



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, June 25, 2018

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 June 4, 2018

Recommendation

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

Council Meeting June 4, 2018.

7. PUBLIC MEETINGS

7.1 REPORT NO. DS 2018-12

**Zone Change Application 05/18
Chris Schaub
Part of Lot 53, Plan 627
Being Part 3, Plan 58R-2858
122 Brewery Street, Baden**

Recommendation

THAT Zone Change Application 05/18 made by Chris Schaub, affecting Part of Lot 53, Plan 627, being Part 3, Plan 58R-2858, to permit a residential building – duplex be approved.

7.2 REPORT NO. DS 2018-13

**Draft Plan of Vacant Land Condominium 30CDM-18601
LAV Developments Limited / MHBC Planning
Part of Lot 13, Concession North of Snyder's Road
Being Part 1, Plan 58R-18994
300 Snyder's Road East, Baden**

Recommendation

THAT Township staff confirm for the Regional Municipality of Waterloo that a Public Meeting was held for Draft Plan of Vacant Land Condominium Application 30CDM-18601 and that any comments received be forwarded to the Regional Municipality of Waterloo;

and,

THAT Draft Plan of Vacant Land Condominium Application 30CDM-18601 be recommended to the Regional Municipality of Waterloo for draft approval subject to the following conditions:

1. THAT this approval applies to Draft Plan of Condominium 30CDM-18601 prepared by MHBC Planning (file number 1853A) and with a Surveyor's Certificate of April 17, 2018;
2. THAT, prior to or concurrent with the registration of the plan, the owner shall grant any additional easements or rights of access required for utility or municipal services purposes to the satisfaction of the Director of Public Works;
3. THAT, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a condominium registration fee of \$1654 per unit being registered; and,
4. THAT, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a park fee of \$2270 per unit being registered.

Registered Delegation

MHBC Planning, Applicant

8. PRESENTATIONS/DELEGATIONS

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

9.2.1 REPORT NO. CL 2018-14

Municipal Election Compliance Audit Committee

Terms of Reference

Recommendation

THAT the Terms of Reference for the Municipal Election Compliance Audit Committee, as per Report CL2018-14, be approved.

9.3 FINANCE

9.3.1 REPORT NO. FIN 2018-24

Statement of Operations as of June 18, 2018 (un-audited)

Recommendation

THAT the Statement of Operations as of June 18, 2018, as prepared by the Manager of Accounting, be received for information purposes.

9.3.2 REPORT NO. FIN 2018-25

Capital Program Review as of June 18, 2018 (un-audited)

Recommendation

THAT the Capital Program Review as of June 18, 2018, as prepared by the Manager of Accounting, be received for information purposes.

9.4 PUBLIC WORKS

9.4.1 REPORT NO. PW-2018-12

Sidewalk and Concrete Work - Award of Contract

Recommendation

THAT Council award RFT 2018-20 to Done Rite Plaza Maintenance and Sons Ltd., in the amount of \$42,757.00, plus HST, for the Sidewalk and Concrete Work contract.

9.4.2 REPORT NO.PW-2018-13**Consulting Services for Roads Condition Assessments and
Needs Study – Award of Contract****Recommendation**

THAT RFP 2018-21 be awarded to GHD Limited to provide consulting services for a roads condition assessment and needs study, including provisional items, as per their proposal dated June 15, 2018 for the fee of \$44,640, plus HST.

9.5 DEVELOPMENT SERVICES**9.5.1 REPORT NO. DS 2018-14****Zone Change Application 09/17****Tri-City Lands Ltd.****Part of Lot 2, Concession North of Snyder's Road****2264 Snyder's Road East****Recommendation**

THAT Zone Change Application 09/17 made by Tri-City Lands Ltd., affecting Part of Lot 2, Concession North of Snyder's Road, to change the zoning of the subject lands from Zone 1 (Agricultural) to Zone 14 (Extractive Industrial) and Zone 11 (Open Space), be approved.

9.6 FACILITIES AND RECREATION SERVICES – no reports**9.7 FIRE****9.7.1 REPORT NO. FS-2018-03****Breathing Air Compressor, Cascade and Fill Station****Recommendation**

THAT the tender submitted by CompAir Canada in the amount of \$58,644 (plus HST and electrical hook up) for the supply, delivery and installation at Station 1, Baden Fire Station

of a new 10 HP Breathing Air Compressor, 3 Bank Fill Station and 4 bottle Auto Cascade be accepted.

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE

10.1 Castle Kilbride Advisory Committee Minutes – February 15 and April 19, 2018

10.2 Heritage Wilmot Advisory Committee Minutes – March 7, April 4 and May 2, 2018

THAT Correspondence Item No. 10.1 be received for information.

11. BY-LAWS

11.1 By-law No. 2018-30 – Zone Change Application 09/17, Tri-City Lands Ltd., Part of Lot 2, Concession North of Snyder's Road, 2264 Snyder's Road East

11.2 By-law No. 2018-31 – Zone Change Application 05/18, Chris Schaub Part of Lot 53, Plan 627, Being Part 3, Plan 58R-2858, 122 Brewery Street, Baden

Recommendation

THAT By-Law Nos. 2018-30 and 2018-31 be read a first, second and third time and finally passed in Open Council.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2018-32

Recommendation

THAT By-law No. 2018-32 to Confirm the Proceedings of Council at its Meeting held on June 25, 2018 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.



Council Meeting Minutes

Monday, June 4, 2018

Regular Council Meeting

Council Chambers

7:00 P.M.

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

Staff Present: Chief Administrative Officer G. Whittington, Director of Clerk's Services D. Mittelholtz, Deputy Clerk T. Murray, Director of Public Works J. Molenhuis, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Fire Chief R. Leeson, Director of Finance P. Kelly, Manager of Accounting A. Romany, Curator / Director of Castle Kilbride T. Koch, Manager of Accounting A. Romany and Financial Analyst / Accounts Payable J. Vincent

- 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 May 7, 2018****Resolution No. 2018-094****Moved by: A. Junker****Seconded by: P. Roe**

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

Council Meeting May 7, 2018.

Councillor A. Junker noted that the gentleman referenced in Item 13.1 should be John Wiebe.

CARRIED. (as amended)

7. PUBLIC MEETINGS – no reports**8. PRESENTATIONS/DELEGATIONS****8.1 Karen Redman, Chief Executive Officer****Habitat for Humanity**

Ms. Redman, Chief Executive Officer, Habitat for Humanity, presented to Council an overview of the organization. She noted that Habitat for Humanity was started in 1988 by community members and every year the organization has built or renovated a home for Waterloo Region residents. Ms. Redman advised that Habitat for Humanity makes home ownership possible for lower income families through interest free mortgages and no down payment requirement. To qualify she noted, families must be employed and provide a minimum of 500 hours of sweat equity into the build of their own home or the home of another family. Ms. Redman advised that Habitat for Humanity has two retail outlets that sell reusable building materials, which are donated and / or removed from project homes. The net sales from the two locations profit \$1.7 to \$2 million per year and cover their operating costs.

Ms. Redman advised Council of the interest they have in doing another build in the Township and Councillor P. Roe asked if the organization had thought of what that would look like. She advised that if the Township had surplus lands to donate or if a local builder wanted to work with them they would be open to the opportunity.

Mayor L. Armstrong thanked Ms. Redman for her presentation and noted that the work they do is very commendable and hopefully the opportunity to do a project in Wilmot will present itself.

8.2 Nigel and Cheryl Gordijk, Run Organizers

Wilmot Terry Fox Run

Mr. Gordijk, Run Organizer, Wilmot Terry Fox Run, presented to Council an overview of this year's run. He noted that 18 fundraisers have been held to date with a combined raise of \$26,300.00; the 5th highest fundraising increase in the province. He highlighted one of the new fundraising campaigns call Message of Hope, which are anonymous messages of encouragement or support on greeting cards for cancer patients in Grand River Hospital. The cards are available at several locations throughout the Township. Ms. Gordijk, Run Organizer, Wilmot Terry Fox Run and highlighted a fundraiser that was inspired by a similar project in the United Kingdom. She advised that an online auction will be held starting July 2nd to July 14th where successful bidders can win a custom painted Muskoka chair. She advised the final day of the auction the committee will be hosting a concert event from 10:00 AM to 1:00 PM featuring a variety of performances. Mr. Gordijk also advised Council that his design of the official 2018 Terry Fox Run t-shirts, sold by the Terry Fox Foundation was the winning design this year.

It was also noted that on June 19, 2018; the Strawberry Social will be happening at the Zion Evangelical Lutheran Church and they will be in attendance at that event as well.

Councillor J. Gerber thanked the delegations for their commitment and hard work and he congratulated Mr. Gordijk on the winning shirt design.

8.3 Jim Rodger, Project Coordinator

Prime Ministers Path Committee Update

Mr. Jim Rodger, Project Coordinator, Prime Ministers Path provided Council with a presentation on the update of the newest installation of The Right Honorable Kim Campbell. The presentation provided a brief history of the three artists that have been involved to date and the current status of the next installation. Mr. Rodger also revealed the new logo for the Prime Ministers Path and described that the 22 maple leaves on the logo are a representation for each Prime Minister and the placement of the leaves form a stylized 'W' for Wilmot Township. The colour usage in the logo represents both the 3

colours in the Township's Code of Arms as well as the past Canadian flags and finally representing the colours of the current political parties.

Mr. Rodger advised that they are scheduled for the unveiling of Kim Campbell's statue in conjunction with the summer concert series at Castle Kilbride on June 28, 2018 at 6:00 pm., and invited all members of Council and the public to attend.

Councillor J. Gerber thanked Mr. Rodger for the presentation and asked for an update on the name plates for each statue being installed. Mr. Rodger advised that initially the main concern was the installation of the statues and all funding had been dedicated to that portion of the project; however, they have been able to obtain further funding and the name plates and signage are being worked on.

8.4 Tracy Loch, Curator/Director of Castle Kilbride

Castle Kilbride Advisory Committee Update

The Curator / Director of Castle Kilbride provided Council with an update on behalf of the Castle Kilbride Advisory Committee. The Curator / Director of Castle Kilbride highlighted this year's planned events. The theme this year is the Roaring Twenties: Childhood Dreams, which highlights Laura Louise Livingston's love for the era and her love of the arts through such events and exhibits like the Dramatically Deco – partnership exhibition with the Stratford Festival featuring period costumes from plays set in the 1920s; Bouquets of Bliss – partnership exhibition with the Wilmot Horticultural Society honouring their 50th Anniversary, Twenties Tea & Tour – a costumed tour of Castle Kilbride followed by tea and sweets on the front lawn of the Castle, The Curator / Director of Castle Kilbride noted that this event is completely sold out this year. She also advised that the ever popular kid's camp and Summer Concert Series will return this year.

Councillor B. Fisher thanked The Curator / Director of Castle Kilbride for her presentation and noted that Baden residents are true fans of the concert series.

Councillor P. Roe asked if there were attendance counts for the concert series and The Curator / Director of Castle Kilbride noted that on average there are between 400 to 700 in attendance with the highest number at just over 800.

8.5 Nick Bogaert, Chairperson

Heritage Wilmot / Mural Project Update

Mr. Nick Bogaert, Chairperson, Heritage Wilmot provided Council with an update on the Grandstand Mural Project. Mr. Bogaert introduced artist Mr. Lance Russwurm and provided a brief history of past work Mr. Russwurm has been involved with. Mr. Bogaert provided an overview of each mural including the history of the featured subject and the steps taken to obtain the accuracy of the details.

Mayor L. Armstrong thanked Mr. Russwurm for the hard work that he did on the murals. Councillor A. Junker advised that as a member of the Heritage Wilmot Advisory Committee, it was a pleasure to have worked alongside the project, noting it was a long project that successfully highlights the events and history of the park, which is what successful public art can accomplish.

Councillor P. Roe echoed Councillor A. Junker's comments on being a part of Heritage Wilmot and the opportunity to have worked on this project.

8.6 Tova Davidson, Executive Director

Sustainable Waterloo Region

Ms. Tova Davidson, Executive Director, Sustainable Waterloo Region was in attendance to provide Council with a 10 year update. She highlighted some of the accomplishments and partnerships Sustainable Waterloo Region has encouraged to date, including a commitment from the Region that they would realize an 80% reduction overall in Greenhouse Gas Emissions by 2050. As of 2017, 559 electric vehicles have been registered in the region and the number is expected to grow now that the delivery of the Tesla 3 is here. She noted that there are currently 85 charging stations in the Region. Ms. Davidson provided an update on evol^{v1}; the first registered net positive carbon building in Canada. She advised that they are currently working on a Clean Tech Sector building in the R&T Park in Waterloo which will include 26 charging stations, a public park and a solar wall. The first startups are expected to move in during September 2018. Ms. Davidson thanked Members of Council and Township staff for their continued commitment as pledging members. She noted that the Townships targets are aggressive; however, will be met because of their continued effort.

Councillor B. Fisher thanked Ms. Davidson for her presentation and echoed her comment on staff commitment and their effort. Councillor B. Fisher asked for clarification on available funding and / or grants from Federal and Provincial levels for the purchase of electric vehicles and solar panels. Ms. Davidson advised that currently there are programs in place for a rebate of up to \$14,000 on the cost of a new vehicle that will also provide an additional \$1,000 for the installation of a charging station in the owner's home.

She noted there are supports in place for fleet vehicle purchases and highlighted the benefits of public charging stations from a tourism standpoint. Ms. Davidson also noted there are several programs in place for solar panel grants or incentives as well.

Councillor A. Junker advised that the work Sustainable Waterloo Region has done has drawn attention from the City of London and they are now looking to start up a similar organization.

8.6.1 REPORT NO. FIN 2018-21

Sustainability Committee Annual Report

Resolution No. 2018-095

Moved by: M. Murray

Seconded by: B. Fisher

That the annual report FIN 2018-21, from the Sustainability Committee be received for information purposes.

CARRIED.

The Manager of Accounting highlighted the report.

8.7 Geoffrey Keyworth, Region of Waterloo

Regional Transportation Master Plan Update

Mr. Geoffrey Keyworth, Region of Waterloo, was in attendance to provide Council with an update on the Regional Transportation Master Plan (RTMP). Mr. Keyworth advised that the plan outlines the needs up to 2041. The process identified 3 potential scenarios of which one was eliminated and the final plan was based on Scenario 1 – the continuation and extension of the 2010 RTMP including investments in transit and active transportation.

Councillor B. Fisher asked if the studies looked at one person / smaller vehicles for commuters and Mr. Keyworth noted that while there are those vehicles on the market most families purchase a vehicle based on overall needs not just a single focus need.

Mayor L. Armstrong noted that the timing for the plan and transit expansion is fitting for the rising habits of our young adult population.

Councillor P. Roe asked if regional staff have investigated the possibility of air transportation out of the Waterloo Region International Airport and Mr. Keyworth advised that there have been different options offered in the past; however, those options are the decision of the providers and the Region does not have control of those options.

9. REPORTS

9.1 CAO

9.1.1 REPORT NO. 2018-02

Waterloo Region Economic Development Corporation

Resolution No. 2018-096

Moved by: M. Murray

Seconded by: A. Junker

That Council authorizes the Mayor and Clerk to execute the renewal of the Memorandum of the Understanding with the Waterloo Region Economic Development Corporation and the partner municipalities for the period of 2019 to 2023 time period.

CARRIED.

The Chief Administrative Officer highlighted the report.

9.2 CLERKS

9.2.1 REPORT NO. CL 2018-12

Waterloo Area Municipal Ombuds Office Extension of Agreement

Resolution No. 2018-097

Moved by: P. Roe

Seconded by: B. Fisher

THAT Council authorizes the execution of the Extension Agreement by the Mayor and Clerk for the period of June 1, 2018 to May 31, 2020.

CARRIED.

The Director of Clerk's Services highlighted the report.

9.2.2 REPORT NO. CL 2018-13

Notice of Request for Drain Improvement

Leonard Haid Part 6, Concession South of Erb's Road

Township of Wilmot, Appointment of Engineer

Resolution No. 2018-098

Moved by: M. Murray

Seconded by: B. Fischer

THAT K. Smart & Associates Inc. of 85 McIntyre Drive, Kitchener be appointed as the Engineer relative to the Notice of Request for Drain Improvement received from Leonard Haid for Part of Lot 6, Concession South of Erb's Road, Township of Wilmot and be authorized to prepare a report under Section 8 (4) of the Drainage Act, R.S.O. 1990, Chapter D. 17

CARRIED.

The Director of Clerk's Services highlighted the report.

9.3 FINANCE

9.3.1 REPORT NO. FIN 2018-22

Discover Your Wilmot Program – 2018 Intake

Resolution No. 2018-099

Moved by: P. Roe

Seconded by: A. Junker

That Report FIN 2018-22, regarding the launch of the 2018 Discover Your Wilmot program, be received for information purposes.

CARRIED.

The Financial Analyst/Account Payable highlighted the report.

9.3.2 REPORT NO. FIN 2018-23

Municipal Disaster Recovery Assistance (MDRA) Program

Resolution No. 2018-100**Moved by: J .Gerber****Seconded by: A. Junker**

WHEREAS the Township of Wilmot experienced a flooding incident on February 21, 2018 and has experienced incremental operating and capital costs, the Council of the Corporation of the Township of Wilmot hereby requests the Minister of Municipal Affairs to activate the Municipal Disaster Recovery Assistance program.

