



TOWNSHIP OF WILMOT

AD HOC BUDGET ADVISORY COMMITTEE AGENDA **Thursday, January 31, 2019** **Wilmot Community Room** **5:00 P.M.**

DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

1. **Ad Hoc Budget Advisory Committee (Page 2)**
List of Action Items from January 14, 2019 (for information only)
2. **REPORT NO. FIN 2019-06 (Page 5)**
2019 Capital Program

Recommendation

THAT the 2019 Capital Budget, as prepared by the Director of Finance / Treasurer, be endorsed in principle.

3. **REPORT NO. FIN 2019-07 (Page 67)**
Ten Year Capital Forecast (2019-2028)

Recommendation

THAT the 10-Year Capital Forecast, as prepared by the Director of Finance / Treasurer, be endorsed in principle.

4. **REPORT NO. FIN 2018-40 (Page 99)**
2019 Level of Service Requests

Recommendation

THAT Report FIN 2018-40, regarding Level of Service Requests for fiscal 2019 be received for information purposes.

5. REPORT NO. CL 2018-21 (Page 101)
Service Level Request – Part-Time Communications Specialist

Recommendation

THAT, subject to the approval of the 2019 Budget, the Director of Clerk's Services be directed to proceed with the hiring of a Part Time Communications Specialist, effective March 1, 2019;

AND FURTHER THAT staff proceed to incorporate the updated costs into the draft 2019 Operating Budget.

6. REPORT NO. CL 2018-22 (Page 104)
Service Level Request – Part Time Municipal Law Enforcement Officer

Recommendation

THAT Report No. CL 2018-22 be received for information and that the draft 2019 Budget incorporate this position change.

7. REPORT NO. FD 2018-07 (Page 107)
Service Level Request – Full Time Fire Prevention Officer

Recommendation

THAT, subject to the approval of the 2019 Budget, the Fire Chief be directed to proceed with moving the Part-time Fire Prevention Officer to a Full-time position, effective March 1, 2019;

AND FURTHER THAT staff proceed to incorporate these costs into the draft 2019 Operating Budget.

8. REPORT NO. PRD 2018-09 (Page 112)
Part Time Programming Positions

Recommendation

THAT, subject to the approval of the 2019 Budget, the Director of Facilities and Recreation Services be directed to proceed with the hiring of a part-time Youth Action Council Facilitator on a one-year contract term, and transition an existing part-time Day Camp Leader position into a part-time Day Camp Facilitator position, effective March 1, 2019;

AND FURTHER THAT staff proceed to incorporate these costs into the draft 2019 Operating Budget.

ADJOURNMENT



**AD HOC BUDGET ADVISORY COMMITTEE
ACTION ITEMS
Monday, January 14, 2019
Wilmot Community Room
5:30 P.M.**

**1. REPORT NO. FIN 2019-01
2018 Operating Summary**

Recommendation

That Report FIN 2019-01, prepared by the Manager of Accounting, regarding the 2018 Operating Budget vs. Actual, for the year ended December 31, 2018, be endorsed.

**2. REPORT NO. FIN 2019-02
Final Review of 2018 Capital Program**

Recommendation

That report FIN 2019-02, prepared by the Manager of Accounting, regarding the 2018 Capital Program, for the period ending December 31, 2018, be endorsed.

ACTION:

- Councillors A. Hallman and C. Gordijk will meet with the Director of Clerk's Services and the respective Optimists concerning the installation locations of digital community signs in Mannheim and Petersburg.

**3. REPORT NO. FIN 2019-03
Reserve and Reserve Funds (Un-audited)
For the year ended December 31, 2018**

Recommendation

That Report FIN 2019-03, prepared by the Manager of Accounting and Director of Finance, regarding Reserve and Reserve Funds, for the year ended December 31, 2018, be received for information purposes.

4. REPORT NO. FIN 2019-04
O. Reg 284/09 – Excluded Expense Estimate

Recommendation

That pursuant to Ontario Regulation 284/09, this report serve as a method for communicating the exclusion of estimated amortization expenses from the 2019 Municipal Budget.



Township of Wilmot **COMMITTEE REPORT**

REPORT NO. **FIN 2019-06**

TO: **Ad Hoc Budget Advisory Committee**

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

DATE: **January 31, 2019**

SUBJECT: **2019 Capital Program**

Recommendation:

That the 2019 Capital Budget, as prepared by the Director of Finance / Treasurer, be endorsed in principle.

Background:

The 2019 Capital Budget is one component of the overall municipal budget process. The Township follows the Council approved Strategic Asset Management Policy, and 10-year Capital Forecasting to guide departments in setting priorities for their respective capital submissions.

Attached to this report are justification sheets for each project, as submitted by the various departments, for consideration by the ad hoc Budget Advisory Committee.

Discussion:

Throughout the year, each department identifies several new initiatives that will help the Township to achieve goals set out within the Strategic Plan and other corporate planning documents. These projects arise from a variety of sources including: legislative requirements; new levels of service; funding or partnership opportunities; preliminary study information; technological advancements; energy efficiencies; updated condition assessment information; and/or opportunities for general operational efficiencies.

Through preliminary budget discussions amongst staff the list is reviewed and prioritized to ensure alignment with municipal strategic goals, while maintaining fiscal responsibility in the stewardship of municipal resources. Some projects are added into the current year budget proposal, while other, less critical initiatives are staged into future years of the capital forecast.

The following projects have been included in 2019 to provide an increased level of service, based on feedback from the community and members of Council. It is important to note, that new levels of service result in corresponding operating costs annually to maintain the new programs.

- Water/Ice Rescue Equipment
- Radar Speed Display Signs

The following projects represent new studies proposed for 2019. These studies support the Township in continuing to promote and support evidence-based decision making.

- Asset Management Roadmap (Phase II)
- Snow Storage Review
- Sanitary Infiltration Study
- Wilmot Street Engineering/Design (Church St to Huron St)

Departments have identified and included several new projects based on technological advancements, energy efficiencies and/or operational efficiencies across various departments/divisions.

- Thermal Imaging Cameras
- LED Lighting Upgrades (Works Yard)
- Mid-Size Pickup (Engineering)
- Mounted Pressure Washer Systems (Works Yard)
- LED Lighting Upgrades (Admin Complex)

The following projects were identified based upon 2018 condition assessments of municipally owned infrastructure. A more comprehensive condition assessment program will be implemented over the next few years as part of Wilmot's growth in Asset Management capacity.

- Richardson, Krampien, Doering Drain Maintenance
- Guiderail Program
- Castle Kilbride Chimney Repairs
- WRC Parking Lot Repairs

Finally, two (2) additional projects were added into the 2019 Capital Program based upon funding and partnership opportunities available for the 2019 budget year.

- Smith's Creek Flats Carbon Sink Design Study
- Employment Lands Woodlot Trail Design/Construction

In all, these seventeen (17) new initiatives were combined with another thirty-six (36) previously endorsed projects to generate the proposed 2019 Capital Program for Committee approval, and inclusion within the overall 2019 Municipal Budget.

Strategic Plan Conformity:

This report is aligned with all four goal areas of the Township Strategic Plan.

The proposed capital program will help the community enjoy quality of life through providing recreational opportunities for everyone (Playground Addition at Beck Park); ensuring people's safety (Radar Speed Display Signs, Water/Ice Rescue Equipment, Fire Master Plan); enhancing our mobility (Trail Design, Sidewalk Program); and supporting community events and celebrations (Community Centre Kitchen).

Furthermore, the program will help to build a prosperous economy through Parking Enhancements at Kirkpatrick Park, and maintaining our infrastructure (Road Reconstructions, Hot Mix Paving, Surface Treatment Program and Bridge Inspections).

Projects identified will assist in protecting our natural environment and resources (Carbon Sink Study, Reforestation Program, LED Lighting Projects).

Finally, the proposed capital works will promote an engaged community through communicating municipal matters and strengthening customer service (Strategic Plan Update, Fire Master Plan Update).

Financial Considerations:

The proposed capital program totaling \$6,694,840 is funded through various sources including government grants, development charges, reserve funds, sale of surplus assets and the general levy.

The projected funding for 2019 capital from the general levy is \$1,742,617 (2018 - \$1,709,061). Note the 2018 allocation was adjusted to reflect the shift of sidewalk inspections and Fire PPE replacements to the operating budget in 2019. This year-over-year increase is at 2.0% consistent with the target levy increase.

The continued annual allocations from general levy to current year capital projects and infrastructure reserve funds will assist the Township in achieving the requirements outlined within the Asset Management Plan.

Conclusion:

Upon approval, in principle, from the ad hoc Budget Advisory Committee, these projects would be incorporated within the 2019 Municipal Budget for Council approval on February 11, 2019.

Patrick Kelly CPA, CMA
Prepared/ Submitted by
Director of Finance / Treasurer

Grant Whittington
Reviewed by Chief Administrative Officer

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: CAO, Clerks Services
Project: Strategic Plan Update

Date: January 31, 2019

Project Description

Hire an external consultant to provide guidance and support in the update of Wilmot's Strategic Plan.

Justification

In June 2013, Wilmot Council approved a corporate Strategic Plan. The plan outlines our corporate vision, mission, and prioritizes goals that are realistic, achievable and measurable. The successful consultant will work with the Strategic Plan Steering Committee to update the existing Strategic Plan based on consultation and outreach to community stakeholders, staff and elected officials.

The updated Strategic Plan will provide direction for the current term of Council, and will be utilized to ensure consistency across the organization, in aligning departmental goals towards our corporate vision of a cohesive, vibrant and welcoming countryside community.

The Plan will be used by staff in preparing annual work programs and reporting to Council throughout the year.

In the fall of 2018 a formal RFP was released, with proposals submitted by several interested firms. Contract was awarded to WCM Consulting Inc under Report FIN 2019-05.

Financial Implications:

FUNDING:

Development Charges (Studies)	\$13,500
General Levy	16,500

TOTAL ESTIMATED PROJECT COST: \$30,000

ESTIMATED START AND COMPLETION: Spring - Fall

Submitted by: Grant Whittington, CAO

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Financial Services

Date: January 31, 2019

Project: Asset Management Roadmap (Phase II)

Project Description

Hire an external consultant to assist in advancing Asset Management capacity at the Township. In this phase of the multi-year roadmap process staff and external consultants will continue to strengthen condition assessment documentation for infrastructure assets, while beginning to development risk and criticality models across the various asset classes.

Justification

In the absence of current, accurate condition assessments, the existing database relies on asset age to generate plans for replacement and/or rehabilitation. As such, the Township's AMP is not fully integrated within the 10-year Capital forecast. Through Phase I of the Asset Management Roadmap, staff with the assistance of external consultants completed a state of maturity assessment, performed extensive data gap analysis and developed preliminary condition assessment protocols.

In late 2018, Council approved the Strategic Asset Management Policy, which provides direction and goals to continue growing the culture of Asset Management at the Township of Wilmot. Through Bill 6, municipalities are now legislatively required to establish Asset Management Plans that incorporate risk, lifecycle strategies and a level of service framework for all infrastructure assets by July 1, 2024. The Asset Management Roadmap process ensures the Township is well positioned to meet this legislative requirement.

Financial Implications:

FUNDING:

Ontario Community Infrastructure Fund	\$35,000
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TOTAL ESTIMATED PROJECT COST:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$35,000</div>
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ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Patrick Kelly, Director of Finance

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Financial Services

Date: January 31, 2019

Project: Development Charges Background Study

Project Description

Hire an external consultant to conduct a background study of the current development charges structure, and revise the development charge rates accordingly.

Justification

The current Development Charges By-law 2014-34 will expire on August 31, 2019. The purpose of this project is to conduct a background study pursuant to Section 10 of the Development Charges Act, 1997, as amended. In addition, the consultant will be expected to undertake the collection and compilation of all data necessary to calculate the development charges for the Township of Wilmot in accordance with the requirements of the Act. The new rates will be effective September 1, 2019.

Wilmot participated in a joint-municipal RFP process with the Townships of North Dumfries, Wellesley and Woolwich in the fall of 2018. Through this process, Council approved retaining of consulting services of Watson & Associates Economists Ltd. under Report FIN 2018-34, on November 5, 2018.

Financial Implications:

FUNDING:

Development Charges (Studies)	\$25,650
General Levy	2,850

TOTAL ESTIMATED PROJECT COST: \$28,500

ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Patrick Kelly, Director of Finance

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: IT Services

Date: January 31, 2019

Project: Annual Hardware and Software Upgrades

Project Description

Project includes the upgrades and replacements of end of life desktops, notebooks and licensing.

Justification

To maintain the integrity and efficiency of our network, it has been Township practice to upgrade network infrastructure and individual workstations to keep pace with a rapidly evolving IT industry.

Throughout fiscal 2018, the Township's IT Systems Administrator updated the Township's comprehensive inventory of IT hardware and software, and updated the Township's long-term capital plan for IT services accordingly.

2019 includes the replacement of eighteen (18) desktop computers and four (4) notebooks.

Financial Implications:

FUNDING:

General Levy	\$31,000
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TOTAL ESTIMATED PROJECT COST:

\$31,000

ESTIMATED START & COMPLETION:

April - August

Submitted By: Patrick Kelly, Director of Finance

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: IT Services

Date: January 31, 2019

Project: Physical Security Enhancements to the Administration Complex

Project Description

To upgrade door access control to an electronic solution at eight (8) exterior doors and eight (8) interior doors, and install three (3) cameras at the Administration Complex.

Justification

Based on a security audit conducted by the Waterloo Regional Police Service during 2018, risks with respect to building access control were identified. These risks involve staff and the public having unauthorized access to areas in building during or after work hours. With increasing traffic in the Administration Complex, this risk continues to expand for both staff and Township property.

In efforts to restrict control, an electronic door access solution will assist in mitigating unauthorized access to specific area(s) of the building. The system will track all door activity and require specific authorization to permit access to these respective area(s).

This system will replace the current lock and key method eliminating the use of keys while ensuring that doors are locked at all times.

In 2018, three (3) new security cameras were installed in the Administration Complex. With on-going efforts to expand this scope of coverage, the Township has been taking a phased in approach annually. In 2019, three (3) additional cameras are proposed to be placed throughout the Administration Complex with priority placed on high risk areas.

Financial Implications:

FUNDING:

General Levy \$35,000

TOTAL ESTIMATED PROJECT COST: \$35,000

ESTIMATED START & COMPLETION: April - August

Submitted by: Patrick Kelly, Director of Finance

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: IT Services
Project: Office 365 Migration

Date: January 31, 2019

Project Description

To migrate the Township's 2010 email Exchange Server to the Office365 platform.

Justification

The Township has utilized Microsoft's Exchange Server 2010 for email purposes since 2011. On January 14, 2020 Microsoft will be discontinuing support for this Exchange Server version. Once discontinued, items such as security fixes for vulnerabilities will no longer be available.

In efforts to remain current, Microsoft offers Office365 as a cloud service to support email and other functionality. In addition, Office365 ensures the most up to date versions of Microsoft Office are in place for all users. The need to purchase licencing for Microsoft Office products during the Township's annual PC refresh will be eliminated as fees are incorporated into the annual Office365 rate. Adjustments have been made to future years of the PC Refresh program accordingly.

Additionally, a cloud-based solution will eliminate the need for IT to maintain the physical/software aspect of the server. Any updates to the system would be applied automatically without the immediate intervention of IT staff.

Lastly, all information is stored in the cloud and is held by Microsoft. This aligns with the Township's efforts with respect to disaster recovery from an IT perspective due to its decentralized approach.

Ongoing annual maintenance costs pertaining to this service will be incorporated into the proposed IT operating budget (2019-\$10,500).

Financial Implications:

FUNDING:

General Levy	\$20,000
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TOTAL ESTIMATED PROJECT COST:	\$20,000
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ESTIMATED START & COMPLETION:	April - August
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Submitted by: Patrick Kelly, Director of Finance

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Fire Services

Date: January 31, 2019

Project: Fire Master Plan / Community Risk Assessment

Project Description

Fire Master Plan and Community Risk Assessment

Justification

The Township of Wilmot established a Fire Master Plan in 2012. The plan covered a period of 5 years, meaning the existing plan is now end of life. Additionally, new legislation, O-Reg 378/18 now requires all municipalities to conduct Community Risk profiles effective July 1, 2019. Best practice in the fire service is to continue to analyze community fire service needs using fact based data streams. The most efficient time to conduct the Community Risk profile is during the Fire Master Plan analysis. The legislation requires the township to utilize the Community Risk Profile to determine needs and circumstances of the township. Fire Master Plans should utilize NFPA resources such as NFPA 1201 – Standard for Providing Fire and Emergency Services to the Public, NFPA 1250 – Recommended Practice in Fire and Emergency Service Organization Risk Management, NFPA 1300 Standard on Community Risk Assessment and Community Risk Reduction Plan Development, NFPA 1720 - Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.

Community Risk profiles will be required every 5 years beginning July 1, 2019 and coincidentally our timing is well aligned with legislation and conducting the Fire Master Plan exercise. Community Risk profiles provide evidence based decision making data to support the Township in deciding how the fire service will deliver services to the community. Fire Master Plans utilize the Community risk profile to align with service delivery requirements, again using evidence based decision making.

Financial Implications:

FUNDING:

Development Charges (Studies)	\$56,000
General Levy	14,000

TOTAL ESTIMATED PROJECT COST: \$70,000

ESTIMATED START & COMPLETION: Fall/Winter 2019

Submitted by: Rod Leeson, Fire Chief

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Fire Services

Date: January 31, 2019

Project: Station 3 (New Hamburg) – Station Renovations

Project Description

Renovate Station 3 New Hamburg to modernize and create a safer, more functional workspace for fire service staff.

Justification

The Council approved Fire Master Plan, 2014 DC background study, and Fire Facility Needs Assessment all identified the need for renovations and upgrades to the existing fire station in New Hamburg. The 2018 Capital program included funding for the design and full working drawings associated with this renovation.

The proposed renovation works include the provision of women's shower facilities; renovation of the existing upper level meeting room into a multi-purpose training room and offices; upgrades to the bunker gear room on the lower floor; exterior siding replacements; LED lighting replacements; washroom renovations; window replacements, new ceiling coverings, doors and hardware.

Preliminary cost estimates were included within the 2014 DC Background Study and the updated costs/funding allocations will be incorporated into the 2019 DC Background Study.

Financial Implications:

FUNDING:

Development Services (Fire)	\$495,400
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TOTAL ESTIMATED PROJECT COST:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$495,400</div>
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ESTIMATED START & COMPLETION: Winter 2019

Submitted by: Rod Leeson, Fire Chief

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Fire Services

Date: January 31, 2019

Project: Thermal Imaging Cameras

Project Description

Replace aging thermal imaging cameras.

Justification

The existing inventory of thermal imaging cameras (TIC) within Wilmot FD have exceeded their life expectancy. Thermal imaging has made several leaps in technology and is now considered a routine part of a firefighters tools to improve search and rescue, seat of fire location, salvage and overhaul and enhances firefighter safety.

Wilmot currently has aged thermal cameras (TICs) with batteries that no longer hold a charge, and camera screens that are blurry and choppy with inaccurate readings. Repair costs will far exceed the value of replacing the cameras.

Financial Implications:

FUNDING:

General Levy	\$26,500
Infrastructure Reserve Fund (Equipment)	3,500

TOTAL ESTIMATED PROJECT COST: \$30,000

ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Rod Leeson, Fire Chief

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Fire Services

Date: January 31, 2019

Project: Water/Ice Rescue Equipment (incl. Training)

Project Description

Purchase equipment and implement a water / ice rescue program complete with approved certified training within the Wilmot Fire Service.

Justification

Wilmot, and more specifically, the Town of New Hamburg has experienced the impacts of Nith River flooding for many years. Rivers inherently attract people and can have many positive environmental and social impacts; however, flooding of those rivers can also have far reaching and devastating impacts on a community. It is noteworthy to mention we have many other areas within Wilmot Township that have bodies of water, and the potential for water rescue operations.

Currently, Wilmot Fire Department offers shore-based water rescue services as approved by Council in the current E&R Bylaw. Under existing arrangements, Wilmot is supported by Kitchener Fire Department, who respond to water rescues within Wilmot, on request and when required. This service provision has been in place for a number of years, and though access to trained professionals from Kitchener Fire is beneficial, the reliance upon other/outside agencies may create delays in a rescue attempt.

Further details are provided within the attached appendix.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Equipment)	\$46,000
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TOTAL ESTIMATED PROJECT COST:	<div style="border: 1px solid black; padding: 2px 10px;">\$46,000</div>
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ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Rod Leeson, Fire Chief

Water/Ice Rescue Equipment Justification (Continued):

According to Public Safety Canada, the number of natural disasters for which provinces and territories required and obtained federal assistance under the Disaster Financial Assistance Arrangements (DFAA) has increased dramatically, and in fact the DFAA's spending on flooding now accounts for 75% of all weather-related outlays.

Wilmot fire department recognizes the need to take a proactive role when flooding occurs, and are prepared to implement a new level of service when it comes to water/ice rescue. Having said that, the program will take time and resources to reach a standard that will meet the needs of the community for the long term.

Water/Ice rescue are extremely complex responses which are low frequency, high risk, dynamic and fast moving. The consequences and risks associated with water rescue are extremely high. Therefore, suitable training, appropriate equipment and sound planning for firefighters to provide this level of service is crucial to the success of the program.

Residents in Wilmot expect the fire service to be prepared and help when flooding occurs or a call to a water/Ice rescue transpires. Relying on our neighbours (Kitchener) for their water/Ice rescue abilities and expertise sounds like a reasonable and cost effective interim course of action to take. Notwithstanding the success of this approach to-date, the problem is that if Wilmot is experiencing a significant flooding emergency, there is a good chance a neighbouring municipality maybe experiencing the same or similar conditions which will return the rescue responsibility back to the Wilmot FD.

Recent fatalities during water/Ice rescue training led to a Coroner's Inquest being held in 2017. On May 25, 2017, the Coroner's Jury released its verdict which included 15 recommendations that included placing an abeyance all training exercises for ice/cold water rescue.

The Province of Ontario has adopted these recommendations and as a result all training programs of ice/cold water rescue have been put in abeyance until such time as new curriculum and training standards can be created and agreed upon by stakeholders. NFPA standards exist and are readily available and utilized within the fire service today.

The Wilmot Fire Chief has engaged in several meetings with neighboring fire departments to review what the other departments provide, and what equipment they use. In conjunction with this, evaluations have occurred with training providers to determine if they are able to deliver to the NFPA 1006 standard, and what costs would be associated.

Group evaluations included representation from Woolwich, Wellesley and North Dumfries. Joint meetings occurred recently with Kitchener Fire Department, Woolwich, Wellesley and North Dumfries to explore the possibility of blending rural programs into Kitchener's NFPA 1006 training programs being hosted at Waterloo Region Emergency Services Training and Research Centre (WRESTRC) located at 1001 Erbs Rd in the township of Wilmot in 2019. After evaluating the various options, discussions with senior

fire management team, it has been determined that blending in with Kitchener's program would offer the greatest value, firefighter safety and flexibility to Wilmot FD.

From a cost perspective, value will be achieved in working with Kitchener on re-certifications. Evaluators could be provided reciprocally to one-another at no cost. Recertification can be accomplished annually, in-house, making the program very cost effective. Recertification will entail a minimum of 16 hours of training annually. Typically two (4) four-hour drills are conducted and evaluated to assure quality control of the training methods.

Training would be conducted at WRESTRC by South West Fire Academy who offer full NFPA 1006 compliant training. This option is local and far more convenient to Wilmot firefighters. Blending with Kitchener adds significant value should our two departments require interoperability at an emergency incident. Additional training would be delivered in-house by certified technicians to enhance the shore based water rescue program and train all Wilmot firefighters to operations level water and ice rescue. This training would be developed and delivered over the course of our annual department training program with little additional financial impact. To summarize, Wilmot firefighters would be trained to conduct surface water, Flood water, Ice and shore based water with inflatable boat rescues. Kitchener would continue to provide swift water rescue services on request.

