



TOWNSHIP OF WILMOT

AD HOC BUDGET ADVISORY COMMITTEE AGENDA **Monday, January 15, 2018** **Wilmot Community Room** **5:30 P.M.**

DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

1. **Ad Hoc Budget Advisory Committee**
List of Action items from December 11, 2017 (for information only)
2. **REPORT NO. FIN 2018-01**
2017 Operating Summary

Recommendation

That Report FIN 2018-01, prepared by the Manager of Accounting, regarding the 2017 Operating Budget vs. Actual, for the year ended December 31, 2017, be endorsed.

3. **REPORT NO. FIN 2018-02**
Final Review of 2017 Capital Program

Recommendation

That report FIN 2018-02, prepared by the Manager of Accounting, regarding the 2017 Capital Program, for the period ending December 31, 2017, be endorsed.

4. **REPORT NO. FIN 2018-03**
Reserve and Reserve Funds (Un-audited)
For the year ended December 31, 2017

Recommendation

That Report FIN 2018-03, prepared by the Manager of Accounting, regarding Reserve and Reserve Funds, for the year ended December 31, 2017, be received for information purposes.

5. **REPORT NO. FIN 2018-04**
O. Reg 284/09 – Excluded Expense Estimate

Recommendation

That pursuant to Ontario Regulation 284/09, this report serve as a method for communicating the exclusion of estimated amortization expenses from the 2018 Municipal Budget.

MOTION TO RECONVENE FOLLOWING REGULAR COUNCIL (if necessary)

ADJOURNMENT



**TOWNSHIP OF WILMOT
ACTION ITEMS
AD HOC BUDGET ADVISORY COMMITTEE
Monday, December 11, 2017
Wilmot Community Room
5:30 P.M.**

DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

**1. REPORT NO. FIN 2017-39
2018 Taxation Policy**

That the Ad Hoc Budget Advisory Committee approve and recommend staff prepare the 2018 Budget based in principle on a targeted inflationary levy increase of 1.70%, plus an additional 0.25% increase to cover Bill 148 implications, which will be monitored.

**2. REPORT NO. FIN 2017-40
2018 Fees and Charges**

That the Ad Hoc Budget Advisory Committee approve and recommend to Council the Fees and Charges report dated December 11, 2017 be adopted;

And further, that the Fees and Charges By-Law be amended accordingly.

**3. REPORT NO. FIN 2017-41
2017 Municipal Grant Program**

That the Ad Hoc Budget Advisory Committee approve and recommend to Council the Municipal Grant Program as per Schedule A (as determined by committee);

And further, that \$44,247 in Municipal Grants be incorporated within the 2018 draft operating budget.

**4. REPORT NO. FIN 2017-42
2018 Discover Your Wilmot Program**

That Finance Report FIN 2017-42, regarding the status of the Discover Your Wilmot Program be received for information purposes.

ADJOURNMENT



Township of Wilmot **COMMITTEE REPORT**

REPORT NO. FIN 2018-01

TO: Ad Hoc Budget Advisory Committee

PREPARED BY: Ashton Romany, CPA
Manager of Accounting

DATE: January 15, 2018

SUBJECT: 2017 Operating Summary

Recommendation:

That Report FIN 2018-01, prepared by the Manager of Accounting, regarding the 2017 Operating Budget vs. Actual, for the year ended December 31, 2017, be endorsed.

Background:

As part of the annual budget process, the 2017 Operating Summary is provided. The attached report includes the un-audited general levy summary, which calculates the year-end transfer to reserves factoring in the annual tax levy, operating expenditures, debt repayments, grants, and any investment income. Following this summary statement is a department-level statement of operations with commentary. The final statement included is a review of user-pay operations and their respective transfers to reserves.

Discussion:

Net Transfer to Infrastructure Reserve Funds

The net transfer to infrastructure reserve funds for 2017, excluding any returns from the capital program, is projected to be approximately \$831,640 or \$277,213 to each fund (Equipment, Transportation, and Facilities). This is above the budgeted transfer of \$578,895, which consisted of \$204,645 in OMPF Funds and \$374,250 in general levy funds.

Overall operating revenues were slightly above budget at \$2.34M or 100.2% of budget; while operating costs over the course of the year resulted in overall operating expenditures of \$9.62M or 97.9% of budget.

The larger than anticipated revenues were the result of a mid-year increase in the prime interest rate, higher than anticipated supplementary taxes, and an increase in paid usage of community centres and facilities. Investment income for the year, which includes returns on investment from

Kitchener-Wilmot Hydro, was \$722,882, or 104% of budget, while supplementary taxes (net of write-offs) generated an additional \$16,470 over budget projections. Rental income at parks and community centres were \$150,374 or 113.8% of budget.

The savings in overall operating expenditures were generated by lower than anticipated insurance premiums, a reduction in legal fees incurred, lower than historical costs to maintain facilities, and most notably the Wilmot Recreation Complex, which generated just over \$99,000 in cost savings.

Winter Maintenance Reserve Fund

Winter Maintenance activities resulted in a net draw from their dedicated reserve fund, projected to be approximately \$19,563. This transfer is required to balance the higher than anticipated costs from winter maintenance activity performed in 2017. Surplus funds from years of lower than anticipated activity allow for the levy impact from Winter Maintenance to remain stable.

Water and Wastewater Transfer to Reserve Funds

Over the course of the 2017, non-billable sanitary flows rose due to an abnormal level of inflow and infiltration. As a result, the net transfer to Water and Wastewater Reserve Funds is projected to be approximately \$875,165 or 67.6% of Budget estimates. Staff will be looking into potential causes of infiltration across the sanitary network, and determine options to lower infiltration where possible.

This transfer will be distributed amongst the three utility reserve funds, based upon the actual results of 2017, and assist in funding future infrastructure replacement costs.

Cemetery Transfer to Reserve Funds

The net transfer to Cemetery Reserve Funds is slightly below budgetary estimates, due to lower than anticipated activity during the 2017 year. The projected transfer of \$11,263 will assist in further reducing the reserve fund deficit, which was the result of capital outlays associated with columbarium construction.

Building Transfer from Reserve Funds

Building activity was slightly higher than 2017 projection, as referenced in Building Statistics reporting. This resulted in less funds required to be transferred from the Building Reserve Fund to meet current year obligations. As per Bill 124 legislation, the building division must be self-sustainable through the development industry. Therefore, future growth will need to be achieved to eliminate the deficit within this obligatory reserve fund.