And further, that Patrick Kelly, Director of Finance/Treasurer is given delegated authority to verify and attest to the accuracy of the claim.

CARRIED.

The Director of Finance/Treasurer highlighted the report.

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW-2018-11****Award of Contract RFT 2018-17 Articulated Loader****Resolution No. 2018-101****Moved by: M. Murray****Seconded by: A. Junker**

THAT the tender submitted by Nortrax Canada Inc. for a Four Wheel Drive Articulated Loader in the amount of \$220,436.58, net of the HST rebate, be accepted.

CARRIED.

The Manager of Public Works highlighted the report.

9.5 DEVELOPMENT SERVICES - no reports**9.6 FACILITIES AND RECREATION SERVICES – no reports****9.7 FIRE – no reports****9.8 CASTLE KILBRIDE – no reports**

10. CORRESPONDENCE

10.1 Grand River Conservation Authority – GRCA Current, May 2018

Resolution No. 2018-102

Moved by: M. Murray

Seconded by: B. Fisher

THAT Correspondence Item No. 10.1 be received for information.

CARRIED.

11. BY-LAWS

11.1 By-law No. 2018-26 – Appoint a Deputy Clerk

11.2 By-law No. 2018-27 – Appoint a Municipal Enforcement Officer

11.3 By-law No. 2018-28 – Authorize the execution of an Agreement with Agree Inc., for the purpose of providing ombudsman services as the Waterloo Area Municipal Ombuds Office

Resolution No. 2018-103

Moved by: J. Gerber

Seconded by: M. Murray

THAT By-Law Nos. 2018-26, 2018-27 and 2018-28 be read a first, second and third time and finally passed in Open Council.

CARRIED.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

13.1 Mayor Armstrong advised that an All Council meeting that has been called for Friday June 8, 2018.

Resolution No. 2018-104

Moved by: M. Murray

Seconded by: B. Fisher

THAT Council approve the holding of a Joint Council meeting with all Area Municipalities within the Regional Municipality of Waterloo, on Friday June 8, 2018 at 2:00 p.m. at the Region of Waterloo Council Chambers, 150 Frederick Street, Kitchener in accordance with Section 236(2) of the Municipal Act, 2001 for the consideration of matters of common interest.

CARRIED.

13.2 Councillor B. Fisher advised that the Baden Community Association held the annual fishing derby on Saturday June 2, 2018. Two hundred and forty people were in attendance, CTV News was there to cover the successful day.

13.3 Councillor A. Junker welcomed the new Deputy Clerk.

He advised that the Arts and Culture Master Plan second phase is underway and a consultant has been hired. There will be two public meetings, dates of which have not yet been set.

Councillor A. Junker raised concerns over the changes to polling locations that Elections Ontario has done and advised that citizens should look closely at their voter cards since most locations have changed and some residents are now having to vote outside of the Township. He advised that once the election is over this could be a subject that may require further discussion.

Mayor L. Armstrong encouraged all eligible voters to get out and vote in the Provincial Election on Thursday June 7, 2018.

Councillor P. Roe also stressed the importance of voting in the upcoming Provincial Election.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2018-105

Resolution No.

Moved by: A. Junker

Seconded by: B. Fisher

THAT By-law No. 2018-104 to Confirm the Proceedings of Council at its Meeting held on June 4, 2018 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT (8:58 P.M.)

Resolution No. 2018-106

Moved by: M. Murray

Seconded by: J. Gerber

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

CARRIED.

Mayor

Clerk



Township of Wilmot **REPORT**

REPORT NO. DS 2018-12

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: June 25, 2018

SUBJECT: Zone Change Application 05/18
Chris Schaub
Part of Lot 53, Plan 627
Being Part 3, Plan 58R-2858
122 Brewery Street, Baden

Recommendation:

That Zone Change Application 05/18 made by Chris Schaub, affecting Part of Lot 53, Plan 627, being Part 3, Plan 58R-2858, to permit a residential building – duplex be approved.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on May 24, 2018. The following is a summary of comments received prior to the Public Meeting.

Public:

Michael and Sherilyn Van De Wynckel, 53 Louisa Street – concerned about location of proposed driveway and parking off of Louisa Street.

Agencies:

GRCA: no objections

Region of Waterloo: no objections

Discussion:

The subject property is currently developed with a single detached dwelling. The application proposes to permit a duplex on the property to allow the applicant to convert the lower level of the existing dwelling to an apartment.

The subject lands are designated Urban Residential in the Township Official Plan, and are zoned Zone 2b (Residential) within the Township Zoning By-law. Policy 2.1.6.1 of the Township Official Plan states that the purpose of the Urban Residential designation is to provide for a range of residential and accessory uses in order to accommodate current and future residential demands.

The policy further includes that a mix of housing types and densities will be encouraged in the Urban Residential designation. Policy 2.1.6.2 continues on to state that the Township Zoning By-law will regulate the type and density of residential development. Both present and historic planning practices within the Township have involved the integration of multiple dwellings (apartments, town homes, plexes, and semi-detached dwellings) within existing and newly developed neighbourhoods.

The Township's past practice of integrated housing forms and intensification is further supported by Provincial policies and legislation. The Growth Plan for the Greater Golden Horseshoe sets out that population will be accommodated by directing a significant portion of new growth to the built-up areas of the community through intensification.

The Strong Communities through Affordable Housing Act requires municipalities to establish official plan policies and zoning by-law provisions allowing additional dwelling units in detached, semi-detached and row houses, as well as ancillary structures. The Act outlines that these units should be permitted in both existing residential communities and in newly developed areas. In considering additional dwelling units the Act recognizes that there may be inherent constraints in the introduction of additional dwelling units; the constraints contemplated are related to flood-prone areas and inadequate servicing neither of which are an issue in this application.

Within the Township, providing adequate parking remains one of the critical aspects in considering infilling and intensification proposals. On the subject property, parking is presently provided in a double width driveway off of Brewery Street. The dwelling does not have a garage, so no parking spaces are presently provided behind the building line. The zoning requires a minimum of 1 parking space per dwelling unit to be provided behind the building line.

Given that the existing house is located at the minimum building line setback from Brewery Street, there is no opportunity to provide parking spaces with access off of Brewery Street in compliance with the zoning by-law. The applicant proposes to create a new access off of Louisa Street to create two additional parking spaces in compliance with the zoning by-law. The attached drawing provides a conceptual illustration of the additional spaces.

Comments were received from the neighbouring property on Louisa Street with concerns regarding the location of the proposed parking, indicating a preference to have all spaces off of Brewery Street and also regarding the location of the common lot line between the properties.

In response to the concerns received, staff provided the property owner a copy of their survey which was on file with the Township and offered that, with permission from the applicant, a copy of the survey of 122 Brewery Street could be provided as well.

With respect to the location of the proposed parking and access, it is important to distinguish that the location of the parking is not specifically part of the subject application. The illustration provided was only to demonstrate that there is an opportunity to provide additional parking spaces on the property. Additional parking off of Brewery Street is not easily accommodated due to the proximity of the house to the street, the distance to the corner and the limited ability to further widening the entrance onto the street. An entrance permit will be required for the new driveway off of Louisa Street which will take into account restrictions with respect to existing infrastructure including the hydro pole and related supports. The drawing included with the notice was simply to demonstrate that there is ample room to provide parking – the actual configuration, location etc. would be dealt with at the time of approval of an entrance permit.

Strategic Plan Conformity:

The approval of infilling residential uses maximizes the use of existing infrastructure and reduces the demand for additional greenfield lands to accommodate all residential development which are both strategies in achieving the Township's goal to protect the natural environment.

Financial Considerations:

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

Conclusion:

The Township Official Plan promotes a mix of housing types and densities within the Urban Residential Designation. The integration of apartments, plexes and other multiples within existing and established neighbourhoods represents compatible land uses as discussed within the report. The proposed zoning amendment represents an appropriate land use for the subject property. Staff support approval of the application.

Andrew Martin, MCIP RPP
Prepared by Manager of Planning/EDO

Harold O'Kafka, MCIP RPP
Submitted by Director of Development Services

Reviewed by Chief Administrative Officer

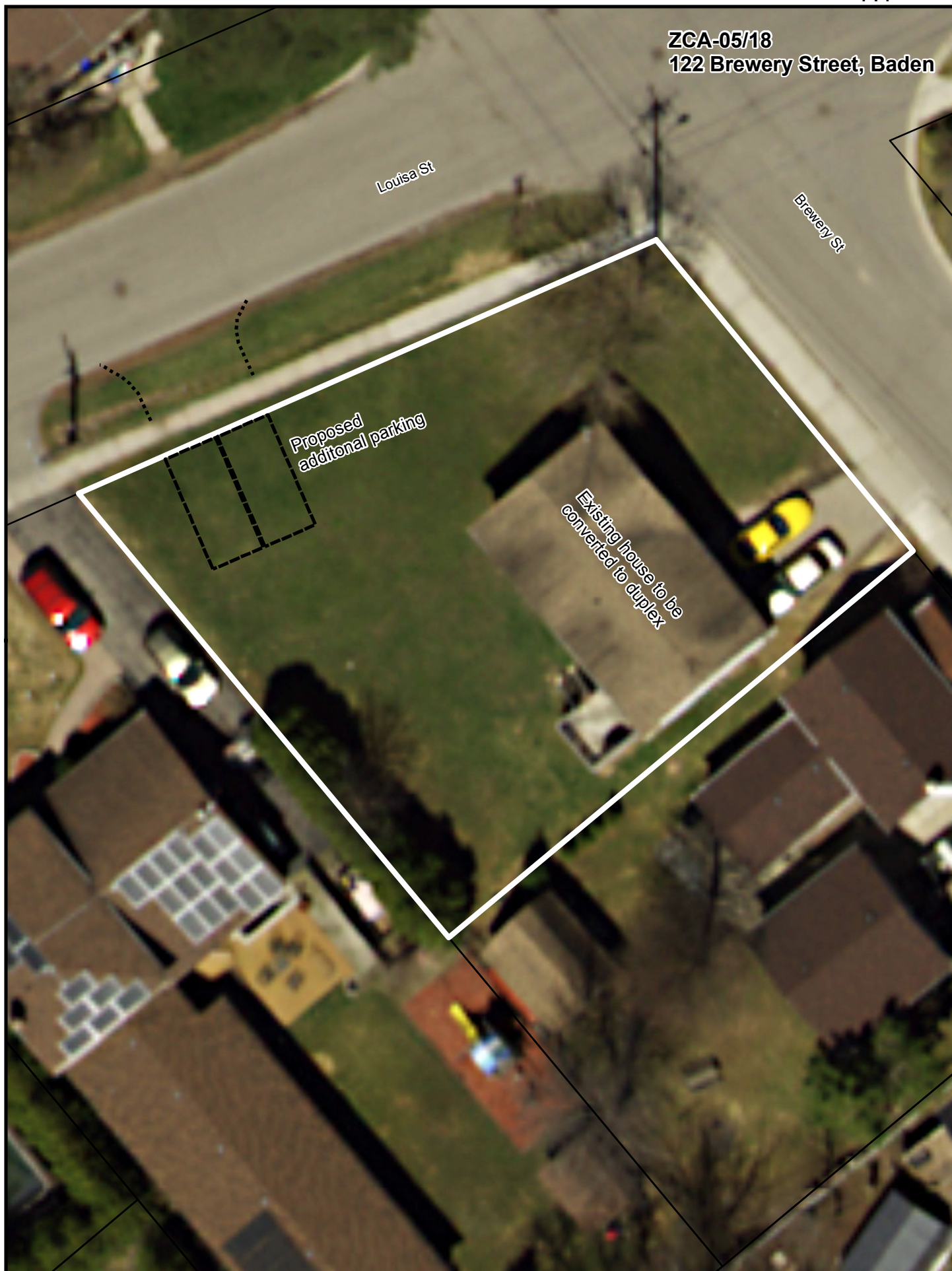
ZCA-05/18
122 Brewery Street, Baden

Louisa St

Brewery St

Proposed
additional parking

Existing house to be
converted to duplex



Andrew Martin

From: Mike Van De Wynckel <mbvandew@hotmail.com>
Sent: Saturday, June 02, 2018 8:28 AM
To: Andrew Martin
Subject: ZCA-05/18

Hi Andrew,

In response to the zoning change application for 122 Brewery Street in Baden, as the residents of 53 Louisa Street we would like an official survey prior to the public meeting to clarify property lines. The aerial photo sent to us includes the cedar hedge between the properties as part of 122 Brewery Street. Our measurements from our land survey when we purchased the house indicate that the cedar hedge is part of the property of 53 Louisa Street.

There is a guy wire at the hydro pole on the corner of our driveway. Are there regulations about how far the new driveway must be from that guy wire?

We would counter propose that the best location for additional parking would be at the front of their house beside their existing property. It would not require a new culvert and driveway to be created and would be less likely to impact watershed on our property. Otherwise it would be more aesthetically pleasing if the new parking was at the very least parallel to our existing driveway and far enough away so that snow removal from their parking area does not end up in our driveway.

We look forward to your response prior to the public meeting.

Sincerely,

Michael and Sherilyn Van De Wynckel



Township of Wilmot **REPORT**

REPORT NO. DS 2018-13

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: June 25, 2018

SUBJECT: Draft Plan of Vacant Land Condominium 30CDM-18601
LAV Developments Limited / MHBC Planning
Part of Lot 13, Concession North of Snyder's Road
Being Part 1, Plan 58R-18994
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Recommendation:

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and

That Draft Plan of Vacant Land Condominium Application 30CDM-18601 be recommended to the Regional Municipality of Waterloo for draft approval subject to the following conditions:

1. That this approval applies to Draft Plan of Condominium 30CDM-18601 prepared by MHBC Planning (file number 1853A) and with a Surveyor's Certificate of April 17, 2018;
2. That, prior to or concurrent with the registration of the plan, the owner shall grant any additional easements or rights of access required for utility or municipal services purposes to the satisfaction of the Director of Public Works;
3. That, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a condominium registration fee of \$1654 per unit being registered; and,
4. That, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a park fee of \$2270 per unit being registered.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on May 24, 2018. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

GRCA: no conditions

Bell: easement/access/design requirements – to be included within Region draft approval conditions

Union Gas: easement/access requirements – to be included within Region draft approval conditions

Hydro One: no comments or concerns

Region of Waterloo: summarizing Regional conditions of draft approval including noise mitigation measures and site servicing approved through the previous zoning and site plan approval processes

Discussion:

The Township of Wilmot and Regional Municipality of Waterloo have received an application for approval of Draft Plan of Vacant Land Condominium for a 20 unit townhome development.

Development of the property with 20 single storey townhome and semi-detached dwelling units, as illustrated on the attached plan, was approved in 2015 and was subject to significant public process at that time. A site plan agreement was registered as instrument number WR1099383 and implements all aspects of the development. This application simply deals with the form by which separate ownership of the units will be conveyed.

Upon registration, the condominium application will allow the developer to convey title/interest of each unit to separate purchasers. The plan is proposed to be registered as a vacant land condominium, which will allow conveyance of each unit as construction is completed. All underground and servicing works for this development have been approved through the site plan approval process and their completion is secured through a letter of credit

Strategic Plan Conformity:

The approval of alternative housing forms of greater density than traditional single family homes enables the amount of land required to accommodate growth to be minimized, in return protecting farmland and green space. Elements within the condominium, including an internal sidewalk providing connections to municipal sidewalks, promote enhanced quality of life by ensuring public safety and enhancing mobility.

Financial Considerations:

The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application and the condominium registration and parkland dedication fees will be collected prior to registration of the condominium.

Conclusion:

Subject to the conditions outlined in the recommendation, staff recommend that Township Council support draft approval of the condominium plan.

