



# TOWNSHIP OF WILMOT

## **Council Meeting Agenda**

**Monday, July 13, 2020**

**Regular Council Meeting**

**Virtual**

**7:00 P.M.**

This meeting is open to the public and is available through an online platform. Please subscribe to the [Township of Wilmot You Tube Channel](#) to watch the live stream or view after the meeting.

Delegations must register with the [Information and Legislative Services Department](#). The only matters being discussed at this meeting will be those on the Agenda.

1. **MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
2. **MOTION TO RECONVENE IN OPEN SESSION (IF NECESSARY)**
3. **MOMENT OF SILENCE**
4. **LAND ACKNOWLEDGEMENT**
5. **ADDITIONS TO THE AGENDA**
6. **DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
7. **MINUTES OF PREVIOUS MEETINGS**
  - 7.1 **Council Meeting Minutes June 22, 2020 and Special Council Meeting Minutes June 25, 2020**

### **RECOMMENDATION**

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

Council Meeting June 22, 2020 and Special Council Meeting June 26, 2020.

**8. PUBLIC MEETINGS**

**8.1 REPORT NO. DS 2020-011**

**Zone Change Application 04/20**

**Miller Boys Inc. / Dryden, Smith & Head Planning Consultants  
Ltd.**

**142 Snyder's Road West, Baden**

**RECOMMENDATION**

THAT Report DS 2020-011 be received for information.

**Registered Delegations**

Ethan Miller, Miller & Miller Auctions Ltd.

Stephan Mawdsley and Ed van der Maarel, a+ Link Architecture Inc.

Sam Head, Dryden, Smith & Head Planning Consultants Ltd.

John Klassen

**8.2 REPORT NO. DS 2020-012**

**Zone Change Application 05/20**

**Miller and Miller Auctions Ltd. / Dryden, Smith & Head  
Planning Consultants Ltd.**

**59 Webster Street, New Hamburg**

**RECOMMENDATION**

THAT Report DS 2020-012 be received for information.

**Registered Delegations**

Sam Head, Dryden, Smith & Head Planning Consultants Ltd.

**9. PRESENTATIONS/DELEGATIONS**

**9.1 2019 Audited Financial Statements Presentation**

**Mike Arndt CPA, CA – Graham Mathew Professional Corporation**

**9.2 REPORT NO. COR 2020-030  
2019 Audited Financial Statements**

**RECOMMENDATION**

THAT Report COR 2020-030 regarding the 2019 Annual Financial Report be received for information purposes.

**10. CONSENT AGENDA**

**10.1 REPORT NO. PW 2020-13  
Q1 and Q2 Department Activity Report  
January – June 2020**

**10.2 REPORT NO. CK 2020-003  
Quarterly Activity Report – April, May & June 2020**

**10.3 REPORT NO. FRS 2020-008  
Parks, Facilities & Recreation Services Second Quarter Activity  
Reports**

**10.4 REPORT NO. DS 2020-014  
2<sup>nd</sup> Quarter 2020 Building Statistics Summary**

**RECOMMENDATION**

THAT Report Nos. PW 2020-13, CK 2020-003, FRS 2020-008 AND DS 2020-014 be received for information purposes.

**11. REPORTS**

**11.1 CORPORATE SERVICES**

**11.1.1 REPORT NO. COR 2020-027  
Statement of Operations as of June 30, 2020 (un-audited)**

**RECOMMEDATION**

THAT report COR 2020-027, Statement of Operations (un-audited) as of June 30, 2020, as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

**11.1.2 REPORT NO. COR 2020-028****Capital Program Review as of June 30, 2020 (un-audited)****RECOMMENDATION**

THAT Report FIN 2020-028, Capital Program Review as of June 30, 2020 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

**11.1.3 REPORT NO. COR 2020-29****Financial Impact Analysis (COVID-19) Update II****RECOMMENDATION**

THAT Report COR 2020-29, outlining the Financial Impact resulting from the COVID-19 pandemic be received, for information purposes; and further

THAT the Township of Wilmot continue to support requests to the Provincial and Federal governments for emergency financial assistance to municipalities to help offset the negative financial impacts of the COVID-19 pandemic, as describe in Report COR 2020-029, dated July 13, 2020.

**11.2 DEVELOPMENT SERVICES****11.2.1 REPORT NO. DS 2020-015****Master Licensing Agreement with RMOW Outdoor Patios  
on/within Regional Road Allowances****RECOMMENDATION**

That Report DS 2020-015 be received for information; and,

That the Mayor and Clerk be authorized to enter into a Master Licensing Agreement with the Region of Waterloo; and,

That in order to expedite and streamline the approvals process for temporary patios with Regional Road allowances the implementation and administration of the Master Licensing Agreement be delegated to the Director of Development Services.

## **12. CORRESPONDENCE**

### **12.1 Email from a resident Ron Kennell with a request to have his statement at the next council meeting.**

#### **RECOMMENDATION**

THAT Correspondence 12.1 be received for information.

## **13. BY-LAWS**

### **13.1 BY-LAW NO. 2020-22 Establish A Business License to Permit a Patio or Pop-Up Patio for A Restaurant, Bar or Similar Commercial Establishment**

#### **RECOMMENDATION**

THAT By-law No. 2020-22 be read a first, second, and third time and finally passed in Open Council.

## **14. NOTICE OF MOTIONS**

### **14.1** Whereas we stand in solidarity with all residents whose rights have been disrespected, and;

Whereas it is a simple gesture that communicates that support and solidarity, and;

Therefore, be it resolved that the Pride flag shall be flown on all Township of Wilmot facility flagpoles for the month of June each year.

#### **Registered Delegation**

Barb von Hausen

- 14.2** That we pause any further investment and expansion of the Prime Ministers Path immediately until we consult with First Nations groups and Friendship Centers in Waterloo Region and any other impacted groups until a sufficient, respectful and transparent consultation process is completed with accountability;

Further, I ask that this conversation include at least two members of council be part of this ongoing process and discussion.

**Registered Delegations**

Cheyenne Thorpe  
Jim Rodgers, Prime Ministers Path Committee  
Lori Campbell  
James Spencer

**15. ANNOUNCEMENTS**

**16. BUSINESS ARISING FROM CLOSED SESSION**

**17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2020-23**

**RECOMMENDATION**

THAT By-law No. 2020-23 to Confirm the Proceedings of Council at its Meeting held on July 13, 2020 be introduced, read a first, second, and third time and finally passed in Open Council.

**18. ADJOURNMENT**

**RECOMMENDATION**

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



# TOWNSHIP OF WILMOT

## **Council Meeting Minutes** **Monday, June 22, 2020** **Regular Council Meeting** **Electronic Online Participation** **7:00 P.M.**

Members Present: Mayor L. Armstrong, Councillors A. Hallman, C. Gordijk, B. Fisher, J. Gerber and J. Pfenning

Staff Present: Chief Administrative Officer G. Whittington, Director of Information and Legislative Services D. Mittelholtz, Director of Public Works and Engineering J. Molenhuis, Director of Parks, Facilities and Recreation Services S. Jackson, Director of Development Services H. O’Krafka, Fire Chief R. Leeson, Director of Corporate Services / Treasurer P. Kelly, Director / Curator Castle Kilbride T. Loch, Manager of Information and Legislative Services T. Murray

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

None disclosed.

### **7. MINUTES OF PREVIOUS MEETINGS**

#### **7.1 Council Meeting Minutes June 8, 2020**

#### **RESOLUTION NO. 2020-74**

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

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

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

Council Meeting June 8, 2020.

CARRIED.

## **8. PUBLIC MEETINGS**

### **8.1 REPORT NO. DS 2020-006**

**Zone Change Application 02-20**

**Jeffrey Van Gyssel**

**407 Fairview Street, New Hamburg**

### **RESOLUTION NO. 2020-75**

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

THAT Council approve Zone Change Application 02/20 made by Jeffrey Van Gyssel, affecting 407 Fairview Street, to amend the zoning of the subject property to permit two additional dwelling units within the main residential building on the property.

CARRIED.

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

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

The Manager of Planning / EDO outlined the report.

Mr. Jeffrey Van Gyssel, applicant, addressed Council with an overview of his proposed project. Mr. Van Gyssel confirmed that changes to the driveway will allow for 2 additional spaces.

Mayor L. Armstrong asked 3 times if anyone else wished to address Council on this matter. There were none and the public meeting was declared closed.

**9. PRESENTATIONS/DELEGATIONS**

**10. CONSENT AGENDA**

**10.1 REPORT NO. FD 2020-02**

**First Quarter Activity Report**

**RESOLUTION NO. 2020-76**

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

THAT Report No. FD 2020-02 be received for information purposes.

CARRIED.

The Fire Chief clarified that Assistance not Required referrers to initial calls for assistance from police or EMS that are then cancelled.

**11. REPORTS**

**11.1 CORPORATE SERVICES**

**11.1.1 REPORT NO. COR 2020-025**

**FCM – Municipal Asset Management Program (MAMP)**

**RESOLUTION NO. 2020-77**

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

THAT Council direct staff to apply for the grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for asset management capacity building; and further

THAT the Township of Wilmot commits to conducting the following activities within 2020, as submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Asset Risk Framework and Development,

- Asset Lifecycle Framework and Development, and
- Asset Management Training, Systems/Software Training and Staff Workshops

THAT the Township of Wilmot commit \$36,300 from the 2020 Capital Budget toward the costs of these works, as per Council approved report FIN 2020-07.

CARRIED.

The Director of Corporate Services / Treasurer outlined the report and noted that should the grant not be successful, OSIF funding can be used with no impact on the levy.

## **11.2 DEVELOPMENT SERVICES**

### **11.2.1 REPORT DS 2020-10**

#### **Waiving of Penalties**

#### **Construction without Permits (March 17 – June 15)**

### **RESOLUTION NO. 2020-78**

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

THAT Report DS 2020-10 be received for information; and,

THAT the Township extend additional financial and economic support to residents and businesses by:

- a) Waiving penalties (the doubling of permit fees) for projects which commenced prior to the issuance of building permits initiated without permits during the period March 17, 2020 to June 15, 2020.

CARRIED.

The Director of Development Services outlined the report.

## **11.3 PUBLIC WORK AND ENGINEERING**

### **11.3.1 REPORT NO. PW 2020-11**

#### **Bridge Street Bridge (34/B-T-9) Municipal Class**

#### **Environmental Assessment and Preliminary Design – Award of Contract**

### **RESOLUTION NO. 2020-79**

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

THAT RFP 2020-18 be awarded to K. Smart Associates Limited for the Municipal Class Environmental Assessment (EA) and preliminary engineering design for Bridge Street Bridge (34/B-T9) as per their proposal submitted on May 26, 2020, in the amount of \$46,247.95, plus HST.

CARRIED.

The Director of Public Works and Engineering outlined the report and confirmed that no anticipated COVID-19 related restrictions are anticipated through the process.

### **11.3.2 REPORT NO. PW 2020-012**

**Award of Contract – Two Single Axle Dump Trucks with Cab,  
Chassis and Snow Plow attachments**

#### **RESOLUTION NO. 2020-80**

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

THAT RFP 2020-05 be awarded to Altruck International Truck Centres to supply and deliver two (2) Single Axle Dump Trucks with Cab, Chassis and Snow Plow Attachments as per their proposal dated June 3, 2020, in the amount of \$523,834.00 plus HST.

CARRIED.

The Director of Public Works and Engineering outlined the report.

## **11.4 PARKS, FACILITIES AND RECREATION SERVICES**

### **11.4.1 REPORT NO. PFRS 2020-006**

**Procurement of Phase B Pool Tile Grout Project**

#### **RESOLUTION NO. 2020-81**

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

THAT the extension of the existing contract with PPL Aquatic, Fitness and Spa Group, for Phase B of the Pool Tile Grout Project, in the amount of \$75,000, plus HST, be approved; and further,

THAT funding for these works be included within the 2021 Capital Budget and 10-Year Capital Forecast.

CARRIED.

The Director of Parks, Facilities and Recreation Services outlined the report.

Further clarification was provided regarding the reopening of the Splash Pad. Direction was provided to consider an earlier request from Council regarding handrail access in the pool.

#### **11.4.2 REPORT NO. PFRS 2020-007**

##### **Permanent Dog Park Location**

#### **RESOLUTION NO. 2020-82**

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

THAT Council approve William Scott Park, 84 Bleams Road W., New Hamburg as the location for construction of a permanent dog park, as approved in the 2020 Capital Budget; and

THAT a future capital project be added in 2021 capital forecast to improve parking at William Scott Park pending Grand River Conservation Authority approval.

CARRIED.

The Director of Parks, Facilities and Recreation Services outlined the report.

Council thanked staff for the work on the Dog Park and asked if there would be consideration for other locations and the Director of Parks, Facilities and Recreation Services advised that can be a consideration in future capital projects.

## **12. CORRESPONDENCE**

### **12.1 Resolution Support [ink-stainedwretches.org](http://ink-stainedwretches.org)**

#### **RESOLUTION NO. 2020-83**

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

WHEREAS a healthy, professional news media is essential for the proper functioning of civil society and democracy at the local, regional, federal and international levels;

AND WHEREAS the Public Policy Forum declares — on its website for the 2017 report *The Shattered Mirror: News, Democracy and Trust in the Digital Age* (commissioned by the federal government) — that “real news is in crisis” in this country;

AND WHEREAS the U.S. Federal Communications Commission (FCC) cited eight “critical information needs” the media help to provide including emergencies; other public risks to health; education; the environment; economic opportunities; civic and political knowledge of policy initiatives; and the conduct of public officials, and candidates for office (*The Shattered Mirror* p.4);

AND WHEREAS Canadians have lost the essential services provided by roughly 2,000 media workers in 100 communities across Canada due to layoffs in only six weeks from the time the COVID-19 pandemic began — a time it became clearer to the public how important it is for Canadians to receive accurate information — and advertising revenues have plunged, prompting an emergency \$30-million advertising-buy by the federal government;

AND WHEREAS residents of 190 Canadian communities — including residents of Kitchener, Elmira and Guelph — lost 250 established news outlets due to closings or mergers between 2008 and 2018;

AND WHEREAS nearly two thirds of Canadians agree or somewhat agree that because of the Coronavirus/Covid-19 outbreak the federal government should treat widespread media bankruptcies and lay-offs as an emergency, according to a Nanos Research poll of April 2020;

AND WHEREAS the federal government allocated nearly \$600 million in aid for Canadian media over five years in its 2019 budget, including a 25-per-cent tax credit for newsroom salaries; a 15-per-cent tax credit for digital media subscribers; and charitable tax status for non-profit news outlets;

AND WHEREAS Canada’s federal government acknowledged in its 2019 budget (p. 173) that “A strong and independent news media is crucial to a well-functioning democracy.”;

AND WHEREAS the news media in Waterloo Region have been instrumental during the COVID-19 pandemic, ensuring local citizens have accurate local information

AND THEREFORE BE IT RESOLVED that Township of Wilmot Council recognizes that a healthy, professional news media is essential to the proper functioning of democracy in the township; urges other municipal councils within the region and across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; endorses legislation and regulations to support and rejuvenate news outlets across Canada; and urges the federal government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians. And that the resolution be forwarded to M.P. Tim Louis, M.P.P. Mike Harris, the Waterloo Region area municipalities, the Federation of Canadian Municipalities and the Association of Municipalities of Ontario.

CARRIED, AS AMENDED.

The Director of Information and Legislative Services / Municipal Clerk was directed to relay back to the organization that Council is interested in further support if required.

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

#### **13.1 BY-LAW NO. 2020-019 Zone Change Application 02-20**

407 Fairview Street

#### **RESOLUTION NO. 2020-84**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor B. Fisher**

THAT By-law No. 2020-19 be read a first, second, and third time and finally passed in Open Council.

CARRIED.

### **14. NOTICE OF MOTIONS**

#### **14.1 Councillor J. Pfenning brought forward the following Notice of Motions:**

Whereas we stand in solidarity with all residents whose rights have been disrespected, and;

Whereas it is a simple gesture that communicates that support and solidarity, and;

Therefore, be it resolved that the Pride flag shall be flown on all Township of Wilmot facility flagpoles for the month of June each year.

**14.2** Councillor A. Hallman brought forward the following Notice of Motions:

That we pause any further investment and expansion of the Prime Ministers Path immediately until we consult with First Nations groups and Friendship Centers in Waterloo Region and any other impacted groups until a sufficient, respectful and transparent consultation process is completed with accountability;

Further, I ask that this conversation include at least two members of council be part of this ongoing process and discussion.

**15. ANNOUNCEMENTS**

**15.1** Councillor J. Pfenning read the following prepared statement:

Over the past weeks the Black Lives Matter conversation has been a source of hope and inspiration, that has risen above the horror of violence and lives lost.

Mr Mayor, I know you to be a man who is capable of compassion and empathy. The post you made over the weekend and the subsequent comments do not display that empathy or compassion.

As evidenced by the many messages and phone calls I have received, this has harmed our community.

From family members and friends to coworkers and colleagues, there are many people of colour who are dear to my heart. I cannot be silent on this.

We are all free to post what we like and think what we wish. It is our right. At the same time, we must be responsible for the impact of our actions and words. As leaders in this community, our actions and words carry even more weight.

I ask you tonight to acknowledge the hurt it has caused and remove the post.

**15.2** Councillor J. Gerber provided the following statement:

I also want to reflect this evening on the importance of anti-racism and to reflect on a memo issued by our CAO, a strong anti-racism statement from the Township, and how appropriate it might be to be shared publicly and for Council to support that publicly as well.

Also, as Councillor Hallman alluded to, (I reflect on) National Indigenous Peoples Day on Sunday and the political act at the Prime Ministers Path which we must acknowledge, and to having a conversation on moving forward in reconciliation and in proper relationship with the members of the community around that particular project, and the business of the Township in general.

Thank you for the opportunity to reflect on and share publicly the thoughts I had during the Moment of Silence today.

**15.3** Councillor B. Fisher read the following prepared statement:

I know that this is a time for white people and for men to listen and to learn. But I also know that my silence at this time is unacceptable. So I would like to go on the record to say that I support Black Lives Matter and Indigenous-led justice initiatives. It is heartbreaking to see the anti-Black and anti-Indigenous racism in our society and in our own community. It is not enough for any of us to “not be racist,” we must learn to be anti-racist so that Wilmot can become a place where all people of colour, Black, and Indigenous individuals are truly safe and valued members of our community.

But words are not enough to bring this about, so, knowing that I still have a lot to learn, I will personally be donating to Black Lives Matter.

**15.4** Councillor C. Gordijk read the following prepared statement:

Recently, we’ve seen Black Lives Matter protests around the world amplify the conversation about anti-Black racism, including here in Canada. It lifts my spirits to see that discussion taking place on our own doorstep.

I am so proud that people like New Hamburg’s Olivia Miller showed leadership and initiative by attaching messages of solidarity on Hartman Bridge a couple of weeks ago. I am also saddened that someone chose to secretly remove them the next day.

I love Canada, and I love the community of Wilmot. It is a privilege to live and serve here. I made this my home because it's a place that is rich with compassion and empathy, a place where we stand together for what is right.

Sadly, it is not perfect.

Local Black students like Bryan Peralta experience racism while growing up in Wilmot, including being the target of racial abuse from fellow students. Bryan said that he was called the N-word so many times, he became desensitized to it.

My 15-year-old granddaughter tells me about the racist comments she overhears from her peers at school. That is a serious cause for concern.

My extended family includes people of colour, some of whom have also faced incidents of racism in their lives. It causes them pain, and it causes me pain, too.

I do not believe that Wilmot is a racist community, but I know that racism exists *within* our community. As a white person, it is not my lived experience. Nevertheless, I know that inequality is degrading and dehumanizing.

As a community leader, I am privileged to have a voice and an opportunity to use it. I'm honoured to have this responsibility, and I pledge to use my voice in support of those who are demanding to be heard.

**15.5** Councillor A. Hallman read the following prepared statement:

I stand in solidarity with individuals working to end systemic racism in our community. I recognize my white privilege and I recognize it stems directly from the history of Canadian colonization. We must work together to dismantle systems that sustain discrimination and work to build something new. We need to amplify the voices that are unheard. I will listen, learn from, stand alongside and support people of colour who are proactively working to end racism.

**15.6** Mayor Les Armstrong stated the following:

I understand the ire of people and I think a lot of people have misread what I have done. I did not at any point when I shared that expressed my belief that they are true. I do not believe the comments that were said and I have no proof that they are accurate. The unfortunate thing about Facebook is

those things are not scrutinized and proven to be right or wrong, whether they are a farce or not somebody does it as a joke or not we don't know, but I have been reading Facebook over the last few weeks and there have been other comments similar to that by various people and I find it frustrating that it is out there and the reason that I shared it is as I stated, another view, it's interesting which means I do believe that we need more discussion and we do need to erase racism and we do need to get to a point on this planet that there is one race, human race. That is my belief and always has been and I continue to fight for that and if my share caused people to have a conversation that's good and as usual people will either take it out of context or not it is how they determine it and I know people are going to do that.

As to the incident on Sunday with Sir John A, I have been doing press conferences all day and people do not understand what this project is about. This project is about education and about people learning what this country is all about and part of that is to learn that the men who created it since 1867 to date, today, have done a job that we are all proud of this country. Certainly there are a lot of things that we have to fix yet, but we do live in a great country that a lot of people want to come and live here, I understand that but we cannot allow ourselves to say, we will get rid of that statue and that will erase what happened, that won't happen. What we want to do here, people have the opportunity, there is a website people can go to and visit and that website is all about education and a curriculum for schools to use that was prepared by professors so everyone can learn. It is not about one person or one man, it is about 23 men plus those that are going to come yet. So that is what this is all about and what I want people to understand because if we do not teach and remember what has happened then we tend to repeat what has happened and that is an adage that has gone on for a long time.

I didn't do anything to hurt anybody because what I did was to make a conversation, the title of that statue is A Canadian Conversation, which we need to have about what has gone on and what has gone right. The things that occurred since 1867, those things were done at a different time and things have very much changed since 1867 in this country. There is a lot of attitude that needs to be changed and corrected so we can have a whole planet of people who are all equal and see each other as equal. That is what we need to do and I support the idea that we make sure people are well protected and they can live their lives as we all want to.

**16. BUSINESS ARISING FROM CLOSED SESSION**

**17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2020-20**

**RESOLUTION NO. 2020-85**

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

THAT By-law No. 2020-20 to Confirm the Proceedings of Council at its Meeting held on June 22, 2020 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**18. ADJOURNMENT**

**RESOLUTION NO. 2020-86**

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

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

CARRIED.



# TOWNSHIP OF WILMOT

## **Special Council Meeting Minutes**

**Friday, June 26, 2020**

**Special Council Meeting**

**Electronic Online Participation**

**9:00 A.M.**

Members Present: Mayor L. Armstrong, Councillors A. Hallman, C. Gordijk, B. Fisher, J. Gerber and J. Pfenning

Staff Present: Chief Administrative Officer G. Whittington, Director of Information and Legislative Services D. Mittelholtz, Director of Public Works J. Molenhuis, Director of Parks, Facilities and Recreation S. Jackson, Director of Development Services H. O’Krafka, Director of Corporate Services / Treasurer P. Kelly, Director / Curator Castle Kilbride T. Loch, Manager of Information and Legislative Services T. Murray

- 1. MOMENT OF SILENCE**
- 2. LAND ACKNOWLEDGEMENT**
- 3. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 4. PRESENTATIONS/DELEGATIONS**

### **4.1 Statement of Apology From Mayor Les Armstrong**

Mayor Les Armstrong read the following statement:

To the Chair, my colleagues on Regional Council, the constituents that we serve and the greater community, I have been ignorant and am incredibly sorry for my actions.

Upon reflection of the recent post that I made on social media, and the ongoing justification for my actions, I know now that this was truly a significant error in judgement. I would never, in any way, want to diminish discussions surrounding the importance of Black Lives Matter. Never.

To the Council and staff that I work with in Waterloo Region and Wilmot Township, I am heartbroken that I've let you down. I take my role as mayor seriously and have always welcomed and enjoyed discussions with all residents and staff and deeply regret doing anything to negatively affect those significant relationships.

To redeem myself, and to show that actions speak louder than words, I will work hard to be a part of the movement to create a new platform for change. I know too that Freedom of Speech is a right and also a serious responsibility.

I accept full responsibility for what I have done. I don't expect forgiveness based on my words alone. I will show you that I am serious and that you can count on me to continue fighting hard for everyone.

Again, I am very sorry.

### **Registered Delegations**

Mr. Rory Farnan appeared as a delegation and provided comments, noting that he had voted for Mayor L. Armstrong in the last municipal election. He provided comments quoting news outlets interviews with Mayor L. Armstrong. Mr. Farnan noted he accepts Mayor L. Armstrong's apology; however, he advised that he no longer supports Mayor L. Armstrong.

Ms. Gita Schuster-Ashley appeared as a delegation, noting that she had addressed Regional Council regarding this matter. Ms. Schuster-Ashley expressed her disappointment in the Municipal Act, suggesting that it allows for unethical behavior and there is a lack of cultural diversity within local government. She expressed her concerns with a lack of apology to the African Canadian community. Ms. Schuster-Ashley demanded that Mayor L. Armstrong resign and suggested that a new leader is needed for the community. Ms. Schuster-Ashley suggested that Mayor L. Armstrong should be enjoying his golden years and step down from his leadership role, asking if he wants his legacy to be known as a racist.

Ms. Lindsay Coulter appeared as a delegation, advising that white men in positions of power are far from unique. Ms. Coulter noted that she was shocked with the positing of the video and noted that there is no place for this in Waterloo Region. She felt the apology fell short and there was no direct apology to the people hurt. Ms. Coulter expressed that she felt Mayor L. Armstrong is no longer the leader that the community needs. Ms. Coulter noted the apology came with no action items, advising that she

demands action. She suggested that the next 2 years Mayor L. Armstrong will have to make decisions for the community and the only option now is resignation.

Mr. John Bailey appeared as a delegation and thanked Council for the opportunity to speak. He noted that he is ashamed, frustrated and exhausted over the situation. Mr. Bailey noted that he feels ashamed that he has had a privileged life due to being white, male and identifying as straight. Mr. Bailey quoted singer-songwriter Jason Isbell's White Man's World. Mr. Bailey advised that he is speaking to all of Council on the lack of consultation and sound decision making regarding the Prime Ministers Path. Mr. Bailey advised that he has known Mayor Armstrong his entire life and he has never believed him to be a mean person and expressed his concerns that he was absent and unapologetic for his actions. Mr. Bailey noted that the costs associated with training that Mayor Armstrong has committed to should not come from the Township budget.

Ms. Cheyanne Thorpe appeared as a delegation and noted the connection drawn between the issue of the Sir John A. Macdonald statue and the actions of Mayor L. Armstrong, and advised that she will provide some educational information. She thanked Council for the opportunity to speak on this subject. Ms. Thorpe recognized the acknowledgement of the statues on the Prime Ministers Path, noting however, that the accurate historical events should be highlighted along the Path. Ms. Thorpe noted that many members of the community are unaware of the historical events under the leadership of Sir John A. Macdonald and the residual effects of the Residential Schools. Ms. Thorpe suggested that the statue be moved to a museum to allow for people to choose to visit and learn. Ms. Thorpe advised Mayor Armstrong to educate himself on this subject as well. Ms. Thorpe noted that she was been moved by the statements from other delegations and asked Mayor Armstrong to resign from his role.

Ms. Kristen Hanh appeared as a delegation and recognized the conversation that needs to occur regarding the statue as well as noting that the community needs a leader and that Mayor Armstrong should resign.

Mr. Krishna Badrinarayan appeared as a delegation and noted that as a person of colour living in Baden he was not shocked by the post or lack of empathy. He advised that he felt the statement of apology was disingenuous. Mr. Badrinarayan advised that in order to move forward, Mayor Armstrong needs to educate himself.

Mr. Nigel Gordijk appeared as a delegation and advised that he always felt welcome in the Township and never felt that he didn't belong until he saw the post from Mayor L. Armstrong. Mr. Gordijk noted that he was confused that Mayor Armstrong posted the video and that he feels there is support for him. He acknowledged the support from the

remaining members of Council for their support in anti-racism. Mr. Gordijk advised that the Mayor's actions allowed for white supremists to come to the Township in protest, and he now feels fearful to live here. Mr. Gordijk noted that he does not feel the apology is sincere, but he does know that he will not feel safe for a long time.

Mr. Chris Ashley appeared as a delegation and noted that he has had positive experiences when he was a teacher in the Township; however, noted that the actions of elected officials can affect the community. Mr. Ashley requested a time frame for advancement of action.

Councillor J. Pfenning asked if Mayor L. Armstrong had any further thoughts he would like to share.

Mayor L. Armstrong read the following statement:

I have given this considerable thought and I am choosing not to resign. Instead, I am determined to show you, through my actions, that the sincerity of my apology is genuine, that I can learn to do better, and that I can make amends to the people that I have hurt.

Councillor A. Hallman expressed her thoughts surrounding the Black Lives Matter efforts and that the recent events have tarnished the local community. She acknowledged Mayor Armstrong's words but recognized they did not include action. Councillor A. Hallman expressed that this community is her family and that it is grieving.

Councillor J. Gerber noted that it is important to acknowledge feedback received and he thanked the delegations for their perspectives, noting that they have Council support. Councillor J. Gerber noted that the Township as a whole has issued an anti-racism statement and noted that actions speak louder than words. He noted that Mayor L. Armstrong did not ask for forgiveness based on his words alone.

Councillor B. Fisher thanked the delegations for their presentations and thanked Mayor L. Armstrong for the apology for the post; however, noted that it is not enough and concrete steps and goals are needed to make amends.

Councillor J. Pfenning noted that when she asked if Mayor L. Armstrong had anything further to add, she was referencing the delegation's presentations, specifically what response he had to the delegations.

Mayor L. Armstrong noted that he has stated his regret for the posting, he intends to educate himself and learn. Mayor L. Armstrong expressed his sorrow for what he created and he will have to undertake the process to improve relations.

Councillor J. Pfenning noted that an attendee had raised their hand and asked if they would be allowed to speak.

Ms. Gita Schuster-Ashley addressed Council again, expressing her disagreement with Mayor L. Armstrong's statement on not resigning.

Mayor L. Armstrong acknowledged the delegation not accepting his apology and thanked her.

Mr. Krishna Badrinarayan addressed Council again and noted his agreement with other delegations and noted that if there is no resignation, the healing process cannot begin.

Ms. Cheyanne Thorpe addressed Council again and thanked Ms. Schuster-Ashely for her comments. Ms. Thorpe expressed that she hopes Mayor L. Armstrong reconsiders his resignation.

Mr. John Bailey also addressed Council again and asked if there is provision in the Township budget for crisis public relations and what if any budget and staff resources will be used by Mayor L. Armstrong to educate himself.

Mayor L. Armstrong advised he will not be using any taxpayers dollars.

Mr. John Bailey asked if the Township has liability insurance for any pending litigation.

The Director of Corporate Services / Treasurer advised that the Procurement By-law allows for emergency spending and that definition is broad; however, it would be up to Council as a whole to amend the existing budget for expenditures such as that.

The Director of Information and Legislative Services / Municipal Clerk advised the delegation that the Township has not been made aware of any potential litigation matter, it was noted that the community has the opportunity through the Integrity Commissioner.

Mayor L. Armstrong noted that any litigation expense would be incurred by him.

Councillor J. Pfenning provided an overview of the comments she has received from residents and noted that she will do everything she can to contribute positively to conversations going forward. Councillor J. Pfenning thanked everyone for their presentation and engagement.

Councillor C. Gordijk noted that there has been no denouncement from Mayor L. Armstrong regarding the group that protested in the Township.

Mayor L. Armstrong advised he did not invite nor sanction the group to come, he advised that he cannot tell people to not come here and express themselves unless it goes beyond speech, at which time action can be taken.

Councillor A. Hallman noted that Mayor L. Armstrong has the ability to use his words to state where his allegiance lies.

Mayor L. Armstrong advised that he would never agree or condone those actions and he does not condone the actions or speech of that group.

The CAO provided a comment on behalf of staff noting that Mayor L. Armstrong has apologized to staff and that a memo was prepared by the Senior Management Team and was strongly endorsed by members of Council which was issued to all staff and the public through the media.

Councillor C. Gordijk noted that she would like to raise a motion.

The Director of Information and Legislative Services / Municipal Clerk asked for clarification on the suspension of Procedural rules.

**RESOLUTION NO. 2020-87**

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

To suspend the rules of the Procedural By-law.

CARRIED.

**RESOLUTION NO. 2020-88**

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

Notwithstanding the Mayor's apology today, the Mayor's actions do not reflect the value of me, nor do I believe this Council or the Township and I formally denounce his actions with Facebook and I direct he report a progress report on his actions to Council each quarter.

CARRIED.

Ms. Gita Schuster-Ashley again addressed Council, disagreed with Mayor L. Armstrong regarding the invitation of the group noting that hate speech is not welcome in a community. She asked again for Mayor L. Armstrong to resign.

Ms. Cheyanne Thorpe thanked Council for the opportunity to speak again and noted that there is no denouncement of the group is disturbing and asked for resignation.

Mr. John Bailey noted that the recording of the meeting will exist for some time and he hopes that Mayor L. Armstrong uses that to reflect. Mr. Bailey noted that the Township has to take a position on this and the community is being watched by the world today.

## **5. CONFIRMATORY BY-LAW**

### **5.1 By-law No. 2020-21**

#### **Resolution No. 2020-87**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor J. Gerber**

THAT By-law No. 2020-21 to Confirm the Proceedings of Council at its Special Meeting held on June 26, 2020 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

## **6. ADJOURNMENT (10:40 AM)**

### **RESOLUTION NO. 2020-88**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor B. Fisher**

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

CARRIED.



**REPORT NO:** DS 2020-011

**TO:** COUNCIL

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 13, 2020

**SUBJECT:** Zone Change Application 04/20  
Miller Boys Inc. / Dryden, Smith & Head Planning Consultants  
Ltd.  
142 Snyder’s Road West, Baden

---

**RECOMMENDATION:**

THAT Report DS 2020-011 be received for information.

**SUMMARY:**

The owner of 142 and 148 Snyder’s Road West has filed a zone change application to amend the zoning of the subject properties to permit a 19 unit residential development intended for seniors’ rental accommodations. The application also proposes to reduce the required off-street parking from 26 spaces to 20 spaces.

**BACKGROUND:**

Notice of a Public Meeting was given to property owners within 120 metres of the subject lands on June 12, 2020. The following is a summary of comments received prior to the Public Meeting:

**Public:**

John and Wendy Klassen, Snyder's Road West, Baden – concerned with number of units, proximity to the common property line, privacy, noise, odour, drainage and property values (complete comments included within Attachment B).

Brent and Marie Pavey, Snyder's Road West, Baden – supportive of concept, but concerns with reduced parking requirements (complete comments included within Attachment B).

**Agencies:**

Grand River Conservation Authority: no comments

**REPORT:**

This application proposes to amend the zoning of the subject property to permit a 19 unit residential development intended for seniors' rental accommodations along with a reduction in off-street parking requirements.

As illustrated on the site plan and renderings included as Attachment A, the proposed development would involve two new buildings on presently vacant lands (addressed 148 Snyder's Road West) and one new building along with an addition and renovations to the existing dwelling and detached garage at 142 Snyder's Road West.

In support of the application, the applicant provided a planning justification report, detailed site plan, renderings of the proposed development, a functional servicing letter, site grading, servicing and storm water management drawings/report, and a noise feasibility study. Those reports have been made available on the Township's website for public and agency review.

At the time of writing the report comments from the Region of Waterloo were outstanding. Comments from the Township Public Works & Engineering Department require analysis on capacity within the Foundry Street sanitary sewer as well as a plan for a secure drainage outlet.

At such time as outstanding agency comments are received, sanitary and storm servicing has been addressed, and any additional comments received through the public meeting have been considered, staff will return to Council with a detailed report and recommendation on the application.

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

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

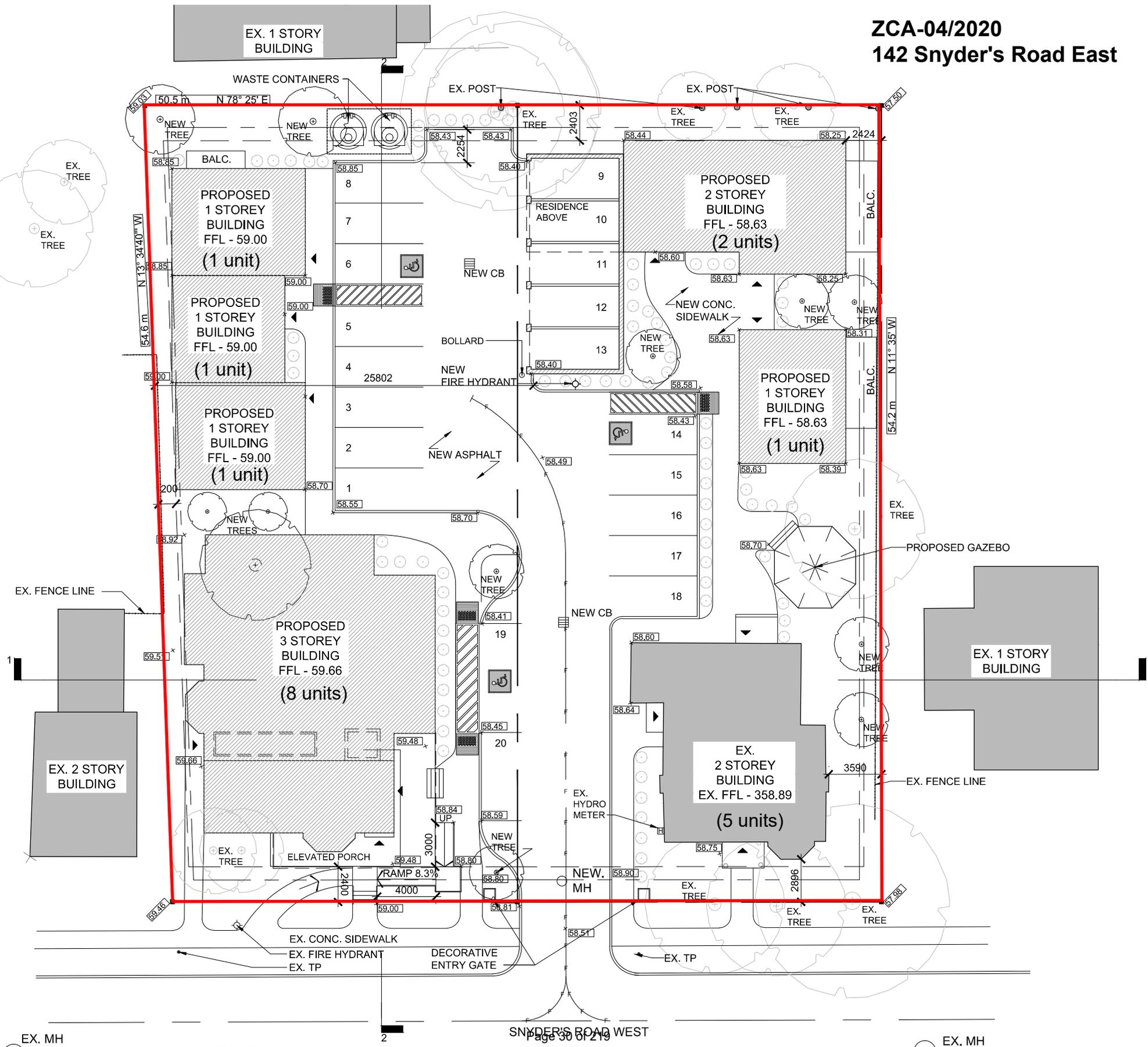
**FINANCIAL CONSIDERATIONS:**

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

**ATTACHMENTS:**

Attachment A	Development concept and renderings
Attachment B	Public comments

**ATTACHMENT A: Development concept and renderings**



**SITE PLAN**

SK3-1 SK3-1 SCALE: 1:300

EX. MH

EX. MH



STREET VIEW FROM SYNDER'S ROAD



AERIAL VIEW OF PROPOSED DEVELOPMENT

DATE: 2020-04-24

SCALE: N.T.S.