Consistent with quarterly reporting, operating revenue and expense lines are broken down within the attached statement, with comments on those items that have large variances from budget estimates.

Strategic Plan Conformity:

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

Financial Considerations:

The results contained within this report are preliminary and may vary slightly with year end adjustments. When results are finalized, the 2017 year end transfers to/from reserve funds will occur and audited financial statements will be compiled.

Conclusion:

The above report was completed based upon the financial information available at the time of the report itself. Staff from each department will be available to provide further commentary on any of the specific budget items requested.

Ashton Romany CPA
Manager of Accounting

Patrick Kelly CPA, CMA
Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer

**TOWNSHIP OF WILMOT
2017 OPERATING SUMMARY**

		2017 Budget	2017 Actual	Variance %
EXPENDITURES				
OPERATING (EXCLUDING USER-PAY DIVISIONS)		9,824,550	9,620,306	97.9%
TRANSFER TO CAPITAL PROGRAM ¹		1,714,200	1,714,214	100.0%
TRANSFER TO INFRASTRUCTURE RESERVE FUNDS ²		578,895	831,640	143.7%
<u>TOTAL EXPENDITURES FROM GENERAL LEVY</u>		<u>12,117,645</u>	<u>12,166,160</u>	<u>100.4%</u>
REVENUES				
TAXATION	2016 GENERAL LEVY	7,327,918	7,327,918	100.0%
	ASSESSMENT GROWTH (0.71%)	52,028	52,028	100.0%
	TAX INCREASE (1.70%)	125,459	125,469	100.0%
		7,505,405	7,505,415	100.0%
OPERATING (EXCLUDING USER-PAY DIVISIONS)		2,336,330	2,341,663	100.2%
PAYMENTS IN LIEU OF TAXES		186,610	185,430	99.4%
SUPPLEMENTARY TAXES (NET OF WRITE-OFFS) ³		30,000	46,470	154.9%
GRANTS ⁴		1,364,300	1,364,300	100.0%
INVESTMENT INCOME ⁵		695,000	722,882	104.0%
<u>TOTAL REVENUES TO GENERAL LEVY</u>		<u>12,117,645</u>	<u>12,166,160</u>	<u>100.4%</u>

NOTES:

- 1 Represents the portion of Capital Program funded from General Levy, as per Report FIN 2017-06.
- 2 Transfer to infrastructure reserve funds from General Levy (\$374,250), and 15% of OMPF (\$204,645).
- 3 Net impact reflects higher than historical Supplementary Taxes (\$95,799) and higher than historical write-offs (\$49,329).
- 4 Represents Township's allocation of funding under the Ontario Municipal Partnership Fund (OMPF).
- 5 Represents dividend (\$325,136) and investment income (\$291,071) from Kitchener-Wilmot Hydro, and general bank investment income (\$106,675).

**TOWNSHIP OF WILMOT
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees / Sale of Surplus Assets ¹	(48,580)	(65,275)	134.4%
Grant Funding - General Government ²	(47,230)	(46,197)	97.8%
Licenses and Fines ³	(82,900)	(86,025)	103.8%
Penalties & Interest Revenue ⁴	(261,500)	(264,590)	101.2%
	<u>(440,210)</u>	<u>(462,087)</u>	<u>105.0%</u>
<u>EXPENSES</u>			
Council ⁵	175,220	177,980	101.6%
CAO, Clerks	611,140	595,529	97.4%
Insurance ⁶	311,450	279,237	89.7%
Municipal Law Enforcement/Animal Control	215,230	202,361	94.0%
Municipal Election ⁷	15,780	15,658	99.2%
Financial Services	493,870	484,384	98.1%
IT Services ⁸	192,460	205,584	106.8%
	<u>2,015,150</u>	<u>1,960,732</u>	<u>97.3%</u>
<u>REVENUE</u>			
Fire Services Revenues ⁹	(27,850)	(19,688)	70.7%
	<u>(27,850)</u>	<u>(19,688)</u>	<u>70.7%</u>
<u>EXPENSES</u>			
Fire Services Administration	928,740	944,197	101.7%
Fire Services Operating Expenses ¹⁰	258,320	261,416	101.2%
	<u>1,187,060</u>	<u>1,205,614</u>	<u>101.6%</u>

**TOWNSHIP OF WILMOT
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges ¹¹	(16,850)	(20,802)	123.5%
Aggregate Resource Fees	(92,000)	(94,739)	103.0%
Grant Funding - Public Works	(9,000)	(8,013)	89.0%
	<u>(117,850)</u>	<u>(123,554)</u>	<u>104.8%</u>
<u>EXPENSES</u>			
Engineering Administration	162,250	164,451	101.4%
Roads Administration	604,680	603,686	99.8%
Roads Operating Expenses ¹¹	509,620	517,532	101.6%
Winter Control Expenses ¹²	401,930	401,930	100.0%
Municipal Drainage Operating Expenses ¹³	16,000	21,793	136.2%
Street Lighting Operating Expenses ¹⁴	145,000	145,000	100.0%
Crossing Guards Operating Expenses	48,160	48,000	99.7%
	<u>1,887,640</u>	<u>1,902,393</u>	<u>100.8%</u>
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ¹⁵	(1,415,320)	(1,411,167)	99.7%
Park, Facility and Community Centre Rental Revenue ¹⁶	(132,150)	(150,374)	113.8%
Grant Funding - Recreation and Facilities ¹⁷	(18,500)	(19,350)	104.6%
	<u>(1,565,970)</u>	<u>(1,580,891)</u>	<u>101.0%</u>
<u>EXPENSES</u>			
Recreation Administration	689,680	686,676	99.6%
Wilmot Recreation Complex Administration	1,565,870	1,522,836	97.3%
Wilmot Recreation Complex Operating Expenses ¹⁸	969,100	912,280	94.1%
Parks & Facilities Administration	487,450	493,503	101.2%
Parks and Community Centre Operating Expenses ¹⁹	345,440	320,946	92.9%
Municipal Facilities Operating Expenses	170,950	160,194	93.7%
Abandoned Cemetery Operating Expenses	3,000	3,007	100.2%
	<u>4,231,490</u>	<u>4,099,442</u>	<u>96.9%</u>