Financial Considerations:

Financial implications of the Water/Ice Rescue program are split over two years. In 2019 we have upfront capital costs of \$46,000, consisting of \$32,000 for equipment purchases and \$14,000 for surface water and flood water training tuition. In 2020 an additional \$14,000 in capital cost for tuition to train techs to include ice rescue service level, as reflected within the updated capital forecast.

Operational costs in 2019 will include \$9,600 for surface water/flood water technician training, and \$9,600 for ice rescue technicians in 2020. These costs will be absorbed through adjustments within the existing, external training budget under Fire Services operations. An additional operating cost of \$8,000 will be required annually, beginning in 2020, to maintain annual re-certification requirements for both technical disciplines.

Please note that all required equipment has a 10-year life expectancy and shall be replaced every 10-years. During the life cycle, some equipment may encounter minor repair requirements such as leak repairs to suits, or RPD craft. All reasonable precautions are taken when training or actual rescues; however, working in water can be a catalyst to equipment loss or unforeseen damage.

Staff propose the implementation of a "Water/Ice Rescue" level of service within the Township of Wilmot and further that the Township E&R By-Law be amended to include "Water/Ice Rescue" on completion of certification.

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Fire Services

Date: January 31, 2019

Project: Supply/Install Commercial Washer/Dryers (All Stations)

Project Description

Installation of equipment at all three (3) fire stations, designed to provide routine maintenance, wash and dry capabilities.

Justification

Research over the past several years has identified that dirty Personal Protective Equipment (PPE) has been associated with increased exposure to carcinogens, posing a risk to first responders in the volunteer fire service.

The 2018 iteration of the 10-year Capital Forecast identified the need for dedicated laundry facilities at each of the stations in Wilmot Township. The provision of these facilities will reduce annual operating expenses associated with third-party gear cleaning (2018-\$9,049).

The budget estimate includes funding for minor building alterations, plumbing and electrical hookups associated with the new equipment. The installation at Station 3 will coincide with the station renovations occurring in 2019.

By purchasing our own equipment Wilmot will ensure compliance with legislative requirements, should reduce risk to our firefighters, prolong turnout gear life expectancy, and control general cleaning costs by utilizing our own equipment.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Equipment) \$90,000

TOTAL ESTIMATED PROJECT COST: \$90,000

ESTIMATED START & COMPLETION: Spring/Summer 2019

Submitted by: Rod Leeson, Fire Chief

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Fire Services

Date: January 31, 2019

Project: SCBA Replacements / Upgrades

Project Description

Purchase, new replacement SCBA for all three (3) fire stations.

Justification

Wilmot FD currently uses Scott 2.2 AV50 SCBA ensembles that are at the end of their useful life. It is important to note that in 2013 a complete overhaul and rebuild was performed on all SCBA to ensure compliance with current standards. NFPA has released their new compliance standards for 2018 which now places our current inventory out of date with the standards and current, available technology. Further to this, interoperability does not exist with our neighboring fire departments due to the age/brand of our equipment.

Purchase of new SCBA has been identified within the 10-year capital budget and scheduled to be purchased in 2019. It should be noted that all seven (7) lower-tier fire departments will be taking part in a joint-purchasing process, evaluating all four (4) available brands of SCBA in the market. The intent is to create a joint tender to capitalize on additional volume purchase savings. Some, not all, departments in the region will be purchasing SCBA in the current year as well.

The bulk purchase of SCBA is internally financed over a five (5) year term to minimize the impact within a single fiscal year. Equal allocations of \$150,000 are provided from 2019-2023.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Equipment) \$150,000

TOTAL ESTIMATED PROJECT COST: \$150,000

ESTIMATED START & COMPLETION: Fall/Winter 2019

Submitted by: Rod Leeson, Fire Chief

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Fire Services

Date: January 31, 2019

Project: Mounted Apparatus Pressure Washers (All Stations)

Project Description

Installation of pressure washer systems at each Fire Station.

Justification

Care and maintenance of fire apparatus and equipment is extremely important in the overall life expectancy and service cycles of said apparatus and equipment. Providing the proper tools and resources is imperative. Currently fire crews utilize garden hoses to wash apparatus and equipment which is not an effective process. Pressure washers are basic requirement when washing fire apparatus and in some cases certain equipment, such as fire hose requires the use of power washer to be effective. Proper cleaning prolongs the serviceable life of equipment and saves staff time in completing equipment maintenance.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Equipment) \$20,000

TOTAL ESTIMATED PROJECT COST: \$20,000

ESTIMATED START & COMPLETION: Spring/Summer 2019

Submitted by: Rod Leeson, Fire Chief

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Fire Services

Date: January 31, 2019

Project: Coveralls and Safety Boots

Project Description

Provide standardized Coveralls and Safety boots to all firefighters.

Justification

The Ministry of Labour demands we take “all reasonable precautions” to protect our workers. Currently firefighters are working in the fire stations without proper safety footwear.

Safety boots and coveralls will be used under a variety of circumstances such as, working in and around the fire station, wildland firefighting, auto extrication, medical responses and other assigned duties that do not include suppression firefighting.

Coveralls also provide an alternative garment when doffing contaminated turnout gear during suppression activities. Recognized long term benefits will include reduced wear and tear on structural turn out gear, structural boots, firefighter injuries, health and wellness with contaminated clothing. It should be noted that MOL expects the fire department to supply alternative garments when removing contaminated garments or PPE.

Financial Implications:

FUNDING:

General Levy

\$40,000

TOTAL ESTIMATED PROJECT COST:

\$40,000

ESTIMATED START & COMPLETION:

Spring/Summer 2019

Submitted by: Rod Leeson, Fire Chief

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: Snow Storage Review

Date: January 31, 2019

Project Description

This storage review and needs assessment will be a desktop review lead by a consultant to evaluate current practice and consider future needs in an effort to establish a snow disposal strategy that particularly addresses salt management best practices and Sourcewater Protection requirements. This assessment will also consider candidate site needs.

Justification

For the purpose of safe road network operation within Winter Control season, it is necessary to remove accumulated snow/banks as it may impact sightlines, reduce vehicle mobility/parking, create hazards for the public, form barriers and fill snow storage areas. Removal in past practice relied on the Operations Centre yard to decant/melt removed snow. Removed materials contain contaminants such as salt, oil, litter and dirt, which creates hazards for the environment if left untreated. Growth in the Township will require a long term strategy to accommodate the space, operational requirements and mitigating measures needed to meet regulatory requirements for the protection of the environment. This funding allocation will be incorporated within 2019 DC Background Study.

Financial Implications:

FUNDING:

Development Charges (Studies)	\$13,500
General Levy	1,500

TOTAL ESTIMATED PROJECT COST: \$15,000

ESTIMATED START & COMPLETION: April - December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: LED Lighting Upgrades (Works Yard)

Date: January 31, 2019

Project Description

This project considers replacement of the existing shop lighting in Roads Shed, Utility Shed, two (2) storage sheds and the main office with LED lights.

Justification

This project is recommended to improve lighting, visibility and safety within the shop areas. The work would improve energy efficiency, and LED lighting retrofits were identified within the Sustainability Staff Working Group Annual Report FIN 2018-21.

Financial Implications:

FUNDING:

General Levy	\$10,650
Infrastructure Reserve Fund (Water)	5,500
Infrastructure Reserve Fund (Sanitary)	4,500

TOTAL ESTIMATED PROJECT COST:

\$20,650

ESTIMATED START & COMPLETION: February-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: Replace 2009 Tandem Axle Dump Truck (305-09)

Project Description

Purchase of a replacement tandem axle dump truck and attachments.

Justification

As part of the on-going vehicle maintenance and replacement program, the 2009 tandem axle unit in the Roads section is scheduled to be replaced in 2019. This will replace unit number 305-09. Note that current procurement to delivery timing of these units is in the order of 12 months.

Financial Implications:

FUNDING:

General Levy	\$270,000
Sale of Surplus	30,000

TOTAL ESTIMATED PROJECT COST: \$300,000

ESTIMATED START & COMPLETION: February-February 2020

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Public Works & Engineering

Date: January 31, 2019

Project: Replace 2007 Sidewalk Tractor (SW1)

Project Description

Purchase of a replacement unit for the sidewalk tractor and attachments for clearing sidewalks fronting Municipal property. The unit considered is an articulated 4-wheel drive unit, blower attachment, 5 way folding plow attachment, sand/salt dump body and spreader.

Justification

The original replacement schedule for the sidewalk unit was 2022 based on age-based replacement schedules. Replacement was approved under budget committee Report PW 2018-20, and order was placed in December 2018.

Financial Implications:

FUNDING:

General Levy

\$140,000

TOTAL ESTIMATED PROJECT COST:

\$140,000

ESTIMATED START & COMPLETION:

January 2019

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: Radar Speed Display Signs

Date: January 31, 2019

Project Description

Purchase two (2) new mobile installation Radar Speed Display Signs with solar power, cloud data management and remote management capability.

Justification

Radar Speed Display Signs (RSDS) have been used by the Township as a temporary traffic calming tool, as well as a means to collect traffic volume and speed data. This data has been managed by staff and referred to the Waterloo Regional Police Services to help validate and quantify speed concerns, in an effort for the police service to target enforcement locations. These signs do not support direct enforcement.

Council members have asked about adding more units, and more recently, Council has asked staff to investigate options available for consideration in the 2019 Budget process. In previous budget processes, staff have reported that additional units would require Council to add resources to support organization and administration required to manage the units within a program. This attached appendix is intended to provide information to support Council in their decision making during budget deliberations.

Financial Implications:

FUNDING:

General Levy	\$15,550
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TOTAL ESTIMATED PROJECT COST:

\$15,550

ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

Radar Speed Display Signs Justification (Continued):

Radar Speed Display Signs (RSDS) have been used by the Township as a temporary traffic calming tool, as well as a means to collect traffic volume and speed data. This data has been managed by staff and referred to the Waterloo Regional Police Services to help validate and quantify speed concerns, in an effort for the police service to target enforcement locations. The signs do not support direct enforcement.

Council members have asked in the past about adding more units, and more recently, Council has asked staff to investigate options available for consideration in the 2019 Budget Process. In previous budget processes, staff have reported that the current number of locations is adequately met with two (2) units, and additional units or locations would require Council to add resources to support organization and administration required to manage the units within a program. This report is intended to provide information to support Council in their decision making process during budget deliberations.

The Township currently has ownership of two (2) RSDS battery powered units. The units are in operation from May until October, and are taken out of service during winter months. In 2018, one unit was taken out of circulation for a majority of the operational season due to hardware troubleshooting and repairs.

The segments listed below are consistent installation locations from previous operational years. The signs are only posted on Township Roads due to jurisdiction issues and road authority preferences. As a result of jurisdiction preferences, Township Staff do not conduct installation on Regional roads.

	Installation Locations	Settlement
1	Haysville Community Centre	Haysville
2	Huron Road	Haysville
3	Hamilton Road	New Hamburg
4	Arnold Street	New Hamburg
5	Victoria Street	New Hamburg
6	Perth Street	New Hamburg
7	Livingston Boulevard	Baden
8	Shade Street	New Hamburg
9	Fairview Street	New Hamburg
10	Stuckey Avenue	Baden
11	Isaac Shantz Drive	Baden
12	Jacob Cressman Drive	Baden

Recently, the program has considered a period of two (2) to three (3) weeks for installation at each posted location. Traffic volumes and speed are logged hourly, and are typically summarized by staff on a semi-annual basis, and forwarded to the Regional Police Representative and the Traffic Enforcement Program (STEP) for their use.

Existing Program Operational Impacts

The existing units have a labour & resource impact and an on-going operation & maintenance impact. The impact of the current units is primarily labour and operation related to support the program function. Approximately twenty-four (24) staff hours are spent operating and maintaining the program on a per location installation basis, with approximately eighteen (18) staff hours to travel to/from install locations, inspect, manage batteries, handle raw data, remove, clean and reinstall for each RSDS installation. It takes approximately six (6) hours to review data and coordinate with WRPS annually per location installation.

This costs the Township approximately \$20,200 in internal labour costs only to maintain the current program of twenty-four (24) installations annually. This cost is already included within existing staff salaries and wages. The installation activity is currently conducted with Roads department resources, as availability permits.

New Units - Capital Impact

The capital impact to purchase and install the units will vary depending on the initial purchase cost of the unit and type of installation. Staff have reviewed the units available within the market space and are recommending units that have solar power capabilities with battery backup, and that are capable of remote data management and cloud-based access to data in an effort to reduce staff time to conduct downloads and some minor data management. Council has asked for staff to summarize additional options for mobile or permanent unit installations as well. As a result, the capital, operating and maintenance costs of these types of installations are outlined below.

New Units - Operational Impacts

Each unit requires on-going financial commitment to ensure the unit remains in generally accurate and functional working order. This includes backup battery replacement, remote data subscription, cloud connectivity costs and administrative programming costs that vary depending on the unit type.

Regardless of the style and format selected, staff effort will be marginally less in staff time to operate due to remote data management. It is estimated that the total number of hours per installation would be reduced by four (4) hours as a result not having a physical data download requirement.

It is noted that the units can be operational in the winter season; however, in the past, staff have noted unit function issues, including suspect data results, installation difficulties in snow and potential plow damage. Primarily, staff resources in the Roads department limit the ability to address this program in the winter season due to Maintenance Standards compliance tasks taking scheduling and resource allocation priority.

New Units - Installation Types and Alternative Unit Options

The available options for consideration are 1) mobile units being installed on existing streetlight or hydro poles and rotated through locations on a schedule basis; 2) permanent units being installed on a newly constructed concrete base and stand-alone pole configuration at a single location; and 3) mobile installation using a trailer unit. Different sign styles/sizes are available through the supplier.

Unit and Install Type (per unit)	Capital Cost (\$)	O & M Cost (\$/year)	O & M Effort (annualized hrs per installation)
Mobile Installation – 12” display	\$4,900	\$1,575	20
Mobile Installation – 15” display	\$6,200	\$1,575	20
Permanent Installation – 12” display	\$11,000	\$1,775	10
Permanent Installation – 15” display	\$13,000	\$1,775	10
*Trailer unit – 18” display	\$15,000	\$2,075	17
*Note: While all options require access to a vehicle to transport equipment, a trailer unit will require access to a Township vehicle with a towing hitch, which is not included in this estimate. Additional anti-theft devices will also be needed to secure the unit.			

Staff Recommendation

Considering all of the above information outlining options and fiscal/resource impacts, it is recommended that the committee endorse the capital and operating budgetary impacts of two (2) additional 15” display units for mobile installation. These units will be in addition to the one (1) existing functioning unit, with the other end-of-life unit removed from service.

The initial capital outlay for the enhancement of the speed sign program in 2019 will be \$15,550, including purchase of two (2) new 15” display signs with mobile installation, and 2019 support fees. A project justification sheet and funding source is included within the proposed 2019 capital program presented to committee January 31, 2019. Moving forward, the annual operations cost of the new signs will require \$3,150 of additional operating funds, which will be allocated within the operating budget for Roads services.

Allocation of Resources

Traffic safety and speed concerns constitute a noteworthy volume of staff/resident interaction in Engineering and Roads. With the workload of the department focused on capital and operations program delivery, infrastructure development activity, operations support, health and safety and asset management program planning, traffic related concerns are addressed sequentially as staff availability permits.

There are times when Road Operations work must take priority; as such, the speed sign deployment is difficult to maintain a consistent schedule and process using existing Roads department resources. This was the case in 2018, more so than usual with further focus on

development and implementation of Health and Safety program initiatives. Roads operations activity that impacts availability for RSDS management include maintenance and construction activity in the summer that requires strict adherence to timelines in order to meet Maintenance Standards, and to coordinate with sub-contractors on construction activity.

Should Council wish to deploy additional signage, over and above the three (3) being proposed for operation within the program, add to the locations, or extend the length of the program into the winter season, additional staffing resources will be needed to support it.

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: New Mid-Size Pickup Truck (Engineering)

Project Description

Purchase of a new unit to serve the Engineering function of the Public Works department, to conduct traffic sign installations, conduct development or permit inspections, attend construction project activity, and to address health and safety elements of traffic protection, traffic control, personal protective equipment, and equipment and materials transporting.

Justification

Currently this section of the department relies on the use of personal vehicles to conduct field activities. Annual spending on mileage within the engineering services division would be anticipated to grow to in excess of \$5,000 for the 2019 budget (2018- \$3,403).

Current vehicle utilization includes working within an active Right of Way or on an active construction project to investigate, inspect, or install infrastructure projects. As outlined with the Fees and Charges Update, the department collects fees for these activities. The purchase of a vehicle would offset annual operating costs related to mileage and noted above, and reduce staff downtime coordinating with other departments for vehicles. With the increasing prominence of Asset Management tasks and need for Engineering staff to be in the field inspecting and coordinating construction activity, the field activity of the department is anticipated to continue to increase.

Given the number of activities occurring within the active Right of Way or on construction sites, it is critical to ensure appropriate signage and visibility for staff health and safety. This funding allocation will be incorporated within 2019 DC Background Study.

Financial Implications:

FUNDING:

Development Charges (Public Works) \$45,000

TOTAL ESTIMATED PROJECT COST: \$45,000

ESTIMATED START & COMPLETION: February-June

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: Mounted Pressure Washer Systems (2)

Project Description

This project entails the installation of two (2) mounted, gas-heated pressure washer systems. The project work will include purchase and installation of the core unit, gas heating, plumbing, electrical and ventilation for each unit. One unit will be installed in the Roads shed, the other unit will be installed in the Utility shed, each at an estimated cost of \$11,000 per installation.

Justification

Basic fleet and equipment maintenance in operations requires daily or weekly washing with hot water after operations activities such as snow plowing, grading, sidewalk plowing, or underground infrastructure repairs. Replacement of the current semi-portable, cold-water unit will increase efficiency and quality of operations within Public Works fleet.

Financial Implications:

FUNDING:

General Levy	\$11,000
Infrastructure Reserve Fund (Water)	6,050
Infrastructure Reserve Fund (Sanitary)	4,950

TOTAL ESTIMATED PROJECT COST:

\$22,000

ESTIMATED START & COMPLETION: February-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: Replace 2009 Utilities Service Vehicle (402-10)

Project Description

Purchase of a replacement Utilities service vehicle.

Justification

As part of the on-going vehicle maintenance and replacement program, the 2009 service vehicle in Utilities is scheduled to be replaced in 2019. This will replace unit number 402-10. Replacement will include up-fitting with side mounted storage units and extended bed capacity.

Financial Calculations:

FUNDING:

Infrastructure Reserve Fund (Water)	\$31,900
Infrastructure Reserve Fund (Sanitary)	26,100
Sale of Surplus Asset	5,000

TOTAL ESTIMATED PROJECT COST:

\$63,000

ESTIMATED START & COMPLETION: February- June

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: Bridge Inspections (OSIM)

Date: January 31, 2019

Project Description

Visual inspection and condition rating of the Township's forty (40) bridge and large culvert structures, including components. Summary reporting to comply with Ontario Regulation 104/97 for Standards for Bridges with biennial inspections. Some retaining wall structures also require inspection as part of this program. Additionally, 2 structures require more detailed inspections; 4B-T2 Berlett's Road Deck Condition Survey (\$10,000) and 16/P-NH New Hamburg Pedestrian Bridge Structural Evaluation (\$5,000).

Justification

Under O. Reg. 104/97 all structures are required to be inspected visually at least once every two years. Visual inspections at times warrant further review, such as detailed inspections, condition surveys, or structural evaluation. Project works, though legislative, assist the Township in furthering the condition information on municipally owned structures for Asset Management purposes.

Financial Implications:

FUNDING:

General Levy	\$35,000
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TOTAL ESTIMATED PROJECT COST:

\$35,000

ESTIMATED START & COMPLETION: February-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: Sanitary System Infiltration Study

Date: January 31, 2019

Project Description

This project considers a scoped study for the sanitary sewer network to identify key sources of inflow and infiltration (I & I), and develop strategies and plans to reduce I & I within the network.

Justification

Annually, I & I to the sanitary sewer system conveys and treats approximately 30-45 percent of additional volume annually than is consumed/used as water. The Township conducted an infiltration study in 2008 and undertook some work in an attempt to repair problem areas. Identification and repair of I & I problem areas tends to be a continual effort system-wide as new problem areas may develop from changing conditions in the network from reconstruction projects, development projects and aging infrastructure.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Sanitary)	\$70,000
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TOTAL ESTIMATED PROJECT COST:

\$70,000

ESTIMATED START & COMPLETION: February-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: Hannah and Lewis Street Reconstruction

Project Description

Reconstruction of Hannah Street and Lewis Street in New Hamburg.

Proposed improvements include reconstruction to an urban cross-section complete with new granular road base, asphalt surface, concrete curb and gutter, watermain, storm sewer and sanitary repairs and sidewalk on Hannah Street.

Justification

The reconstruction of the existing road will correct deficiencies in the roads physical characteristics. The proposed improvements include converting the road section to an urban cross-section complete new watermain, new sidewalk, granular road base, and new asphalt surface

Engineering services were previously awarded by Council in 2017 to AECOM Inc., with construction estimates based on estimates provided by AECOM, and using the Township's 3-year trend of unit rates.

Financial Implications:

FUNDING:

Ontario Community Infrastructure Fund	\$546,587
Infrastructure Reserve Fund (Water)	204,000
Infrastructure Reserve Fund (Sanitary)	17,200
Infrastructure Reserve Fund (Transportation)	53,948
General Levy	88,965

TOTAL ESTIMATED PROJECT COST:

\$910,700

ESTIMATED START & COMPLETION: February-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: Church and Wilmot Street Reconstruction

Project Description

Reconstruction of Church Street (between Wilmot and Peel) and Wilmot Street (between Church and Bleams) in New Hamburg.

Proposed improvements include reconstruction to an urban cross-section complete with new granular road base, asphalt surface, concrete curb and gutter, watermain, storm sewer repairs, sanitary sewer replacement and sidewalk replacement.

Justification

The reconstruction of the existing road will correct deficiencies in the roads physical characteristics. The proposed improvements include converting the road section to an urban cross-section complete new watermain, new sidewalk, granular road base, new asphalt surface. This project is being recommended ahead of schedule to allow for 2019/2020 to be focused on development capacity projects such as Snyder's Road sanitary sewer construction, Morningside trunk sewer and Foundry Street trunk sewer.

Engineering services were previously approved by Council in 2018 to MTE Consultants with construction estimates based on estimates provided by MTE and using the Township's 3-year trend of unit rates. The cost includes unanticipated costs for removal of deleterious contaminated material, as well as replacement of sanitary sewer along a portion of Wilmot Street.

Financial Implications:

FUNDING:

Ontario Community Infrastructure Fund	\$ 659,648
Infrastructure Reserve Fund (Transportation)	255,552
Infrastructure Reserve Fund (Water)	210,400
Infrastructure Reserve Fund (Sanitary)	135,600

TOTAL ESTIMATED PROJECT COST:

\$1,261,200

ESTIMATED START & COMPLETION: February-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: Wilmot Street (Church Street – Huron Street) Engineering

Project Description

This project considers engineering for the reconstruction of the remaining segment of Wilmot Street from Church Street to Huron Street. It is anticipated that granular road base, asphalt surface, concrete curb and gutter, sidewalk and underground infrastructure will be considered as part of this project. The work undertaken in 2019 will be design related.

Justification

This project is recommended to complete the segment beyond the 2019 construction work on Wilmot Street. This segment has poor ride comfort and rapidly deteriorating condition. Some of the underground infrastructure is likely to be replaced at the same time. It would also be advantageous to coordinate some of the work being considered for the Kirkpatrick Park parking lot project.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Water)	\$ 25,430
Infrastructure Reserve Fund (Sanitary)	34,600
General Levy	103,860

TOTAL ESTIMATED PROJECT COST:

\$163,890

ESTIMATED START & COMPLETION: February-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: St. Agatha Watermain Looping Design

Project Description

The Region of Waterloo is planning to reconstruct Notre Dame Drive in St. Agatha in 2020. Township Staff are looking to complete watermain looping at St. Ann Avenue North.