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SNYDER'S ROAD DEVELOPMENT  
 142 SYNDER'S ROAD WEST  
 BADEN, ONTARIO

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**a+LINK**  
 architecture inc.  
 126 WELLINGTON ROAD, LONDON ON N6C 4M8 P-519.649.0220 www.aLINKarch.ca



2008

SK3-2



INTERNAL VIEW OF DEVELOPMENT



STREET VIEW FROM SYNDER'S ROAD - EASTBOUND



STREET VIEW FROM SYNDER'S ROAD - WESTBOUND

DATE: 2020-04-24

SCALE: N.T.S.

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SNYDER'S ROAD DEVELOPMENT  
 142 SYNDER'S ROAD WEST  
 BADEN, ONTARIO

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2008

SK3-3

**ATTACHMENT B: Public comments**

To Andrew Martin,

My wife Wendy and I live at [REDACTED]. Our property is directly adjacent to the west of the vacant lot beside 142 Snyder's west. This letter is being sent to voice our concerns over the proposed zoning changes to 142 Snyder's road west and the empty lot next to it.

We are extremely unhappy with the proposed changes. Because our property is right next to the largest building, the proposed changes affect us the most. We feel that placing an enormous three story building 1.2 meters from the property line creates a number of undesirable conditions for us in our home. Following is a list of negatives:

1. Solar encumbrance

- a. At 1.2 meters away, the very large three story structure will block out the sun completely on the east side of our house. It will also limit the amount of light that presently enters into our home in general. This issue would be resolved if the main unit was only two stories and 3 meters from the property line.

2. Privacy Issues

There will be a lot of windows not only in the three story building but also in the three unit townhouse at the back of the property. Our use of the back yard will always have windows overlooking it, which greatly diminishes our privacy and enjoyment of the backyard.

3. Noise Issues

- a. All eleven of those units will need air condition. That would mean eleven air conditioners next to our property. There would be a lot of noise between the houses from those units. Again, enjoyment of our back yard becomes greatly diminished, not to mention not being able to open our windows to get a breeze due to all of the noise from the air conditioners.
- b. With the increased number of people living directly beside us, we would also have a lot of other noise to deal with. We would have noise from vehicles driving in and out of the property. Those vehicles would include personal vehicles, snow removal, garbage trucks and other vehicles (ie. Visitors, ambulance etc.)
- c. One other noise issue potentially would come from animals that the residents in that complex might own.

4. Vapors/Smells

- a. All of the units facing our property would also have to have dryer vents. With the potential of eleven dryer vents facing our home and running, there would at times, be a lot of non breathable air.
- b. The second issue would be all of the gas water heater vents. Vents from eleven units would all face our property creating a lot of non breathable air as well. Again, enjoyment of our back yard and house would be greatly diminished. We certainly could not open our windows on that side of the house or sit outside when dryers or gas water heaters are running. This also is one issue that could be fixed by limiting the number of residences and placing those residences the proper distance from the property line.

- c. The third issue, while not as large as the first two, would be venting of stoves. Eleven of those vents would also face our property as well.

5. Drainage

- a. We are also concerned about where all of the water from those buildings will go. Drainage has to go somewhere. When you place so many buildings and pavement on a piece of land drainage is always compromised. Our basement already receives water pretty easily. We are concerned that we will see an increase in the frequency and amount of water entering our home.

6. Resale Value

- a. With so many negatives from the rezoning request affecting our home, we are greatly concerned about the resale value of our property.

Having noted all of the concerns above, we are asking the counsel members to vote no on the zone change application as is. We are, however, asking that the counsel would make some serious changes regarding number of units, height of buildings and especially the placement of buildings at the proper distance from property lines. We would humbly ask every counsel member to place themselves in our shoes. If you were living in our house, how happy would you be to have buildings along the whole length of your property, one of which towers well above our house, 1.2 meters away from the property line. Thank you for any consideration in this matter.

Sincerely,

John and Wendy Klassen

June 30, 2020

Brent and Marie Pavey,  
[REDACTED],  
Baden, ON [REDACTED]

RE: ZCA-04-20 (142 Snyder's Rd W and adjacent lot)

To: Township of Wilmot,  
Andrew Martin, Manager of Planning  
Township of Wilmot Council

This letter is in response to the *Notice of Public Meeting on July 13, 2020* and the *Zone Change Application 04/20*.

Having reviewed the Planning Justification Report, Detailed Site Plan, Renderings and other associated documents, we would like to make it clear that we have no objections in principle to the proposed development. Indeed, we are heartened by the thoughtfulness of the design, including tree preservation and planting, and by the stated purpose to provide living space for seniors within the community. We are particularly pleased with the design's aesthetic which reflects the historical character of the neighbourhood, and we very much favour the placing of parking away from the road and within the centre of the complex.

We do, however, have concerns with the applicants' request for exemption from the Zoning Bylaw's requirement of parking spaces; specifically, from the required 26 spaces to 20. Our concern is that, without the number of spaces required under the Zoning Bylaw, overflow/visitor parking will spill onto Miller Street – the street closest to the proposed development. As an older street, Miller Street was not designed with an eye to overflow parking (no curbs etc.). The problem is compounded by the fact that existing street parking on the south side of Snyder's Road West will be eliminated next summer as the result of planned improvements including bike lanes, making additional parking on Miller Street even more likely. A relatively short, residential street populated by seniors and young families, any excess overflow parking on Miller Street as a result of the development may pose not only inconveniences but also potential safety issues. While there can be no doubt that there may be additional parking on Miller Street even if the parking provisions of the Zoning Bylaw are followed, upholding those provisions will serve to mitigate the problems outlined above. Indeed, as you are aware, the very purpose of minimum off-street parking standards is to reduce reliance on on-street parking, and any deviation from such provisions could establish a problematic precedent. The Zoning Bylaw should, therefore, not be amended as requested.

We do believe that there are a number of remedies available to the applicants, including the reduction of the number of units in the proposed development, that would

enable the project to proceed in conformance with the Zoning Bylaw's parking requirements. We encourage these to be pursued.

Finally, we also request to be notified of the decision of the Township of Wilmot in this matter.

Sincerely,

Brent & Marie Pavey,

# PUBLIC DEVELOPMENT MEETING

# SENIORS RENTAL COMPLEX

142/8 Snyder's Road W, Baden, Ontario

Township of Wilmot



# DESIGN PRIORITIES

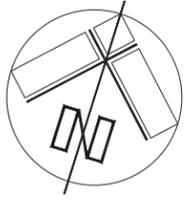
## SNYDER'S ROAD WEST DEVELOPMENT

1. INFILL TO FIT STREETScape MASSING
2. MAINTAIN RESIDENTIAL CHARACTER OF EXISTING STREET
3. PROVIDE HOUSING FOR SENIORS IN THE SURROUNDING BADEN COMMUNITY
4. ENCOURAGE INTERNAL SOCIAL COMMUNITY FOR SENIORS

02

# EXISTING CONDITIONS

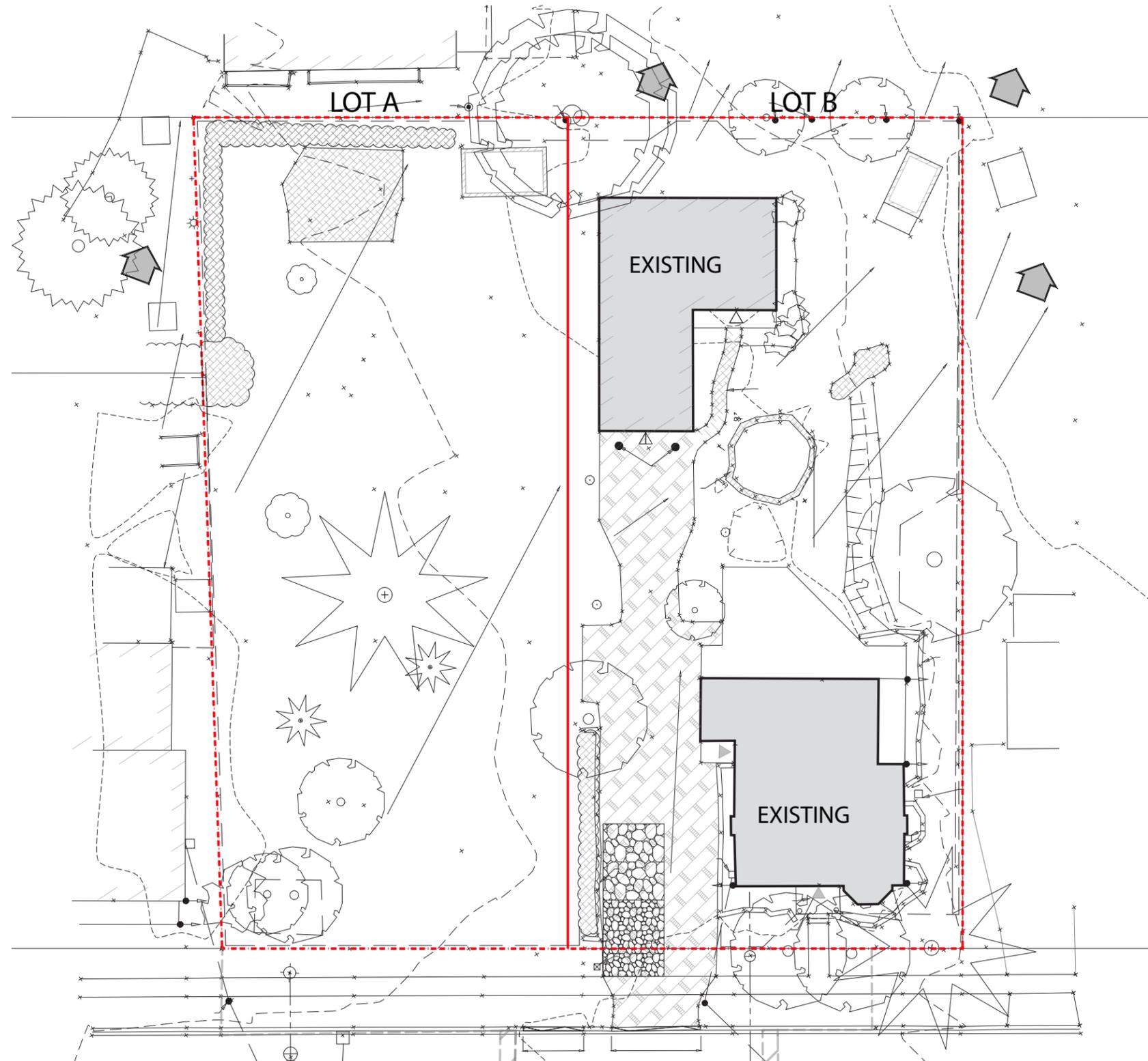
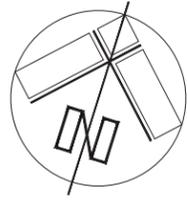
## SNYDER'S ROAD WEST DEVELOPMENT



03

# EXISTING CONDITIONS

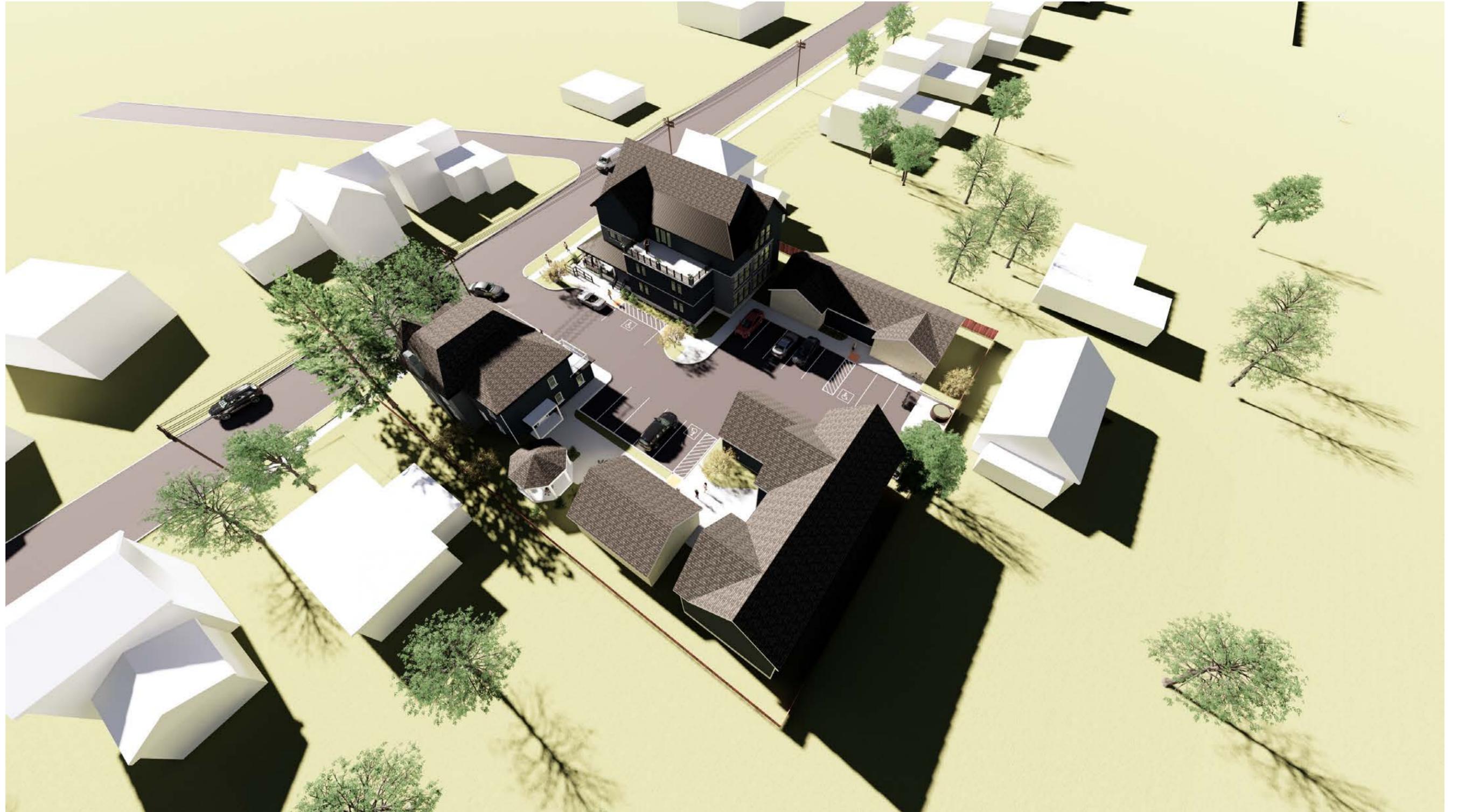
## SNYDER'S ROAD WEST DEVELOPMENT



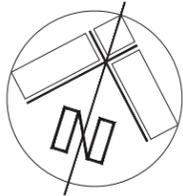
04

# PROPOSED SITE PLAN

## SNYDER'S ROAD WEST DEVELOPMENT



05



# PROPOSED MASTER PLAN

DEVELOPMENT TO 142/8 SNYDER'S ROAD WEST





SNYDER'S ROAD PERSPECTIVE ILLUSTRATION - 1  
DEVELOPMENT TO 142/8 SNYDER'S ROAD WEST



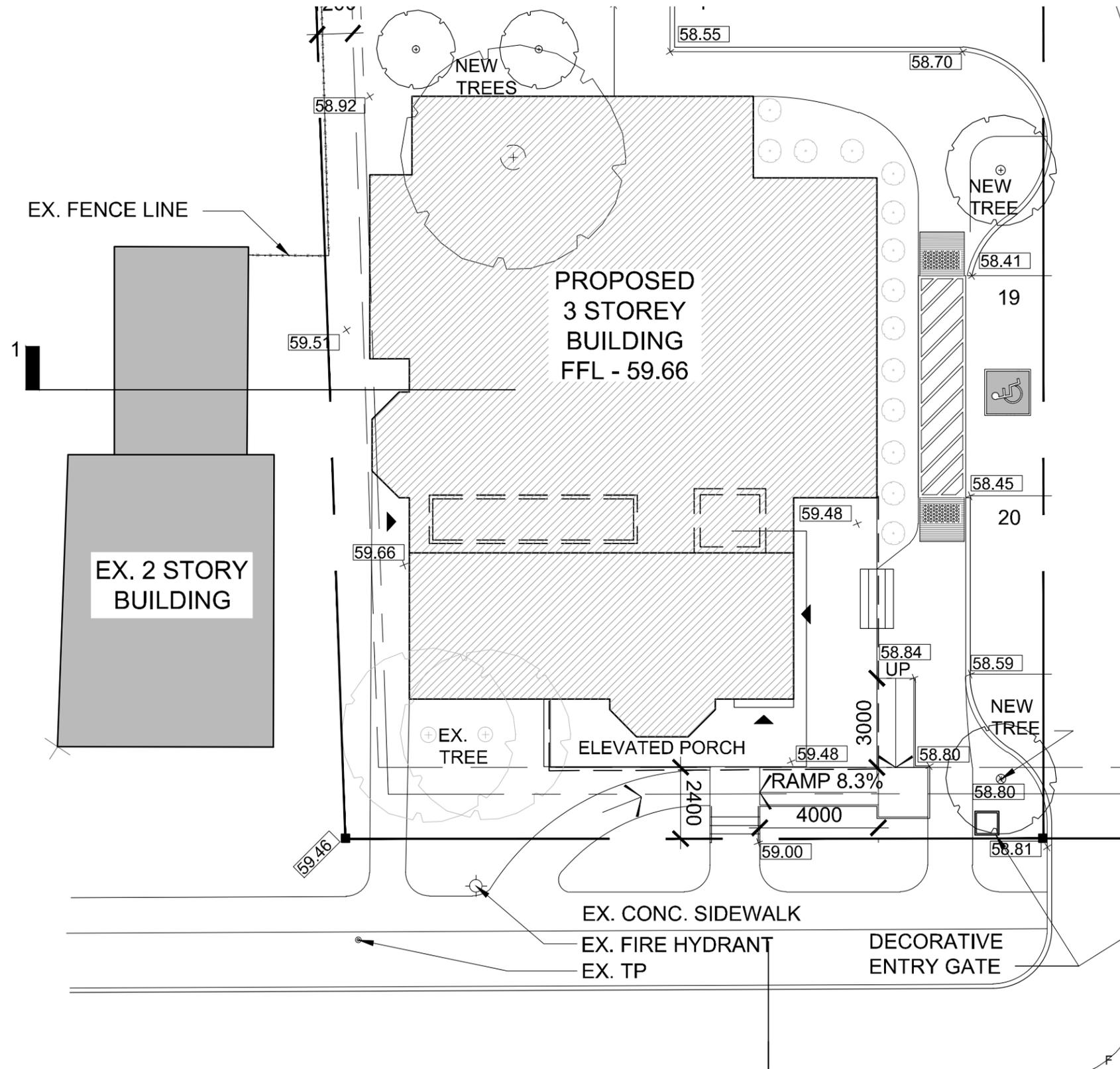
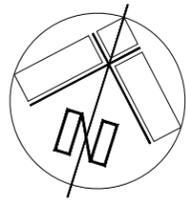
SNYDER'S ROAD PERSPECTIVE ILLUSTRATION - 2  
DEVELOPMENT TO 142/8 SNYDER'S ROAD WEST



COMPLEX ENTRANCE ILLUSTRATION  
DEVELOPMENT TO 142/8 SNYDER'S ROAD WEST

SITE & ZONING ANALYSIS				
PROJECT:	PROPOSED DEVELOPMENT			
PROJECT ADDRESS:	142 SNYDER'S ROAD, BADEN, ONTARIO			
USE:	MULTI. RESIDENTIAL			
PREVIOUS ZONING:	Z 3			
NEW ZONING:	Z 4 OR Z 4a - With Modifications			
ROAD TYPE:	SECONDARY COLLECTOR			
SITE AREA (m2):	EXISTING	REQ'D	PROPOSED	
	LOT A + LOT B = 2 698 m <sup>2</sup> 1 340 + 1 358 = 2 698 m <sup>2</sup>	LOT A + LOT B = 2 698 m <sup>2</sup> 1 340 + 1 358 = 2 698 m <sup>2</sup>	LOT A + LOT B = 2 698 m <sup>2</sup> 1 340 + 1 358 = 2 698 m <sup>2</sup>	
	284 m <sup>2</sup>	740 m <sup>2</sup>	908 m <sup>2</sup>	
SITE SETBACKS:	EXISTING	REQ'D	PROPOSED	
	FRONT YARD (m)	2.3 m	6.0 m	Match Existing
	SIDE YARD, EAST (m)	3.6 m	2.4 m	1.2 m
	SIDE YARD, WEST (m)	25.8 m	3.0 m OR 1/2 Height	1.2 m
	REAR YARD (m)	4.1 m	7.5 m	2.4 m
BUILDING HEIGHT (m):	7 m (2 Storeys)	10.5 m (3 Storeys)	10.5 m (3 Storeys)	
BUFFER STRIP:	-	1.5m Buffer Strip	1.2 m Buffer Strip	
LOT COVERAGE (%):	10 %	40 % - max	33.7 %	
LOT FRONTAGE (m):	42.5 m	30.0 m - min	42.5 m	

DWELLINGS					
BUILDING	1 BR	2 BR	3 BR	TOTAL	
A	0	1	0	1	
B	1	0	0	1	
C	0	1	0	1	
D GR	0	2	0	2	
LVL 2	0	3	0	3	
LVL 3	0	3	0	3	
E	0	0	0	0	
F	0	1	0	1	
G	0	1	0	1	
H	0	1	0	1	
I	2	3	0	5	
<b>TOTAL</b>	<b>3</b>	<b>16</b>	<b>0</b>	<b>19</b>	
DENSITY (units/Ha):		EXISTING	- u / Ha	PROPOSED	63 u / Ha
PARKING					
STANDARD STALL SIZE: 2.75 m x 6.0 m					
B/F STALL SIZE: see note 1.					
STANDARD AISLE SIZE: 6.0 m					
PICK-UP/DROP OFF STALL see note 2.					
	EXISTING SITE	REQUIRED	PROPOSED	PARKING TYPE	
1 SPACE / UNIT	5	17 @ 1space/unit	11 5 2 2	Surface Parking Block 'E' - Garage Parking B/F Parking Lay-by Parking (incl. 1 B/F)	
			TOTAL - 18 Spaces (2 B/F incl.) + 2 Lay-by		
NOTES:					
1. - BARRIER FREE PARKING - 0 REQUIRED - 2 PROVIDED, 2.75m width + 1.5m Aisle					
2. - PICK-UP/DROP OFF - 0 REQUIRED - 1 B/F 2.75m x 7.5m + 1 Reg. 2.75 x 6.0m					

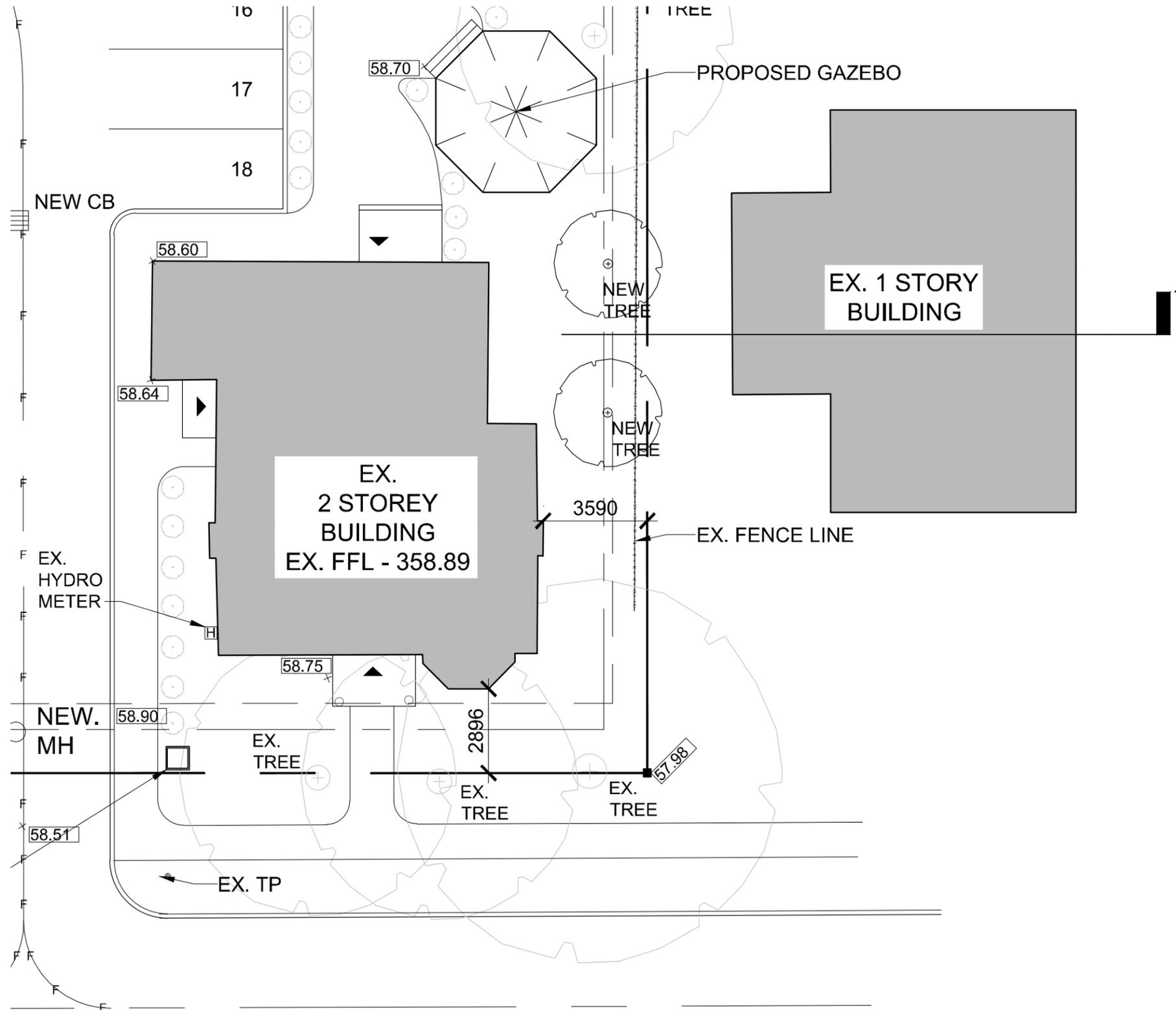
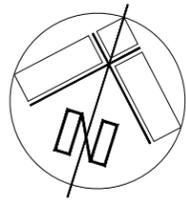


**LEGEND**

	EX. BUILDING
	PROPOSED BUILDING
	CONCRETE SIDEWALK
	GRASS / SOD
	EXISTING TREE / PLANT TO REMAIN.
	DEMO & REMOVE EXISTING TREE / PLANT.
	PROPOSED TREE / PLANTING.
<p>NOTES:</p> <p>1. Envirowirx™ Waste Collection Container 2.4m x 2.4m x 1.4m</p> <p>2. -</p> <p>3. -</p>	
	PROPERTY LINE
	SETBACK LINE
	CENTRE LINE OF ROAD
	EXISTING FENCE
	PROPOSED FENCE.
	M.H. MAN HOLE
	C.B. CATCH BASIN
	C.B. CATCH BASIN MAN HOLE
	L.S.C.B. LANDSCAPE CATCH BASIN
	H.P. HYDRO POLE
	ENTRANCE / EXIT
EX. / EXIST.	EXISTING
RES.	RES.

**PROPOSED 3 STOREY RESIDENTIAL + CAFÉ**  
 DEVELOPMENT TO 142/8 SNYDER'S ROAD WEST



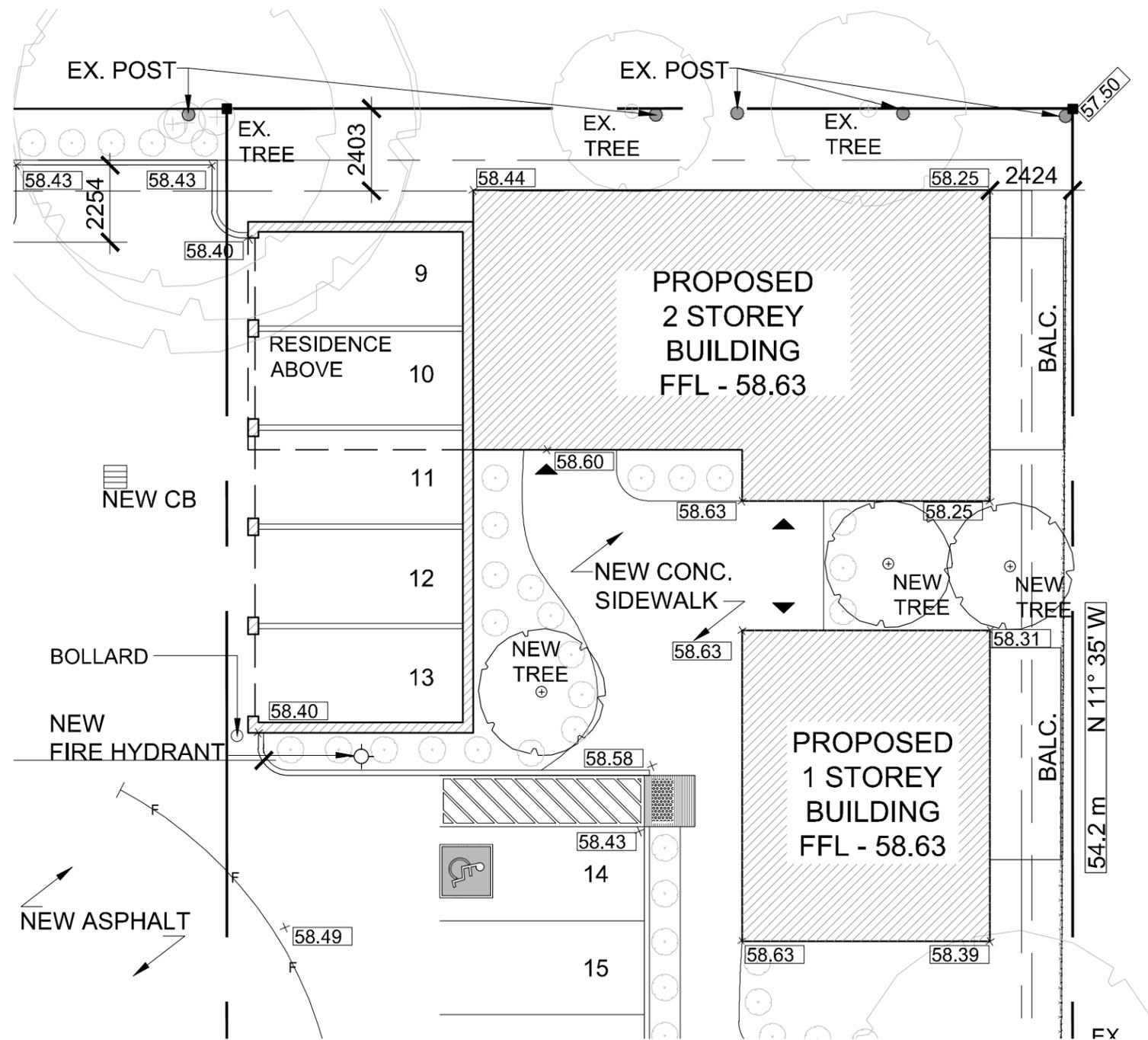
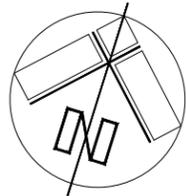


**LEGEND**

	EX. BUILDING
	PROPOSED BUILDING
	CONCRETE SIDEWALK
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	DEMO & REMOVE EXISTING TREE / PLANT.
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	M.H MAN HOLE
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	L.S.C.B. LANDSCAPE CATCH BASIN
	H.P. HYDRO POLE
	ENTRANCE / EXIT
EX. / EXIST.	EXISTING
RES.	RES.

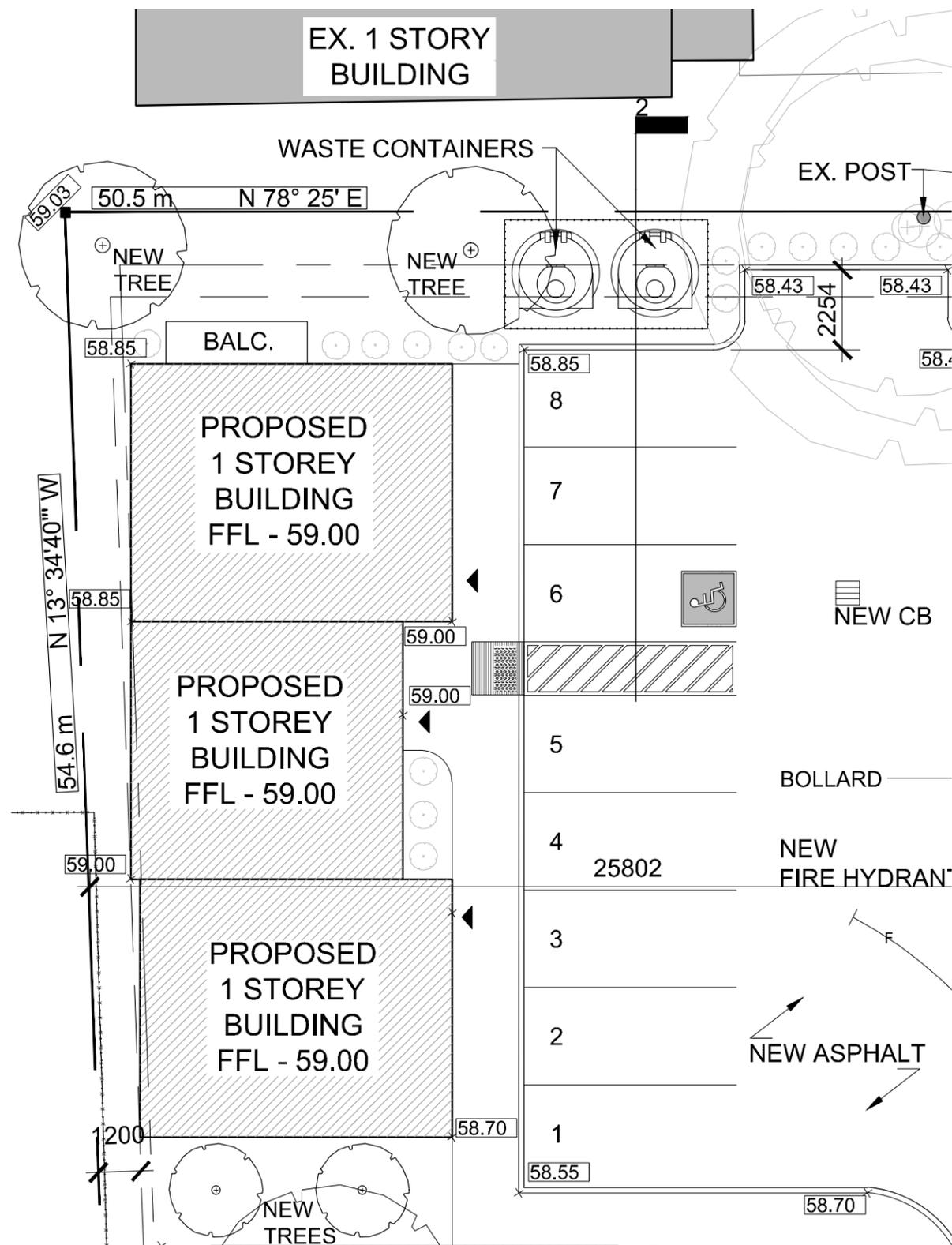
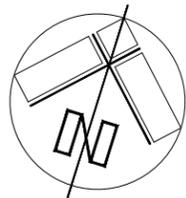
**2 STORY EXISTING DWELLING RETROFIT + GAZEBO**  
DEVELOPMENT TO 142/8 SNYDER'S ROAD WEST





### LEGEND

	EX. BUILDING
	PROPOSED BUILDING
	CONCRETE SIDEWALK
	GRASS / SOD
	EXISTING TREE / PLANT TO REMAIN.
	DEMO & REMOVE EXISTING TREE / PLANT.
	PROPOSED TREE / PLANTING.
NOTES: 1. Envirowirx™ Waste Collection Container 2.4m x 2.4m x 1.4m 2. - 3. -	
	PROPERTY LINE
	SETBACK LINE
	CENTRE LINE OF ROAD
	EXISTING FENCE
	PROPOSED FENCE.
	MAN HOLE
	CATCH BASIN
	CATCH BASIN MAN HOLE
	LANDSCAPE CATCH BASIN
	HYDRO POLE
	ENTRANCE / EXIT
EX. / EXIST.	EXISTING
RES.	RES.