**TOWNSHIP OF WILMOT
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events ²⁰	(47,740)	(49,475)	103.6%
Grant Funding - Castle Kilbride	(25,310)	(23,749)	93.8%
	(73,050)	(73,223)	100.2%
<u>EXPENSES</u>			
Castle Kilbride Administration	216,960	213,308	98.3%
Castle Kilbride Operating Expenses ²¹	46,530	45,988	98.8%
Archives Operating Expenses	1,550	1,441	93.0%
Heritage Wilmot Operating Expenses	9,840	8,193	83.3%
	274,880	268,931	97.8%
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees ²²	(106,900)	(78,588)	73.5%
Business Licensing	(4,500)	(3,632)	80.7%
	(111,400)	(82,220)	73.8%
<u>EXPENSES</u>			
Planning ²³	173,330	131,872	76.1%
Economic Development ²⁴	55,000	51,323	93.3%
	228,330	183,195	80.2%
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	(2,336,330)	(2,341,663)	100.2%
<u>EXPENSES</u>	9,824,550	9,620,306	97.9%
<u>NET GENERAL LEVY EXPENDITURE</u>	7,488,220	7,278,642	97.2%

NOTES:

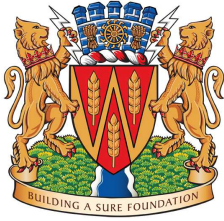
- 1 Sale of Surplus Assets (\$5,538); Tax Certificate Fees (\$20,445); Payment Processing/NSF Fees (\$12,970); Tax Statements (\$1,705); Water Statements (\$130); Rebates (\$10,888); Tax Sale Admin Fees (\$4,600); Land Rentals (\$2,625); Commissioning's (\$1,940); FOI Fees (\$149); Death Registrations (\$860); and Miscellaneous Fees (\$3,425).
- 2 Includes Grant Funding from KWCF (\$45,000); and Summer by-law enforcement student grant (\$1,197).
- 3 Includes Dog and Kennel Licenses (\$46,731); Parking Fines (\$10,250); Marriage Licenses (\$17,350); Property Standards Fees (\$3,178); Provincial Offences (\$4,255); Lottery Licenses (\$4,261).
- 4 Penalty and Interest on overdue Water Accounts (\$64,614); Penalty and Interest on overdue Tax Accounts (\$199,976).
- 5 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).
- 6 Expenditures are combination of annual premium (\$245,374) net of premiums transferred to user-pay divisions (\$19,547), and include self-insured deductible expenses (\$53,410). Annual increases to premiums were less than anticipated through calculations provided by WRMIP.
- 7 Annual transfer to cover costs associated with 2018 municipal election (\$13,750), maintenance of Municipal voters' list (\$1,526) and election training costs (\$382).
- 8 Includes unbudgeted ActiveNet software maintenance fees (\$9,370), these negotiated software fees will be incorporated in to future year operating budgets.
- 9 Includes Boundary Fire Service Agreement with Blandford-Blenheim (\$5,055); Fire Permits (\$4,421) and revenue from billable calls (\$10,213). Income from billable calls was well below historical levels. Expansion of the fees and charges schedule will ensure optimal revenue capture from billable incidents in 2018. In addition, staff are working with MTO to gain access to information to assist in billing for Motor Vehicle Collisions.
- 10 Includes unbudgeted Minor Capital emergency repair on station 1 parking lot (\$2,738).
- 11 Higher than anticipated billable works performed and received during the course of the year on boundary roads.
- 12 Includes transfer from the dedicated Winter Maintenance Reserve Fund (\$19,563) as per the Reserve Fund By-Law. Heavy snowfall in December especially over the holidays resulted in an annual operating deficit from winter operations.
- 13 Higher than anticipated activity performed by drainage superintendent during 2017. 2018 operating estimate will reflect trend of higher activity levels.
- 14 Includes allocation of operating surplus to dedicated Street Light Reserve Fund (\$2,019). Savings will be transferred annually to reimburse costs associated with LED Street Light Conversion.
- 15 Revenues include: Ice Rentals (\$681,941); Aquatics (\$465,057); Programming (\$63,102); Concessions (\$111,303); Room/Field Rentals (\$43,424); Advertising/Promotional Fees (\$24,475); Other (\$21,865)
- 16 Includes Rental income from NH Arena/CC (\$22,979); Baden (\$16,179); Haysville (\$11,168); Mannheim (\$17,999); New Dundee (\$28,664); New Hamburg (\$27,984); Petersburg (\$11,931); St. Agatha (\$11,658); Other (\$1,812).
- 17 Represents one-time Grant funding provided under the Healthy Kids Community Challenge.
- 18 Includes unbudgeted Minor Capital replacement of a popcorn machine (\$1,250) and emergency repair on leisure pool impeller (\$2,261).
- 19 Includes unbudgeted Minor Capital emergency door replacement at New Hamburg Arena (\$2,100).
- 20 Admissions (\$19,120); Programming (\$8,851); Special Events (\$9,837); Gift Shop (\$3,562); Other (\$8,105).
- 21 Expenditures include membership with Waterloo Region Tourism Marketing Corporation (WRTMC) (\$10,000); and marketing/promotional materials (\$15,077).
- 22 Zone Change Applications (\$24,000); Site Plan Approval/Revisions (\$6,500); Condo Applications (\$11,066); Subdivision Application (\$10,090); Consent Applications (\$7,750); Minor Variances (\$7,500); Compliance Letters (\$5,950); Other Fees (\$5,732). Amount of applications received during the year were less than anticipated, this was offset by reduction in salaries due to completion of official plan in-house.
- 23 Expenditures are net of re-allocation of staff salaries for works associated with the Official Plan capital project (\$37,970).
- 24 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)	(5,000,338)	97.2%
Utilities Sales, Service Charges ²	(60,000)	(71,563)	119.3%
	<u>(5,204,230)</u>	<u>(5,071,901)</u>	<u>97.5%</u>
<u>EXPENSES</u>			
Water/Sanitary Administration	521,690	525,607	100.8%
Water/Sanitary Operating Expenses ³	646,890	659,364	101.9%
Water Regional Charges ⁴	1,328,000	1,357,591	102.2%
Sanitary Regional Charges ⁴	1,412,170	1,654,175	117.1%
	<u>3,908,750</u>	<u>4,196,737</u>	<u>107.4%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁵</u>	<u>(1,295,480)</u>	<u>(875,165)</u>	<u>67.6%</u>
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees ⁶	(69,850)	(54,781)	78.4%
Cemetery Investment Income	(3,500)	(4,006)	114.5%
	<u>(73,350)</u>	<u>(58,787)</u>	<u>80.1%</u>
<u>EXPENSES</u>			
Cemetery Administration	23,720	19,428	81.9%
Cemetery Operating Expenses	32,940	28,096	85.3%
	<u>56,660</u>	<u>47,523</u>	<u>83.9%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁷</u>	<u>(16,690)</u>	<u>(11,263)</u>	<u>67.5%</u>
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ⁸	(503,000)	(565,926)	112.5%
	<u>(503,000)</u>	<u>(565,926)</u>	<u>112.5%</u>
<u>EXPENSES</u>			
Building Administration	394,480	377,560	95.7%
Building Operating Expenses	203,290	199,396	98.1%
	<u>597,770</u>	<u>576,956</u>	<u>96.5%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁹</u>	<u>94,770</u>	<u>11,030</u>	<u>11.6%</u>