Andrew Martin, MCIP RPP
Prepared by Manager of Planning/EDO

Harold O'Kafka, MCIP RPP
Submitted by Director of Development Services

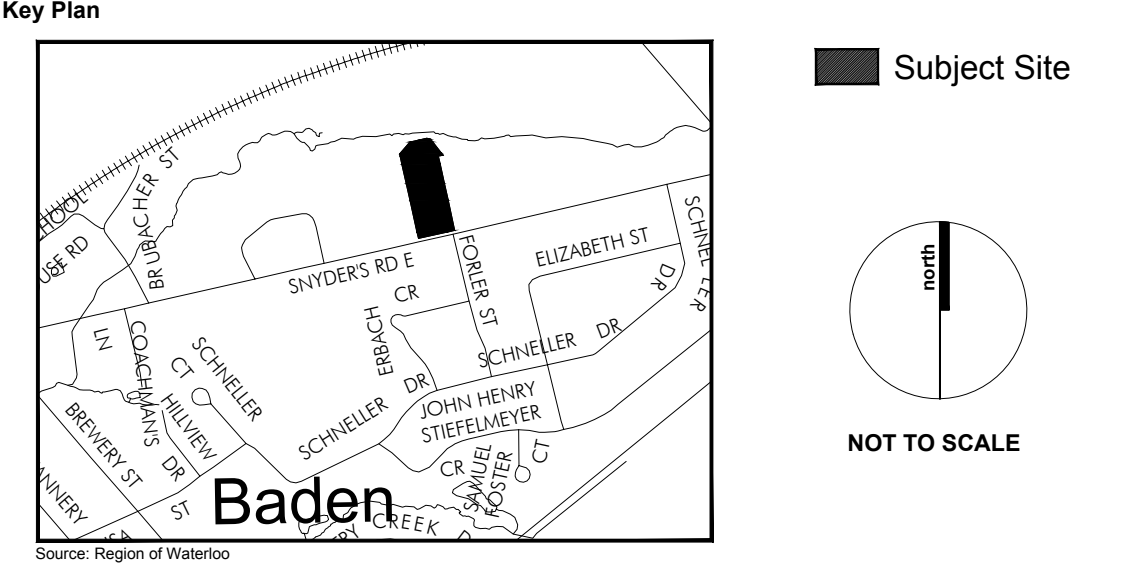
Reviewed by Chief Administrative Officer

DRAFT PLAN OF VACANT LAND
CONDOMINIUM

Legal Description
PART OF LOT 13,
NORTH OF SNYDER'S ROAD,
TOWNSHIP OF WILMOT,
REGIONAL MUNICIPALITY OF WATERLOO

Owner's Certificate
I AUTHORIZE MACNAUGHTON HERMSEN BRITTON CLARKSON PLANNING LIMITED TO SUBMIT
THIS PLAN FOR APPROVAL.
DATE: April 13, 2018
LOUIS VEENSTRA - PRESIDENT
LAV DEVELOPMENTS LTD.

Surveyor's Certificate
I CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED ON THIS PLAN AND THEIR
RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.
DATE: APRIL 17, 2018
ERICH RUEB, O.L.S.
GUENTHER RUEB SURVEYING LTD.
KITCHENER, ONTARIO



- Additional Information Required Under Section 51(17) of the
Planning Act R.S.O. 1990, c.P.13 as Amended**
- | | | |
|----------------|-----------------------------|---------------------|
| A. As Shown | B. As Shown | C. As Shown |
| D. Residential | | |
| E. As Shown | F. As Shown | |
| G. As Shown | H. Municipal Water Supply | I. Fill and or Silt |
| J. As Shown | K. All Services As Required | L. As Shown |

AREA SCHEDULE		30CDM -
Description	Area (ha.)	Units
Residential Units	0.677	20
Common Element	0.261	
Total	0.938	20

Note: The lower vertical unit boundary of that part of a unit that comprises an outside yard area under which any common elements waterlines servicing the homes are situated shall be 0.5 of a meter below the upper surface of such yard area. In addition, the concrete basement wall of the home appurtenant to any such yard areas will be common elements to the interior surface of such basement concrete wall.

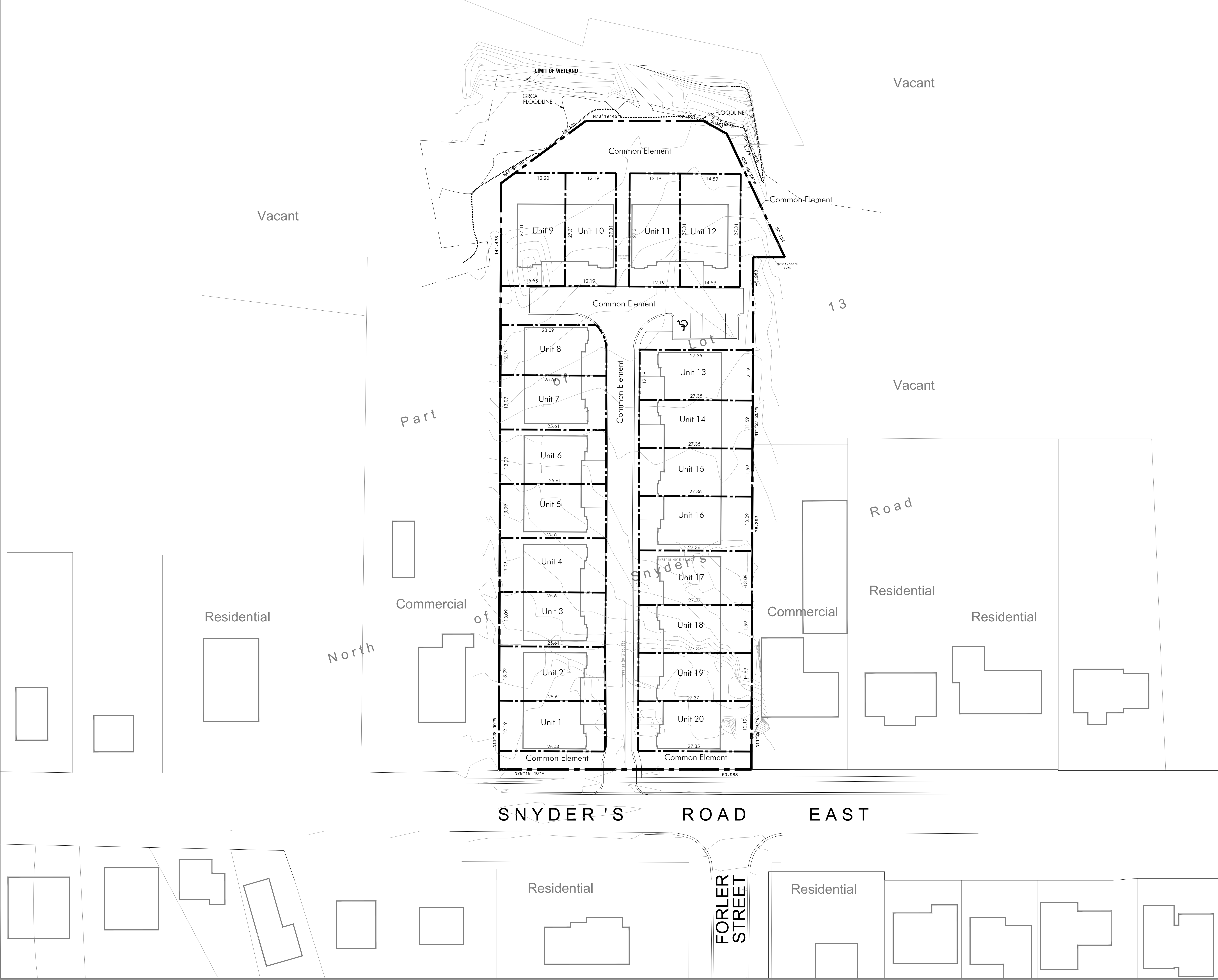
1	April 13, 2018	Submitted to Region for Approval	LHB
Rev.	Date	Issued / Revision	By

Notes:
- Survey information prepared by ACI Survey Consultants Inc., Ontario Land Surveyors, Kitchener, Ontario. File Number WIL-NSR-13-06005, January 24, 2014.

PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

200-540 BINGEMANS CENTRE DR, KITCHENER, ON, N2B 3K9 | P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

Stamp	Date April 13, 2018
	Drawn By LHB
	Plan Scale 1:400
	File No. 1853A
	Checked By PC/CP
	Other
Project	TIMBER LANE LAV DEVELOPMENTS LTD. 300 Snyder's Road East, Baden, Ontario
File Name	Draft Plan of Vacant Land Condominium
Scale Bar	



TIMBER LANE

DRAFT PLAN OF VACANT LAND CONDOMINIUM

300 SNYDER'S ROAD EAST, BADEN



300 Snyder's Road East,
Baden



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE
MHBC PLANNING

Presented By:
Caitlin Port, MES, MCIP, RPP
On behalf of
Lav Developments Ltd.
June 25, 2018

AIR PHOTO



PREVIOUS APPROVALS

- ▶ Official Plan Amendment – August 2015
 - Property is Designated “Urban Residential”
- ▶ Zoning By-Law Amendment – August 2015
 - Property is zoned Residential-Row (Z4a)
- ▶ Site Plan Approval & Agreement – February 2018

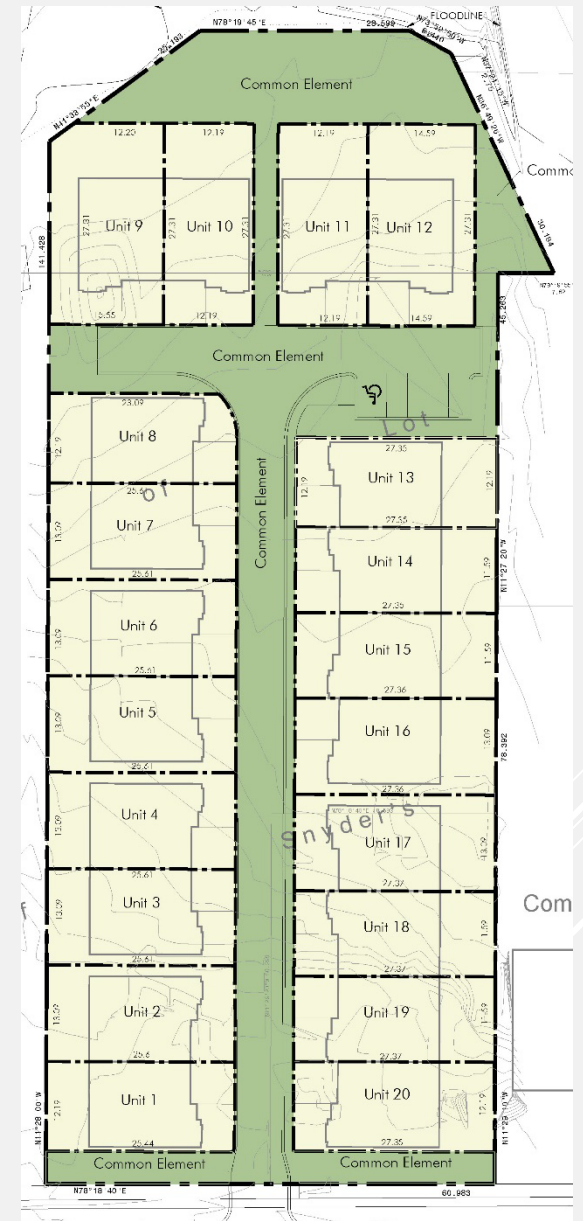
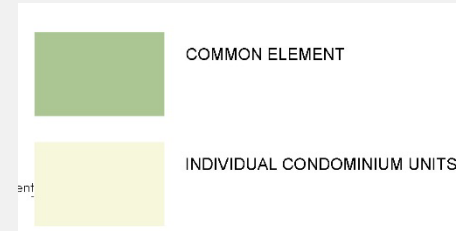
PROPOSED DEVELOPMENT

Individual Condominium Units

- ▶ 20 single-storey townhome and semi-detached units
- ▶ Parking & yard areas

Common Elements

- ▶ Roads
- ▶ Shared amenity areas
- ▶ Storm water management facilities



CONCLUSION

- ▶ The proposed development will add to the range and mix of housing in the community of Baden;
- ▶ The property is Designated and Zoned to permit 20 semi-detached and townhome dwellings;
- ▶ The proposed Condominium Plan implements the approved Site Plan; and,
- ▶ The Application is consistent with the PPS (2014), Growth Plan (2017), and the Region of Waterloo Official Plan.

THANK-YOU



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE
MHBC PLANNING

LAV Developments Ltd
Timber Lane – 300 Synders Road, East



Township of Wilmot **REPORT**

REPORT NO. **CL2018-14**

TO: **Council**

PREPARED BY: **Dawn Mittelholtz, Director of Clerk's Services**

DATE: **June 25, 2018**

SUBJECT: **Municipal Election Compliance Audit Committee**
Terms of Reference

Recommendation:

THAT the Terms of Reference for the Municipal Election Compliance Audit Committee, as per Report CL2018-14, be approved.

Background:

On September 22, 2014, Council approved Report No. CL2014-22 which approved the Terms of Reference for the Municipal Election Compliance Audit Committee (MECAC). Following the 2014 Municipal Election, the Township of Wilmot did not require the services of MECAC.

Discussion:

In preparation for the 2018 Municipal Election, municipalities are again required to appoint members to serve on MECAC. Area Clerks in Waterloo Region have been discussing this matter and feel a joint MECAC is still appropriate for our needs. Recently, the City of Guelph has joined with the Waterloo Region Area Clerks to discuss matters of common interest and to explore any partnering arrangements that may be mutually beneficial. The City of Guelph has expressed interest in joining the Waterloo Region MECAC and the proposed Terms of Reference were amended accordingly.

The proposed Terms of Reference have been amended to reflect the following changes as well:

- An increase in remuneration from \$150 per meeting to \$175 per meeting,
- The seven-member committee composition changed to a ten-member pool where three to seven members will be drawn at random to determine the sitting members

for each application. The number of members needed will be determined by the Clerk of the host municipality,

- The responsibilities of the Clerk for the host municipality may be delegated to the Clerk of another participating municipality if required,
- MECAC meetings are open to the public but the Committee may deliberate in closed session as needed,
- The definition of quorum was updated to reflect the proposed flexible member composition, and
- Minor housekeeping amendments to formatting and the addition of definitions for “Act,” “Clerk,” “Host Municipality,” and “Participating Municipality.”

Following the approval of the proposed Terms of Reference, the Waterloo Region Area Clerks will be advertising this committee opportunity throughout Waterloo Region and the City of Guelph. Member recommendations will be brought to the participating municipalities for appointment.

Strategic Plan Conformity:

Though the establishment of the Municipal Election Compliance Audit Committee is a legislated requirement, communications about MECAC, the opportunity to serve on MECAC and the work completed by MECAC aids in the communication of municipal matters and strengthen of customer service which help create an engaged community.

Financial Considerations:

The costs associated with the Municipal Election Compliance Audit Committee are paid by the host municipality when, or if, MECAC is needed to consider an application for a compliance audit. The host municipality would be required to pay the per meeting remuneration, mileage and any other costs associated with the conduct of the meeting. If MECAC finds no reasonable grounds for the application, the host Council are entitled to recover the costs. Also, if an audit is granted by MECAC and no apparent contravention is found, the host Council is entitled to recover the auditor’s costs.

Conclusion:

Staff recommend that Council approve the proposed Terms of Reference for the Municipal Election Compliance Audit Committee.

Dawn Mittelholtz

Prepared/Submitted by
Director of Clerk’s Services

Grant Whittington

Reviewed by Chief Administrative Officer

Terms of Reference

Municipal Election Compliance Audit Committee (MECAC)

Refer to Section 88.37 of the *Municipal Elections Act, 1996*

1. Name of Committee

The Participating Municipalities have agreed to create a joint Municipal Election Compliance Audit Committee which is named:

the “Municipal Election Compliance Audit Committee” (“MECAC”)

2. Definitions

“Act” means the “*Municipal Elections Act, 1996*” as amended.

“Clerk” means the Clerk of the municipality or designate.

“Host Municipality” means the municipality where the application for a compliance audit is received. A host municipality can only receive applications for candidates or third parties registered in its municipality.

“Participating Municipalities” means the municipalities who have agreed to participate in a joint MECAC and includes:

The City of Cambridge,
The City of Guelph
The City of Kitchener
The City of Waterloo
The Township of North Dumfries
The Township of Wellesley
The Township of Wilmot
The Township of Woolwich
The Region of Waterloo

3. Mandate

The MECAC will operate within the provisions of the Act.

The MECAC will consider an application for a compliance audit of a candidate’s or registered third party’s election campaign finances received under Sections 88.33 or 88.35 of the Act from an elector to determine if the application should be granted or rejected. If granted, the MECAC will appoint an auditor, receive and consider the auditor’s report and decide whether legal proceedings should commence or if there were reasonable grounds for the application. The auditor’s report is also submitted to the host Council and they are entitled to recover the auditor’s costs if there was no apparent contravention and the MECAC finds no reasonable grounds for the application.

MECAC will also receive the Clerk's report identifying apparent contribution contraventions, prepared under Section 88.34 of the Act. Within 30 days after receiving a Clerk's report, the MECAC shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

4. Advertising, Selection and Eligibility of Members for the MECAC Pool

A pool of ten (10) members for MECAC will be developed and approved by the Clerks of the Participating Municipalities. Advertisements, including postings on the respective municipal websites, will be placed to solicit membership for the MECAC pool. Previous MECAC members may be contacted, along with direct contacts by municipal staff.

The Clerks of the Participating Municipalities will meet to review the applications. Approval of the appointments will be delegated to each of the afore-mentioned Clerks by their respective Councils and the approved names will be put forward to each Council for their information. Appointments to the MECAC pool will be approved by a majority vote of the Clerks.

Criteria used to determine membership in the MECAC pool may include:

- demonstrated knowledge and understanding of municipal election finance rules;
- analytical and decision-making skills;
- availability for meetings during the day or evening;
- previous committee experience, etc.
- expertise in:
 - accounting and audit;
 - academic with expertise in political science or local government;
 - legal;
 - other individuals with knowledge of the campaign finance rules contained in the Act.

Members of the MECAC pool shall not include:

- members of any municipal Council represented;
- employees or officers of the municipalities represented;
- any persons who are candidates in the election for which the committee is established; or
- any persons who are registered third parties in the municipality in the election for which the committee is established.