### LEGEND

	EX. BUILDING
	PROPOSED BUILDING
	CONCRETE SIDEWALK
	GRASS / SOD
	EXISTING TREE / PLANT TO REMAIN.
	DEMO & REMOVE EXISTING TREE / PLANT.
	PROPOSED TREE / PLANTING.
<b>NOTES:</b> 1. Envirowirx™ Waste Collection Container 2.4m x 2.4m x 1.4m 2. - 3. -	
	PROPERTY LINE
	SETBACK LINE
	CENTRE LINE OF ROAD
	EXISTING FENCE
	PROPOSED FENCE.
	M.H. MAN HOLE
	C.B. CATCH BASIN
	C.B. CATCH BASIN MAN HOLE
	L.S.C.B. LANDSCAPE CATCH BASIN
	H.P. HYDRO POLE
	ENTRANCE / EXIT
EX. / EXIST.	EXISTING
RES.	RES.

Thank you.



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**REPORT NO:** DS 2020-012

**TO:** COUNCIL

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 13, 2020

**SUBJECT:** Zone Change Application 05/20  
Miller and Miller Auctions Ltd. / Dryden, Smith & Head  
Planning Consultants Ltd.  
59 Webster Street, New Hamburg

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**RECOMMENDATION:**

THAT Report DS 2020-012 be received for information.

**SUMMARY:**

The owners of 59 Webster Street have filed an application to allow the subject property to be used for auctions on a temporary basis for up to three years. This report summarizes the request made and the public process up to the holding of a Public Meeting.

**BACKGROUND:**

Notice of a Public Meeting was given to property owners within 120 metres of the subject lands on June 12, 2020. The following is a summary of comments received prior to the Public Meeting:

Public: none

Agencies: GRCA – no comments  
Region of Waterloo – no objections

The owners of 59 Webster Street have filed an application to allow the subject property to be used for auctions on a temporary basis. The use would be for a trial period of up to three years. After the three year period, the use would need to stop, or a subsequent zone change application would need to be filed at that time.

Given the subject property does not have sufficient parking for this use, the owners have secured a lease agreement with the owner of vacant lands east of 87 Webster Street to provide an additional 40 parking spaces.

The applicant is presently working through Building Code implications for an assembly occupancy of the existing building. At such time as the frequency of auctions has been clarified and any additional comments received at the Public Meeting are considered, staff will return to Council with a detailed report and recommendation on the application.

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

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

### **FINANCIAL CONSIDERATIONS:**

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

### **ATTACHMENTS:**

Attachment A      Property location sketch

**ZCA-05/2020**  
**59 Webster Street, New Hamburg**





**REPORT NO:** COR 2020-030

**TO:** Council

**SUBMITTED BY:** Patrick Kelly, Director of Corporate Services / Treasurer

**PREPARED BY:** Patrick Kelly, Director of Corporate Services / Treasurer  
Ashton Romany, Manager of Finance / Deputy Treasurer

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 13, 2020

**SUBJECT:** 2019 Audited Financial Statements

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**RECOMMENDATION:**

That Report COR 2020-030 regarding the 2019 Annual Financial Report be received for information purposes.

**SUMMARY:**

The Township of Wilmot financial results for 2019 were audited by Graham Matthew Professional Corporation in May and June 2020. The results of the audit will be presented by Mike Arndt CPA, CA.

**BACKGROUND:**

In accordance with the Municipal Act 2001, Section 296 Section 5, the auditor of a municipality shall report to the council of the municipality the audited financial report at the conclusion of the annual audit.

Municipalities are also required to submit a copy of the Financial Information Return (FIR) together with the audited financial statements to the Ministry of Municipal Affairs and Housing.

The 2019 audited financial statements and FIR were prepared by staff while working remotely under the COVID-19 pandemic protocols. Members of the Corporate Services team and our

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

auditors at Graham Mathew were both responsive and adaptable to this modified working environment, and completed all requirements for statements and audit in an efficient and effective manner.

A copy of the 2019 FIR was submitted to the Ministry of Municipal Affairs and Housing in early June. The timely submission of the FIR will ensure that the Township will continue to receive Ontario Municipal Partnership Funding (OMPF) from the Ministry of Finance.

### **REPORT:**

Graham Mathew Professional Corporation LLP was retained by the Township to prepare audited financial statements. The interim audit occurred in November 2019, and the year-end audit was completed in May 2020.

Attached to this report is the 2019 audited financial report for the Township of Wilmot, dated July 13, 2020, for information purposes.

Mr. Mike Arndt, CPA, CA of Graham Mathew Professional Corporation will be in attendance to highlight the report.

Upon Council approval, a copy of the 2019 Audited Financial Statements will be posted to the Township website.

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

This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. The public disclosure of financial information to Council and the community adheres to the requirements of the Municipal Act, and the Township's Policy on Accountability and Transparency.

### **FINANCIAL CONSIDERATIONS:**

Submission of the audited financial statements and FIR to the Ministry of Municipal Affairs and Housing will ensure the distribution of quarterly payments of OMPF grant funding for 2020. This funding source is essential for the Township to maintain the operating requirements outlined within the 2020 budget.

### **ATTACHMENTS:** 2019 Audited Financial Statements

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Financial Statements of

**THE CORPORATION OF THE  
TOWNSHIP OF WILMOT**

Year ended December 31, 2019

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**INDEX**

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**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**SIX-YEAR FINANCIAL REVIEW (UNAUDITED)**

(All dollar amounts are in (000's) of dollars, except per capita figures)

	2019	2018	2017	2016	2015	2014
<b>POPULATION</b> at the end of the year	21,850	21,643	21,429	21,151	20,982	20,828
<b>AREA</b> in acres at the end of the year	65,767	65,767	65,767	65,767	65,767	65,767
<b>EMPLOYEES</b> - continuous full time	66	65	62	62	61	60
<b>NUMBER</b> of households	7,991	7,757	7,681	7,581	7,520	7,465
<b>ASSESSMENT</b> - Taxable assessment upon which the year's rates of taxation were set						
Residential, multi-residential and farm	3,496,578	3,298,092	3,113,367	2,960,690	2,819,008	2,674,206
Commercial - all classes	140,862	132,920	131,630	128,835	116,868	111,762
Industrial - all classes	41,063	39,741	37,009	39,948	40,371	41,292
Pipeline & Managed Forests	16,570	15,070	13,740	12,984	11,877	11,451
<b>Total</b>	<u>3,695,073</u>	<u>3,485,823</u>	<u>3,295,746</u>	<u>3,142,457</u>	<u>2,988,124</u>	<u>2,838,711</u>
Per capita	\$ 169,111	\$ 161,060	\$ 153,798	\$ 148,573	\$ 142,414	\$ 136,293
Commercial and industrial, as a percentage of taxable assessment	5%	5%	5%	5%	5%	5%
Exempt assessment	\$ 118,614	\$ 114,627	\$ 110,821	\$ 114,611	\$ 110,791	\$ 99,241
<b>TAX ARREARS</b> - per capita	\$48.86	\$50.65	\$38.14	\$40.90	\$48.10	\$69.90
- percentage of current levy	3.26%	3.45%	2.66%	2.80%	3.39%	4.84%
<b>EXPENDITURE</b> -general municipal purposes	\$ 19,585	\$ 19,133	\$ 19,442	\$ 18,591	\$ 17,834	\$ 17,007
<b>TRANSFERS TO THE REGION</b>	\$ 17,943	\$ 17,287	\$ 16,766	\$ 16,394	\$ 15,949	\$ 15,431
<b>TRANSFERS TO THE SCHOOL BOARDS</b>	\$ 7,612	\$ 7,580	\$ 7,535	\$ 7,644	\$ 7,643	\$ 7,502
<b>REVENUE FOR GENERAL MUNICIPAL SERVICES</b>						
Taxation	\$ 8,116	\$ 7,870	\$ 7,592	\$ 7,419	\$ 7,153	\$ 6,950
Payment in lieu of taxes	173	163	161	160	157	153
Government grants	3,486	2,847	3,290	2,137	1,933	2,220
Fees and service charges	5,408	5,800	5,295	4,864	5,066	4,086
Equity income from Kitchener Power Corporation	786	849	785	806	850	823
Other	1,788	279	3,547	1,027	4,359	1,350
<b>Total</b>	<u>\$ 19,757</u>	<u>\$ 17,808</u>	<u>\$ 20,670</u>	<u>\$ 16,413</u>	<u>\$ 19,517</u>	<u>\$ 15,582</u>

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**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**SIX-YEAR FINANCIAL REVIEW (UNAUDITED)**

(All dollar amounts are in (000's) of dollars, except per capita figures)

	2019	2018	2017	2016	2015	2014
<b>NET LONG TERM LIABILITIES</b>						
General municipal activities	\$0	\$0	\$0	\$0	\$0	\$0
- per capita	\$0	\$0	\$0	\$0	\$0	\$0
- percentage of taxable assessment	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Municipal enterprises	Nil	Nil	Nil	Nil	Nil	Nil
<b>CHARGES FOR NET LONG TERM LIABILITIES</b>						
General municipal activities	\$0	\$0	\$0	\$0	\$0	\$60
-per capita	\$0	\$0	\$0	\$0	\$0	\$3
-as a tax rate	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.021
<b>ACCUMULATED SURPLUS</b>						
<b>- OPERATING FUND</b>	\$7,145	\$5,459	\$5,157	\$1,677	\$706	\$1,175
<b>- TANGIBLE CAPITAL ASSETS</b>	\$135,773	\$137,684	\$139,955	\$143,567	\$146,639	\$101,630
<b>- RESERVES AND RESERVE FUNDS</b>	\$8,337	\$8,414	\$8,304	\$7,210	\$7,168	\$6,110
<b>- KITCHENER POWER CORPORATION</b>	\$18,439	\$17,965	\$17,432	\$16,972	\$16,508	\$15,963
<b>DEFERRED REVENUES - obligatory reserve funds</b>	-\$1,374	-\$828	-\$947	\$1,776	\$1,708	\$3,320

## Management Responsibility for Financial Reporting

For the Year ended December 31, 2019

The accompanying Financial Statements and all other information contained in this Annual Report are the responsibility of the management of The Corporation of the Township of Wilmot. The preparation of periodic financial statements involves the use of estimates and approximations because the precise determination of financial information frequently depends on future events. These Financial Statements have been prepared by management within the reasonable limits of materiality and within the framework of Canadian generally accepted accounting principles for governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

Prior to their submission to Council, the Financial Statements are reviewed and approved by management. In addition, management meets periodically with the Township's external auditors to approve the scope and timing of their respective audits, to review their findings and to satisfy itself that their responsibilities have been properly discharged.

Graham Mathew Professional Corporation, Chartered Professional Accountants, as the Township's appointed external auditors have audited the Financial Statements. The external auditors have full and free access to management and Council. The Independent Auditors' Report is dated July 13, 2020 and appears on the following pages. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Financial Statements are free of material misstatements and present fairly the financial position and results of the operations of the Township in accordance with Canadian public sector accounting standards.



Grant Whittington,  
Chief Administrative Officer



Patrick Kelly CPA, CMA  
Director of Finance / Treasurer

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## INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of  
**The Corporation of the Township of Wilmot**

### **Opinion**

We have audited the accompanying financial statements of **The Corporation of the Township of Wilmot** (the Township), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Township as at December 31, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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## INDEPENDENT AUDITORS' REPORT (CONTINUED)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**DRAFT**

**JULY 1, 2020 10:00 AM**

Cambridge, Ontario  
July 13, 2020

Chartered Professional Accountants, authorized to practise public  
accounting by the Chartered Professional Accountants of Ontario

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Statement of Financial Position

December 31, 2019

	2019	2018
<b>Financial Assets</b>		
Cash	\$ 14,671,682	\$ 12,833,606
Taxes receivable	1,067,516	1,096,237
Accounts receivable	2,504,040	2,597,650
Investment in Kitchener Power Corp. (note 6)	18,439,342	17,965,472
	<u>36,682,580</u>	<u>34,492,965</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	2,037,482	2,261,444
Deferred revenue	2,313,304	1,396,839
Deferred revenue - obligatory reserve funds (note 8)	(1,374,423)	(828,333)
	<u>2,976,363</u>	<u>2,829,950</u>
<b>Net Financial Assets</b>	<b>\$ 33,706,217</b>	<b>\$ 31,663,015</b>
<b>Non-Financial Assets</b>		
Tangible capital assets (note 7)	135,773,316	137,684,391
Inventories and supplies	158,151	105,647
Prepaid expenses	56,569	69,618
	<u>135,988,036</u>	<u>137,859,656</u>
<b>Accumulated Surplus</b> (note 12)	<b>\$ 169,694,253</b>	<b>\$ 169,522,671</b>

See accompanying notes to financial statements.

Approved on behalf of Council

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# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Statement of Operations and Accumulated Surplus

Year ended December 31, 2019

	2019 Budget (Note 11b)	2019 Actual	2018 Actual
<b>Revenues</b>			
Taxation	\$ 8,054,455	\$ 8,116,007	\$ 7,869,863
Taxation from other governments	188,585	172,729	163,412
User fees and charges	5,397,767	4,962,648	4,953,629
Government transfer			
Canada	-	13,315	114,513
Ontario	1,054,495	1,453,672	1,469,817
Investment income	765,500	610,315	530,688
Interest and penalties on taxes	250,000	223,017	194,092
Other	169,700	230,550	458,344
	15,880,502	15,782,253	15,754,358
<b>Expenses</b>			
General government	2,228,410	2,595,023	2,586,078
Protection to persons and property	2,986,583	2,135,478	1,953,204
Transportation services	5,656,603	6,306,145	6,641,136
Environmental services	3,679,987	1,920,123	1,500,270
Health services	121,100	48,826	48,167
Recreation and cultural services	5,760,923	6,038,146	5,845,808
Planning and development	234,420	541,516	559,139
	20,668,025	19,585,257	19,133,802
<b>Net expenses before other income (expense)</b>	<b>(4,787,523)</b>	<b>(3,803,004)</b>	<b>(3,379,444)</b>
<b>Other income (expense)</b>			
Grants and transfers related to capital			
Deferred revenue earned	2,862,780	1,198,591	394,338
Grants and transfers - Canada	623,258	1,169,845	634,232
Grants and transfers - Ontario	1,241,235	849,323	628,380
Loss on disposal of tangible capital assets	-	(232,276)	(648,913)
Share of Net Income in Kitchener Power Corp.	-	786,470	848,858
Donations	22,250	23,792	-
Sale of Publications, Equipment	38,000	26,408	94,927
Interest earned on reserve funds	-	152,433	102,166
	4,787,523	3,974,586	2,053,988
<b>Annual Surplus (Deficit)</b>	<b>-</b>	<b>171,582</b>	<b>(1,325,456)</b>
<b>Accumulated Surplus, beginning of the year</b>		<b>169,522,671</b>	<b>170,848,127</b>
<b>Accumulated Surplus, end of the year</b>		<b>\$ 169,694,253</b>	<b>\$ 169,522,671</b>

See accompanying notes to financial statements.

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Statement of Change in Net Financial Assets

Year ended December 31, 2019

	2019 Budget (Note 11b)	2019 Actual	2018 Actual
<b>Annual Surplus (Deficit)</b>	\$ -	\$ 171,582	\$ (1,325,456)
Amortization of tangible capital assets	-	6,022,881	6,004,180
Acquisition of tangible capital assets	(6,694,840)	(4,344,082)	(4,381,987)
Loss on disposal of tangible capital assets	-	232,276	648,913
Change in inventories and supplies	-	(52,504)	(41,648)
Change in prepaid expenses	-	13,049	(20,759)
<b>Increase In Net Financial Assets</b>	(6,694,840)	2,043,202	883,243
<b>Net Financial Assets, beginning of year</b>	31,663,015	31,663,015	30,779,772
<b>Net Financial Assets, end of year</b>	\$ 24,968,175	\$ 33,706,217	\$ 31,663,015

See accompanying notes to financial statements.

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Statement of Cash Flows

Year ended December 31, 2019

	2019	2018
<b>Operating activities</b>		
Annual Surplus (Deficit)	\$ 171,582	\$ (1,325,456)
Sources (uses)		
Taxes receivable	28,721	(278,931)
Accounts receivable	93,610	(93,029)
Accounts payable and accrued liabilities	(223,962)	167,831
Deferred revenue	370,375	172,785
Inventories and supplies	(52,504)	(41,648)
Prepaid expenses	13,049	(20,759)
	400,871	(1,419,207)
Non-cash charges to operations		
Amortization	6,022,881	6,004,180
Loss on sale of tangible capital assets	232,276	648,913
	6,656,028	5,233,886
<b>Capital activities</b>		
Acquisition of tangible capital assets	(4,344,082)	(4,381,987)
<b>Investing activities</b>		
Net increase in investments	(473,870)	(533,371)
<b>Net increase in cash</b>	1,838,076	318,528
<b>Cash, beginning of year</b>	12,833,606	12,515,078
<b>Cash, end of year</b>	\$ 14,671,682	\$ 12,833,606

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements

Year ended December 31, 2019

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### 1. Municipal Status

The Corporation of The Township of Wilmot was created on January 1, 1973 when the municipalities of Wilmot and New Hamburg were amalgamated into a single legal entity under the Wilmot name. The Township operates as a lower tier government in the Province of Ontario, Canada. Wilmot provides municipal services such as fire protection, public works, water/sanitary distribution, urban/rural planning, recreation and cultural services, and other general government services. The Township owns 7.75% of Kitchener Power Corporation and its affiliates.

### 2. Summary of Significant Accounting policies:

The financial statements of the Municipality are the representation of management, prepared in accordance with local government accounting standards established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The following is a summary of the significant accounting policies followed in the preparation of these financial statements:

(a) Basis of Presentation:

(i) Financial Statements:

These statements reflect the financial assets, liabilities, operating revenues and expenses, reserve funds and reserves, changes in investment in tangible capital assets and cash flows and include the activities of all governmental functions controlled and exercised by the Township Council.

All interfund transfers have been eliminated.

(ii) Government Business Enterprises:

The government business enterprise, Kitchener Power Corp., is accounted for on the modified equity basis which reflects the Township's investment in the enterprise and its share of net income (loss) since acquisition. Under the modified equity basis, the enterprise's accounting principles are not adjusted to conform to those of the Township, and inter-organizational transactions and balances are not eliminated.

(iii) Accounting for Region and School Board Transactions:

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the School Boards and the Regional Municipality of Waterloo, are not reflected in these financial statements.

(iv) Trust Funds:

Trust funds and their related operations administered by the Municipality are not consolidated herein but are reported separately on the "Trust Funds Statement of Financial Position and Statement of Continuity" (see also Note 4).

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

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### 2. Summary of Significant Accounting policies (continued):

#### (b) Non-Financial Assets

Non-financial assets are not normally available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess (deficiency) of revenues over expenses, provides the change in net financial assets for the year.

#### (i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land	not amortized
Land Improvements	15 years
Buildings	40 years
Machinery and Equipment	10 years
Technological Equipment	5 years
Vehicles	10 years
Roads (tar & chip, gravel, paved)	25 years
Bridges	60 years
Water and Wastewater	75 years

Work in progress is not amortized until the asset is available for productive use.

#### (ii) Contributions of Tangible Capital Assets (Donated)

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

#### (iii) Interest Capitalization

The Township does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (iv) Works of art and cultural and historic assets

These assets are not recorded in these financial statements.

#### (v) Inventories and Prepaid Expenses

Inventories held for consumption are recorded at the lower of cost and replacement cost.

Prepaid expenses relate to expenditures incurred in the current period which relate to and will be expensed in a future fiscal period.

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

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### 2. Summary of Significant Accounting policies (continued):

#### (c) Revenue Recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible assets are acquired.

Tax revenue is recognized when it is authorized and in the period for which the tax is levied.

#### (d) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. These estimates and assumptions, including taxation assessment appeals, legal claims provisions, the valuation of tangible capital assets and their related useful lives and amortization, are based on management's best information and judgement and may differ significantly from future actual results.

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 3. Operations of School Boards and the Region of Waterloo:

Further to note 2(a)(iii), the taxation, other revenues, and requisitions for the School Boards and the Region of Waterloo are comprised of the following:

	School Boards	Region
Taxation and user charges	\$ 7,493,267	\$ 17,824,110
Share of payments in lieu of taxes	118,589	118,465
	7,611,856	17,942,575
Payment	7,611,856	17,942,575
Overlevies (underlevies) end of year	\$ -	\$ -

### 4. Trust Funds:

Further to note 2(a)(iv), trust fund assets administered by the Township amounting to \$1,154,718 (2018 - \$1,113,975) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations and Accumulated Surplus.

### 5. Ontario Municipal Employees' Retirement Fund:

The Township makes matching contributions on behalf of its staff to the Ontario Municipal Employees' Retirement Fund (OMERS), which is a multi-employer plan. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service, age and rates of pay.

Employee contributions in 2019 were at rates ranging from 9.0% to 14.6% based on member earnings and were matched by the Township on a dollar for dollar basis. The amount contributed to OMERS by the Township for 2019 was \$493,261 (2018 - \$450,413) for current service and is included as an expense on the statement of operations and accumulated surplus.

The OMERS pension plan has a deficit. The last available report for the OMERS plan was on December 31, 2019. At that time the plan reported a \$3.4 billion actuarial deficit (2018 - \$4.2 billion), based on actuarial liabilities of \$107.7 billion (2018 - \$100.1 billion) and actuarial assets of \$104.3 billion (2018 - \$95.9 billion). If actuarial surpluses are not available to offset the existing deficit and subsidize future contributions, increases in contributions will be required in the future. There were no changes to contribution rates or benefits for 2019.

The Township does not participate in any past service provisions of the OMERS agreement.

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 6. Investment in Kitchener Power Corp.:

Under the provincial government's Electricity Competition Act (Bill 35), Kitchener Power Corp., a holding company, along with its wholly-owned affiliates, Kitchener-Wilmot Hydro Inc., and Kitchener Energy Services Inc. was incorporated on July 1, 2004.

The Township holds 7.75% of the common shares of Kitchener Power Corp. and a 7.75% share in long-term notes payable by subsidiaries and investees of Kitchener Power Corp.

The investment in Kitchener Power Corp. consists of the following elements:

	2019	2018
Kitchener Power Corp. common shares, initial valuation	\$ 5,113,962	\$ 5,113,962
Kitchener-Wilmot Hydro Inc. long-term notes receivable	5,964,566	5,964,566
	11,078,528	11,078,528
Accumulated equity increase, beginning of year	6,886,944	6,353,573
	17,965,472	17,432,101
Share of net income for year	786,470	848,858
Dividends received in year	(312,600)	(315,487)
	18,439,342	17,965,472
Cost of investment	\$ 18,439,342	\$ 17,965,472

The Kitchener-Wilmot Hydro Inc. notes bear interest at the annual rate of 4.88%, and are unsecured.

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 6. Investment in Kitchener Power Corp. (continued):

The following table provides condensed financial information in respect of Kitchener Power Corp.:

	2019	2018
	(in thousands)	(in thousands)
Current assets	\$ 62,901	\$ 65,862
Long-term assets	270,829	254,425
<b>Total assets</b>	<b>\$ 333,730</b>	<b>\$ 320,287</b>
Current liabilities	40,994	33,259
Long-term liabilities	127,930	123,941
<b>Total liabilities</b>	<b>168,924</b>	<b>157,200</b>
<b>Net assets</b>	<b>\$ 164,806</b>	<b>\$ 163,087</b>

	2019	2018
	(in thousands)	(in thousands)
Results of operations:		
Revenues	\$ 254,597	\$ 244,310
Operating expenses	(244,449)	(233,357)
<b>Net income</b>	<b>\$ 10,148</b>	<b>\$ 10,953</b>
<b>Township's share of net income - 7.75%</b>	<b>\$ 786</b>	<b>\$ 849</b>

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# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 7. Tangible Capital Assets

There were no tangible capital assets contributed to the Township in 2019. Donated land and other tangible capital assets are capitalized at their fair market value at the time of receipt and included in income as “donated tangible capital assets”.

Amortization expense for the year amounts to \$6,022,881 (\$6,004,181 in 2018).

2019	Land	Land Improvements	Buildings	Machinery & Equipment	Infrastructure	Vehicles	Total
<b>Cost</b>							
Balance, beginning of year	\$ 10,315,370	\$ 4,136,186	\$ 34,142,045	\$ 3,825,815	\$ 174,015,345	\$ 6,405,433	\$ 232,840,194
Additions	-	98,182	125,121	325,632	3,364,473	36,564	3,949,973
Disposals	-	(39,157)	(19,262)	(42,960)	(403,908)	-	(605,288)
<b>Cost, end of year</b>	<b>10,315,370</b>	<b>4,195,211</b>	<b>34,247,904</b>	<b>4,108,487</b>	<b>176,975,910</b>	<b>6,441,997</b>	<b>236,284,879</b>
<b>Accumulated amortization</b>							
Balance, beginning of year	-	2,151,986	11,266,689	2,226,891	77,610,381	4,296,088	97,552,035
Disposals	-	(37,635)	(13,685)	(42,962)	(178,729)	-	(273,012)
Amortization expense	-	239,939	837,351	288,277	4,278,471	378,842	6,022,881
<b>Accumulated amortization, end of year</b>	<b>-</b>	<b>2,354,290</b>	<b>12,090,355</b>	<b>2,472,206</b>	<b>81,710,123</b>	<b>4,674,930</b>	<b>103,301,904</b>
<b>Work in Progress</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,790,341</b>
<b>Net Book Value, end of year</b>	<b>\$ 10,315,370</b>	<b>\$ 1,840,921</b>	<b>\$ 22,157,549</b>	<b>\$ 1,636,281</b>	<b>\$ 95,265,787</b>	<b>\$ 1,767,067</b>	<b>\$ 135,773,316</b>
<b>2018</b>							
	Land	Land Improvements	Buildings	Machinery & Equipment	Infrastructure	Vehicles	Total
<b>Cost</b>							
Balance, beginning of year	\$ 10,315,370	\$ 3,987,869	\$ 34,051,381	\$ 3,513,520	\$ 173,369,710	\$ 6,073,091	\$ 231,310,941
Additions	-	172,494	138,587	562,183	1,929,142	498,043	3,300,449
Disposals	-	(24,177)	(47,923)	(249,888)	(1,283,507)	(165,701)	(1,771,197)
<b>Cost, end of year</b>	<b>10,315,370</b>	<b>4,136,186</b>	<b>34,142,045</b>	<b>3,825,815</b>	<b>174,015,345</b>	<b>6,405,433</b>	<b>232,840,194</b>
<b>Accumulated amortization</b>							
Balance, beginning of year	-	1,930,972	10,451,074	2,208,035	74,016,875	4,063,182	92,670,138
Disposals	-	(12,654)	(18,590)	(245,841)	(679,498)	(165,701)	(1,122,284)
Amortization expense	-	233,668	834,206	264,696	4,273,004	398,607	6,004,181
<b>Accumulated amortization, end of year</b>	<b>-</b>	<b>2,151,986</b>	<b>11,266,689</b>	<b>2,226,891</b>	<b>77,610,381</b>	<b>4,296,088</b>	<b>97,552,035</b>
<b>Work in Progress</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,396,233</b>
<b>Net Book Value, end of year</b>	<b>\$ 10,315,370</b>	<b>\$ 1,984,200</b>	<b>\$ 22,875,356</b>	<b>\$ 1,598,924</b>	<b>\$ 96,404,965</b>	<b>\$ 2,109,344</b>	<b>\$ 137,684,391</b>

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 8. Deferred revenue - obligatory reserve funds:

A requirement of PSAB is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded.

(a) The balances in the obligatory reserve funds of the Township are summarized as follows:

	2019	2018
Recreational parkland (The Planning Act)	\$ 1,512,081	\$ 1,448,820
Development charges and sub-dividers contributions	(2,080,397)	(1,497,385)
Federal Gas Tax	102,830	25,306
Building Department (Bill 124)	(908,937)	(805,074)
	\$ (1,374,423)	\$ (828,333)

(b) Continuity schedule:

	2019	2018
Revenue		
Development charges and user fees	\$ 601,033	\$ 500,625
Federal Gas Tax funding	1,246,932	612,271
Ontario Municipal Commuter Cycling funding	-	107,335
Investment income (expense)	(25,621)	12,774
	1,822,344	1,233,005
Deferred revenue recognized	(2,368,434)	(1,113,998)
Change in deferred revenue	(546,090)	119,007
Deferred revenue, beginning of year	(828,333)	(947,340)
Deferred revenue, end of year	\$ (1,374,423)	\$ (828,333)

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 9. Net long-term liabilities:

- (a) The balance of net long-term liabilities reported on the statement of financial position is made up of the following:

	2019	2018
The municipality has assumed responsibility for the payment of principal and interest charges on certain long-term liabilities issued by the Region of Waterloo. At the end of the year, the outstanding principal amount of this liability is	\$ 919,703	\$1,028,135
Of the long-term liabilities shown above, the responsibility for payment of principal and interest charges that has been assumed by individuals amounts to	(919,703)	(1,028,135)
<b>Net long-term liabilities at end of year</b>	<b>\$ nil</b>	<b>\$ nil</b>

- (b) Of the long-term liabilities reported in (a) of this note, future principal payments are summarized as follows:

	2020 to 2024	2025 and thereafter	Total
From benefiting landowners	\$ 625,453	\$ 294,250	\$ 919,703

- (c) The Township is contingently liable for the long-term liability with respect to tile drainage loans and the water system indebtedness. The total amount of this contingent liability outstanding at December 31, 2019 is \$919,703 (2018 - \$1,028,135).

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 10. Self Insurance Coverage:

The Township has an agreement with members of the Waterloo Region Municipalities Insurance Pool to purchase property damage and public liability insurance on a group basis and share a retained level of risk. The members pay an annual levy to fund insurance coverage, losses, and contribute to a surplus. The pool has purchased insurance to fund losses above a pre-determined deductible and any losses above a pre-determined total in any year.

The Township is self-insured for public liability claims up to \$10,000 (2018 - \$10,000) for any individual claim and \$10,000 (2018 - \$10,000) for any number of claims arising out of a single occurrence. Outside coverage is in place for claims in excess of these limits.

During the year, claims amounting to \$74,012 (2018 – 69,602) were settled and insurance premiums of \$221,029 (2018 - \$241,559) were paid. Both amounts are reported as an expenditure on the Statement of Operations and Accumulated Surplus.

The Township is from time to time, involved in legal suits of varying dollar amounts for which no provision for possible liability has been recorded in these financial statements. In the event the Township is found liable, any amounts not recoverable from Township's insurers will be adjusted against future revenues.

### 11. Other explanatory notes

#### (a) Expenditures by object

The following is a summary of the operating expenditures on the statement of financial activities by the object of expenditure:

	2019	2018
Salaries, wages and employee benefits	\$ 8,103,512	\$ 7,523,567
Materials	5,137,435	5,217,505
Amortization	6,022,881	6,004,180
Contracted services	264,064	339,303
External transfers	57,365	49,247
	\$ 19,585,257	19,133,802

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 11. Other explanatory notes: (continued)

#### (b) Budget Figures

Budget figures reported on the Statement of Operations and Accumulated Surplus are based on the 2019 operating and capital budgets, as approved by Council. Approved budget figures have been reclassified and adjusted for the purposes of these financial statements to comply with Public Sector Accounting Board (PSAB) reporting requirements. The Township has provided the following reconciliation of the PSAB reported surplus to the approved Council budget.

	2019	2018
Annual Surplus (Deficit) under PSAB	\$ 171,582	\$ (1,325,456)
Less:		
Grants and transfer related to capital	1,464,438	1,196,175
Deferred Revenue, net change	(77,324)	110,478
Contribution from Developers	1,112,120	353,037
Tangible capital assets additions	4,344,082	4,381,987
Increase in Government Business Enterprises	473,870	533,371
	7,317,185	6,575,047
Add:		
Amortization	6,022,881	6,004,180
Capital expenses	890,445	1,247,410
Loss on disposal of capital assets	232,276	648,913
	7,145,603	7,900,503
Budget Surplus, Council approved	\$ -	\$ -

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 12. Accumulated surplus

	2019	2018
<b>Reserve and Reserve Funds</b>		
Baden West Noise Wall	72,457	70,926
Elections	14,623	(13,299)
Hamilton Road Noise Wall	143,348	140,317
Heritage Lighting	5,828	5,705
Information Technology	-	880
Infrastructure Reserve - Cemetery	(53,465)	(51,677)
Infrastructure Reserve - Equipment	678,212	849,966
Infrastructure Reserve - Facilities	921,223	1,056,492
Infrastructure Reserve - Sanitary Sewers	1,934,422	1,860,540
Infrastructure Reserve - Street Lighting	(164,709)	(230,224)
Infrastructure Reserve - Transportation	830,831	983,422
Infrastructure Reserve - Water	3,039,941	2,921,139
Infrastructure Reserve - Water Meter	411,193	307,275
Municipal Accomodation Tax	780	-
Self-Insurance	-	10,550
Working Funds	502,139	502,139
<b>Total Reserves and Reserve Funds</b>	<b>8,336,824</b>	<b>8,414,149</b>
<b>Surplus</b>		
Invested in tangible capital assets	135,773,316	137,684,391
Operating Fund	25,584,113	23,424,131
<b>Total Surplus</b>	<b>161,357,429</b>	<b>161,108,522</b>
Accumulated Surplus	169,694,253	\$ 169,522,671

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

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### 13. Segmented Information

Segmented information has been identified based upon lines of service provided by the Township. Township services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service have been separately disclosed in the segmented information, along with the services they provide.

For each reported segment revenues and expenses represent both amounts that are directly attributable to the segment, and amounts that are allocated on a reasonable basis.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 2.

(i) General Government:

The Township is responsible for the delivery of administrative services, including Council, Clerks, Finance, Information Technology, By-Law Enforcement and Human Resources.

(ii) Protection Services – Fire:

The Township is responsible for the delivery of Fire and Rescue services.

(iii) Transportation Services:

The Township is responsible for the delivery of municipal public works services related to the maintenance of roadway systems.

(iv) Environmental Services:

The Township is responsible for environmental programs such as the engineering and operation of water distribution and wastewater collection systems.

(v) Health Services:

The Township is responsible for the care, maintenance and operations of the Riverside Cemetery.

(vi) Recreation and Cultural Services:

The Township is responsible for operation and rental of space in facilities such as Wilmot Recreation Complex, New Hamburg Arena/CC, Community Parks and Castle Kilbride.

(vii) Development Services:

The Township is responsible for development services which includes planning services, economic development and building permit administration.

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Financial Statements, continued

Year ended December 31, 2019

### 13. Segmented Information (continued):

Year Ended December 31, 2019	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation & Culture	Development Services	Total
<b>Revenue</b>								
Taxation	\$ 1,139,078	\$ 760,013	\$ 2,941,221	\$ -	\$ -	\$ 2,929,881	\$ 518,543	8,288,736
User fees and charges	191,531	47,700	44,547	2,377,551	69,113	1,705,892	652,528	5,088,862
Government Transfers								
Canada	5,860	-	1,169,845	-	-	7,455	-	1,183,160
Ontario	171,273	90,390	1,586,670	-	-	378,141	76,521	2,302,995
Investment income	157,038	125,190	473,788	236,715	5,889	430,369	120,230	1,549,218
Interest and penalty on taxes	223,017	-	-	-	-	-	-	223,017
Other	146,850	500,659	(153,898)	400,750	-	57,306	169,184	1,120,851
<b>Total Revenue</b>	<b>2,034,647</b>	<b>1,523,951</b>	<b>6,062,173</b>	<b>3,015,016</b>	<b>75,002</b>	<b>5,509,044</b>	<b>1,537,006</b>	<b>19,756,839</b>
<b>Expenses</b>								
Salaries, Wages, Benefits	1,510,310	915,196	1,221,710	576,803	22,440	3,112,571	744,482	8,103,512
Materials and Services	1,078,110	396,385	1,498,927	321,886	21,834	1,859,656	224,701	5,401,499
Debt Interest	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Grants to Organizations	-	-	-	-	-	57,365	-	57,365
Amortization	158,092	240,050	3,585,508	1,021,434	4,552	1,008,554	4,691	6,022,881
Internal Transfers	(403,563)	11,625	(256,402)	546,478	20,882	(11,728)	92,708	-
<b>Total Expenditures</b>	<b>2,342,949</b>	<b>1,563,256</b>	<b>6,049,743</b>	<b>2,466,601</b>	<b>69,708</b>	<b>6,026,418</b>	<b>1,066,582</b>	<b>19,585,257</b>
<b>Annual surplus (deficit)</b>	<b>\$ (308,302)</b>	<b>\$ (39,305)</b>	<b>\$ 12,430</b>	<b>\$ 548,415</b>	<b>\$ 5,294</b>	<b>\$ (517,374)</b>	<b>\$ 470,424</b>	<b>\$ 171,582</b>
<b>Year Ended December 31, 2018</b>								
	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation & Culture	Development Services	Total
<b>Revenue</b>								
Taxation	\$ 1,104,075	\$ 682,840	\$ 3,038,003	\$ -	\$ -	\$ 2,748,008	\$ 460,349	\$ 8,033,275
User Fees and Charges	198,201	45,814	17,573	2,144,934	63,076	1,732,676	899,186	5,101,460
Government Transfers								
Canada	50,309	-	612,271	-	-	86,165	-	748,745
Ontario	159,387	98,576	1,267,400	-	-	476,026	96,808	2,098,197
Investment Income	167,904	77,358	413,079	194,662	5,724	465,898	157,087	1,481,712
Interest and Penalty on Taxes	194,092	-	-	-	-	-	-	194,092
Other	144,032	25,156	383,627	-	-	90,747	274,557	150,865
<b>Total Revenue</b>	<b>2,018,000</b>	<b>929,744</b>	<b>4,964,699</b>	<b>2,339,596</b>	<b>68,800</b>	<b>5,599,520</b>	<b>1,887,986</b>	<b>17,808,346</b>
<b>Expenses</b>								
Salaries, Wages, Benefits	1,473,508	859,233	1,072,037	530,002	23,439	2,989,898	575,450	7,523,567
Materials and Services	1,168,096	345,152	1,642,133	270,095	21,455	1,805,270	304,607	5,556,808
Debt Interest	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Grants to Organizations	-	-	-	-	-	49,247	-	49,247
Amortization	132,959	234,725	3,926,966	700,173	3,273	1,001,393	4,691	6,004,180
Internal Transfers	(428,887)	11,625	(186,712)	501,662	16,517	(7,496)	93,291	-
<b>Total Expenditures</b>	<b>2,345,676</b>	<b>1,450,735</b>	<b>6,454,424</b>	<b>2,001,932</b>	<b>64,684</b>	<b>5,838,312</b>	<b>978,039</b>	<b>19,133,802</b>
<b>Annual surplus (deficit)</b>	<b>\$ (327,676)</b>	<b>\$ (520,991)</b>	<b>\$ (1,489,725)</b>	<b>\$ 337,664</b>	<b>\$ 4,116</b>	<b>\$ (238,792)</b>	<b>\$ 909,947</b>	<b>\$ (1,325,456)</b>

### 14. Subsequent Event

Subsequent to year end, the World Health Organization declared the rapidly spreading COVID-19 outbreak a pandemic. As the COVID-19 pandemic continues to spread, it could result in a significant negative impact on various aspects of the Township's operations. As of the time of authorization of these financial statements, it is not possible to estimate the length and severity of these developments and their impact on the financial results and operations of the Township.