NOTES:

- 1 Represents lower than anticipated growth in Township wide billable water and sanitary consumption.
- 2 Includes (\$8,064) of unanticipated cost recovery billings for works performed throughout the year.
- 3 Includes unbudgeted Minor Capital emergency lift station repairs (\$5,424).
- 4 Reflects flows from/to the Region of Waterloo. Sanitary flows are higher than the preceding 3-year average due to higher levels of infiltration of non-billable flows into the sewer network. Staff will incorporate increased sanitary flows into the 2018 operating budget and investigate causes of higher levels of infiltration.
- 5 This anticipated transfer will be distributed amongst the three (3) utility reserve funds, and reflects the lower than anticipated user fees and higher than anticipated regional charges.
- 6 Reflects lower than anticipated activity at Riverside Cemetery.
- 7 This anticipated transfer will be allocated to the Cemetery Reserve Fund, and will assist in reducing the current deficit of \$65,850 in this Reserve Fund.
- 8 Building activity was higher than budget projections in the current year, as referenced in Building Statistics Reporting from Development Services.



Township of Wilmot **COMMITTEE REPORT**

REPORT NO.	FIN 2018-02
TO:	Ad Hoc Budget Advisory Committee
PREPARED BY:	Ashton Romany, CPA Manager of Accounting
DATE:	January 15, 2018
SUBJECT:	Final Review of 2017 Capital Program

Recommendation:

That report FIN 2018-02, prepared by the Manager of Accounting, regarding the 2017 Capital Program, for the period ending December 31, 2017, be endorsed.

Background:

The attached report is presented to provide the Ad-Hoc Budget Advisory Committee with information concerning the status of Township's 2017 Capital Program. The structure of the report is divided into two separate columns; the first column outlines the current year Capital Budget of funding and expenditures. The total budget value of the Township's 2017 Capital Program is \$8,949,690. The second column outlines the total funding available and actual expenditures across the entire capital program. This column includes amounts carried forward from previous years for multi-year projects.

Discussion:

The total unexpended funding across the Township's entire Capital program as of statement date is approximately \$5.3 Million. The majority of this funding relates to the Wilmot Employment Lands works, scheduled to commence in 2018. It is important to note funding is being carried forward to 2018 for this and other multi-year projects; however, the unexpended funds on completed projects, will be returned to their original funding source as part of year end processing.

In total, thirty-six (36) projects will be closed as part of year end processing and twenty-seven (27) projects will be carried forward into 2018. Several of the carry-forward projects are anticipated to be completed early in 2018, including the St. Agatha Municipal Drain, LED Street Lighting Conversion, and the FlexNet Wireless Meter Reading Upgrades. Other projects will continue throughout 2018, including Holland Mills Bridge, Hannah and Lewis Street Reconstruction and the Wilmot Employment Lands.

Strategic Plan Conformity:

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

Financial Considerations:

Projects that were completed within fiscal 2017 will be closed to ensure that actual funding and expenditures for projects are balanced. Any excess funding will be allocated to the original funding source and as a result, \$91,850 will be transferred to the Township's Infrastructure Reserve Funds.

Budgeted Capital Expenditures from General Levy	\$1,714,200
Actual Capital Expenditures from General Levy	<u>(1,622,350)</u>
Net Transfer to Infrastructure Reserve Funds	<u>\$ 91,850</u>

These funds will be distributed evenly amongst the Infrastructure Reserve Funds for Equipment, Transportation and Facilities, in accordance with Township policy.

Conclusion:

Each outstanding capital project outlined in this report is expected to be completed within budget, with the exception of projects receiving additional funding approval from Council. In addition, all projects are expected to be completed within the time-frame specified by the individual department heads.

Ashton Romany, CPA

Manager of Accounting

Patrick Kelly, CPA, CMA

Director of Finance

Grant Whittington

Reviewed by 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)	
	-	(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)	
	(27,000.00)	(27,000.00)	
Expenditures	27,000.00	29,387.63	
	27,000.00	29,387.63	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		108.84%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,387.63	
<u>NETWORK INFRASTRUCTURE UPDATES AND REPLACEMENTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(22,000.00)	(22,000.00)	
	(22,000.00)	(22,000.00)	
Expenditures	22,000.00	23,612.95	
	22,000.00	23,612.95	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		107.33%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,612.95	

**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 substantially completed, remaining work require field visits being undertaken with anticipated completion in Q1 2018.
Contribution from Grants	(67,500.00)	(50,534.78)	
	<u>(90,000.00)</u>	<u>(73,034.78)</u>	
<u>EXPENSES</u>			
Expenditures	90,000.00	71,244.53	
	<u>90,000.00</u>	<u>71,244.53</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		97.55%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,790.25)	
<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>		89.64%	
<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)	(46,378.50)	
	(365,000.00)	(398,998.50)	
Expenditures	365,000.00	561,466.47	Project substantially completed. Additional costs were the result of bidding environment which generate higher road and underground reconstruction costs throughout the Region. Remaining CWWF funding to be allocated upon release of construction holdbacks.
	365,000.00	561,466.47	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		140.72%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	162,467.97	

**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)	
Expenditures	-	49,945.24	
	-	49,945.24	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		48.02%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(54,054.76)	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.

