:

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

Financial Considerations:

The winter maintenance budget for municipal parking lots and sidewalks falls under the Winter Control budget line, funded from the general levy. The exact dollar figure to impact the budget in each winter season will be a result of the type of winter and number of call-out events.

In 2017, annual parking lot and sidewalk winter maintenance has a budgeted amount of \$66,500 in total. We anticipate that, with the bid rates received, the cost will be around the same budgetary result, should the Township be subject to a comparable average winter as what was budgeted for in 2017.

Conclusion:

Based on the submission results, Staff recommend that the tender be awarded as follows:

Part A – New Hamburg Municipal Lots	2073070 Ontario Inc. o/a KKJ Snow Removal (New Hamburg)
Part B – Baden Municipal Lots	Greenhaze Landscape & Snow Removal (Ayr)
Part C – Other Municipal Lots	Greenhaze Landscape & Snow Removal (Ayr)
Part D – New Dundee Sidewalks	Greenhaze Landscape & Snow Removal (Ayr)
Part E – Mannheim Sidewalks	Greenhaze Landscape & Snow Removal (Ayr)

For a base three-year term of 2017/2018 to 2019/2020, for consideration of one-year term renewal in October 2020 and October 2021.

Jeff Molenhuis
Director of Public Works

Grant Whittington
Reviewed by CAO

Appendix A

Bidder	Location	Years 1, 2, 3 Average Hourly Rate				
		Parking Lots			Sidewalks	
		A - New Hamburg	B - Baden	C - Other	D - New Dundee	E - Mannheim
Dundee Nursery and Landscaping	New Dundee, ON	\$ 402.44	\$ 670.73	\$ 670.73	\$ 158.89	\$ 158.89
GreenHaze Landscape & Snow Removal	Ayr, ON	\$ -	\$ 450.00	\$ 415.00	\$ 110.00	\$ 110.00
1892136 Ontario Ltd.	St. Clements, ON	\$ -	\$ 1,150.00	\$ -	\$ -	\$ -
Dirt & Snow Inc.	Kitchener, ON	\$ -	\$ -	\$ 658.33	\$ -	\$ -
2073070 Ontario Inc. o/a KKJ Snow Removal	New Hamburg, ON	\$ 344.00	\$ -	\$ -	\$ -	\$ -
Silver Springs Contracting Corp.	Baden, ON	\$ -	\$ 1,533.33	\$ -	\$ -	\$ -

Bidder	Location	Years 4, 5 Average Hourly Rate				
		Parking Lots			Sidewalks	
		A - New Hamburg	B - Baden	C - Other	D - New Dundee	E - Mannheim
Dundee Nursery and Landscaping	New Dundee, ON	\$ 422.84	\$ 704.73	\$ 704.73	\$ 166.94	\$ 166.94
GreenHaze Landscape & Snow Removal	Ayr, ON	\$ -	\$ 479.00	\$ 440.00	\$ 110.00	\$ 110.00
1892136 Ontario Ltd.	St. Clements, ON	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -
Dirt & Snow Inc.	Kitchener, ON	\$ -	\$ -	\$ 712.50	\$ -	\$ -
2073070 Ontario Inc. o/a KKJ Snow Removal	New Hamburg, ON	\$ 376.00	\$ -	\$ -	\$ -	\$ -
Silver Springs Contracting Corp.	Baden, ON	\$ -	\$ 1,575.00	\$ -	\$ -	\$ -



Township of Wilmot **REPORT**

REPORT NO.	DS 2017-19
TO:	Council
PREPARED BY:	Harold O'Krafka, Director of Development Services
DATE:	October 23, 2017
SUBJECT:	2017 Third Quarter Building Statistics Summary

Recommendation:

That the 3rd 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 three quarters of 2017 was higher than 2016 but lower than the historical 10yr average. Similarly the number of new home starts for the year is also much higher than 2016 but lower than the 10 year historical average.

Having said that the total value of construction year to date is over \$45 million compared with just under \$30 million at the same point in 2016 and \$37 million historically over 10 years. This construction value translates to revenues being at 83% of budget at the end of quarter three.

Inspections completed under the Septic System Mandatory Maintenance Inspection Program were busy and anticipated prior to the deadline for voluntary completion of the inspection - August 15, 2017.

Staff are pleased to advise that of the 553 systems identified for review voluntary compliance was obtained from 98.7%. Staff continue to work with the remaining 7 property owners to obtain compliance and will hopefully be able to avoid the cost of laying charges.

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 three quarters of 2017. Building activity is significantly higher than 2016 but remains below the historical 10 year average. It appears that the upswing in residential activity, which began in December 2016, will continue through the end 2017 and into 2018.

The SSMMIP has now passed the deadline for voluntary compliance and achieved a 98.7% completion rate. Seven properties remain outstanding and staff are working to bring these seven into voluntary compliance if possible.