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Trust Funds Financial Statements of

**THE CORPORATION OF THE  
TOWNSHIP OF WILMOT**

Year ended December 31, 2019

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## INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of  
**The Corporation of the Township of Wilmot**

### **Opinion**

We have audited the accompanying financial statements of the **Trust Funds of The Corporation of the Township of Wilmot** (the Township), which comprise the statement of financial position as at December 31, 2019, and the statement continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the trust funds of the Township as at December 31, 2019, and its financial performance for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the trust funds of the Township to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intends to liquidate the trust funds of the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process of the trust funds of the Township.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

DRAFT

## INDEPENDENT AUDITORS' REPORT (CONTINUED)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the trust funds of the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the trust funds of the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**DRAFT**

**JULY 1, 2020 10:21 AM**

Cambridge, Ontario  
July 13, 2020

Chartered Professional Accountants, authorized to practise public  
accounting by the Chartered Professional Accountants of Ontario

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Trust Funds Statement of Continuity

Year ended December 31, 2019

	Riverside Cemetery	Castle Kilbride	WRC Youth Ctr	WRC Adult Ctr	Baden Comm Ctr	Financial Assistance	Fairmont Cemetery	Festival of Lights	Wilmot Fire Service	Trail System	Wilmot Splash Pad	TOTALS	
												2019	2018
Opening Balance	356,770	36,148	22,814	17,268	19,136	9,100	36,203	2,278	1,239	531,542	81,477	<b>1,113,975</b>	591,051
Receipts:													
Donations		1,594	690						2,260	37,133		<b>41,677</b>	503,326
Care & Maintenance	10,664											<b>10,664</b>	13,823
Transfer from Revenue Fund						1,015						<b>1,015</b>	500
Investment Income	8,208	825	525	392	434	208	806	52	54	11,824	1,850	<b>25,178</b>	14,665
	18,872	2,419	1,215	392	434	1,223	806	52	2,314	48,957	1,850	<b>78,534</b>	532,314
Expenditures:													
Transfer to Revenue Fund	8,208								1,000	2,678		<b>11,886</b>	7,475
Transfer to Capital Fund										23,792		<b>23,792</b>	-
Transfer to Others						1,346	767					<b>2,113</b>	1,915
	8,208	-	-	-	-	1,346	767	-	1,000	26,470	-	<b>37,791</b>	9,390
Ending Balance	367,434	38,567	24,029	17,660	19,570	8,977	36,242	2,330	2,553	554,029	83,327	<b>1,154,718</b>	1,113,975

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Trust Funds Statement of Financial Position

December 31, 2019

	Riverside Cemetery	Castle Kilbride	WRC Youth Ctr	WRC Adult Ctr	Baden Comm Ctr	Financial Assistance	Fairmont Cemetery	Festival of Lights	Wilmot Fire Service	Trail System	Wilmot Splash Pad	TOTALS	
												2019	2018
<b>Assets</b>													
Cash	367,434	38,567	24,029	17,660	19,570	8,977	36,242	2,330	2,553	554,029	83,327	<b>1,154,718</b>	\$ 1,113,975
	367,434	38,567	24,029	17,660	19,570	8,977	36,242	2,330	2,553	554,029	83,327	<b>\$ 1,154,718</b>	\$ 1,113,975
<b>Liabilities and Fund Balances</b>													
Fund Balance	367,434	38,567	24,029	17,660	19,570	8,977	36,242	2,330	2,553	554,029	83,327	<b>1,154,718</b>	1,113,975
	367,434	38,567	24,029	17,660	19,570	8,977	36,242	2,330	2,553	554,029	83,327	<b>\$ 1,154,718</b>	\$ 1,113,975

See accompanying notes to financial statements

# THE CORPORATION OF THE TOWNSHIP OF WILMOT

## Notes to Trust Funds Financial Statements

Year ended December 31, 2019

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### 1. Accounting Policies

The financial statements of The Trust Funds of the Corporation of the Township of Wilmot are the representation of management prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

#### (a) Basis of Accounting

Donation receipts are reported on the cash basis of accounting. Investment income is reported on the accrual basis of accounting.

Expenditures, including transfers to the operating fund, are reported on the cash basis of accounting.

#### (b) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. These estimates and assumptions are based on management's best information and judgement and may differ significantly from future actual results.



# TOWNSHIP OF WILMOT

## PUBLIC WORKS & ENGINEERING Staff Report

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**REPORT NO:** PW2020-13

**TO:** Council

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 13, 2020

**SUBJECT:** Q1 and Q2 Department Activity Report  
January – June 2020

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### **RECOMMENDATION:**

THAT the Public Works & Engineering Department Activity Report for the months of January – June 2020 be received for information.

### **SUMMARY:**

Public Works has historically reported operational activities to Council on a quarterly basis. Engineering and Department activity were included with this report to provide for a comprehensive department activity update. This report includes Q1 and Q2 activities as a result of COVID impacts on report timing. Generally, department activity has been focused on developing and learning new work practices, for example, to accommodate working from home, distancing and construction site hygiene practices.

### **BACKGROUND:**

All departments report activities to Council on a quarterly basis.

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

**REPORT:**

The attached summaries highlight the activities of Public Works and Engineering activities from January to June 2020. The standard business year was in place from January to March. In March, with the rapid advancement of COVID-19 Provincial orders, both Public Works and Engineering revised their work practices to continue essential work.

Engineering staff were working from home on critical infrastructure projects. Much of the RFP/T/Q list of major infrastructure contracts, designs and studies awarded to date continued and advanced as planned. In 2019, Council Gordijk requested more information on municipal drain work status. This section, included in the Engineering activity attachment, will be updated and revised in the future to include more specific drain project details. There is currently a backlog of work with the Drainage Superintendent, and reporting was difficult to provide in fulsome at the time of this report. It is noted that traffic concerns/investigations and the speed sign program have been put on hold until the workload can be accommodated with a full staffing complement in Engineering as planned for 2020.

Similarly, Public Works staff shifted work practices to adjust to the COVID environment in Operations. Generally, operations and maintenance work continued as normal. The most notable result of COVID in Operations has been a reduced productivity due to distancing preferences and increased hygiene practices for equipment, tools and vehicles.

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

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

**FINANCIAL CONSIDERATIONS:**

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

**ATTACHMENTS:**

Attachment Q1 and Q2 PW&E



<b>ROADS (TRANSPORTATION SERVICES)</b>	
Minimum Maintenance Standards (MMS)	<ul style="list-style-type: none"> <li>• Weekly road patrol continued during Covid-19 shutdown.</li> <li>• On March 18<sup>th</sup> we only had one staff in each day to patrol roads and deal with MMS deficiencies calling in more staff when required. April 6<sup>th</sup> we brought back all staff and have been resumed doing all tasks required for the maintenance in daily operations and capital projects.</li> </ul>
Bridges, Culverts and Drainage	<ul style="list-style-type: none"> <li>• Closed Bridge St Bridge due to truck hitting the upright supports upon exiting the bridge. Repairs made by contractor and the bridge reopened.</li> <li>• Bridge deck cleaning completed in house.</li> <li>•</li> </ul>
Roadside	<ul style="list-style-type: none"> <li>•</li> <li>• Many illegal roadside dumping's cleaned up on the rural roads.</li> <li>• Grass cutting and brush trimming took place</li> </ul>
Loose Top	<ul style="list-style-type: none"> <li>• Graded gravel roads to shape up from winter.</li> <li>• Used the gravel retriever on rural roads.</li> <li>• Repaired gravel shoulders on hard surfaced rural roads with shouldering unit.</li> <li>• Applied gravel to Wilmot Line and Cedar Grove as part of the Townships annual gravel program.</li> <li>• Dust control applied on the gravel roads.</li> <li>• An excavator was used to retrieve the gravel washed from the Oxford Waterloo boundary road that occurred from the Nith River flooding and washing out the road.</li> </ul>
Hardtop	<ul style="list-style-type: none"> <li>• Patching potholes generated from road patrol work orders.</li> <li>• Asphalt padding Wilmot Line, Berletts Rd and Carmel Koch Rd (Nafziger Rd to Wilmot Easthope), Witmer Rd and Concession Rd in preparation for Single surface Tar and Chip program.</li> <li>• Clean up washed out road sections of Holland Mills Rd from flooding</li> </ul>
Safety Devices and Signage	<ul style="list-style-type: none"> <li>• Ongoing work to replace Regulatory and Warning signs that did not pass annual reflectivity testing.</li> </ul>
Gravel Pit	<ul style="list-style-type: none"> <li>• Mowed tall grass to keep weeds down.</li> </ul>
Winter Control & Event Response	<ul style="list-style-type: none"> <li>• 40 days of winter control events in Q 1.</li> <li>• Washed up plow equipment for the season.</li> <li>• Minor sod repair to boulevards from plowing operations.</li> </ul>



<b>WATER/WASTEWATER (ENVIRONMENTAL SERVICES)</b>	
Operations & Maintenance	<ul style="list-style-type: none"> <li>• Joint Water Use Agreement – Perth East, Tavistock</li> <li>• Winter fire hydrant maintenance (dig outs)</li> <li>• Hydrant pressure tests</li> <li>• Annual valve turning program completed</li> <li>• Annual Hydrant maintenance program started</li> <li>• Water Main Commissioning for new development</li> <li>• New Hamburg &amp; Baden Fountains reopened</li> <li>• Flush sanitary sewers in easements</li> </ul>
Locates Processed	<ul style="list-style-type: none"> <li>• 230 underground locate requests completed for 360 Feedback per regulation as of June 19<sup>th</sup>.</li> </ul>
Meter installs/change-outs/inspections	<ul style="list-style-type: none"> <li>• 3 Water meter repairs, consisting of meter, MXU radio and or wiring issues.</li> <li>• 23 Water meter inspections for new homes.</li> </ul>
Water Quality/ Adverse Reports	<ul style="list-style-type: none"> <li>• Routine daily/weekly sampling, testing and reporting</li> <li>• Winter lead testing completed March</li> <li>• Routine dead end watermain flushing</li> </ul>
Water Main Breaks/Excavation	<ul style="list-style-type: none"> <li>• Main break response and repairs – 4</li> <li>• Water service investigation and repair – 3 Service leak repairs, 5 service box repairs</li> </ul>
Storm Main/Blockages	
Sanitary Main/Lateral Blockages	<ul style="list-style-type: none"> <li>• Clear partial blockage – 1</li> <li>• Service lateral /blockage repairs – 3</li> </ul>
Lift Station Maintenance	<ul style="list-style-type: none"> <li>• Routine high level event response – 2</li> <li>• Sustained high level event with relief – 2</li> <li>• Routine pump maintenance and repair – 2</li> <li>• Monthly Generator checks</li> <li>• Electrical issue Lift 5</li> <li>•</li> </ul>
SWM Facility Maintenance	<ul style="list-style-type: none"> <li>• Garbage and recycling cleanup</li> </ul>
DWQMS	<ul style="list-style-type: none"> <li>• Quarterly inventory audit</li> <li>• Weekly QMS awareness meetings</li> <li>• SOP training</li> </ul>

<b>ENGINEERING SERVICES</b>	
Traffic Network Operations	<ul style="list-style-type: none"> <li>• Region’s-Automated Speed Enforcement program (ASE) ongoing discussions</li> <li>• Radar Speed Display Sign program currently on hold, will re-evaluate when new staff are on-boarded</li> </ul>
Municipal Consents/Permits/ MAA discussions	<ul style="list-style-type: none"> <li>• 34 work permits issued as of June 4/2020</li> <li>• 18 MC issued as of June 4/2020</li> <li>• Major telecoms and utilities currently using online process to apply and pay for applications</li> <li>• MAA discussions on-going with telecoms and utilities</li> <li>• Municipal Consent Manual in development stages</li> </ul>
Development Activity	<ul style="list-style-type: none"> <li>• Subdivision Planning – 4 active files</li> <li>• New Hamburg/Baden Sanitary Servicing Strategy</li> <li>• Site Servicing Review &amp; Comment; approximately 13 active site plan files</li> </ul>
GIS/Infrastructure Mapping	<ul style="list-style-type: none"> <li>• GIS student working on GIS geometry for SWM mapping, QA of co-op student’s work, setting up digital file structure for scanned SWMP reports / dwgs / correspondence</li> <li>• Asset Management planning on having GIS STM sewer data corrected by aerial imagery by June 15</li> <li>• Staff working in the field gathering storm sewer data (some culverts).</li> <li>• Culverts and sanitary asset categories are next planned for field review</li> </ul>
Design Standards & Specifications	<ul style="list-style-type: none"> <li>• Infrastructure standards and specifications being developed with Phase 1 internal stakeholder review currently (TIS , Erosion, Hydrogeology, SWMP / Stm sewers, Lot grading): Industry circulation in Q3</li> <li>• Phase 2 internal stakeholder review in development (minimum testing, watermain, sanitary, roads, survey, Asset Management, (maintenance, assumption, LC, security, warranty) lot certificate letter, water meter policy</li> <li>• Phase 3 composite utility / surface features plan, deliverables section, DWG submission requirements</li> </ul>
Municipal Drains	<ul style="list-style-type: none"> <li>• K Smart updating drain mapping information</li> <li>• Many drainage works for maintenance and capital are backlogged. A few delays have been encountered due to COVID meeting restrictions</li> <li>• On-going maintenance on many various different drains. A comprehensive list with status will be provided in future quarterly reports</li> <li>• Site Meeting held for Steward Good petition</li> <li>• Site Meetings planned for other remaining petitions</li> </ul>



<p>Reforestation Program</p>	<ul style="list-style-type: none"> <li>• Reviewing conditions of trees planted in 2019 re: warranty.</li> <li>• 2020 requests being processed, likely tender release in Q3</li> </ul>
<p>Streetlights</p>	<ul style="list-style-type: none"> <li>• KW Hydro maintaining lights and fixtures/ adding new locations in New Dundee</li> <li>• Lighting needs to be updated in Asset Management as per Reg 239</li> </ul>
<p>DC Project Activity</p>	<ul style="list-style-type: none"> <li>• Baden Trunk sanitary servicing review</li> <li>• Snyder's Road design – ongoing</li> <li>• Foundry Sanitary Trunk discussions with Region</li> <li>• Morningside Sanitary Trunk – RFP to be released in Q3</li> <li>•</li> </ul>
<p>Region / MTO / GRCA Capital projects</p>	<ul style="list-style-type: none"> <li>• Region Notre Dame Drive Reconstruction (St. Agatha WM looping)</li> <li>• Region Gingerich Rd warranty / deficiency correction</li> <li>• Region Erb St – Rural Resurfacing</li> <li>• Region Nafziger Rd – Roundabout / Transmission WM</li> <li>• Region New Dundee Water Treatment EA</li> <li>• Region Trussler Rd – Road Widening</li> <li>• Region Baden / New Hamburg Wastewater masterplan</li> <li>• Region Bleams / Jacob / Riverside / Victoria / Boullee / employment lands Transmission WM</li> <li>• MTO Sandhills Rd underpass</li> <li>• MTO 7/8 Alder Creek Culvert</li> </ul>



DEPARTMENT	
Service Issues and Requests	<ul style="list-style-type: none"> <li>• Traffic speed concerns being received</li> <li>• Tree issue reporting and caterpillar issue follow-up</li> <li>• Drainage complaints</li> </ul>
Safety/Training	<ul style="list-style-type: none"> <li>• COVID-19 H&amp;S policy updates</li> <li>• Training on new protocols and policies</li> <li>• Trench box training for new units</li> </ul>
Capital Program	<ul style="list-style-type: none"> <li>• RFT2019-22 Hannah &amp; Lewis – Blvd Restoration and Deficiencies</li> <li>• RFP2019-17 Sanitary I&amp;I – Awarded, project ongoing</li> <li>• RFQ2020-12 Granular Hauling – Complete</li> <li>• RFT2020-06 Surface Treatment – Awarded</li> <li>• RFT2020-07 Hot Mix Asphalt – Awarded</li> <li>• RFT2020-08 Concrete Sidewalk – Awarded</li> <li>• RFP2020-16 Dual Rear Wheel Cab &amp; Chassis – Awarded</li> <li>• RFT2020-10 Granular Extraction/Crushing – Awarded</li> <li>• Oxford Rd culvert replacement – Oxford County project</li> <li>• RFP Stormwater Masterplan – spec development for Q3 release</li> <li>• RFP Morningside – spec development for Q3 release</li> <li>• RFP2020-18 Bridge Street Bridge – Awarded</li> <li>• RFT2020-01 Wilmot/Church Rd reconstruction – Awarded, ongoing</li> <li>• CCTV sewer inspection program – joint project to be tendered with Woolwich at end of June</li> <li>• Greenwood Drive Engineering pre-design</li> <li>• Nafziger Road Watermain pre-design</li> <li>• Webster Street pre-design</li> <li>• Victoria /Boulee Road pre-design</li> <li>• Stone Street pre-design</li> <li>• Baden servicing review pre-design</li> <li>• Gingerich watermain improvements –spec development</li> <li>• Warranty -Hannah / Lewis St and easement agreement finalization-complete</li> <li>• Warranty - Hotmix 2018 &amp; 2019</li> <li>• Warranty - Surface Treatment 2018 &amp; 2019</li> </ul>
Asset Management	<ul style="list-style-type: none"> <li>• Biweekly meetings to discuss general AMP processing</li> <li>• Focus on data collection and data quality</li> <li>• Condition assessments and risk framework development with consultant</li> </ul>
Budget – Capital and Operating	<ul style="list-style-type: none"> <li>• Minor review of capital program with updated Township studies/master plans, Region capital program, Region studies/master plans, development applications, operational info (WM breaks, CCTV, Municipal Drains, etc), resource allocations</li> </ul>
Fleet & Equipment	<ul style="list-style-type: none"> <li>• Sidewalk tractor repairs</li> <li>• service truck repairs &amp; annual safeties</li> </ul>



**REPORT NO:** CK 2020-003  
**TO:** COUNCIL  
**SUBMITTED BY:** Tracy Loch, Curator/Director  
**PREPARED BY:** Tracy Loch, Curator/Director  
**REVIEWED BY:** Grant Whittington, CAO  
**DATE:** July 13, 2020  
**SUBJECT:** Quarterly Activity Report – April, May & June 2020

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**RECOMMENDATION:**

That the Castle Kilbride Activity Report for the months of April, May and June 2020 be received for information purposes.

**BACKGROUND:**

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

**REPORT:**

**Curator/Director's Summary:**

- Created a temporary `work from home program' with Assistant Curator that began March 23 to ensure key initiatives and ongoing projects continued during office closure.
- Shifted several projects to ensure new priorities during COVID-19 could be met to assist different departments within the township.
- Created a specific social media plan with Assistant Curator that included daily and weekly themed posts promoting Castle Kilbride, Heritage Wilmot as well as general history of Wilmot Township during closure. Many positive responses were shared and during a time of isolation this initiative truly connected people. Interesting to note, the most popular post was about flax and reached 3,201 people. Other popular topics included an original Livingston recipe (reaching 2382 people), Victoria Day history (2730 people) and "Guess the building in Wilmot" (reaching 2501 people).
- Museum staff have been using the hashtag #MuseumFromHome with tweets since March, and this cultural trend has been used by museums internationally to raise awareness to culture. #RecFromHome followed suit and the Assistant Curator partnered with Township Facilities & Recreation staff to include a weekly cultural feature in their recreation campaign.

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

- Reviewed and selected potential candidates to be invited for an interview for the Museum Assistant position. (Note: the hiring of the Museum Assistant has been suspended until further notice).
  - Despite that museums were closed across Ontario, Castle staff still promoted and celebrated “May is Museum Month” with fellow museums throughout Ontario. Daily and weekly highlights were included about Castle Kilbride via social media for the entire month of May.
  - Continued efforts on articles included in the Baden Outlook and New Hamburg Independent written by Castle Curator, Assistant Curator and various committee members and volunteers.
  - Met with a contractor for a thorough building assessment (project led by Corporate Services) which included Castle Kilbride and other heritage properties owned by the Township of Wilmot. Provided answers to questions they had before and after their assessment.
  - Attended many Canadian and American webinars and zoom meetings specific to museum re-opening. Included discussions about challenges as well as possible solutions.
  - Created a working group for historic house museums as to protocol and information sharing for re-opening. Many historic houses face more obstacles for disinfection and traffic flow compared to an open gallery-style museum.
  - Continued coordination of an interior flooring project inside Castle Kilbride that will be completed for September.
  - Wrote and submitted a grant application for the Community Museum Operating Grant (CMOG) to Ministry of Culture for consideration.
  - Responded to various owners of heritage properties to review current designation and proposed renovations.
  - Was contacted by a donor to visit a Wilmot property that housed over 140 years of history. The Assistant Curator and I visited and selected artifacts and archival material that will enhance Wilmot’s history as well as the Archives. Once catalogued, staff plan to share further information.
  - Continue to conduct interior and exterior inspections of the museum during closure.
  - Responded to federal and provincial agencies for student employment grants that were originally submitted in January from Castle Kilbride. Guidelines have now been revised to allow PT and FT student work until the end of December 2020. This change was made to allow for adjustments for re-opening museums and revision of student projects; consideration for students working on site and remotely; as well as for acknowledging online school for students in September and allowing for meaningful employment opportunities in the cultural field.
  - Responded to various genealogical requests and provided support to researchers based on the digital information or computer records that were available during closure.
  - Cancelled remaining events that were planned at Castle Kilbride for July and August. They included: Summer Concert Series, Tea & Tour, Summer Camp and Ghost Walks.
- \*For further details, please see the attached report for the Assistant Curator’s summary

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

The report implements the following goals from the Strategic Plan:

We are an engaged community through strengthening communicating municipal matters.

### **FINANCIAL CONSIDERATIONS:**

n/a

### **ATTACHMENTS:**

1. Castle Kilbride Assistant Curator’s Report – April, May and June 2020

## **Castle Kilbride Assistant Curator's Report**

**SUBJECT:** Quarterly Report for April, May, June 2020

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

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

**DATE:** July 13, 2020

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### **Education:**

- All educational programming was cancelled due to COVID-19.
- As an alternative, staff offered educational and outreach activities through social media.
- Partnered with the Recreations and Facilities Department to include a component from the museum on the #RecFromHome webpage. Each week has a different historical theme that includes an activity. It began on May 4th and we will continue to post weekly until August 31st.

### **Events:**

- All events and specialty programming was cancelled from March 17 – June 30<sup>th</sup>. This included our popular events such as Tea & Tour, the Castle Concert Series and Ghost Walks.
- As an alternative, we increased our on-line social media presence. We posted 4 to 5 articles per week, up from one a week prior to COVID-19. Each one is historically themed. They are researched and have sourced photographs to accompany. This has been very successful and has engaged both our existing audience and has encouraged new participation. The posts began in March and will continue to at least the end of August.
- Prepared historically themed tweets in advance and submitted to be posted on the Township's twitter account on behalf of Castle Kilbride.
- Planned potential events and exhibits from 2021-2025.

### **Collection:**

- Updated Castle Kilbride's Collections Policy as part of a larger project for future discussion with the Curator. Also created a draft Deaccession Policy and a new Deaccession Evaluation Form for consideration (Note: deaccessioning is the process of removing a catalogued artifact from the permanent collection which in Castle Kilbride's case is usually due to the condition of the object or it is a duplicate). These draft policies support current collection management projects for the department that is currently being reviewed this year.
- Created a new Donor Questionnaire for staff to use when contacted by a potential donor. This form will be easy to fill out and will contain the prudent information that staff requires to evaluate the donation.
- Evaluated current catalogue sheets on the museum's PastPerfect database. Work had been previously entered systematically and needed to be reviewed for errors and omissions. Currently, there are over 5000 objects entered into the database and each page requires ten minutes to review. This project will be ongoing, but incredibly useful when completed.
- Evaluated and renamed hundreds of photographs in the digital collection. They are now organized into categories by town and theme. Themes that were organized include businesses, people and schools of Wilmot. They are a wonderful resource for staff to access easily for exhibits, articles and for researchers.
- Connected with fellow Collections Managers via webinars/telephone to discuss relevant issues facing museum collections during closure. Collaborated possible solutions to assist when the museum reopens.

- Was invited to a century farm with the Curator to assess artifacts and archival material for museum's collection. Selected key pieces and began accessioning them into the permanent collection.
- Returned to the museum for the first time on June 11 to physically clean all levels of the museum and to check the condition of artifacts.
- Joined weekly webinars offered by the Cuseum, National Trust for Canada and the OMA.

**Students:**

- The hiring of summer staff was put on hold. Extensions have recently been offered and staff are currently creating a potential plan for August/September.
- Created a work plan for the students should hiring proceed. The plan will focus on artifact and archival collection work, as well as some new outreach initiatives.

**Administration:**

- Cancelled or rescheduled all group tour bookings from March–August 31<sup>st</sup>.
- Handled inquires for archival material, artifacts in the collection, weddings etc.
- Designed an advertisement for Our Heritage Our Home.
- Assisted the Health & Safety Task Force to produce and mount safety signage at the Township Admin Complex to allow the building to safely re-open to the public.
- Cleaned out our admissions desk, display case and gift shop room to provide a clean workspace for frontline staff.
- Wrote an article for the Baden Outlook about life in Wilmot in the 1920s.
- Provided information and photos to guest writers for our New Hamburg Independent articles.
- Monitored temperature and humidity readings while at the museum.
- Began a Room by Room re-opening plan for the museum.

Month	School	Bus	Regular	Event	Total
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
<b>Total</b>					<b>0</b>
2019	178	238	448	875	<b>1739</b>
2018	171	78	569	1223	<b>2041</b>
2017	142	258	557	819	<b>1776</b>
2016	159	175	508	730	<b>1572</b>
2015	52	161	568	420	<b>1201</b>
2014	152	124	447	449	<b>1172</b>
2013	59	139	482	160	<b>840</b>

\*Castle Kilbride closed to the public on March 17, 2020 until further notice.



# TOWNSHIP OF WILMOT

## FACILITIES & RECREATION SERVICES *Staff Report*

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**REPORT NO:** FRS 2020-008

**TO:** COUNCIL

**SUBMITTED BY:** Sandy Jackson, Director of Parks, Facilities & Recreation Services

**PREPARED BY:** Sandy Jackson, Director of Parks, Facilities & Recreation Services

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** June 8, 2020

**SUBJECT:** Parks, Facilities & Recreation Services Second Quarter Activity Reports

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### **RECOMMENDATION:**

That the Parks, Facilities & Recreation Services Activity Reports for the second quarter of 2020 be received for information.

### **SUMMARY:**

Parks, Facilities and Recreation Division Manager Reports for the second quarter of 2020 are attached for information.

### **BACKGROUND:**

N/A

### **REPORT:**

The Parks, Facilities and Recreation Department was significantly impacted by the COVID-19 pandemic during the second quarter of 2020. In mid-March after a brief warning period, all recreation facilities including community centres were closed due to COVID-19. Parks amenities

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

including playgrounds were also closed however, trail systems and parks themselves remained open, providing people used physical distancing to prevent spread of the COVID-19 virus. In May, some amenities in outdoor parks were reopened excluding playgrounds. Stage 2 of the reopening allowed indoor pools and splash pads to open with limitations including restrictions for physical distancing. On June 17, 2020, the Township reopened the splash pad at the Wilmot Recreation Complex (WRC) with perimeter fencing in place and staff to control numbers of participants and assist parents with physical distancing requirements.

Significant effort during the closure of facilities has been made to update operating procedures and create COVID-19 protocols, complete projects originally scheduled for later in the year, and take advantage of the empty buildings to do deep cleaning prior to reopening. All part time staff were moved to Designated Emergency Leave in mid-March for an indeterminate period of time. Since then a small number of parks staff, aquatics staff and custodians have been rehired to assist with park maintenance, operation of the splash pad and deep cleaning of facilities prior to reopening.

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Customer Service & Community Development), have prepared activity reports for the second quarter of 2020. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not include all day-to-day operational or administrative activities.

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

Communicating municipal matters.

### **FINANCIAL CONSIDERATIONS:**

A number of refunds were required when the WRC and Community Centres were closed due to COVID-19. Some patrons chose to leave their funds 'on account' in the Active Net software system and plan to use their balance on account when the facility reopens. To date, program refunds due to COVID-19 for recreation services and rentals is approximately \$57,000. Additional financial impacts will be determined in Q-3 as programs and services begin to restart.

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### **ATTACHMENTS:**

Customer Service & Community Development Quarterly Report (January – March 2020)

Aquatics Quarterly Report (January – March 2020)

Parks & Facilities Quarterly Report (January – March 2020)

## Customer and Community Services Division

### Quarterly Activity Report (April - June 2020)

- Participated in the Region's Volunteer Management Working group formed to provide volunteer services within the Region in response to the Covid-19 pandemic. Was trained on and utilized the City of Kitchener's Better Impact volunteer software to perform interviews, reference checks/initial intake of volunteer applicants.
- Worked with Facility schedulers to extend facility closures to June 30<sup>th</sup> and beyond. Contacted all special event organizers and minor sporting groups by phone to have a discussion in advance.
- Contacted Canada Post on behalf of the minor sporting groups to find out where the mail that is normally delivered to WRC should be redirected.
- Submitted facility rental revenue loss calculations for Q1 and Q2 to Finance.
- Research for the Municipal Alcohol Policy regarding what policies and procedures other municipalities who have performance theatres enforce with respect to alcohol service.
- Prepare information in support of Waterloo Region's Municipal Alcohol Policy to take back to Council.
- Worked with residents of Foxboro who had a group of sewing ladies making nonmedical masks. They donated 50 masks to Township staff, 100 masks to Community Care Concepts and after being referred to the Volunteer Action Centre as a part of the volunteer control working groups, they also began sewing gowns for the staff at local nursing homes.
- Coordinated access for Haysville preschool to enter the facility to close the preschool for the year and return belongings to families of the students.
- Continued to work with the Wilmot Horticultural Society. Updated formal agreement and made Covid-19 adjusted plans and protocols for the 2020 season.
- Liaison between Region/Public Health and Wilmot's Community Gardens with respect to Covid-19 Safety measures. Picked up appropriate signage and documentation from the Region and delivered to Morningside, Fellowship Church, Wilmot Family Resource Centre and Vibrant Farms.
- The third and final volunteer workshop was planned for April 21<sup>st</sup> and with a focus on Rewards as well as a wrap up of all three sessions. Due to the Covid-19 pandemic, we were unable to host an in-person meeting, as an alternative an information package was emailed to all community groups, service clubs and minor sporting organizations containing the information that was going to be presented. This was well received, and staff received many thanks for communicating with the groups and sharing the information despite the current circumstances.
- Worked with Community Groups (Wilmot Family Resource Centre, New Hamburg Concert Band and Wilmot Girls Hockey) to accommodate The Community Players (TCP) moving of their Spring production of Beauty and the Beast to the fall. The fall show was also subsequently cancelled.
- Researched return to play protocols for user groups such as karate, softball, figure skating and hockey as the groups and staff prepare for a gradual re-opening of facilities.
- Together with the Director Parks, Facilities and Recreation Services initiated the ice needs study. Researched and provided background information to the consultant and input the user group survey into form builder for user groups to complete.

- Created work from home workplans for myself as well as two facility schedulers and full time Customer Service Representative - Delegated the following duties to staff as part of Meaningful work:

**Jen Butcher:**

Facility Rental Handbook

Revise and update CSR Manual

Merge duplicate accounts in ActiveNet

Concession booth and vending machine inventory

Deployed to WRC in April to support deep cleaning, later deployed to support grass cutting at cemeteries

**Ashley Brooks:**

Facility Rental Handbook

Update information in Activenet

Community Centre and Meeting Rooms Terms and Conditions

Facility Rental Cancellations and revenue loss calculations

Daily emails

On leave effective May 1

**Christi Lichti:**

Ice User Groups meeting (compiling information virtually in order to prepare)

Ball user groups meeting (prepare and distribute minutes)

Ice and Sports field rental terms and conditions

Ice Allocation Policy – research information

Facility Rental Cancellations and revenue loss calculations

2020/2021 Ice Season Contracts

Sports field User Groups – Facility Rental cancellations

Special Events – Facility Rental cancellations

Cemetery Back up

Daily emails

Sports field Allocation Policy – research information

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

## Recreation Programming:

### Programs

- Cancelled Spring Session on April 3, 2020
- Summer Camps cancelled on June 9, 2020
- Supporting the Wilmot Family Resource Centre for their summer camp through online promotion and exclusive use of the New Hamburg Community Centre building at 251 Jacob Street, New Hamburg
- #RecFromHome was launched on April 29, 2020 this initiative will continue over the summer
- Continued exploration of Children, Youth & Seniors Programming for program expansion
- Competition of the Municipal Administration Course Unit 2 on May 9, 2020

- Launch of Recreation & Parks Month on website
- Waterloo Region Pandemic Response launched their volunteering screening and intake processes; Wilmot has successfully screened 5 candidates of the total 81 that has applied (both many and me for the total of 5)
- Tennis Court Signage is being updated for the three court locations in the township to include “no paid lessons are to take place”
- All FRS webpages have been updated with COVID-19 statements and are being reviewed weekly

## YAC

- YAC Kahoot event on May 25, 2020 saw 7 youth participants with YAC Swag given as Prizes
- Both Jr. YAC & YAC concluded on Monday June 8, 2020 with a snack potluck where a goodie bag was delivered to each member’s home with treats and YAC Swag to help celebrate a great year and thank our youth for being so resilient!
- Hopeful to have two video meetings over the summer month.

Prepared by Lacey Smith, Recreation Programmer

## Cemetery & Recreation Services:

- Research product list and develop Admin Complex Cleaning Protocol for cleaning contractor.
- Research product list and develop Admin Complex Cleaning Protocol for staff.
- Assist Director with background work for Dog Park Report.
- Assist Director with background work for new Garbage, Recycling and Compost bins purchased for the Admin Complex.
- Develop and print signage for Splashpad reopening.
- Cemetery activity continues to be slow with many clients opting to wait to hold services until COVID-19 restrictions ease.
- Continue to update Cemetery Records in Stone Orchard software program.

Prepared by Crystal Brenneman, Cemetery and Recreation Clerk

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## Aquatics Division

### Quarterly Activity Report (January – March 2020)

- During the pandemic facility closure, two main projects have been completed at the Wilmot Aquatic Centre. The pool tile and grout project previously scheduled for completion during the fall shutdown was moved up. A second project to repair the tile and grout on the pool deck which had been a future capital project was completed. Completing these projects now during this time of closure will eliminate the need to have lengthy pool closures in the upcoming years.
- The full-time aquatic staff members were kept very busy with the following maintenance projects. Many of these cleaning and sanitizing projects in the aquatic area were completed early in the closure and will require another cleaning and sanitizing before to reopening;
  - Thorough cleaned and sanitized the pool deck, change rooms, guard office, upper and lower viewing galleries, and deck storage rooms.
  - Cleaned and sanitized staff areas; lunchroom, washroom and men's, ladies and family change rooms, office areas and Customer Service Receptionist (CSR) area.
  - Cleaned and sanitized areas within the Wilmot Recreation Complex (WRC) including; the track walls, railings and windows, upstairs washrooms, scrubbing walls in the arena upper and lower lobby areas, scrubbing aquatic lobby walls, cleaning windows, sills and display cases in the lobbies.
  - Washed all the windows on the viewing galleries.
  - Clean and waxed the railings around the pool deck and galleries.
  - Gardening of the flower beds surround the WRC.
  - Cleaned, prepared and painted; arena lobby stairs and railing.
  - Painted interior walls of Haysville, St Agatha Community Centers.
  - Assisted in the preparation for the tile and grout repair at the Wilmot Aquatic Centre.
  - Assisted with the line painting for the arena.
  - Cleaning under the bistro tables and chairs in the lobbies.
- Aquatic staff members have also been keeping busy with the following projects;
  - Winter/ Fall Recreation program planning and entering information into the Rec Guide and registration software. Programs will be changing again to accommodate COVID-19 restrictions.
  - Cancelling aquatic programs and rentals for the spring season. Working on getting refunds or credits issued to program participants.
  - Attending weekly web-based meetings and webinars for COVID 19 related to aquatics, offered by Parks and Recreation Ontario, Canadian Parks and Recreation Association, Lifesaving Society.

- Attending regular Regional Aquatics meetings.
- Program Cost Recovery analysis.
- Pool Allocation Protocols.
- Update various staff training sessions, staff orientation packages.
- Preparing COVID protocols for returning staff and patrons for splash pad and pools.
- Recreation at home website items such as creating videos and activities.
- Developed birthday party terms and conditions package.
- Ongoing communication with part-time staff who were all placed on Designated Emergency Leave.
- Keeping connected with regular user groups and the ACES swim team.
- Ongoing planning for alternate programs plans for Summer and Fall based on updated provincial and Ministry of Health Guideline
- Preparation for opening the Splash Pad including creating new protocols and scheduling staff.
- Continuous cost recovery and budget research for COVID 19 planning.
- Worked on the WRC Fire Plan and Emergency plans. Working on the preparation for training for all WRC staff members.
- Ongoing reopening planning meetings.
- Full-time aquatic staff attended a Lifesaving Instructor update (online).
- Full-time aquatic staff attended a Health Care Provider CPR class. Physical distancing protocols enforced to learn how to do CPR with a Bag Valve Mask.