5. Term of Office and Review

The term of office of the MECAC pool is the same as the term of Council, December 1st of an election year to November 14th of the subsequent election year.

The establishment of this Committee and its terms of reference will be reviewed prior to the start of the next term of Council in 2022.

6. Committee Composition and Membership

When an application is made to MECAC, the Clerk of the Host Municipality shall determine the composition and membership of the MECAC.

To determine the composition, the MECAC will be composed of not fewer than three and not more than seven (7) members from the MECAC pool. It is at the full discretion of the Clerk of the host municipality to determine the number of members, within this range, that will be required for a MECAC meeting.

To determine membership, the Clerk shall contact members of the pool to form the membership of the Committee to hear the application. It is at the full discretion of the Clerk of the host municipality to determine the order that members from the pool will be contacted.

The Chair of the MECAC will be selected by resolution at the start of the first meeting of each MECAC application by the members present.

7. Meetings

Meetings will be held as required under the provisions of the Act. The time frames for receiving applications and holding meetings shall be as established by the Act.

8. Agenda and Minute Preparation for the Meeting

The Clerk of the Host Municipality will be responsible for determining the location of the meeting, scheduling the meeting, preparing the meeting agenda and taking minutes for the meeting. All expenses will be paid by the host municipality. The Clerk of the host municipality is responsible for the administrative duties associated with MECAC but may contact the Clerk of any of the participating municipalities for assistance with minutes or any other matters if required.

9. Closed Meetings of Committees

The meetings of MECAC shall be open to the public, but MECAC may deliberate in closed session as needed and will follow the procedures of the host municipality. The Clerk of the host municipality is responsible for conducting the closed meetings but may contact the Clerk of any of the participating municipalities for assistance with minutes or any other matters if required.

10. Meeting Procedures

Quorum will be a majority of the members of the MECAC.

Voting by consensus will be used for decisions of the Committee or a majority vote by members, usually performed by the show of hands. The Chair is also entitled to a vote on MECAC.

Meetings will be governed by the Procedural By-law of the host municipality and Roberts Rules of Order as required.

11. Remuneration

Members of the MECAC shall be paid a rate of \$175 per meeting plus the applicable mileage rate from the host municipality. Expenses will be paid by the host municipality.

12. Conflict of Interest Policy

Members of the MECAC will conform to the conflict of interest policy, attached as Schedule "A" to these terms of reference.

13. Removal of Members

The current MECAC may recommend to the host Clerk for the removal of a member for reasons as listed, but not limited to:

- the member being in contravention of the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act* and/or the *Municipal Elections Act, 2001*;
- the member being in contravention of the code of conduct and/or Procedural By-law of the host municipality; or
- other legal issues

The Clerk of the host municipality may select another person from the MECAC pool if necessary.

14. Errors/Omissions

The accidental omission to give notice of any meeting of the MECAC to its members, or the non-receipt of any notice by any of the members, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any members of the MECAC may at any time waive notice of the meeting.

Municipal Elections Compliance Audit Committee (MECAC)

Conflict of Interest Policy

Policy Application

This policy applies to the Municipal Elections Act Compliance Audit Committee (MECAC) for the municipalities of the Region of Waterloo, Cities of Cambridge, Guelph, Kitchener, Waterloo, Townships of North Dumfries, Wellesley, Wilmot and Woolwich.

Operating Principles:

Members of the MECAC have a duty to conduct themselves in an impartial and objective manner. It is recognized that appointees have a broad range of interests and, from time to time, actual or potential conflicts of pecuniary interest or the appearance of such conflicts may arise. The purpose of this policy is to enable the MECAC to deal with such conflicts in as open and appropriate a way as possible.

It is understood that members of MECAC will perform their duties in such a way as to promote public confidence and trust in the integrity, objectivity and impartiality of the Committee. No member shall directly or indirectly receive any profit from his/her position, provided that an honorarium, as established in the Terms of Reference and reasonable expenses may be paid in the performance of their duties.

Definitions

“Affected Party” means any individual, partnership, corporation, organization or other legal entity which has an interest in property, objects or other assets which are the subject matter of consideration by the Committee;

“Business associate” means an individual in a formal partnership or in a shared ownership of a company or enterprise with a Member;

“Committee” is the Municipal Elections Act Compliance Audit Committee (MECAC);

“Immediate family” means a parent, child, spouse or common-law spouse of a Member;

“Member” is an individual formally appointed to the MECAC in accordance with the Terms of Reference.

Conflicts

Conflicts of pecuniary interest arise when Members may financially benefit, directly or indirectly, from their membership on a Committee. Such involvements include, but are not limited to, the following:

- Members being the Affected Party or employed by or doing business with the Affected Party
- Members' immediate family being the Affected Party or employed by or doing business with the Affected Party
- Members' business associates being the Affected Party or employed by or doing business with the Affected Party

A conflict of interest may be actual, potential or apparent. The same duty to disclose applies to each. The pecuniary interests of a Member's immediate family or business associate are considered to also be the pecuniary interests of the Member. Full disclosure in itself does not remove a conflict of interest.

Principles and procedures

It is important that Members be sensitive to appearance and perception and err on the side of transparency. In case of conflicts, whether actual, potential or apparent, Members are expected to fully disclose the conflict as soon as it arises and before the Committee makes any decisions in the matter where the conflict exists.

Once such a disclosure has been made, the Member involved shall abstain from voting and shall not participate in the discussion of the matter which gave rise to the conflict. The affected Member must not in any way, whether before during or after the meeting, attempt to influence the outcome of any discussion or voting on the matter. If the meeting at which the matter is discussed is not open to the public, in addition to the above, the Member must leave the meeting room for the duration of any discussion and voting on the matter.

In cases where one or more of the Committee's Members has abstained from voting as a result of conflict, such Members shall be identified in the minutes of the meeting.

Individual Members are encouraged to seek independent advice on conflicts or potential conflicts.

Quorum

Where the number of Members who, by reason of conflict, are disabled from participating in a meeting such that the remaining Members no longer constitute a quorum as set out in the Committee's Terms of Reference, then remaining Members shall be deemed to constitute a quorum provided there are not less than two Members present.

Solicitation

No Member may in any way, either overtly or otherwise, use the fact of their membership on the Committee to solicit business for their own benefit or the benefit of their immediate family or business associates.



Township of Wilmot ***REPORT***

REPORT NO. **FIN 2018-24**

TO: **Council**

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

DATE: **June 25, 2018**

SUBJECT: **Statement of Operations as of June 18, 2018 (un-audited)**

Recommendation:

That the Statement of Operations as of June 18, 2018, as prepared by the Manager of Accounting, be received for information purposes.

Background:

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

Discussion:

Attached is the statement of operations as of June 18, 2018. 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 47.1% of budget.

Wilmot Recreation Complex

The WRC represents approximately one-quarter of all operating expenses from the general levy. Staff are pleased to continue reporting that as of the statement date,

operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 45.4% of the annual budget.

The WRC also represents approximately 60.1% 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 44.5% of the annual budget.

Insurance

Insurance pool premiums for 2018 were lower than anticipated, due to some positive experience ratings in the pool. The savings of \$40,650 versus the 2018 budget will be incorporated into the overall year end surplus. Any year end operating surplus from levy funded operations is transferred to the three (3) Infrastructure Reserve Funds.

Street Lighting

Due to the transition to LED lighting, the street lighting energy costs are projected to be 50% of budget allocation. Annual savings generated from the retrofit project will be transferred to the dedicated street lighting reserve fund to rebuild the deficit created through funding the initial capital works.

Staffing (Public Works)

Public works administration costs include the provision for two (2) new FTEs who started in mid-Q2. Actual YTD expenditures also include interdepartmental charges to water and sanitary divisions. It is anticipated that the overall engineering administration costs will meet budget by the end of Q4.

Winter Maintenance

Winter maintenance activities levels over the past two quarters have surpassed the annual budget allocation for 2018 due to late winter weather experienced during the month of April. Funds over the budget allocation will be funded from the dedicated winter maintenance reserve fund in part of year-end processing.

Strategic Plan Conformity:

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

Financial Considerations:

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

Conclusion:

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

Ashton Romany, CPA
Prepared by Manager of Accounting

Patrick Kelly, CPA, CMA
Submitted by Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer

**TOWNSHIP OF WILMOT
2018 OPERATING**

	2018 Proposed	2018 Actual	Variance %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees / Sale of Surplus Assets	(53,000)	(19,732)	37.2%
Grant Funding - General Government	(2,940)	-	0.0%
Licenses and Fines ¹	(85,260)	(60,016)	70.4%
Penalties & Interest Revenue	(275,000)	(119,829)	43.6%
	<u>(416,200)</u>	<u>(199,578)</u>	<u>48.0%</u>
<u>EXPENSES</u>			
Council ²	132,430	87,435	66.0%
CAO, Clerks ³	593,560	253,510	42.7%
Insurance ⁴	309,600	247,374	79.9%
Municipal Law Enforcement/Animal Control	209,670	101,608	48.5%
Municipal Election ⁵	15,780	1,933	12.2%
Financial Services	499,300	229,956	46.1%
IT Services	227,420	101,652	44.7%
	<u>1,987,760</u>	<u>1,023,468</u>	<u>51.5%</u>
<u>FIRE SERVICES</u>			
<u>REVENUE</u>			
Fire Services Revenues ⁶	(47,260)	(33,897)	71.7%
	<u>(47,260)</u>	<u>(33,897)</u>	<u>71.7%</u>
<u>EXPENSES</u>			
Fire Services Administration	903,350	429,551	47.6%
Fire Services Operating Expenses	319,000	118,824	37.2%
	<u>1,222,350</u>	<u>548,375</u>	<u>44.9%</u>

**TOWNSHIP OF WILMOT
2018 OPERATING**

	2018 Proposed	2018 Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges	(24,100)	(5,291)	22.0%
Aggregate Resource Fees	(97,300)	-	0.0%
Grant Funding - Public Works	(28,700)	(19,700)	68.6%
	<u>(150,100)</u>	<u>(24,991)</u>	<u>16.6%</u>
<u>EXPENSES</u>			
Engineering Administration ⁷	170,150	33,700	19.8%
Roads Administration ⁸	601,740	231,569	38.5%
Roads Operating Expenses ⁸	520,030	165,731	31.9%
Winter Control Expenses ⁹	407,390	435,772	107.0%
Municipal Drainage Operating Expenses	18,000	563	3.1%
Street Lighting Operating Expenses ¹⁰	145,000	19,201	13.2%
Crossing Guards Operating Expenses	53,970	29,416	54.5%
	<u>1,916,280</u>	<u>915,952</u>	<u>47.8%</u>

**TOWNSHIP OF WILMOT
2018 OPERATING**

	2018 Proposed	2018 Actual	Variance %
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ¹¹	(1,441,330)	(641,445)	44.5%
Park, Facility and Community Centre Rental Revenue	(149,880)	(71,816)	47.9%
Grant Funding - Recreation and Facilities ¹²	(6,020)	(6,000)	99.7%
	<u>(1,597,230)</u>	<u>(719,261)</u>	<u>45.0%</u>
<u>EXPENSES</u>			
Recreation Administration	740,060	317,527	42.9%
Wilmot Recreation Complex Administration	1,594,560	762,533	47.8%
Wilmot Recreation Complex Operating Expenses	918,420	379,363	41.3%
Parks & Facilities Administration	524,550	212,221	40.5%
Parks and Community Centre Operating Expenses ¹³	346,610	94,121	27.2%
Municipal Facilities Operating Expenses ¹⁴	144,380	50,025	34.6%
Abandoned Cemetery Operating Expenses	3,000	1,500	50.0%
	<u>4,271,580</u>	<u>1,817,290</u>	<u>42.5%</u>

**TOWNSHIP OF WILMOT
2018 OPERATING**

	2018 Proposed	2018 Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events	(47,330)	(16,987)	35.9%
Grant Funding - Castle Kilbride	(28,600)	(3,658)	12.8%
	<u>(75,930)</u>	<u>(20,645)</u>	<u>27.2%</u>
<u>EXPENSES</u>			
Castle Kilbride Administration	223,980	99,573	44.5%
Castle Kilbride Operating Expenses ¹⁵	56,980	32,270	56.6%
Archives Operating Expenses	1,550	90	5.8%
Heritage Wilmot Operating Expenses	10,700	1,536	14.4%
	<u>293,210</u>	<u>133,469</u>	<u>45.5%</u>
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees ¹⁶	(106,900)	(28,000)	26.2%
Business Licensing	(4,000)	(1,725)	43.1%
	<u>(110,900)</u>	<u>(29,725)</u>	<u>26.8%</u>
<u>EXPENSES</u>			
Planning	174,800	80,435	46.0%
Economic Development ¹⁷	55,000	50,858	92.5%
	<u>229,800</u>	<u>131,294</u>	<u>57.1%</u>
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	<u>(2,397,620)</u>	<u>(1,028,098)</u>	<u>42.9%</u>
<u>EXPENSES</u>	<u>9,920,980</u>	<u>4,569,847</u>	<u>46.1%</u>
<u>NET GENERAL LEVY EXPENDITURE</u>	<u>7,523,360</u>	<u>3,541,749</u>	<u>47.1%</u>

NOTES:

- 1 Includes Dog and Kennel Licences (\$46,822); Parking Fines (\$5,470); Marriage Licences (\$5,550); Property Standards Fees (\$274); Lottery Licences (\$957); Provincial Offences (\$943).
- 2 Includes distribution of Municipal Grants (\$44,250), as per Council report FIN 2017-41.
- 3 Includes unbudgeted minor capital for Township portion Regional Smart Cities Application cost (\$2,000).
- 4 Annual Insurance Pool Premiums (\$228,350) were remitted in Q2. YTD expenditures are net of premiums transferred to user-pay divisions (\$9,698) and includes self insured deductible expenses (\$28,722). Cost savings are projected by year-end due to unanticipated reduction in insurance pool premium.
- 5 YTD Expenditures reflect annual fees for on-going maintenance of Municipal voters' list. Expenditures associated with municipal election activities will continue to occur over the next two quarters of 2018. The 2018 budget is net of transfer from Elections Reserve Fund (\$55,000).
- 6 Includes Boundary Fire Service Agreement with Blandford-Blenheim (\$5,155); Fire Permits (\$2,131); and revenue from billable calls (\$26,611).
- 7 Budget includes provision for two (2) additional FTEs net of interdepartmental charges.
- 8 Roads operations and staffing costs are impacted by seasonality. The majority of focus in Q1 is on Winter Maintenance operations.
- 9 Winter maintenance activities peak in Q1 and Q4. Transfer from dedicated reserve fund to offset the budget overage will be completed as part of year end processing.
- 10 Street Light hydro costs reflect Jan-May consumption and are lower than historical levels due to the LED retrofit. Savings generated will re-build the dedicated street light reserve fund for future capital replacements of the street lighting network.
- 11 Revenues include: Ice Rentals (\$303,649); Aquatics (\$235,253); Programming (\$21,278); Concessions (\$39,314); Room/Field Rentals (\$23,176); Advertising/Promotional Fees (\$14,000); Other (\$4,775)
- 12 Represents Grant funding provided under the Healthy Kids Community Challenge.
- 13 Activity levels at Township parks and community centres are seasonal, with majority of remaining activities to peak in Q3.
- 14 Includes unbudgeted minor capital water heater replacement at the Seniors Woodworking Shop (\$3,251).
- 15 Expenditures include membership with Waterloo Region Tourism Marketing Corporation (WRTMC) (\$10,000) and marketing/promotional materials (\$8,655).
- 16 Staff anticipate that applications would flow in conjunction in Official Plan final approval and are optimistic that budget will be met by year end.
- 17 Includes Township membership with the Waterloo Region Economic Development Corporation (\$50,000).

**TOWNSHIP OF WILMOT
2018 OPERATING (USER-PAY)**

	2018 Proposed	2018 Actual	Variance %
<u>WATER/SANITARY</u>			
<u>REVENUE</u>			
Utility User Fees, including Local Improvements ¹	(5,367,270)	(1,922,310)	35.8%
Utilities Sales, Service Charges	(64,000)	(18,095)	28.3%
	(5,431,270)	(1,940,405)	35.7%
<u>EXPENSES</u>			
Water/Sanitary Administration	603,610	247,529	41.0%
Water/Sanitary Operating Expenses	788,960	361,478	45.8%
Water Regional Charges ²	1,472,000	414,350	28.1%
Sanitary Regional Charges ²	1,718,610	687,538	40.0%
	4,583,180	1,710,895	37.3%
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁴</u>	(848,090)	(229,510)	27.1%
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees	(64,430)	(23,669)	36.7%
Cemetery Investment Income	(4,000)	-	0.0%
	(68,430)	(23,669)	34.6%
<u>EXPENSES</u>			
Cemetery Administration	20,650	5,398	26.1%
Cemetery Operating Expenses	36,350	13,678	37.6%
	57,000	19,077	33.5%
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁴</u>	(11,430)	(4,592)	40.2%

**TOWNSHIP OF WILMOT
2018 OPERATING (USER-PAY)**

	2018 Proposed	2018 Actual	Variance %
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ³	(503,000)	(170,046)	33.8%
	(503,000)	(170,046)	33.8%
<u>EXPENSES</u>			
Building Administration	306,250	130,212	42.5%
Building Operating Expenses	220,450	109,438	49.6%
	526,700	239,650	45.5%
<u>TRANSFER (TO)/FROM RESERVE FUNDS</u> ⁴	23,700	69,604	293.7%

NOTES:

- 1 The new water/sanitary rates came into effect on March 1, 2018. YTD fees represent April/May billing for New Hamburg Residents and March/April billing for the remainder of the Township.
- 2 Reflects flows to/from the Region of Waterloo for the Months of January and April.
- 3 YTD permit fees are outlined within the Building Statistics reporting from Development Services.
- 4 Transfers to/from reserve funds are completed as part of year end processing.