Harold O’Krafka
Harold O’Krafka, MCIP RPP
Director of Development Services

Grant Whittington
Reviewed by CAO

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF SEPTEMBER	10 Year Average	2016	2017
Number of Permits Issued	36	34	28
Dwelling Units Constructed	9	6	8
Dwelling Units Demolished	1	3	0
Residential - New Dwelling Units	\$ 2,050,000	\$ 1,540,000	\$ 2,475,000
Residential - Addition/Alteration	\$ 295,000	\$ 290,000	\$ 400,000
Residential - Accessory	\$ 181,667	\$ 255,000	\$ 200,000
Agricultural - New	\$ 293,889	\$ 375,000	\$ -
Agricultural - Addition/Alteration	\$ 47,222	\$ -	\$ -
Commercial - New	\$ 46,667	\$ -	\$ -
Commercial - Addition/Alteration	\$ 83,333	\$ 10,000	\$ 30,000
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 453,333	\$ -	\$ 70,000
Institutional - New	\$ 270,000	\$ -	\$ 10,000
Institutional - Addition/Alteration	\$ 160,000	\$ 5,000	\$ -
Miscellaneous	\$ 63,889	\$ 5,000	\$ 5,000
Total Construction Value	\$ 3,945,000	\$ 2,480,000	\$ 3,190,000
YEAR TO DATE	10 Year Average	2016	2017
Number of Permits Issued	337	268	309
Number of Dwelling Units	99	42	77
Total Construction Value	\$ 37,232,556	\$ 30,043,000	\$ 45,584,000

SEPTEMBER 2017

Residential - New		Commercial - Alt.
NEW HAMBURG		165 Peel Street
8 Angus Glen Lane	19 Stier Road	1687 Snyder's Rd E
12 Dublin Crossing	30 Strauch Avenue	Industrial - Alt.
136 Kettle Lake Drive	118 Theodore Schuler Boulevard	270 Hamilton Road
NEW DUNDEE		Institutional - New
33 Water Street		313 Huron Street
ST.AGATHA		Institutional -Other
36 St Ann Avenue		1095 Bleams Road
Residential - Addition		
231 Brewery Street	13-1228 Berlett's Road	
407 Fairview Street		
Residential - Alteration		
217 Eby Crescent	41 Waldau Crescent	
Residential - Accessory		
135 Brenneman Drive	4195 Sandhills Road	
222 Charlotta Street	138 Eby Crescent	
57 Christian Street	290 Jacob Street	
4 Kropf Drive	249 Laschinger Boulevard	
33 Oesch Lane		
Residential - Other		
1543 Mannheim Road		

SSMMIP STATISTICS

Source: Township of Wilmot
Development Services

	Total 2015	Total 2016	PTD - October 1, 2017
Systems to be inspected	541	548	553
System Inspected	162	334	463
Systems not requiring Stage 2 inspection	161	331	459
Systems requiring Stage 2 inspection	1	3	4
Systems exempted from Stage 1 inspection	105	78	83
Systems remaining to be inspected			7



Township of Wilmot REPORT

REPORT NO. FD 2017-07

TO: Council

PREPARED BY: Rod Leeson, Fire Chief

DATE: October 23, 2017

SUBJECT: Quarterly Activity Report

Recommendation:

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

Background:

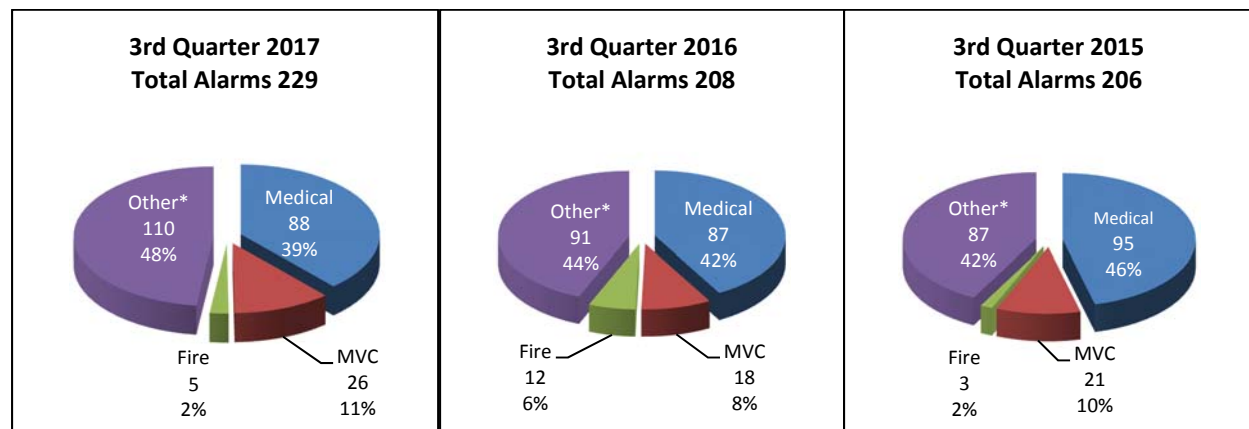
Not applicable.