Justification

This project is recommended to reduce operations and maintenance burden for flushing/testing activity at the currently configured dead end watermain on Notre Dame Drive, as well as to provide for looping to benefit drinking water turnover and quality in the community.

The work undertaken in 2019 will be design and tender related.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Water)	\$18,000
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TOTAL ESTIMATED PROJECT COST:

\$18,000

ESTIMATED START & COMPLETION: January-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Public Works & Engineering

Date: January 31, 2019

Project: Morningside Trunk Sanitary Sewer Engineering and Design

Project Description

The Morningside Trunk Sewer was identified as needing upgrades to facilitate future development in the 2014 Wastewater Servicing Study for Growth Areas in Baden and New Hamburg. This project considers an engineering assessment and design of the upgrades, with anticipated future construction in 2021.

Justification

The Morningside Trunk Sewer was identified as needing upgrades to facilitate future development in the 2014 Wastewater Servicing Study for Growth Areas in Baden and New Hamburg. This leg of sanitary sewer takes considerable sewage flow from Baden and New Hamburg, and pumps it to the treatment plant. It is imperative for this leg of sewer to have the hydraulic capacity to convey flows from both communities to the Morningside Pumping Station and eventually to the treatment plant on Haysville Road.

Growth related funding was included within the 2014 DC study, and will be updated as part of the 2019 DC Background Study.

Financial Implications:

FUNDING:

Development Charges (Sanitary)	\$400,750
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TOTAL ESTIMATED PROJECT COST:

\$400,750

ESTIMATED START & COMPLETION: January-December

Submitted by: Jeff Molenhuis, Director Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: Richardson, Doering and Krampien Municipal Drain Maintenance

Project Description

These drains are located around the Carmel-Koch Road and Nafziger Road intersection in Ward 2. The works proposed are significant cleanouts being performed under Section 74 of the Drainage Act with respect to Maintenance, Repair and Improvement of existing drains.

Justification

The Township Drainage Superintendent (K. Smart & Associates John Kuntze) has been working with landowners in the area with respect to complaints of poor functioning drainage. The Drainage Superintendent has recommended this work be undertaken.

Financial Implications:

FUNDING:

General Levy	\$20,000
Benefitting Landowners	80,000

TOTAL ESTIMATED PROJECT COST: \$100,000

ESTIMATED START & COMPLETION: January-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: Hot Mix Paving Program

Date: January 31, 2019

Project Description

This is an annual program to repair, replace or reconstruct sections of road with hot mix asphalt to maintain adequate high class bituminous (HCB) surface road assets.

Justification

The hot mix paving program timing is based upon analysis performed by the Engineering Technician, Roads Manager and Director based on existing road conditions and estimated remaining life. The 2019 program consists of the following:

Sandhills Road (Huron Road to Witmer Road)
Sandhills Road (Witmer Road to Bleams Road)

Financial Implications:

FUNDING:

Federal Gas Tax	\$319,800
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TOTAL ESTIMATED PROJECT COST:

\$319,800

ESTIMATED START & COMPLETION: January-August

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: Surface Treatment Program

Date: January 31, 2019

Project Description

This is an annual program to hard surface sections of road with tar and chip surface treatment and to maintain adequate low class bituminous (LCB) hard surface road assets.

Justification

The surface treatment program timing is based on a program to upgrade loasetop roads to hard surface roads. The program also considers life-cycle replacement/renewal/repair for existing low class bituminous roads to maintain adequate hard surface.

Base construction/preparation was on-going in 2018. The 2019 program consists of the following:

Hallman Road (Bridge Street to Bethel Road) – single surface
Hallman Road (Bethel Road to Huron Road) – single surface
Holland Mills Road (Bleams Road to Bridge) – triple surface
Holland Mills Road (Bridge to Huron Road) – triple surface
Wilmot-Easthope Road (Erb's Road to Line 41) – single surface
Wilmot-Easthope Road (Line 41 to Line 40) – single surface
Wilmot-Easthope Road (Line 40 to Christner Road) – single surface

Financial Implications:

FUNDING:

General Levy	\$188,942
Federal Gas Tax	303,458
Township of Perth East	32,200

TOTAL ESTIMATED PROJECT COST:

\$524,600

ESTIMATED START & COMPLETION: January-August

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering

Date: January 31, 2019

Project: Sidewalk Repair and Replacement Program

Project Description

This program includes non-destructive repairs; panel removal and replacement; and GIS/Maintenance Standards (MS) repairs for surface discontinuity, slips and trip hazard locations. Any additional resources available outside of MS requirements are directed towards accessibility and connectivity related repairs.

Justification

Under Maintenance Standards 239/02, this program seeks to identify repairs needed for concrete sidewalks in order to comply with the legislation and to reduce Township liability related to not meeting the standard. The estimated cost of the program was adjusted to reflect re-allocation of funding resources to engineering operations to conduct inspections in-house, previously contracted out under this capital program.

Financial Implications:

FUNDING:

General Levy

\$70,000

TOTAL ESTIMATED PROJECT COST:

\$70,000

ESTIMATED START & COMPLETION: January-August

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: Gravel Crushing Program

Date: January 31, 2019

Project Description

Excavate, crush and stockpile granular material at the Township gravel pit for use in road construction and maintenance activities.

Justification

The crushed material from 2018 will be used by the Roads section for maintenance and repairs of the road system. In 2019, Settlement Road (from Gerber Road to Sandhills Road) is to be re-graveled.

Financial Implications:

FUNDING:

General Levy	\$50,000
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TOTAL ESTIMATED PROJECT COST:	\$50,000
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ESTIMATED START & COMPLETION: January-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Public Works & Engineering
Project: Guiderail Program

Date: January 31, 2019

Project Description

In the 2017 regulatory bridge safety inspections (OSIM), approximately \$530,000 of guiderail construction or replacement work was identified to ensure bridge and traffic operations safety. This program is a newly established, annualized program to undertake design and construction of guiderails according to the recommendations.

Justification

As recommended within the OSIM, to ensure bridge and traffic operations safety. Funding has been incorporated into the updated 10-year capital forecast, with the design/construction works being spread over the 10-year horizon.

Financial Implications:

FUNDING:

General Levy	\$50,000
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TOTAL ESTIMATED PROJECT COST:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$50,000</div>
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ESTIMATED START & COMPLETION: February-December

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Dev. Services, Recreation Services **Date:** January 31, 2019
Project: Smith's Creek Flats Carbon Sink Design Study

Project Description

Hire an external consultant(s) to provide guidance and support in the design of a carbon sink / carbon sequestration / naturalization and trails project at Smith's Creek Flats. (location photo attached)

Justification

The Sustainability Committee identified the subject site as having a much more beneficial use to the community as a planned Carbon Sink / Naturalization Area. Currently it is leased to a farmer and that lease expires in 2019.

In addition to sequestering a significant amount of CO₂ through reforesting the lands, the naturalization of the lands would have the added benefit of improving the water quality in the Nith River by eliminating a source of fertilizers, pesticides and siltation. In addition, through the inclusion of potential trails, walkways and lookouts the project has the opportunity to provide recreational and educational opportunities.

With funding approved by the Community Environmental Fund, the Township envisions that the planning and design function would engage not only local agencies (Region, Township, GRCA) but also local schools, and environmental groups. The Township is currently reviewing a potential partnership with a corporate champion who has shown interest in being involved in a project such as this. Any support from the corporate community would ultimately offset the impact on municipal resources, while allowing project design works to proceed in 2019.

Township staff, envision an RFP for design services to be issued in Q2, pending the completion of discussions with the potential corporate champion.

Financial Implications:

FUNDING:

Trails Trust Fund	\$21,250
Region of Waterloo CEF Grant	7,500
Parkland Dedication Reserve Fund	21,250

TOTAL ESTIMATED PROJECT COST: \$50,000

ESTIMATED START AND COMPLETION: Spring - Fall

Submitted by: Harold O'Krafka, Director of Development Services

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: New Hamburg Parks – Utility Vehicle Replacement

Project Description

Replace the old parks maintenance tractor located at Norm Hill Park, New Hamburg.

Justification

The existing maintenance tractor utilized by parks and sports field maintenance personnel at the Norm Hill ball diamonds and park grounds is over 30 years old and in need of replacement. The equipment is typically operated daily on an annual basis from late April to early September. A new, more efficient piece of equipment is necessary to maintain the fairgrounds and 3-diamond complex.

Staff plan to complete the equipment specifications and solicit competitive quotes for replacement this spring.

Financial Implications:

FUNDING:

General Levy	\$ 14,000
Sale of Surplus	\$ 1,000

TOTAL ESTIMATED PROJECT COST:

\$ 15,000

ESTIMATED START & COMPLETION: Spring

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: Riverside Cemetery – Utility Vehicle Replacement

Project Description

Replace the grounds maintenance/utility vehicle utilized to perform general and/or grave site maintenance at Riverside Cemetery in New Hamburg.

Justification

The current utility vehicle is used for grounds maintenance and to haul soil, wooden forms, and vegetative debris at Riverside Cemetery, and at 11 years old is in need of replacement. A new utility vehicle with a heavy duty frame and dump box is recommended for the type of work required at that site. This unit will be the same specifications as those used for the NH Parks Utility Vehicle replacement.

The existing unit will be transitioned to the administration complex for lighter duty purposes (i.e. mulching, flower beds). The existing unit from the administration complex will be utilized by the New Hamburg Board of Trade for maintaining flowers/plants in the downtown core.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Cemetery) \$ 15,000

TOTAL ESTIMATED PROJECT COST:

\$ 15,000

ESTIMATED START & COMPLETION: Spring

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: Automatic Irrigation System (WRC Soccer Fields)

Project Description

Install an automatic subsurface sprinkler irrigation system for the WRC soccer fields.

Justification

Periods of extreme heat and drought during the summer months over the past several years have resulted in turf stress/damage at the WRC soccer fields. Thick, healthy turf tends to resist weed growth and insects that will invade weak or drought stressed turf grasses. Watering of sports turf at rates recommended by turf grass specialists is a proven method for helping fields recover from foot traffic and drought in a timely manner.

Underground irrigation infrastructure currently exists at the WRC sports fields. Staff wish to expand the infrastructure to include lateral subsurface piping to feed each field, install "pop-up" heads that will water each field in a timed sequence, and install the required equipment to supply the necessary water pressure to irrigate the fields during periods of drought.

Staff intend to issue an RFQ for the necessary works in the spring.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Facilities)	\$ 36,000
Sale of Surplus Equipment	2,000

TOTAL ESTIMATED PROJECT COST:

\$ 38,000

ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services
Project: WRC Parking Lot Repairs

Date: January 31, 2019

Project Description

Hire a contractor to “crack seal” the WRC parking lots and re-paint the parking stalls and other pavement markings.

Justification

Over time, asphalt parking lot surfaces will develop cracks due to wear and tear from traffic, as well annual freeze/thaw cycles. Cracks allow moisture to penetrate the subgrade, causing further lifting or shifting of the asphalt surface. Depending on the severity, trip hazards can develop due to the uneven asphalt layers.

The WRC parking lots have developed severe to moderate cracks in some areas. Staff propose to hire an asphalt repair contractor to clean-out and fill the cracks with a flexible, rubberized emulsion to extend the life of the parking lot surfaces.

Once the crack sealing has been completed, the same contractor will be commissioned to re-paint the badly faded parking stall lines, handicap stall logos, and other pavement markings on the property.

Project works will be coordinated to minimize impact on community events.

Financial Implications:

FUNDING:

General Levy \$ 12,000

TOTAL ESTIMATED PROJECT COST: \$ 12,000

ESTIMATED START & COMPLETION: Summer

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: New Hamburg Community Centre – Kitchen Upgrades

Project Description

Undertake upgrades to the full service kitchen located at the New Hamburg Community Centre, New Hamburg.

Justification

The kitchen facility located at the New Hamburg Community Centre is dated and in need of upgrades. Staff intend to solicit competitive bids to replace the 30-year old commercial stove, install a commercial dishwasher, re-face or professionally repaint the kitchen cabinets, replace counter tops, and replace the centre island along with its associated sinks, fixtures and plumbing.

Staff will specify and tender these works in conjunction with planned kitchen upgrades at the New Dundee Community Centre and the St. Agatha Community Centre.

Financial Implications:

FUNDING:

General Levy

\$ 30,000

TOTAL ESTIMATED PROJECT COST:

\$ 30,000

ESTIMATED START & COMPLETION: Summer

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: Administration Complex – Interior LED Lighting

Project Description

Replace incandescent and fluorescent lighting at the Administration Complex with LED lighting.

Justification

As part of a larger initiative to replace original lighting in facilities that contain a large number of light fixtures that typically burn for extended periods, and to further reduce the Township's carbon footprint, staff intend to replace the incandescent and CFL lights at the Administration Complex with LED fixtures.

Some fixtures will require replacement of ballasts and bulbs, while others will require bulb replacement only. Most pot lights will require replacement of the entire fixture.

LED lighting retrofits across municipal facilities were identified within the Sustainability Staff Working Group Annual Report FIN 2018-21.

Financial Implications:

FUNDING:

General Levy

\$ 22,500

TOTAL ESTIMATED PROJECT COST:

\$ 22,500

ESTIMATED START & COMPLETION: Fall

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: Administration Complex - Boiler Replacement

Project Description

Replace the 24-year old gas-fired boiler at the Administration Complex with a new high efficiency boiler.

Justification

In an effort to continue reducing energy consumption, and to take a proactive approach to the maintenance/replacement of aged mechanical equipment, staff intend to replace the original gas-fired boiler at the Administration Complex with a new, high efficiency unit(s).

The current unit is beyond its functional life expectancy, and is a critical piece of mechanical infrastructure for Castle Kilbride and the administration offices. The Township's HVAC Technician has addressed some minor issues with the unit over the past several years, and believes it would be prudent to replace the unit prior to failure.

Financial Implications:

FUNDING:

General Levy	\$ 35,000
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TOTAL ESTIMATED PROJECT COST:

\$ 35,000

ESTIMATED START & COMPLETION: Fall

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: Administration Complex - Parking Lot Expansion Design

Project Description

Hire an engineering consultant to design a parking lot expansion and repairs for the Administration Complex.

Justification

With the associated residential growth within the community, the number of staff resources, and the increase in activity at the Administration Complex, the parking area designed in 1993 no longer meets its parking capacity requirements.

In conjunction with works planned for the Prime Ministers Path project, staff intend to hire an engineering firm to review the functional design of the existing parking area, and prepare a design for an expansion of the lot toward the north, taking into consideration storm drainage, lighting, access, etc. The consultant will also be required to provide the Township with a detailed construction cost estimate to be included in the capital forecast for 2020 (proposed).

Financial Implications:

FUNDING:

General Levy	\$ 16,000
Development Charges (Recreation)	\$ 16,000

TOTAL ESTIMATED PROJECT COST:

\$ 32,000

ESTIMATED START & COMPLETION: Summer/Fall

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: Beck Park - Playground Component Addition

Project Description

Install additional elements at the Beck Park playground for children 18 months to 5 years of age.

Justification

The main play structure at Sir Adam Beck Park in in Baden was replaced in 2016. At that time, higher than anticipated bid prices required the scope of the project be reduced somewhat to bring the cost within budget.

The existing playground footprint will allow for the addition of another small climbing structure and interactive feature to enhance the overall play value at the site.

Financial Implications:

FUNDING:

General Levy

\$ 20,000

TOTAL ESTIMATED PROJECT COST:

\$ 20,000

ESTIMATED START & COMPLETION: Fall

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: New Dundee Community Centre - Kitchen Upgrades

Project Description

Undertake upgrades to the full service kitchen located at the New Dundee Community Centre, New Dundee.

Justification

The kitchen facility located at the New Dundee Community Centre is dated and in need of upgrades. Staff intend to solicit competitive bids to replace the 30-year old commercial stove, replace existing commercial dishwasher, replace the residential grade cabinets, replace counter tops, and undertake general cosmetic improvements.

Staff will specify and tender these works in conjunction with planned kitchen upgrades at the New Hamburg Community Centre and the St. Agatha Community Centre.

Financial Implications:

FUNDING:

General Levy

\$ 30,000

TOTAL ESTIMATED PROJECT COST:

\$ 30,000

ESTIMATED START & COMPLETION: Summer

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: Kirkpatrick Park - Parking Lot Reconstruction

Project Description

Complete the reconstruction of the Kirkpatrick Park parking lot and the Wilmot Street parking area along the frontage of Kirkpatrick Park, New Hamburg.

Justification

In 2017 an engineering consultant was hired to review subgrade conditions and plan for the expansion, and resurfacing of the Kirkpatrick Park public parking lot as well as potential parking enhancements on Wilmot Street.

GM Blue Plan Engineering completed the necessary design works in 2018 following input from the necessary approval authorities and review by stakeholders.

An updated construction cost estimate was provided by the consultant based on observed construction costs/unit costs for similar works completed in 2018.

Given the timing of the full urban reconstruction of Wilmot Street (Church St – Peel St) scheduled for 2020, the perpendicular parking component of the approved design will be completed in conjunction with road reconstruction/underground activities in 2020.

Staff propose to have the construction works tendered in early 2019 and completed by early summer, with GM Blue Plan continuing to undertake the construction management component of the project, as per their 2017 proposal.

Financial Implications:

FUNDING:

Infrastructure Reserve Fund (Facilities)	\$ 307,500
General Levy	183,800

TOTAL ESTIMATED PROJECT COST:

\$ 491,300

ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: St. Agatha Community Centre - Floor Replacement

Project Description

Remove and replace the old floor covering at the St. Agatha Community Centre.

Justification

The old parquet flooring at the St. Agatha Community Centre is approximately 45 years old and in need of replacement. The wood is damaged and lifting in several areas, is becoming difficult to maintain, and is no longer aesthetically pleasing.

The facility, due to the large open floor space, has recently been promoted as a multi-purpose space to generate more use. Staff will continue this approach, and as such, propose to install a more versatile and easily maintained floor surface which will facilitate a wide variety of uses ranging from parties and banquets to low impact sports such as pickleball and badminton.

Financial Implications:

FUNDING:

General Levy \$ 40,000

TOTAL ESTIMATED PROJECT COST:

\$ 40,000

ESTIMATED START & COMPLETION: Summer

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: St. Agatha Community Centre - Kitchen Upgrades

Project Description

Undertake upgrades to the catering kitchen located at the St. Agatha Community Centre.

Justification

The kitchen facility located at the St. Agatha Community Centre is dated and in need of upgrades. Staff intend to solicit competitive bids to replace the kitchen cabinets, replace counter tops, flooring, and the two residential electric stoves. Double-sink wash areas will also be considered as part of the upgrades.

In the fall of 2015, the St. Agatha Strawberryfest Committee donated \$1,000 toward kitchen improvements at the St. Agatha Community Centre. These funds will be used toward the expanded kitchen upgrade project planned for 2019.

Staff will specify and tender these works in conjunction with planned kitchen upgrades at the New Dundee Community Centre and the New Hamburg Community Centre.

Financial Implications:

FUNDING:

General Levy	\$ 24,000
Donation	1,000

TOTAL ESTIMATED PROJECT COST: \$ 25,000

ESTIMATED START & COMPLETION: Summer

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: New Hamburg Library - Rooftop HVAC Unit

Project Description

Replace the 29-year old rooftop HVAC at the New Hamburg Library building.

Justification

The rooftop heating/air conditioning unit that primarily serves the upper floor of the New Hamburg Library building is approximately 29 years old and is in need of replacement.

Consultation with the Township's HVAC Technician revealed that several repairs were made to that unit over the past few years, and that it is overdue for replacement.

Township staff will source the proper equipment and coordinate the installation of the new unit.

Financial Implications:

FUNDING:

General Levy

\$ 12,000

TOTAL ESTIMATED PROJECT COST:

\$ 12,000

ESTIMATED START & COMPLETION: Fall

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Facilities & Recreation Services

Date: January 31, 2019

Project: Employment Lands Woodlot Trail Design

Project Description

Hire a landscape architect/consultant to design the Employment Lands Woodlot Trail for future construction purposes.

Justification

Staff intend to hire a consultant to undertake preliminary trail designs for the woodlot acquired through the subdivision development of the employment lands. Design works would be completed in conjunction with the design of trail networks at Beckdale North, Smiths Creek Flats, Laschinger Woods and Schneller/Country Creek Crossing.

Future construction of these trails and associated linkages will be funded through Wilmot Trails Trust Fund (Schout Corporation).

Financial Implications:

FUNDING:

Development Charges (Recreation)	\$40,000
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TOTAL ESTIMATED PROJECT COST:	<div style="border: 1px solid black; padding: 2px 10px;">\$40,000</div>
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ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

**TOWNSHIP OF WILMOT
2019 Capital Budget Request Form**

Department: Facilities & Recreation/Public Works
Project: Reforestation Program

Date: January 31, 2019

Project Description

Continue to utilize funds provided by Kitchener-Wilmot Hydro to plant trees along rural roads and in municipal boulevards and parks.

Justification

Kitchener Wilmot Hydro provides an annual grant (\$45,000) to plant trees along rural roads and in municipal boulevards, parks and public areas. Staff propose to continue the spring and fall tree planting program in 2019. To assist in implementing this program, work is divided between Facilities and Recreation Services and Public Works. Public Works will be responsible for replacement of trees on road allowances, planting associated with road reconstruction projects, and enhanced planting along primary roads to communities. Facilities and Recreation will be responsible for tree programs on park frontages.

Financial Calculations:

FUNDING:

Reforestation Grant (K-W Hydro) \$ 45,000

TOTAL ESTIMATED PROJECT COST:

\$ 45,000

ESTIMATED START & COMPLETION: Spring & Fall

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services

Submitted by: Jeff Molenhuis, Director of Public Works & Engineering

TOWNSHIP OF WILMOT
2019 Capital Budget Request Form

Department: Castle Kilbride
Project: Chimney Repair

Date: January 31, 2019

Project Description

To rebuild four (4) chimneys on Castle Kilbride.

Justification

For the past few years, the bricks on the chimneys have been spalling. Particular deterioration continues to occur after significant rain storms with high winds. In 2005, repairs were completed to the historic chimneys to reduce pooling of water that had been occurring. The chimneys had localized spalling and works included the removal of broken brick, supplemented with reclaimed bricks of similar colour to maintain historic integrity. At that point in time, the market did not provide new brick to match the existing, and the choice to utilize reclaimed brick was the only option, as endorsed by the Castle Kilbride and Heritage Wilmot Advisory Committees.

The original work included a minor reduction of the size of the stepped out courses at the top of the chimney with the fabrication of new chimney caps and enhanced drip edges, to better shed the water which had been causing the issues. The repair used reclaimed brick to closely match the original 1877 brick of Castle Kilbride. Unfortunately, when reclaimed brick is used, there is no guarantee of its condition.

The four chimneys need to be removed and reconstructed from the level of the existing flashing up to the top using new bricks that are colour-matched to the current yellow brick. This will eliminate the spalling and ensure enhanced longevity for the structures. Since 2005, there are bricks manufactured now to look like old brick which would suit this project perfectly. Since Castle Kilbride is a designated site, Heritage Wilmot would be circulated for comment before the project would proceed.

Financial Implications:

FUNDING:

General Levy \$ 26,000

TOTAL ESTIMATED PROJECT COST: \$ 26,000

ESTIMATED START & COMPLETION: Spring/Summer

Submitted by: Tracy Loch, Director/Curator of Castle Kilbride

Submitted by: Scott Nancekivell, Director of Facilities & Recreation Services



Township of Wilmot **COMMITTEE REPORT**

REPORT NO. **FIN 2019-07**

TO: **Ad Hoc Budget Advisory Committee**

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

DATE: **January 31, 2019**

SUBJECT: **Ten Year Capital Forecast (2019-2028)**

Recommendation:

That the 10-Year Capital Forecast, as prepared by the Director of Finance / Treasurer, be endorsed in principle.