**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	-	(47,134.00)	
	<u>-</u>	<u>(79,704.00)</u>	Project substantially completed. Actual cost schedule to be received from the Drainage Superintendent for Council approval.
<u>EXPENSES</u>			
Expenditures	-	464,175.66	
	<u>-</u>	<u>464,175.66</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		582.37%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	384,471.66	
<u>WILMOT-EASTHOPE ROAD CULVERT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(66,000.00)	
Contribution from Grant (OCIF)	(285,000.00)	(285,000.00)	
Contribution from Perth East	(45,000.00)	(45,000.00)	
	<u>(330,000.00)</u>	<u>(396,000.00)</u>	Project Completed.
Expenditures	330,000.00	346,725.72	
	<u>330,000.00</u>	<u>346,725.72</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		87.56%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(49,274.28)	
<u>HOLLAND MILLS BRIDGE</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(217,100.00)	(217,100.00)	
Contribution from Grant - OCIF Top Up	(64,200.00)	(659,006.15)	
	<u>(281,300.00)</u>	<u>(876,106.15)</u>	Project File Report endorsed by Council on September 25, 2017, as per Council Report PW 2017-18. OCIF top-up of funding totalling \$1,198,200 was approved for this project, with funding allocated in 2017 and 2018.
Expenditures	281,300.00	72,095.86	
	<u>281,300.00</u>	<u>72,095.86</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		8.23%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(804,010.29)	

**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)	-	
	(18,000.00)	(17,000.00)	Project completed.
<u>EXPENSES</u>			
Expenditures	18,000.00	15,671.04	
	18,000.00	15,671.04	
<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)	-	Clean Water Wastewater Fund (CWWF) grant
Contribution from Region	(427,440.00)	-	funding approved in the amount of \$706,155. Pre-
	(4,102,790.00)	(3,116,095.00)	application consultation with staff, agencies in the
Expenditures	4,102,790.00	8,911.83	fall of 2017. Anticipate formal Draft Plan
	4,102,790.00	8,911.83	application in Q1 2018.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.29%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,183.17)	
<u>HOT MIX PAVING PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Federal Gas Tax	(253,000.00)	(253,000.00)	
	(253,000.00)	(253,000.00)	Project completed.
Expenditures	253,000.00	223,710.43	
	253,000.00	223,710.43	
<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)	
Contribution from Federal Gas Tax	(359,270.00)	(359,270.00)	
	(622,500.00)	(622,500.00)	Project completed.
<u>EXPENSES</u>			
Expenditures	622,500.00	582,170.03	
	622,500.00	582,170.03	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		93.52%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,329.97)	
<u>HANNAH AND LEWIS STREET RECONSTRUCTION - ENG. SERV</u>			
<u>FUNDING</u>			
Contribution from General Levy	(28,000.00)	(28,000.00)	
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)	Contract awarded to AECOM for \$91,148 (net of HST rebate), as per Council Report PW 2017-16.
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)	
Contribution from Grant (OMAFRA)	(37,000.00)	(35,259.04)	
Contribution from Landowners	(34,400.00)	(118,754.99)	
Contribution from Region of Waterloo	(66,400.00)	(126,084.17)	
	(208,600.00)	(350,898.20)	Project completed. Remaining funds will be contributed from the general levy in closing of the 2017 capital program.
Expenditures	208,600.00	400,499.02	
	208,600.00	400,499.02	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		114.14%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	49,600.82	

**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)	
	(30,000.00)	(30,000.00)	Project Completed.
<u>EXPENSES</u>			
Expenditures	30,000.00	20,026.37	
	30,000.00	20,026.37	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		66.75%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(9,973.63)	
<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)	-	
	(204,000.00)	(329,000.00)	Contract awarded to Fairway Electrical, for 394,829 (net of HST rebate), as per Council report PW 2016-20. Project is substantially complete in Wilmot, with deficiencies and final contract elements left to complete.
Expenditures	204,000.00	361,277.66	
	204,000.00	361,277.66	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		109.81%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	32,277.66	
<u>SIDEWALKS - VARIOUS LOCATIONS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(85,000.00)	(85,000.00)	
	(85,000.00)	(85,000.00)	Project Completed.
Expenditures	85,000.00	59,519.22	
	85,000.00	59,519.22	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		70.02%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,480.78)	

**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>			Project Completed.
Expenditures	50,000.00	48,401.11	
	50,000.00	48,401.11	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		96.80%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,598.89)	
<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	Project completed.
	12,000.00	12,149.13	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		101.24%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	149.13	
<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	Project completed.
	16,000.00	21,645.72	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		135.29%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,645.72	

**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 Q2 2018.
	(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)	2016 and 2017 planting works completed, remaining funds will be incorporated into 2018 reforestation program.
	(45,000.00)	(115,000.00)	
Expenditures	45,000.00	108,940.01	
	45,000.00	108,940.01	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		94.73%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(6,059.99)	

**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)	
	-	(30,000.00)	
<u>EXPENSES</u>			Project Completed.
Expenditures	-	26,141.98	
	-	26,141.98	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		87.14%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,858.02)	
<u>REPLACE 2005 TRACTOR/LOADER</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
Contribution from Reserve Fund	(30,000.00)	(30,000.00)	
Sale of Surplus Assets	(5,000.00)	(17,814.93)	
	(65,000.00)	(77,814.93)	Project Completed.
Expenditures	65,000.00	65,864.16	
	65,000.00	65,864.16	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		84.64%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,950.77)	
<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
Contribution from Development Charges	(382,500.00)	(382,500.00)	undertaken by WRDSB consultants. A construction
	(500,000.00)	(500,000.00)	cost sharing agreement and field maintenance
Expenditures	500,000.00	-	agreement between the Township and WRDSB is
	500,000.00	-	pending. Board staff hope to release a tender for
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	construction in early 2018.
<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 early 2018.
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)	New/additional signage to be designed and ordered for WRC trail. Installation anticipated to be complete in Q2 2018.
	<u>(10,000.00)</u>	<u>(10,000.00)</u>	
Expenditures	10,000.00	408.87	
	<u>10,000.00</u>	<u>408.87</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		4.09%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(9,591.13)	
<u>LASCHINGER WOODS TRAIL DEVELOPMENT</u>			
<u>FUNDING</u>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	Trails Interdepartmental Working Group staff are reviewing project specifications and the process of removing hazardous trees.
	<u>-</u>	<u>(20,000.00)</u>	
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WRC/SCHMIDT WOODS TRAIL</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(200,000.00)	
Contribution from Canada 150	-	(112,704.66)	
Contribution from Trails Trust Fund	-	(24,000.00)	
	-	(336,704.66)	Project substantially completed, remaining funding from Canada 150 program to be allocated upon release of holdbacks.
Expenditures	-	360,759.63	
	-	360,759.63	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		107.14%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	24,054.97	