Submitted by:  
Angela Bylsma Anderson  
Aquatics Manager, Wilmot Aquatic Centre  
June 2020

## Parks & Facilities Services Division

### Quarterly Activity Report (January – March 2020)

- Work with Supervisors to roll out back to work plans for FT Parks and Recreation staff, vehicles, PPE, cleaning procedures, distancing rules and schedule daily work projects for staff returning to work.
- Bush crew started to chip the wood piles at the front entrance trail head. On day #3 the chipper blew an injector in the diesel engine. Took the chipper for repairs and called Sunbelt rentals to rent a machine so we can continue the work.
- Daily site visits with the 2 work crews, one team was working on flood clean up at Norm S Hill Park the other at WRC woodlot.
- On April 8<sup>th</sup> to May 4<sup>th</sup> off work and on reduced hours to recover from surgery. Parks Supervisor Cody Eby took the lead on projects and directing staff work crews.
- Stake truck catalytic converter was discovered to be cut out of the exhaust system sometime overnight on April 28<sup>th</sup>. The incident was reported to police and the vehicle was sent off for repair.
- All Township vehicles are now stored inside the arena while there is no ice to avoid theft issues.
- Work with contractors that work for the Township to get the Covid-19 policy and procedures screening signed off for our files.
- Work with the Facility Re-opening Committee with getting quotes on glass safety barriers at the Administration Complex to help protect our staff.
- Ordered 2 electrostatic Dustbane disinfecting machines, due to supply and demand issues these will be in stock sometime in July.
- All Victoria Day events cancelled due to Covid-19 Pandemic.
- Work with Sandy on dog park location information and sizing requirements.
- H.S. Fencing was hired to repair the galvanized fencing at Norm Hill Park. It was discussed we remove some sections of fence during the fall to help alleviate fencing damage from floods that seem to be occurring more often.
- Worked with P. G. Excavating to repair a drainage pipe at Beck St Seniors Woodworking parking lot. We also added a new catch basin to help drain the large property with different grades. The parking lot was graded with reclaimed asphalt rolled and packed. It was well received by the seniors.
- Met with Region staff to visit Township sites for the E.V. power stations.
- Multiple hazard tree removal requests were received and taken care of.
- Work with staff on the Splash pad re-opening strategy.
- Meet with staff to develop reopening strategy for Wilmot Recreation Complex.

Geoff Dubrick  
Parks and Facilities Manager

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## **Project Management Services:**

Project management staff from the Facilities department have been busy working on many projects including the following:

- Remove existing and install new Epoxy floors to Wilmot Recreation Complex upper and lower male, female & family washrooms, St. Agatha Community Centre male & female washrooms & kitchen and New Dundee Community Centre male & female washrooms

- Pre-construction meetings regarding new flooring at Mannheim CC
  - Installation of donated playground equipment at Haysville CC (includes repurposing the swings with the addition of new swing seats)
  - Asphalt repairs completed at Kirkpatrick Parking Lot
  - Light Fixtures installed & inspected along the Kirkpatrick – 121 Huron parking lot trail
  - Pre-construction meetings for railing repairs along the accessible ramp at the Admin Building
  - Building Condition Assessments with Englobe throughout the Township
  - Created lockable storage area at New Hamburg CC for Scouts & Guides
  - Relocated Haysville CC display cabinet to New Dundee main hall
  - Haysville Community Centre Meeting Room renovation - complete
  - St. Agatha Community Centre Kitchen renovations underway (cabinets, countertops, undergrounds, HVAC, plumbing & electrical)
  - Built-in and re-cladded exterior access window along East side of St. Agatha CC kitchen
  - Installed new light fixtures, appliances and ceiling tiles at St. ACC kitchen
  - Trimmed new server window openings leading to the main hall at St. ACC kitchen in preparation for roller shutters
  - Re-scheduled deliveries, contractors and suppliers due to COVID-19
  - Pre-construction meetings for additional play features at Constitution Park
  - Completion of new grouting to both pool tanks and surround at WRC Aquatics Centre
  - Beginning of phase 2 grout replacement on pool decks at WRC Aquatics Centre
- 

Prepared by Amber Schenk, Project Coordinator



**REPORT NO:** DS 2020-014

**TO:** COUNCIL

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 13, 2020

**SUBJECT:** 2nd Quarter 2020 Building Statistics Summary

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**RECOMMENDATION:**

**That the 2nd Quarter 2020 Building Statistics Summary be received for information.**

**SUMMARY:**

Building activity rates in the first half of 2020 have been stronger than expected given the impacts of the Covid-19 pandemic on the construction industry.

While overall permit numbers are behind the historical 10 year average, the continual dwindling supply of vacant residential lots is evident in the limited number of new residential starts. While significant greenfield development proposals are in the design stage a number of smaller infill and intensification proposals continue to be filed. The smaller projects are important, not only in sustaining development activity, but also in providing a range of housing tenures and affordability’s.

The septic system mandatory maintenance inspection program (SSMMIP) second five year compliance window has now opened and notices have been mailed to all residents subject to inspection. As previously identified to Council, primarily due to the elimination of the Baden wells as a technical ‘municipal supply’, the number of septic systems required to be inspected has dropped from 553 to 466. To date more than ¼ of those systems have been inspected.

The RMOW is providing pump-out incentives for 2020 which to date has assisted in greater voluntary compliance as residents take advantage of the financial assistance.

### **BACKGROUND:**

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

### **REPORT:**

The total number of permits issued in the first half of 2020 is lower than the historical 10 year average and the first half of 2019. The number of dwelling units was also lower than the first half of 2019 and significantly lower than the historical 10 year average due to the limited supply of vacant lots.

As Council is aware, preliminary consultations have occurred with a number of developers on a number of greenfield residential subdivision proposals and staff continue to anticipate that those applications will begin to be submitted in the coming months.

Additionally, a number of development proposals for infilling and intensification projects are beginning to move forward which are important, not only in sustaining development activity, but also in providing a range of housing tenures and affordability's.

The update to the Zoning Bylaw is also nearing completion which will introduce provisions for additional units (previously referred to as secondary suites) which will add to the potential for more affordable housing options within our community.

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

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

Reporting statistics contributes to enhanced community engagement.

### **FINANCIAL CONSIDERATIONS:**

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

### **ATTACHMENTS:**

Attachment A	June 2020 Building Stats
Attachment B	June 2020 SSMMIP Stats

# BUILDING STATISTICS

Source: Township of Wilmot  
Development Services

MONTH OF JUNE	10 Year Average	2019	2020
Number of Permits Issued	47	43	38
Dwelling Units Constructed	9	7	3
Dwelling Units Demolished	1	2	0
Residential - New Dwelling Units	\$ 2,508,500	\$ 1,500,000	\$ 700,000
Residential - Addition/Alteration	\$ 314,000	\$ 455,000	\$ 210,000
Residential - Accessory	\$ 280,000	\$ 265,000	\$ 480,000
Agricultural - New	\$ 277,000	\$ -	\$ -
Agricultural - Addition/Alteration	\$ 84,000	\$ -	\$ 500,000
Commercial - New	\$ 182,500	\$ -	\$ -
Commercial - Addition/Alteration	\$ 160,000	\$ -	\$ 165,000
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 23,000	\$ 5,000	\$ -
Institutional - New	\$ 2,291,800	\$ 10,000	\$ 10,000
Institutional - Addition/Alteration	\$ 1,164,500	\$ -	\$ -
Miscellaneous	\$ 35,000	\$ 20,000	\$ -
Total Construction Value	\$ 7,320,300	\$ 2,255,000	\$ 2,065,000
YEAR TO DATE	10 Year Average	2019	2020
Number of Permits Issued	194	179	163
Number of Dwelling Units	47	28	21
Total Construction Value	\$ 25,597,900	\$ 20,630,000	\$ 23,990,000

JUNE 2020		
Residential - New		Commercial - Alt
<b>NEW HAMBURG</b>		3-3589 Bleams Road
407 Fairview Street	156 Kettle Lake Drive	10/11-338 Waterloo St.
Residential - Alteration		Agricultural- Add
146 Foundry Street	12 Loganville Lane	2668 Wilby Road
26 Schneller Court	40 Shirefield Lane	Institutional- Alt
18 Water Street	160 Theodore Schuler Boulevard	437 Waterloo Street
246 Catherine Street	188 Theodore Schuler Boulevard	313 Huron Street
141 Hostetler Road	168 Theodore Schuler Boulevard	
145 Laschinger Boulevard	1576 Wilmot Centre Road	
33 Lewis Street		
Residential - Accessory		
26 Bettschen Lane	126 Theodore Schuler Boulevard	
54 Isaac Shantz Drive	69 Theodore Schuler Boulevard	
129 Michael Myers Road x2	2942 Bethel Road	
2541 Nafziger Road	3524 Sandhills Road	
235 Catherine Street	1268 Notre Dame Drive	
71 Catherine Street	1693 Snyder's Road E	
538 Huron Street	2194 Bleams Road	
1684 Nafziger Road	1596 Notre Dame Drive	
179 St Ann Avenue		

# SSMMIP STATISTICS

Source: Township of Wilmot  
Development Services

	June 2015	Total June 2020
Systems to be inspected	541	467
System Inspected	36	39
Systems not requiring Stage 2 inspection	36	39
Systems exempted from Stage 1 inspection	105	0
<b>Systems remaining to be inspected</b>	<b>400</b>	<b>335</b>



**REPORT NO:** COR 2020-027

**TO:** Council

**SUBMITTED BY:** Patrick Kelly CPA, CMA, Director of Corporate Services

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

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

**DATE:** July 13, 2020

**SUBJECT:** Statement of Operations as of June 30, 2020 (un-audited)

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**RECOMMENDATION:**

**THAT report COR 2020-027, Statement of Operations (un-audited) as of June 30, 2020, as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.**

**SUMMARY:**

This report highlights the Township's Statement of Operations (un-audited) as of June 30, 2020. The attached statements outline the status of the Township's operating accounts.

**BACKGROUND:**

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

**REPORT:**

Attached is the statement of operations as of June 30, 2020. 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 50.5% of budget (Q2 2019 – 53.7%). Having said that, cost containment strategies have assisted in offsetting the impact of revenue shortfalls.

## **Wilmot Recreation Complex**

The WRC represents approximately one-quarter of all operating expenses from the general levy. As of the statement date, operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 41.6% of the annual budget.

The WRC also represents approximately 50.0% of the budgeted operating revenue to the general levy. As of the statement date, WRC revenues are well below budget projections, with current receipts at 28.1% of the annual budget (Q2 2019 – 49.1%). The variance in receipts is due to the closure of facilities and cancellation of programming in mid-to-late March which progressed throughout the entire second quarter. Revenues at the WRC were consistent with forecasts prior to COVID-19. Report COR 2020-029 outlines further information with respect to the financial impacts of COVID-19.

## **Winter Maintenance**

Winter maintenance activities levels are in line with budget expectations. Any savings will be transferred to the dedicated winter maintenance reserve fund which was depleted in 2018 due to budget overages.

## **User Pay Divisions**

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

Each division is well below the projected year-end transfers to reserve funds, for a number of reasons. Water/Sanitary consumption peaks during the summer season while building activity levels and cemetery burials historically peak in the second and third quarter of the fiscal year.

## **COVID-19 Impacts**

The attached statements outline operations as of June 30, 2020. Any notable deviations due to COVID-19, are included within the notes. Report COR 2020-029 provides further information with respect to estimated year-end impacts.

The preceding report is presented to Council for information purposes. The next report outlining operating results will occur in October to include activities up to the end of Q3.

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

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

**FINANCIAL CONSIDERATIONS:**

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

**ATTACHMENTS:**

APPENDIX A – Statement of Operations

**TOWNSHIP OF WILMOT  
2020 OPERATING AS OF JUNE 30, 2020 (UN-AUDITED)**

	2020 Budget	2020 Actual	Variance %
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>REVENUE</u></b>			
Administration Fees / Sale of Surplus Assets <sup>1</sup>	(93,200)	(27,945)	30.0%
Grant Funding - General Government <sup>2</sup>	(35,000)	(38,600)	110.3%
Licenses and Fines <sup>3</sup>	(94,650)	(60,855)	64.3%
Penalties & Interest Revenue <sup>4</sup>	(258,600)	(54,143)	20.9%
	<b><u>(481,450)</u></b>	<b><u>(181,544)</u></b>	<b><u>37.7%</u></b>
<b><u>EXPENSES</u></b>			
Council <sup>5</sup>	166,080	69,373	41.8%
Municipal Grants Program <sup>6</sup>	55,400	37,471	67.6%
Office of the CAO, Information and Legislative Services <sup>7</sup>	656,550	302,860	46.1%
Insurance <sup>8</sup>	268,040	27,399	10.2%
Municipal Law Enforcement/Animal Control <sup>9</sup>	166,600	84,214	50.5%
Crossing Guards Operating Expenses <sup>10</sup>	59,570	21,135	35.5%
Municipal Election <sup>11</sup>	22,500	1,933	8.6%
Corporate Services <sup>12</sup>	712,510	338,945	47.6%
IT Services <sup>13</sup>	354,500	165,026	46.6%
	<b><u>2,461,750</u></b>	<b><u>1,048,356</u></b>	<b><u>42.6%</u></b>
<b><u>FIRE SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Fire Services Revenues <sup>14</sup>	(56,770)	(16,139)	28.4%
	<b><u>(56,770)</u></b>	<b><u>(16,139)</u></b>	<b><u>28.4%</u></b>
<b><u>EXPENSES</u></b>			
Fire Services Administration <sup>15</sup>	998,360	430,837	43.2%
Fire Services Operating Expenses <sup>16</sup>	368,035	149,463	40.6%
	<b><u>1,366,395</u></b>	<b><u>580,300</u></b>	<b><u>42.5%</u></b>

**TOWNSHIP OF WILMOT  
2020 OPERATING AS OF JUNE 30, 2020 (UN-AUDITED)**

	2020 Budget	2020 Actual	Variance %
<b><u>PUBLIC WORKS</u></b>			
<b><u>REVENUE</u></b>			
Roads/Engineering Service Charges <sup>17</sup>	(266,870)	(38,415)	14.4%
Aggregate Resource Fees <sup>18</sup>	(171,000)	-	0.0%
Grant Funding - Public Works <sup>19</sup>	(47,500)	(35,156)	74.0%
	<b><u>(485,370)</u></b>	<b><u>(73,571)</u></b>	<b><u>15.2%</u></b>
<b><u>EXPENSES</u></b>			
Engineering Administration <sup>20</sup>	269,200	62,946	23.4%
Roads Administration <sup>21</sup>	652,390	307,783	47.2%
Roads Operating Expenses <sup>22</sup>	564,050	258,705	45.9%
Winter Control Expenses <sup>23</sup>	797,970	569,404	71.4%
Municipal Drainage Operating Expenses <sup>24</sup>	60,000	23,492	39.2%
Street Lighting Operating Expenses <sup>25</sup>	145,000	32,210	22.2%
	<b><u>2,488,610</u></b>	<b><u>1,254,540</u></b>	<b><u>50.4%</u></b>

**TOWNSHIP OF WILMOT  
2020 OPERATING AS OF JUNE 30, 2020 (UN-AUDITED)**

	2020 Budget	2020 Actual	Variance %
<b><u>RECREATION AND FACILITIES</u></b>			
<b><u>REVENUE</u></b>			
Wilmot Recreation Complex Revenues <sup>26</sup>	(1,485,250)	(417,235)	28.1%
Park, Facility and Community Centre Rental Revenue <sup>27</sup>	(181,600)	(15,461)	8.5%
	<b><u>(1,666,850)</u></b>	<b><u>(432,696)</u></b>	<b><u>26.0%</u></b>
<b><u>EXPENSES</u></b>			
Recreation Administration <sup>28</sup>	811,875	386,989	47.7%
Wilmot Recreation Complex Administration <sup>29</sup>	1,570,690	704,767	44.9%
Wilmot Recreation Complex Operating Expenses <sup>30</sup>	965,920	349,337	36.2%
Parks & Facilities Administration <sup>31</sup>	666,930	258,111	38.7%
Parks and Community Centre Operating Expenses <sup>32</sup>	312,290	84,302	27.0%
Municipal Facilities Operating Expenses <sup>33</sup>	133,140	47,218	35.5%
Abandoned Cemetery Operating Expenses	3,500	1,750	50.0%
	<b><u>4,464,345</u></b>	<b><u>1,832,474</u></b>	<b><u>41.0%</u></b>

**TOWNSHIP OF WILMOT  
2020 OPERATING AS OF JUNE 30, 2020 (UN-AUDITED)**

	2020 Budget	2020 Actual	Variance %
<b><u>CULTURAL SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Castle Kilbride Admissions & Events <sup>34</sup>	(51,080)	(1,764)	3.5%
Grant Funding - Castle Kilbride <sup>35</sup>	(27,030)	-	0.0%
	<b><u>(78,110)</u></b>	<b><u>(1,764)</u></b>	<b><u>2.3%</u></b>
<b><u>EXPENSES</u></b>			
Castle Kilbride Administration <sup>36</sup>	266,180	107,359	40.3%
Castle Kilbride Operating Expenses <sup>37</sup>	48,400	19,961	41.2%
Archives Operating Expenses	1,530	172.41	11.3%
Heritage Wilmot Operating Expenses <sup>37</sup>	9,220	986	10.7%
	<b><u>325,330</u></b>	<b><u>128,478</u></b>	<b><u>39.5%</u></b>
<b><u>DEVELOPMENT SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Planning Application Fees <sup>38</sup>	(200,150)	(51,071)	25.5%
Business Licensing	(4,000)	(75)	1.9%
	<b><u>(204,150)</u></b>	<b><u>(51,146)</u></b>	<b><u>25.1%</u></b>
<b><u>EXPENSES</u></b>			
Planning <sup>39</sup>	233,560	116,848	50.0%
Economic Development <sup>40</sup>	55,000	50,500	91.8%
	<b><u>288,560</u></b>	<b><u>167,348</u></b>	<b><u>58.0%</u></b>
<b><u>TOTAL OPERATING</u></b>			
<b><u>REVENUES</u></b>	<b><u>(2,972,700)</u></b>	<b><u>(756,858)</u></b>	<b><u>25.5%</u></b>
<b><u>EXPENSES</u></b>	<b><u>11,394,990</u></b>	<b><u>5,011,496</u></b>	<b><u>44.0%</u></b>
<b><u>NET GENERAL LEVY EXPENDITURE</u></b>	<b><u>8,422,290</u></b>	<b><u>4,254,638</u></b>	<b><u>50.5%</u></b>

## **NOTES:**

- 1 Includes administrative fees associated with tax certificates; NSF payments; account balance transfer fees; tax sale and sale of surplus assets. Administration Fees Revenue anticipated to fall short of budget expectations due to COVID-19.
- 2 Reflects OCIF formula funding towards the Asset Management Coordinator role (\$35,000) and unbudgeted Celebrate Canada Funding towards Canada Day in Wilmot (\$3,600). Additional \$5,000 anticipated to be received towards the 2020 Discover Your Wilmot Program from the KWCF.
- 3 Includes Dog and Kennel Licences (\$53,075); Parking Fines (\$4,705); Marriage Licences (\$1,860); Lottery Licences (\$297); and Provincial Offences (\$918). Marriage Licence revenue anticipated to fall short of budget expectations due to COVID-19.
- 4 Includes penalty and interest on overdue water accounts (\$7,131) and taxes receivable (\$47,012). Revenue anticipated to fall short of budget expectations due to the Financial and Economic Relief measures associated with COVID-19.
- 5 YTD expenditures include Council Honorariums, memberships, training and development, and tribute to staff.
- 6 Municipal Grant Program allocations were approved under Report FIN 2019-43. Disbursements to the 2020 Municipal Grant Program recipients commenced in Q2 2020. 2020 Discover Your Wilmot Intake anticipated once funding is received from KWCF. Includes unbudgeted disbursement of \$3,600 to Canada Day in Wilmot due to funding received as identified in note 2.
- 7 YTD expenditures includes direct and indirect staffing costs associated with the Office of the CAO and ILS staff, corporate postage, legal, and the corporate phone system.
- 8 Waterloo Region Municipal Insurance Pool Premiums to be remitted in Q3 2020. YTD expenditures represent claims falling under the Township's deductible limit (\$10,000), net of allocations to user-pay operations.
- 9 YTD expenditures includes direct and indirect staffing costs associated with Municipal Law Enforcement Officers and contracted services for Animal Control.
- 10 YTD expenditures represent direct and indirect staffing costs associated with crossing guards. Annual expenditures anticipated to be lower than budget expectations, due to school closures under COVID-19.
- 11 Budget includes annual transfer of \$21,900 to cover costs associated with the 2022 municipal election; YTD expenditures reflect costs towards maintenance of the voting list.
- 12 YTD costs reflect the direct and indirect staffing costs for Corporate Services net of cost allocations from user-pay divisions.
- 13 YTD costs reflect the direct and indirect staffing costs for IT Services, Support Contracts and Web Service Charges. These support contracts / service charges are billed at various times throughout the year.
- 14 Includes revenue from Fire Permits (\$1,255) and billable calls/activities (\$14,884). Billable calls/activities revenue lower than historic levels. Boundary Service Agreement with Blandford-Blenheim to be billed in Q3 2020 (\$5,370).
- 15 YTD costs reflect direct and indirect staffing costs for Fire Services, including Practices, Fire Calls and other chargeable VFF

- 16 Operating expenses include Minor Capital, Vehicle/Equipment Repairs and Maintenance, Dispatch Fees etc., and generally peak in the later quarters of the fiscal year.
- 17 Roads/Engineering Services Charges activities typically peak during Q2/Q3. Service fees will be impacted by the levels of development activity and approvals during COVID-19. Staff will continue to monitor during COVID-19.
- 18 Ontario Aggregate Resources Corporation (OARC) fees are based upon actual tonnage extracted from private pits within the Township from the preceding fiscal year. Aggregate Resource Fees payment is typically received in late Q3.
- 19 Budget is a combination of OMAFRA funding 50% of Drainage Superintendent (\$12,500) and Municipal Modernization Funding to support share service for Municipal Drainage Consulting with Township of Woolwich (\$35,000). Drainage Superintendent grant funding has yet to be received.
- 20 YTD costs reflect direct and indirect staffing costs for Engineering Administration net of transfer from utilities.
- 21 YTD costs reflect the direct and indirect staffing costs for Roads Operations excluding Winter Control.
- 22 Roads operating costs are impacted by seasonality. The majority of focus in Q1 is on Winter Control Operations. Costs include maintenance of Hardtop and Loosetop Roads, Boundary Roads, Roadside, and Safety (Signage, Line Painting, etc.). Includes unbudgeted minor capital: Emergency Floor Drain Repair (\$4,227).
- 23 Winter Control activities peak in Q1 and Q4. Any savings from the program at year end are transferred to the dedicated reserve fund to offset any overages from years of higher than average snowfall.
- 24 Majority of drainage works are typically billed by the Superintendent in late Q4.
- 25 YTD Street Light hydro costs reflect consumption to to the end of Q2. YTD Consumption is consistent with Q2 2019.
- 26 Revenues include: Aquatics (\$133,201); Ice Pads/Arena Floor (\$216,929); Concession (\$33,447); Programming (\$5,599); Room/Field Rentals (\$11,181); Rink Board Advertising (\$14,269); Other (\$2,609). Significant revenue shortfalls are projected due to the extended closures of recreation facilities and cancellation of programming / events under COVID-19. Revenue levels remained relatively static when comparing to Q1 at 28.1% of budget.
- 27 Revenues include: NH Arena (\$5,573); Baden (\$0); Haysville (\$3,799); Mannheim (\$3,981); New Dundee (\$1,296); New Hamburg Parks (\$768); Petersburg (\$0); St Agatha (\$0); Other (\$44). Significant revenue shortfalls are projected due to the extended closures of facilities and cancellation of programming / events under COVID-19. Similar to note 26, revenue was relatively static over Q2.
- 28 YTD costs include direct and indirect staffing costs for Recreation Administration, Scheduling and Customer Service personnel. Cost savings are projected to occur due to part-time staffing adjustments under COVID-19.
- 29 YTD costs include direct and indirect, full-time and part-time, staffing costs for the Wilmot Recreation Complex. Cost savings are projected to occur due to part-time staffing adjustments under COVID-19.
- 30 WRC Operating Expenses cover building/Grounds Maintenance, Utility Costs, Equipment Repairs and Maintenance, etc. Cost savings are projected to occur due to less utilities and contracted services during extended closures under COVID-19.

- 31 YTD costs reflect the direct and indirect staffing costs for all Parks and Facilities staff excluding the WRC. Cost savings are projected to occur due to part-time staffing adjustments under COVID-19.
- 32 Activity levels at the Township parks and community centres are seasonal, however extended closures under COVID-19 may reduce overall costs to maintain sports fields and other amenities. Cost containment measures are being deployed for contracted services. Includes unbudgeted minor capital woodchipper rental (\$9,871) to accommodate unanticipated repairs to existing chipper.
- 33 Includes unbudgeted minor capital: Admin Building Rear Exterior Staircase Railing Replacement (\$4,199).
- 34 Revenue includes: Admission (\$1,104); Giftshop (\$111); Programs & Workshops (\$474); and Other (\$75). Revenue shortfall anticipated in this area due to facility closures under COVID-19.
- 35 Grant funding for Castle Kilbride/Heritage typically received in Q4.
- 36 YTD costs reflect direct and indirect staffing costs for Castle Kilbride Administration. Cost savings are projected to occur due to part-time staffing adjustments under COVID-19.
- 37 Operating expenses tend to peak in the last three quarters. Cost savings anticipated in this area due to COVID-19 facility closures.
- 38 Fees will be impacted by the levels of application activity and approvals during COVID-19, estimates outlined in the COVID-19 Financial Impact report. Staff will continue to monitor during COVID-19.
- 39 YTD costs reflect direct and indirect staffing costs for Planning net of cost allocations from Building Services.
- 40 YTD expenditures include Waterloo Region Economic Development Corporation (WREDC) membership (\$50,000).

**TOWNSHIP OF WILMOT (USER-PAY)  
2020 OPERATING AS OF JUNE 30, 2020 (UN-AUDITED)**

	2020 Budget	2020 Actual	Variance %
<b><u>WATER/SANITARY</u></b>			
<b><u>REVENUE</u></b>			
Utility User Fees, including Local Improvements <sup>1</sup>	(6,031,958)	(2,226,098)	36.9%
Utilities Sales, Service Charges <sup>2</sup>	(77,350)	(18,945)	24.5%
	<b><u>(6,109,308)</u></b>	<b><u>(2,245,043)</u></b>	<b><u>36.7%</u></b>
<b><u>EXPENSES</u></b>			
Water/Sanitary Administration <sup>3</sup>	523,430	288,069	55.0%
Water/Sanitary Operating Expenses <sup>4</sup>	1,096,642	439,891	40.1%
Water Regional Charges <sup>5</sup>	1,446,000	537,184	37.1%
Sanitary Regional Charges <sup>5</sup>	2,058,802	910,273	44.2%
	<b><u>5,124,874</u></b>	<b><u>2,175,417</u></b>	<b><u>42.4%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	<b><u>(984,434)</u></b>	<b><u>(69,627)</u></b>	<b><u>7.1%</u></b>

**TOWNSHIP OF WILMOT (USER-PAY)  
2020 OPERATING AS OF JUNE 30, 2020 (UN-AUDITED)**

	2020 Budget	2020 Actual	Variance %
<b><u>CEMETERY</u></b>			
<b><u>REVENUE</u></b>			
Cemetery User Fees <sup>7</sup>	(75,150)	(11,602)	15.4%
Cemetery Investment Income <sup>8</sup>	(8,000)	-	0.0%
	<b><u>(83,150)</u></b>	<b><u>(11,602)</u></b>	<b><u>14.0%</u></b>
<b><u>EXPENSES</u></b>			
Cemetery Administration <sup>9</sup>	21,750	2,064	9.5%
Cemetery Operating Expenses <sup>10</sup>	59,100	22,342	37.8%
	<b><u>80,850</u></b>	<b><u>24,406</u></b>	<b><u>30.2%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>5</sup></u></b>	<b><u>(2,300)</u></b>	<b><u>12,804</u></b>	<b><u>-556.7%</u></b>
<b><u>BUILDING</u></b>			
<b><u>REVENUE</u></b>			
Building Permit Fees <sup>11</sup>	(657,130)	(297,050)	45.2%
	<b><u>(657,130)</u></b>	<b><u>(297,050)</u></b>	<b><u>45.2%</u></b>
<b><u>EXPENSES</u></b>			
Building Administration <sup>12</sup>	419,720	217,598	51.8%
Building Operating Expenses <sup>13</sup>	237,410	114,674	48.3%
	<b><u>657,130</u></b>	<b><u>332,272</u></b>	<b><u>50.6%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	<b><u>-</u></b>	<b><u>35,222</u></b>	<b><u>N/A</u></b>

**NOTES:**

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



**REPORT NO:** COR 2020-028

**TO:** Council

**SUBMITTED BY:** Patrick Kelly CPA, CMA, Director of Corporate Services

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

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

**DATE:** July 13, 2020

**SUBJECT:** Capital Program Review as of June 30, 2020 (un-audited)

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**RECOMMENDATION:**

**THAT Report FIN 2020-028, Capital Program Review as of June 30, 2020 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.**

**SUMMARY:**

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

**BACKGROUND:**

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

**REPORT:**

The key performance indicator, from a financial perspective is found in the amount of approved funding that has been spent as of the statement date. The totals section of this report indicates that as of June 30, 2020, 26.1% of Council approved funding has been spent across the entire capital program.

Due to winter weather conditions and timing of budget approval 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. Several projects have been tendered and/or awarded as of the statement date. Staff have included comments on the current status of each project.

## COVID-19 Impacts

As noted in previous reports, in response to the fiscal challenges of COVID-19, members of the Senior Management Team reviewed existing capital projects carried forward from previous years and new capital initiative within the 2020 Capital Program. Through this review, projects were classified into three (3) distinct categories:

### Proceed

- These projects are recommended to proceed as originally planned and scheduled

### Proceed with Caution

- These projects are recommended to proceed with caution, provided that there are sufficient project management resources available, and minimal project support resources are required
- Work on these projects may continue by the project manager until such time that there is a need to solicit internal or external project support
- Internal project support must be deemed critical to proceed, and external project support decisions will be made in an effort to strike balance between economic benefits and fiscal capacity

### Defer to 2021

- These projects are not recommended to proceed, and would be deferred and presented part of the 2021 capital program

The determination of project status were made by using the following criteria to evaluate each project:

- Project urgency
  - Project is required to support to maintain the health and safety of our community during the COVID-19 pandemic
- Project status
  - Project has been awarded, with contractual agreement in place
- Project management resources
  - Project management resources are available, for the duration of anticipated project timeline, to lead and deliver the project
- Project support resources
  - Internal project support resources that are deemed critical under the current COVID-19 environment, are available to support the project
  - These resources may include Procurement, Communications, IT Services

- Completion in 2020
  - It is anticipated project execution can continue to move forward, including construction work, irrespective of the COVID-19 emergency, with low risk of creating an unsafe condition in the event of a work stoppage

As such, based on the aforementioned factors, a number of projects have revised timelines and are noted within the attached statements.

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

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

### **FINANCIAL CONSIDERATIONS:**

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

### **ATTACHMENTS:**

APPENDIX A – Capital Program Statements

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MANNHEIM DIGITAL SIGN</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(22,000.00)	
	-	<b>(22,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	-	
	-	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(22,000.00)	The project has been deferred as per report ILS 2019-57
<b><u>STRATEGIC PLAN - CONSULTING SERVICES</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(16,500.00)	
Contribution from Development Charges	-	(13,500.00)	
	-	<b>(30,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	21,319.90	
	-	<b>21,319.90</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>71.07%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(8,680.10)	Contract awarded to WCM Consulting Inc. for \$22,957.06 (net of HST rebate), as per Council report FIN 2019-05. Project anticipated to be complete in Q3 2020. Draft Strategic Plan Update currently under review by SMT and Steering Committee.
<b><u>CORPORATE CULTURE - CONSULTING SERVICES</u></b>			
<i>FUNDING</i>			
Contribution from Grants (Municipal Modernization)	(60,000.00)	(60,000.00)	
	<b>(60,000.00)</b>	<b>(60,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	60,000.00	29,719.91	
	<b>60,000.00</b>	<b>29,719.91</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>49.53%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(30,280.09)	Corporate leadership training and workshops completed. All staff surveys and data gathering ongoing. Project anticipated to be complete in Q4 2020.

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>JOINT SERVICE DELIVERY REVIEW</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Grants (Municipal Modernization)	(100,000.00)	-	
Contribution from Area Townships	-	(49,608.00)	
	<u>(100,000.00)</u>	<u>(49,608.00)</u>	Contract awarded to KPMG LLP under Council Report CAO 2019-02. Municipal Modernization (application based) funding has yet to be received.
<i><u>EXPENSES</u></i>			
Expenditures	100,000.00	66,526.07	
	<u>100,000.00</u>	<u>66,526.07</u>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>134.10%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	16,918.07	
<b><u>BYLAW ENFORCEMENT VEHICLE</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(38,000.00)	(38,000.00)	
	<u>(39,000.00)</u>	<u>(38,000.00)</u>	
<i><u>EXPENSES</u></i>			
Expenditures	39,000.00	-	
	<u>39,000.00</u>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	Project deferred due to COVID-19.
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(38,000.00)	
<b><u>CORPORATE BRANDING / WEB REFRESH</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
Contribution from Grants (Municipal Modernization)	(25,000.00)	(25,000.00)	
	<u>(40,000.00)</u>	<u>(40,000.00)</u>	Consultants retained through the RFP process. Report to Council forthcoming.
<i><u>EXPENSES</u></i>			
Expenditures	40,000.00	-	
	<u>40,000.00</u>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(40,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>EMERGENCY FLOOD REPAIRS</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	-	-	Costs will be well below minimum threshold for MDRA Funding. Costs will be funded as part of year end processing from the General Levy.
	-	-	
	-	-	
<i><u>EXPENSES</u></i>			
Expenditures	-	32,237.13	
	-	<b>32,237.13</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>Unfunded</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		32,237.13	
<b><u>COVID-19 EMERGENCY EXPENDITURES</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	-	-	Capital Account pertains to emergency unbudgeted expenditures required to accommodate business continuity in the COVID-19 environment. Remaining funding to be sourced from the General Levy in part of year end processing. Costs may be eligible for future funding supports from senior government agencies.
	-	-	
	-	-	
Expenditures	-	31,395.53	
	-	<b>31,395.53</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>Unfunded</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		31,395.53	
<b><u>ASSET MANAGEMENT ROADMAP (PHASE II)</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Development Charges	(42,000.00)	(42,000.00)	Phase II kick off commenced in late Q2 2020 with works focused on Risk and Criticality modelling. YTD costs represent funding towards building condition assessments as per FIN 2019-37.
Contribution from Grants (OCIF)	(58,000.00)	(93,000.00)	
	<b>(100,000.00)</b>	<b>(135,000.00)</b>	
<i><u>EXPENSES</u></i>			
Expenditures	100,000.00	81,662.37	
	<b>100,000.00</b>	<b>81,662.37</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>60.49%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		(53,337.63)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>COMMUNITY BENEFITS CHARGE STUDY</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(3,000.00)	(3,000.00)	
Contribution from Development Charges	(27,000.00)	(27,000.00)	
	<b><u>(30,000.00)</u></b>	<b><u>(30,000.00)</u></b>	Project on-hold pending announcement of regulations pertaining to Bill 108.
<i><u>EXPENSES</u></i>			
Expenditures	30,000.00	-	
	<b><u>30,000.00</u></b>	<b><u>-</u></b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(30,000.00)	
<b><u>INTERNAL EQUITY REVIEW</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(24,000.00)	(24,000.00)	
	<b><u>(24,000.00)</u></b>	<b><u>(24,000.00)</u></b>	Review of full time staff positions being undertaken by Barcon Consulting throughout Q3/Q4 2020.
<i><u>EXPENSES</u></i>			
Expenditures	24,000.00	-	
	<b><u>24,000.00</u></b>	<b><u>-</u></b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(24,000.00)	
<b><u>OFFICE365 MIGRATION</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	-	(20,000.00)	
	<b><u>-</u></b>	<b><u>(20,000.00)</u></b>	Email services were successfully migrated in early Q4 2019. Deployment of remaining services anticipated to have been deferred to Q4 2020.
<i><u>EXPENSES</u></i>			
Expenditures	-	6,736.51	
	<b><u>-</u></b>	<b><u>6,736.51</u></b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>33.68%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(13,263.49)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ANNUAL HARDWARE &amp; SOFTWARE UPGRADE</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(25,000.00)	(25,000.00)	
	<b>(25,000.00)</b>	<b>(25,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	25,000.00	22,844.71	Project substantially complete with tablets remaining to be purchased and deployed.
	<b>25,000.00</b>	<b>22,844.71</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>91.38%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		(2,155.29)	
<b><u>MUNICIPAL ACCOUNTING SOFTWARE UPGRADE</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(50,000.00)	(50,000.00)	
Contribution from Grants (Modernization Fund)	(100,000.00)	(100,000.00)	
	<b>(150,000.00)</b>	<b>(150,000.00)</b>	Project deferred until 2021 due to COVID-19.
<i>EXPENSES</i>			
Expenditures	150,000.00	-	
	<b>150,000.00</b>	<b>-</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		(150,000.00)	
<b><u>BUILDING PERMITS DATABASE SOFTWARE</u></b>			
<i>FUNDING</i>			
Contribution from Grants (Modernization Fund)	(85,000.00)	(85,000.00)	
	<b>(85,000.00)</b>	<b>(85,000.00)</b>	Building Permit software & digitization works underway.
<i>EXPENSES</i>			
Expenditures	85,000.00	57,987.72	
	<b>85,000.00</b>	<b>57,987.72</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>68.22%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		(27,012.28)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NETWORK INFRASTRUCTURE UPDATES</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(75,000.00)	(75,000.00)	
	<b>(75,000.00)</b>	<b>(75,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	75,000.00	18,317.09	Portion of hardware/software purchased, implementation works on-going. Project anticipated to be complete by Q4 2020.
	<b>75,000.00</b>	<b>18,317.09</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>24.42%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(56,682.91)	
<b><u>CYBER SECURITY STRATEGY &amp; DISASTER RECOVERY</u></b>			
<i>FUNDING</i>			
Contribution from Grants (Modernization Fund)	(35,000.00)	(35,000.00)	
	<b>(35,000.00)</b>	<b>(35,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	35,000.00	-	Project to commence in Q4 2020.
	<b>35,000.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(35,000.00)	
<b><u>JOINT GIS FRAMEWORK REVIEW</u></b>			
<i>FUNDING</i>			
Contribution from Grants (Modernization Fund)	(35,000.00)	(35,000.00)	
	<b>(35,000.00)</b>	<b>(35,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	35,000.00	-	Project deferred until 2021 due to COVID-19.
	<b>35,000.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(35,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>CORPORATE PHONE SYSTEM REPLACEMENT</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<b>(50,000.00)</b>	<b>(50,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	50,000.00	-	
	<b>50,000.00</b>	<b>-</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(50,000.00)	Project commenced in late Q1 but was deferred to late Q3 due to COVID-19.
<b><u>RECORDS MANAGEMENT MODERNIZATION</u></b>			
<i>FUNDING</i>			
Contribution from Grants (Modernization Fund)	(15,000.00)	(15,000.00)	
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	15,000.00	2,035.20	
	<b>15,000.00</b>	<b>2,035.20</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>13.57%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(12,964.80)	RFP to be issued in Q3 2020.
<b><u>RADIO EQUIPMENT UPGRADES</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(400,000.00)	
Contribution from Sale of Surplus Assets	-	(5,436.43)	
	<b>-</b>	<b>(405,436.43)</b>	
<i>EXPENSES</i>			
Expenditures	-	326,134.02	
	<b>-</b>	<b>326,134.02</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>80.44%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(79,302.41)	Project schedule is under direction of the Waterloo Regional Police and Region of Waterloo. The system is tentatively scheduled to go live in early Q3 2020 for Fire Services. Additional radio system work to be completed. Firm completion date of the project is unknown at this time.