Township of Wilmot REPORT

REPORT NO.	FIN 2018-25
TO:	Council
PREPARED BY:	Ashton Romany, Manager of Accounting
DATE:	June 25, 2018
SUBJECT:	Capital Program Review as of June 18, 2018 (un-audited)

Recommendation:

That the Capital Program Review as of June 18, 2018, as prepared by the Manager of Accounting, be received for information purposes.

Background:

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

Discussion:

The key performance indicator, from a financial perspective is found in the amount of approved funding that has been spent as of the statement date. The totals section of this report indicates that as of June 18, 2018, 25.49% of Council approved funding has been spent across the entire capital program.

Due to winter weather conditions in the first quarter, several initiatives, specifically in the Public Works and Facilities and Recreation departments, historically take place over the course of the final three (3) quarters. As noted within the comments of the attached statement, several projects have been tendered and/or awarded as of the statement date. Staff have included comments on the current status of each project.

Strategic Plan Conformity:

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

Financial Considerations:

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

Conclusion:

The preceding report is presented to Council for information purposes. The next report outlining the capital program will occur in October for activity as of September 30, 2018.

Ashton Romany, CPA
Prepared by Manager of Accounting

Patrick Kelly, CPA, CMA
Submitted by Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MANNHEIM DIGITAL SIGN</u>			
<u>FUNDING</u>			
Contribution from General Levy	(22,000.00)	(22,000.00)	
	(22,000.00)	(22,000.00)	
<u>EXPENSES</u>			Project anticipated to commence in Q3.
Expenditures	22,000.00	-	
	22,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,000.00)	
<u>MUNICIPAL LAW ENFORCEMENT VEHICLE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(34,000.00)	(34,000.00)	
Contribution from Sale of Surplus Assets	(1,000.00)	-	
	(35,000.00)	(34,000.00)	Contract awarded to Wendell Motors, for \$27,149.57 (net of HST rebate), as per Council Report CL 2018-11.
<u>EXPENSES</u>			
Expenditures	35,000.00	-	
	35,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(34,000.00)	
<u>2018 EMERGENCY FLOOD DAMAGE REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	
Contribution from Grants (MDRA)	-	-	Application submitted to Municipal Disaster Recovery Assistance Program (MDRA) in late Q2 as per Council Report 2018-23.
<u>EXPENSES</u>			
Expenditures	-	64,257.43	
	-	64,257.43	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	64,257.43	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ASSET MANAGEMENT ROADMAP (PHASE I-III)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(10,800.00)	(10,800.00)	Multi-year project. State of Maturity analysis completed, condition assessment protocols established and data collection templates created. Ongoing efforts to eliminate data gaps and integrate Work Order Management into Asset Management framework. Next phase to be included in future capital program.
Contribution from Grants (MAMP)	(43,200.00)	-	
	<u>(54,000.00)</u>	<u>(10,800.00)</u>	
<u>EXPENSES</u>			
Expenditures	54,000.00	15,865.20	
	<u>54,000.00</u>	<u>15,865.20</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		146.90%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,065.20	
<u>FLEXNET WIRELESS METER READING UPGRADES</u>			
<u>FUNDING</u>			
Contribution from Reserve Funds	-	(22,500.00)	Project Completed.
Contribution from Grants (CWWF)	-	(56,465.97)	
	<u>-</u>	<u>(78,965.97)</u>	
<u>EXPENSES</u>			
Expenditures	-	75,287.95	
	<u>-</u>	<u>75,287.95</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		95.34%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,678.02)	
<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 licencing.
	<u>(27,000.00)</u>	<u>(27,000.00)</u>	
Expenditures	27,000.00	16,307.74	
	<u>27,000.00</u>	<u>16,307.74</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		60.40%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,692.26)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NETWORK INFRASTRUCTURE UPDATES AND REPLACEMENTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(60,000.00)	(60,000.00)	
	(60,000.00)	(60,000.00)	
<u>EXPENSES</u>			Project to occur over Q3 and Q4.
Expenditures	60,000.00	336.96	
	60,000.00	336.96	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.56%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(59,663.04)	
<u>STATION 3 TANKER TRUCK REPLACEMENT (T35)</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(358,000.00)	
Contribution from Sale of Vehicle	-	-	
	-	(358,000.00)	Project Completed. Additional costs associated with final specifications. Surplus vehicle to be sold via auction in Q3/Q4.
<u>EXPENSES</u>			
Expenditures	-	410,792.81	
	-	410,792.81	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		114.75%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	52,792.81	
<u>RADIO EQUIPMENT UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(400,000.00)	
	-	(400,000.00)	Regional contract awarded to Motorola, with estimated costs of \$333,000 for Wilmot user-gear, as per Regional report COR-FFM-18-11. Delivery and deployment anticipated for late 2019.
<u>EXPENSES</u>			
Expenditures	-	3,194.20	
	-	3,194.20	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.80%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(396,805.80)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>STATION 3 RENOVATION ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(20,000.00)	(20,000.00)	
	(20,000.00)	(20,000.00)	
<u>EXPENSES</u>			Project anticipated to commence in Q3.
Expenditures	20,000.00	-	
	20,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
<u>PERSONAL PROTECTIVE EQUIPMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(19,445.00)	(19,445.00)	
	(19,445.00)	(19,445.00)	
<u>EXPENSES</u>			Project Completed.
Expenditures	19,445.00	20,880.52	
	19,445.00	20,880.52	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		107.38%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,435.52	
<u>BRANDING FIRE STATION WEAR</u>			
<u>FUNDING</u>			
Contribution from General Levy	(21,600.00)	(21,600.00)	
	(21,600.00)	(21,600.00)	
<u>EXPENSES</u>			Project anticipated to commence in Q3.
Expenditures	21,600.00	-	
	21,600.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(21,600.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SCBA AIR FILLING STATION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(65,000.00)	(65,000.00)	
	(65,000.00)	(65,000.00)	Award of contract recommendation to be presented at the June 25th Council meeting. Costs anticipated to be within budget.
<u>EXPENSES</u>			
Expenditures	65,000.00	-	
	65,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(65,000.00)	
<u>AUTOMATED EXTERNAL DEFIBRILLATORS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
	(20,000.00)	(20,000.00)	Contract awarded to Berrn Consulting for \$16,573.36 (net of HST rebate).
<u>EXPENSES</u>			
Expenditures	20,000.00	-	
	20,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
<u>AUTO EXTRICATION EQUIPMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(146,000.00)	(146,000.00)	
	(146,000.00)	(146,000.00)	Research and evaluation of equipment underway. Council report anticipated to be presented in Q3.
<u>EXPENSES</u>			
Expenditures	146,000.00	-	
	146,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(146,000.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>STATION 1 (BD) ROOF REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(32,000.00)	(32,000.00)	Contract awarded to Keller Roofing & Sheet Metal Inc. for \$21,444 (net of HST rebate). Project Completed. Awaiting final invoicing.
	(32,000.00)	(32,000.00)	
<u>EXPENSES</u>			
Expenditures	32,000.00	-	
	32,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,000.00)	
<u>KING ST RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(234,000.00)	Project Completed. Unfunded capital to be sourced from Reserve Funds and General Levy proportionately.
Contribution from Reserve Fund	-	(118,620.00)	
Contribution from Grants (CWWF)	-	(46,378.50)	
	-	(398,998.50)	
<u>EXPENSES</u>			
Expenditures	-	562,748.57	
	-	562,748.57	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		141.04%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	163,750.07	
<u>MILTON & BYRON ST RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from General Levy	(279,430.00)	(279,430.00)	Contract awarded to Sousa Concrete in the amount of \$1,130,803.37 (net of HST rebate), as per Council report PW 2018-03. Site works on-going through Q2/Q3.
Contribution from Reserve Fund	(421,100.00)	(525,100.00)	
Contribution from Grants (Fed Gas Tax)	(612,270.00)	(612,270.00)	
	(1,312,800.00)	(1,416,800.00)	
<u>EXPENSES</u>			
Expenditures	1,312,800.00	67,877.10	
	1,312,800.00	67,877.10	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		4.79%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,348,922.90)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 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 Region of Waterloo	-	-	
Contribution from Landowner	-	(47,134.00)	Project substantially completed. Actual cost schedule to be received from the Drainage Superintendent for Council approval.
	<u>-</u>	<u>(79,704.00)</u>	
<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>HOLLAND MILLS BRIDGE (17/B)</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(126,000.00)	(343,100.00)	
Contribution from Grants (OCIF Top-Up)	(1,134,000.00)	(898,644.75)	Contract awarded to Premier Concrete in the amount of \$1,374,331.27 (net of HST rebate), as per Council report PW 2018-04. Construction to be completed over Q3/Q4.
	<u>(1,260,000.00)</u>	<u>(1,241,744.75)</u>	
<u>EXPENSES</u>			
Expenditures	1,260,000.00	117,182.32	
	<u>1,260,000.00</u>	<u>117,182.32</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		9.44%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,124,562.43)	
<u>WILMOT EMPLOYMENT LANDS</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(3,116,095.00)	
Contribution from Grant (CWWF)	-	-	Staff continue working on draft development applications with two (2) property owners, in conjunction with construction of infrastructure on the Employment Lands.
Contribution from Region	-	-	
	<u>-</u>	<u>(3,116,095.00)</u>	
Expenditures	-	8,911.83	
	<u>-</u>	<u>8,911.83</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.29%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,183.17)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>HANNAH AND LEWIS STREET RECONSTRUCTION - ENG. SERV</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(28,000.00)	
Contribution from Reserve Fund	-	(20,000.00)	
Contribution from Grants (OCIF)	-	(45,000.00)	
	<u>-</u>	<u>(93,000.00)</u>	Contract awarded to AECOM for \$91,148 (net of HST rebate, as per Council Report PW 2017-16. Project on-going (2017-2019).
Expenditures	-	16,564.33	
	<u>-</u>	<u>16,564.33</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		17.81%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(76,435.67)	
<u>ARTICULATED LOADER REPLACEMENT (L3)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(140,000.00)	(140,000.00)	
Contribution from Reserve Fund	(140,000.00)	(140,000.00)	
Contribution from Sale of Surplus Assets	(20,000.00)	-	
	<u>(300,000.00)</u>	<u>(280,000.00)</u>	Contract awarded to Nortrax Canada Inc. in the amount of \$220,436.58, (net of HST rebate), as per Council report PW 2018-11.
<u>EXPENSES</u>			
Expenditures	300,000.00	-	
	<u>300,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(280,000.00)	
<u>ROADS NEEDS STUDY AND TRAFFIC COUNTS</u>			
<u>FUNDING</u>			
Contribution from Grants (OCIF)	(80,000.00)	(80,000.00)	
	<u>(80,000.00)</u>	<u>(80,000.00)</u>	Award of contract recommendation to be presented at the June 25th Council meeting. Costs anticipated to be within budget.
Expenditures	80,000.00	64.00	
	<u>80,000.00</u>	<u>64.00</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.08%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(79,936.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WILMOT AND CHURCH STREET ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from General Levy	(85,168.00)	(85,168.00)	
Contribution from Reserve Fund	(22,820.00)	(22,820.00)	Contracted awarded to MTE Consultants in the amount of \$91,556.02 (net of HST rebate), as per Council report PW 2018-09. Project on-going (2018-2020).
	(107,988.00)	(107,988.00)	
<u>EXPENSES</u>			
Expenditures	107,988.00	-	
	107,988.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(107,988.00)	
<u>HOT MIX PAVING PROGRAM`18</u>			
<u>FUNDING</u>			
Contribution from Grants (OCIF)	(337,000.00)	(23,580.00)	
	(337,000.00)	(23,580.00)	Contract awarded to Brantco Construction in the amount of \$301,419.23 (net of HST rebate), as per Council report PW 2018-08.
Expenditures	337,000.00	-	
	337,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(23,580.00)	
<u>SUFACE TREATMENT PROGRAM`18</u>			
<u>FUNDING</u>			
Contribution from General Levy	(253,403.00)	(253,403.00)	
Contribution from Reserve Fund	(232,170.00)	(232,170.00)	
Contribution from Grants (OCIF)	(33,427.00)	(33,427.00)	Contract awarded to Cornell Construction in the amount of \$495,772.68 (net of HST rebate), as per Council report PW 2018-07.
	(519,000.00)	(519,000.00)	
Expenditures	519,000.00	-	
	519,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(519,000.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>EMPLOYMENT LANDS MULTI-USE TRAIL</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(217,600.00)	(217,600.00)	
Contribution from Grants (OMCC)	(102,400.00)	(102,400.00)	
	<u>(320,000.00)</u>	<u>(320,000.00)</u>	Works to be completed in conjunction with the employment lands project.
<u>EXPENSES</u>			
Expenditures	320,000.00	-	
	<u>320,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(320,000.00)	
<u>RETAINING WALL - BENJAMIN STREET</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	Project anticipated to be complete in Q3.
Expenditures	15,000.00	-	
	<u>15,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<u>BRIDGE STREET BRIDGE REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(100,000.00)	(100,000.00)	
	<u>(100,000.00)</u>	<u>(100,000.00)</u>	Engineering Design and approvals underway. Procurement exercise anticipated in early Q3. Scope of the original project was impacted from the flood events from February.
Expenditures	100,000.00	12,959.13	
	<u>100,000.00</u>	<u>12,959.13</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		12.96%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(87,040.87)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BRIDGE IMPROVEMENTS - ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(15,000.00)	(15,000.00)	Guiderail locations and minor repairs pre-design considered for this project. Comprehensive guiderail work considered as part of the 2018 OCIF Top-up application.
	(15,000.00)	(15,000.00)	
Expenditures	15,000.00	-	
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<u>LED STREETLIGHT CONVERSION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(329,000.00)	Substantial Completion was given by the Region to the Contractor in February. Currently the project is in the 1 year warranty period. YTD energy charges reflect approximately savings over 50%.
Contribution from Grants (saveONenergy)	-	(39,645.00)	
	-	(368,645.00)	
<u>EXPENSES</u>			
Expenditures	-	365,136.53	
	-	365,136.53	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		99.05%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,508.47)	
<u>SIDEWALK PROGRAM`18</u>			
<u>FUNDING</u>			
Contribution from General Levy	(85,000.00)	(85,000.00)	Award of contract recommendation to be presented at the June 25th Council meeting. Costs anticipated to be within budget.
	(85,000.00)	(85,000.00)	
Expenditures	85,000.00	-	
	85,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(85,000.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>GRAVEL CRUSHING PROGRAM`18</u>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	Contract awarded to Tri City Materials in the amount of \$48,844.80 (net of HST rebate), as per Council report PW 2018-05.
	(50,000.00)	(50,000.00)	
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)	
<u>SNYDERS ROAD SANITARY AND STORM SEWERS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	Project preliminary design phase near completion. Anticipate Region to advance to detailed design over the next two quarters.
Contribution from Reserve Fund	(150,000.00)	(150,000.00)	
	(165,000.00)	(165,000.00)	
Expenditures	165,000.00	-	
	165,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(165,000.00)	
<u>LIFT STATION 2 PUMPS REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(23,000.00)	(23,000.00)	Contract awarded to Xylem Canada for \$22,888.69 (net of HST rebate).
	(23,000.00)	(23,000.00)	
Expenditures	23,000.00	-	
	23,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(23,000.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>PORTABLE DIESEL AIR COMPRESSOR</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(22,000.00)	(22,000.00)	
	(22,000.00)	(22,000.00)	
Expenditures	22,000.00	20,383.55	Project Completed.
	22,000.00	20,383.55	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		92.65%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,616.45)	
<u>RIVERSIDE CEMETERY COLIMBARIUM - PHASE 2</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(42,000.00)	
	-	(42,000.00)	
Expenditures	-	13,212.17	Installation schedule for late Q2.
	-	13,212.17	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		31.46%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(28,787.83)	
<u>ARTIFICIAL TURF SPORTS FIELD - WODSS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(117,500.00)	
Contribution from Development Charges	-	(382,500.00)	
	-	(500,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	Project was tendered by WRDSB in 2018. All bids were over budget therefore, entire project deferred to 2019 as per Board direction.
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(500,000.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 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)	
Contribution from Trust Fund	-	(14,100.00)	
	<u>-</u>	<u>(50,000.00)</u>	Staff Trails implementation Working Group reviewing scope of work for RFP issue in Q3.
Expenditures	-	-	
	<u>-</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)	
	<u>-</u>	<u>(10,000.00)</u>	Additional signage locations and updated information board to be reviewed by the staff Trails Implementation Working Group.
Expenditures	-	408.87	
	<u>-</u>	<u>408.87</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		4.09%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(9,591.13)	
<u>FACILITIES MAINTENANCE VAN REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(44,000.00)	(44,000.00)	
Contribution from Sale of Surplus Assets	(1,000.00)	-	
	<u>(45,000.00)</u>	<u>(44,000.00)</u>	Contract awarded to 709226 Ontario Ltd in the amount of \$30,528 (net of HST rebate), as per Council report PRD 2018-03.
<u>EXPENSES</u>			
Expenditures	45,000.00	-	
	<u>45,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(44,000.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REFORESTATION PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Grants (KW Hydro)	(45,000.00)	(90,000.00)	Project on-going. Funding includes 2017 & 2018 KW Hydro grant.
	(45,000.00)	(90,000.00)	
Expenditures	45,000.00	38,940.01	
	45,000.00	38,940.01	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		43.27%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(51,059.99)	
<u>FACILITIES PICK-UP TRUCK</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(55,000.00)	(55,000.00)	Contract awarded to Oxford Dodge Chrysler in the amount of \$58,662.60 (net of HST rebate), as per Council report PRD 2018-03.
Contribution from Sale of Surplus Assets	(1,000.00)	-	
	(56,000.00)	(55,000.00)	
<u>EXPENSES</u>			
Expenditures	56,000.00	-	
	56,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(55,000.00)	
<u>BOILER REPLACEMENT - 121 HURON</u>			
<u>FUNDING</u>			
Contribution from General Levy	(22,500.00)	(22,500.00)	Project anticipated to commence in Q3.
	(22,500.00)	(22,500.00)	
	22,500.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,500.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 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)	
Contribution from Reserve Fund	-	(28,000.00)	
	<u>-</u>	<u>(40,000.00)</u>	Project anticipated to commence in Q4.
Expenditures	-	-	
	<u>-</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)	
Contribution from Development Charges	-	(21,600.00)	
	<u>-</u>	<u>(30,000.00)</u>	Project anticipated to commence in Q4.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</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	-	(60,000.00)	
	<u>-</u>	<u>(60,000.00)</u>	Additional works to be scoped within the Admin Complex over the next two quarters.
Expenditures	-	30,742.60	
	<u>-</u>	<u>30,742.60</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		51.24%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(29,257.40)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 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)	
Contribution from Development Charges	-	(21,600.00)	
	<u>-</u>	<u>(30,000.00)</u>	Project anticipated to commence in Q4.
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<u>FLOOR SCRUBBER REPLACEMENT- NEW HAMBURG ARENA</u>			
<u>FUNDING</u>			
Contribution from General Levy	(4,000.00)	(4,000.00)	
Contribution from Reserve Fund	(9,000.00)	(9,000.00)	
	<u>(13,000.00)</u>	<u>(13,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	13,000.00	10,514.41	
	<u>13,000.00</u>	<u>10,514.41</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		80.88%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,485.59)	
<u>FIRE ALARM UPGRADES - NEW HAMBURG ARENA</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(29,400.00)	(29,400.00)	
	<u>(29,400.00)</u>	<u>(29,400.00)</u>	Contract awarded to Vintage Fire & Life Safety, for \$29,917.44 (net of HST rebate).
Expenditures	29,400.00	-	
	<u>29,400.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(29,400.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WRC/SCHMIDT WOODS TRAIL DESIGN/CONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(200,000.00)	
Contribution from Canada 150 -Intake 1	-	(101,197.00)	
Contribution from Trails Trust Fund	-	(24,000.00)	
	<u>-</u>	<u>(325,197.00)</u>	Project Completed. Final claim pending with Canada 150.
<u>EXPENSES</u>			
Expenditures	-	376,003.28	
	<u>-</u>	<u>376,003.28</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		115.62%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	50,806.28	
<u>LED LIGHTING RETROFITS - WRC</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(45,000.00)	
Contribution from Reserve Fund	-	(21,674.00)	
Contribution from Canada 150 - Intake 2	-	(8,240.00)	
	<u>-</u>	<u>(74,914.00)</u>	Project completed on twin pads, pool lighting installation pending.
Expenditures	-	71,423.04	
	<u>-</u>	<u>71,423.04</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		95.34%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,490.96)	
<u>LED RE-LAMPING - WRC</u>			
<u>FUNDING</u>			
Contribution from General Levy	(11,900.00)	(11,900.00)	
Contribution from Grants (saveONenergy)	(2,100.00)	-	
	<u>(14,000.00)</u>	<u>(11,900.00)</u>	Project anticipated to commence in Q3.
Expenditures	14,000.00	-	
	<u>14,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,900.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ROOF REPAIRS - WRC PHASE I</u>			
<u>FUNDING</u>			
Contribution from General Levy	(32,000.00)	(32,000.00)	
	(32,000.00)	(32,000.00)	
<u>EXPENSES</u>			RFQ closing June 25, 2018.
Expenditures	32,000.00	-	
	32,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,000.00)	
<u>WRC MAINTENANCE REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	(30,000.00)	(30,000.00)	Project anticipated to commence in late Q3.
Expenditures	30,000.00	1,648.85	Current costs represent pool chemical controller repairs.
	30,000.00	1,648.85	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		5.50%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(28,351.15)	
<u>WILMOT POOL DEMOLITION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	-	
Contribution from WRDSB	-	(26,282.46)	
	-	(26,282.46)	Project Completed. Project funded 50/50
<u>EXPENSES</u>			between WRDSB and Township. Wilmot portion
Expenditures	-	52,564.92	of costs to be funded from Infrastructure Reserve
	-	52,564.92	Funds - Facilities.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		200.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	26,282.46	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TENNIS COURT LIGHTING - BECK PARK</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(51,000.00)	(51,000.00)	
Contribution from Grants (saveONenergy)	(9,000.00)	-	
	<u>(60,000.00)</u>	<u>(51,000.00)</u>	Awaiting specifications from electrical contractor to issue an RFT.
<u>EXPENSES</u>			
Expenditures	60,000.00	-	
	<u>60,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(51,000.00)	
<u>COUNTRY CREEK-SCHNELER DRIVE PATHWAY LINKAGE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(22,915.00)	(22,915.00)	
Contribution from Development Charges	(74,600.00)	(74,600.00)	
	<u>(97,515.00)</u>	<u>(97,515.00)</u>	Staff Trails Implementation Working Group reviewing scope of work for RFP issue in Q3.
Expenditures	97,515.00	-	
	<u>97,515.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(97,515.00)	
<u>LASCHINGER WOODS TRAIL DEVELOPMENT</u>			
<u>FUNDING</u>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	
	<u>-</u>	<u>(20,000.00)</u>	Awaiting for contractor to remove Ash trees before project commencement.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 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)	
<u>EXPENSES</u>			Project Completed.
Expenditures	-	15,592.06	
	-	15,592.06	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		99.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(157.94)	
<u>MANHEIMM CC EXTERIOR CLADDING REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	(15,000.00)	(15,000.00)	
Expenditures	15,000.00	-	Project to commence in Q3.
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<u>NEW DUNDEE PARK TENNIS COURT REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(93,334.00)	
Contribution from Canada 150 - Intake 2	-	(38,578.81)	
	-	(131,912.81)	
<u>EXPENSES</u>			Court construction complete. Awaiting completion of court lighting component.
Expenditures	-	95,259.05	
	-	95,259.05	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		72.21%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(36,653.76)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BANDSHELL & UPPER FACADE REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(12,000.00)	
	-	(12,000.00)	
<u>EXPENSES</u>			Project near completion. Contractor returning to finish outstanding works in late Q2.
Expenditures	-	7,324.96	
	-	7,324.96	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		61.04%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(4,675.04)	
<u>NORM HILL PARK - MATERIAL STORAGE BUNKERS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<u>EXPENSES</u>			Project anticipated to commence Q4.
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 REVIEW</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(58,000.00)	
	-	(58,000.00)	
<u>EXPENSES</u>			Design works nearing completion. Project management and site supervision components to be completed in 2019.
Expenditures	-	25,719.47	
	-	25,719.47	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		44.34%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,280.53)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE D#3 BACKSTOP FENCE - NORM HILL PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	
	(25,000.00)	(25,000.00)	
<u>EXPENSES</u>			
Expenditures	25,000.00	13,120.93	
	25,000.00	13,120.93	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		52.48%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,879.07)	Project completed.
<u>REPLACE PLAYGROUND COMPONENTS - CONSTITUTION PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(55,000.00)	(55,000.00)	
	(55,000.00)	(55,000.00)	
Expenditures	55,000.00	-	
	55,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(55,000.00)	Project anticipated to tendered and commenced in Q4.
<u>FIELDHOUSE RENOVATIONS - SCOTT PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(21,000.00)	(21,000.00)	
	(21,000.00)	(21,000.00)	
<u>EXPENSES</u>			
Expenditures	21,000.00	13,801.56	
	21,000.00	13,801.56	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		65.72%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,198.44)	Project Completed.