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.

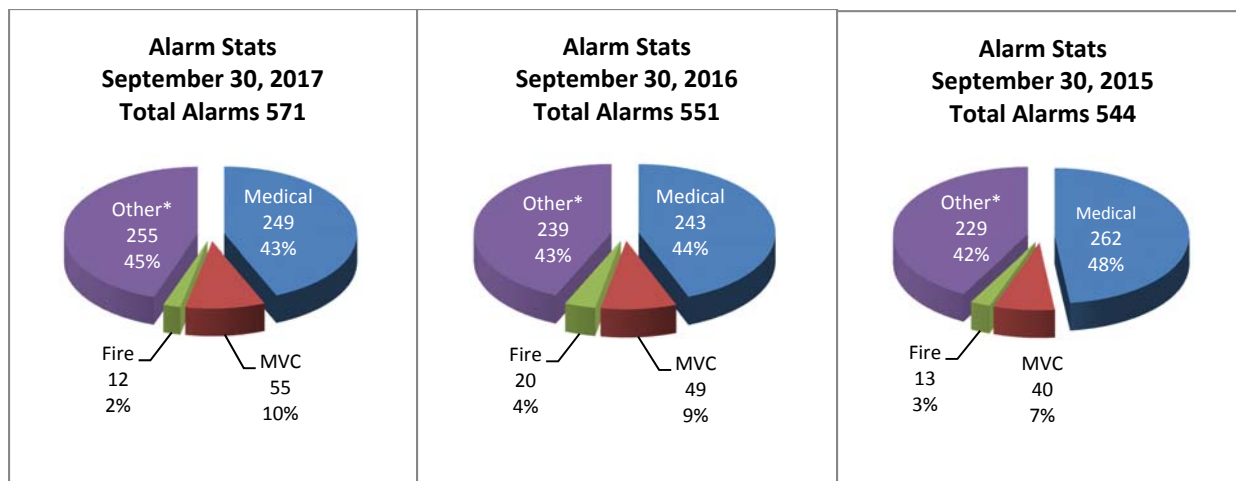
In total during the third quarter, the Fire Department responded to a total of 229 alarms. For the same period in 2016, the number was 208 and in 2015, 206 alarms.

Third Quarter Alarm Stats Comparison



Comparing the year-to-date alarm stats, from January 1st to September 30th, the Fire Department responded to a total of 571 alarms. For the same period in 2016, the department responded to 551 alarms and in 2015, they responded to 544 alarms.

**Year-to-Date Alarm Stats Comparison
(September 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

Fire Chief: Rod Leeson

3rd Quarter Alarm Stats Comparison – Baden Station

Response Type	# of Incidents		
	2017	2016	2015
1 Fire	1	2	1
3 No Loss Outdoor Fire	0	2	1
21 Overheat (no fire, e.g. engines, mechanical devices)	1	1	1
22 Pot on Stove (no fire)	0	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	0	1
24 Other cooking/toasting/smoke/steam (no fire)	0	2	0
29 Other pre fire conditions (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	4	3	3
32 Alarm System Equipment - Accidental activation (exc. code 35)	2	1	2
34 Human - Perceived Emergency	3	0	0
35 Human - Accidental (alarm accidentally activated by person)	1	0	1
37 CO false alarm - perceived	0	0	2
38 CO false alarm - equipment malfunction (no CO present)	0	1	0
39 Other False Fire Call	2	1	0
41 Gas Leak - Natural Gas	0	0	1
53 CO incident, CO present (exc false alarms)	2	0	0
62 Vehicle Collision	10	5	9
701 Oxygen administered	12	5	11
702 CPR administered	1	0	0
73 Seizure	1	3	1
76 Chest pains or suspected heart attack	1	1	1
84 Medical Aid Not Required on Arrival	2	2	1
85 Vital signs absent, DOA	0	2	0
86 Alcohol or drug related	0	0	1
88 Accident or illness related - cuts, fractures, person fainted, etc	4	2	3
89 Other Medical/Resuscitator Call	1	3	8
898 Medical/resuscitator call no action required	1	0	0
910 Assisting Other FD: Mutual Aid	1	1	0
912 Assisting Other FD: Fire Protection Agreement	0	0	1
913 Assisting Other FD: Other	5	7	4
92 Assistance to Police	0	0	2
93 Assistance to Other Agencies (exc 921 and 922)	3	5	3
94 Other Public Service	0	0	1
96 Call cancelled on route	7	6	5
97 Incident not found	1	0	0
98 Assistance not required by other agency	19	12	10
99 Other Response	0	0	1
Total Number of Responses	87	67	77