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>STATION 3 (NH) RENOVATION</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Development Charges	-	(515,400.00)	
	-	<b>(515,400.00)</b>	
<i><u>EXPENSES</u></i>			
Expenditures	-	480,886.02	Project Completed.
	-	<b>480,886.02</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>93.30%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(34,513.98)	
<b><u>FIRE MASTER PLAN</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	-	(14,000.00)	
Contribution from Development Charges	-	(56,000.00)	
	-	<b>(70,000.00)</b>	Project works are on-going and expected to be presented to Council in late Q3 2020.
Expenditures	-	57,301.76	
	-	<b>57,301.76</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>81.86%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(12,698.24)	
<b><u>THERMAL IMAGING CAMERAS</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	-	(26,500.00)	
Contribution from Reserve Fund	-	(3,500.00)	
	-	<b>(30,000.00)</b>	Project deferred due to COVID-19.
<i><u>EXPENSES</u></i>			
Expenditures	-	4,433.14	
	-	<b>4,433.14</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>14.78%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(25,566.86)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments	
<b><u>WATER &amp; ICE RESCUE EQUIPMENT</u></b>				
<i>FUNDING</i>				
Contribution from General Levy	(15,000.00)	(15,000.00)	Due to COVID-19, staff are awaiting delivery of the rapid deployment craft and some dry suits. All other equipment has arrived. All NFPA certified training has been delivered to the team successfully. Once remaining equipment arrives and is placed in service, the team will be announced fully functional. On-going annual training will continue for VFFs.	
Contribution from Reserve Fund	-	(46,000.00)		
	<u>(15,000.00)</u>	<u>(61,000.00)</u>		
Expenditures	15,000.00	23,418.60		
	<u>15,000.00</u>	<u>23,418.60</u>		
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>38.39%</b>		
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(37,581.40)		
<b><u>SUPPLY/INSTALL COMMERCIAL WASHER &amp; DRYERS</u></b>				
<i>FUNDING</i>				
Contribution from Reserve Fund	-	(90,000.00)	Project Completed.	
	<u>-</u>	<u>(90,000.00)</u>		
<i>EXPENSES</i>				
Expenditures	-	72,209.67		
	<u>-</u>	<u>72,209.67</u>		
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>80.23%</b>		
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(17,790.33)		
<b><u>SCBA REPLACEMENTS</u></b>				
<i>FUNDING</i>				
Contribution from General Levy	(145,000.00)	(145,000.00)	Project Completed. Remaining unfunded capital costs to be funded over the next three (3) years (2021-2023) through the capital program as outlined in both the 10-year capital and capital justification sheets.	
Contribution from Reserve Fund	-	(144,045.96)		
	<u>(145,000.00)</u>	<u>(289,045.96)</u>		
Expenditures	145,000.00	720,229.80		
	<u>145,000.00</u>	<u>720,229.80</u>		
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>249.17%</b>		
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	431,183.84		

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MOUNTED APPARATUS PRESSURE WASHERS</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	-	(20,000.00)	Project Completed.
	<u>-</u>	<u>(20,000.00)</u>	
Expenditures	-	11,754.70	
	<u>-</u>	<u>11,754.70</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>58.77%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(8,245.30)	
<b><u>WASHROOM RENOVATION - BADEN (STN 1)</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(30,000.00)	(30,000.00)	Engineering and architectural work being conducted. COVID-19 has delayed the schedule on this project however, project anticipated to be underway or near completion by Q4 2020.
	<u>(30,000.00)</u>	<u>(30,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	30,000.00	-	
	<u>30,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(30,000.00)	
<b><u>CONCRETE APRONS INSTALL - BADEN (STN 1)</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(22,000.00)	(22,000.00)	Competitive quotations being obtained for project works.
	<u>(22,000.00)</u>	<u>(22,000.00)</u>	
Expenditures	22,000.00	-	
	<u>22,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(22,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>RETAINING WALL / LANDSCAPING - ND (STN 2)</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(12,000.00)	(12,000.00)	Project anticipated to be complete by mid Q3 2020.
	<u>(12,000.00)</u>	<u>(12,000.00)</u>	
Expenditures	12,000.00	-	
	<u>12,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(12,000.00)	
<b><u>FIRE PREVENTION VEHICLE II</u></b>			
<i>FUNDING</i>			
Contribution from Development Charges	(60,000.00)	(60,000.00)	Project deferred due to COVID-19.
	<u>(60,000.00)</u>	<u>(60,000.00)</u>	
Expenditures	60,000.00	-	
	<u>60,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(60,000.00)	
<b><u>FIRE CHIEF PICKUP REPLACEMENT</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(59,000.00)	(59,000.00)	Project deferred due to COVID-19.
Contribution from Sale of Surplus Assets	(1,000.00)	-	
	<u>(60,000.00)</u>	<u>(59,000.00)</u>	
Expenditures	60,000.00	-	
	<u>60,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(59,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>PUMP TRUCK REPLACEMENT - BADEN (STN 1)</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(417,000.00)	(417,000.00)	
Contribution from Reserve Fund	(303,000.00)	(303,000.00)	
Contribution from Sale of Surplus Assets	(5,000.00)	-	
	<u>(725,000.00)</u>	<u>(720,000.00)</u>	Tender released and staff are reviewing technical documents. Award of contract proposal to be brought forward to Council in Q3/Q4 2020.
<i>EXPENSES</i>			
Expenditures	725,000.00	-	
	<u>725,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(720,000.00)	
<b><u>FIRST AID, AED, CPR, O2 CERTIFICATION</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(40,000.00)	(40,000.00)	
	<u>(40,000.00)</u>	<u>(40,000.00)</u>	
Expenditures	40,000.00	2,910.34	
	<u>40,000.00</u>	<u>2,910.34</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>7.28%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(37,089.66)	Project partially completed. COVID-19 has delayed some of the training requirements. Training anticipated to be complete in Q4 2020.
<b><u>WILMOT EMPLOYMENT LANDS</u></b>			
<i>FUNDING</i>			
Contribution from Development Charges	-	(3,116,095.00)	
Contribution from Grant (CWWF)	-	-	
Contribution from Region	-	-	
	<u>-</u>	<u>(3,116,095.00)</u>	
Expenditures	-	8,911.83	
	<u>-</u>	<u>8,911.83</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.29%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(3,107,183.17)	Staff continue working on draft development applications with two (2) property owners, in conjunction with construction of infrastructure on the Employment Lands. Staff working with Ministry personnel on potential extensions to CWWF funding deadlines.

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>HANNAH AND LEWIS STREET RECONSTRUCTION</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(116,965.00)	
Contribution from Reserve Fund	-	(295,148.00)	
Contribution from Grants (OCIF & Fed Gas Tax)	-	(591,587.00)	
	<u>-</u>	<u>(1,003,700.00)</u>	Project substantially complete. Deficiency work to occur in 2020 with final asphalt surface planned for 2021.
Expenditures	-	799,132.38	
	<u>-</u>	<u>799,132.38</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>79.62%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(204,567.62)	
<b><u>WILMOT AND CHURCH STREET ENGINEERING</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(189,028.00)	
Contribution from Reserve Fund	(128,600.00)	(813,002.00)	
Contribution from Grants (OCIF & Fed Gas Tax)	(239,200.00)	(696,748.00)	
	<u>(367,800.00)</u>	<u>(1,698,778.00)</u>	Phase I awarded to BEECH Infrastructure Group for \$1,564,862.33 (net of HST rebate) as per Council report PW 2020-05. Construction scheduled for Q2/Q3 2020. Phase II scheduled for contract award in Q4 2020 with construction in Q1 to Q3 2021.
Expenditures	367,800.00	178,876.95	
	<u>367,800.00</u>	<u>178,876.95</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>10.53%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(1,519,901.05)	
<b><u>EMPLOYMENT LANDS MULTI-USE TRAIL</u></b>			
<i>FUNDING</i>			
Contribution from Development Charges	-	(217,600.00)	
Contribution from Grants (OMCC)	-	(102,400.00)	
	<u>-</u>	<u>(320,000.00)</u>	Works to be completed in conjunction with the employment lands project.
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(320,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments	
<b><u>SNOW STORAGE REVIEW</u></b>				
<i>FUNDING</i>				
Contribution from General Levy	-	(1,500.00)		
Contribution from Development Charges	-	(13,500.00)		
	-	<b>(15,000.00)</b>	Project to be consolidated with the proposed Operational/Facility Review project identified in 2021.	
Expenditures	-	-		
	-	-		
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>		
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(15,000.00)		
<b><u>TANDEM AXLE DUMP TRUCK (REPLACING 305-09)</u></b>				
<i>FUNDING</i>				
Contribution from General Levy	-	(270,000.00)		
	-	<b>(270,000.00)</b>	Project Completed. Vehicle delivered in Q2 2020. Final invoice pending to be received.	
Expenditures	-	156,990.45		
	-	<b>156,990.45</b>		
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>58.14%</b>		
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(113,009.55)		
<b><u>BRIDGE INSPECTIONS</u></b>				
<i>FUNDING</i>				
Contribution from General Levy	-	(35,000.00)		
	-	<b>(35,000.00)</b>	Project Completed. Report Delivered in Q2. Final payment to be remitted once report is signed off.	
<i>EXPENSES</i>				
Expenditures	-	2,934.86		
	-	<b>2,934.86</b>		
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>8.39%</b>		
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(32,065.14)		

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>GUIDERAIL PROGRAM</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	-	(50,000.00)	
Contribution from Reserve Fund	-	(15,000.00)	
Contribution from Grants (Fed Gas Tax)	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
	<b><u>(50,000.00)</u></b>	<b><u>(115,000.00)</u></b>	Project on-going.
Expenditures	50,000.00	11,353.98	
	<b><u>50,000.00</u></b>	<b><u>11,353.98</u></b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>9.87%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(103,646.02)	
<b><u>SINGLE AXLE DUMP TRUCK REPLACEMENT - 303-10 &amp; 307-11</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(440,000.00)	(440,000.00)	
Contribution from Sale of Surplus Assets	<u>(60,000.00)</u>	-	
	<b><u>(500,000.00)</u></b>	<b><u>(440,000.00)</u></b>	Contract awarded to Altruck International Truck Centres for \$533,053 (net of HST rebate) as per Council report PW 2020-12 for two (2) single axle dump trucks (303-10 & 307-11). As bids were higher than anticipated, additional funding to be sourced in the 2021 capital program to offset the overage.
<i><u>EXPENSES</u></i>			
Expenditures	500,000.00	-	
	<b><u>500,000.00</u></b>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(440,000.00)	
<b><u>STRIP/STALL/TEMPLATE PAINTER UNIT &amp; TRAILER</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Development Charges	<u>(26,000.00)</u>	<u>(26,000.00)</u>	
	<b><u>(26,000.00)</u></b>	<b><u>(26,000.00)</u></b>	Project anticipated to be complete in Q3 2020.
Expenditures	26,000.00	-	
	<b><u>26,000.00</u></b>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(26,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>4X4 PICKUP W/ PLOW &amp; SALTER REPLACEMENT- 304-10</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(75,000.00)	(75,000.00)	
	<b>(80,000.00)</b>	<b>(75,000.00)</b>	
<i><u>EXPENSES</u></i>			
Expenditures	80,000.00	-	Project anticipated to be complete in Q3 2020.
	<b>80,000.00</b>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		(75,000.00)	
<b><u>RADAR SPEED DISPLAY SIGNS</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(27,457.00)	(27,457.00)	
Contribution from Reserve Fund	(8,043.00)	(8,043.00)	
	<b>(35,500.00)</b>	<b>(35,500.00)</b>	Project deferred pending on-boarding of Technical Program Coordinator position, as approved under Report PW 2019-019.
Expenditures	35,500.00	-	
	<b>35,500.00</b>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		(35,500.00)	
<b><u>MUNICIPAL DRAIN MAINTENANCE (VARIOUS)</u></b>			
<i><u>FUNDING</u></i>			
Contribution from General Levy	(5,000.00)	(5,000.00)	
Contribution from Others (Benefitting Landowners)	(45,000.00)	-	
	<b>(50,000.00)</b>	<b>(5,000.00)</b>	Project deferred due to COVID-19.
<i><u>EXPENSES</u></i>			
Expenditures	50,000.00	1,030.32	
	<b>50,000.00</b>	<b>1,030.32</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>20.61%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		(3,969.68)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MUNICIPAL DRAIN DATABASE DIGITIZATION</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(15,000.00)	(15,000.00)	Project deferred pending on-boarding of Technical Program Coordinator position, as approved under Report PW 2019-019.
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	
Expenditures	15,000.00	-	
	<b>15,000.00</b>	<b>-</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(15,000.00)	
<b><u>HOT MIX PROGRAM '20</u></b>			
<i>FUNDING</i>			
Contribution from Grants (OCIF)	(278,985.00)	(278,985.00)	Contract awarded to Brantco Construction for \$348,640.60 (net of HST rebate) as per Council report PW 2020-07. Works to be completed in Q3 2020. Overall project includes completion of 2019 work accrued at \$43,420.80.
	<b>(278,985.00)</b>	<b>(278,985.00)</b>	
<i>EXPENSES</i>			
Expenditures	278,985.00	-	
	<b>278,985.00</b>	<b>-</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(278,985.00)	
<b><u>SURFACE TREATMENT PROGRAM '20</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(9,915.00)	(9,915.00)	Contract awarded to Cornell Construction Limited for \$487,935.64 (net of HST rebate) as per Council report PW 2020-06. Project anticipated to be complete in Q3 2020.
Contribution from Reserve Fund	(294,957.00)	(294,957.00)	
Contribution from Grants (Fed Gas Tax)	(95,158.00)	(95,158.00)	
Contribution from Others (City of Waterloo)	(50,000.00)	-	
	<b>(450,030.00)</b>	<b>(400,030.00)</b>	
Expenditures	450,030.00	-	
	<b>450,030.00</b>	<b>-</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(400,030.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>OXFORD RD 5 CULVERT REPLACEMENT</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Grants (OCIF)	(135,000.00)	(7,317.50)	Project managed by Oxford County. Project anticipated to commence in early Q3 2020.
	<b>(135,000.00)</b>	<b>(7,317.50)</b>	
Expenditures	135,000.00	-	
	<b>135,000.00</b>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(7,317.50)	
<b><u>BRIDGE STREET BRIDGE #34/B-T9 ASSESSMENT</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Development Charges	(22,921.00)	(22,921.00)	Contract awarded to K. Smart Associates Limited for \$47,061.90 (net of HST rebate) as per Council report PW 2020-11 for class EA and preliminary design. Project works on-going.
Contribution from Grants (ICIP)	(114,579.00)	-	
	<b>(137,500.00)</b>	<b>(22,921.00)</b>	
<i><u>EXPENSES</u></i>			
Expenditures	137,500.00	-	
	<b>137,500.00</b>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(22,921.00)	
<b><u>STORMWATER INFRASTRUCTURE MASTER PLAN</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Development Charges	(140,000.00)	(140,000.00)	RFP anticipated to be released in Q3 2020.
Contribution from Grants (Fed Gas Tax)	(35,000.00)	(35,000.00)	
	<b>(175,000.00)</b>	<b>(175,000.00)</b>	
<i><u>EXPENSES</u></i>			
Expenditures	175,000.00	-	
	<b>175,000.00</b>	-	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>0.00%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>	-	(175,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NOTRE DAME DRIVE RECONSTRUCTION</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(70,000.00)	(70,000.00)	
Contribution from Grants (Fed Gas Tax)	(201,000.00)	(201,000.00)	
	<u>(271,000.00)</u>	<u>(271,000.00)</u>	Project led by the Region of Waterloo and has been deferred to 20201.
<i>EXPENSES</i>			
Expenditures	271,000.00	-	
	<u>271,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(271,000.00)	
<b><u>SIDEWALK PROGRAM '19-'20</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(70,000.00)	
Contribution from Grants (Fed Gas Tax)	(52,000.00)	(52,000.00)	
	<u>(52,000.00)</u>	<u>(122,000.00)</u>	Contract awarded to Vista Contracting for \$75,068.35 as per Council report PW 2020-09. Work to commence in Q2/Q3 2020.
Expenditures	52,000.00	5,104.35	
	<u>52,000.00</u>	<u>5,104.35</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>4.18%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(116,895.65)	
<b><u>RICHARDSON, KRAMPIEN AND DOERING DRAINS</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(20,000.00)	
Contribution from Grants (OMAFRA)	-	-	
Contribution from Landowners	-	(10,715.45)	
	<u>-</u>	<u>(30,715.45)</u>	<b>Krampien Drain</b> was cleaned out on either side of the culverts for 3527 Carmel Koch Rd in April 2020.
<i>EXPENSES</i>			
Expenditures	-	43,246.44	<b>Richardson Drain Branch A</b> construction completed in 2019. Minor restoration work to be completed.
	<u>-</u>	<u>43,246.44</u>	<b>Doering Drain</b> tentatively scheduled for fall depending on need.
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>140.80%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	12,530.99	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>GRAVEL CRUSHING PROGRAM '20</u></b>			
<i>FUNDING</i>			
Contribution from Grants (Fed Gas Tax)	(65,000.00)	(65,000.00)	Contract awarded to Joe Kerr Limited for \$47,712.72 (net of HST rebate) as per Council report PW 2020-08. Gravel maintenance program commenced in mid Q2 2020.
	<b>(65,000.00)</b>	<b>(65,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	65,000.00	5.36	
	<b>65,000.00</b>	<b>5.36</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.01%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(64,994.64)	
<b><u>SNYDERS ROAD SANITARY AND STORM SEWERS</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(15,000.00)	Project led by the Region of Waterloo and has been deferred to 20201.
Contribution from Reserve Fund	-	(150,000.00)	
	-	<b>(165,000.00)</b>	
Expenditures	-	-	
	-	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(165,000.00)	
<b><u>UTILITIES SERVICE VEHICLE (REPLACING 402-10)</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(22,000.00)	(80,000.00)	Project awarded to Oxford Dodge for \$84,720.29 (net of HST rebate) as per Council report PW 2020-10. Vehicle anticipated to be delivered in Q4 2020. Project was initially budgeted in 2019 at \$63,000, additional funding of \$22,000 was included in the 2020 budget.
Contribution from Sale of Surplus Assets	-	-	
	<b>(22,000.00)</b>	<b>(80,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	22,000.00	-	
	<b>22,000.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(80,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ST AGATHA WATERMAIN LOOPING - ENGINEERING</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	-	(18,000.00)	Project to be coordinated with Notre Dame Dr project led by the Region of Waterloo.
	-	<b>(18,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	-	
	-	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(18,000.00)	
<b><u>TRENCH BOX UNIT</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(31,000.00)	(31,000.00)	Project Completed.
	<b>(31,000.00)</b>	<b>(31,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	31,000.00	24,913.90	
	<b>31,000.00</b>	<b>24,913.90</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>80.37%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(6,086.10)	
<b><u>GREENWOOD DR &amp; NAFZIGER RD ENGINEERING</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(50,500.00)	(50,500.00)	Project pre-design work underway.
Contribution from Grants (OCIF)	(54,500.00)	-	
	<b>(105,000.00)</b>	<b>(50,500.00)</b>	
<i>EXPENSES</i>			
Expenditures	105,000.00	-	
	<b>105,000.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(50,500.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>GINGERICH RD WATERMAIN IMPROVEMENTS</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Reserve Fund	(95,000.00)	(95,000.00)	
	<b>(95,000.00)</b>	<b>(95,000.00)</b>	
<i><u>EXPENSES</u></i>			
Expenditures	95,000.00	39,062.85	Detailed design work on-going.
	<b>95,000.00</b>	<b>39,062.85</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>41.12%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		(55,937.15)	
<b><u>SANITARY SYSTEM INFILTRATION STUDY</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Reserve Fund	(125,000.00)	(195,000.00)	
	<b>(125,000.00)</b>	<b>(195,000.00)</b>	Project work on-going. Final reporting in late Q4 2020/ early Q1 2021.
Expenditures	125,000.00	11,386.08	
	<b>125,000.00</b>	<b>11,386.08</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>5.84%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		(183,613.92)	
<b><u>MORNINGSIDE TRUNK SEWER - ENGINEERING</u></b>			
<i><u>FUNDING</u></i>			
Contribution from Development Charges	-	(400,750.00)	Anticipate RFP release in Q3 2020. Staff working with Region to coordinate project details as well as coordinate with general development activity in Baden.
	-	<b>(400,750.00)</b>	
<i><u>EXPENSES</u></i>			
Expenditures	-	55,047.89	
	-	<b>55,047.89</b>	
<i><u>PERCENTAGE OF FUNDING SPENT TO DATE</u></i>		<b>13.74%</b>	
<i><u>UNFUNDED / (UNEXPENDED) CAPITAL</u></i>		(345,702.11)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MAUSOLEUM REPAIRS - STAGE I</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(25,000.00)	(25,000.00)	
	<b>(25,000.00)</b>	<b>(25,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	25,000.00	-	Project has yet to commence.
	<b>25,000.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>			
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>			
	-	(25,000.00)	
<b><u>ARTIFICIAL TURF SPORTS FIELD - WODSS</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	-	(117,500.00)	
Contribution from Development Charges	(425,000.00)	(807,500.00)	Project awarded to 39 Seven Inc. for \$1,420,569.60 (net of HST rebate) by the Waterloo Region District School Board. Project anticipated to be complete by September 2020. Wilmot responsible for 50% of capital costs.
Contribution from Grants (WRDSB)	-	-	
	<b>(425,000.00)</b>	<b>(925,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	425,000.00	-	
	<b>425,000.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>			
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>			
	-	<b>0.00%</b> (925,000.00)	
<b><u>TRAIL DESIGN - BECKDALE, SMITHS CREEK, SCHNELLER/COUNTRY CREEK</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(22,915.00)	
Contribution from Development Charges	-	(110,500.00)	Project Completed. Smiths Creek was removed from this project scope and are part of the Wetlands project. Beckdale was completed by Mike Schout. Signage is outstanding but will be installed in Q3 2020.
Contribution from Trust (Trails)	-	(14,100.00)	
	-	<b>(147,515.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	50,886.42	
	-	<b>50,886.42</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>			
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>			
	-	<b>34.50%</b> (96,628.58)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TRAIL SIGNAGE</u></b>			
<i>FUNDING</i>			
Contribution from Development Charges	-	(10,000.00)	
	-	<b>(10,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	1,473.32	Project works on-going.
	-	<b>1,473.32</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>14.73%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(8,526.68)	
<b><u>EMPLOYMENT LANDS WOODLOT TRAIL DESIGN</u></b>			
<i>FUNDING</i>			
Contribution from Development Charges	-	(40,000.00)	
	-	<b>(40,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	-	Project to be in conjunction with the Employment Lands Development.
	-	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(40,000.00)	
<b><u>REFORESTATION PROGRAM</u></b>			
<i>FUNDING</i>			
Contribution from Grants - K-W Hydro	(45,000.00)	(90,000.00)	
	<b>(45,000.00)</b>	<b>(90,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	45,000.00	14,235.01	2020 Program has yet to commence.
	<b>45,000.00</b>	<b>14,235.01</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>15.82%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(75,764.99)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SANDHILLS ROAD MULTI-USE TRAIL</u></b>			
<i>FUNDING</i>			
Contribution from Trust (Trails)	<u>(380,000.00)</u>	<u>(380,000.00)</u>	Project design underway.
	<b><u>(380,000.00)</u></b>	<b><u>(380,000.00)</u></b>	
<i>EXPENSES</i>			
Expenditures	<u>380,000.00</u>	<u>29,056.19</u>	
	<b><u>380,000.00</u></b>	<b><u>29,056.19</u></b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>7.65%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(350,943.81)	
<b><u>LASCHINGER WOODS - SOUTH TRAILS</u></b>			
<i>FUNDING</i>			
Contribution from Trust (Trails)	<u>(65,000.00)</u>	<u>(65,000.00)</u>	Project has commenced with anticipated completion in Q4 2020.
	<b><u>(65,000.00)</u></b>	<b><u>(65,000.00)</u></b>	
<i>EXPENSES</i>			
Expenditures	<u>65,000.00</u>	<u>-</u>	
	<b><u>65,000.00</u></b>	<b><u>-</u></b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(65,000.00)	
<b><u>ROOFTOP HVAC (NH LIBRARY)</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	<u>-</u>	<u>(12,000.00)</u>	Project has been deferred to 2021 due to COVID-19.
	<b><u>-</u></b>	<b><u>(12,000.00)</u></b>	
<i>EXPENSES</i>			
Expenditures	<u>-</u>	<u>-</u>	
	<b><u>-</u></b>	<b><u>-</u></b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(12,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>PARKING LOT DRAINAGE - SENIOR'S WOODWORKING SHOP</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(12,000.00)	
Contribution from Reserve Fund	-	(28,000.00)	
	-	<b>(40,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	1,706.46	
	-	<b>1,706.46</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>4.27%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(38,293.54)	Project Completed. Awaiting final invoicing.
<b><u>LIBRARY SERVICES FACILITY REVIEW</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(8,400.00)	
Contribution from Development Charges	-	(21,600.00)	
	-	<b>(30,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	-	
	-	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(30,000.00)	Project has been deferred to 2021 due to COVID-19.
<b><u>LED LIGHTING - ADMIN COMPLEX</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(22,500.00)	
	-	<b>(22,500.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	409.54	
	-	<b>409.54</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>1.82%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(22,090.46)	Project has been deferred to 2021 due to COVID-19.

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BOILER REPLACEMENT - ADMIN COMPLEX</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(35,000.00)	
	-	<b>(35,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	-	Project has been deferred to 2021 due to COVID-19.
	-	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(35,000.00)	
<b><u>PARKING LOT DESIGN - ADMIN COMPLEX</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(16,000.00)	
Contribution from Development Charges	-	(16,000.00)	
	-	<b>(32,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	-	-	Project has been deferred to 2021 due to COVID-19.
	-	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(32,000.00)	
<b><u>ADMIN COMPLEX - OFFICE RENOVATIONS</u></b>			
<i>FUNDING</i>			
Contribution from Grants (Modernization Fund)	(274,500.00)	(274,500.00)	
	<b>(274,500.00)</b>	<b>(274,500.00)</b>	
<i>EXPENSES</i>			
Expenditures	274,500.00	31,795.28	Corporate Services department retrofit completed. Remainder of project has been deferred to 2021 due to COVID-19.
	<b>274,500.00</b>	<b>31,795.28</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>11.58%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(242,704.72)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ICE NEEDS STUDY - UPDATE</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(5,875.00)	(5,875.00)	
Contribution from Development Charges	(19,125.00)	(19,125.00)	
	<u>(25,000.00)</u>	<u>(25,000.00)</u>	Project underway with anticipated completion in Q3 2020.
<i>EXPENSES</i>			
Expenditures	25,000.00	1,068.48	
	<u>25,000.00</u>	<u>1,068.48</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		4.27%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(23,931.52)	
<b><u>PARKS SERVICE VEHICLE</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(7,600.00)	(7,600.00)	
Contribution from Development Charges	(32,400.00)	(32,400.00)	
	<u>(40,000.00)</u>	<u>(40,000.00)</u>	Project Completed. Awaiting final invoicing.
<i>EXPENSES</i>			
Expenditures	40,000.00	-	
	<u>40,000.00</u>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(40,000.00)	
<b><u>WASHROOM FLOORS REPLACEMENT (VARIOUS LOCATIONS)</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(21,000.00)	(21,000.00)	
	<u>(21,000.00)</u>	<u>(21,000.00)</u>	Project Completed.
<i>EXPENSES</i>			
Expenditures	21,000.00	18,111.24	
	<u>21,000.00</u>	<u>18,111.24</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		86.24%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(2,888.76)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ELECTRIC VEHICLE CHARGING STATIONS</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(95,000.00)	(95,000.00)	
Contribution from Grants (ZEVIP)	(60,000.00)	-	
	<u>(155,000.00)</u>	<u>(95,000.00)</u>	Project works underway, being led by the Region of Waterloo with anticipated completion by Q3/Q4 2020.
<i>EXPENSES</i>			
Expenditures	155,000.00	-	
	<u>155,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(95,000.00)	
<b><u>NH ARENA RECREATION FLOOR SPACE - DESIGN</u></b>			
<i>FUNDING</i>			
Contribution from Development Charges	(185,511.00)	(185,511.00)	
Contribution from Grants (ICIP)	(510,070.00)	-	
Contribution from Others (TCP)	-	-	
	<u>(695,581.00)</u>	<u>(185,511.00)</u>	Project delayed by ICIP Funding announcement timing.
<i>EXPENSES</i>			
Expenditures	695,581.00	-	
	<u>695,581.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(185,511.00)	
<b><u>NH ARENA BOLSTER BLOCKS REPAIR</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	Project anticipated to commence in Q3 2020.
<i>EXPENSES</i>			
Expenditures	15,000.00	-	
	<u>15,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(15,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NH ARENA ROUND BANQUET TABLES REPLACEMENT</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(16,000.00)	(16,000.00)	
	<b>(16,000.00)</b>	<b>(16,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	16,000.00	-	Project anticipated to commence in Q3 2020.
	<b>16,000.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(16,000.00)	
<b><u>NEW HAMBURG CC KITCHEN UPGRADES</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(30,000.00)	
	-	<b>(30,000.00)</b>	Project Completed. Project slightly over budget due to the addition of aluminum shutters and unforeseen plumbing upgrades.
<i>EXPENSES</i>			
Expenditures	-	38,969.24	
	-	<b>38,969.24</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>129.90%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	8,969.24	
<b><u>WRC FIELD IRRIGATION EQUIPMENT</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(36,000.00)	
Contribution from Reserve Fund	(41,500.00)	(41,500.00)	
	<b>(41,500.00)</b>	<b>(77,500.00)</b>	Project has yet to commence.
<i>EXPENSES</i>			
Expenditures	41,500.00	-	
	<b>41,500.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(77,500.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>WRC FLOOR RIDE-ON SCRUBBER REPLACEMENT</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(17,000.00)	(17,000.00)	
	<b>(17,000.00)</b>	<b>(17,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	17,000.00	-	Project Completed. Awaiting final invoicing.
	<b>17,000.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(17,000.00)	
<b><u>WRC GAS SENSORS REPLACEMENT</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(4,600.00)	(4,600.00)	
Contribution from Reserve Fund	(17,400.00)	(17,400.00)	
	<b>(22,000.00)</b>	<b>(22,000.00)</b>	Project works underway with anticipated completion in Q3 2020.
<i>EXPENSES</i>			
Expenditures	22,000.00	21,800.00	
	<b>22,000.00</b>	<b>21,800.00</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>99.09%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(200.00)	
<b><u>TILE &amp; GROUTING - AQUATIC CENTRE</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(70,500.00)	(70,500.00)	Phase A works completed. Phase B (pool deck) of project awarded to PPL for \$76,320 (net of HST rebate) as per Council report PFRS 2020-06. Additional funding to be sourced from the 2021 capital program.
	<b>(70,500.00)</b>	<b>(70,500.00)</b>	
<i>EXPENSES</i>			
Expenditures	70,500.00	94,371.90	
	<b>70,500.00</b>	<b>94,371.90</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>133.86%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	23,871.90	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BECK PARK - WASHROOM RENOVATIONS</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(21,000.00)	(21,000.00)	
	<b>(21,000.00)</b>	<b>(21,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	21,000.00	6,382.34	
	<b>21,000.00</b>	<b>6,382.34</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>30.39%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(14,617.66)	Project works underway with anticipated completion in Q3 2020.
<b><u>HAYSVILLE CC - PLAYGROUND EQUIPMENT REPLACEMENT</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
Contribution from Community Donation	-	(30,000.00)	
	<b>(30,000.00)</b>	<b>(60,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	30,000.00	27,015.93	
	<b>30,000.00</b>	<b>27,015.93</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>45.03%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(32,984.07)	Project Completed. Savings will be returned to the general levy in part of year end processing.
<b><u>MANNHEIM CC - SUBFLOOR REPLACEMENT</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(22,500.00)	(22,500.00)	
	<b>(22,500.00)</b>	<b>(22,500.00)</b>	
<i>EXPENSES</i>			
Expenditures	22,500.00	-	
	<b>22,500.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(22,500.00)	Project works underway with anticipated completion in Q3 2020.

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NEW DUNDEE BALL DIAMOND FENCING REPAIRS</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	
<i>EXPENSES</i>			
Expenditures	15,000.00	13,990.98	Project Completed.
	<b>15,000.00</b>	<b>13,990.98</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>93.27%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(1,009.02)	
<b><u>KIRKPATRICK PARK &amp; AREA - PARKING LOT</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	-	(307,500.00)	
Contribution from Grants (Main St Revitalization)	-	(45,820.73)	
	-	<b>(595,120.73)</b>	Project Completed except for deficiencies. Substantial completion anticipated in Q3 2020.
<i>EXPENSES</i>			
Expenditures	-	489,028.99	
	-	<b>489,028.99</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>82.17%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(106,091.74)	
<b><u>PERMANENT DOG PARK INSTALL</u></b>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(61,600.00)	(61,600.00)	
	<b>(61,600.00)</b>	<b>(61,600.00)</b>	Project underway with RFP closing in early Q3 2020. Parking Lot works to be included in the 2021 capital budget process.
<i>EXPENSES</i>			
Expenditures	61,600.00	-	
	<b>61,600.00</b>	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(61,600.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NH - ADDITIONAL PLAYGROUND EQUIPMENT - CONSTITUTION PARK</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(19,437.00)	(19,437.00)	
Contribution from Grants (OCIF)	(22,563.00)	-	
	<u>(42,000.00)</u>	<u>(19,437.00)</u>	Project works underway with anticipated completion in Q3 2020.
<i>EXPENSES</i>			
Expenditures	42,000.00	-	
	<u>42,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(19,437.00)	
<b><u>NH - PLAYGROUND EQUIPMENT REPLACEMENT - OPTIMIST PARK</u></b>			
<i>FUNDING</i>			
Contribution from Grants (Fed Gas Tax)	(88,000.00)	(88,000.00)	
	<u>(88,000.00)</u>	<u>(88,000.00)</u>	Project in RFP stage with anticipated completion in Q3 2020.
<i>EXPENSES</i>			
Expenditures	88,000.00	-	
	<u>88,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(88,000.00)	
<b><u>NH - EQUIPMENT STORAGE REPAIRS</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(15,100.00)	(15,100.00)	
	<u>(15,100.00)</u>	<u>(15,100.00)</u>	Project works underway with anticipated completion in Q3 2020.
<i>EXPENSES</i>			
Expenditures	15,100.00	7,392.86	
	<u>15,100.00</u>	<u>7,392.86</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>48.96%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(7,707.14)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SACC KITCHEN UPGRADES</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(24,000.00)	
Contribution from Reserve Fund	(17,000.00)	(17,000.00)	
Contribution from Donations - SA StrawberryFest	-	(1,000.00)	
	<u>(17,000.00)</u>	<u>(42,000.00)</u>	Project anticipated to be complete in Q3 2020. Roller shutters pending to be installed.
<i>EXPENSES</i>			
Expenditures	17,000.00	13,845.29	
	<u>17,000.00</u>	<u>13,845.29</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>32.96%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(28,154.71)	
<b><u>HISTORIC FLOOR COVERING REPRODUCTION</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	Project works underway.
<i>EXPENSES</i>			
Expenditures	15,000.00	-	
	<u>15,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(15,000.00)	
<b><u>CULTURAL HERITAGE LANDSCAPE INVENTORY</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	(10,000.00)	(10,000.00)	
	<u>(10,000.00)</u>	<u>(10,000.00)</u>	Project coordinated with the Region of Waterloo. Staff awaiting further communications.
<i>EXPENSES</i>			
Expenditures	10,000.00	-	
	<u>10,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>0.00%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(10,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING JUNE 30, 2020**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ZONING BY-LAW CONSOLIDATION</u></b>			
<i>FUNDING</i>			
Contribution from General Levy	-	(29,900.00)	
Contribution from Development Charges	-	(35,100.00)	
	-	<b>(65,000.00)</b>	Zoning By-Law public meeting to be held on July 27, delayed due to COVID-19.
<i>EXPENSES</i>			
Expenditures	-	85,488.22	
	-	<b>85,488.22</b>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		<b>131.52%</b>	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	20,488.22	
<b>TOTAL FUNDING CAPITAL PROGRAM</b>	(7,709,096.00)	(16,693,566.07)	
<b>TOTAL EXPENDITURES</b>	7,709,096.00	4,355,085.52	
<b>(UNEXPENDED)/UNFUNDED CAPITAL</b>	-	<b>(12,338,480.55)</b>	
<b>% of Funding Spent</b>		<b>26.09%</b>	



**REPORT NO:** COR 2020-029

**TO:** Council

**SUBMITTED BY:** Patrick Kelly CPA, CMA, Director of Corporate Services

**PREPARED BY:** Patrick Kelly CPA, CMA, Director of Corporate Services  
Ashton Romany CPA, Manager of Finance / Deputy Treasurer

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

**DATE:** July 13, 2020

**SUBJECT:** Financial Impact Analysis (COVID-19) Update II

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**RECOMMENDATION:**

**THAT Report COR 2020-29, outlining the Financial Impact resulting from the COVID-19 pandemic be received, for information purposes; and further**

**THAT the Township of Wilmot continue to support requests to the Provincial and Federal governments for emergency financial assistance to municipalities to help offset the negative financial impacts of the COVID-19 pandemic, as describe in Report COR 2020-029, dated July 13, 2020.**

**SUMMARY:**

This report provides a high level projection of year end operating results for the Township's tax-funded operations, the results of which are predominantly driven by the financial impacts relating to COVID-19.