Background:

The 10-Year Capital Forecast has been a component of the Township's annual budget process since 2006. In that time, the forecast has proved to be an effective exercise in the overall infrastructure planning process. In 2013, the 10-year Forecast was further strengthened through the establishment of an Asset Management Plan for municipally owned infrastructure. This Asset Management Plan (AMP) is now a legislative requirement, and continues to be updated with new information when available. Eventually, the AMP will be fully integrated into the 10-Year Forecast, ensuring all projects are supported through an evidence-based decision making framework.

The 10-Year Capital Forecast is a "living document" with revisions occurring annually. These revisions are generally the result of:

- Senior government funding programs;
- Needs studies and analysis;
- Resource availability;
- Legislative requirements; and
- Inflationary adjustments

Projects are colour-coded to indicate changes from the previous iteration of the Capital Forecast. **Red** indicates new projects, **green** indicates new cost estimate, **blue** indicates projects deferred or moved-ahead and **purple** indicates project within multiple revisions.

Discussion:

Staff continually incorporate data derived through studies and planning exercises into the 10-Year Capital Forecast. These studies include the Strategic Plan, Development Charges Background Study, Trails Implementation Strategy, Fire Master Plan, Parks/Facilities and Recreation Services Master Plan, Arts and Culture Master Plan and Asset Management Plan.

Strategic Plan

The Township's Strategic Plan was approved in June of 2013. This document was compiled through extensive consultation with the community, staff and Council, and established several goals and strategies for Wilmot to achieve the overall mission "to evolve and grow as a community of caring people working together to build upon a sure foundation." The 2019 update to the 10-Year Forecast continues to include multiple initiatives within the Strategic Plan. The existing Strategic Plan will be updated in 2019, to provide further guidance and direction for the next 5-10 year horizon.

Fire Master Plan

The Township's Fire Master Plan was approved in December of 2012. Several initiatives identified within the study have been completed over the past number of years.

The update to the Fire Master Plan occurring in 2019 will now include a Community Risk Assessment, as required under O. Reg. 378/18. This update was deferred to 2019 to allow for input from the new term of Council. Subsequent to Council approval of the Fire Master Plan, the 10-year Capital Forecast will be updated in 2020 to include any initiatives that are capital in nature.

Trails Master Plan

Early in 2015, Council endorsed the Trails Master Plan Implementation Strategy. Following this approval, various initiatives, recommended within the study, were incorporated within the 10-year forecast. The 10-year forecast is updated annually to include trail design and development initiatives as analysis is completed.

The infusion of additional funding to support Trail Development from the generous Schout Corporation donation will allow a number of exciting Trails projects to occur earlier within the 10-year forecast.

Parks/Facilities and Recreation Services Master Plan

The Township approved the Parks, Facilities and Recreation Services Master Plan was approved in early 2017. Several of the projects identified within that study are included throughout the 10-Year Forecast based on priority.

Asset Management Plan

In late 2017, O. Reg. 588/17 regarding Asset Management Planning for Municipal Infrastructure was brought into effect. The 10-Year Capital Forecast has been updated to include funding over the next three (3) year to complete the works necessary to meet these new legislative requirements.

Staff commenced work with external consultants on an Asset Management Roadmap in 2018 to build the critical capacity to allow for a stronger Asset Management program to be established. One key deliverable was the Strategic Asset Management Policy, which identified roles, responsibilities and strategies to meet the deadlines imposed by the legislation. As noted previously, the on-going efforts in building a culture of Asset Management will further strengthen infrastructure planning that is founded in sound policy and evidence-based.

Arts and Culture Master Plan

The Township's first Arts and Culture Master Plan was completed in 2018. The outcomes of this process did not identify any critical capital needs over the 10-year horizon. As such staff have updated the 10-Year Forecast with funding to maintain the character of Castle Kilbride, while including a provision to update the Arts and Culture Master Plan in 2024.

Other Analysis / Updates

Senior Government Funding Allocations

Staff submitted an application for funding toward the Hannah and Lewis Street Reconstruction project on-going in 2019. The capital forecast reflects the anticipated success of this application for \$546,587. In the event Wilmot is unsuccessful in this funding application, a draw from Infrastructure Reserve Funds would take place to ensure the project is completed, as scheduled in 2019.

The need for stable predictable funding towards infrastructure has been expressed for several years, and municipalities continue to see the benefit of this request. The combination of funding anticipated from Federal Gas Tax and OCIF is \$16.3 million throughout the 10-year forecast, or approximately 25% of total capital funding. Staff cannot stress enough the criticality of continued communication with Provincial and Federal representatives to ensure infrastructure funding remains a key component of long-term Asset Management Planning.

Road Reconstruction Consolidated Cost Estimates

Cost estimates within the Township's Road Reconstruction program were reviewed extensively in 2018 by the Director of Public Works & Engineering and Director of Finance. Estimates have been adjusted based on the tendered value from 2018, feedback from consulting engineers, experience from the past three (3) construction seasons, and feedback from area municipalities on the current bidding environment.

The end result is a significant increase in projected costs for road reconstruction projects over the 10-year horizon (Figure III). The main driver is the provision for sanitary infrastructure as part of each full urban reconstruction project. Given the preliminary engineering analysis for current reconstruction projects (Hannah/Lewis and Church/Wilmot) evidence would not support continued reliance on age-based assessments. As such, road reconstruction works throughout the capital forecast now incorporate the projected cost of sanitary replacements within the overall estimate.

Moving forward, unit rate estimates for critical infrastructure projects will be adjusted on an annual basis based on the same criteria noted above. This frequent update of data regarding Wilmot's largest capital investments will avoid sizable fluctuations in future iterations of the capital forecast.

As part of the comprehensive review of road reconstruction projects, the costs of full construction were consolidated for each road segment, to better visualize the overall impact. Staff will continue to monitor costs on a segregated basis for components including Roads, Water, Sanitary, Storm and Sidewalks/Active Transportation. This more granular analysis allows staff to plan infrastructure costs over the long-term on the basis of asset categories, to further support a more holistic Asset Management Framework.

OSIM Bridge Inspections

The results of the legislative bi-annual OSIM Inspection of Bridges and Culverts have been incorporated into the updated forecast. This update has resulted in the inclusion of a new annual allocation for Guiderail works throughout the 10-year forecast.

The most significant bridge works anticipated to occur within the next ten (10) years are the replacements of Bridge 34/B-T9 and the boundary road Bridge 37/B-OXF. Given the significant fiscal implications of these works, staff anticipate these works can only proceed with support from Senior Government program (i.e. OCIF). As such, the project are deferred to the final year of the 10-Year until staff are assured of access to external funding.

Sustainability Initiatives

The Township's commitment to reduce our "Carbon Footprint" by 25% in the year 2027 (Baseline 2012), was approved under Report FIN 2017-36. Wilmot Township was the first of the four (4) Townships in the Region to join Sustainable Waterloo Region, and as of the end of 2018, all four (4) Townships are now active members in this Sustainability Community. Staff recognize that Wilmot's target reduction should be attainable through the existing capital plans and continued process enhancements at the operating level.

New this year, projects that assist the municipality in achieving our greenhouse gas reduction target are indicated with a **CO₂↓**. Each of these projects have the benefit of reducing energy, gas or water consumption, thereby contributing towards our goal of a 25% reduction by 2027. Wilmot has already witnessed the benefits of converting to an LED Street Light network with significant energy and financial savings in 2018.

Strategic Plan Conformity:

This report is aligned with all four goal areas, and several of the corresponding strategies within the Township Strategic Plan.

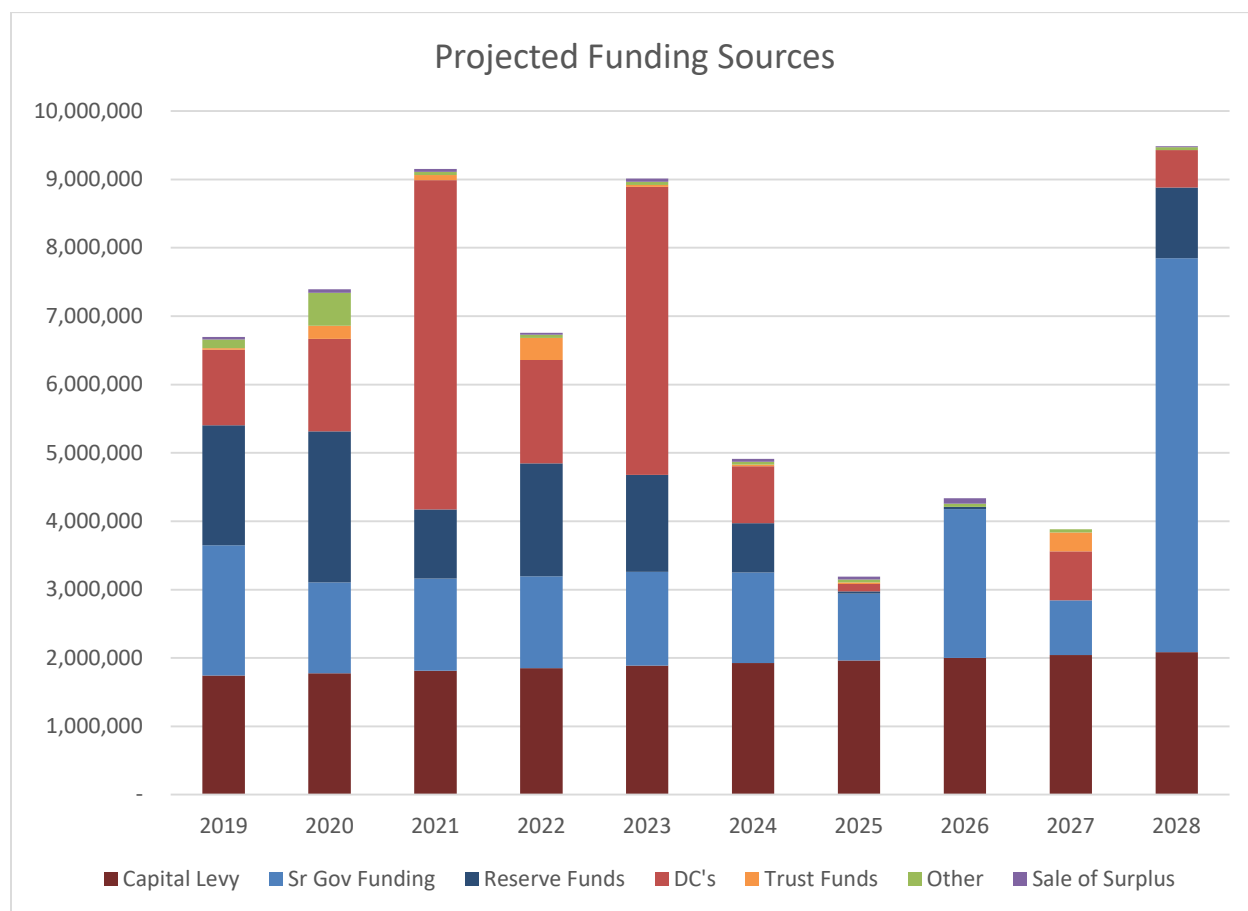
The Ten Year Capital forecast includes a wide variety of projects and initiatives over the next several years to help ensure we remain an engaged community, who enjoy our quality of life, have a prosperous economy and protect our natural environment.

Financial Considerations:

The Ten Year Capital Forecast is made fiscally sustainable through a variety of different funding sources. Staff annually update the sources of funding as new grants become available, donation commitments are established and/or senior government program announcements (i.e. OCIF) are released.

Figure I below outlines the annual mix of funding sources that make the capital program feasible over the long-term. Note the consistent level of funding from the levy year over year.

FIGURE I



Staff continue to work at maintaining a capital funding allocation from the General Levy that is consistent with inflation. In order to achieve this, draws from Infrastructure Reserve Funds are required in years of greater capital needs. As seen below in Figure II, the reserve fund allocations over the course of the 10-year horizon, when offset with annual allocations to reserves through the operating budget, will leave the Township's Infrastructure Reserve Funds slightly above their current level by 2028.

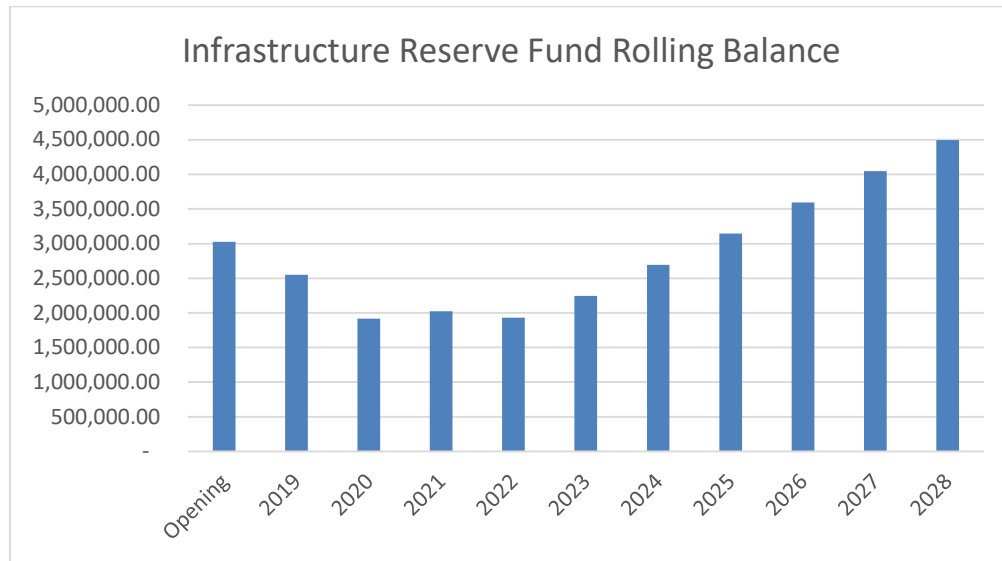
FIGURE II

Figure III below summarizes the changes from the Capital Forecast presented to committee during the 2018 budget process.

FIGURE III

Department	2028 Projects	2019-2028 Net Additional Projects	Revised Estimates
General Government	\$ 126,000	\$ 276,000	\$ (23,000)
Fire Services	200,000	15,995	772,700
Public Works	731,300	1,691,350	8,116,246
Facilities and Recreation	140,000	1,815,500	(205,303)
Castle Kilbride	10,000	63,500	-
Development Services	25,000	-	-
Total	\$1,232,300	\$ 3,862,345	\$ 8,660,643

Conclusion:

The Ten Year Capital Forecast is consistent in meeting the criteria established within the Council approved Strategic Asset Management Policy. Staff will continue to update this "living document" and refine estimates, as further data and information comes available.

Patrick Kelly CPA, CMA
Prepared/ Submitted by
Director of Finance / Treasurer

Ashton Romany CPA
Prepared/ Submitted by
Manager of Finance / Deputy Treasurer

Grant Whittington
Reviewed by Chief Administrative Officer

WILMOT TOWNSHIP - 10 YEAR CAPITAL BUDGET FORECAST

Budget Year Calendar Year	Total	1 2019	2 2020	3 2021	4 2022	5 2023	6 2024	7 2025	8 2026	9 2027	10 2028
TOTAL CAPITAL EXPENDITURES <i>(from Capital Expenditures Summary)</i>	\$ 64,805,240	\$ 6,694,840	\$ 7,392,000	\$ 9,151,200	\$ 6,754,500	\$ 9,010,820	\$ 4,910,790	\$ 3,190,280	\$ 4,337,210	\$ 3,880,200	\$ 9,483,400
FUNDING SOURCES:											
Senior/Other Government Funding:											
Federal Gas Tax Sharing Agreement	6,629,199	623,258	623,258	651,588	651,588	679,918	631,452	-	1,180,302	49,000	1,538,836
Ontario Community Infrastructure Fund (OCIF) - Formula	6,946,480	694,648	694,648	694,648	694,648	694,648	694,648	694,648	694,648	694,648	694,648
Ontario Community Infrastructure Fund (OCIF) - Application	2,717,924	546,587	-	-	-	-	-	-	-	-	2,171,337
Museum Assistance Program	10,000	-	10,000	-	-	-	-	-	-	-	-
Regional Municipality of Waterlooc	7,500	7,500	-	-	-	-	-	-	-	-	-
Township of Perth East	32,200	32,200	-	-	-	-	-	-	-	-	-
Township of Blandford Blenheim	1,997,050	-	-	-	-	-	-	281,850	300,200	55,000	1,360,000
Total - Senior/Other Government Funding	18,340,353	1,904,193	1,327,906	1,346,236	1,346,236	1,374,566	1,326,100	976,498	2,175,150	798,648	5,764,821
Development Charges:											
Administration / Studies	932,000	108,650	203,400	148,500	152,500	153,900	105,650	32,400	-	13,500	13,500
Fire Services	1,130,400	495,400	35,000	-	-	-	-	-	-	600,000	-
Public Works	1,132,546	45,000	201,000	-	250,000	-	-	-	-	105,531	531,015
Sanitary	8,502,945	400,750	611,865	4,460,115	-	3,030,215	-	-	-	-	-
Recreational Facilities	3,499,100	56,000	299,700	205,550	1,107,800	1,030,850	724,600	74,600	-	-	-
Total - Development Charges	15,196,991	1,105,800	1,350,965	4,814,165	1,510,300	4,214,965	830,250	107,000	-	719,031	544,515
Other Funding											
Kitchener Wilmot Hydro Grant	450,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Community Donations	1,000	1,000	-	-	-	-	-	-	-	-	-
Contributions from Landowners	517,000	80,000	437,000	-	-	-	-	-	-	-	-
Total - Other Funding	968,000	126,000	482,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Sale of Surplus, Redundant Assets:											
General Government	2,000	-	1,000	-	-	-	-	-	-	-	1,000
Fire Service	45,000	-	11,000	5,000	8,000	5,000	5,000	1,000	10,000	-	-
Public Works	291,000	35,000	40,000	35,000	20,000	36,000	25,000	35,000	65,000	-	-
Recreation Facilities	41,000	3,000	1,000	2,000	-	5,000	10,000	5,000	5,000	-	10,000
Development Services	2,000	-	-	-	-	-	-	1,000	1,000	-	-
Total - Sale of Surplus, Redundant Assets	381,000	38,000	53,000	42,000	28,000	46,000	40,000	42,000	81,000	-	11,000
Trust Funds											
Cemetery Care & Maintenance Trust Fund	275,000	-	-	-	-	-	-	-	-	275,000	-
Trails Trust Fund	687,150	21,250	190,800	75,400	325,400	28,500	22,900	22,900	-	-	-
Total - Trust Funds	962,150	21,250	190,800	75,400	325,400	28,500	22,900	22,900	-	275,000	-
Reserves, Reserve Funds:											
Infrastructure Reserve Fund - Water	2,340,330	571,280	254,900	195,260	236,710	347,910	305,770	-	-	-	428,500
Infrastructure Reserve Fund - Sanitary	3,710,125	222,950	848,635	444,495	536,160	635,765	416,120	-	-	-	606,000
Infrastructure Reserve Fund - Facilities	1,008,600	307,500	360,300	115,000	180,000	45,800	-	-	-	-	-
Infrastructure Reserve Fund - Equipment	1,010,600	309,500	360,300	115,000	180,000	45,800	-	-	-	-	-
Infrastructure Reserve Fund - Transportation	1,010,600	309,500	360,300	115,000	180,000	45,800	-	-	-	-	-
Parkland Dedication Reserve Fund (Cash in-lieu)	608,750	21,250	-	-	293,750	293,750	-	-	-	-	-
Building Services Reserve Funds	68,000	-	-	-	-	-	-	34,000	34,000	-	-
Infrastructure Reserve Fund - Cemetery	114,000	15,000	25,000	30,000	44,000	-	-	-	-	-	-
Total - Reserves, Reserve Funds	9,871,005	1,756,980	2,209,435	1,014,755	1,650,620	1,414,825	721,890	34,000	34,000	-	1,034,500
Total Funding	45,719,500	4,952,223	5,614,106	7,337,556	4,905,556	7,123,856	2,986,140	1,227,398	2,335,150	1,837,679	7,399,836
Balance of Capital - from General Levy	19,085,740	1,742,617	1,777,894	1,813,644	1,848,944	1,886,964	1,924,650	1,962,882	2,002,060	2,042,521	2,083,564

WILMOT TOWNSHIP - 10 YEAR CAPITAL EXPENDITURE SUMMARY

Budget Year Calendar Year	Total	1 2019	2 2020	3 2021	4 2022	5 2023	6 2024	7 2025	9 2026	9 2027	10 2028
Clerk's Services											
Clerk's Services	162,000	30,000	22,000	50,000	-	30,000	-	-	-	30,000	-
By-law Enforcement	70,000	-	35,000	-	-	-	-	-	-	-	35,000
Total Clerk's Services	232,000	30,000	57,000	50,000	-	30,000	-	-	-	30,000	35,000
Financial/IT Services:											
Financial Services	208,000	63,500	58,000	58,000	-	-	28,500	-	-	-	-
IT Services	743,000	86,000	193,000	38,000	70,000	91,000	23,000	43,000	38,000	70,000	91,000
Total Financial/IT Services	951,000	149,500	251,000	96,000	70,000	91,000	51,500	43,000	38,000	70,000	91,000
Fire Services:											
Studies	155,000	70,000	-	15,000	-	-	70,000	-	-	-	-
Fire Facilities	655,400	495,400	150,000	10,000	-	-	-	-	-	-	-
Fire Vehicles	4,940,000	-	1,095,000	400,000	1,000,000	400,000	400,000	45,000	1,000,000	600,000	-
Other Fire Equipment	1,246,000	376,000	165,000	150,000	150,000	150,000	40,000	-	-	-	215,000
Total Fire Services	6,996,400	941,400	1,410,000	575,000	1,150,000	550,000	510,000	45,000	1,000,000	600,000	215,000
Public Works/Engineering:											
Roads Facilities	45,325	25,325	-	20,000	-	-	-	-	-	-	-
Water/Sanitary Facilities	152,325	10,325	61,000	20,000	11,000	-	-	-	19,000	11,000	20,000
Roads Vehicles & Equipment	3,187,550	511,550	556,000	250,000	250,000	340,000	355,000	290,000	550,000	85,000	-
Water/Sanitary Vehicles & Equipment	741,000	74,000	31,000	74,000	363,000	60,000	63,000	-	40,000	-	36,000
Studies	845,000	105,000	125,000	160,000	125,000	210,000	-	35,000	-	35,000	50,000
Engineering & Reconstruction (incl. Underground)	16,768,790	2,335,790	708,200	1,258,500	1,525,700	2,047,320	1,970,790	1,252,580	1,460,910	1,537,900	2,671,100
Water / Sanitary Network	9,656,650	418,750	1,390,000	4,638,900	-	3,209,000	-	-	-	-	-
Municipal Drains	587,000	100,000	487,000	-	-	-	-	-	-	-	-
Hot Mix Paving Program	2,582,200	319,800	265,700	161,300	322,700	385,400	222,700	131,500	188,900	359,500	224,700
Surface Treatment Program	3,738,200	524,600	428,600	495,000	179,100	190,600	170,300	563,700	600,400	355,300	230,600
Active Transportation	700,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Gravel Pit	315,000	50,000	65,000	-	50,000	-	50,000	-	50,000	-	50,000
Structures	7,267,500	50,000	180,000	400,000	351,000	190,000	50,000	50,000	50,000	331,500	5,615,000
Total Public Works General	46,586,540	4,595,140	4,367,500	7,547,700	3,247,500	6,702,320	2,951,790	2,392,780	3,029,210	2,785,200	8,967,400
Parks, Facilities and Recreation Services:											
Studies	175,000	50,000	-	55,000	50,000	20,000	-	-	-	-	-
Vehicles and Equipment	497,000	30,000	85,000	31,000	46,000	40,000	70,000	65,000	35,000	-	95,000
Wilmot Recreation Complex	412,000	50,000	-	30,000	50,000	-	270,000	12,000	-	-	-
New Hamburg Arena & CC	387,000	30,000	136,000	186,000	-	-	-	35,000	-	-	-
Township Facilities	442,500	89,500	210,000	33,000	110,000	-	-	-	-	-	-
Parks and Community Centres	2,436,800	606,300	300,500	293,000	277,000	150,000	235,000	360,000	140,000	75,000	-
Libraries	112,000	12,000	100,000	-	-	-	-	-	-	-	-
Trail Development	1,182,500	40,000	300,000	150,000	400,000	97,500	97,500	97,500	-	-	-
Reforestation	450,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Riverside Cemetery	374,000	-	25,000	30,000	44,000	-	-	-	-	275,000	-
Other Provisional Items	3,150,000	-	-	-	1,250,000	1,250,000	650,000	-	-	-	-
Total Recreation and Facilities	9,618,800	952,800	1,201,500	853,000	2,272,000	1,602,500	1,367,500	614,500	220,000	395,000	140,000
Castle Kilbride/ Heritage Wilmot											
Castle Kilbride	139,500	26,000	20,000	13,500	15,000	10,000	30,000	-	15,000	-	10,000
Archives	16,000	-	-	16,000	-	-	-	-	-	-	-
Total Castle Kilbride/Heritage Wilmot	155,500	26,000	20,000	29,500	15,000	10,000	30,000	-	15,000	-	10,000
Development Services:											
Planning	170,000	-	60,000	-	-	25,000	-	60,000	-	-	25,000
Building	70,000	-	-	-	-	-	-	35,000	35,000	-	-
Economic Development	25,000	-	25,000	-	-	-	-	-	-	-	-
Total Development Services	265,000	-	85,000	-	-	25,000	-	95,000	35,000	-	25,000
Total Capital Expenditures	\$ 64,805,240	\$ 6,694,840	\$ 7,392,000	\$ 9,151,200	\$ 6,754,500	\$ 9,010,820	\$ 4,910,790	\$ 3,190,280	\$ 4,337,210	\$ 3,880,200	\$ 9,483,400