Township of Wilmot Fire Department

Fire Chief: Rod Leeson

3rd Quarter Alarm Stats Comparison – New Dundee Station

Response Type	# of Incidents		
	2017	2016	2015
1 Fire	0	3	0
3 No Loss Outdoor Fire	2	3	0
24 Other Cooking/toasting/smoke/steam (no fire)	0	1	0
29 Other pre fire conditions (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	1	2	0
36 Authorized controlled burning - complaint	0	0	2
37 CO false alarm - perceived emergency (no CO present)	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	1	2	0
41 Gas Leak - Natural Gas	0	0	1
46 Spill - Toxic Chemical	0	0	1
50 Power Lines Down, Arcing	0	1	1
61 Vehicle Extrication	0	1	1
62 Vehicle Collision	9	1	2
701 Oxygen administered	0	6	4
702 CPR administered	0	0	1
71 Asphyxia, Respiratory Condition	4	1	2
75 Traumatic Shock	0	0	1
76 Chest pains or suspected heart	3	2	0
84 Medical Aid Not Required on Arrival	1	0	0
85 Vital signs absent, DOA	1	0	0
86 Alcohol or drug related	1	0	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	3	5	0
89 Other Medical/Resuscitator Call	2	2	3
898 Medical/resuscitator call no action required	2	0	1
910 Assisting Other FD: Mutual Aid	0	1	0
913 Assisting Other FD: Other	3	3	1
92 Assistance to Police	0	1	0
94 Other Public Service	1	0	2
96 Call cancelled on route	4	3	2
98 Assistance not required by other agency	0	3	3
Total Number of Responses	38	42	29



Township of Wilmot Fire Department

Fire Chief: Rod Leeson

3rd Quarter Alarm Stats Comparison – New Hamburg Station

Response Type	# of Incidents		
	2017	2016	2015
1 Fire	4	7	2
3 No Loss Outdoor Fire	0	1	0
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	3	0
24 Other Cooking/toasting/smoke/steam (no fire)	1	1	0
29 Other pre fire conditions (no fire)	0	1	0
31 Alarm System Equipment - Malfunction	8	2	4
32 Alarm System Equipment - Accidental activation (exc. code 35)	3	1	2
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	2	2	0
35 Human - Accidental (alarm accidentally activated by person)	2	0	0
37 CO false alarm - perceived emergency (no CO present)	0	1	1
38 CO false alarm - equipment malfunction (no CO present)	0	3	1
41 Gas Leak - Natural Gas	1	1	1
42 Gas Leak - Propane	1	0	0
53 CO incident, CO present (exc false alarms)	0	0	1
58 Public Hazard call false alarm	1	0	0
59 Other Public Hazard	0	0	1
62 Vehicle Collision	7	11	9
701 Oxygen administered	21	25	22
71 Asphyxia, Respiratory Condition	3	4	4
73 Seizure	1	1	2
76 Chest pains or suspected heart attack	7	7	6
84 Medical Aid Not Required on Arrival	1	0	2
85 Vital signs absent, DOA	0	1	2
86 Alcohol or drug related	0	2	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	5	3	3
89 Other Medical/Resuscitator Call	6	5	13
898 Medical/resuscitator call no action	3	5	3
899 Medical/resuscitator call false alarm	1	0	0
913 Assisting Other FD: Other	1	1	2
92 Assistance to Police	0	0	1
93 Assistance to Other Agencies	0	1	0
94 Other Public Service	4	0	5
96 Call cancelled on route	7	6	8
97 Incident not found	1	0	0
98 Assistance not required by other agency	11	4	3
Total Number of Responses	104	99	100



Township of Wilmot Fire Department

Fire Chief: Rod Leeson

3rd Quarter 2017 – Alarm Stats Comparison – All Stations

Response Type	# of Incidents		
	2017	2016	2015
1 Fire	5	12	3
3 No Loss Outdoor Fire	2	6	1
21 Overheat (no fire, e.g. engines, mechanical devices)	2	1	2
22 Pot on Stove	0	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	3	1
24 Other Cooking/toasting/smoke/steam (no fire)	1	4	0
29 Other pre fire conditions (no fire)	0	1	2
31 Alarm System Equipment - Malfunction	13	7	7
32 Alarm System Equipment - Accidental activation (exc. code 35)	5	2	4
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	5	2	0
35 Human - Accidental (alarm accidentally activated by person)	3	0	1
36 Authorized controlled burning - complaint	0	0	2
37 CO false alarm - perceived emergency (no CO present)	0	2	3
38 CO false alarm - equipment malfunction (no CO present)	1	6	1
39 Other False Fire Call	2	1	0
41 Gas Leak - Natural Gas	1	1	3
42 Gas Leak - Propane	1	0	0
46 Spill- Toxic Chemical	0	0	1
50 Power Lines Down, Arcing	0	1	1
53 CO incident, CO present (exc false alarms)	2	0	1
58 Public Hazard call false alarm	1	0	0
59 Other Public Hazard	0	0	1
61 Vehicle Extrication	0	1	1
62 Vehicle Collision	26	17	20
701 Oxygen administered	33	36	37
702 CPR administered	1	0	1
71 Asphyxia, Respiratory Condition	7	5	6
73 Seizure	2	4	3
75 Traumatic Shock	0	0	1
76 Chest pains or suspected heart attack	11	10	7
84 Medical Aid Not Required on Arrival	4	2	3
85 Vital signs absent, DOA	1	3	2
86 Alcohol or drug related	1	2	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	12	10	6
89 Other Medical/Resuscitator Call	9	10	24
898 Medical/resuscitator call no action required	6	5	4
899 Medical/resuscitator call false alarm	1	0	0
910 Assisting Other FD: Mutual Aid	1	2	0
912 Assisting Other FD: Fire Protection Agreement	0	0	1
913 Assisting Other FD: Other	9	11	7
92 Assistance to Police	0	1	3
93 Assistance to Other Agencies (exc 921 and 922)	3	6	3
94 Other Public Service	5	0	8
96 Call cancelled on route	18	15	15
97 Incident not found	2	0	0
98 Assistance not required by other agency	30	19	16
99 Other Response	0	0	1
Total Number of Responses	229	208	206