**BACKGROUND:**

In early May, staff provided a preliminary forecast of the financial impacts of COVID-19. Under Report COR 2020-023, staff projected an operating deficit of \$135,500, based on information available at that time relating to closures and service level expectations.

Since that time, the COVID-19 pandemic has continued to create economic uncertainty and a financial strain on our community's businesses and residents. Staff have worked over the past two (2) months to refine estimates, making a number of assumptions regarding the pace, scale and scope of the COVID-19 recovery, as it relates to expenditures and revenues, and have now projected variance to the end of fiscal 2020.

This report provides an update to the initial impact report presented to Council on May 4, 2020 (COR 2020-23).

## **REPORT:**

Staff began reporting on the financial impacts of COVID-19 in March 2020. Since that time, staff have provided a variety of updates via memorandum and recommendations via Council Report, as the situation continued to evolve, as outlined within the following table:

Date	Report Number	Report Title
<b>March 24, 2020</b>	COR 2020-019	Fiscal and Economic Support for COVID-19
<b>April 2, 2020</b>	COR 2020-020	Job Protected Emergency Leave – COVID-19
<b>April 6, 2020</b>	Memorandum	Cost Containment Strategy
<b>April 8, 2020</b>	Memorandum	Capital Project Review
<b>May 4, 2020</b>	COR 2020-022	Q1 Operating Summary
<b>May 4, 2020</b>	COR 2020-023	Financial Impact Analysis (COVID-19)
<b>May 12, 2020</b>	COR 2020-024	Phase II Financial and Economic Relief (COVID-19)
<b>June 17, 2020</b>	Memorandum	Vacant Property Tax Rebate Program
<b>July 13, 2020</b>	COR 2020-027	Q2 Operating Summary
<b>July 13, 2020</b>	COR 2020-028	Q2 Capital Program Update

### **Cost Containment Strategy**

As noted in the previous report, staff prepared and distributed a Cost Containment Strategy to all departments and divisions for implementation moving forward and throughout the current COVID-19 business disruption. This strategy focused on the ongoing need to balance cost savings, while ensuring the municipality continues meeting its statutory responsibilities.

Overall results of the various cost containment initiatives are being continually monitored, and incorporated into forecasting models, as staff analyze the long-term impact of this pandemic.

The various cost containment strategies were originally forecasted to generate savings of \$452,000. Due to the extended closures of several Park, Facilities and Recreation Services amenities, and the continuation of the majority of part-time staff on Job Protected, Declared Emergency Leave (DEL), overall cost containment results have been adjusted to \$922,000 up to December 31, 2020.

## Foregone Revenues

Under the preliminary forecasts provided in the May report to Council, revenue losses were forecasted at \$587,500. At the time the impacts on Planning and Engineering Application/Service Fees was undetermined. Since that time, staff have developed a refined estimated of foregone revenues, which is now inclusive of Planning and Engineering. When combined with the impact of extended closures or service reductions in Parks, Facilities and Recreation Services, the overall forecast of forgone revenues has grown substantially to \$1,467,000.

The majority of this increase has been the result of forecasted activity levels at the Wilmot Recreation Complex and other parks / community Centres. Revenue forecasts project an overall reduction of \$980,000 for these service areas alone, versus the \$344,000 impact previously forecast. The driving factor here was the extension of time frames captured in the initial report. As an example, Aquatics Programming and Ice Rentals are now forecasted to be impacted until the end of the year, as opposed to June 30 in the prior report.

Staff will continue to monitor the accuracy of these forecasts moving forward a gradual re-opening occurs at various recreation amenities.

## Cash Flow Impact / Analysis

As noted in the May report, projections continue to indicate that the Township is expected to sustain the COVID-19 service disruption from a cash flow perspective. This is due to being in a strong cash position entering the pandemic, with a significant amount of cash in the general bank account to service the 2020 Capital Program, and consistent collection rates under the 2020 Interim Tax Billing. Staff continue to monitor cash flow and will update where applicable in future communications.

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

This report is aligned with our corporate goal of being an engaged community, through the action of strengthening customer service, as well of the corporate goal of a prosperous economy.

The financial items outlined within this report are a direct response from the Township to the fiscal challenges of our residents, business community and our own organization. These temporary measures coupled with support from Federal and Provincial Governments will help mitigate long-term economic impacts of the COVID-19 pandemic.

## **FINANCIAL CONSIDERATIONS:**

Appendix A provides an updated summary of cost savings and foregone revenues known or projected at this time. This list will be further refined as events unfold, and updated within future reporting to Council.

Based on updated modeling and analytics, the COVID-19 service disruption is projected to have an unbudgeted net expense of approximately \$545,000. Approximately 63% (\$922,000) of the projected revenue losses (\$1,467,000) are anticipated to be offset through a variety of cost containment measures noted above. The significant change is primarily due to the extension of time frames captured in the initial report, and the inclusion of new items such as Planning and Engineering Services net of any other cost savings.

The assumptions utilized in modelling these projections are based on the existing closure of recreation and facilities and potential re-openings at reduced service/programming. Models will continue to be updated as more information comes available.

This unbudgeted impact would offset the Township ability to meet projected transfer to infrastructure reserve funds that are critical to the long-term fiscal sustainability of our capital planning. Fortunately, the Township holds funding within the Working Funds Reserve that are held for unexpected, emergency events such as this. This dedicated Reserve had an ending balance of \$502,139 as of December 31, 2019. Staff will continue to work towards further cost containment opportunities, in an effort to minimize the need to utilize this special funding mechanism.

Municipalities continue to press for emergency funding from the federal and provincial governments to help offset the financial impacts of COVID-19. Federal and provincial governments have indicated that their initial actions taken to date, including advancing planned Federal Gas Tax payments and funding for homelessness programs, are only the first steps in providing support to municipalities. Staff recommend that the Township reiterate existing requests to the Provincial and Federal governments for emergency financial assistance to municipalities to help offset the negative financial impacts of the COVID-19 pandemic.

Advocacy efforts are continuing through the Area CFO's/Treasurers, the Association of Municipalities of Ontario (AMO), the Municipal Finance Officers Association (MFOA), the Large Urban Mayors Caucus of Ontario (LUMCO), the Mayor and Regional Chairs of Ontario (MARCO) the Federation of Canadian Municipalities (FCM).

A joint press release, as recent as July 6, 2020 is "calling for at least \$10 billion dollars in emergency relief for Canadian municipalities to be funded 100% by the federal and provincial governments. This call supports the national funding call led by the Federation of Canadian Municipalities (FCM)."

As noted by AMO, "without these federal-provincial emergency funds now, municipal governments may have to significantly increase property taxes and/or make harmful cuts to frontline municipal services. Such cuts or property tax increases will unfairly hurt the very same people that the federal and provincial governments have spent billions helping during the pandemic. Municipal services are key to safely re-opening the economy."

### **ATTACHMENTS:**

Appendix A – Preliminary Projections of Cost Savings and Revenue Losses

## APPENDIX A

### Preliminary Projections of Cost Savings and Revenue Losses

#### Summary of 2020 Operating Budget Items & COVID-19 Impacts (Levy Funded)

Revenue	May Forecast	Adjusted Forecast
Forgone Penalty & Interest (Tax and Water) (June 30/20)	\$ 60,000.00	\$ 60,000.00
Forgone Bank Interest (Dec 31/20)	\$ 154,000.00	\$ 153,000.00
Forgone WRC & Parks and Facility Revenue (Dec 31/20)	\$ 344,000.00	\$ 980,000.00
Forgone Service Fees Revenue (Dec 31/20)	\$ 16,500.00	\$ 30,000.00
Forgone Castle Kilbride Revenue (August 31/20)	\$ 13,000.00	\$ 37,000.00
Forgone Planning Revenue (Dec 31/20)	\$ -	\$ 50,000.00
Forgone Engineering Revenue (Dec 31/20)	\$ -	\$ 157,000.00
<b>Total Revenue Loss</b>	<b>\$ 587,500.00</b>	<b>\$ 1,467,000.00</b>
<b>Expenditures</b>		
Savings on PT Staffing (Dec 31/20)	\$ 226,000.00	\$ 438,000.00
Savings for Hiring Hold on Remaining LOS Hires (Various)	\$ 100,000.00	\$ 130,000.00
Savings on Utilities (Dec 31/20)	\$ 38,000.00	\$ 104,000.00
Savings on Fuel (Dec 31/20)	\$ 21,000.00	\$ 42,000.00
Savings on Office Supplies (Dec 31/20)	\$ 11,000.00	\$ 11,000.00
Savings on Training and Development (Dec 31/20)	\$ 56,000.00	\$ 56,000.00
Savings on Maintenance/Contracted Services (Dec 31/20)	\$ -	\$ 85,000.00
Savings on Programming/Concession (Dec 31/20)	\$ -	\$ 56,000.00
<b>Total Expenditures</b>	<b>\$ 452,000.00</b>	<b>\$ 922,000.00</b>
<b>Net COVID-19 Projected Impact By December 31, 2020</b>	<b>\$ (135,500.00)</b>	<b>\$ (545,000.00)</b>



**REPORT NO:** DS 2020-015

**TO:** COUNCIL

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 13, 2020

**SUBJECT:** Master Licensing Agreement with RMOW  
Outdoor Patios on/within Regional Road Allowances

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**RECOMMENDATION:**

That Report DS 2020-015 be received for information; and,

That the Mayor and Clerk be authorized to enter into a Master Licensing Agreement with the Region of Waterloo; and,

That in order to expedite and streamline the approvals process for temporary patios with Regional Road allowances the implementation and administration of the Master Licensing Agreement be delegated to the Director of Development Services.

**SUMMARY:**

As part of Stage 2 of the Province’s Reopening Plan restaurants have been permitted to reopen subject to dine-in services being limited to patios, curbside, parking lots and adjacent properties.

As Council is aware many local restaurants have taken advantage of the relaxation of AGCO regulations to expand outdoor patio areas and the general consensus is that this initiative has quite possibly saved several businesses.

For those restaurants not able to utilize private property for patio expansions it is necessary to utilize a portion of the road allowance. In most cases these road allowances are Regional Roads (Peel Street, Huron Street, Snyder's Road) and are therefore subject to Regional approval.

As a stop gap measure the Region of Waterloo has entered into Encroachment Agreements directly with the restaurants to facilitate their re-openings. Moving forward however, the Region prefers to enter into Master Licensing Agreements with the Area Municipalities to allow the Area Municipalities to issue into Patio Licenses (subject to compliance with Regional guidelines) to streamline the approvals process.

The Region currently utilizes this arrangement with the Cities of Waterloo and Kitchener for their patio programs on RMOW road allowances.

In order for staff to complete the negotiation of the necessary agreement and to allow the Mayor and Clerk to execute the agreement the approval of Council is required.

Delegation of the authority to implement and administer the patio program to the Director of Development Services (in accordance with the terms of the Master Licensing Agreement) is further sought to streamline and expedite the approvals process.

### **REPORT:**

Effective June 12, 2020 under the Province's Stage 2 reopening plan, restaurants and patios in the Township of Wilmot were permitted to re-open for dining in outdoor areas only, such as patios, curbside, parking lots and adjacent premises.

The Alcohol and Gaming Commission of Ontario (AGCO) further exempted its existing licensees from needing to apply or pay a fee for temporary extensions of the creation of new patios, subject to having municipal approval and meeting all other applicable requirements.

As Council is aware many local restaurants (Baden Coffee, Puddicombe House, Ej's @ Baden, Scran & Dram, the Legion, Kennedys, the Nook and the Imperial have already taken advantage of the relaxation of regulations to open/expand outdoor patio areas. The general consensus is that this initiative has been an important effort by all levels of government to support this industry.

The establishment of temporary patios on private property (typically parking lots) is deemed a temporary amendment to existing site plan approvals and as such falls within the scope of delegated site plan approval held by the Director of Development Services.

For those restaurants not able to utilize private property for patio expansions it is necessary to utilize a portion of the road allowance. In most cases these road allowances are Regional Roads (Peel Street, Huron Street, Snyder's Road) and are therefore subject to Regional approval.

As a stop gap measure the Region of Waterloo has entered into Encroachment Agreements directly with the restaurants to facilitate their re-openings and expansion/creation of boulevard patios.

Moving forward however, the Region prefers to enter into Master Licensing Agreements with the Area Municipalities to allow the Area Municipalities to issue into Patio Licenses (subject to compliance with Regional guidelines) to further streamline the approvals process. While the ultimate agreement is effectively the same agreement the RMOW would enter into with businesses, the process eliminates the need for direct involvement of Regional staff by relying on Township staff to administer the program.

The Region currently utilizes this arrangement with the Cities of Waterloo and Kitchener for their patio programs on RMOW road allowances. Township staff have worked together with Regional staff and the staff of other area municipalities as part of a patio group to expedite the drafting of a master agreement and to expedite the approval of patios within road allowances.

However, in order for staff to complete the negotiation of the necessary agreement (draft attached as Attachment A), and in order to allow the Mayor and Clerk to execute the agreement, the approval of Council is required.

In addition, one of the standard requirements of the Master Licensing Agreement is that the municipality have a Licensing Bylaw in place to govern the licensing process. As such a draft by-law, in a form which is anticipated to be used by other area municipalities, is attached as Attachment B. The By-law is intentionally basic in form and includes a sunset clause of December 31, 2020. Future iterations of the by-law, should Council choose to continue the program post-pandemic, may contain more detailed policies.

As indicated previously, to this point in the recovery phase, the Township has streamlined the temporary licensing of Outdoor Patios on private property through the Development Services Department with input from Fire Services and Building Services. No fees have been charged to businesses as the Township does not currently have a fee established in the Fees & Charges Bylaw for patios.

Moving forward in future phases of re-opening Township staff will look to develop more formal guidelines for patios and in particular patios within the boulevards of roadways. Ideally the development of patio standards within the Heritage Conservation District should, in the long term, include consultation with both Heritage Wilmot and the New Hamburg Board of Trade and this process will be added to the Development Services work program for later in 2020.

Having said that, at this stage of pandemic recovery staff are of the opinion that design elements should simply conform to the minimum standards of the Region of Waterloo which are attached as Attachment C.

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

Entering into a Master Licensing Agreement with the Region of Waterloo to permit the Township to issue patio licenses / encroachment agreements with local businesses supports a healthy business environment.

Working with our Regional partners to streamline processes supports an efficient and effective delivery of service in a highly responsive, cost effective and customer friendly manner.

**FINANCIAL CONSIDERATIONS:**

The Township of Wilmot does not have a fee for patio permits.

Given the intent of this program to support local businesses as they recover from the impacts of Covid-19 staff do not recommend the introduction of a permit fee at this time.

Continuation of the patio program in future years may result in the establishment of a fee structure and additional guidelines through normal budgeting processes.

**ATTACHMENTS:**

Attachment A	Draft Master Licensing Agreement – Under Review and Development
Attachment B	By-law 2020-XX - Patio Licensing By-law
Attachment C	Regional Temporary On-Street Parking / Pop-Up Patio Guidelines



released O. Reg. 263/20: ORDER UNDER SUBSECTION 7.0.2 (4) OF THE ACT - STAGE 2 CLOSURES as amended from time to time or replacement regulation (the "Stage 2 Regulations") which among other things allow outdoor dining areas (a.k.a patios) to open pursuant to its terms.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and of the covenants and agreements hereinafter contained on the part of the Area Municipality to be observed, fulfilled and performed, and the sum of FIVE (\$5.00) DOLLARS now paid by the Area Municipality to the Region, the receipt of which is hereby acknowledged, the Region hereby grants to the Area Municipality (insofar as the Region can legally do so), the rights expressed in this Master Agreement.

## **DEFINITIONS**

1. In this Agreement:

- (a) "Applicant" shall mean an applicant applying to the Area Municipality for an Outdoor Patio License, as contemplated by this Master Agreement;
- (b) "Buffer Zone" means the 0.5 meter area immediately back of the curbed edge of the roadway, providing clearance between the roadway and Street Furniture and Landscape Zone as illustrated on Schedule 'A' hereto
- (c) "Land-use Transition Zone" means that portion of the Regional Road allowance between the Pedestrian Clearway and the property line of the Premises.
- (d) "Outdoor Patio" shall mean an outdoor area for patron seating and tables operated in conjunction with the adjoining Premises and as defined in the Stage 2 Regulations;
- (e) "Pedestrian Clearway" shall mean a portion of the sidewalk dedicated expressly to walking that shall remain unobstructed, as illustrated on Schedule 'A' hereto and as further clarified in s. 3(b) of this Master Agreement, the preferred width of the pedestrian clearway shall be 1.8 metres. and may include portions of the Buffer Zone, Street Furniture and Landscape Zone and Land-use Transition Zone or any combination of these structures
- (f) "Premises" shall mean ground floor premises, owned or occupied by the applicant for a license, abutting a Regional Road that is used by the applicant as a victualling house, restaurant, café, refreshment establishment or lunch counter, licensed by the Area Municipality and subject to inspection by the medical officer of health or other appropriate municipal officials and in which washroom facilities are located;
- (g) "Side Running LRT" shall mean the Region's Light Rail Transit system that travels on the

side of Regional Roads rather than in the middle of Regional Roads;

- (h) "Street Furniture" shall mean benches, planters or bicycle racks to be used in conjunction with the adjoining property;
- (i) "Street Furniture and Landscaping Zone" means the area between the Buffer Zone and the Pedestrian Clearway reserved for landscaping and Street Furniture;
- (j) "Untraveled Portion of the Regional Road" means that portion of the Regional Road allowance between the curbed edge of the roadway and the property line of the Premises. For further clarity, refer to Schedule 'A' for a typical cross section showing the various areas of the Untraveled Portion of the Regional Road as described above in this s.1.
- (k) "Work Permit" means a work permit issued pursuant to By-Law 07-029 or any successor By-Law, by the Region in relation to work on Regional Road;

**TERM**

2. (a) This Agreement shall be for an initial term commencing on [REDACTED] and ending on [REDACTED].

(b) The rights conferred by this Agreement shall cease absolutely and immediately upon the material breach by a party of the terms herein and upon the non-breaching party giving written notice to the breaching party.

(c) Either party may terminate this Agreement by giving ninety (90) days' notice of such termination.

**OUTDOOR PATIO ENCROACHMENTS**

3. The Area Municipality is authorized to license portions of the Land-use Transition Zone along Regional Roads within the limits of the Area Municipality abutting Premises on adjoining lands for purposes of an Outdoor Patio in accordance with the Region's Patio Policy Attached hereto as Schedule "C" (the "Patio Policy") respecting the license of Outdoor Patios on Area roads and on the following terms and conditions:

(a) that the Area Municipality shall enter into a license agreement with the Applicant substantially in the form hereto as Schedule "B" (the "Patio Agreement"). In the event that the Area Municipality substantially amends the Patio Agreement, they shall first notify the Region of such substantial amendment and receive the Region's written approval. Such approval shall not be unreasonably withheld by the Region;

(b) that the Area Municipality, as well as the Applicant shall comply with Patio

Policy. The Region may amend the Policy from time to time and such updates can be found on the Region's website @ <http://www.regionofwaterloo.ca/patios> . It is the responsibility of the Area Municipality to monitor the currency of such Patio Policy.

(c) that the Pedestrian Clearway of 1.8 metres shall be measured along the entire frontage and adjacent sides of the Outdoor Patio to allow for the passage of pedestrians at all times, however, this Pedestrian Clearway may be reduced on a site-specific basis at the Region's sole discretion but at no time shall the Pedestrian Clearway be less than 1.2 metres. The Pedestrian Clearway shall be paved with a smooth hard surface such as concrete or asphalt. The frontage of the Pedestrian Clearway shall be measured from the closest curb line or object situated in the Land-use Transition Zone of the Regional Road (such as a utility pole or Street Furniture.), as illustrated in Schedule "A"

(d) If applicable, that umbrellas are permitted for use where Side Running LRT exists but must be:

- (i) A wood pole and wood frame construction made of wood;
- (ii) Securely fastened to a table or base; and
- (iii) A minimum separation of 1.8 metres between the back of curb and outer edge of umbrella canopy.

(e) No curbside Outdoor Patio adjacent to a motorized vehicle driving lane or a Side Running LRT track will be permitted at any time. For any curb side Outdoor Patio adjacent to a bike lane or adjacent to on-street parking there must be a Buffer Zone. For Clarity, a Buffer Zone is not required when Outdoor Patios are placed directly adjacent to the Premises;

(f) that the Area Municipality agrees to respond to any and all reasonable concerns of the Region, with the Region acting reasonably, related to the Outdoor Patio and take all reasonable steps to rectify such concerns within a commercially reasonable time of receiving written notice of the concern from the Region.

(g) that an Applicant shall be required to comply at all times with all applicable laws, regulations Regional By-laws, policies, practices (such as the Regional Sign By-Law) including without limitation the Ontario Stage 2 Regulations, any legislation and/or regulation, policy or directive issued by the Province in relation to the Pandemic and/or

Emergency Declaration, and any policies, By-Laws and/or recommendations issued by Region of Waterloo's Public Health ;

(h) Insurance: that the Applicant shall insure its undertaking, business and equipment under the following coverage so as to protect and indemnify and save harmless the Region and Area Municipality as follows:

(i) General Liability Insurance: the Applicant shall maintain liability insurance acceptable to the Region and Area Municipality throughout the term of the Patio Agreement. Coverage shall consist of a comprehensive policy of public liability and property damage insurance, with all applicable coverage endorsements available including but not limited to Premises and Operations Liability, Blanket Contractual Liability, Products/Completed Operations Liability, Personal Injury Liability, Non-Owned Auto Liability in an amount of not less than \$2,000,000 per occurrence. An amount of not less than \$5,000,000 is required on the comprehensive policy with the above mentioned endorsements, including and Liquor Liability if the patio is licensed to serve alcohol. Such insurance shall name The Regional Municipality of Waterloo and The Corporation of [enter municipality] and any other person or party identified in the contract documents, as an additional insured with a cross liability endorsement and severability of interests provision. If the policy has an aggregate limit, the amount of the aggregate shall be double the required per occurrence limit.

(j) Provisions: All Insurers must be licensed in Ontario. The Applicant shall forward Certificates of Insurance on the Area Municipality's form (STANDARD CERTIFICATE OF INSURANCE) evidencing this insurance with the executed Patio Agreement. These Certificates shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the Area Municipality. It is also understood and agreed that in the event of a claim any deductible or self-insured retention (SIR) under this policy of insurance shall be the sole responsibility of the Applicant and that this coverage shall preclude subrogation claims against the Region and/or the Area Municipality and any other person insured under the policy and be primary insurance as respects the Region and/or Area Municipality. Any insurance or self-insurance maintained by the Region or Area Municipality shall be considered excess of the Applicant's insurance

and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the Applicant's obligation to fully indemnify the Region and Area Municipality under the Patio Agreement. The Region and/or the Area Municipality reserves the right to modify the insurance requirements as deemed suitable

(k) Indemnification: that the Applicant, both during and after the term of the Patio Agreement, shall at all times, and at its own cost, expense and risk, indemnify and hold harmless the Region and the Area Municipality, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the rights granted by the Patio Agreement to the Applicant, its agents, employees and sub-contractors on behalf of the Region and/or Area Municipality, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Applicant, its agents, employees or sub-contractors;

(l) that the Area Municipality shall ensure that the Region or any other public utility shall be permitted to enter the area occupied by the Applicant pursuant to this Master Agreement for the purposes of any installation, repair, maintenance of pipes, road or railway construction, cables or any other Regional or public services (the "Maintenance"). Should an Outdoor Patio be required to be removed for Maintenance, it shall be at the Applicant's sole cost:

- (m) Should the Region require that a portion of or all of an Outdoor Patio be removed temporarily or permanently for Regional or public service needs, the Area Municipality shall ensure that the Applicant shall do so in a timely manner and that the Applicant shall pay for all costs for removing the portion or all of the Outdoor Patio with no liability whatsoever to the Region for such removal.
- (n) that in the event of an emergency, the Region may immediately enter the area occupied by the Applicant pursuant to the Patio Agreement to conduct emergency works. Where the emergency is the result of damage caused by the Applicant, the Applicant shall pay to the Area Municipality pursuant to s. 5 of the Patio Agreement, the cost of conducting the emergency works within twenty (20) days of receiving written notice from the Area Municipality. The Area Municipality on behalf of the Region may recover the costs in a like manner as taxes where emergency is caused by the Applicant;
- (o) that the licence granted to the Applicant pursuant to the Patio Agreement is restricted to Outdoor Patios and not any other type of structure or appurtenance;
- (p) The Region reserves the right to request additional requirements for the Outdoor Patio should such requirements become reasonably necessary to allow for the operation of a LRT train;
- (q) The Area Municipality shall make its best efforts to ensure that any encroachment that it authorizes pursuant to the Patio Agreement does not interfere or hinder the LRT operations or cause a nuisance or threat to public safety in relation to the LRT operation.
- (r) The Area Municipality shall not allow any encroachment pursuant to this Master Agreement without out the Applicant first having obtained a Work Permit from the Region.

## **FEES**

4. The Area Municipality shall be entitled to keep all fees that it collects pursuant to its By-Laws in relation to the administration of its obligations of this Agreement.
5. Any amounts collected by the Area Municipality in relation to the Region's property pursuant to the Patio Agreement, shall be collected by the Area Municipality and then paid to the Region.

6. If the Region or Area Municipality or any external authority at any time enacts a by-law levying an annual tax or fee on all encroachments of buildings or other structures and appurtenances thereto upon or over any highway, street or land in [enter municipality], the Area Municipality shall ensure that the Applicant will pay forthwith on demand whatever annual tax or fee may be levied in respect of the encroachment permitted hereby.

#### **INDEMNIFICATION**

7. The Area Municipality, both during and after the term of this Master Agreement, shall at all times, and at its own cost, expense and risk, indemnify and hold harmless the Region, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the rights granted to the Area Municipality pursuant to this Master, its agents, employees and sub-consultant on behalf of the Region, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Area Municipality, its agents, employees or sub-contractor.
8. The Region, both during and after the term of this Agreement, shall at all times, and at its own cost, expense and risk, indemnify and hold harmless the Area Municipality, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and

surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the rights granted by it pursuant to this Master Agreement, its agents, employees and sub-consultant on behalf of the Region, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Region, , its agents, employees or sub- contractor.

#### **PARAMOUNTCY**

9. Should any of the Area Municipality's by-laws, guidelines, policies and procedures for owners or occupants of lands abutting Area roads to apply for a license to use adjoining areas of the Untraveled Portions of the Regional Road a conflict with the terms of this Master Agreement in relation to Outdoor Patios, the terms of this Master Agreement shall prevail.

#### **CONFIDENTIALITY**

10. Each party acknowledges and agrees that the other party shall be bound and comply with all applicable privacy laws, including but not limited to the Municipal Freedom of Information and Protection of Privacy Act in the performance of this Agreement. The provisions of this section shall survive the expiration or termination of this Master Agreement.

#### **ARBITRATION**

11. The parties agree that if any dispute or claim arising out of or in connection with this Master Agreement that is solely as between the parties hereto cannot be resolved through good faith negotiation to the satisfaction of the parties within thirty days (or such longer period as may be agreed upon in writing) from the date that either party notifies the other in writing that such dispute or claim exists, then the parties agree to the fullest extent permitted by applicable law that any dispute relating to this Master Agreement and/or all of the matters contemplated herein shall be exclusively and finally resolved by binding arbitration before a single arbitrator selected by the parties. If the parties cannot agree on

an arbitrator, each party shall select one arbitrator and said arbitrators shall then select a third arbitrator, and all three arbitrators shall then arbitrate the dispute. The arbitrator(s) shall take all reasonable steps to render his decision in writing within ninety (90) days after the commencement of the arbitration proceeding. The decision of the arbitrator(s), or any two of the three arbitrators, shall be final and binding on the parties and all of their respective heirs, executors, administrators, successors and assigns. Judgment rendered by the arbitrator(s) may be entered in any court having jurisdiction. Any requirement for arbitration in accordance with this Master Agreement shall be governed by the Arbitration Act, 1991 (Ontario), or any successor legislation thereto, and the arbitration shall be held in the Regional Municipality of Waterloo, Ontario, Canada.

This provision shall survive any termination of this Master Agreement and shall continue in full force and effect.

### **GENERAL PROVISIONS**

12. The validity and interpretation of this Master Agreement, and of each clause and part thereof, shall be governed by the laws of the Province of Ontario.
13. Any notice or other communication required or permitted to be given by this Master Agreement shall be in writing and shall be effectively given if (i) delivered personally; or (ii) sent by prepaid courier services; or (iii) sent by facsimile or other similar means of electronic communication.
14. Both parties shall comply with all applicable federal, provincial and municipal laws, rules, orders, regulations, and by-laws in respect of the performance of this Agreement including without limitation the *Accessibility for Ontarians with Disabilities Act, 2005 and its regulations*. **IN WITNESS WHEREOF** the parties have shown their agreement by affixing hereto the

signatures of their duly authorized signing officers.

### **THE REGIONAL MUNICIPALITY OF WATERLOO**

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

Name: Thomas Schmidt

Document Number: 3335190                      Version: 3  
Document Name: Phase 2 Pandemic Patio Master Agreement  
2020-07-06

Title: Commissioner of Transportation & Environmental Services

[By-Law 17-025]

I Have Authority To Bind the Corporation

**THE CORPORATION OF THE \***

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

Name:

Title:

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

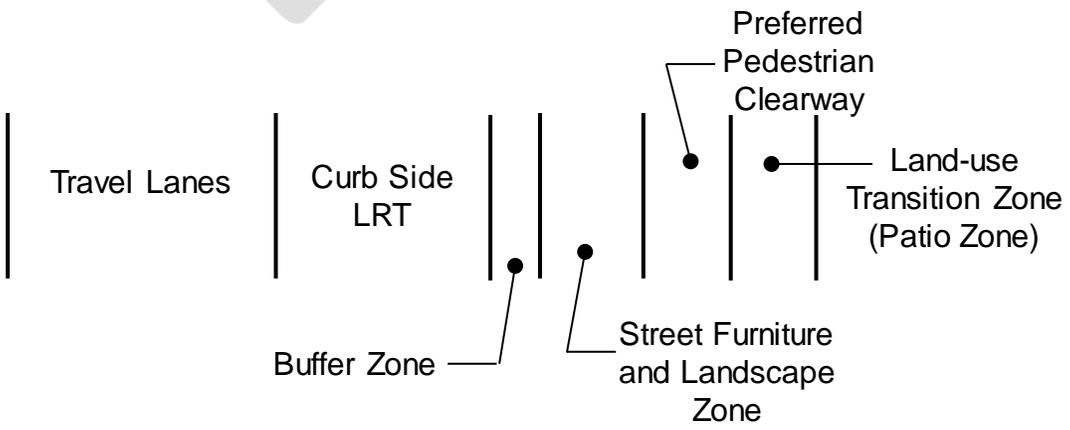
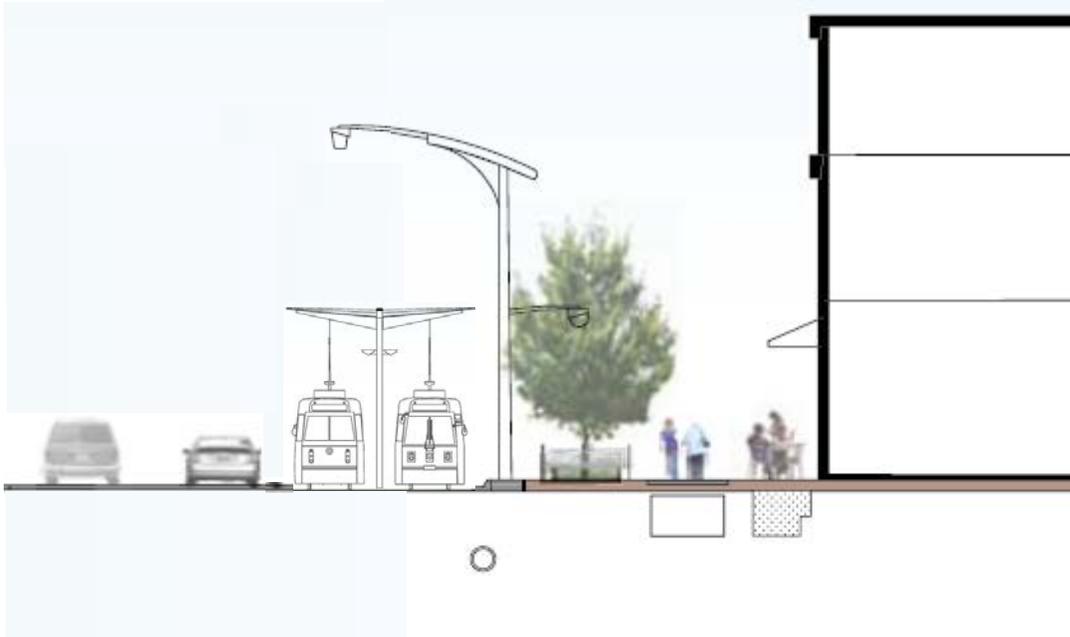
Name:

Title:

I/we have the authority to bind the Corporation

DRAFT

## Schedule A Typical Right-of-way Cross Section



**Schedule B**  
**Encroachment Agreement**

THIS ENCROACHMENT AGREEMENT made in triplicate on the \* of June, \*

BETWEEN:

**THE REGIONAL MUNICIPALITY OF WATERLOO**

hereinafter called the LICENSOR,

of the FIRST PART

- and -

\*  
hereinafter called the LICENSEE,

of the SECOND PART

**WHEREAS** The Regional Municipality of Waterloo (the "Region") is the owner of the road allowance known as \* Street, Township of \* ("\* Street ") which includes the public sidewalk;

**AND WHEREAS** the LICENSEE is the tenant of the premises which are a portion of the lands municipally described as \*, Township of \*, in the Region of Waterloo and as legally described in Schedule "A" attached hereto (the "LICENSEE's Property");

**AND WHEREAS** the LICENSEE wishes to extend its Place of Refreshment license for the LICENSEE's Property to include the operation of a sidewalk patio;

**AND WHEREAS** the LICENSEE has submitted an application for the said sidewalk patio, and the LICENSOR has approved such patio conditional on the LICENSOR and LICENSEE entering into this Agreement;

**AND WHEREAS** the LICENSEE desires to encroach upon the sidewalk bounding its premises on \* Street for the purpose of establishing and operating a sidewalk patio thereon ( the 'patio" or also referred to as the "encroachment") as shown on the plan attached hereto as Schedule "B";

**AND WHEREAS** the Covid-19 pandemic is ongoing in the Region of Waterloo (the Pandemic") and the State of Emergency under the Emergency Management and Civil Protection Act as declared by the Region in relation to the Covid-19 pandemic (the "State of Emergency");



stated herein.

## **INDEMNIFICATION**

3. The LICENSEE is responsible for the installation, use, occupation and maintenance of the said encroachment. The LICENSEE, both during and after the term of the Agreement, shall at all times, and at its own cost, expense and risk, indemnify and hold harmless the LICENSOR, their elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind ( including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses ( including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the rights granted by this Agreement to the LICENSEE, its agents, employees and sub-contractors on behalf of the LICENSOR, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the LICENSEE, its agents, employees or sub-contractors. The LICENSEE grants to the LICENSOR full power and authority to settle any such actions, suits, claims and demands on such reasonable terms as the LICENSOR may deem advisable and hereby covenants and agrees with the LICENSOR to pay the LICENSOR on demand all monies paid by the LICENSOR in pursuance of such settlement and also such sum as shall represent the reasonable costs of the LICENSOR or its solicitor in defending or settling any such actions, suits, claims or demands and this Agreement shall not

be alleged as a defence by the LICENSEE in any action by any person for actual damage suffered by reason of the permission hereby granted to maintain the encroachment hereby permitted as aforesaid over the road allowance. The LICENSOR agrees to give to the LICENSEE written notice of any such actions, suits, claims and demands promptly upon receipt thereof, which may involve allegations pertaining to the space for which thus license for the patio is granted.

#### **PERMISSION CONDITIONS**

4. If the occupancy of the LICENSEE on the subject lands and premises is terminated for any reason, the LICENSEE shall forthwith notify the LICENSOR in writing. Furthermore, if applicable, this Agreement will not in any way cause the LICENSEE, as a tenant for the LICENSEE's Property, to be in breach of its lease with the landlord for the LICENSEE's Property.
5. (1) The right to encroach conferred by this Agreement shall cease absolutely and immediately upon the material breach by a party of the terms herein and upon the non-breaching party giving written notice to the breaching party of the first of:
  - (a) failure to comply with the terms and conditions set out in this Agreement;
  - (b) failure to comply with a direction of the LICENSOR within 48 hours of receipt thereof;
  - (c) failure to remove the encroachment on 24 hours' notice from the LICENSOR that such removal is required;
  - (d) failure to comply with Ontario Fire Code requirements;
  - (e) the destruction of the building at \* Street;
  - (f) the undertaking by the owner or tenant of the building of any major renovation or alteration of the building which in the opinion of the LICENSOR renders it reasonably practical to remove such encroachment;
  - (g) the LICENSEE no longer meeting the requirements set out in Section

7.;

(h) the lawful termination of the occupancy of the LICENSEE on the subject lands and premises; or

(i) failure to comply within two (2) days of receiving written notice, with any new operating restrictions the LICENSOR may impose.

(j)

(2) Upon the happening of any of the above-mentioned events, the LICENSEE at his own cost and expense shall forthwith remove the said encroachment from the said road allowance to the satisfaction of the LICENSOR and deliver up possession thereof.