GENERAL GOVERNMENT - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year Calendar Year	Total	1 2019	2 2020	3 2021	4 2022	5 2023	6 2024	7 2025	8 2026	9 2027	10 2028
CAO/Clerk's Services:											
Strategic Plan Update*	90,000	30,000				30,000				30,000	
Municipal/Community Events Ground Sign (Petersburg)	22,000		22,000								
Digital Records Management System (DRMS)	50,000			50,000							
Total - Clerk's Services	162,000	30,000	22,000	50,000	-	30,000	-	-	-	30,000	-
By-law Enforcement:											
2010 Bylaw Enforcement Van (BL02) (CO ₂ ↓)	35,000		35,000								
2018 Bylaw Enforcement Van (BL01)	35,000										35,000
Total - By-law Enforcement	70,000	-	35,000	-	-	-	-	-	-	-	35,000
Financial Services:											
Asset Management Roadmap (Phase II, Phase III)	151,000	35,000	58,000	58,000							
Development Charges Background Study*	57,000	28,500					28,500				
Total - Financial Services	208,000	63,500	58,000	58,000	-	-	28,500	-	-	-	-
Information Technology:											
Annual Hardware and Software Upgrades	254,000	31,000	23,000	23,000	23,000	31,000	23,000	23,000	23,000	23,000	31,000
Physical Security Enhancements (Admin Complex)	35,000	35,000									
Office 365 Migration (CO ₂ ↓)	20,000	20,000									
Municipal Accounting System/Software	150,000		150,000								
Network Infrastructure Updates and Replacements	234,000		20,000	15,000	22,000	60,000		20,000	15,000	22,000	60,000
GPS/AVL System Upgrades	50,000				25,000					25,000	
Total - Information Technology	743,000	86,000	193,000	38,000	70,000	91,000	23,000	43,000	38,000	70,000	91,000
Total - General Government	1,183,000	179,500	308,000	146,000	70,000	121,000	51,500	43,000	38,000	100,000	126,000
CAPITAL FUNDING SOURCES:											
Senior/Other Government Funding:											
Ontario Community Infrastructure Fund (OCIF)	151,000	35,000	58,000	58,000	-	-	-	-	-	-	-
	151,000	35,000	58,000	58,000	-	-	-	-	-	-	-
DC Funding:											
Development Charges Background Study	51,300	25,650	-	-	-	-	25,650	-	-	-	-
Strategic Plan Update	40,500	13,500	-	-	-	13,500	-	-	-	13,500	-
Total - DC Funding	91,800	39,150	-	-	-	13,500	25,650	-	-	13,500	-
Sale of Vehicles:											
2010 Bylaw Enforcement Pick-up (BL02)	1,000	-	1,000	-	-	-	-	-	-	-	-
2018 Bylaw Enforcement Van (BL01)	1,000	-	-	-	-	-	-	-	-	-	1,000
	2,000	-	1,000	-	-	-	-	-	-	-	1,000
Reserve Funds											
Infrastructure Reserve Fund - Water	25,000	-	25,000	-	-	-	-	-	-	-	-
Infrastructure Reserve Fund - Wastewater	25,000	-	25,000	-	-	-	-	-	-	-	-
Total - Reserve Funds	50,000	-	50,000	-	-	-	-	-	-	-	-
Balance - to be funded from General Tax Levy	888,200	105,350	199,000	88,000	70,000	107,500	25,850	43,000	38,000	86,500	125,000

FIRE SERVICES - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year Calendar Year	Total	1 2019	2 2020	3 2021	4 2022	5 2023	6 2024	7 2025	8 2026	9 2027	10 2028
Studies											
Fire Master Plan / Community Risk Assessment (O Reg 378/18)*	140,000	70,000					70,000				
Fire Station Facility Condition Assessment*	15,000			15,000							
Total - Studies	155,000	70,000	-	15,000	-	-	70,000	-	-	-	-
Facilities:											
Station 1 (Baden)											
Exterior Window Replacements (CO ₂ ↓)	10,000			10,000							
Womens Washroom Renovation (incl. Shower)	50,000		50,000								
Repave Front Asphalt Apron	50,000		50,000								
	110,000	-	100,000	10,000	-	-	-	-	-	-	-
Station 2 (New Dundee)											
Replace Retaining Wall	25,000		25,000								
Repave Parking Lot	25,000		25,000								
	50,000	-	50,000	-	-	-	-	-	-	-	-
Station 3 (New Hamburg)											
Station Renovations * (CO ₂ ↓)	495,400	495,400									
	495,400	495,400	-	-	-	-	-	-	-	-	-
Total - Facilities	655,400	495,400	150,000	10,000	-	-	-	-	-	-	-
Vehicles:											
Station 1 Rescue (Replacement) (R7)	400,000		400,000								
Fire Prevention Vehicle (New) *	35,000		35,000								
Fire Chiefs Vehicle (Replacement)	60,000		60,000								
Station 1 Pumper (Replacement) (P2)	600,000		600,000								
Station 3 Rescue (Replacement) (R37)	400,000			400,000							
Station 3 Aerial (Replacement) (A39)	1,000,000				1,000,000						
Station 1 Tanker (Replacement) (T6)	400,000					400,000					
Station 2 Rescue (Replacement) (R27)	400,000						400,000				
Fire Training Officer Vehicle (Replacement)	45,000							45,000			
Station 1 Tanker (Replacement) (T5)	400,000								400,000		
Station 1 Pumper (Replacement) (P1)	600,000								600,000		
Station 1 Pumper (New Vehicle) *	600,000									600,000	
Total - Vehicles	4,940,000	-	1,095,000	400,000	1,000,000	400,000	400,000	45,000	1,000,000	600,000	-
Other Equipment:											
Thermal Imaging Cameras	30,000	30,000									
Water/Ice Rescue Equipment (incl. Training)	61,000	46,000	15,000								
Supply/Install of Commercial Washers/Dryers	90,000	90,000									
SCBA Replacement /Upgrades	750,000	150,000	150,000	150,000	150,000	150,000					
Mounted Apparatus Pressure Washers	20,000	20,000									
Coveralls and Safety Boots	80,000	40,000					40,000				
Automated External Defibrillators (AED's)	15,000										15,000
Auto-Extrication Equipment	200,000										200,000
Total - Other Equipment	1,246,000	376,000	165,000	150,000	150,000	150,000	40,000	-	-	-	215,000
Total - Fire	6,996,400	941,400	1,410,000	575,000	1,150,000	550,000	510,000	45,000	1,000,000	600,000	215,000

FIRE SERVICES - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028

CAPITAL FUNDING SOURCES:

DC Funding:

Provision for Station 3 Renovations	495,400	495,400	-	-	-	-	-	-	-	-	-
Fire Master Plan Update	112,000	56,000	-	-	-	-	56,000	-	-	-	-
Station 1 Pumper (New Vehicle)	600,000	-	-	-	-	-	-	-	-	600,000	-
Fire Training Officer Vehicle (New Vehicle)	35,000	-	35,000	-	-	-	-	-	-	-	-
Total - DC Funding	1,242,400	551,400	35,000	-	-	-	56,000	-	-	600,000	-

Sale of Old Vehicles, Equipment:

Station 1 Rescue (Replacement) (R7)	5,000		5,000								
Fire Chiefs Vehicle (Replacement)	1,000		1,000								
Station 1 Pumper (Replacement) (P2)	5,000		5,000								
Station 3 Rescue (Replacement) (R37)	5,000			5,000							
Station 3 Aerial (Replacement) (A39)	8,000				8,000						
Station 1 Tanker (Replacement) (T6)	5,000					5,000					
Station 2 Rescue (Replacement) (R27)	5,000						5,000				
Fire Training Officer Vehicle (Replacement)	1,000							1,000			
Station 1 Tanker (Replacement) (T5)	5,000								5,000		
Station 1 Pumper (Replacement) (P1)	5,000								5,000		
Total - Sale of Old Vehicles, Equipment	45,000	-	11,000	5,000	8,000	5,000	5,000	1,000	10,000	-	-

Reserve Funds

Infrastructure Reserve Fund - Equipment	1,010,600	309,500	360,300	115,000	180,000	45,800	-	-	-	-	-
Total - Reserve Funds	1,010,600	309,500	360,300	115,000	180,000	45,800	-	-	-	-	-

Balance - to be funded from General Tax Levy	4,698,400	80,500	1,003,700	455,000	962,000	499,200	449,000	44,000	990,000	-	215,000
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PUBLIC WORKS - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year Calendar Year		1 2019	2 2020	3 2021	4 2022	5 2023	6 2024	7 2025	8 2026	9 2027	10 2028
Facilities:											
Roads - Facilities:											
Snow Storage Review*	15,000	15,000									
LED Lighting Upgrades (Works Yard) (CO ₂ L)	10,325	10,325									
Public Works Yard Facility Condition Assessment*	20,000			20,000							
Total Roads Facilities	45,325	25,325	-	20,000	-	-	-	-	-	-	-
Water/Sanitary - Facilities:											
LED Lighting Upgrades (Works Yard) (CO ₂ L)	10,325	10,325									
Lift Station 5 (Milne Drive) - Replace Lift Pumps	16,000		16,000								
Lift Station Facility Condition Assessment*	45,000		45,000								
Public Works Yard Facility Condition Assessment*	20,000			20,000							
Lift Station 3 (Marvin Street) - Replace Lift Pumps	11,000				11,000						
Lift Station 1 (Waterloo Street) - Replace Lift Pumps	19,000								19,000		
Lift Station 4 (Charlotta Street) - Replace Lift Pumps	11,000									11,000	
Lift Station 2 (Milton Street) - Replace Lift Pumps	20,000										20,000
Total Water/Sanitary Facilities	152,325	10,325	61,000	20,000	11,000	-	-	-	19,000	11,000	20,000
Vehicles & Equipment:											
Roads - Vehicles & Equipment:											
Replace 2009 Tandem Axle Dump (305-09)	300,000	300,000									
Replace 2007 Sidewalk Tractor (SW1)	140,000	140,000									
Radar Speed Display Signs	15,550	15,550									
Mid-Size Pickup Truck (Engineering Services)*	45,000	45,000									
Mounted Pressure Washer System (Natural Gas Heated)	11,000	11,000									
Stripe/Stall/Template Painter Unit & Trailer*	26,000		26,000								
Replace 2009 Service Vehicle (311-10)	65,000		65,000								
Replace 2010 Single Axle Dump (303-10)	250,000		250,000								
Replace 2010 4x4 Pickup (304-10)	40,000		40,000								
Backhoe Loader (New) *	175,000		175,000								
Replace 2011 Single Axle Dump (307-11)	250,000			250,000							
Single Axle Dump (New) *	250,000				250,000						
Replace 2013 Tandem Axle Dump (308-14)	300,000					300,000					
Replace Brush Chipper	40,000					40,000					
Replace 2008 Grader (G9)	295,000						295,000				
Replace Stake Truck (309-14)	60,000						60,000				
Replace 2015 4x4 Pickup (310-15)	40,000							40,000			
Repalce 2015 Single Axle Dump (306-15)	250,000							250,000			
Replace 2016 Tandem Axle Dump (302-17)	300,000								300,000		
Replace 2016 Single Axle Dump (301-17)	250,000								250,000		
Tailgate Asphalt Spreader *	85,000									85,000	
Total Roads Vehicles & Equipment	3,187,550	511,550	556,000	250,000	250,000	340,000	355,000	290,000	550,000	85,000	-

PUBLIC WORKS - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
<u>Water & Sanitary - Vehicles & Equipment:</u>											
Replace 2009 Service Vehicle (402-10)	63,000	63,000									
Mounted Pressure Washer System (Natural Gas Heated)	11,000	11,000									
Trench Box*	31,000		31,000								
Replace CCTV Lateral Camera c/w Sonic Locator	11,000			11,000							
Replace 2011 Service Vehicle (403-12)	63,000			63,000							
Replace Flusher/Vacuum Truck (401-08)	363,000				363,000						
Replace 2013 Stake Truck (404-14)	60,000					60,000					
Replace 2014 Service Truck (405-15)	63,000						63,000				
Replace 2016 3/4 Ton Pickup Truck (406-16)	40,000								40,000		
Replace Large Plate Tamper	14,000										14,000
Replace Portable Diesel Air Compressor c/w Air Breakers	22,000										22,000
Total Water & Sanitary Vehicles & Equipment	741,000	74,000	31,000	74,000	363,000	60,000	63,000	-	40,000	-	36,000
<u>Public Works - Studies:</u>											
Bridge Inspections (OSIM)	175,000	35,000		35,000		35,000		35,000		35,000	
Sanitary System Infiltration Study	70,000	70,000									
Infrastructure Master Plan (Phase I-IV)*	500,000		125,000	125,000	125,000	125,000					
Road Condition Survey and Needs Study*	100,000					50,000					50,000
Total - Studies	845,000	105,000	125,000	160,000	125,000	210,000	-	35,000	-	35,000	50,000
<u>Engineering and Reconstruction c/w Underground:</u>											
Hannah Street (Waterloo St.-Milton St.)	428,100	428,100									
Lewis Street (Hannah Street-End)	482,600	482,600									
Church Street (Wilmot St.-Peel St.)	526,800	526,800									
Wilmot Street (Bleams Rd-Church St)	734,400	734,400									
Wilmot Street (Church St.-Kirkpatrick Park)	779,020	70,820	708,200								
Wilmot Street (Kirkpatrick Park-Huron Street)	1,023,770	93,070		930,700							
Boulee Street (Hamilton Road-Victoria Street)	1,469,050			133,550	1,335,500						
Victoria Street (Hwy #7&8-Boulee St.)	2,136,750			194,250		1,942,500					
Webster Street (Waterloo St.-Victoria Street)	2,092,200				190,200		1,902,000				
Stone Street (Huron Street-End)	1,153,020					104,820		1,048,200			
Centennial Cres. (Huron-End)	756,690						68,790		687,900		
Boulee Street (Peel Street-Jacob St.)	556,490							50,590	505,900		
Seyler Street (Peel Street-Jacob St.)	534,160							48,560		485,600	
Peel Street (Seyler Street-Boulee St.)	1,157,530							105,230		1,052,300	
Shade Street (Waterloo St.-Perth Street)	2,938,210								267,110		2,671,100
Total - Engineering/Reconstruction	16,768,790	2,335,790	708,200	1,258,500	1,525,700	2,047,320	1,970,790	1,252,580	1,460,910	1,537,900	2,671,100
<u>Watermain / Sanitary Sewer Network:</u>											
St. Agatha Watermain Looping	138,000	18,000	120,000								
Morningside Trunk Sanitary Sewer*	4,408,250	400,750		4,007,500							
Snyder's Road Sanitary Sewer (Charlotta St - Foundry St)*	1,270,000		1,270,000								
Foundry Street Trunk Sanitary Sewer*	3,150,400			286,400		2,864,000					
Snyder's Road Sanitary Railway Crossing*	690,000			345,000		345,000					
Total - Watermain / Sanitary Sewer Network	9,656,650	418,750	1,390,000	4,638,900	-	3,209,000	-	-	-	-	-

PUBLIC WORKS - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Municipal Drains:											
Richardson Drain Maintenance	40,000	40,000									
Krampien Drain Maintenance	30,000	30,000									
Doering Drain Maintenance	30,000	30,000									
St Agatha Drain (Section 78)	100,000		100,000								
Snyder/Ag Com. Petition Drain	250,000		250,000								
Alpine Municipal Drain	137,000		137,000								
Total - Municipal Drains	587,000	100,000	487,000	-	-	-	-	-	-	-	-
Roads - Hot Mix Paving Program:											
Sandhills Road (Huron Rd-Witmer Rd)	R	159,500	159,500								
Sandhills Road (Witmer Rd-Bleams Rd)	R	160,300	160,300								
Elizabeth Street (Schneller Dr-275m west of Schneller Dr)	U	57,400		57,400							
Schneller Drive (Snyder's Rd E-215m south of Snyder's Rd)	U	48,300		48,300							
Queen Street (Bridge St-Oxford-Waterloo Rd)	U	160,000		160,000							
Bergey Court (Bleams Rd-End)	U	139,300		139,300							
Huron Place (Huron Rd-End)	U	10,600		10,600							
Nelson Street (Waterloo St-End)	U	11,400		11,400							
Sandhills Road (Erb's Rd-Snyder's Rd)	R	322,700			322,700						
Charlotta Street (Mill St-Christian St)	U	85,500				85,500					
Christian Street (Snyder's Rd W-Charlotta St)	U	46,700				46,700					
Huron Road (Puddicombe Road to Tye Road)	R	151,000				151,000					
Mill Street (Snyder's Road W-Charlotta St)	U	13,700				13,700					
Miller Street (Snyder's Rd W-Charlotta St)	U	52,500				52,500					
Queen Street (Snyder's Rd W-Charlotta St)	U	36,000				36,000					
Alice Crescent (Redford Dr-Deerfield Ave)	U	119,400					119,400				
Deerfield Avenue (Notre Dame-End)	U	69,300					69,300				
Redford Drive (End-End)	U	34,000					34,000				
Alderview Drive (Main St-Bechtel Ave)	U	37,900						37,900			
Bechtel Ave (Main St-End)	U	38,600						38,600			
Main Street (Alderview Dr-Mill St)	U	55,000						55,000			
Bleams Road West (Fairview St-End)	U	20,500							20,500		
Bleams Road West (Wilmot St to Fairview St)	U	19,800							19,800		
Hamilton Road (Neville St-End)	U	40,400							40,400		
Victoria Street (George St to Webster St)	U	29,900							29,900		
Victoria Street (Park Place to George St)	U	27,000							27,000		
Victoria Street (Waterloo St to Park Place)	U	42,600							42,600		
Victoria Street (Waterloo St to End)	U	8,700							8,700		
Beck Street (Mill St-Foundry St)	U	34,300								34,300	
Heritage Drive (End-Bleams Rd E)	U	82,300								82,300	
Queen Street (Charles St-St George St)	U	27,900								27,900	
Sandhills Road (Gerber Rd-Berlett's Rd)	R	193,700								193,700	
St George Street (Queen St-End)	U	21,300								21,300	

PUBLIC WORKS - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Meadowcliff Place (Cul-de-sac)	U	18,600									18,600
Meadowcliff Place (Woodridge Dr to Cul-de-sac)	U	24,200									24,200
Meadowpark Place (Cul-de-sac)	U	18,400									18,400
Meadowpark Place (Woodridge Dr to End)	U	77,200									77,200
Woodridge Drive (Mannheim Rd to Meadowcliff Place)	U	54,500									54,500
Woodridge Drive (Meadowcliff Place to Meadowpark Place)	U	31,800									31,800
Total - Hot Mix Paving		2,582,200	319,800	265,700	161,300	322,700	385,400	222,700	131,500	188,900	359,500
Roads - Surface Treatment Program:											
Hallman Road (Bridge Road to Bethel Road)	S	33,500	33,500								
Hallman Road (Bethel Road to Huron Road)	S	33,800	33,800								
Holland Mills Road (Bleams Road to Bridge)	T	45,100	45,100								
Holland Mills Road (Bridge to Huron Road)	T	347,800	347,800								
Wilmot-Easthope Rd (Erb's Road to Line 41)	S	6,700	6,700								
Wilmot-Easthope Rd (Line 41 to Line 40)	S	27,200	27,200								
Wilmot-Easthope Rd (Line 40 to Christner Road)	S	30,500	30,500								
Carmel-Koch Road (Wilmot-Easthope Road to Nafziger Road)	S	44,000	44,000								
Diamond Road (Bridge Street to Oxford - Waterloo Road)	T	115,900	115,900								
Nafziger Road (Bleams Road to South End)	T	201,000	201,000								
Wilmot Line (Erb's Road to Columbia Street)	S	21,200	21,200								
Wilmot Line (Columbia Street to Wilby Road)	S	13,500	13,500								
Wilmot Line (Wilby Road to ESL)	S	33,000	33,000								
Lisbon Road (Nafziger Road to East End)	T	115,900		115,900							
Settlement Road (Sandhills Road to 1.3km West)	T	167,500		167,500							
Settlement Road (1.3km West of Sandhills Road to Gerber Road)	T	51,600		51,600							
Settlement Road (1.3km West of Sandhills Road to End)	T	48,300		48,300							
Tye Road (Huron Road to Bridge Street)	S	66,400		66,400							
Witmer Road (Sandhills Road to 2,050m east of Sandhills Road)	S	45,300		45,300							
Berlett's Road (Nafziger Road to Wilmot - Easthope Road)	S	42,000			42,000						
Concession Road (Oxford Road #5 to Walker Road)	S	53,100			53,100						
Wilby Road (Nafziger Road to Sandhills Road)	S	84,000			84,000						
Bean Road (Oxford Road 5 to Diamond Road)	S	11,100				11,100					
Bean Road (Diamond Road to Walker Road)	S	81,800				81,800					
Bean Road (Walker Road to Tye Road)	S	41,500				41,500					
Hallman Road (Bridge Street to Oxford - Waterloo Road)	S	18,600				18,600					
Sandhills Road (Bridge Street to Oxford - Waterloo Road)	S	17,700				17,700					
Tye Road (Bridge Street to Oxford - Waterloo Road)	S	19,900				19,900					
Bridge Street (Oxford Road #5 to Walker Road)	S	115,000					115,000				
Witmer Road (Queen Street to Mannheim Road)	S	55,300					55,300				
Oxford-Waterloo Road (Puddicombe Road to Pinehill Road)	T	311,800						311,800			
Oxford-Waterloo Road (Tye Road to Puddicombe Road)	T	251,900						251,900			
Oxford-Waterloo Road (Diamond Road to 1 Km west of Walker Rd)	T	362,100							362,100		
Oxford-Waterloo Road (Tye Road to Walker Road)	T	238,300							238,300		
Bender Road (Oxford Road 5 to Huron Road)	T	104,400								104,400	
Carmel-Koch Road (Nafziger Road to Sandhills Road)	S	82,500								82,500	
Carmel-Koch Road (Notre Dame Drive to Wilmot Line)	S	82,600								82,600	
Carmel-Koch Road (Sandhills Road to Notre Dame Drive)	S	82,900								82,900	
Punkeydoodles Ave (Oxford Road 5 to Huron Road)	S	2,900								2,900	