Township of Wilmot Fire Department

Fire Chief Rod Leeson

Year to Date Alarm Stats Comparison - All Stations (September 30, 2017)

Response Type	# of Incidents		
	2017	2016	2015
1 Fire	12	20	13
3 NO LOSS OUTDOOR fire (see exclusions)	6	13	8
21 Overheat (no fire, e.g. engines, mechanical devices)	2	1	4
22 Pot on Stove (no fire)	0	0	3
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	8	4	5
24 Other Cooking/toasting/smoke/steam (no fire)	3	8	2
29 Other pre fire conditions (no fire)	1	2	3
31 Alarm System Equipment - Malfunction	29	23	18
32 Alarm System Equipment - Accidental activation (exc. code 35)	12	6	8
33 Human - Malicious intent, prank	0	2	2
34 Human - Perceived Emergency	6	5	6
35 Human - Accidental (alarm accidentally activated by person)	6	2	3
36 Authorized controlled burning - complaint	2	1	2
37 CO false alarm - perceived emergency (no CO present)	0	5	5
38 CO false alarm - equipment malfunction (no CO present)	12	17	10
39 Other False Fire Call	2	2	1
41 Gas Leak - Natural Gas	3	4	3
42 Gas Leak - Propane	1	0	0
44 Gas Leak - Miscellaneous	1	0	0
45 Spill - Gasoline or Fuel	1	0	0
46 Spill - Toxic Chemical	0	0	1
49 Ruptured Water, Steam Pipe	0	1	0
50 Power Lines Down, Arcing	2	2	2
53 CO incident, CO present (exc false alarms)	3	0	5
57 Public Hazard no action required	0	2	0
58 Public Hazard call false alarm	1	1	1
59 Other Public Hazard	2	1	2
61 Vehicle Extrication	1	1	3
62 Vehicle Collision	54	48	37
64 Commercial/Industrial Accident	0	1	0
701 Oxygen administered	114	100	124
702 CPR administered	2	1	3
703 Defibrillator used	0	1	1
71 Asphyxia, Respiratory Condition	10	19	10
73 Seizure	3	14	14
75 Traumatic Shock	0	0	1
76 Chest pains or suspected heart attack	25	26	16
84 Medical Aid Not Required on Arrival	13	4	6
85 Vital signs absent, DOA	4	8	4
86 Alcohol or drug related	4	3	2
88 Accident or illness related - cuts, fractures, person fainted, etc.	28	20	16
89 Other Medical/Resuscitator Call	30	32	50
898 Medical/resuscitator call no action required	15	15	14
899 Medical/resuscitator call false alarm	1	0	1
910 Assisting Other FD: Mutual Aid	2	2	1
912 Assisting Other FD: Fire Protection Agreement	0	1	1
913 Assisting Other FD: Other	12	17	11
92 Assistance to Police (exc 921 and 922)	0	1	4
93 Assistance to Other Agencies (exc 921 and 922)	12	12	9
94 Other Public Service	7	9	21
96 Call cancelled on route	47	38	42
97 Incident not found	2	1	2
98 Assistance not required by other agency	69	55	43
99 Other Response	1	0	1
Total Number of Responses	571	551	544



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

QUARTERLY REPORT
JULY, AUGUST, SEPTEMBER (2017)

Fire Department Training/Public Education/CEMC Division:

TRAINING:

- 9 Recruits started with the Wilmot Fire Department on March 7, 2017. They have actively participating in the Recruit Training Program and have completed their training on September 23, 2017.
- This Quarter's Comprehensive Training Plan included the following training topics:
 - Tanker Operations
 - Forcible Entry
 - Hose Testing
 - Mayday/Urgent/Evacuate Procedures
 - NFPA 1403 Live Fire Overview (Theory)
 - Firefighter Survival Techniques
 - Portable Pumps
- Automatic Aid Training Development: With the anticipated Automatic Aid Agreement with Waterloo Fire & Rescue a joint training initiative has been developed.
- General Staff & Recruit Live Fire Training:
 - NFPA 1403 Live Fire Training was delivered to 27 General Staff on September 9, 2017 at WRESTRC.
 - NFPA 1403 Live Fire Training (Recruit Specific) was delivered to our 9 Recruit firefighters and assisted by 16 General Staff.
 - The final 2017 Live Fire Training will be held in the final quarter of the year.
- Training Officer attended the Ontario Fire College for the annual Training Officer Workshop (September 25-29, 2017)
- Waterloo Region Paramedic Services has provided Wilmot Fire Department with the Ministry of Health's new BLS Standard changes. Changes will take effect December 2017. We expect no service delivery changes but will be providing training to our firefighters on these changes through quarterly refresh training.