(3) Either party may terminate this Agreement by giving ninety (90) days notice of such termination.

6. Nothing herein contained shall be construed as giving to the LICENSEE more than the permission (insofar as the LICENSOR can legally give it) to install, use and maintain the encroachment on the said road allowance as provided herein. It is agreed that no length of time or length of enjoyment by the LICENSEE shall enure to give a right to the LICENSEE to maintain the said encroachment so as to deprive the LICENSOR by the operation of any limitation period or otherwise of any right to require the removal thereof.

## **INSURANCE**

7. The LICENSEE shall insure its undertaking, business and equipment under the following coverage so as to protect and indemnify and save harmless the Region and the LICENSOR as follows:

(a) General Liability Insurance: the LICENSEE shall maintain liability insurance acceptable to the Region and the LICENSOR throughout the term of the Agreement. Coverage shall consist of a comprehensive policy of public liability and property damage insurance, with all applicable coverage endorsements available including but not limited to Premises and Operations Liability, Blanket Contractual Liability, Products/Completed Operations Liability, Personal Injury

Liability, Non-Owned Auto Liability in an amount of not less than \$2,000,000 per occurrence. An amount of not less than \$5,000,000 per occurrence is required on the comprehensive policy with the above mentioned endorsements including Liquor Liability if the patio is licensed to serve liquor. Such insurance shall name The Regional Municipality of Waterloo and The Corporation of the Township \* and any other person or party identified in the contract documents, as an additional insured with a cross liability endorsement and severability of interests provision. If the policy has an aggregate limit, the amount of the aggregate shall be double the required per occurrence limit.

- (b) Provisions: All Insurers must be licensed in Ontario. The LICENSEE shall forward Certificates of Insurance on the LICENSOR's form (STANDARD CERTIFICATE OF INSURANCE) evidencing this insurance with the executed Agreement. These Certificates shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the LICENSOR. It is also understood and agreed that in the event of a claim any deductible or self-insured retention (SIR) under this policy of insurance shall be the sole responsibility of the LICENSEE and that this coverage shall preclude subrogation claims against the Region and/or the LICENSOR and any other person insured under the policy and be primary insurance as respects the Region and/or the LICENSOR. Any insurance or self-insurance maintained by the Region or the LICENSOR shall be considered excess of the LICENSOR's insurance and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the LICENSEE's obligation to fully indemnify the Region and the LICENSOR under the Agreement. The Region and/or the LICENSOR reserves the right to modify the insurance requirements as deemed suitable.
- (c) The LICENSEE shall take out and maintain with an insurer licensed to carry on business in Ontario, comprehensive general liability insurance acceptable to the LICENSOR providing insurance coverage in an amount of not less than TWO

MILLION (\$2,000,000.00) DOLLARS for any act or omission on the part of the LICENSEE, his employees, guests, invitees and agents arising in any way howsoever from the use, occupation and maintenance of the subject encroachments on the licensed lands, which results in loss or damage arising from bodily injury to or death of one or more persons, and loss of or damage to property. Such policy shall protect the LICENSOR from all such claims or actions and shall name the LICENSOR as an additional insured thereunder and shall be endorsed to contain a Cross Liability endorsement with a Severability of Interests Clause, Blanket Contractual Liability endorsement, Host Liquor Liability endorsement and a 30 day Notice of Cancellation provision. The LICENSEE shall forward a certificate of the said policy, and a certificate of each subsequent renewal thereof, to the LICENSOR. If permission and necessary licences are obtained to serve alcohol, the LICENSEE shall forward to the LICENSOR forthwith a new certificate of the insurance policy, which must include a Host Liquor Liability endorsement, and the LICENSEE may be required by the LICENSOR to have an increased insurance coverage amount of not less than FIVE MILLION (\$5,000,000). In addition, if alcohol is served, the LICENSEE shall be required to submit a fencing plan for the LICENSOR's approval.

## **PATIO PROVISIONS**

8. The LICENSEE is responsible to ensure that its sidewalk patio operation complies with all federal, provincial, regional and municipal laws including without limitation the Stage 2 Regulations, any legislation and/or regulation, policy or directive issued by the Province in relation to the Pandemic and/or Emergency Declaration, any policies, By-Laws and/or directives issued by the Region of Waterloo's Public Health Unit, the *Ontario Health Protection and Promotion Act*, the *Liquor Licence Act* and the *Accessibility for Ontarians with Disabilities Act, 2005* and regulations thereunder.
9. The LICENSEE shall arrange its patio furnishings in accordance with the plan attached hereto as Schedule 'A' and the LICENSEE shall ensure that:

- (a) It complies with the Region's Patio Policy (the "Patio Policy") attached hereto as Schedule "C. the Region may amend the Policy from time to time and such updates can be found on the Region's website @ <http://www.regionofwaterloo.ca/patios> . It is the responsibility of the LICENSEE to monitor the currency of such Patio Policy.
- (b) the patio furnishings are so situated so as not to impede an accessible ingress and egress path of at least 1.8 metres width to the entrance of the patio, to be measured along the entire frontage and adjacent sides of the outdoor patio;
- (c) only umbrellas made of wood with a wood pole and wood frame construction are used on the patio, that the umbrellas are securely fastened to a table or base, and there is a minimum separation of 1.8 metres between the back of curb and the outer edge of umbrella canopy;
- (d) umbrellas, if used on the patio, do not protrude beyond the patio fencing or delineation when in an open position in a manner that creates a hazard in the opinion of the LICENSOR.
- (e) The umbrellas and canopy are high enough that they do not make contact with any person walking past it;
  - (e) that 0.914 metres clear access is maintained to any Fire Department siamese connection unless agreed otherwise by the local Fire Department;
  - (f) at least 10% of customer seats on the patio are accessible with and can be accessed by a path of at least 1.2 metres width;
  - (g) upon request of the LICENSOR, the LICENSEE shall rearrange the patio furnishings including furniture, plants and landscaping to his/her satisfaction.
  - (h) the patio encroachment does not interfere or hinder the Region's LRT operations or cause a nuisance or threat to public safety in relation to the LRT operation; and
  - (i) that the LICENCEE has obtained a Work Permit from the Region pursuant to its By-Law 07-029 or any successor By-Law, and has presented such Work Permit to the LICENSOR.

10. The LICENSEE acknowledges and agrees that if a patio encroachment is located curbside next to a bike lane or adjacent on street parking then there shall be a "Buffer Zone". A Buffer Zone, for the purposes of this Agreement means the 0.5 meter area immediately back of the curbed edge of the roadway, providing clearance between the patio furnishings including furniture, plants and landscaping.
11. (1) The LICENSEE shall keep the sidewalk patio and the area around the sidewalk patio free from garbage or refuse including cigarette butts and shall pick up immediately any refuse/litter originating from the sidewalk patio in the area adjacent to the sidewalk patio to prevent it from blowing around to neighbouring areas. The LICENSEE shall make private arrangements for the disposal of the refuse, said arrangements to be to the satisfaction of the LICENSOR.  
  
(2) If the LICENSOR determines that the LICENSEE has not complied with the requirements of subsection 11.(1), the LICENSOR \*may require the LICENSEE to equip the sidewalk patio with a refuse container, clearly visible to the customer.
12. The LICENSEE is required to regularly hand sweep the sidewalk in front of the sidewalk patio and the 1.8 metres of sidewalk on either side of the patio in addition to the area enclosed in the patio area. In the case of a divided patio, the LICENSEE shall also be responsible for cleaning and clearing the sidewalk area between the different portions of the patio. Such debris is to be collected and disposed of by the LICENSEE in proper garbage containers.
13. The LICENSEE shall clean up immediately any spills originating from the operation of the sidewalk patio in the sidewalk patio area and in the area adjacent to the sidewalk patio to prevent tracking to neighbouring areas/businesses and stains to LICENSOR or Regional sidewalks.
14. The LICENSEE shall remove any stains on the LICENSOR sidewalk in the sidewalk patio area and in the area adjacent to the sidewalk patio, failing which, the

LICENSOR will remove said stains at the LICENSEE's expense.

15. INTENTIONALLY DELETED
16. The LICENSEE shall install the furnishings within the sidewalk patio in such a fashion that they are not permanently affixed to the sidewalk. If there are planter boxes, the planter boxes shall be of a clearly visible colour that contrasts with the paving; a black colour is considered to be a colour that contrasts with the paving. Planter boxes should not present a risk of tipping or blowing over, but cannot be affixed to the sidewalk. If there is a fence, the fence shall be installed in a safe manner using methods which minimize damage to the concrete, where possible.
17. The LICENSEE is responsible for any damage to the sidewalks or other City or Regional property which may occur while the sidewalk patio is being installed and thereafter maintained.
18. The LICENSEE shall ensure that the remaining portion of the sidewalk abutting the sidewalk patio is kept free and clear of all obstructions at all times.
19. The LICENSEE shall ensure that any sign displayed complies with the Regional Sign By-law and any applicable By Law of the Area Municipality. Additionally, sidewalk signs or other obstructions shall not be placed within the minimum 1.8 metre wide clear pathway provided for egress from the business.
20. The LICENSEE shall ensure that all deliveries are made to an appropriate designated loading zone.
21.
  - (1) The LICENSEE shall impose a dress code standard on its premises and extend same to the sidewalk patio operation, specifically requiring all patrons to wear shirts and shoes. The LICENSEE shall be responsible for enforcing said requirement.
  - (2) If the LICENSOR determines that the LICENSEE has not complied with the requirements of subsection 21.(1), the LICENSOR may require the LICENSEE to display an incidental sign within the patio area stating "No shirt, no shoes, no service".
22. The LICENSEE shall be responsible to ensure that the behaviour of their patrons is

not unreasonable, failing which they shall hire security to monitor the patio when in operation. The LICENSEE shall not permit customers on their patio to yell, shout, whistle or harass passersby in any way.

23. The LICENSEE shall ensure that the occupancy of the patio does not exceed the occupancy load permitted within the patio as shown on Schedule "A" attached hereto. Additionally, the number of chairs shown on Schedule "A" shall not be increased without approval of the LICENSOR.
24. The LICENSEE shall not allow people to loiter/congregate within and around the perimeter of the patio. All patrons should remain within the patio limits as set out on Schedule "B". If the LICENSEE fails to keep its patrons within the patio limits surrounded by planter boxes, then LICENSOR may require the installation of a fence.
25. The LICENSEE shall **not** stack the patio furniture in a corner of the patio between the hours of 10:00 a.m. and 9:00 p.m. of any day. Instead, the LICENSEE shall either store the patio furniture inside or leave the patio set up in accordance with Schedule "C" attached hereto. In the event the LICENSEE chooses to leave the patio set up during those hours when the patio is not in use, the LICENSEE may wish to display an incidental sign indicating the patio is closed.
26. If the LICENSEE uses glassware to serve food and beverages within the patio area, then the LICENSEE shall adhere to the following:
  - (a) the LICENSEE shall use the glassware in a safe fashion; and
  - (b) the LICENSEE shall use best efforts to avoid hazardous situations involving glassware.

If the LICENSOR determines the LICENSEE has not complied with either (a) or (b), then the LICENSOR may require the LICENSEE to ensure that foods and beverages are served using plastic/acrylic/paper glasses.

27. The LICENSEE shall ensure that no bicycles shall be attached to or leaned against the fence or planters in any way. The LICENSOR prefers that any plant material used within the patio be of bright colours and all plant material shall be

appropriately maintained including deadheading and watering, as applicable. Hanging baskets or planters shall not be attached to the fence except where the approval of the LICENSOR has been obtained.

28. The LICENSEE shall ensure that other than service animals no animals, in particular dogs, are permitted in the patio area or leashed to the patio fence. The LICENSEE shall not encourage patrons to leash their animals to street furniture or provide water bowls for the animals.
29. The LICENSEES agree to install a sign provided by the LICENSOR inviting comments on the patio to be made to the LICENSOR on the longest street side of the patio fencing or planter boxes or at such other location as may be agreed to by the LICENSOR immediately upon installing the fencing or planters. And further, the LICENSEES agree to display said sign in such location for the duration of the patio. In the event there is a problem relating to the installation of the sign, the LICENSEES shall immediately bring said problem to the attention of the LICENSOR so the problem can be resolved.
30. The Regional Municipality of Waterloo regulates smoking in public places in accordance with the Provincial *Smoke-Free Ontario Act*. The LICENSEE is responsible for acknowledging and adhering to any Regional Municipality of Waterloo By-law regulating smoking on a patio. Should The Regional Municipality of Waterloo permit smoking on the patio, and the LICENSEE choose to allow smoking on the patio, then the LICENSEE shall make reasonable efforts to the satisfaction of the LICENSOR to minimize the adverse impact of smoke on neighbouring businesses and pedestrians.
31. The LICENSEE agrees that any patio furniture, umbrellas, signage, landscaping including flower beds and planters within the patio shall be in accordance with Section 9 of this Agreement and to the satisfaction of the LICENSOR. In the event the LICENSEE takes advantage of any initiatives offered by the LICENSOR respecting patio furnishings the LICENSEE agrees to maintain the patio furnishings in good repair and in a clean condition and not substitute other patio furnishings.



- (2) to the LICENSOR by emailing the same to the following address:  
The Regional Municipality of Waterloo  
ATTN: Bob Henderson, Manager, Transportation Engineering  
ADDRESS: 150 Frederick Street, 7th Floor, Kitchener, Ontario N2G 4J3  
EMAIL: [BHenderson@regionofwaterloo.ca](mailto:BHenderson@regionofwaterloo.ca)

3) An email notice shall be effective on the day it was successfully sent.

37. (a) Notwithstanding any other provision of this Agreement, the LICENSEE agrees that its permission herein to encroach is at all times subject to the maintenance of at least 1.8 metres of clearance on the sidewalk area adjacent to the encroachment for passage of pedestrians (the “minimum clearance”). If at any time the area available for passage of pedestrians adjacent to the encroachment is less than 1.8 metres, the LICENSEE shall immediately remove the encroachment or decrease the area of the encroachment to reinstate the required minimum clearance. Any such decrease shall be subject to approval of such City staff as may be determined by the City Solicitor.

(b) The minimum clearance may be reduced on a site-specific basis with approval of the Region, but at no time shall the minimum clearance be less than 1.2 metres.

38. **CONFIDENTIALITY**

Each party acknowledges and agrees that the other party shall be bound and comply with all applicable privacy laws, including but not limited to the Municipal Freedom of Information and Protection of Privacy Act in the performance of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.

**GENERAL PROVISIONS**

39. This Agreement may not be assigned without the consent of the LICENSOR. Such consent may be withheld without reason.

40. The validity and interpretation of this Agreement, and of each clause and part thereof, shall be governed by the laws of the Province of Ontario.

41. This Agreement shall be read with such changes in number and gender as the circumstances require.

IN WITNESS WHEREOF the LICENSOR has hereunto affixed its corporate seal under the hands of its Mayor and Clerk and the LICENSEE has hereunto set its hand and seal.

Signed, Sealed & Delivered  
in the presence of

**THE REGIONAL MUNICIPALITY OF WATERLOO**

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

Name: Thomas Schmidt

Title: Commissioner of Transportation & Environmental Services

[By-Law 18-036]

I Have Authority To Bind the Corporation

\*

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

Name:

Title:

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

Name:

Title:

I/we have the authority to bind the Corporation

### **SCHEDULE "A"**

#### **LEGAL DESCRIPTION OF LICENSEE'S PROPERTY**

Document Number: 3335190

Version: 3

Document Name: Phase 2 Pandemic Patio Master Agreement  
2020-07-06

\*

PIN: \*

**SCHEDULE "B"**

Encroachment:

**SCHEDULE "C"  
REGION PATIO POLICY**

[see next page]

**SCHEDULE "C"  
REGION PATIO POLICY**  
*See next page*

DRAFT

DRAFT

## TOWNSHIP OF WILMOT

### BY-LAW NO. 2020-22

#### BEING A BY-LAW TO ESTABLISH A BUSINESS LICENSE TO PERMIT A PATIO OR POP-UP PATIO FOR A RESTAURANT, BAR OR SIMILAR COMMERCIAL ESTABLISHMENT

**WHEREAS** pursuant to the provisions of PART IV of the Municipal Act, 2001, S.O. 2001, c.25, as amended (the "Municipal Act"), the Council of the Corporation of the Township of Wilmot may enact a by-law to license and regulate businesses.

**AND WHEREAS** the Council of the Corporation of the Township of Wilmot deems it expedient and appropriate to issue temporary licenses and to regulate patios or pop-up patios for a restaurant, bar or similar commercial establishment for the calendar year 2020;

**AND WHEREAS** the world-wide pandemic caused by Coronavirus (Covid-19) has significantly impacted the local economy;

**AND WHEREAS** the Council of the Corporation of the Township of Wilmot deems it desirable to permit businesses to temporarily occupy and use off-street parking areas and certain open spaces for patio or pop-up patios for a restaurant, bar or similar establishment, subject to licensing and related regulations.

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

1. Definitions:

**"Region"** means the Regional Municipality of Waterloo

**"Regional Property"** means property owned or controlled by the Region.

**"Township"** means the Corporation of the Township of Wilmot.

**"Township Property"** means property owned or controlled by the Township.

**"Wilmot"** means all lands within the geographic boundaries of the Township of Wilmot.

2. Notwithstanding anything to the contrary, this By-law shall permit a person operating a restaurant, bar or similar establishment to submit an application to the Township to

temporarily use off-street parking areas, certain open spaces, Township Property and/or Regional Property for purposes associated with a patio or enlargement of a patio until December 31, 2020 with proof of consent from the property owner, and subject to the terms and provisions of a conditional license issued by the Township.

3. The Director of Development Services or his designate is hereby authorized to issue, modify or revoke a conditional license to facilitate the patio or enlargement of a patio for a restaurant, bar or similar establishment.
4. In the event that a conditional license is revoked, the Person is deemed not to be in possession of a valid license.
5. 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 Municipal Act., 2001 and amendments thereto.
6. This By-law shall expire at 11:59pm on December 31<sup>st</sup>, 2020.

READ a first and second time on the **13th** day of **July, 2020**.

READ a third time and finally passed in Open Council on the **13th** day of **July, 2020**.

---

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 23, Concession South of Bleams Road, being Part 1, Plan 58R-13711 in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2020-019.

PASSED this 22<sup>nd</sup> day of June, 2020.

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MAYOR

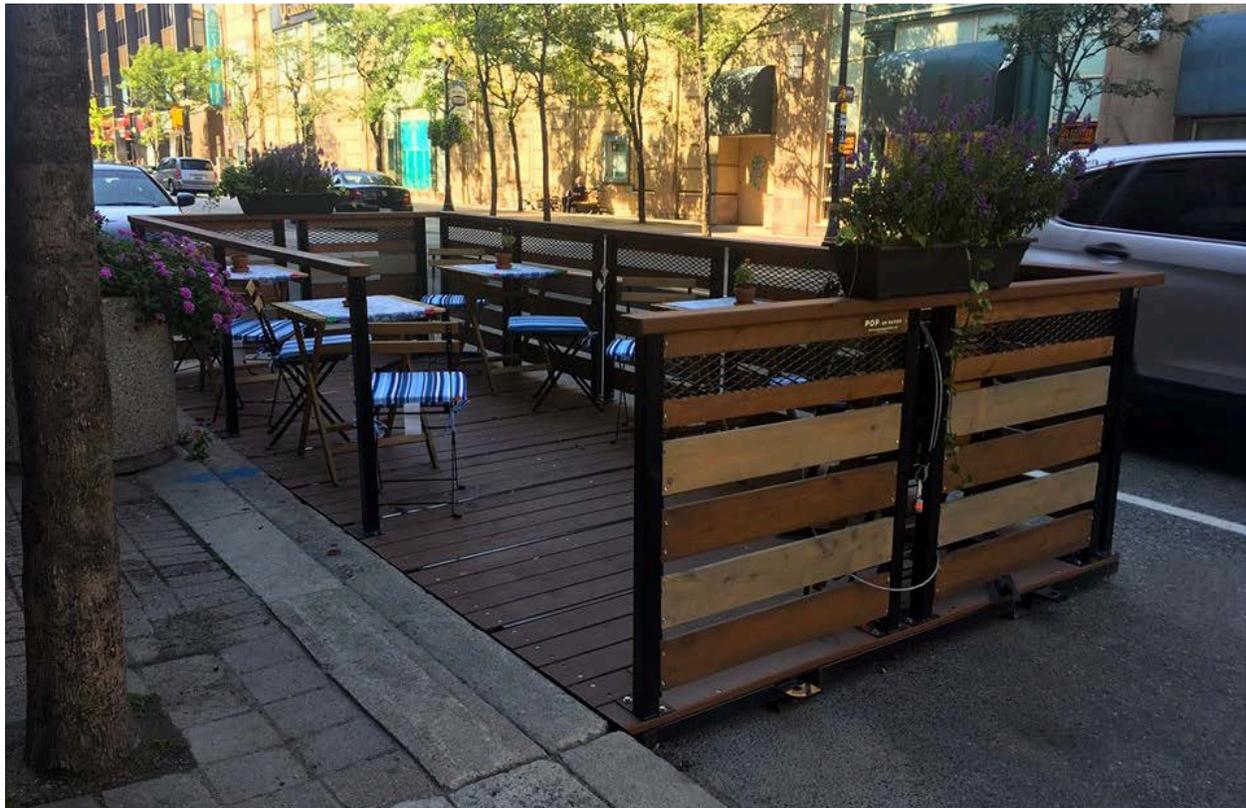
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CLERK

# REGION OF WATERLOO TEMPORARY ON-STREET PARKING / POP-UP PATIO GUIDELINES (“Regional Patio Guidelines”)



The purpose of the Region of Waterloo Temporary On-Street Patio / Pop-Up Guidelines (“Regional Patio Guidelines”) is to establish guidelines with all applicable laws and regulations, Regional By-laws, policies, and practices for temporary outdoor patio expansions during the 2020 patio season. These guidelines apply on Regionally owned land (roads), and, will form a basis for patio approvals to be administered by the local area municipality (either as part of a patio or licensing agreements) to permit patio expansions on regional road parking spaces. The Regional Patio Guidelines may be revised from time-to-time. In some cases, the Regional Patio Guidelines may provide direction for Regional sidewalk patios.



An illustrative example of a fully furnished and at grade pop-up temporary patio on parking space (Credit: POP-UP Street Patios Inc.).

## **Regional Patio Process:**

1. Establish a *Master Agreement* between Area Municipality and The Region of Waterloo:
  - The Master Agreement for temporary outdoor patios on Regional Roads.
  - The Master Agreement delegates approval of temporary patio to the Area Municipality on Regional roadways during Covid-19 Pandemic subject to performance criteria;
  - Prior to a Master Agreement being in effect, a business owner can enter into an Encroachment Agreement with the Region of Waterloo as an interim measure until a Master Licensing Agreement is in place.
2. Select location based on Regional Patio Guidelines (on Regional Roads / land).
3. Apply Regional Patio Guidelines to Area Municipal patio application with patio plan.
4. Prepare and submit Area Municipal patio application for review and approval administered by Area Municipality. Area Municipality to approve on-street parking / pop-up patios as per area Master Agreement and applicable Regional guidelines.
5. In all cases, it is the operating business responsibility to ensure compliance with all applicable laws to operate.

Note: Proposed on-street parking / pop-up patios may be prohibited if guidelines are not in compliance subject to Regional review and direction.

## **General guidelines:**

- Duration. During the patio season as per any existing patio agreement and as established by provincial law or by local area municipality. The standard Region of Waterloo season ends October 15<sup>th</sup> or as per Master Agreement.
- Operating Business Owner Notification and Consent.
  - Notification: Operating business owner to provide written notification of the proposed patio plan to the adjacent property owner(s) and tenant(s) prior to patio operation.
  - Consent. Operating business owner to receive written consent from adjacent property owner(s) to support proposed patio plan if the patio extends beyond the operating business frontage onto the adjacent property.
- Patio Plan. A patio plan is required as part of a patio application to expand patio onto a Regional Road. The patio plan is to show the proposed patio location and layout (including physical distancing) in relationship to the surrounding site conditions and context including street curb, sidewalk, parking space locations, pedestrian access (including by-pass), utilities, fencing, street trees, signage, light poles, transit stops. All features to include dimensions including setbacks. The Patio Plan is to be in compliance with the Regional Patio Guidelines to the satisfaction of the Area Municipality as per the Master Agreement.



- Umbrellas. Umbrellas may be permitted provided they do not extend into the sidewalk, travelled portion of the road, bike lanes. Umbrellas must be secured to the patio surface.
- Barrier Free Accessibility. On-Street parking spaces are encouraged to be accessible. Reduced access may be considered if accessible patio seating and access provided on a sidewalk patio.
- Signage. Signage is encouraged to identify temporary outdoor patio locations (entrances) and pedestrian circulation (including possible re-direction).

**Patio Design Standards for Raised Platforms (Barrier Free Accessibility):**

- A raised platform (deck) may be used for an approved patio location to provide barrier free access to the sidewalk and reduce tripping hazard.
- The sub-structure must accommodate the crown of the road, provide a level surface for the deck floor structure to match the sidewalk grade and designed to support occupant and user load.
- Deck material must be of a slip resistant surface.
- A raised deck must have vertical elements to define the patio edge and incorporate required setbacks from travel lane.
- Alternatively, a ramp may be used to provide access from public sidewalk to on-street patio area. All ramps to be AODA compliant and meet all applicable law.

**Pedestrian By-Pass / Sidewalk Rail System:**

- Consult Regional staff if a pedestrian by-pass / sidewalk rail system is proposed to accommodate a sidewalk patio.
- In some instances, a pedestrian by-pass / sidewalk rail system may be supported along a regional road parking space subject to meeting appropriate accessibility, sight light line, drainage and other performance standards to accommodate greater patio space along the public sidewalk.
- Pedestrian access to be at least 1.8 metres wide, avoid blockage of street utilities and storm water drainage impacts along the roadway and subject to all applicable law.
- Ensure a 0.6 metre buffer is provided between sidewalk by-pass and traffic lane.
- Ensure the pedestrian by-pass is fenced (range 36" to 42" in height).
- A pedestrian by-pass may be a raised platform deck (sidewalk rail system), or, at grade with ramp by-pass access.
- A pedestrian by-pass / sidewalk rail system must be designed to be AODA compliant and meet all applicable law.
- Pedestrian by-pass signage recommended.

**Prohibitions:**

- Access:
  - Any proposed patio must not obstruct any vehicular travel lane.
  - Any proposed patio must not block a transit stop location, any related transit amenities, or space required for transit vehicle access.
  - Any proposed patio must not obstruct an existing pedestrian crossing.
- Location:
  - Travel Lanes. On-street patio shall not be located in through traffic lanes or lanes as marked as no parking, accessible parking, delivery space or LRT track (if applicable).
  - Speed Limit. On-street Parking Patio spaces are only permitted on roadways with designated speed (posted) of 50 km or less. Patios are not permitted on higher speed roads.
  - Road Width. On-street parking spaces are only permitted on roads (roadway) with two vehicle travel lanes (plus on-street parking). On-street parking patios are not permitted on roadways with more than two vehicular travel lanes.
  - Utilities. A patio must not block or obstruct any underground utility access, electrical transformer vaults, utility boxes, drains, storm water runoff, and other infrastructure.
  - Transit. A patio must not block or obstruct any transit stop or related amenities, or any space required for transit vehicle access. Locations of proximate transit stops and amenities should be identified on any plan submitted for approval.

**Regional Sidewalk Patios:**

- Maintain at least 1.8 metres sidewalk clearance zone for unobstructed pedestrian mobility.
- Encourage patios to locate close to building frontage.
- Encouraged fencing / delineation around licensed patios areas as per AGCO requirements.
- Ensure umbrellas are located within patio area and do not extend into the sidewalk clearance zone.
- Locate signage to avoid conflict with the sidewalk clearance zone.

**General Liability Insurance:**

- A \$5M liability insurance is required for any on-street / pop-up patio and licensed patios.
- A \$2M liability insurance may be considered for any non-licensed sidewalk patio.

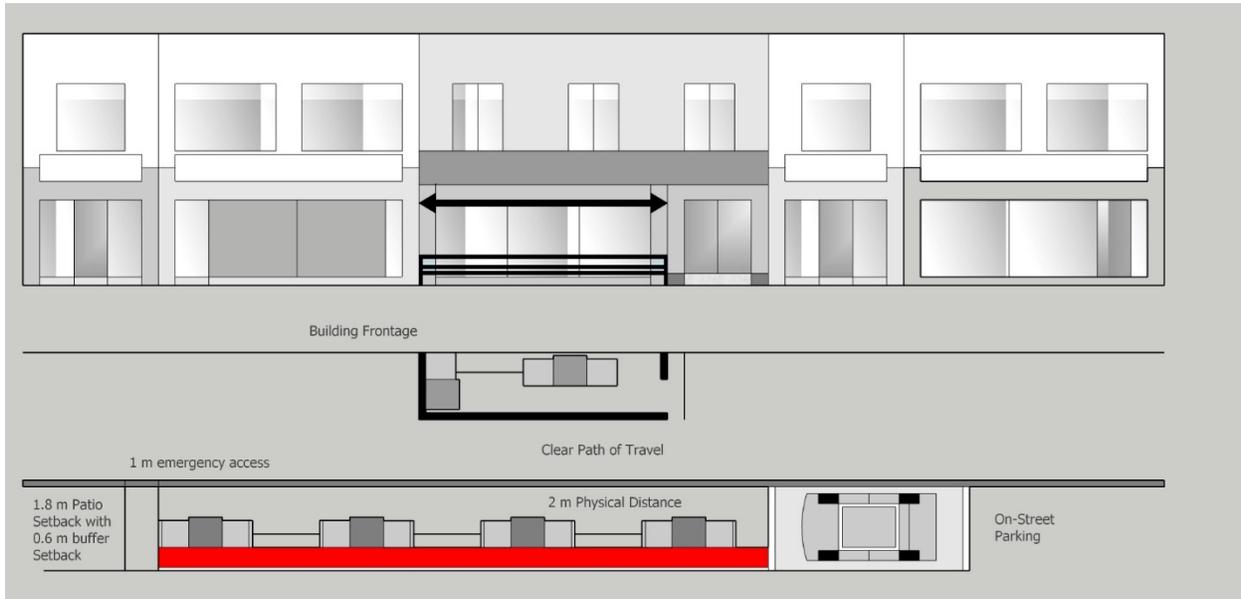
**Covid-19:**

- Physical distancing. It is the business responsibility to ensure compliance with all applicable laws to operate.
- A two metre separation distance is required between all people and high traffic areas subject to applicable law.
- Occupancy. Subject to applicable law.

- Additional information is available at:

Province:	<a href="https://www.ontario.ca/page/resources-prevent-covid-19-workplace">https://www.ontario.ca/page/resources-prevent-covid-19-workplace</a>
Region of Waterloo:	<a href="https://www.regionofwaterloo.ca/en/health-and-wellness/re-opening-restaurants-and-food-services.aspx">https://www.regionofwaterloo.ca/en/health-and-wellness/re-opening-restaurants-and-food-services.aspx</a>

**Illustrative On-Street Parking / Pop-Up Patio Plan:**



An illustrative Patio Plan showing basic setbacks to accommodate an on-street parking patio.

**Sidewalk Patio Examples Showing minimum 1.8 metre sidewalk clearance zone with sidewalk patio located along Building Frontage:**



An example of a licensed sidewalk patio



An example of a non-licensed sidewalk patio.

**On-Street Parking Patio Illustrative Examples:**



On-street parking patio showing grade access to sidewalk clearance zone. On Regional Roads, a 1.8m patio depth is required with a 0.6m buffer to the travel lane (Photo Credit: Ryan Mounsey).

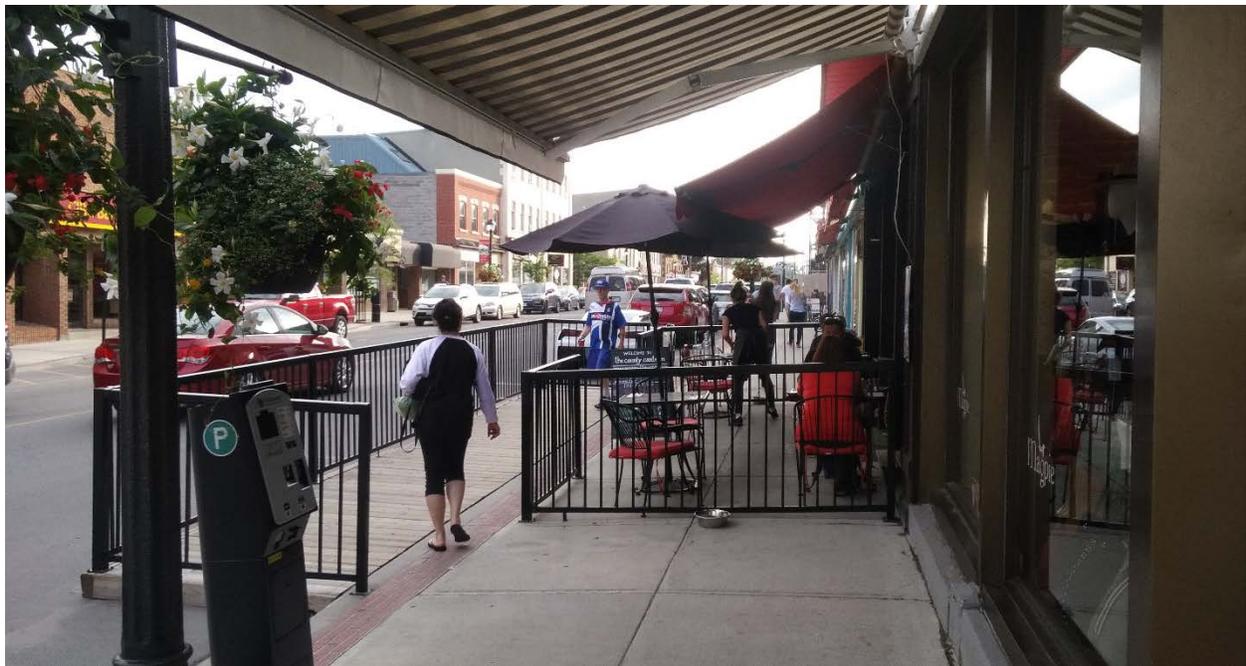


A temporary pop-up patio showing a defined edge treatment and drop curb access (Photo Credit: Jimmy Lu, BlogTo).

**On-Street Parking Passenger By-Pass / Sidewalk Rail System Illustrative Examples:**



A 1.8 metre pedestrian By-pass illustration to accommodate a wide sidewalk patio that meets all applicable law (Photo Credit: Pop-Up Street PATIOS Inc.).



A pedestrian Bypass example in Picton (Photo Credit: Ryan Mounsey).

*Version in Effect: June 23, 2020*

Document Number: 3335940                      Version: 1  
Document Name: Region of Waterloo 2020 Patio Guidelines  
2020-06-23

Les Armstrong,

You are paid by taxpayers to make decisions that affect the lives of your constituents. Only through clear messaging can you begin to eliminate racism. Using American propaganda to appeal to a largely white base in Canada is not "interesting" as you suggest.

It is not furthering the question of how to stop racism. It is signalling that all is well and white in Wilmot.

It is sinister and unbecoming.

Until you can say unequivocally that "Black Lives Matter" and present an active guideline for true allyship in this battle, you are fuelling the fires of hate and division. Plain and simple.

If you cannot see that you are sowing this division you are part of the problem and it is time for you to hang up the mayoral chain: you have no vision and therefore cannot chart a pathway to a future of inclusion and diversity.

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Origin:

<https://www.wilmot.ca/Modules/contact/search.aspx?s=EFHOVXSi8AOIMKMStZMNvAeQuAleQuAl>

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This email was sent to you by Ron Kennell through <https://www.wilmot.ca/>.

# TOWNSHIP OF WILMOT

## BY-LAW NO. 2020-22

### BEING A BY-LAW TO ESTABLISH A BUSINESS LICENSE TO PERMIT A PATIO OR POP-UP PATIO FOR A RESTAURANT, BAR OR SIMILAR COMMERCIAL ESTABLISHMENT

**WHEREAS** pursuant to the provisions of PART IV of the Municipal Act, 2001, S.O. 2001, c.25, as amended (the "Municipal Act"), the Council of the Corporation of the Township of Wilmot may enact a by-law to license and regulate businesses.

**AND WHEREAS** the Council of the Corporation of the Township of Wilmot deems it expedient and appropriate to issue temporary licenses and to regulate patios or pop-up patios for a restaurant, bar or similar commercial establishment for the calendar year 2020;

**AND WHEREAS** the world-wide pandemic caused by Coronavirus (Covid-19) has significantly impacted the local economy;

**AND WHEREAS** the Council of the Corporation of the Township of Wilmot deems it desirable to permit businesses to temporarily occupy and use off-street parking areas and certain open spaces for patio or pop-up patios for a restaurant, bar or similar establishment, subject to licensing and related regulations.

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

1. Definitions:

**"Region"** means the Regional Municipality of Waterloo

**"Regional Property"** means property owned or controlled by the Region.

**"Township"** means the Corporation of the Township of Wilmot.

**"Township Property"** means property owned or controlled by the Township.

**"Wilmot"** means all lands within the geographic boundaries of the Township of Wilmot.

2. Notwithstanding anything to the contrary, this By-law shall permit a person operating a restaurant, bar or similar establishment to submit an application to the Township to

temporarily use off-street parking areas, certain open spaces, Township Property and/or Regional Property for purposes associated with a patio or enlargement of a patio until December 31, 2020 with proof of consent from the property owner, and subject to the terms and provisions of a conditional license issued by the Township.

3. The Director of Development Services or his designate is hereby authorized to issue, modify or revoke a conditional license to facilitate the patio or enlargement of a patio for a restaurant, bar or similar establishment.
4. In the event that a conditional license is revoked, the Person is deemed not to be in possession of a valid license.
5. 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 Municipal Act., 2001 and amendments thereto.
6. This By-law shall expire at 11:59pm on December 31<sup>st</sup>, 2020.

READ a first and second time on the **13th** day of **July, 2020**.

READ a third time and finally passed in Open Council on the **13th** day of **July, 2020**.

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MAYOR

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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 23, Concession South of Bleams Road, being Part 1, Plan 58R-13711 in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2020-019.

PASSED this 22<sup>nd</sup> day of June, 2020.

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MAYOR

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CLERK