<u>A/C UNIT REPLACEMENT - 121 HURON ST</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(30,000.00)	
	-	(30,000.00)	Project completed. Costs savings associated with works performed in-house by HVAC technician.
<u>EXPENSES</u>			
Expenditures	-	19,677.76	
	-	19,677.76	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		65.59%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,322.24)	

<u>PARKING LOT DRAINAGE - SENIOR'S WOODWORKING SHOP</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
Contribution from Reserve Fund	(28,000.00)	(28,000.00)	
	(28,000.00)	(40,000.00)	Project anticipated to be completed by Q3 2018.
<u>EXPENSES</u>			
Expenditures	28,000.00	-	
	28,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<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 late Q3 2018.
Contribution from Development Charges	(21,600.00)	(21,600.00)	
	<u>(30,000.00)</u>	<u>(30,000.00)</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)	Additional works to be completed in other areas within the admin complex in summer 2018.
	<u>(30,000.00)</u>	<u>(60,000.00)</u>	
Expenditures	30,000.00	28,825.85	
	<u>30,000.00</u>	<u>28,825.85</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		48.04%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(31,174.15)	
<u>ADMINISTRATION BUILDING - WINDOWS/GLASS REPAIR</u>			
<u>FUNDING</u>			
Contribution from General Levy	(31,000.00)	(31,000.00)	Project completed.
	<u>(31,000.00)</u>	<u>(31,000.00)</u>	
Expenditures	31,000.00	36,124.80	
	<u>31,000.00</u>	<u>36,124.80</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		116.53%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,124.80	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NH ARENA ENGINEERING/RE-COMMISSIONING STUDY</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(8,400.00)	(8,400.00)	Project anticipated to be complete in Q4 2018.
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>EMERGENCY POOL FILTER TANK REPLACEMENTS</u>			
<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	
<u>REPLACE FLOOR SCRUBBER MACHINE - WRC</u>			
<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)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>LED LIGHTING RETROFITS - WRC</u>			
<u>FUNDING</u>			
Contribution from General Levy	(45,000.00)	(45,000.00)	LED fixture installations for the twin arenas occurred in second week of 2018. 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)	-	
	<u>(200,000.00)</u>	<u>(66,674.00)</u>	
Expenditures	200,000.00	123.23	
	<u>200,000.00</u>	<u>123.23</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.18%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(66,550.77)	
<u>WILMOT POOL DEMOLITION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	-	Project substantially completed, Township share of costs will be funded from the Infrastructure Reserve Fund – Facilities.
Contribution from WRDSB	-	(26,282.46)	
	<u>-</u>	<u>(26,282.46)</u>	
Expenditures	-	52,564.92	
	<u>-</u>	<u>52,564.92</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		200.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	26,282.46	
<u>BECK PARK - TENNIS COURT REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(117,000.00)	Project completed.
	<u>-</u>	<u>(117,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	121,829.09	
	<u>-</u>	<u>121,829.09</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		104.13%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	4,829.09	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MANNHEIM CC DOOR REPLACEMENTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,750.00)	(15,750.00)	Purchase order issued. Works anticipated to be complete by Q2 2018.
	(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)	
<u>NEW DUNDEE COMMUNITY CENTRE - HVAC REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(38,000.00)	Project Completed.
	-	(38,000.00)	
Expenditures	-	36,228.36	
	-	36,228.36	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		95.34%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,771.64)	
<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)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<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)	Project completed. Savings were the result of a competitive bidding environment for these services.
Contribution from Trust Fund	(12,500.00)	(12,542.92)	
	<u>(183,250.00)</u>	<u>(183,292.92)</u>	
Expenditures	183,250.00	119,982.57	
	<u>183,250.00</u>	<u>119,982.57</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		65.46%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(63,310.35)	
<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. Painting and lighting works to be completed in Q2 2018.
Contribution from Grant - Canada 150	(46,666.00)	(20,405.81)	
	<u>(140,000.00)</u>	<u>(113,739.81)</u>	
Expenditures	140,000.00	61,223.54	
	<u>140,000.00</u>	<u>61,223.54</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		53.83%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(52,516.27)	
<u>NEW DUNDEE BANDSHELL & UPPER FAÇADE 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 Q2 2018.
	<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)	

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

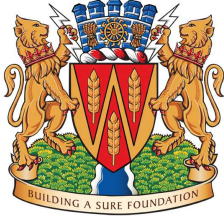
Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NORM HILL PARK - MATERIAL STORAGE BUNKERS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	Project anticipated to be completed in Q4 2018.
	-	(12,000.00)	
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	
<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. Engineering works will continue in 2018, with construction occurring in 2019. Anticipated costs of construction will be incorporated into 10-Year Capital forecast.
	(58,000.00)	(58,000.00)	
Expenditures	58,000.00	16,610.51	
	58,000.00	16,610.51	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		28.64%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(41,389.49)	
<u>SCOTT PARK PLAYGROUND REPLACEMENT - NEW HAMBURG</u>			
<u>FUNDING</u>			
Contribution from General Levy	(88,000.00)	(88,000.00)	Project completed.
	(88,000.00)	(88,000.00)	
<u>EXPENSES</u>			
Expenditures	88,000.00	82,345.72	
	88,000.00	82,345.72	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		93.57%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,654.28)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>PETERSBURG PARK PARKING LOT RESURFACING</u>			
<u>FUNDING</u>			
Contribution from General Levy	(4,200.00)	(4,200.00)	
Contribution from Development Charges	(13,800.00)	(13,800.00)	
	<u>(18,000.00)</u>	<u>(18,000.00)</u>	Project Completed.
Expenditures	18,000.00	12,517.06	
	<u>18,000.00</u>	<u>12,517.06</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		69.54%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,482.94)	
<u>HERITAGE WILMOT - GRANDSTAND MURALS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(38,000.00)	
	<u>-</u>	<u>(38,000.00)</u>	Project anticipated to be complete by the end of Q2 2018.
<u>EXPENSES</u>			
Expenditures	-	22,799.53	
	<u>-</u>	<u>22,799.53</u>	
<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)	
	<u>(25,000.00)</u>	<u>(25,000.00)</u>	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 by Q3 2018.
<u>EXPENSES</u>			
Expenditures	25,000.00	13,999.55	
	<u>25,000.00</u>	<u>13,999.55</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		56.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,000.45)	