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>HERITAGE WILMOT - GRANDSTAND MURAL PROJECT</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(38,000.00)	
	-	(38,000.00)	
<u>EXPENSES</u>			Project Completed.
Expenditures	-	37,999.22	
	-	37,999.22	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(0.78)	
<u>ARTS AND CULTURE MASTER PLAN</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(25,000.00)	
	-	(25,000.00)	
<u>EXPENSES</u>			Project anticipated to be completed in Q4. Phase two commenced in June.
Expenditures	-	13,999.55	
	-	13,999.55	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		56.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,000.45)	
<u>CASTLE KILBRIDE EXTERIOR PAINTING</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	(15,000.00)	(15,000.00)	
<u>EXPENSES</u>			Site works on-going. Project anticipated to be complete in late Q2.
Expenditures	15,000.00	-	
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	

**2018 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 18, 2018**

Project	2018 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ZONING BY-LAW CONSOLIDATION</u>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(29,900.00)	(29,900.00)	
Contribution from Development Charges	(35,100.00)	(35,100.00)	
	<u>(65,000.00)</u>	<u>(65,000.00)</u>	Project anticipated to start in early Q3.
Expenditures	65,000.00	-	
	<u>65,000.00</u>	<u>-</u>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		0.00%	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(65,000.00)	
TOTAL FUNDING CAPITAL PROGRAM	(5,874,248.00)	(12,008,737.49)	
TOTAL EXPENDITURES	5,874,248.00	3,061,200.78	
(UNEXPENDED)/UNFUNDED CAPITAL	<u>-</u>	<u>(8,947,536.71)</u>	
% of Funding Spent		25.49%	



Township of Wilmot **REPORT**

REPORT NO. PW-2018-12

TO: Council

PREPARED BY: Alastair Duncan, Engineering Technician

DATE: June 25th, 2018

SUBJECT: Sidewalk and Concrete Work – Award of Contract

Recommendation:

THAT Council award RFT 2018-20 to Done Rite Plaza Maintenance and Sons Ltd., in the amount of \$42,757.00, plus HST, for the Sidewalk and Concrete Work contract.

Background:

During the 2018 budget process, Council allocated funds to provide maintenance and repair work on the existing sidewalk network. The work completed under this program is prioritized based on trip hazards, surface discontinuity and low sections. These are generally defined by Minimum Maintenance Standards (MMS) Ontario Regulation 239/02. The proposed work also takes into consideration design parameters in the Integrated Accessibility Standards for the Built Environment under the Accessibility for Ontarians with Disabilities Act (AODA).

Discussion:

On June 1st, 2018 the tender document was made available online through the Township's e-bidding site. There was a total of sixteen (16) plan takers, with nine (9) bids received at time of close on June 15th, 2018.

The low bidder was disqualified due to the lack of bonding as described in the contract documents, the remaining bidders provided the appropriate bid bond documents. References for the next lowest bid have been checked and appear to be satisfactory. The tenders were reviewed and appear to be generally balanced and satisfactory.

Results of the bids received are summarized below:

Bidder	Location	Bid Amount
Done Rite Plaza Maintenance and Sons Ltd.	Vaughan, ON	\$42,757.00
Vista Contracting Ltd.	Cambridge, ON	\$43,685.00
Hardscape Concrete & Interlock	Paris, ON	\$62,659.75
Emmacon Corp.	Toronto, ON	\$70,950.00

Steed and Evans Limited	St. Jacobs, ON	\$75,500.00
ET Construction	Mississauga, ON	\$85,395.00
Signature Contractors	Oldcastle, ON	\$139,985.00
Dig-Con International	Bolton, ON	\$193,187.50
Chad Hartman Construction	St. Pauls, ON	Disqualified
<i>AVERAGE BID (of qualified bidders)</i>		<i>\$89,264.91</i>

The base works include approximately 250 square metres of concrete sidewalks. The above figures do not include HST. The works are anticipated to be completed in the summer or early fall.

Strategic Plan Conformity

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

Financial Considerations:

The 2018 Capital budget allocated funding from the following sources for the sidewalk program:

Funding Source	Amount
General Levy	\$85,000
Total Budget	\$85,000

The base contract includes \$42,757 of sidewalk and concrete work. There was approximately \$6,200 expended to conduct Minimum Maintenance Standards inspections required under Ontario Regulation 239/02. Approximately \$10,000 will be allocated for mud-jacking. The total works are within the allocated budget, and may be expanded within the contract terms to meet the funding allocation for the sidewalk program should MMS dictate the need for additional work over the summer months.

In addition to the base cost for concrete work, interlock brick replacement was bid as a provisional item within the contract document. The funding source for this work is the Main Street Revitalization Program at approximately \$10,000.

Conclusion:

Based on the foregoing, it is recommended that Done Rite Plaza Maintenance and Sons Ltd. be awarded the contract for Sidewalk and Concrete Work.

Alastair Duncan
Prepared by Engineering Technician

Jeff Molenhuis
Submitted by Director of Public Works

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. PW2018-13

TO: Council

PREPARED BY: Leslie Nanibush

DATE: June 25, 2018

SUBJECT: Consulting Services for Roads Condition Assessments and Needs Study – Award of Contract

Recommendation:

THAT RFP 2018-21 be awarded to GHD Limited to provide consulting services for a roads condition assessment and needs study, including provisional items, as per their proposal dated June 15, 2018 for the fee of \$44,640, plus HST.

Background:

The Township's 2018 Capital Budget Program includes a comprehensive review of road conditions and identifying needs of the road system. The Needs Study will assist the municipality in future capital planning, forecasting and road maintenance operations.

The intent of this project is to conduct a review of the current inventory of the road system, and provide complete corridor assessments. Ultimately, the project is intended to identify maintenance, repair and rehabilitation needs for operations and capital work plans to support reduced life cycle cost and to protect and prolong the useful life of the road system.

Discussion:

The Township requested proposals for consulting engineering services from qualified consultants to conduct the roads condition assessment and needs work. The work includes road and road corridor feature inventory, general condition assessment, with the work being integrated into a prioritized list of needs.

The Township of Wilmot's Road network data consists of the following listed in **Table 1**:

Table 1 – Road Inventory Summary

Road Surface Type	Centerline Length (km)
HCB-Urban	72
HCB-Rural	48
LCB (Tar & Chip)	132
Loosetop (Gravel)	26
TOTAL ROADS:	279
Sidewalks	80

Previous Township condition assessments were undertaken in 2013 through Pavement Condition Index (PCI), focusing solely on pavement condition. While having condition information is beneficial, this type of evaluation does not adequately address some of the underlying causes to deteriorating road surface conditions. The proposed works under the 2018 Needs Study are intended to update this condition work for all road surfaces, while also taking into consideration full corridor influences on condition, and the resulting work plan to address deficiencies identified.

There were a total of four (4) proposals submitted in response to the RFP posting. The list of proponents is provided below:

Proponent	Location
1 GHD Limited	Waterloo, ON
2 Golder Associates Ltd.	Mississauga, ON
3 WSP Canada Inc.	Thornhill, ON
4 SNC Lavalin Inc.	Montreal, QC

An internal selection committee, consisting of staff from Engineering and Finance, reviewed and evaluated the proposals based on the following evaluation criteria:

- Project Understanding and Approach
- Project Manager and Team
- Similar Project Experience and References
- Price

Following a technical review, the proposals were evaluated and scored for adequacy to address the anticipated scope of work. Following that, the fees were evaluated separately and a final selection was made based on the comprehensive evaluation criteria.

As a result of the highest ranking proposal based on the selection committee review, GHD Limited is recommended to be authorized to undertake this project.

Strategic Plan Conformity:

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

Financial Considerations:

The approved 2018 Budget includes \$60,000 for costs related to the procurement of condition assessments for roads throughout the township and the development of a long term capital plan for rehabilitation, repair or replacement. The approved 2018 Budget also includes an additional \$20,000 for costs related to traffic counts throughout the entire Township road network.

The funding will be provided as follows:

Funding Source	Amount
Ontario Community Infrastructure Fund	\$80,000
Total Budget	\$80,000

Staff previously approved approximately \$9,200 for traffic counts by a separate consultant. The completion of road condition assessment works and traffic counts will remain within the overall budget.