PUBLIC WORKS - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10	
Calendar Year		Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Wilby Road (Notre Dame Drive to Wilmot Line)	S	81,800										81,800
Wilby Road (Sandhills Road to Notre Dame Drive)	S	81,800										81,800
Wilmot-Centre Road (Bleams Road to Huron Road)	S	67,000										67,000
Total - Surface Treatment		3,738,200	524,600	428,600	495,000	179,100	190,600	170,300	563,700	600,400	355,300	230,600
S = Single Surface T= Triple Surface												
Roads - Active Transportation:												
Sidewalk Repairs and Replacement Program		700,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Total - Active Transportation		700,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Roads - Gravel Pit:												
Gravel Crushing		315,000	50,000	65,000		50,000		50,000		50,000		50,000
Total Roads- Gravel Pit		315,000	50,000	65,000	-	50,000	-	50,000	-	50,000	-	50,000
Roads - Structures:												
Guiderail Program		500,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Berlett's Road #5/B-T3		20,000		20,000								
Lisbon Road #3/T-C1		45,000		45,000								
Tye Road #28/C-T13		365,000		65,000	300,000							
Huron Road #24/B-T12		300,000			50,000	250,000						
Bridge Street #33/B-T9		120,000				20,000	100,000					
Witmer Road #19/B-T6		50,000				10,000	40,000					
Brewery Street Retaining Wall						21,000						
Oxford-Waterloo Road #37/B-OXF		2,830,000									110,000	2,720,000
Village Greenway Retaining Wall		39,000									39,000	
Queen Street Retaining Wall		22,500									22,500	
Bridge Street # 34/B-T9*		2,955,000									110,000	2,845,000
Total Roads - Structures		7,267,500	50,000	180,000	400,000	351,000	190,000	50,000	50,000	50,000	331,500	5,615,000
Grand Total - All Public Works		46,586,540	4,595,140	4,367,500	7,547,700	3,247,500	6,702,320	2,951,790	2,392,780	3,029,210	2,785,200	8,967,400

CAPITAL FUNDING SOURCES:

Senior/Other Government Funding:											
Federal Gas Tax	6,629,199	623,258	623,258	651,588	651,588	679,918	631,452	-	1,180,302	49,000	1,538,836
Ontario Community Infrastructure Fund: Formula Based Component	6,645,480	659,648	486,648	636,648	694,648	694,648	694,648	694,648	694,648	694,648	694,648
Ontario Community Infrastructure Fund: Top-Up Component	2,717,924	546,587	-	-	-	-	-	-	-	-	2,171,337
Cost Sharing Agreement with Perth East	32,200	32,200	-	-	-	-	-	-	-	-	-
Cost Sharing Agreement with Blandford-Blenheim	1,997,050	-	-	-	-	-	-	281,850	300,200	55,000	1,360,000
Total - Senior/Other Gov't Funding	18,021,853	1,861,693	1,109,906	1,288,236	1,346,236	1,374,566	1,326,100	976,498	2,175,150	798,648	5,764,821

PUBLIC WORKS - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year Calendar Year		1 2019	2 2020	3 2021	4 2022	5 2023	6 2024	7 2025	8 2026	9 2027	10 2028
DC Funding:											
Roads - Studies											
Snow Storage Review	13,500	13,500	-	-	-	-	-	-	-	-	-
Public Works Yard Facility Condition Assessment	18,000	-	-	18,000	-	-	-	-	-	-	-
Infrastructure Master Plan (Phase I-IV)	225,000	-	56,250	56,250	56,250	56,250	-	-	-	-	-
Water/Sanitary - Studies											
Public Works Yard Facility Condition Assessment*	18,000	-	-	18,000	-	-	-	-	-	-	-
Lift Station Facility Condition Assessment	40,500	-	40,500	-	-	-	-	-	-	-	-
Water Distribution Master Plan	112,500	-	28,125	28,125	28,125	28,125	-	-	-	-	-
Sanitary Sewer Master Plan	112,500	-	28,125	28,125	28,125	28,125	-	-	-	-	-
Roads - Vehicles & Equipment											
Mid-Size Pickup Truck (Engineering Services)	45,000	45,000	-	-	-	-	-	-	-	-	-
Stripe/Stall/Template Painter Unit & Trailer	26,000	-	26,000	-	-	-	-	-	-	-	-
Backhoe Loader (New)	175,000	-	175,000	-	-	-	-	-	-	-	-
Single Axle Dump (New)	250,000	-	-	-	250,000	-	-	-	-	-	-
Tailgate Asphalt Spreader	85,000	-	-	-	-	-	-	-	-	85,000	-
Sanitary Sewer Network											
Snyder's Road Sanitary Sewer (Charlotta St - Foundry St)*	611,865	-	611,865	-	-	-	-	-	-	-	-
Monmingside Trunk Sanitary Sewer EA / Upgrades	4,408,250	400,750	-	4,007,500	-	-	-	-	-	-	-
Foundry Street Trunk Sanitary Sewer	3,150,400	-	-	286,400	-	2,864,000	-	-	-	-	-
Snyder's Road Sanitary Railway Crossing	332,430	-	-	166,215	-	166,215	-	-	-	-	-
Roads - Structures											
Bridge Street # 34/B-T9	551,546	-	-	-	-	-	-	-	-	20,531	531,015
Total - DC Funding	10,175,491	459,250	965,865	4,608,615	362,500	3,142,715	-	-	-	105,531	531,015
Landowner/Developer Contribution											
Richardson Drain	24,000	24,000	-	-	-	-	-	-	-	-	-
Krampien Drain	28,000	28,000	-	-	-	-	-	-	-	-	-
Doering Drain	28,000	28,000	-	-	-	-	-	-	-	-	-
St Agatha Drain	98,000	-	98,000	-	-	-	-	-	-	-	-
Snyder/Ag Com Petition Drain	240,000	-	240,000	-	-	-	-	-	-	-	-
Alpine Municipal Drain	99,000	-	99,000	-	-	-	-	-	-	-	-
Total - Landowner/Developer Contribution	517,000	80,000	437,000	-	-	-	-	-	-	-	-

PUBLIC WORKS - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Sale of Vehicles, Equipment											
Replace 2009 Service Vehicle (402-10)	5,000	5,000	-	-	-	-	-	-	-	-	-
Replace 2009 Tandem Axle Dump (305-09)	30,000	30,000	-	-	-	-	-	-	-	-	-
Replace 2009 Service Vehicle (311-10)	5,000	-	5,000	-	-	-	-	-	-	-	-
Replace 2010 Single Axle Dump (303-10)	30,000	-	30,000	-	-	-	-	-	-	-	-
Replace 2010 4x4 Pickup (304-10)	5,000	-	5,000	-	-	-	-	-	-	-	-
Replace 2011 Service Vehicle (403-12)	5,000	-	-	5,000	-	-	-	-	-	-	-
Replace 2011 Single Axle Dump (307-11)	30,000	-	-	30,000	-	-	-	-	-	-	-
Replace Flusher/Vacuum Truck (401-08)	20,000	-	-	-	20,000	-	-	-	-	-	-
Replace 2003 Tandem Axle Dump (308-14)	30,000	-	-	-	-	30,000	-	-	-	-	-
Replace 2013 Stake Truck (404-14)	5,000	-	-	-	-	5,000	-	-	-	-	-
Replace 2008 Grader (G9)	15,000	-	-	-	-	-	15,000	-	-	-	-
Replace Brush Chipper	1,000	-	-	-	-	1,000	-	-	-	-	-
Replace 2014 Service Truck (404-14)	5,000	-	-	-	-	-	5,000	-	-	-	-
Replace Stake Truck (309-14)	5,000	-	-	-	-	-	5,000	-	-	-	-
Replace 2015 4x4 Pickup (310-15)	5,000	-	-	-	-	-	-	5,000	-	-	-
Replace 2015 Single Axle Dump (306-15)	30,000	-	-	-	-	-	-	30,000	-	-	-
Replace 2016 3/4 Ton Pickup Truck (406-16)	5,000	-	-	-	-	-	-	-	5,000	-	-
Replace 2016 Tandem Axle Dump (302-17)	30,000	-	-	-	-	-	-	-	30,000	-	-
Replace 2016 Single Axle Dump (301-17)	30,000	-	-	-	-	-	-	-	30,000	-	-
Total - Sale of Old Vehicles, Equipment	291,000	35,000	40,000	35,000	20,000	36,000	25,000	35,000	65,000	-	-
Reserve Fund											
Infrastructure Reserve Fund - Transportation	1,010,600	309,500	360,300	115,000	180,000	45,800	-	-	-	-	-
Infrastructure Reserve Fund - Sanitary	3,685,125	222,950	823,635	444,495	536,160	635,765	416,120	-	-	-	606,000
Infrastructure Reserve Fund - Water	2,315,330	571,280	229,900	195,260	236,710	347,910	305,770	-	-	-	428,500
Total - Reserve Funds	7,011,055	1,103,730	1,413,835	754,755	952,870	1,029,475	721,890	-	-	-	1,034,500
Balance - to be funded from General Levy	10,570,140	1,055,467	400,894	861,094	565,894	1,119,564	878,800	1,381,282	789,060	1,881,021	1,637,064

PARKS, FACILITIES AND RECREATION SERVICES - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
STUDIES:											
Smith's Creek Flats Carbon Sink Design Study (CO ₂ ↓)	50,000	50,000									
Third Ice Pad Site Selection / Conceptual Design	55,000			55,000							
Recreation Masterplan Update *	50,000				50,000						
Trails Master Plan Update*	20,000					20,000					
Total - Studies	175,000	50,000	-	55,000	50,000	20,000	-	-	-	-	-
VEHICLES AND EQUIPMENT:											
Replace NH Parks Utility Vehicle (4x2 w dump)	15,000	15,000									
Replace Riverside Cemetery Utility Vehicle (4x2 w dump)	15,000	15,000									
Replace Parks Skid-Steer Loader	50,000		50,000								
Replace WRC Main Floor Scrubber (ride-on)	17,000		17,000								
New Trails Maintenance Vehicle*	18,000		18,000								
Replace Baden Parks Maintenance Tractor	15,000			15,000							
Replace WRC Utility Vehicle (4x2 w dump)	16,000			16,000							
Replace 2005 Brush Chipper	35,000				35,000						
Electric Ice Resurfacer Battery Replacement	11,000				11,000						
Replace 2013 Service Vehicle (707-12)	40,000					40,000					
Replace 2014 HVAC Vehicle (701-14)	35,000						35,000				
Replace 2014 4x4 Pick Up Truck (702-14)	35,000						35,000				
Replace 2015 F450 Stake Truck (703-15)	65,000							65,000			
Replace 2016 2WD Pick Up Truck w Cap (704-16)	35,000								35,000		
Replace 2018 Stake Truck (705-18)	60,000										60,000
Replace 2018 Maintenance Van (706-18)	35,000										35,000
Total - Vehicles & Equipment	497,000	30,000	85,000	31,000	46,000	40,000	70,000	65,000	35,000	-	95,000
FACILITIES											
Wilmot Recreation Complex											
Automatic Irrigation System (Soccer Fields) (CO ₂ ↓)	38,000	38,000									
Parking Lot Repairs	24,000	12,000						12,000			
Aquatic Centre Maintenance Program	60,000			30,000			30,000				
Facility Condition Assessment	50,000				50,000						
WRC Phase I Flat Roof Replacement TPO System	240,000						240,000				
Total - Wilmot Recreation Complex	412,000	50,000	-	30,000	50,000	-	270,000	12,000	-	-	-
New Hamburg Arena & CC											
CC - Kitchen Upgrades (CO ₂ ↓)	30,000	30,000									
Resurface Arena Roof	120,000		120,000								
NHCC Refinish Flooring	16,000		16,000								
Remove/Replace Front Parking and Sidewalk, Lot Expansion*	186,000			186,000							
Lower Flat Roof Replacement	35,000							35,000			
Total - New Hamburg Arena & CC	387,000	30,000	136,000	186,000	-	-	-	35,000	-	-	-
Wilmot Administration Complex											
Convert Interior Lighting to LED (CO ₂ ↓)	22,500	22,500									
Boiler Replacement (CO ₂ ↓)	35,000	35,000									
Parking Lot Design / Expansion / LED Lighting *	197,000	32,000	165,000								
Facility Condition Assessment / Office Layout Review*	45,000		45,000								
Replace Cooling Tower/Underground Piping (CO ₂ ↓)	33,000			33,000							
Flat Roof Replacement	80,000				80,000						
Total - Wilmot Administration Complex	412,500	89,500	210,000	33,000	80,000	-	-	-	-	-	-

PARKS, FACILITIES AND RECREATION SERVICES - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year Calendar Year	Total	1 2019	2 2020	3 2021	4 2022	5 2023	6 2024	7 2025	8 2026	9 2027	10 2028
Old Administration Complex - 121 Huron Street											
Boiler Room HVAC Unit (CO ₂ ↓)	30,000				30,000						
Total - 121 Huron Street	30,000	-	-	-	30,000	-	-	-	-	-	-
Baden Community Parks and Facilities											
Playground Component Addition (Beck Park)	20,000	20,000									
Install Twin Pickleball Courts (Beck Park)	15,000		15,000								
Relocate and Enhance Skatepark Equipment	65,000		65,000								
Parking Lot Enlargement * (Beck Park)	75,000			75,000							
Washroom Renovations	21,000			21,000							
Replace Picnic Shelter	55,000				55,000						
Ball Diamond 1 Lighting Replacement (Beck Park) (CO ₂ ↓)	85,000						85,000				
Total - Baden Parks and Facilities	336,000	20,000	80,000	96,000	55,000	-	85,000	-	-	-	-
Haysville Parks and Facilities											
Septic System Review/ Upgrade	25,000		25,000								
Resurface Parking Lot	25,000				25,000						
Playground Component Replacement	30,000					30,000					
Total - Haysville Parks and Facilities	80,000	-	25,000	-	25,000	30,000	-	-	-	-	-
Mannheim Parks and Facilities											
Subfloor/VCT Replacement	15,500		15,500								
Septic System Review/ Upgrade	25,000		25,000								
Park - Install Ball Diamond Lights*	95,000				95,000						
Replace Ball Diamond Backstop & Fencing	52,000				52,000						
Replace Picnic Shelter	55,000						55,000				
Playground Component Replacement	50,000							50,000			
Total - Mannheim Parks and Facilities	292,500	-	40,500	-	147,000	-	55,000	50,000	-	-	-
New Dundee Parks and Facilities											
Kitchen Renovation (CO ₂ ↓)	30,000	30,000									
Septic System Review/Upgrade	25,000		25,000								
Replace Community Centre Tables	12,000			12,000							
Replace Picnic Shelter	55,000					55,000					
Cooling Centre/Spray Zone	75,000							75,000			
Total - New Dundee Parks and Facilities	197,000	30,000	25,000	12,000	-	55,000	-	75,000	-	-	-
New Hamburg Parks and Facilities											
Kirkpatrick Park Lot Reconstruction	491,300	491,300									
Playground Component Replacement (Optimist Youth Park)	40,000		40,000								
Nith River Pathway Design/Reconstruction	70,000			70,000							
Replace Shade Structure (Constitution Park)	25,000				25,000						
Bank Erosion Control (Kirkpatrick Park)	65,000					65,000					
New Hamburg Skate Park	95,000						95,000				
Double Tennis Court & Lighting Replacement (Scott Park) (CO ₂ ↓)	160,000							160,000			
Multi-Use Court Replacement (Scott Park)	60,000								60,000		
Replace Shade Structures (2) (Scott Park)	50,000								50,000		
Replace Large Picnic Shelter (Norm Hill Park)	75,000									75,000	
Total - New Hamburg Parks and Facilities	1,131,300	491,300	40,000	70,000	25,000	65,000	95,000	160,000	110,000	75,000	-
Petersburg Parks and Facilities											
Septic System Review/Upgrade	25,000		25,000								
D2 Lighting Replacement* (CO ₂ ↓)	95,000			95,000							
Playground Component Addition	20,000			20,000							
Replace Multi-Use Pad	25,000				25,000						
Total - Petersburg Parks and Facilities	165,000	-	25,000	115,000	25,000	-	-	-	-	-	-

PARKS, FACILITIES AND RECREATION SERVICES - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
<u>St Agatha Parks and Facilities</u>											
Replace Flooring	40,000	40,000									
Kitchen Renovations (CO ₂ ↓)	25,000	25,000									
Septic System Review/Upgrade	25,000		25,000								
Playground Component Replacement	40,000		40,000								
Cooling Centre/Spray Zone	75,000							75,000			
Replace Picnic Shelter	30,000								30,000		
Total - St. Agatha Parks and Facilities	235,000	65,000	65,000	-	-	-	-	75,000	30,000	-	-
<u>Library Facilities</u>											
Rooftop HVAC Unit (New Hamburg Library) (CO ₂ ↓)	12,000	12,000									
Provision for Future Library Facility Space*	100,000		100,000								
Total - Library Facilities	112,000	12,000	100,000	-	-	-	-	-	-	-	-
<u>Trail Development</u>											
Employment Lands Woodlot Trail Design/Construction	340,000	40,000	300,000								
Smiths Creek Neighbourhood Loop Construction	150,000			150,000							
Beckdale North Trail Construction	400,000				400,000						
Provision for Future Trail Development *	292,500					97,500	97,500	97,500			
Total - Trail Development	1,182,500	40,000	300,000	150,000	400,000	97,500	97,500	97,500	-	-	-
<u>Reforestation:</u>											
Annual Tree Planting Program (CO ₂ ↓)	450,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Total - Reforestation	450,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
<u>Riverside Cemetery:</u>											
Mausoleum Repair	25,000		25,000								
Replace Perimeter Fencing Along Frontage	30,000			30,000							
Columbarium (Phase 2 & 3)	44,000				44,000						
Provision for Cemetery Land Acquisition	275,000									275,000	
Total - Cemeteries	374,000	-	25,000	30,000	44,000	-	-	-	-	275,000	-
Provision for Third Ice Pad*	2,500,000				1,250,000	1,250,000					
Provision for Parks Operations Facility *	650,000						650,000				
	3,150,000	-	-	-	1,250,000	1,250,000	650,000	-	-	-	-
Grand Total - All Parks, Facilities and Recreation	9,618,800	952,800	1,201,500	853,000	2,272,000	1,602,500	1,367,500	614,500	220,000	395,000	140,000

PARKS, FACILITIES AND RECREATION SERVICES - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
CAPITAL FUNDING SOURCES:											
DC Funding:											
Recreation Masterplan Update	40,000	-	-	-	40,000	-	-	-	-	-	-
Administration Complex - Parking Lot Paving/Expansion	98,500	16,000	82,500	-	-	-	-	-	-	-	-
New Trails Maintenance Vehicle	18,000	-	18,000	-	-	-	-	-	-	-	-
Provision for Future Library Facility Space	90,000	-	90,000	-	-	-	-	-	-	-	-
Beck Park - Parking Lot Enlargement	54,000	-	-	54,000	-	-	-	-	-	-	-
Mannheim Park - Ball Diamond Lights	76,950	-	-	-	76,950	-	-	-	-	-	-
Petersburg Park - Ball Diamond Lights	76,950	-	-	76,950	-	-	-	-	-	-	-
Trails Master Plan Update	14,400	-	-	-	-	14,400	-	-	-	-	-
Provision for Future Trail Development	522,200	40,000	109,200	74,600	74,600	74,600	74,600	74,600	-	-	-
Provision for Third Ice Pad	1,912,500	-	-	-	956,250	956,250	-	-	-	-	-
Provision for Parks Operations Facility	650,000	-	-	-	-	-	650,000	-	-	-	-
Total - DC Funding	2,903,500	56,000	299,700	205,550	1,147,800	1,045,250	724,600	74,600	-	-	-
Sale of Old Vehicles, Equipment:											
Replace NH Parks Utility Vehicle	1,000	1,000	-	-	-	-	-	-	-	-	-
Replace Auto-Irrigation System (WRC)	2,000	2,000	-	-	-	-	-	-	-	-	-
Replace Parks Skid-Steer Loader	1,000	-	1,000	-	-	-	-	-	-	-	-
Replace Baden Parks Maintenance Tractor	1,000	-	-	1,000	-	-	-	-	-	-	-
Replace WRC Utility Vehicle (4x24 w dump)	1,000	-	-	1,000	-	-	-	-	-	-	-
Replace 2013 Service Vehicle	5,000	-	-	-	-	5,000	-	-	-	-	-
Replace 2014 Service Vehicle	5,000	-	-	-	-	-	5,000	-	-	-	-
Replace 2014 4x4 Pick Up Truck	5,000	-	-	-	-	-	5,000	-	-	-	-
Replace 2015 F450 Stake Truck (RF03)	5,000	-	-	-	-	-	-	5,000	-	-	-
Replace 2016 2WD Pick Up Truck w Cap (RF04)	5,000	-	-	-	-	-	-	-	5,000	-	-
Replace 2018 Stake Truck (705-18)	5,000	-	-	-	-	-	-	-	-	-	5,000
Replace 2018 Maintenance Van (706-18)	5,000	-	-	-	-	-	-	-	-	-	5,000
Total - Sale of Old Vehicles, Equipment	41,000	3,000	1,000	2,000	-	5,000	10,000	5,000	5,000	-	10,000
Grants/Cost Sharing:											
Kitchener Wilmot Hydro Grant	450,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Ontario Community Infrastructure Fund (OCIF)	150,000	-	150,000	-	-	-	-	-	-	-	-
Community Donations	1,000	1,000	-	-	-	-	-	-	-	-	-
Contribution from Region of Waterloo	7,500	7,500	-	-	-	-	-	-	-	-	-
Total - Grants	608,500	53,500	195,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Trust Funds											
Cemetery Trust Funds	275,000	-	-	-	-	-	-	-	-	275,000	-
Trails Trust Funds	687,150	21,250	190,800	75,400	325,400	28,500	22,900	22,900	-	-	-
Total - Trust Funds	962,150	21,250	190,800	75,400	325,400	28,500	22,900	22,900	-	275,000	-
Reserve Fund											
Parkland Levy (Cash-in-Lieu) Reserve Fund	608,750	21,250	-	-	293,750	293,750	-	-	-	-	-
Infrastructure Reserve Fund - Cemetery	114,000	15,000	25,000	30,000	44,000	-	-	-	-	-	-
Infrastructure Reserve Fund - Facilities	1,008,600	307,500	360,300	115,000	180,000	45,800	-	-	-	-	-
Total - Reserve Funds	1,731,350	343,750	385,300	145,000	517,750	339,550	-	-	-	-	-
Balance - to be funded from General Levy	3,372,300	475,300	129,700	380,050	236,050	139,200	565,000	467,000	170,000	75,000	85,000