PUBLIC EDUCATION:

- Public Education allows for the public to acquaint themselves with apparatus and equipment and discuss fire safety (Smoke Alarms/ CO & Home Escape Planning) with our local firefighters.
- Mopar – 2 Days
- Vehicle Display at Sikh Temple Community Sports Day on August 20, 2017
- Canada Day- Aerial 39 attended Morningside Community Living

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)
 - Mandatory Annual Exercise- Regional Media Exercise, September 14, 2017: Our annual mandatory exercise was held at Cambridge City Hall as a joint initiative with all municipalities in the ROW in attendance. This exercise was based on a flood event that affected all municipalities.
 - Quarterly Regional CEMC meeting was held in New Dundee at the Fire Station.

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
July-September 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 see the list below to see what areas the fire prevention division has been working:

- 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:

14 open burn permits, 14 allowed
42 inspections
20 routine inspections
1 safety concern
10 complaints
1 licensing (in conjunction with building dept)
6 requests
2 follow up inspections
0 investigations
1 public education event (Mopar)
School visits consisting of Fire Safety Plans reviews and inspections.

TRAINING/SEMINARS/MEETINGS

Submitting fire safety articles monthly to the Baden Outlook

Yours in fire prevention

Brian Leverton
Fire Prevention Officer
Wilmot Fire Department



Township of Wilmot **REPORT**

REPORT NO. CK2017-06

TO: Council

PREPARED BY: Tracy Loch

DATE: October 23, 2017

SUBJECT: Quarterly Activity Report – July, August & September 2017

Recommendation:

That the Castle Kilbride Activity Report for the months of July, August and September 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 :

- Oversaw summer staff for Castle Kilbride and Heritage Wilmot who were employed under the Canada Summer Jobs (CSJ) and Young Canada Works (YCW) programs. Ensured grant stipulations were followed and final reports submitted to each organization. These organizations supported student wages from 50% to 75% which greatly supported the operation of the museum.
- Coordinated the Castle Summer Concert Series program. Eleven concerts were offered to the public this year (one additional concert compared to 2016) with a new location to host the concert rather than cancel it should weather be a concern. The last three concerts were relocated to St. James Church in Baden. The lineup for the Summer Concert Series 2018 has already begun.
- Distributed marketing material to direct cultural venues and attractions within Waterloo Region and throughout Ontario. Included a distribution of Castle brochures to all border crossings and On Route centres within Ontario.
- Created media releases and tweets promoting summer events and exhibits at the museum.
- Leading Wilmot's Arts and Culture Master Plan that was officially launched September 7th. Coordinated Steering Committee meetings and updates; created a video (with the assistance of Assistant Curator and Wilmot resident Lisa Hagen) to promote the Plan. TCI Management shared at the September 25th Council meeting that Wilmot Township was the first ever municipality to create a video to promote an Arts and Culture Plan and was complimentary to Castle staff for their efforts.

- With assistance from Assistant Curator and Deputy Clerk, coordinated and created a Facebook page and interior page on wilmot.ca for the Arts and Culture Master Plan project; distributed survey link to Wilmot businesses, residents, organizations etc. Coordinated meetings and survey locations with Consultants.
- Hosted a recognition event August 1st in coordination with MP and MPP of Kitchener-Conestoga in August. The front property held 750 people for this event. Despite the rain, guests truly enjoyed the venue with our decorated property, tours of the museum and costumed staff. Lots of positive feedback was received.
- Provided support to the Baden Cornfest with the coordination of a classic car show and heritage demonstrators at the Castle. The museum offered admission by donation and welcomed over 300 patrons that day. A travel writer via WRTMC attended that day who toured the Castle, visited the Prime Minister Statue Path on August 12th and wrote a blog on her positive experience to Baden.
- Continue involvement on the Prime Minister Statue Committee planning and assisting with coordination of the November 6th unveiling of the Right Honourable Sir Robert Borden.
- Coordinated a lecture for October 12th. Guest lecturer is Joanna Rickert-Hall who will talk about the fascinating realm of Victorian spirit photography. This lecture is hosted by the Castle Kilbride Advisory Committee and is in partnership with the Baden Hotel.
- Began coordination of Christmas marketing for the Castle's Christmas season.
- Discussed with WRTMC staff to promote Castle Kilbride specifically during the Christmas season.
- Assisted Heritage Wilmot committee member Marg Rowell along with summer student with the re-organization and updated information pertaining to the designated and non-designated property files.
- Continued to oversee Grandstand mural project. Coordinated meetings with the artist and with Facilities Manager Geoff Dubrick to ensure project needs were met by all parties. To date, 90% of the project is complete and weather permitting, the project will be concluded by late Fall.