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

Project	2017 Total Budget	Total Funding Available / Actuals to Date	Comments
OFFICIAL PLAN UPDATE			
<u>FUNDING</u>			
Contribution from General Levy	-	(27,608.00)	The adopted Official Plan Amendment has been provided to the Region of Waterloo for final approval.
Contribution from Development Charges	-	(22,392.00)	
	<u>-</u>	<u>(50,000.00)</u>	
Expenditures	-	48,372.08	
	<u>-</u>	<u>48,372.08</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		96.74%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,627.92)	
TOTAL FUNDING CAPITAL PROGRAM	(8,949,690.00)	(10,711,118.16)	
TOTAL EXPENDITURES	8,949,690.00	5,430,229.07	
(UNEXPENDED)/UNFUNDED CAPITAL	<u>-</u>	<u>(5,280,889.09)</u>	
% of Funding Spent		50.70%	



Township of Wilmot **COMMITTEE REPORT**

REPORT NO.	FIN 2018-03
TO:	Ad Hoc Budget Advisory Committee
PREPARED BY:	Ashton Romany, CPA Manager of Accounting
DATE:	January 15, 2018
SUBJECT:	Reserve and Reserve Funds (Un-audited) For the year ended December 31, 2017

Recommendation:

That Report FIN 2018-03, prepared by the Manager of Accounting, regarding Reserve and Reserve Funds, for the year ended December 31, 2017, be received for information purposes.

Background:

Attached is the Reserves and Reserve Funds Statement for the year ended December 31, 2017. This statement summarizes all Reserves and Reserve Funds activities within the year.

Discussion:

Infrastructure Reserve Fund Transfers (Equipment, Transportation, Facilities)

The 2017 operating budget included an approximate transfer of \$578,895 to the infrastructure reserve funds. This was a combination of 15% of OMPF funding or \$204,645, and \$374,250 of general levy dollars.

The combination of budgeted allocations and year end transfers generates an annual net transfer of \$923,490, or \$307,830 to each of the three (3) infrastructure reserve funds (Equipment, Transportation and Facilities). This increase will further assist with future infrastructure requirements as noted within the Township's Asset Management Plan.

Development Charges Reserve Funds

The categories of development charges and future needs were reviewed in detail as part of the DC Background Study in 2014. The 2017 DC contributions to 2017 capital exceeded collections and investment income during 2017, thereby decreasing the fund balance by approximately

\$2.7M. This excess was primarily due to funding allocations to the Employment Lands project. Future collections will assist in recovering DC balances to fund growth related capital requirements over the long-term.

Street Lighting Infrastructure Reserve Funds

The 2017 Capital budget allocated funding of \$129,000 from the Infrastructure Reserve Fund – Street Lighting, towards the LED Street Light Conversion project. This transfer represents internal financing for the project, which will be reimbursed to the reserve fund through operational cost savings associated with LED lights, over the next several years. Approximately \$2,018 in savings were generated in 2017 due to LED installation occurring in late 2017. This amount will be returned to the reserve fund to reimburse the internal financing; it is anticipated 2018 reimbursement will significantly increase with full year worth of energy savings.

Water/Sanitary Infrastructure Reserve Funds

The 2017 user-pay budget included a combined transfer of \$1.3 million to the three (3) Utility Infrastructure Reserve Funds. Actual transfers are projected to miss this target by approximately \$440,503, due to higher than projected Regional sanitary charges. Current and future collection of funds will assist with future water/sanitary capital expenditures, outlined in the Township Asset Management Plan.

Cemetery Infrastructure Reserve Funds

The 2017 operating budget at Riverside Cemetery projected a \$16,690 transfer to reserves. With lower than anticipated cemetery activity during 2017, a total transfer of \$11,263 is projected for the fiscal year. Cemetery operations are a user-pay service, and this transfer will assist in offsetting 2017 transfers to capital of \$42,000; bring the deficit within the cemetery reserve funds to \$65,850.

Building Reserve Fund (Bill 124)

As per Bill 124 legislation, the building division must be self-sustainable through the development industry. 2017 results will continue to move the overall Building Reserve Fund further into a deficit position, which will require replenishment through future operating surpluses. The transfer to operating in 2017 will bring the existing deficit in the Building Reserve Fund to \$737,471.

Strategic Plan Conformity:

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

Financial Considerations:

The results contained within this report are preliminary and may vary slightly with year-end adjustments. When results are finalized, the 2017 year end transfers to/from reserve funds will occur, and audited financial statements will be compiled.

Conclusion:

The above report was completed based upon the financial information available at the time of the report itself, and contains projected year end transfers. Staff will incorporate the status of municipal reserve funds into the 2018 capital budget and 10-year capital forecast.

Ashton Romany, CPA

Manager of Accounting

Patrick Kelly, CPA, CMA

Director of Finance

Grant Whittington

Reviewed by Chief Administrative Officer

Township of Wilmot
Reserves and Reserve Fund (un-audited)
For the year ended December 31, 2017