CULTURAL SERVICES - 10-YEAR CAPITAL BUDGET FORECAST

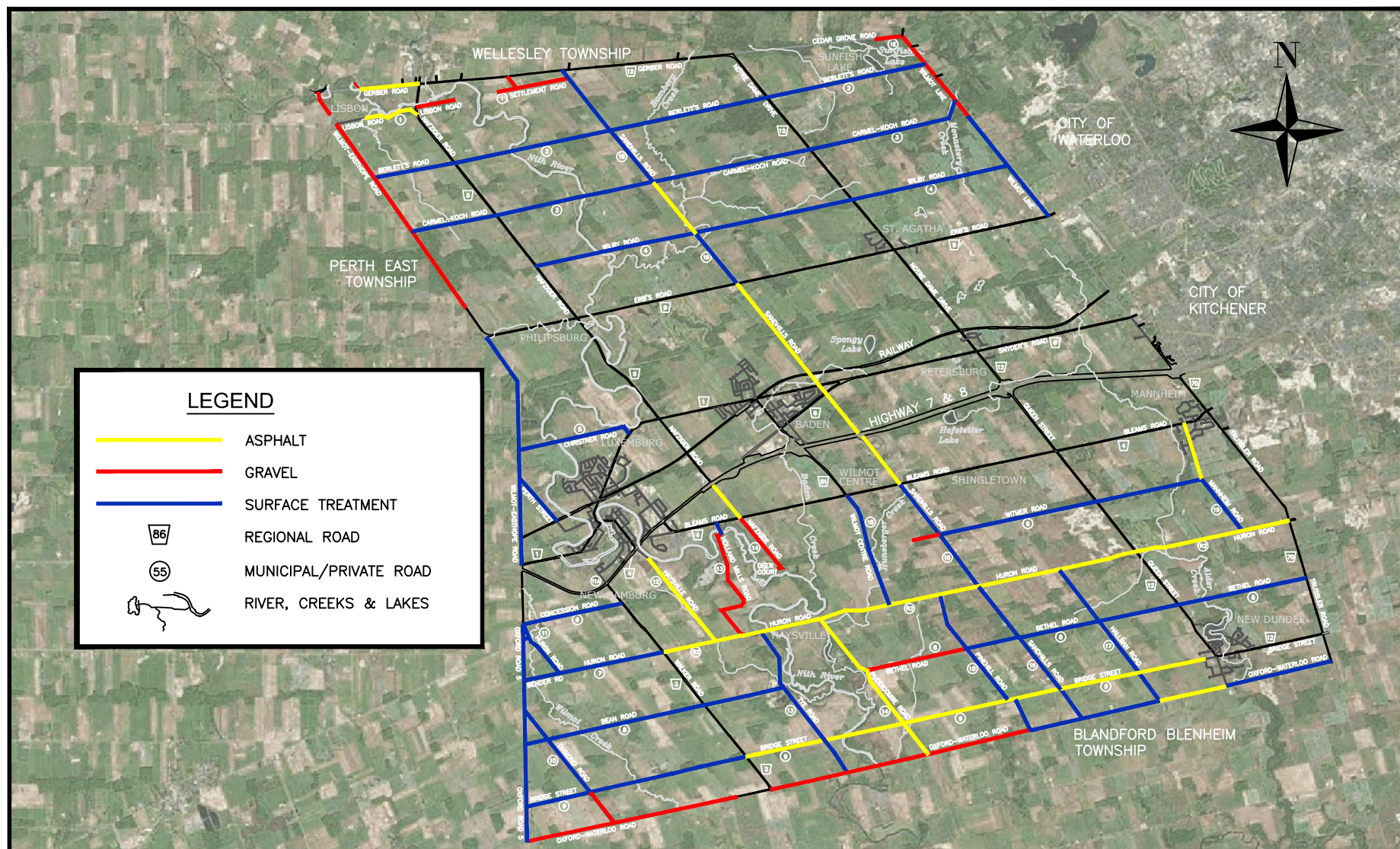
Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Castle Kilbride											
Chimney Repairs	26,000	26,000									
Condensed Artifact Storage (rolled shelving system)	20,000		20,000								
Reproduce Floor Covering	13,500			13,500							
Painting Works (Exterior)	30,000				15,000				15,000		
Mural Restoration Program	20,000					10,000					10,000
Arts & Culture Master Plan Update*	30,000						30,000				
Archives											
Microfilm Reader	16,000			16,000							
Total - Cultural Services	155,500	26,000	20,000	29,500	15,000	10,000	30,000	-	15,000	-	10,000
CAPITAL FUNDING SOURCES:											
Senior/Other Government Funding:											
Museum Assistance Program	10,000	-	10,000	-	-	-	-	-	-	-	-
Total - Senior/Other Government Funding	10,000	-	10,000	-	-	-	-	-	-	-	-
DC Funding:											
Arts and Culture Master Plan	24,000	-	-	-	-	-	24,000	-	-	-	-
Total - DC Funding	24,000	-	-	-	-	-	24,000	-	-	-	-
Balance - to be funded from General Tax Levy	121,500	26,000	10,000	29,500	15,000	10,000	6,000	-	15,000	-	10,000

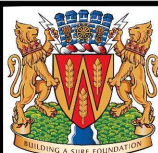
DEVELOPMENT SERVICES - 10-YEAR CAPITAL BUDGET FORECAST

Budget Year		1	2	3	4	5	6	7	8	9	10
Calendar Year	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Building Inspection:											
Vehicles:											
Replace 2015 4WD Jeep (801-15)	35,000							35,000			
Replace 2016 Nissan Rouge (802-16)	35,000								35,000		
Total - Building Inspection	70,000	-	-	-	-	-	-	35,000	35,000	-	-
Planning:											
Studies:											
Zoning By-Law Consolidation*	50,000					25,000					25,000
Official Plan 5 yr. Review*	120,000		60,000					60,000			
Total - Planning	170,000	-	60,000	-	-	25,000	-	60,000	-	-	25,000
Economic Development:											
Baden Urban Growth Centre Strategy*	25,000		25,000								
Total - Economic Development	25,000	-	25,000	-	-	-	-	-	-	-	-
Total Development Services	265,000	-	85,000	-	-	25,000	-	95,000	35,000	-	25,000
CAPITAL FUNDING SOURCES:											
DC Funding:											
Official Plan 5 yr. Review	64,800	-	32,400	-	-	-	-	32,400	-	-	-
Zoning By-Law Consolidation	27,000	-	-	-	-	13,500	-	-	-	-	13,500
Baden Urban Growth Centre Strategy*	18,000	-	18,000	-	-	-	-	-	-	-	-
Total DC Funding	109,800	-	50,400	-	-	13,500	-	32,400	-	-	13,500
Sale of Old Vehicles, Equipment:											
Replace 2015 4WD Jeep (801-15)	1,000	-	-	-	-	-	-	1,000	-	-	-
Replace 2016 Nissan Rouge (802-16)	1,000	-	-	-	-	-	-	-	1,000	-	-
Total - Sale of Vehicle	2,000	-	-	-	-	-	-	1,000	1,000	-	-
Reserve Funds											
Building Services Reserve Fund	68,000	-	-	-	-	-	-	34,000	34,000	-	-
Total - Reserve Funds	68,000	-	-	-	-	-	-	34,000	34,000	-	-
Balance - to be funded from General Levy	85,200	-	34,600	-	-	11,500	-	27,600	-	-	11,500



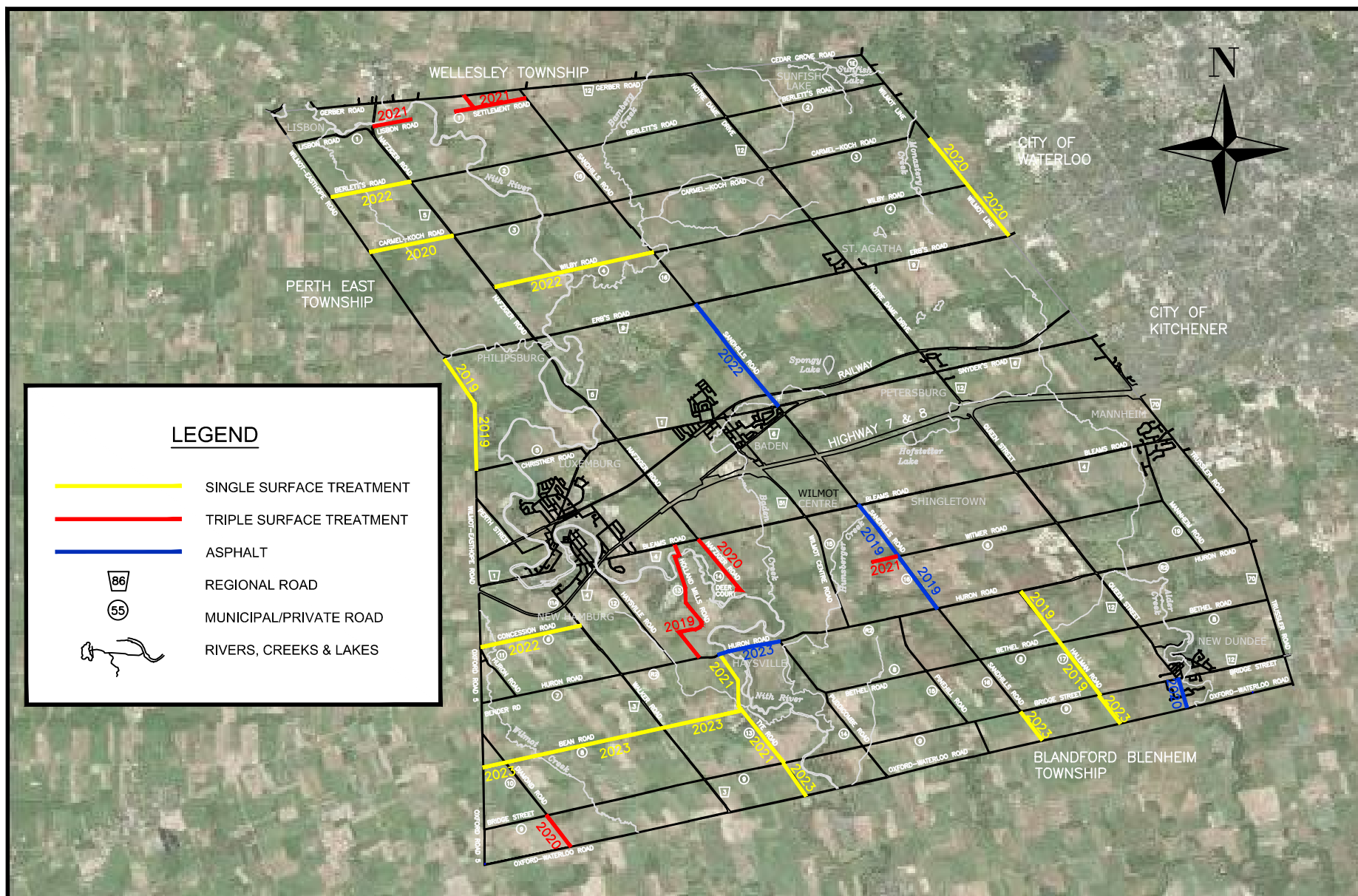
RURAL SURFACES - EXISTING CONDITIONS





TOWNSHIP
OF WILMOT

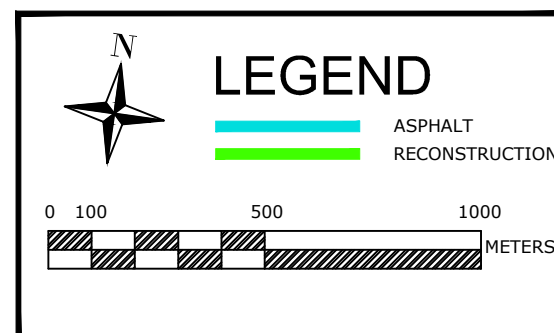
RURAL SURFACING - PROPOSED 5 YEAR

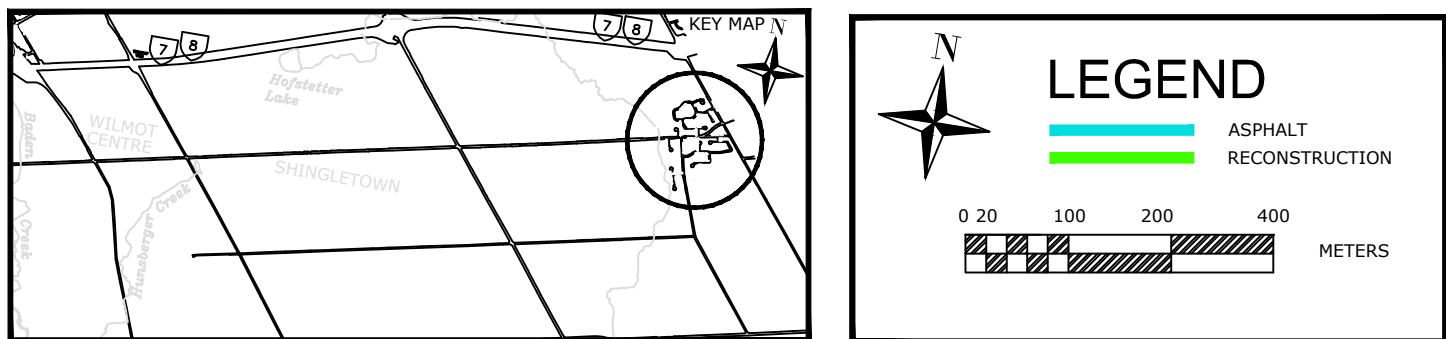
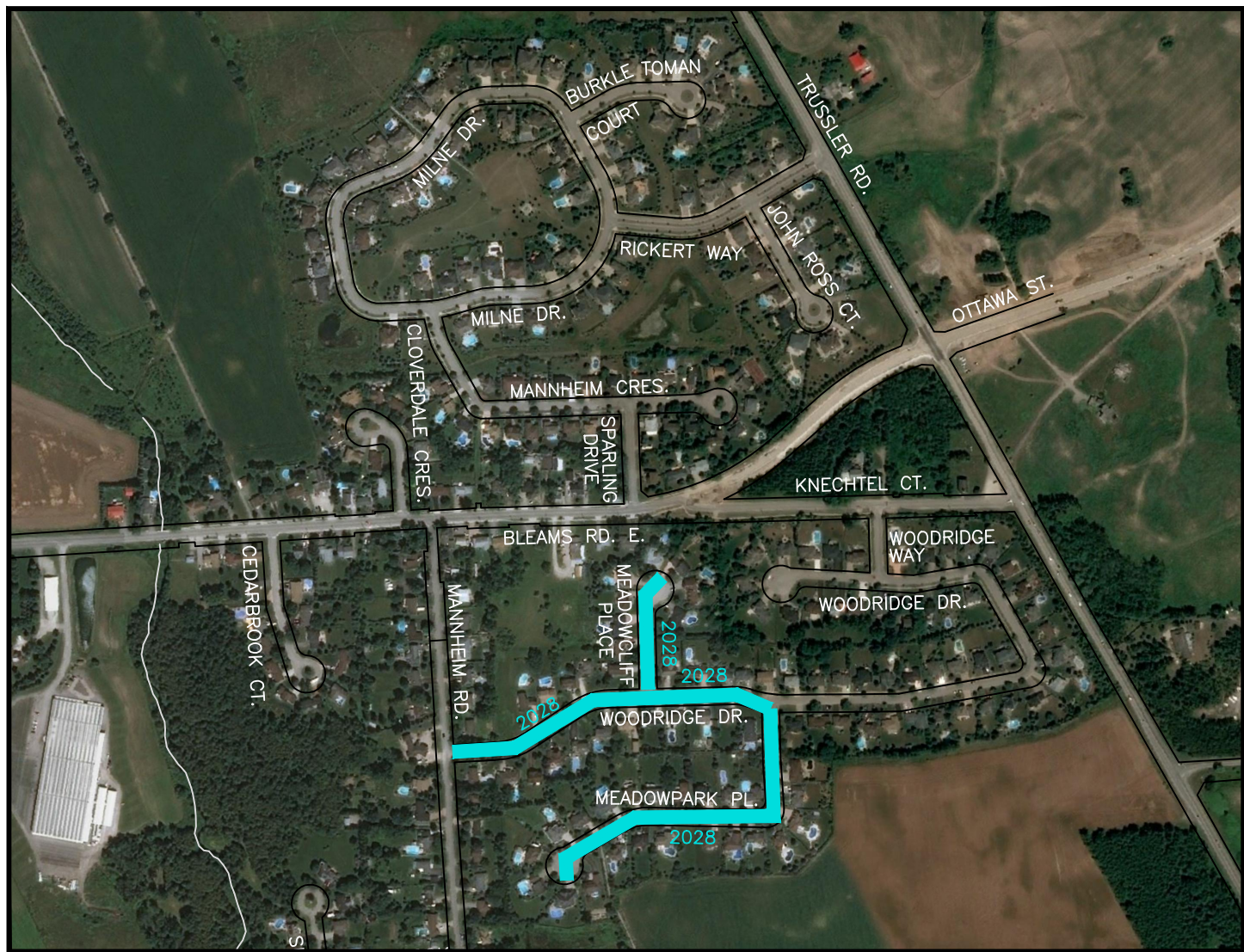


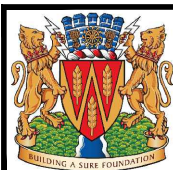


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URBAN SURFACING - PROPOSED 2019 BADEN

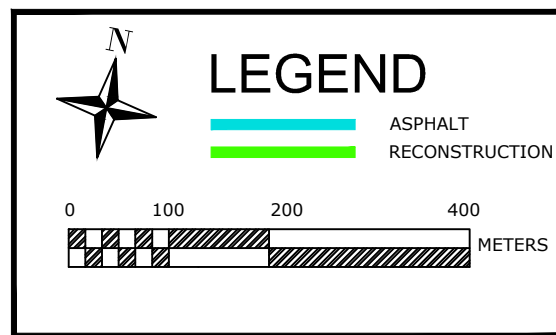
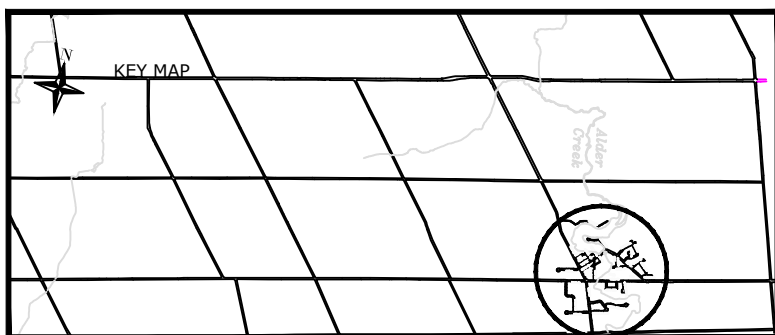


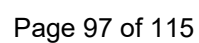




TOWNSHIP
OF WILMOT

URBAN SURFACING - PROPOSED 2019 NEW DUNDEE

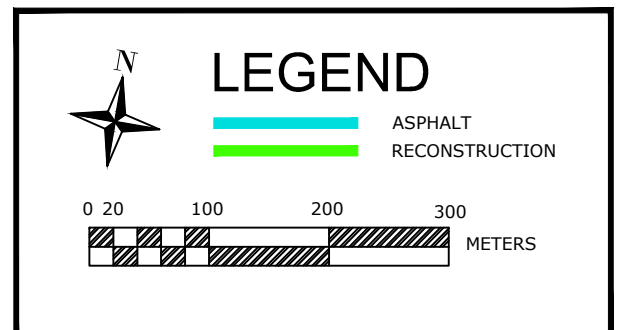
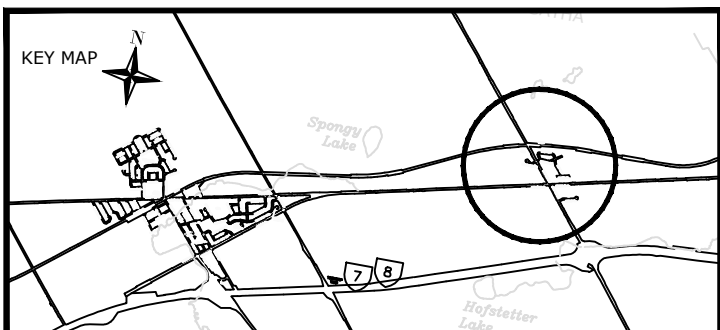
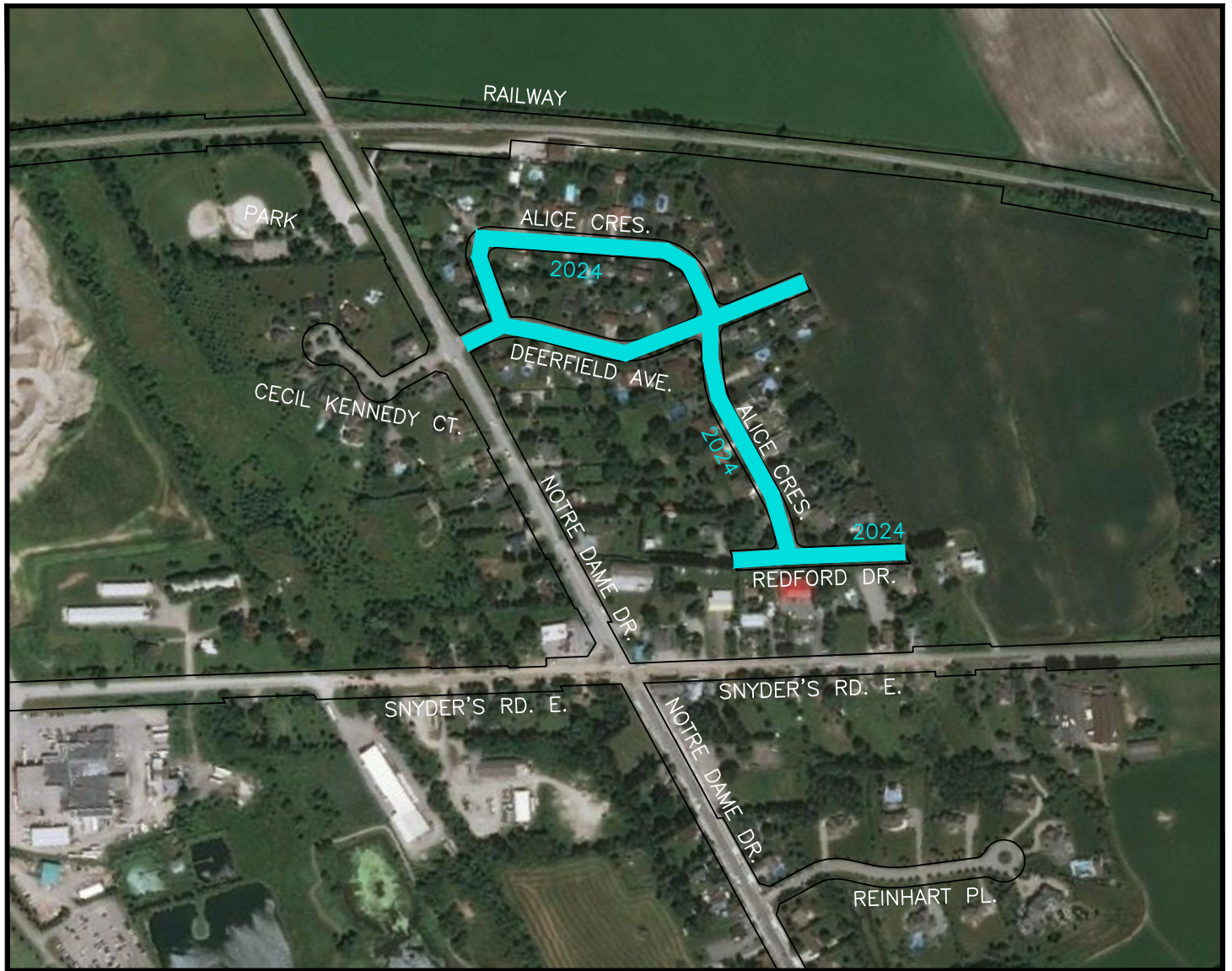






TOWNSHIP
OF WILMOT

URBAN SURFACING - PROPOSED 2019 PETERSBURG





Township of Wilmot

REPORT

REPORT NO. **FIN 2018-40**

TO: **Ad Hoc Budget Advisory Committee**

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

DATE: **January 31, 2019**

SUBJECT: **2019 Level of Service Requests**

Recommendation:

That Report FIN 2018-40, regarding Level of Service Requests for fiscal 2019 be received for information purposes.

Background:

During the budget process, departments review their staffing requirements for the upcoming year. This review includes initial discussions with HR and CAO justifying the need for an increase in service level. Upon approval from the CAO, a job description form is completed by the Department Head and HR, and forwarded to an external consultant for evaluation.

Funding and expenditures for the Level of Service Requests, that are approved by ad hoc Budget Advisory Committee, are incorporated into the proposed operating budget.

Discussion:

Individual reports have been prepared by Clerks Services, Fire Services and Recreation and Facilities, outlining level of service requests for the 2019 budget. These requests are being proposed to ensure the municipality continues to meet the requirements, including any legislative changes, in all critical service areas.

Each report provides justification for the proposed roles, as well as analysis from Finance on the fiscal implications for 2019, and annualized costs for 2020.