Assisted various researchers and responded to genealogical requests

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 CK2017-06 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 July, August & September 2017

SUBMITTED TO: Tracy Loch

SUBMITTED BY: Sherri Gropp

Education:

Summer Camp: We had 179 children participate in our summer day camps for the two week long programs in July. Children were aged 5 – 10. Children enjoyed the activities and crafts that were planned and conducted by our summer staff. The theme for 2017 was Canada's Sesquicentennial. The campers learned about our Pioneer past to Canadian critters ending the week with party to celebrate Canada's 150th. We are currently reviewing our summer camp for 2018 to see how we can continue to offer interesting opportunities for Wilmot's youth. Greeted parents and children each day. Processed payments and made sure registration forms were complete. Entered, printed and mailed receipts for camp.

Curriculum programs: We were pleased to welcome Waterloo-Oxford Secondary School in September. Students from the Grade 10 History program participated in a tour that focused on the unique history of Wilmot Township, Castle Kilbride and the Prime Ministers Path.

Exhibit/Events:

Prime Minister Statue Unveiling

- Designed a brochure featuring the three statues on the Prime Ministers Path
- Assisted with the decorating of the property
- Oversaw Castle staff
- Coordinated historic costumes for the unveiling.

Summer Concert Series

- There were 11 concerts offered this year. Weather did not cooperate with us. Thursdays were either cold or rainy. On three dates we moved the concert to St. James Church but had low attendance. In total we had 3660 attend over the summer. Compared to the previous year it was down 600. This was due to weather. Despite that, we had some really great entertainment this year and look forward to next year.
- Set up and take down of the event.
- Organized volunteers
- Greeted visitors, gave information about the concerts and who was playing next

150th Recognition event - August 1st

- Assisted with the coordination and overall organization with the MP and MPP for this invitation only recognition event.

Cornfest- August 12th

- Created a special activity for children to enjoy while looking through the house.
- Set up for the concert
- Coordinated an antique car show on front driveway
- Welcomed 302 visitors

Summer students

- Supervised students (2 students on 16-week work term)
- Created staff schedules and organized students for front cash coverage.
- Gave guidance and supplied information for summer camp activities.

Exhibits

- Dismantled the "Hooked on our Heritage" exhibit
- Returned all items to their home in the collection and returned all borrowed items
- Installed the Castle 140th exhibit

Castle Maintenance & Collection

- Conducted routine cleaning of Castle.
- Guided students on using the PastPerfect software
- Input all artifacts in the Dining Room into PastPerfect complete with photographs

Administration

- Assisted with the Arts & Culture Master Plan
- Collected, input, and evaluated information on visitor statistics. (See below)
- Processed all daily transactions and submitted appropriately to the finance department.
- Managed the site and its operations in the absence of the Curator.
- Ordered new items for the gift shop.
- Responsible for booking for tours and school programs.
- Conducted group tours.
- Greeted guests and processed admissions.
- Inspected rooms and insured security of their contents.
- Booked weddings and handled many inquiries.
- Prepared a weekend museum staff "*To Do List*" each week.
- Managed and added content Castle Kilbride's website
- Social media: managed Facebook page, submitted twitter feeds.

Castle Kilbride Visitor Statistics

Month	School	Bus	Regular	Event	Total
July 2017	197	14	522	1787	2520
August 2017	0	16	469	2595	3080
September 2017	55	90	234	100	479
Total	252	120	1225	4482	6079
2016	234	278	1074	4477	6063
2015	268	193	1095	3734	5290
2014	484	116	1177	3237	5014
2013	352	77	1419	3055	4903

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



Camping closes October 15

The 2017 camping season at Grand River Parks is coming to a successful close on October 15.

Five parks will remain open to daytime visitors this fall. They are Belwood Lake Park near Fergus, Shade's Mills Park in Cambridge, Laurel Creek Park in Waterloo, Rockwood Park and Pinehurst Lake near Ayr.

Park revenue is on track to match that of 2016, which was an exceptional year. The 2017 park revenue is \$8 million to date. This is higher than the projected revenue of \$7.3 million, which was in the 2017 budget.

Plans are underway to offer winter programs, such as cross-country skiing, ice fishing and snowshoeing. These activities are highly dependent on weather.

Commemorative stone installed at Dumfries CA

A commemorative stone and sitting area were installed at Dumfries Conservation Area in September to remember Percy Hilborn (1886-1972), who donated the 75-hectare property.

An early environmentalist, Hilborn bought farmland from 1916 to 1967 in order to preserve some untouched green space in the heart of Cambridge. The land was initially donated to the province, which later turned it over to the GRCA to manage.