Conclusion:

GHD Limited showed a good understanding of this Road Condition Assessment and Needs Study, experience on similar projects, a strong project team and competitive pricing. They addressed the scope anticipated for this project within their proposal.

Therefore, it is recommended that GHD Limited be authorized to provide services associated with the Road Condition Assessment and Needs Study for the Township of Wilmot.

Leslie Nanibush
Prepared by Asset Management Coordinator

Jeff Molenhuis
Submitted by Director of Public Works

Patrick Kelly
Submitted by Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. DS 2018-14

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: June 25, 2018

SUBJECT: Zone Change Application 09/17
Tri-City Lands Ltd.
Part of Lot 2, Concession North of Snyder's Road
2264 Snyder's Road East

Recommendation:

That Zone Change Application 09/17 made by Tri-City Lands Ltd., affecting Part of Lot 2, Concession North of Snyder's Road, to change the zoning of the subject lands from Zone 1 (Agricultural) to Zone 14 (Extractive Industrial) and Zone 11 (Open Space), be approved.

Background:

The required Public Meeting with respect to this application was held on November 6, 2017. The following is a summary of comments received prior, and subsequent to the Public Meeting.

Public: none

Agencies:

GRCA: no objections, requesting that the environmental areas be appropriately zoned

Region of Waterloo: no objections

Discussion:

The subject lands are designated Agricultural Resource Area and identified as a Mineral Aggregate Resource Area in the Township Official Plan, and are zoned Zone 1 (Agricultural) and Zone 14 (Extractive Industrial) in the Township Zoning Bylaw.

This application proposes to change the zoning of a portion of the northern extent of the subject property (approximately 5.3ha) from Zone 1 (Agricultural) to Zone 14 (Extractive Industrial) to allow the extension of the existing gravel pit to the south.

Since the public meeting was held in November, 2017 reports prepared in support of the application (Hydrogeological Assessment, Archaeological Study, and Environmental Impact Statement) have been reviewed and received concurrence from the appropriate review agencies namely the Region of Waterloo and Grand River Conservation Authority.

The maximum annual volume of aggregate which can be removed from the existing pit will be unchanged and as a result, the maximum number of trucks generated by the subject lands will remain the same as current operations. The internal and external haul route are unchanged through this application. It is not anticipated that the proposed expansion will introduce any new impacts on neighbouring property owners.

Strategic Plan Conformity:

The preparation of environmental studies to support development proposals and the use of existing infrastructure (access, weigh scales etc.) protects our natural environment by using our resources responsibly.

Financial Considerations:

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

Conclusion:

Studies prepared in support of the gravel pit expansion have adequately addressed any impacts, environmental or otherwise, from the proposed expansion. Abutting wetlands and woodland features are being appropriately protected and noise and traffic impacts will not increase from those of the existing operations. The proposed implementing zoning by-law places the extraction lands and the environmental areas into the appropriate zoning categories. Rehabilitation of the extraction area is restoration to agricultural use and is regulated through the aggregate license and site plans approved by the Ministry of Natural Resources and Forestry.

Andrew Martin, MCIP RPP
Prepared by Manager of Planning/EDO

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

Grant Whittington
Reviewed by Chief Administrative Officer

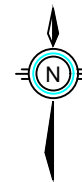


FIGURE 1 SITE LOCATION

GERMIT PIT EXTENSION
TOWNSHIP OF WILMOT, REGION OF WATERLOO
SCALE NTS
DATE AUGUST 10, 2017
PROJECT No. 39801



IBI GROUP
101 - 410 Albert Street
Waterloo ON N2L 3V3 Canada
tel 519 585 2255 fax 519 585 2269
ibigroup.com



Township of Wilmot REPORT

REPORT NO. FS-2018-03

TO: Council

PREPARED BY: Rod Leeson, Fire Chief

DATE: June 11, 2018

SUBJECT: Breathing Air Compressor, Cascade and Fill Station

Recommendation:

That the tender submitted by CompAir Canada in the amount of \$58,644 (plus HST and electrical hook up) for the supply, delivery and installation at Station 1, Baden Fire Station of a new 10 HP Breathing Air Compressor, 3 Bank Fill Station and 4 bottle Auto Cascade be accepted.

Background:

On April 18, 2018 a joint tender for the supply and delivery of a Breathing Air Compressor, 3 Bank Fill Station and 4 Bottle Auto Cascade system for Wilmot Fire Department, North Dumfries Fire Department and Wellesley Fire Department was advertised and released for on-line bidding. The Township of Wilmot took the lead to organize meetings, issue and release the joint tender bid document. Meetings were conducted with the three township Chiefs to provide their own specification which included site specific installation requirements. Woolwich did not require a breathing air system at this time and for that reason opted out of this tender however Woolwich did participate and provided input throughout the process. The Breathing Air System described is consistent with industry standards and meets Health and Safety objectives for firefighter safety. Bidders were also required to include 3 years of mandatory annual service and air quality testing within the submitted tender amount. The joint tender, in cooperation with the Townships of North Dumfries and Wellesley provided the fire service with a unique opportunity to provide the same system brand and training within each township and will benefit during mutual aid events and access during system maintenance and repairs should this need arise. Wilmot, North Dumfries and Wellesley utilized this opportunity in an effort to make the bid process more economical and competitive.

Discussion:

On Wednesday May 2, 2018 a total of five tenders were received for the Fire Department Breathing Air Compressor, 3 Bank Fill Station and 4 Bottle Auto Cascade system and includes installation and 3 years of quarterly service as per the tables below:

Breathing Air Compressor, 3 Bank Fill Station and 4 Bottle Auto Cascade Bid Price (excluding taxes):

CompAir Canada (Oakville)	\$58,644 – 3 Year Service Included
Advanced Gas Technologies (Markham)	\$67,685 - 3 Year Service Included
Levitt-Safety (Oakville)	\$57,518 - 3 Year Service Add \$10,056 for 3 years for total of \$67,574
SPI Health and Safety (Blainville, QC)	\$63,210 - 3 Year Service Add \$22,639 for 3 years for total of \$85,849
M&L Supply, Fire & Safety (Ingleside)	\$66,535 - 3 Year Service Add \$2,437 per year for 3 years for total of \$73,846

The lowest compliant bid proposal is CompAir Canada (Oakville) at a bid price of \$58,644, plus HST. Staff are familiar with the CompAir Canada product and recognize that it will serve the needs and requirements of the Fire Department for the designed purposes. It should be noted that a request was made to CompAir Canada to discuss what the annual service, maintenance and air quality costs would be after the 3rd year, the estimated amount is \$1600 annually based on today's known costs.

Not included in the bids is the electrical service connection cost which is the responsibility of the Townships to address prior to installation. The estimated cost for Township of Wilmot is \$2,000 (plus HST) and when calculated is still below the capital budget estimate of \$65,000.

Strategic Plan Conformity:

Through an open and transparent bidding process, the Township is communicating municipal matters. The operations of the Wilmot Fire Department requires access to readily available, safe breathing air when emergency response necessitates this requirement.

Financial Considerations:

The approved 2018 capital budget contains \$65,000 for the purchase and installation of a 10 HP Breathing Air Compressor, 3 Bank Fill Station and 4 bottle auto cascade

system. The bid price, net of the HST rebate, is \$58,644. The lowest bid meets tender specifications and within the approved capital budget allocation.

Conclusion:

Staff recommend that the tender for the supply and delivery of the new Breathing Air Compressor system be awarded to CompAir Canada in the amount of \$58,644 (plus HST) plus estimated amount of \$2000 for electrical connection.

Rod Leeson

Prepared and submitted by Fire Chief

Grant Whittington

Reviewed by Chief Administrative Officer



Minutes

Castle Kilbride Advisory Committee

Meeting of February 15, 2018

Present: Chair Teresa Brown, Jim Veitch, Mary-Eileen McClear, Councillor Barry Fisher, Colleen Herner

Staff Present: Tracy Loch

Regrets: Marlene Miller, Prema Anjaria, Doug Beesley, Leonard Kuehner Sherri Gropp, CAO Grant Whittington, Councillor Mark Murray

1. Welcome:

Members were welcomed by Chair Teresa at 6:35pm.

2. Review of Agenda

3. Disclosure of pecuniary interest under the Municipal Conflict of Interest Act.
None.

4. Review of minutes from November 16, 2017.

That the minutes be accepted as presented.

MOVED by Colleen SECONDED by Barry.

CARRIED.

5. Business:

- a) **Review of 2017-** Tracy reported that it was a very good year overall for the museum. Attendance continued to be steady and the events were well attended. She noted the Christmas season traditionally is busier with tourism, however the special feature of Herner's Dickens Village in the Belvedere this year along with added media attention through CTV news definitely attracted more people to visit Castle Kilbride. Sherri and Tracy noted that many first time visitors toured and it was specifically to see Dickens Village. Dave's kindness to loan his collection and dedication to set up the exhibit were appreciated by the curators. Tracy expressed her thanks to Colleen for her family's support for this special exhibit and looked forward to hopefully a "back by popular demand."
- b) **Events and Exhibits for 2018 –** Tracy gave a brief overview of what was planned and asked for feedback from the committee with respect to the events. A brief discussion took place regarding the summer concert series and the Christmas-themed event. Tracy suggested we defer this until the next meeting so we have more committee feedback. **Action: Deferred to next meeting.**
- c) **2018 Lecture Series-** Two or three lectures are included for this year but not confirmed. With the sub-committee, further discussion needs to take place on topic and timing. **Action: Deferred to next meeting.**
- d) **Review of Meeting Schedule -** accepted by committee as presented.

6. **New Business:**

- a) **Heritage Day 2018:** Tracy reported that Heritage Wilmot is hosting their annual heritage day on Saturday February 24th from 10am to 3pm at the New Dundee Community Centre. She enquired if any committee members would be interested to work at the Castle Kilbride exhibit table. To date Marlene Miller has offered. Was looking for another member to share the shift with.
- b) **Filming at Castle Kilbride-** Tracy reported that Northwood Anne Duo Inc, a CBC film crew will be utilizing Castle Kilbride as a venue the beginning of March. Filming has not been confirmed at this point and Tracy is still collecting more details as to how it will impact the museum. Last year it took Castle staff a full week to prepare the Castle and safely house small and large artifacts. A crew of 175 people descended into Baden and was an extremely busy few days. Once the details are provided a decision will be made.

7. **Correspondence:**

- Tracy shared that another "Livingston" wedding will be held at Castle Kilbride this summer. Laura, great-granddaughter of Laura Louise (Livingston) Veitch will be tying the knot on the front lawn on her family's ancestral home. Curators are assisting her with her special day.

8. **Round table:**

9. **Adjournment at 7:40 p.m.**

MOVED by Mary-Eileen

That we do now adjourn and meet again at the call of the Chair.

NEXT MEETING:
Thursday, May 17 at 6:30pm



Minutes

Castle Kilbride Advisory Committee

Meeting of April 19, 2018

Present: Chair Teresa Brown, Marlene Miller, Mary-Eileen McClear, Councillor Barry Fisher, Colleen Herner, Vice Chair Prema Anjaria

Staff Present: Curator/Director Tracy Loch, CAO Grant Whittington

Regrets: Jim Veitch, Doug Beesley, Leonard Kuehner, Assistant Curator Sherri Gropp, Councillor Mark Murray

1. Welcome:

Members were welcomed by Chair Teresa at 6:30pm.

2. Review of Agenda

3. Disclosure of pecuniary interest under the Municipal Conflict of Interest Act.
None.

4. Review of minutes from February 15, 2018.

That the minutes be accepted as presented.

MOVED by Colleen SECONDED by Prema
CARRIED.

5. Business:

- **Events and Exhibits for 2018** – Tracy distributed a detailed list of the events and exhibits planned for 2018 and gave a brief overview. She asked the committee for feedback and assistance with the planning of the Carol Sing-a-long and Lecture Series. The committee discussed that the carol sing should be traditional so that everyone can follow along. A few topics were discussed for the lecture series with one that ties into the new *Bouquets of Bliss* exhibit in the belvedere. The other topic of Prohibition was suggested that could include a beer tasting.
Action: For the May 17th meeting, committee members to brainstorm ideas and/or make contact with possible leads to support the events discussed.

- **Filming at Castle Kilbride** - Tracy provided an overview of the past filming of *Anne* Season 2 at the museum highlighting some interesting tid bits.

6. New Business:

- **Snyder's Road Improvements:** Teresa highlighted the project that is being led by the Region. She asked the committee if they have any concerns that pertain to the project and Castle Kilbride. The committee had a lengthy discussion with some valid concerns raised. Tracy shared that she spoke with Ken Brisbois from the Region and Wilmot's Director of Public Works prior to the open house that was held in Baden (April 5, 2018) and they are aware that the committee may be providing comments.
Action: Teresa asked for a few members to assist with the preliminary writing of the letter. The letter will need to be completed by April 27th.

Castle video: Tracy gave an update that the new Castle introductory video geared towards children is underway with a completion date before the summer. This video will be approximately 4 minutes long with new photos and script that will assist our youngest visitors understand the importance of Castle Kilbride.

- **Exterior painting at the museum:** Tracy shared that she is currently collecting quotes for the painting contract. All wood surfaces at the Castle (including the privy) will be painted this spring/early summer.
- **Interior conservation:** As part of the maintenance program for Castle Kilbride, conservation is currently underway on key areas inside the museum on the nationally designated wall and ceiling murals.
- **Funding update for summer students:** Three grants are relied on for summer students at the museum. Tracy has heard back from two out of the three to date. One grant is much lower than anticipated which has raised some concern with the overall funding this summer. She will keep the committee updated.

7. **Correspondence:**

8. **Round table:**

9. **Adjournment at 8:30 p.m.**

MOVED by Mary-Eileen

That we do now adjourn and meet again at the call of the Chair.

NEXT MEETING:
Thursday, May 17 at 6:30pm



Township of Wilmot
Heritage Wilmot Advisory Committee

Minutes of March 7th, 2018

Present: Nick Bogaert, Elisia Scagnetti, Marg Rowell, Rene Eby, Yvonne Zyma, Patty Clarke, Al Junker (Councillor), Peter Roe (Councillor), Tracy Loch (Curator), Grant Whittington (CAO)

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 7:05 p.m.

Welcome

Chairperson Nick Bogaert welcomed the Committee members to the Heritage Wilmot Advisory Committee meeting.

Review of Minutes from February 7th, 2018

MOVED by Rene

SECONDED by Al

ALL in favour

New Business

Heritage Day recap

The Heritage Committee discussed the events of the 2018 Heritage Day. The consensus was that the day was a great success with a great turnout. The venue had plenty of parking and was easily accessible. The New Dundee Women's Institute provided a wonderful lunch and was well-received. Several members noted that organizations were appreciative that Heritage Wilmot hosted an event. The Committee agreed that the New Dundee Community Centre should be booked ahead for the 2019 Heritage Day which will be held on February 23rd, 2019. Time of the event was discussed, with the possibility of having the event conclude at the end of the awards ceremony (2:00).

Holland Mills Bridge commemoration

The Committee has been asked to take the lead on the research and development of plaque to commemorate the original Holland Mills Bridge. Information and photographs will need to be collected from Tweedsmuir history books (Haysville), newspaper articles and other sources. Al and Marg agreed to begin the research for the project. Nick also offered to assist with the write-up for the plaque.

Potential Part IV designation in 2018

The Committee began brainstorming properties for possible candidates for historic property designations in 2018. The Committee created a preliminary list for further discussion.

1522 Bethel Road

Nick shared that the Owner met and talked with him at the Heritage Day event. They spoke about stone sills for the windows on her house. She also provided an update to say that she was getting quotes for windows for the property and would like to come back to the Committee with her options. She is also interested in replacing the existing roof, doing repairs to the porch and painting the gingerbread. Most of these items will need to be approved by the Committee in the future. Nick re-iterated with the Owner that the Committee is supportive of the home repairs and are happy to provide guidance and feedback when she is ready to proceed.

Elderberry Lane

The Owner has approached the Heritage Committee for advice on paint colours for the exterior of her house. Marg shared samples of various heritage paint colours from a variety of companies that she had. The Committee thought it might be useful for a few members to visit with the Owner in person to look at the paint samples on site. Marg agreed that she will contact the Owner to set up a possible meeting.

Other Items

EJs/Baden Hotel renovations

The New Hamburg Independent has featured articles about the new renovations that will be starting at EJs Tavern. The Owners have combined with a brewery and are working on a re-design of the restaurant. Since it is a designated property, any alterations that affect the heritage attributes would need to be circulated to Heritage Wilmot for review and signoff.

Healing Tree

A new business will be opening on Peel Street in New Hamburg. It will be a holistic health store with an old apothecary feel to it. The owners are currently in the process of creating a new exterior sign for the store which will be circulated to Heritage Wilmot for comment. The owners will be meeting with the Planning Department first to discuss the sign.

New Hamburg Independent – Farm Edition

The Independent is currently working on a Farm edition of the newspaper and are looking for agricultural related photographs that can be used in the paper. Tracy will forward some photographs with a Township watermark.

Adjournment – 8:28 p.m.