Funding for each position will be derived from the proposed 2019 general levy.

Strategic Plan Conformity:

This report and the subsequent department reports align with the Strategic Plan goal of being an engaged community through reviewing operational efficiencies and use of resources.

The provision of additional full-time and part-time staffing resources ensures consistency with the strategic plan action of evaluating staffing requirements to meet the needs of a growing community.

Financial Considerations:

Each departmental report provides a detailed breakdown of the financial implications for 2019 and the annualized costs for 2020.

From a high-level, the combined impact of the four (4) level of service adjustments proposed is estimated at \$46,715 or 0.7% in additional levy funded operating costs. The incremental increase in 2020, when roles are annualized is estimated at \$50,598. These cost estimates incorporate wages, payroll related expenses and any office supplies, furnishings required for these positions.

Conclusion:

The proposed positions have been discussed and have the full support of the Senior Management Team. Upon approval by committee, staff will proceed with incorporating the estimated costs into the full operating budget for committee approval early in 2019.

Patrick Kelly CPA, CMA
Prepared/Submitted by Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. CL 2018-21

TO: Ad Hoc Budget Advisory Committee

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

DATE: January 31, 2019

SUBJECT: Service Level Request – Part Time Communications Specialist

Recommendation:

THAT, subject to the approval of the 2019 Budget, the Director of Clerk's Services be directed to proceed with the hiring of a Part Time Communications Specialist, effective March 1, 2019;

AND FURTHER THAT staff proceed to incorporate the updated costs into the draft 2019 Operating Budget.

Background:

The Township of Wilmot has never had dedicated Communications staff. In recent years, Clerk's Services staff incorporated Corporate Communications into their daily activities but it was predominately reactive based on the needs of a specific department or in response to a corporate-wide initiative. The majority of these tasks included; website administration, website content writing for "corporate" pages, occasional media releases, social media postings and digital sign messaging.

Discussion:

In recent years, the desire for a more robust and proactive corporate communications plan has become apparent from both internal and external clients. Both the Director of Clerk's Services and the Deputy Clerk have been filling this role to the best of their abilities but their time available to fill these functions is limited with other priorities of the Department. The Receptionist/Administrative Assistant position cannot take on additional

duties of this magnitude. Not only does the Township have a very active switchboard and reception desk but she is very active with Deputy Division Registrar responsibilities, schedule management for the Mayor and CAO and other administrative duties for the department. Current available resources cannot meet the needs of the Township for corporate communications if Township communications is to grow and a proactive approach is to be undertaken.

Internally, the Township needs a dedicated person to draft and distribute media releases, create targeted campaigns on municipal matters, engage with followers on social media, monitor the website, update content pages, update the digital signs, prepare an attractive bi-annual community newsletter, corporate branding, municipal facility signage and make recommendations on how to better market services to Wilmot residents and beyond.

The external clients; residents, service groups, business and other agencies, not only need to be able to find Township information, many of them need assistance from the Township. Wilmot is a growing community with a vibrant core of volunteers that provide the events, activities and services that make Wilmot such an attractive place to live, work and play. The Township can do more to help with promoting the events using the Township website, social media and other avenues of communication, assist with volunteer attraction and market the Township to a broader audience to see everything Wilmot has to offer.

Level of Service Outcomes

An improved level of service would be noticeable in the following areas:

- Creation of a Communications Plan that is proactive and responsive to the needs of internal and external clients.
- Greater levels of engagement on social media and the exploration of new opportunities in social media.
- Establish guidelines for review and updates of content pages on the Township website to always be improving and refreshing.
- Promotion of events and activities occurring in the Township.
- Development of targeted campaigns that promote Township services and create awareness of important topics.
- Participating in and completing special projects that align with the Township's Strategic Plan such as the creation of a community engagement and communications policy and undertaking a Wilmot branding process.

Strategic Plan Conformity:

This position will enhance the Township's ability to achieve many of the goals set out in the Strategic Plan. Predominately, it is ensuring that Wilmot remains an engaged community by communicating municipal matters, strengthening customer service, integrating volunteers and involving community groups and establishing a well-recognized brand and identity.

Through the actions of a Communications Specialist, the other three goals of the Strategic Plan can be enhanced: quality of life, prosperous economy and protecting the environment.

Financial Considerations:

The net impact on the 2019 budget including wages and payroll related expenses for Part-Time Communications Specialist, based on an estimated start date of April 1 would be approximately \$32,300. When annualized for 2020, incremental cost versus 2018 would be \$45,850, excluding any increases based on COLA.

Any furnishings required for this position will be included under Minor Capital expenses for the Administration Complex; while the workstation purchase would flow through the annual capital outlays for hardware and software. The total cost for furnishings and equipment to cover needs of this new position would be approximately \$3,500.

Conclusion:

The addition of a dedicated communications staff person to the Township of Wilmot will assist the Corporation in meeting the goals identified in the Strategic Plan and grow the Township's ability to engage with residents. The senior management team, Clerk's Services staff and the Human Resources Manager have been consulted on the increase in level of service and are supportive of this initiative.

Dawn Mittelholtz

Prepared/Submitted by
Director of Clerk's Services

Grant Whittington

Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. CL 2018-22

TO: Ad Hoc Budget Advisory Committee

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

DATE: January 31, 2019

SUBJECT: Service Level Request – Part Time Municipal Law Enforcement Officer

Recommendation:

THAT Report No. CL 2018-22 be received for information and that the draft 2019 Budget incorporate this position change.

Background:

The Township of Wilmot has had two full time Municipal Law Enforcement Officers since 2010, a Senior Municipal Law Enforcement Officer and a Municipal Law Enforcement Officer (MLEO). The Senior position had oversight of the division including the MLEO and, starting in 2012, a summer student MLEO.

Discussion:

On March 31, 2018, the Director of Clerk's Services retired and a new Director was appointed. On August 31, 2018 the Senior Municipal Law Enforcement Officer retired. The new Senior MLEO and Director, with support from Senior Management, decided it was an appropriate time to evaluate the staffing needs of the division. At the time, it seemed potentially problematic to immediately change the weekly hours of the MLEO from full-time to part-time, or to eliminate the position altogether, and it was determined that a contract full-time position would allow sufficient time to review the needs of the division.

A significant shift in approach is being undertaken in By-law Enforcement. The focus is

on education and working with our internal and external clients to achieve compliance. An example is attending the evening performances of a local school musical and directing traffic away from the fire routes as opposed to ticketing. A friendly smile and a pleasant reminder created a positive environment while achieving the goal of a clear fire route.

A new full time contract MLEO was hired at the beginning of October. The new MLEO performed his job satisfactorily and was always eager to do his job. However, during this time he was offered, and accepted, a permanent full-time job with another municipality. Although staff was happy with his performance, it was quickly obvious that a full time MLEO was not required but that a part time MLEO would be needed.

The primary duties of the MLEO includes issuing parking tickets and responding to by-law complaints relative to signs, grass and weeds, snow and ice, hawkers and peddlers, street vendors, noise and animal control. The MLEO will be working occasional evenings and weekends to enforce overnight parking and parking at special events. Under the direction of the Senior MLEO, the MLEO will also be responsible for education and public relations.

The needs of this division will be monitored on an on-going basis. Should the growth of the community or the downloading of additional enforcement responsibilities occur, a review of staff's abilities to continue to respond to the needs of the community will follow.

Strategic Plan Conformity:

This position will enhance the Township's ability to ensure people's safety while being fiscally responsible.

Financial Considerations:

The transition to a part-time role for the Municipal Law Enforcement Officer will contribute savings to the general levy. A full-time MLEO would impact the levy by \$75,100 based on the 2018 salary and payroll expenses. The transition to part-time capacity would be an expense of \$43,117; thereby generating savings of \$31,983. Part-time service will also reduce the fuel consumption and vehicle repair/maintenance costs, though this impact is difficult to quantify at this time.

Conclusion:

The decision to migrate from a full-time position to a part-time position for the MLEO illustrates this Township's commitment to efficient use of resources and fiscal

responsibility while continuing to deliver the services Wilmot residents, businesses and visitors have come to expect. This change in level of service is supported by the Clerk's Services Department staff and the senior management team.

Dawn Mittelholtz

Prepared/Submitted by
Director of Clerk's Services

Grant Whittington

Reviewed by CAO



Township of Wilmot

REPORT

REPORT NO. FD 2018-07

TO: Ad Hoc Budget Advisory Committee

PREPARED BY: Rod Leeson, Fire Chief

DATE: January 31, 2019

SUBJECT: Service Level Request - Full Time Fire Prevention Officer

Recommendation:

THAT, subject to the approval of the 2019 Budget, the Fire Chief be directed to proceed with moving the Part-time Fire Prevention Officer to a Full-time position, effective March 1, 2019;

AND FURTHER THAT staff proceed to incorporate these costs into the draft 2019 Operating Budget.

Background:

The Fire department has been comprised of Part-time Fire Prevention Officer (FPO) for the past 10 years. The Township of Wilmot Fire Master Plan, December 2012 indicates that based on 21 hours the FPO is spending 90% of his work load on complaint, requests and general inspections. The FPO is only providing 10% of their time on public education which is the first line of defence and considered insufficient. The report further outlines the need to increase public education initiatives and to create more structured routine inspection programs that would include Group F – industrial occupancies. Burn permits require a significant time commitment in spring and fall when permit requests spike. Additional time is required with burn permit violations and inspections as required throughout the year.

Wilmot's fire service utilizes best practice methods and is expected to provide the following identified subjects under the direction of the Fire Protection and Prevention Act:

- Public Education and includes, but not limited to the following:
 - Station Tours
 - School Visits
 - Open Houses
 - Public Speaking
 - Demographics such as Seniors, Children, Adults, Teens, Vulnerable Groups
 - Smoke and CO alarm programs

- Door to door campaigns
- Firefighter education, including smoke and CO alarms, fire alarm systems, sprinkler systems, standpipe systems
- Fire Prevention Programs and includes, but not limited to the following:
 - Request and complaint
 - Mandatory Smoke Alarm program
 - Rotational Routine Inspections
 - Commercial and Industrial Inspections
 - Residential Inspections sleeping more than 10 people
 - Illegal and non-compliant residential occupancies
 - Mandatory Annual VO inspections, fire drills, fire safety plans
 - Fire safety plans
 - Hoarding
 - Enforcement and legal requirements
- Assist citizens with compliance questions
- Customer service
- Plans review
- Fire Routes
- Assist Building Department when required
- Work directly with CBO on compliance matters
- Supply compliance orders to CBO to enforce building code matters

The Township currently carries out fire prevention enforcement and public fire safety education programs, within the guidelines of the *Fire Protection and Prevention Act, 1997* (FPPA). The existing workload of the FPO is correctly targeted at fire inspections based on the conclusions of the Community Risk Profile.

Under the current structure of part-time hours the FPO is unable to develop and deliver additional public education programs or fire inspection cycles. It is further recommended that we introduce fundamental performance measures such as fire inspection cycles, public education activities and the impact of the department smoke alarm program utilizing analytics.

Wilmot continues to see moderate growth and the potential for more residential growth and expansion of employment lands on the horizon which will further increase the fire prevention workload.

Source December 2012 FMP
Population and Employment Growth Projections (Revised November 2018)

Year	2006	2011	2026	2031
Population	17,097	19,200	N/A	28,500
Household	6,296	7,158	N/A	11,500
Employment	6,730	N/A	N/A	10,000

Discussion:

The Fire Prevention and Public Education Division is responsible for coordinating programs and initiatives for the Wilmot Fire Department to elevate the impact of applying the first two lines of defence identified within the Ontario Fire Protection Model : Public Education and Prevention and Fire Safety Standards and Enforcement.

Best practices of other townships within the province have revealed that enhancing the efforts dedicated to these lines of defence can have a definite impact on reducing emergency call volume, increase public safety awareness and increasing the overall level of fire protection within the township. Applying these lines of defence across the township and arranging the programs to address areas of the township identified by the Community Risk Profile is a strategic priority. One example could be applying Public Education resources in areas of the township where vulnerable occupants reside, and/or where emergency response times may be longer as a result of extended travel times by fire suppression crews.

Recommendations from the 2012 Fire Master plan include the following:

- The position of Fire Prevention Officer be phased-in to result in a full-time position prior to the end of the mid-term horizon (2016 to 2018) included within the proposed implementation plan of this Fire Master Plan.
- The current fire inspection cycle identified within Table 2 of this Fire Master Plan be included within the Fire Department Establishing and Enabling By-Law to define the level of fire inspection performance measures for the department.
- The Fire Chief and Fire Prevention Officer review OFM Technical Guideline OFM-TG-01-2012 “Fire Safety Inspections and Enforcement” and where required revise or develop new Standard Operating Guidelines for the department.
- The department optimize the participation of volunteer firefighters in the delivery of an enhanced Smoke Alarm Program including risks identified by the Community Risk Profile and where extended travel times are present.

- A thorough process to track and monitoring the delivery of the enhanced smoke alarm program be developed and included within the fire department quarterly reports and annual summary report to the CAO and Council as a strategy to monitor the overall effectiveness of the program.

Table 2: Property Stock Profile Township of Wilmot

Occupancy Classification (OBC)	Occupancy Definition Fire Risk Sub-model (OFM)	Number of Occupancies	Percentage of Occupancies
Group A – Assembly	<i>Assembly occupancies</i>	102	1.4%
Group B - Institutional	<i>Care or Detention occupancies</i>	9	0.1%
Group C - Residential	<i>Residential occupancies</i>	6,762	90.2%
Group D/E - Commercial	<i>Business and Personal Services Occupancies</i>	81	1.1%
Group F - Industrial	<i>Industrial occupancies</i>	143	1.9%
Other occupancies	<i>Not classified within the Ontario Building Code (i.e. farm buildings)</i>	400 (approximate estimate)	5.3%
Totals		7,497	100%

Additional workload to the department cannot be addressed at the current resource level. Business continuity and customer service will be more cohesive and seamless working with a full time staff member.

Level of Service Outcomes

An improved Level of Service would be noticeable in the following areas:

- Ensure the Township continues to meet best practice and legislative requirements identified in the FPPA and Ontario Fire Marshal
- Provide educational programs and support to the Training Division to volunteer firefighters as per NFPA 1001 Level 2 requirements
- Develop and implement inspection cycles with existing building stock
- Target vulnerable demographics within the township to enhance fire safety and provide meaningful analytics
- Foster working relationships with higher risk occupancies with more frequent inspection cycles
- Create proactive public education programs with more frequent interactions with children, seniors and vulnerable sectors
- Improve timeliness and responsiveness to requests and complaint fire prevention matters
- Allows for focused efforts on public reporting front-line interactions with ratepayers, developers, Council and internal departments
- Build internal capacity to manage department workflow and future Township growth without service interruptions
- Nurture working relationships with internal departments
- Allow sufficient staff resource time to assist with program development to address community risks

Strategic Plan Conformity:

Increasing from a part-time to a full-time Fire Prevention Officer provides a stable platform for citizen engagement with the goal of ensuring people's safety within the township. It brings the township in-line with the requirements of the FPPA and the approved Fire Master Plan of 2012. Further, we will strengthen Customer service through evaluating staffing requirements to meet the needs of a growing community.

The Fire Master Plan suggests that by investing in a full-time FPO we will achieve compliance initiatives and advance fire safety in the township. This additional resource would address gaps in our existing delivery methods and provide the necessary time to create robust programs.

Finally, this resource would encourage stronger relationships within the township and some internal departments. Fire safety in our community is critical to reducing the instances of property loss and fire tragedies.

Financial Considerations:

The anticipated incremental payroll implications for fiscal 2019 for the full-time Fire Prevention Officer, inclusive of payroll related expenses (CPP, EI, WSIB, OMERS, Group Benefits, etc.) will be approximately \$31,428, based on a start date of March 1, 2019. The incremental cost when wages and benefits are annualized in 2020 would be approximately \$37,048, excluding inflationary adjustments.

Under the existing part-time role, all tools and equipment associated with fire prevention duties exist; therefore, additional minor capital costs are not anticipated for the near term. A provision was made within the 2014 DC Study, and is reflected in the 10-year Capital Forecast, for a vehicle to be purchased in 2020 at a projected cost of \$35,000. This estimate will be updated as part of the 2020 iteration of the Ten-Year Capital Forecast.

Conclusion:

In conclusion, Fire deaths in the province of Ontario continue to remain high, in fact in 2018 we have seen an increase, sadly. Fire Prevention and Public Education continues to be our best defence in combating these tragic statistics. Enhancing the Townships position and increasing our efforts will follow best practices seen throughout the province and recommended in the approved 2012 Fire Master Plan. It is proven that communities with strong fire prevention and public education programs see a reduction in fires, injuries and property loss.

Staff recommend that, subject to the approval of the 2019 Budget, the Fire Chief be directed to proceed with the creation of one (1) Full-time position in lieu of a part-time position, and further that staff proceed to incorporate these costs into the draft 2019 Operating Budget.

Rod Leeson
Prepared/Submitted by Fire Chief

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. PRD 2018-09

TO: Ad-Hoc Budget Advisory Committee

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

DATE: January 31, 2019

SUBJECT: Part-Time Programming Positions

Recommendation:

THAT, subject to the approval of the 2019 Budget, the Director of Facilities and Recreation Services be directed to proceed with the hiring of a part-time Youth Action Council Facilitator on a one-year contract term, and transition an existing part-time Day Camp Leader position into a part-time Day Camp Facilitator position, effective March 1, 2019;

AND FURTHER THAT staff proceed to incorporate these costs into the draft 2019 Operating Budget.

Background:

For the past several years staff have been experiencing a steady increase in the number of requests for adult and seniors' active programming. This was identified in the Parks, Facilities & Recreation Services Master Plan approved by Council in January 2017. Adults and seniors are looking for drop-in programs such as pickleball, badminton, basketball, and more challenging "activity based" programs than the "falls prevention" and Seniors Maintaining Active Roles Together (SMART) exercises currently being offered at the Active Living Centre by the staff of Community Care Concepts (CCC). Although, the exercises are popular with the older seniors, the program does not meet the needs of active adults or younger retirees. We have discussed the need for more challenging exercises and/or activities with CCC but they have indicated it is beyond their staffs' capabilities.

We have also been receiving requests for children and youth programming consistent with the survey findings noted within Section 7.3 of the Master Plan. The survey results from the stakeholder analysis indicated a potential gap in service for this age segment. At the time of the Master Plans completion and approval, the New Hamburg Neighbourhood Association was the main provider of child and youth programming. They

provided a wide variety of recreational programs which allowed the Township to focus on other programming initiatives such as adult and seniors' programming, the recreation partnership with CCC and the Wilmot Family Resource Centre (WFRC), the Healthy Kids Community Challenge, day camps and the Youth Action Council (YAC). The Association disbanded in the summer of 2017, after the completion of the Master Plan. Their disbandment has resulted in a large gap in children and youth programming throughout the municipality; not just New Hamburg.

Discussion:

Concerns about the lack of programming for children and youth has been raised by several organizations such as Interfaith Community Counselling, Wilmot Family Resource Centre and Wilmot Healthy Communities Coalition. They have advised that they also are being approached by parents in the community requesting that they offer children's programming. Although, they are sympathetic towards the parents and would like to help address the issue by taking on the programs previously offered, recreational programming is beyond the scope of their mandate.

In addition to more programming, staff are also receiving pressure from community organizations for assistance with volunteer recruitment, retention and recognition. Like so many other communities across the country, Wilmot is also experiencing a decline in volunteerism. Out of the 11 service clubs in the community, we are aware that 10 are struggling with volunteerism. In addition to this, 7 festivals/special events have also indicated they are having an issue as well.

As indicated above, the Facilities & Recreation Services Master Plan identified the need for additional programming for adults and seniors. It also identified the need to assist the service organizations with volunteerism and community engagement. The timeframe to address this need was identified in the Master Plan as a "medium term" objective (3-5 years).

To address the lack of children's programs, and to educate the community groups, staff will require a considerable amount of time. Over the last five years the Township has invested in training for the Recreation Programmer through High Five Certifications, Volunteer Management and Administration certifications as well as assigning her roles that will foster greater interaction with the community. This has created positive results and a lasting rapport. Staff have considered trying to adjust workloads and use other internal staff resources, as well as outsource community consultation activities, but we feel it is more appropriate to "free up" time for the Recreation Programmer to support and strengthen the community capacity rather than rebuild it.

The current workload for the Recreation Programmer position has increased substantially and has reached its capacity as programming opportunities and demands have changed with recreational trends. Currently, she spends approximately 7-14 hours per week working with the Youth Action Council and the Junior Youth Action Council; 7 hours per week in the Active Living Centre; and the remainder of the time on program administration (fielding calls and emails; planning programs; reviewing instructor invoicing; entering

program information into ACTIVE Net; booking rooms for programs; preparing program material; creating promotional material for the Rec Guide, flyers, etc.; recruiting instructors, monitoring and evaluating programs and activities, entering stats, researching trends, volunteer recruitment & retention, etc.). The Programmer is also responsible for the direct supervision of the Summer Day Camp Program which requires months of preparation, and to be present during the 9 weeks that camp is offered annually.

Special projects also draw upon the resources of the Recreation Programmer, for example the on-going efforts of the Smart Waterloo Region. The challenge statement of the Smart Waterloo Region initiative is:

“We will become the benchmark community in Canada for child and youth wellbeing by using early intervention, youth engagement and a connected community framework to create adaptive, data-driven programs and scalable learning technologies that improve early child development, mental health and high school graduation rates.”

This inter-municipal working group is tasked with assisting in the data gathering and support of applications to the Smart Cities Challenge funding program. The Recreation Programmer works in conjunction with the IT Systems Administrator to represent Wilmot Township on this Regional working group. The final results of this project will identify various local initiatives directed towards youth.

To create more time for the Recreation Programmer, specific elements of her workload will be reallocated to the proposed positions of part-time YAC Facilitator, and Day Camp Facilitator. The part-time YAC Facilitator would be a new 1-year contract position (10-12 hours per week), and the part-time Day Camp Facilitator position would involve transitioning an existing part-time Day Camp Leader position into the new role, which would include tasks such as creating daily activity plans, hiring and training camp staff and volunteers, and completing final camp program evaluations.

Additional senior's programs will be explored and new programs for children and youth will be investigated and offered at an affordable rate to families, but still comply with our cost-recovery model for programs offered by Facilities & Recreation Services. The findings of this review will be presented to Council in a report for approval in late 2019, in order for any additional resources to be considered for the 2020 municipal budget.

In addition, the Recreation Programmer would be committed to further investigating the issues facing community groups and festivals with respect to recruitment and retention of volunteers, and provide educational workshops to facilitate access to tools and resources to enhance their ability to acquire more volunteer labour.

Strategic Plan Conformity:

Providing recreational opportunities for everyone.

Supporting community events and celebrations.

Integrating volunteers and involving community groups.

Financial Considerations:

The financial impact of the additional part-time Youth Action Council Facilitator role for approximately 10-12 hours per week, from late August to mid-June would total \$8,510. As this role covers portions of two calendar years, the estimated impact in 2019 would be \$3,650, with the remaining \$4,860 in 2020.

The estimated cost differential to transition to a Day Camp Facilitator position for the weeks leading up to, and week following day camp season, would be approximately \$7,820. The additional hours and responsibility placed on this role would allow for the creation of daily activity plans, the hiring and training of camp staff and volunteers, and completion of final camp program evaluations.

Conclusion:

Hiring a part-time contract position for the 2019/2020 Youth Action Council term, and transitioning an existing part-time Day Camp Leader position to a part-time Day Camp Facilitator position, will allow the Recreation Programmer to spend the necessary time required to build upon the current program offerings within the Facilities and Recreation Services Department.

Attention will also be given to assisting service organizations with volunteer recruitment and retention through organizing workshops which will be hosted by the municipality and are geared toward this need. These activities will support and strengthen the positive rapport that the municipality has been developing with community groups, volunteers and the community as a whole.

Scott Nancekivell
Prepared/Submitted by
Director of Facilities & Recreation Services

Grant Whittington
Reviewed by Chief Administrative Officer