The park has four kilometres of trails, as well as natural and plantation forests. In recent years, the City of Cambridge and the GRCA have enlisted the help of community volunteers at special events to remove invasive plants and plant native Carolinian trees and shrubs.

Two benches, donated by BWXT Canada, formerly Babcock and Wilcox, are near the commemorative rock, creating a sitting area with native plants and shrubs nearby. Entry to the conservation area is off of Dunbar Road, west of Hespeler Road. There is no admission fee.

The commemorative stone was unveiled by two

of Hilborn's children, Elinor Hueton and John Hilborn. They thought it was especially fitting to remember Percy 50 years after he made the donation and to mark Canada 150, which commemorates the creation of Canada in 1867.

Fighting phragmites at Taquanyah

The first phase of a three-year plan to control phragmites at Taquanyah Conservation Area, just west of Cayuga, got underway September 29.

While phragmites is a problem throughout the province, it is especially important to control it at Taquanyah – one of only two locations in Ontario where an endangered plant, Virginia mallow, grows. Controlling phragmites is an essential step in ensuring that the Virginia mallow will continue to thrive in Taquanyah.

Phragmites, also known as the European common reed, is a tall grass with a fluffy seed head that grows densely and out competes native plants for water and nutrients.

A licensed pesticide applicator applied the herbicide glyphosate, which is better known by the trade name Roundup. This herbicide has been widely adopted by conservation organizations as a safe and effective way to remove invasive species.

Manual removal of phragmites plants around Virginia mallow is taking place in October. Follow-up treatments and an expansion of the treatment area will occur next fall.

Controlling phragmites is part of the larger restoration effort that has been ongoing at Taquanyah since the removal of the reservoir in 2005. A management plan for phragmites was developed in 2015 to map where it grows and come up with a plan to manage it.

Order trees from the GRCA for spring 2018

Rural landowners can now order trees from the GRCA for planting next spring.

Landowners who have at least one hectare (2.5 acres) of land are eligible to order trees that they can plant themselves. Online tree orders can be placed October 2, 2017 to March 1, 2018, and orders can also be taken by mail. Ordering early is advisable for the best selection of trees.

Landowners with at least two hectares (five acres) of property may also be interested in having a GRCA forestry specialist come to their property to put together a planting plan, arrange for the planting of their trees, and help them to access funding programs to offset the cost of their tree planting project (if applicable).

There is no cost for this planning service, but demand is high, so interested landowners will be put on a waiting list to be contacted at a later date by one of the GRCA's forestry specialists. To be put on this waiting list, please email trees@grandriver.ca or call 519-621-2761 and ask to speak to a forestry specialist.

For more information, to order trees and to view the tree availability list, go to the forestry section of the GRCA website at www.grandriver.ca/Trees.

Blue-green algae

Observations by GRCA staff in mid-September confirmed that blue-green algae were present at Conestogo, Belwood and Woolwich reservoirs.

The algae may contain a toxin called microcystin, which can cause illness when ingested by people or animals. Park visitors, recreational users and cottagers surrounding these reservoirs should be aware of the algae and take necessary precautions.

There are several things that visitors can do to stay safe from blue-green algae. These include not swimming, keeping children and pets away, not drinking or using water for any other purpose and not eating fish from the lake. While boating is allowed (where permitted), boaters and recreational users should avoid touching the algae.

There have been no reports of human illness caused by these algae blooms.

Rainfall fairly consistent across the watershed

Precipitation during the first two weeks of September was fairly consistent across the



For the first time, the GRCA volunteer program offered a Professional Activity (PA) day activity for kids and their parents at Guelph Lake. They collected wildflower seeds and then planted them on the site of the new Guelph Lake Nature Centre.

watershed.

August was a more variable month, with 45 per cent to 154 per cent of the long-term average rainfall. Weather events took place frequently during August, but amounts varied, since most rain fell during localized storms.

Temperatures during the first couple of weeks of September were well below the long-term average, but it became hot later in the month.

Water levels in the four large reservoirs are near their normal operating level for the time of year. River flows have been above low-flow targets.

GRCA staff is working with the flood coordinator from Haldimand County to plan a desktop emergency planning exercise based on a flood emergency for November.

New preschool program at Shade's Mills

Shade's Mills Nature Centre in Cambridge is setting out in a new direction and offering a six-week outdoor exploration program for parents and preschool children on Wednesday mornings, called Wild Wee Ones, starting October 4.

The Wild Wee Ones program brings nature-based education that has long been

provided to school children by the GRCA to younger kids.

This program is ideal for parents or guardians who are looking for ways to connect their children with nature and the outdoors at an early age. The registration fee for non-members is \$70 or \$50 for Grand River Parks members. This covers an adult with one or two young children, age two-and-a-half to five. Register and learn more

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

It is a summary of the September, 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*.

October 27 at 9:30 a.m.,
GRCA Administration Centre

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

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