MOVED by Peter

SECONDED by Rene

Next meeting

April 4th, 2018 (6:30 p.m.) – *PLEASE NOTE NEW MEETING TIME



Township of Wilmot
Heritage Wilmot Advisory Committee

Minutes of April 4th, 2018

Present: Nick Bogaert, Elisia Scagnetti, Marg Rowell, Rene Eby, Patty Clarke, Al Junker (Councillor), Peter Roe (Councillor), Grant Whittington (CAO)

Regrets: Yvonne Zyma, Tracy Loch (Curator)

Meeting was held at the Wilmot Community Room, Township of Wilmot. Meeting started at 6:35 p.m.

Welcome

Chairperson Nick Bogaert welcomed the Committee members to the Heritage Wilmot Advisory Committee meeting.

Review of Minutes from March 7th, 2018

MOVED by Rene

SECONDED by Marg

ALL in favour

New Business

Heritage Day

Tracy has booked the New Dundee Community Centre on February 22 & 23, 2019 for Heritage Day setup and the event. She was also able to mail the thank you letter from the Committee members to the New Dundee Women's Institute thanking them for providing the lunches for this year's event. The Committee then discussed possible theme ideas for Heritage Day 2019. Members are asked to consider some of the options and prepare for further discussion before the summer.

The Regional Heritage Foundation will be hosting a heritage event over the Mother's Day weekend (May 12th, 2018) at the Waterloo Region Museum. This event is a revamping of the former Regional Heritage Showcase.

Waterloo Region Heritage Foundation – Award of Excellence

The Heritage Foundation is looking for submissions from other heritage groups of individual or community groups to be considered for their Awards of Excellence. The foundation has several different categories for these awards. The Committee discussed possible nominations from the Township and created a short list. Patty volunteered to gather more information about what is required for the nomination submission. She will ask Warren Stauch for more information.

Business

Holland Mills Bridge

Heritage Wilmot has been asked to take the lead on creating the text and pictures for a commemorative plaque to be placed near the site of the former Holland Mills Bridge. The bridge is to be completed in the fall of 2018 and the plaque would be installed most likely in the spring of 2019, but no definite dates have been set. Al is currently discussing the history of the bridge with individuals from the area. The summer student assigned to heritage projects may also be able to help with the research for the plaque.

Potential Part IV designations

Tracy was able to email her contacts from St. George's Anglican Church in New Hamburg about their designation, but she has not received a reply. They are interested in the designation, but have yet to confirm that the process can proceed. St. James' Church in Baden has also been contacted to gauge their interest. The Committee discussed the possibility of placing all the remaining historic churches in the Township on the non-designated list. There has been an increase in the number of churches closing in the area due to small congregations sizes, and Committee members would like to recognize their significance if the churches begin closing and the properties sold. This will be an action item as the 2018 updates to the Non-Designated Register are completed.

Correspondence/Other

Summer Students

This year, Castle Kilbride has been able to hire three summer students. They will be working on collections projects, running summer camps as well as assisting with other projects, including heritage research.

The Healing Tree, New Hamburg

The store beside Meme's Café and Is This Chair Taken? in downtown New Hamburg has come under new ownership. The new store, Healing Tree, will be opening in the near future and will be submitting an application for a new sign. Currently, they are in touch with the Planning Department, but they will also eventually need to have their sign approved by the Heritage Committee to see that it falls within the guidelines set by the New Hamburg Heritage Conservation District.

Woolwich/Wellesley Cultural Heritage Landscape (CHL)

Nick advised that the CHL study for Woolwich and Wellesley Townships has now been completed. The study is now available on the HRC website for viewing.

Grandstand Mural Project

With the weather beginning to change, it will soon be time for the mural project to be completed. The Township will be able to turn the water on to the grandstand (date to be confirmed) in the near future allowing Lance Russwurm to continue with his work. Nick will email Lance to ask about his timeline for the completion of the project.

Adjournment – 7:35 pm

MOVED by Peter

SECONDED by Rene

Next meeting – May 2nd, 2018 (6:30pm)



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of May 2nd, 2018

Present: Nick Bogaert, Elisia Scagnetti, Marg Rowell, Patty Clarke, Yvonne Zyma, Tracy Loch (Curator), Al Junker (Councillor), Peter Roe (Councillor), Grant Whittington (CAO)

Regrets: Rene Eby

Meeting was held at the Wilmot Community Room, Township of Wilmot. Meeting started at 6:35 p.m.

Welcome

Chairperson Nick Bogaert welcomed the Committee members to the Heritage Wilmot Advisory Committee meeting.

Review of Minutes from April 4, 2018

MOVED by Al

SECONDED by Peter

ALL in favour

Business

Holland Mills Bridge

Members of the Committee are continuing to research information for the commemorative plaque for the Holland Mills Bridge. Al has a contact who may have more information and possible photographs, but they have not been able to connect yet. Tracy has a folder of articles and information about the bridge that might be useful. During the summer, Tracy will be able to have a student go through the New Hamburg Independent copies on CD for anything relating to the bridge. Tracy will also be in contact with staff from the Region of Waterloo regarding templates that could be used to create the sign. They may have a template similar to what was used for the Hartman Bridge in New Hamburg.

Part IV Designations

Rene confirmed via email that St. James Lutheran Church in Baden is in favour of designation. Rene will ask the church to provide an official resolution so that the process can move forward. Once the heritage committee receives the resolution and request to designate from the church, we can move forward on writing the

historical description and coordinating the designation. Yvonne also offered to check at the Baden Public Library to see if an anniversary booklet had ever been created for St. James Lutheran.

St. George Anglican Church in New Hamburg is still waiting for confirmation in order to move ahead with the designation process.

Non-designation Register

The Committee would like to add historical churches in the Township to the Non-Designated Register, as well as pioneer cemeteries. This will be the next major addition to the listing.

Marg confirmed that the majority of the rural areas in the Township have been completed for the Register. The one remaining area in the rural portions would be on Snyder's Road, east of Baden. Tracy suggested that one of the summer students would be able to drive up the road and take photographs of any historical properties for Marg to review. There was also mention that Gary Beach had previously done a study of Snyder's Road that might be useful for this task. Tracy will contact him for more information.

Heritage Day 2019

After some discussion, the Committee agreed that a topic of mills would be an excellent theme for Heritage Day in 2019. Members of the Committee will have to do some research into older mills as well as those that no longer exist. There might also be an opportunity to ask BW Feed for a tour of the facility during the event.

New Business

Grandstand Mural

Lance Russwurm was in yesterday to update Tracy on the mural project. The water to the facility will be turned on within the next two weeks, and then Lance will be able to start the last mural. If everything goes to plan, Lance confirmed the mural should be completed by the time of the Mennonite Relief Sale. On the June 4th televised Council Meeting, Nick will provide an update to Council highlighting the completion of the project. Lance confirmed he will be in attendance.

The Committee also briefly discussed the possibility of an opening ceremony for the mural project. It would be nice to publicly recognize the completion of the project in a more public event. This will require further discussion.

WRC Exhibit

The exhibit cases at the Wilmot Recreation Complex have been recently updated. The cases have new artifacts and panels with the following themes: hockey, theatre, baseball and the majorettes.

New publications

Tracy distributed copies of the new publication by Waterloo Regional Tourism as well as the new heritage publication by Paul Knowles. They are available at the Township Office, as well as other areas throughout the Township.

Correspondence**Cornfest**

Baden Cornfest will be held on August 11th from 10am-3pm. The heritage committee has been asked if they would like to participate in the event with an indoor or outdoor booth. Anyone from the Committee interested in participating is asked to contact Tracy.

New Hamburg Board of Trade

Nick updated the Committee that the Board of Trade held an open house to discuss a potential new streetscape plan for Downtown New Hamburg. He held the meeting to review the designs and discuss the project. Plans are preliminary at this stage, and more details will be forthcoming in the future. There was discussion of inviting the Board of Trade to a future Heritage Wilmot meeting, and it was agreed that this would be appropriate when the concept is more developed.

Adjournment – 7:52 pm

MOVED by Peter

SECONDED by Patty

Next meeting – June 6th, 2018 (6:30pm)

TOWNSHIP OF WILMOT

BY-LAW NO. 2018-30

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

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

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

1. The lands described on Schedule 'A' and illustrated on Schedule 'B', attached to and forming part of this by-law, hereby removed from Zone 1 (Agricultural) and placed within Zone 14 (Extractive Industrial) and Zone 11 (Open Space);
2. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
3. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 25th day of June, 2018.

READ a third time and finally passed in Open Council on the 25th day of June, 2018.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 2, Concession North of Snyder's Road in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2018-30.

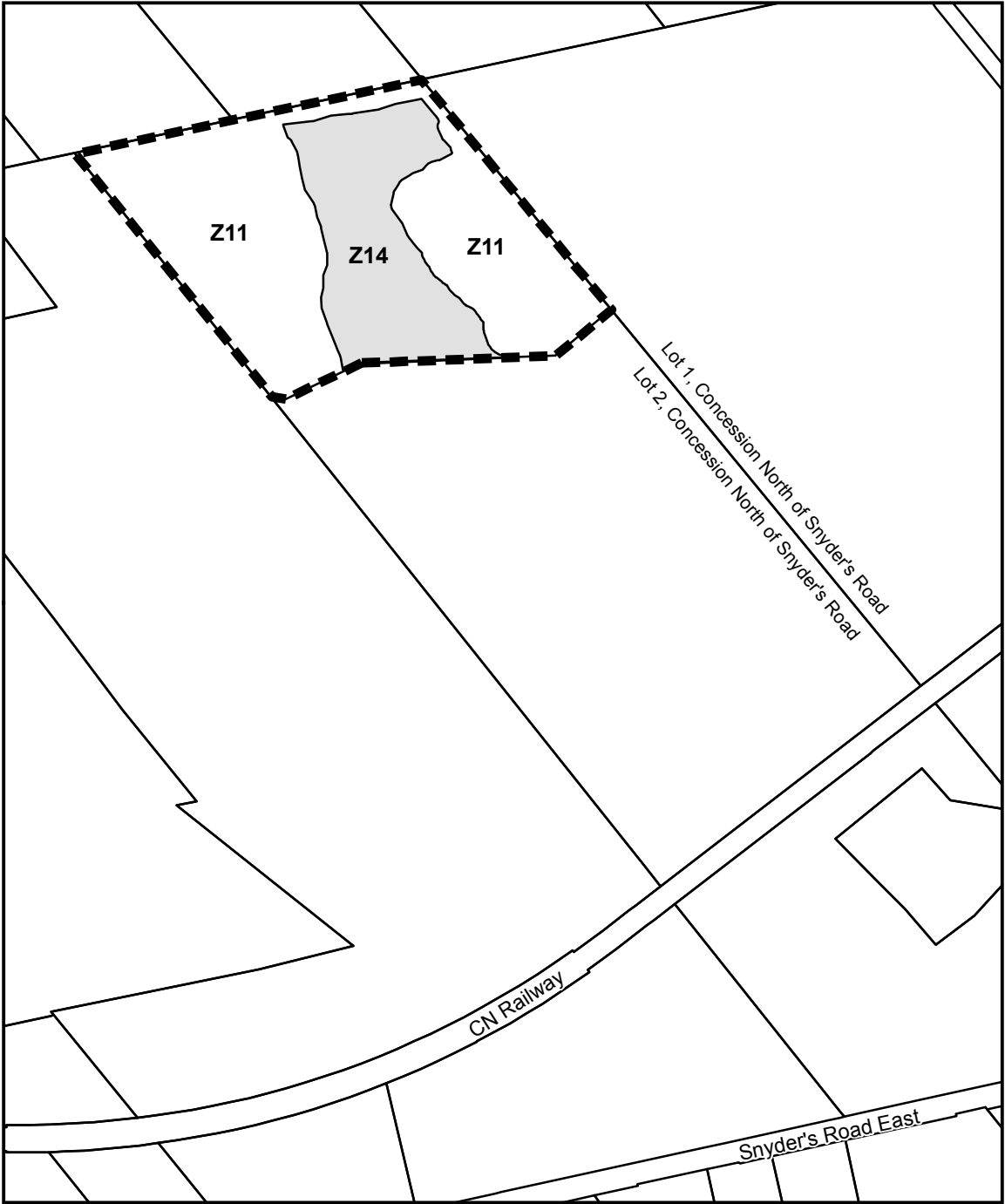
PASSED this 25th day of June, 2018.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOT 2
CONCESSION NORTH OF SNYDER'S ROAD
TOWNSHIP OF WILMOT

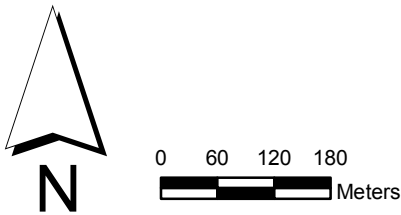
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2018-30
PASSED THIS 25TH DAY OF JUNE, 2018.

MAYOR

CLERK



TOWNSHIP OF WILMOT

BY-LAW NO. 2018-31

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

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

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

1. That the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, may be used for the following use in addition to the uses permitted in Section 8.1 of By-law No 83-38, as amended:
 - a) a "Residential Building – Duplex"
2. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
3. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 25th day of June, 2018.

READ a third time and finally passed in Open Council on the 25th day of June, 2018.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 53, Plan 627 being Part 3, Plan 58R-2858, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2018-31**.

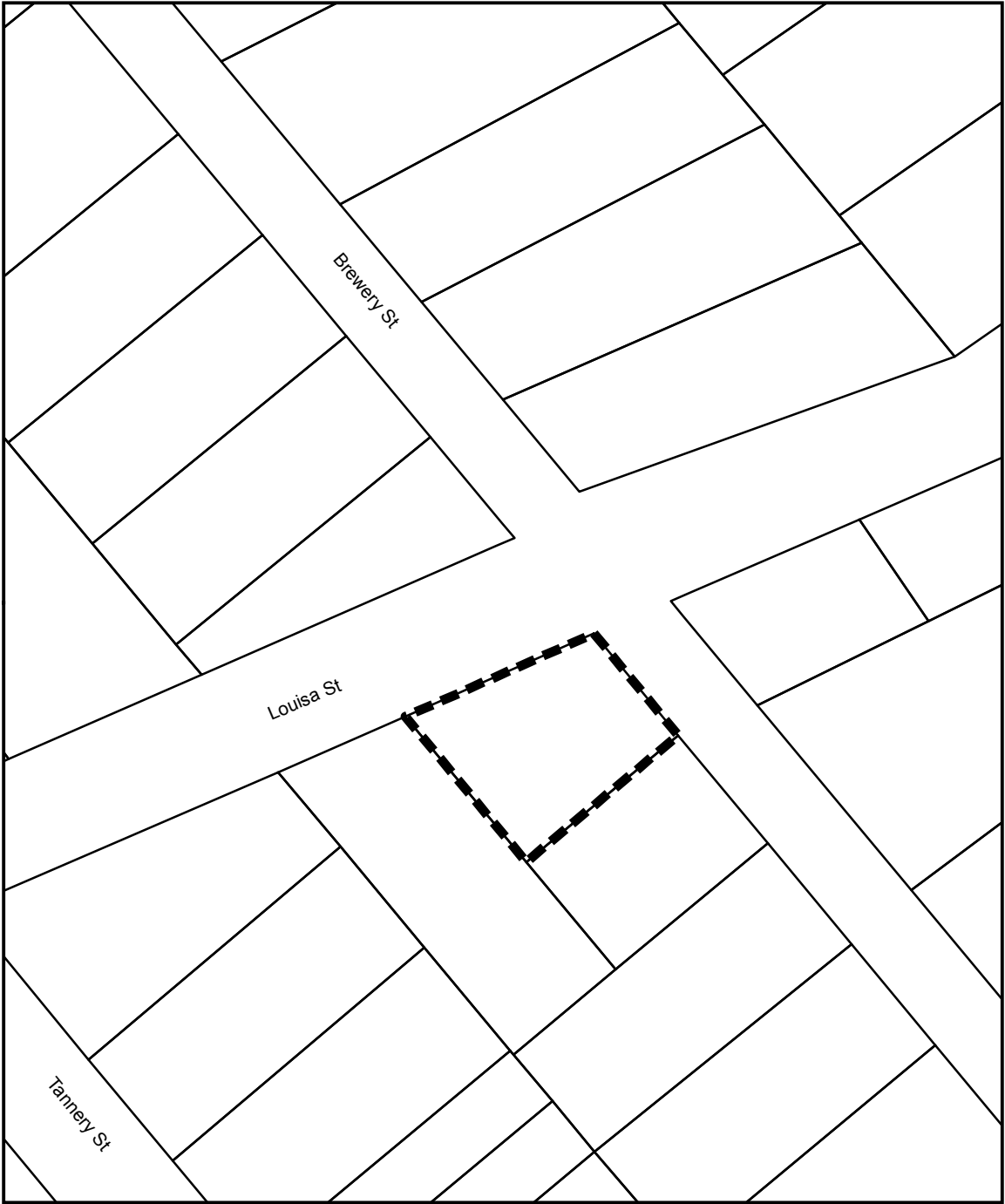
PASSED this 25th day of **June, 2018**.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOT 53, PLAN 627
PART 3, PLAN 58R-2858
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2018-31
PASSED THIS 25TH DAY OF JUNE, 2018.

MAYOR

CLERK