	Opening Balance 12/31/16	Budget Allocations (to)/ from Revenue Fund	Contributions Received	2017 Interest Allocation	Transfers (to) / from Capital Fund	Preliminary Balance 12/31/17	Year-End Transfers to/(from) Reserve Funds	Ending Balance 12/31/17
<u>Reserves</u>								
Working Funds	383,388.22	-	-	-	-	383,388.22	-	383,388.22
Total Reserves	383,388.22	-	-	-	-	383,388.22	-	383,388.22
<u>Reserve Funds</u>								
<i>Obligatory</i>								
Development Charges	1,148,416.72	-	715,041.38	3,957.55	(3,451,615.00)	(1,584,199.35)	-	(1,584,199.35)
Parkland (Cash-in-lieu)	1,330,930.02	-	31,650.04	12,385.39	-	1,374,965.45	-	1,374,965.45
Federal Gas Tax	42,224.69	-	594,786.96	258.09	(612,270.00)	24,999.74	-	24,999.74
Building Services (Bill 124)	(745,646.65)	(94,768.35)	-	(3,294.60)	-	(843,709.60)	83,738.23	(759,971.37)
Total Obligatory Reserve Funds	1,775,924.78	(94,768.35)	1,341,478.38	13,306.43	(4,063,885.00)	(1,027,943.76)	83,738.23	(944,205.53)
<i>Discretionary</i>								
Elections Reserve Fund	27,112.45	13,750.00	-	305.06	-	41,167.51	-	41,167.51
Infrastructure Reserve Fund - IT Services	860.27	-	-	7.91	-	868.18	-	868.18
Self-Insurance Reserve Fund	20,000.00	-	-	184.16	-	20,184.16	-	20,184.16
Infrastructure Reserve Fund - Equipment	604,664.82	192,965.00	-	5,859.49	(86,527.66)	716,961.65	114,865.08	831,826.73
Infrastructure Reserve Fund - Transportation	1,074,179.25	192,965.00	-	9,074.28	(276,498.92)	999,719.61	114,865.09	1,114,584.70
Baden West Noise Wall Reserve Fund	69,359.42	-	-	638.59	-	69,998.01	-	69,998.01
Hamilton Road Noise Wall Reserve Fund	137,218.80	-	-	1,263.38	-	138,482.18	-	138,482.18
Winter Maintenance Reserve Fund	140,946.81	-	-	1,297.70	-	142,244.51	(19,560.43)	122,684.08
Infrastructure Reserve Fund - Street Lighting	(151,708.98)	-	-	(1,008.57)	(129,000.00)	(281,717.55)	2,018.54	(279,699.01)
Infrastructure Reserve Fund - Facilities	910,012.63	192,965.00	-	7,194.62	(331,720.08)	778,452.17	114,865.08	893,317.25
Heritage Wilmot Reserve Fund	1,201.81	-	-	11.05	-	1,212.86	-	1,212.86
Heritage Lighting Reserve Fund (Petersburg Subdivision)	5,579.34	-	-	51.33	-	5,630.67	-	5,630.67
Sub-total	2,839,426.62	592,645.00	-	24,879.00	(823,746.66)	2,633,203.96	327,053.36	2,960,257.32

Township of Wilmot
Reserves and Reserve Fund (un-audited)
For the year ended December 31, 2017

	Opening Balance 12/31/16	Budget Allocations (to)/ from Revenue Fund	Contributions Received	2017 Interest Allocation	Transfers (to) / from Capital Fund	Preliminary Balance 12/31/17	Year-End Transfers to/(from) Reserve Funds	Ending Balance 12/31/17
<u>User-pay</u>								
Infrastructure Reserve Fund - Water	2,089,445.08	646,096.02	-	19,036.17	(48,620.00)	2,705,957.27	(64,901.99)	2,641,055.28
Infrastructure Reserve Fund - Water Meter	219,411.01	65,124.00	-	1,680.14	(22,500.00)	263,715.15	(41,606.84)	222,108.31
Infrastructure Reserve Fund - Sanitary	1,712,955.27	584,251.94	-	15,709.05	(33,794.85)	2,279,121.41	(313,798.42)	1,965,322.99
Infrastructure Reserve Fund - Cemetery	(34,849.77)	16,680.06	-	(264.10)	(42,000.00)	(60,433.81)	(5,416.65)	(65,850.46)
Sub-total - User- pay	3,986,961.59	1,312,152.02	-	36,161.26	(146,914.85)	5,188,360.02	(425,723.90)	4,762,636.12
Total Discretionary Reserve Funds	6,826,388.21	1,904,797.02	-	61,040.26	(970,661.51)	7,821,563.98	(98,670.54)	7,722,893.44
Total Reserves and Reserve Funds	8,985,701.21	1,810,028.67	1,341,478.38	74,346.69	(5,034,546.51)	7,177,008.44	(14,932.31)	7,162,076.13



Township of Wilmot **COMMITTEE REPORT**

REPORT NO.	FIN 2018-04
TO:	Ad Hoc Budget Advisory Committee
PREPARED BY:	Patrick Kelly CPA, CMA Director of Finance
DATE:	January 15, 2018
SUBJECT:	O. Reg 284/09 – Excluded Expense Estimate

Recommendation:

That pursuant to Ontario Regulation 284/09, this report serve as a method for communicating the exclusion of estimated amortization expenses from the 2018 Municipal Budget.

Background:

Ontario Regulation 284/09 states that municipal budgets may exclude from estimated expenses, amortization expenses on tangible capital assets, post-employment benefits expenses and solid waste landfill closure and post-closure expenses. In addition, a report about the excluded expenses and their impact on the accumulated surplus shall be approved by Council and adopted by resolution within 60 days of completing the Consolidated Financial Statements.

Section 290 of the Municipal Act requires municipalities to prepare balanced budgets which include all of the expenditures and revenues for the taxation year. The adoption of full accrual accounting within the Public Sector Accounting Board (PSAB) handbook require municipalities to report on expenses instead of expenditures. Expenditures represent outlays of assets to purchase goods and services. Expenses represent the consumption of assets to provide goods, services and intangibles. Expenses include amortization of tangible capital assets over their useful lives, change in liabilities for post-employment benefits and change in liabilities for solid waste landfill closure and post-closure.

Discussion:

The Township is not impacted by post-employment benefit expenses, solid waste landfill closure nor post-closure expenses. The single “non-cash” item excluded from the forthcoming 2018 municipal budget is the amortization of tangible capital assets. This practice of reporting is consistent with area municipalities.

As per the audited 2016 financial statement, annual amortization for the municipality is approximately \$6.0 million. Therefore, the budget proposed to the ad hoc Budget Advisory Committee will not include approximately \$6.0 million of amortization.

Notwithstanding the exclusion of this funding of amortization, the proposed municipal budget will continue to include allocations to the Township's three (3) Infrastructure Reserve Funds, and levy funding of the 2018 Capital Program. These allocations are critical to the sustainability of the Township's Asset Management practices.

Strategic Plan Conformity:

This report is aligned with the strategy of being an engaged community through communicating municipal matters and keeping residents informed of and involved in municipal affairs. In addition, the inclusion of discussions on amortization within the overall budget process assists in meeting the corporate goal of maintaining our infrastructure.

Financial Considerations:

The actual amortization expense for fiscal 2018 will be calculated as part of year end processing and reporting within the 2018 audited financial statements. This amount will fluctuate from the estimate based upon new acquisitions and disposals of tangible capital assets throughout the year.

Conclusion:

This report is provided in accordance with O. Reg 284/09, and meets the legislative reporting requirements for accrual based budgeting.

Patrick Kelly CPA, CMA
Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer