



AD HOC BUDGET ADVISORY COMMITTEE AGENDA

Monday, January 11, 2021

Regular Committee Meeting

Virtual Meeting

5:00 P.M.

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

- 1. LAND ACKNOWLEDGEMENT**
- 2. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 3. REPORT NO. COR 2021-001
2020 Operating Summary**

Recommendation

THAT Report COR 2021-01, prepared by the Manager of Finance / Deputy Treasurer, regarding the 2020 Operating Budget vs. Actual, for the year ended December 31, 2020 (un-audited), be endorsed.

- 4. REPORT NO. COR 2021-002
2020 Capital Program Review**

Recommendation

THAT Report COR 2021-002, prepared by the Manager of Finance / Deputy Treasurer, regarding the 2020 Capital Program, for the period ending December 31, 2020, be endorsed.

5. REPORT NO. COR 2021-003
Reserve and Reserve Funds

Recommendation

THAT Report COR 2021-003, prepared by the Manager of Finance / Deputy Treasurer, regarding Reserve and Reserve Funds, for the year ended December 31, 2020, be received for information purposes.

6. REPORT NO. COR 2021-004
O. Reg 284/09 – Excluded Expense Estimate

Recommendation

THAT pursuant to Ontario Regulation 284/09, Report COR 2021-004 serve as a method for communicating the exclusion of estimated amortization expenses from the 2021 Municipal Budget.

ADJOURNMENT



AD HOC BUDGET ADVISORY COMMITTEE ACTION ITEMS

Monday, December 14, 2020

Regular Committee Meeting

Virtual Meeting

5:00 P.M.

This meeting occurred through an online platform open to the public. Please subscribe to the [Township of Wilmot You Tube Channel](#) to view the meeting and be notified of future live streamed meetings.

**1. REPORT NO. COR 2020-039
Pre-Budget Consultations**

THAT Report COR 2020-039, outlining the feedback from the 2021 Pre-Budget Consultations be received for information purposes, and further

THAT staff be directed to incorporate feedback from the 2021 Pre-Budget Consultations within the draft 2020 Operating and Capital Budgets.

**2. REPORT NO. COR 2020-040
Inflationary Tax Levy Adjustment**

THAT the Ad Hoc Budget Advisory Committee approve and recommend staff prepare the 2021 Municipal Budget, based in principle on an inflationary levy increase of 1.9%, which will be monitored throughout the budget process.

**3. REPORT NO. COR 2020-041
Special Dedicated Infrastructure Levy**

THAT Council approve a Special Dedicated Infrastructure Levy of 2.0% to be included within the 2021 Municipal Budget; and further

THAT the proceeds from the Special Infrastructure Levy be allocated annually to the Township's three (3) tax-funded Infrastructure Reserve Funds for Equipment, Facilities and Transportation; and further

THAT the use of these funds be dedicated to achieving sustainability within the Township's long-term capital forecast and Asset Management Plan.

**4. REPORT NO. COR 2020-042
2021 Fees and Charges**

THAT the Ad Hoc Budget Advisory Committee recommends to Council the Fees and Charges report dated December 14, 2020 be adopted, and further;

THAT the Water and Sanitary Rates By-Law and Fees and Charges By-Law be updated accordingly.

**5 REPORT NO. COR 2020-043
2021 Municipal Grants Program**

THAT the Ad Hoc Budget Advisory Committee approve the Municipal Grant Program as per Appendix A (as determined by committee), excluding Group 11 and 16; and further

THAT \$51, 367 in Municipal Grants be incorporated within the 2021 draft operating budget; and further

THAT \$5,000 in the 2021 Discover Your Wilmot Funding be allocated to the Wilmot Family Resource Centre's Indigenous Project.

**6. REPORT NO. COR 2020-044
2021 Level of Service Requests**

THAT Report COR 2020-044, regarding the Level of Service Requests for fiscal 2021 be received for information purposes.

**7. REPORT NO. PFRS 2020-019
Level of Service Request – Parks & Facilities Technician**

THAT, subject to the approval of the 2021 Budget, the Manager of Human Resources / Health and Safety be directed to establish and recruit a full-time permanent Parks & Facilities Technician; and further

THAT staff proceed to incorporate these costs into the draft 2021 Operating Budget, under the Parks, Facilities and Recreation Services Department, Parks & Facilities Division Budget.

**8. REPORT NO. COR 2020-045
ICIP – COVID-19 Resilience Infrastructure Stream**

THAT Report COR 2020-045, regarding the Investing in Canadian Infrastructure Program (ICIP) – COVID-19 Resilience Infrastructure Stream, be received for information purposes; and further

THAT Staff be directed to include this project and associated funding allocations within the updated 10-Year Capital Forecast and 2021 Capital Budget.



TOWNSHIP OF WILMOT

CORPORATE SERVICES Budget Committee Report

REPORT NO: COR 2021-001

TO: Ad Hoc Budget Advisory Committee

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: January 11, 2021

SUBJECT: 2020 Operating Summary

RECOMMENDATION:

THAT Report COR 2021-01, prepared by the Manager of Finance / Deputy Treasurer, regarding the 2020 Operating Budget vs. Actual, for the year ended December 31, 2020 (un-audited), be endorsed.

SUMMARY:

This report provides an overview of the Township's 2020 Operating Statements.

BACKGROUND:

As part of the annual budget process, the 2020 Operating Summary is provided. The attached report includes the un-audited general levy summary, which calculates the year-end transfer to reserves factoring in the annual tax levy, operating expenditures, grants, and any investment income. Following this summary statement is a department-level statement of operations with commentary. The final statement included is a review of user-pay operations and their respective transfers to reserves.

REPORT:**Net Transfer to Infrastructure Reserve Funds**

The net transfer to infrastructure reserve funds for 2020, excluding any returns from the capital program, is projected to be \$161,605 or \$53,868 to each fund (Equipment, Transportation, and Facilities). This amount is less than the budgeted transfer of \$362,750 due to operating pressures caused by COVID-19. The projected transfer represents the 2020 dedicated infrastructure levy approved under FIN 2019-41.

Operating Revenues were significantly below budget at \$1.7M or 58.0% of budget, overall revenues inclusive of tax levy, grant funding and investment income were approximately \$12.3M or 90.7% of budget. Overall revenue was below budget expectations due a wide array of decreased revenue sources across the organization; the primary drivers were recreation revenue and investment income.

Operations over the course of the year resulted in expenditures of \$10.3M or 90.7% of budget. Factoring in budgeted allocations to current year capital and infrastructure reserves funds results in overall expenditures of \$12.3M or 90.7% of budget. The primary drivers of total expenditures savings were savings resulting from Cost Containment Strategies enacted to mitigate the impacts of COVID-19. Savings were realized due to staffing adjustments, reduced building / grounds maintenance activities, and commodity usages (Fuel, Hydro, Gas).

Safe Restart Funding

In an effort to alleviate some of the unprecedented fiscal pressures on municipalities caused by COVID-19, the Province of Ontario established the Safe Restart Funding Agreement. This formula-based allocation was provided in two (2) phases, with Wilmot set to receive total funding of \$686,400.

The total operating deficit in 2020, previously forecasted at \$510,000, under Report COR 2020-037, was reduced to roughly \$366,000 as of this statement date. In order to balance 2020 operations, budgeted transfers to infrastructure reserve funds were reduced, and a total of \$164,880 was required from the Safe Restart Funds, while maintaining the dedicated 2020 infrastructure levy transfer of \$161,605.

As noted in Report COR 2021-002 on the 2020 Capital Program, direct capital spending on COVID-19 requirements totaled \$132,671. When combined with operating the total use of Safe Restart Funding allocated to 2020 is projected to be \$297,551. This will leave approximately \$389,000 available to support continued operating pressures within the 2021 operating budget.

Insurance Premiums

Insurance premiums remitted to the Insurance Pool were lower than anticipated in 2020. Additionally, self-insurance claims under the Township's \$10,000 deductible were also lower than budget expectations resulting in an overall savings in the self-insurance program. As such, the maximum transfer of \$20,000 transfer was made to the dedicated self-insurance reserve

fund in accordance with the Township's Reserve Fund By-Law. The dedicated self-insurance reserve fund is utilized to offset expenditures in years where claims exceeds forecasts.

Winter Maintenance Reserve Fund

Winter maintenance activity levels were also below budget expectations for 2020. As such, \$19,073 was transferred to the dedicated Winter Maintenance Reserve Fund in accordance with the Township's Reserve Fund By-Law. Funds from this dedicated reserve fund are utilized to offset expenditures in years with higher activity levels.

Water and Sanitary Transfer to Reserve Funds

The net transfer to Water and Sanitary Reserve Funds is projected to be approximately \$1.34M or 136.8% of budget. The sanitary system continues to experience noticeable levels of inflow and infiltration (I&I); however, these flows were slightly lower than anticipated this year. Staff continue to investigate potential causes of infiltration across the sanitary network through a combination of staffing and consulting resources.

This 2020 reserve transfer will be distributed amongst the three utility reserve funds, based upon the actual results of 2020, and assist in funding future infrastructure replacement costs.

Cemetery Transfer to Reserve Funds

The net transfer to Cemetery Reserve Funds were above budgetary estimates due to cost savings in 2020. Transfers to the cemetery reserve fund assist in reducing the existing deficit.

Building Transfer from Reserve Funds

Building was strong during the COVID-19 pandemic, as noted in quarterly building statistical analysis. Having said that, overall operating activities from this user-pay division will require a draw from building reserve funds to balance current year operations. As per Bill 124 legislation, the building division must be self-sustainable through the development industry. Therefore, future growth will need to be achieved to eliminate the deficit within this obligatory reserve fund.

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

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance, through the strategies of fiscal responsibility and infrastructure investments. The 2020 update to the Strategic Plan included the specific action of developing sustainable funding mechanisms to invest in asset management and infrastructure improvement activities.

FINANCIAL CONSIDERATIONS:

The results contained within this report are preliminary and may vary slightly with year-end adjustments. When results are finalized, the 2020 year-end transfers to/from reserve funds will occur and audited financial statements will be compiled.

It is worth reinforcing the importance of reserve fund growth, especially in light of the continued reduction in senior government funding towards Township operations (i.e. OMPF). Infrastructure reserve funds ensure the sustainability of the Township's Capital program in the absence of external funding. Continue growth in transfers from the Township's dedicated infrastructure levy, and positive operating results in user pay divisions will assist in the Township as we continue to grow and maintain owned infrastructure.

ATTACHMENTS:

APPENDIX A – 2020 Operating Summary (un-audited)

TOWNSHIP OF WILMOT
2020 OPERATING SUMMARY AS OF DECEMBER 31, 2020 (UN-AUDITED)

		2020 Budget	2020 Actual	Variance %
<u>EXPENDITURES</u>				
OPERATING (EXCLUDING USER-PAY DIVISIONS)		11,394,990	10,339,800	90.74%
TRANSFER TO CAPITAL PROGRAM ¹		1,777,500	1,777,484	100.00%
TRANSFER TO INFRASTRUCTURE RESERVE FUNDS ²		362,750	161,605	44.55%
<u>TOTAL EXPENDITURES FROM GENERAL LEVY</u>		13,535,240	12,278,889	90.72%
<u>REVENUES</u>				
TAXATION	2020 GENERAL LEVY	7,976,555	7,976,555	100.00%
	ASSESSMENT GROWTH (1.33%)	106,088	106,088	100.00%
	TAX INCREASE (COLA) (2.20%)	177,818	177,818	100.00%
	INFRASTRUCTURE LEVY (2.00%)	161,653	161,653	100.00%
	SPECIAL LEVEL OF SERVICE LEVY (2.78%)	224,697	224,697	100.00%
		8,646,811	8,646,811	100.00%
OPERATING (EXCLUDING USER-PAY DIVISIONS)		2,972,700	1,725,303	58.04%
PAYMENTS IN LIEU OF TAXES		199,599	198,890	99.64%
SUPPLEMENTARY TAXES (NET OF WRITE-OFFS) ³		80,000	27,822	34.78%
GRANTS ⁴		837,930	1,002,880	119.69%
INVESTMENT INCOME ⁵		798,200	677,184	84.84%
<u>TOTAL REVENUES TO GENERAL LEVY</u>		13,535,240	12,278,889	90.72%

NOTES:

- 1 Represents the portion of Capital Program funded from General Levy, as per Report FIN 2020-07.
- 2 Represents the 2020 dedicated infrastructure Levy approved under FIN 2019-41. Additional budgeted transfer was reduced to offset operating pressures of COVID-19.
- 3 Reflects lower than anticipated supplementary taxes for new assessments in 2020.
- 4 Includes budgeted OMPF Funding (\$838,000), and an allocation of Safe Restart Funding (\$164,880) to mitigate the overall loss in operating funding due to COVID-19.
- 5 Represents dividends (\$324,100) and investment income (\$192,655) from Kitchener-Wilmot Hydro, and general bank investment income (\$160,428). General bank investment income lower than anticipated due to the reduction in interest rates through COVID-19.

TOWNSHIP OF WILMOT
2020 OPERATING AS OF DECEMBER 31, 2020 (UN-AUDITED)

	2020 Budget	2020 Actual	Variance %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees / Sale of Surplus Assets ¹	(93,200)	(77,337)	83.0%
Grant Funding - General Government ²	(35,000)	(38,600)	110.3%
Licenses and Fines ³	(94,650)	(68,491)	72.4%
Penalties & Interest Revenue ⁴	(258,600)	(209,474)	81.0%
	<u>(481,450)</u>	<u>(393,902)</u>	<u>81.8%</u>
<u>EXPENSES</u>			
Council ⁵	166,080	134,234	80.8%
Municipal Grants Program ⁶	55,400	52,976	95.6%
Office of the CAO, Information and Legislative Services ⁷	656,550	630,468	96.0%
Insurance ⁸	268,040	260,844	97.3%
Municipal Law Enforcement/Animal Control ⁹	166,600	153,729	92.3%
Crossing Guards Operating Expenses ¹⁰	59,570	39,502	66.3%
Municipal Election ¹¹	22,500	22,500	100.0%
Corporate Services ¹²	712,510	703,848	98.8%
IT Services ¹³	354,500	308,476	87.0%
	<u>2,461,750</u>	<u>2,306,576</u>	<u>93.7%</u>
<u>FIRE SERVICES</u>			
<u>REVENUE</u>			
Fire Services Revenues ¹⁴	(56,770)	(26,301)	46.3%
	<u>(56,770)</u>	<u>(26,301)</u>	<u>46.3%</u>
<u>EXPENSES</u>			
Fire Services Administration ¹⁵	998,360	905,581	90.7%
Fire Services Operating Expenses ¹⁶	368,035	390,111	106.0%
	<u>1,366,395</u>	<u>1,295,692</u>	<u>94.8%</u>

TOWNSHIP OF WILMOT
2020 OPERATING AS OF DECEMBER 31, 2020 (UN-AUDITED)

	2020 Budget	2020 Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges ¹⁷	(266,870)	(192,087)	72.0%
Aggregate Resource Fees ¹⁸	(171,000)	(179,725)	105.1%
Grant Funding - Public Works ¹⁹	(47,500)	(20,000)	42.1%
	<u>(485,370)</u>	<u>(391,812)</u>	<u>80.7%</u>
<u>EXPENSES</u>			
Engineering Administration ²⁰	269,200	135,569	50.4%
Roads Administration ²¹	652,390	652,804	100.1%
Roads Operating Expenses ²²	564,050	603,874	107.1%
Winter Control Expenses ²³	797,970	797,970	100.0%
Municipal Drainage Operating Expenses ²⁴	60,000	67,152	111.9%
Street Lighting Operating Expenses ²⁵	145,000	145,000	100.0%
	<u>2,488,610</u>	<u>2,402,369</u>	<u>96.5%</u>

TOWNSHIP OF WILMOT
2020 OPERATING AS OF DECEMBER 31, 2020 (UN-AUDITED)

	2020 Budget	2020 Actual	Variance %
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ²⁶	(1,485,250)	(734,919)	49.5%
Park, Facility and Community Centre Rental Revenue ²⁷	(181,600)	(28,466)	15.7%
	<u>(1,666,850)</u>	<u>(763,385)</u>	<u>45.8%</u>
<u>EXPENSES</u>			
Recreation Administration ²⁸	811,875	732,431	90.2%
Wilmot Recreation Complex Administration ²⁹	1,570,690	1,311,597	83.5%
Wilmot Recreation Complex Operating Expenses ³⁰	965,920	745,188	77.1%
Parks & Facilities Administration ³¹	666,930	596,980	89.5%
Parks and Community Centre Operating Expenses ³²	312,290	257,368	82.4%
Municipal Facilities Operating Expenses ³³	133,140	153,546	115.3%
Abandoned Cemetery Operating Expenses	3,500	3,500	100.0%
	<u>4,464,345</u>	<u>3,800,611</u>	<u>85.1%</u>

TOWNSHIP OF WILMOT
2020 OPERATING AS OF DECEMBER 31, 2020 (UN-AUDITED)

	2020 Budget	2020 Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events ³⁴	(51,080)	(5,907)	11.6%
Grant Funding - Castle Kilbride ³⁵	(27,030)	(31,910)	118.1%
	<u>(78,110)</u>	<u>(37,816)</u>	<u>48.4%</u>
<u>EXPENSES</u>			
Castle Kilbride Administration ³⁶	266,180	223,154	83.8%
Castle Kilbride Operating Expenses ³⁷	48,400	32,651	67.5%
Archives Operating Expenses	1,530	963	62.9%
Heritage Wilmot Operating Expenses ³⁷	9,220	6,187	67.1%
	<u>325,330</u>	<u>262,955</u>	<u>80.8%</u>
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees ³⁸	(200,150)	(110,463)	55.2%
Business Licensing	(4,000)	(1,625)	40.6%
	<u>(204,150)</u>	<u>(112,088)</u>	<u>54.9%</u>
<u>EXPENSES</u>			
Planning ³⁹	233,560	221,098	94.7%
Economic Development ⁴⁰	55,000	50,500	91.8%
	<u>288,560</u>	<u>271,598</u>	<u>94.1%</u>
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	<u>(2,972,700)</u>	<u>(1,725,303)</u>	<u>58.0%</u>
<u>EXPENSES</u>	<u>11,394,990</u>	<u>10,339,800</u>	<u>90.7%</u>
<u>NET GENERAL LEVY EXPENDITURE</u>	<u>8,422,290</u>	<u>8,614,497</u>	<u>102.3%</u>

NOTES:

- 1 Includes administrative fees associated with tax certificates; NSF payments; account balance transfer fees; tax sale and sale of surplus assets. As forecasted, Administration Fees fell short of budget expectations due to COVID-19.
- 2 Reflects OCIF formula funding towards the Asset Management Coordinator role (\$35,000); unbudgeted Celebrate Canada Funding towards Canada Day in Wilmot (\$3,600).
- 3 Includes Dog and Kennel Licences (\$50,620); Parking Fines (\$6,945); Marriage Licences (\$7,140); Lottery Licences (\$2,218); and Provincial Offences (\$1,568). As forecasted, this revenue line fell short of budget expectations due to COVID-19.
- 4 Includes penalty and interest on overdue water accounts (\$25,235) and taxes receivable (\$184,239). Revenues from penalty and interest were under budget due to the Financial and Economic Relief measures provided to ratepayers throughout COVID-19.
- 5 Expenditures include Council Honorariums, memberships, training and development, and special events. Savings were associated with cancellation of conferences and a number of special events due to the pandemic.
- 6 Municipal Grant Program allocations were approved under Report FIN 2019-43 and were dispersed throughout the year. Includes unbudgeted disbursement of \$3,600 to Canada Day in Wilmot, from Heritage Canada grant funding.
- 7 Expenditures includes direct and indirect staffing costs associated with the Office of the CAO and ILS staff, corporate postage, legal, and corporate communications.
- 8 Waterloo Region Municipal Insurance Pool Premiums were lower than budget expectations, as such savings of were transferred to the Self-Insurance Reserve Fund (\$20,000) as per the Township's Reserve Fund By-Law to assist in years with higher than anticipated claims.
- 9 Expenditures includes direct and indirect staffing costs associated with Municipal Law Enforcement Officers and contracted services for Animal Control.
- 10 Expenditures represent direct and indirect staffing costs associated with crossing guards. Annual expenditures lower than budget expectations due to school closures under COVID-19.
- 11 Includes annual transfer to cover costs associated with the 2022 municipal election and expenditures towards maintenance of the voting list.
- 12 Costs reflect the direct and indirect staffing costs for Corporate Services net of cost allocations from user-pay divisions.
- 13 Costs reflect the direct and indirect staffing costs for IT Services, support contracts and web service charges. Savings associated with delay in hiring of the Desktop Support Technician, and reduced maintenance fees for Facilities and Program booking software.

- 14 Includes revenue from Fire Permits (\$3,859); billable calls/activities (\$17,072) and Boundary Service Agreement with Blandford-Blenheim (\$5,370). Billable calls/activities revenue lower than historic levels due to COVID-19.
- 15 Costs reflect direct and indirect staffing costs for Fire Services, including Practices, Fire Calls and other VFF activities. Savings associated with lower than anticipated emergency call-out activity.
- 16 Operating expenses include Minor Capital, Vehicle/Equipment Repairs and Maintenance, Dispatch Fees etc. 2020 expenses were above budget allocation due to higher than anticipated maintenance fees for year 1 under the new P25 Radio System.
- 17 Engineering Service Fees were anticipated to be collected for significant development activities in 2020, that were delayed due to a variety of factors, including COVID-19. As such, the majority of realized revenues are associated with billing to City of Waterloo for service agreements on the Wilmot Line.
- 18 Ontario Aggregate Resources Corporation (OARC) fees are based upon actual tonnage extracted from private pits within the Township from the preceding fiscal year.
- 19 Represents OMAFRA funding towards the Drainage Superintendent for 2020. Municipal Modernization Funding to support shared services project for Municipal Drainage Consulting with Township of Woolwich (\$35,000) was deferred to 2021.
- 20 Costs reflect direct and indirect staffing costs for Engineering Administration net of transfer from utilities. Costs lower than budget due to delay in hiring of the Technical Program Coordinator and Senior Engineering Technologist levels of service.
- 21 Costs reflect the direct and indirect staffing costs for Roads Operations excluding Winter Control.
- 22 Costs include maintenance of Hardtop and Loose top Roads, Boundary Roads, Roadside, and Safety (Signage, Line Painting, etc.). Includes unbudgeted minor capital: Emergency Floor Drain Repair (\$4,227). Costs slightly above budget due to increased activity levels on hard surfaced and gravel roads.
- 23 Represents winter control activities. Program savings of \$19,073 were transferred to the dedicated winter maintenance reserve fund to offset any overages in years of higher than average snowfall as per the Township's Reserve Fund By-Law.
- 24 2020 continued to see increased activity levels for the Township's Drainage Superintendent. 2021 projections to be adjusted accordingly.
- 25 Street Lighting hydro charges and maintenance fees were lower than anticipated, resulting in a transfer of approximately \$65,200 to the dedicated Street Lighting Reserve Fund. Approximately three (3) years remain to completely replenish the draw associated with the network-wide LED lighting upgrades.
- 26 Revenues include: Aquatics (\$216,524); Ice Pads/Arena Floor (\$425,403); Concession (\$34,310); Programming (\$6,958); Room/Field Rentals (\$11,737); Rink Board Advertising (\$29,369); Other (\$10,618). As forecasted, WRC revenues witnessed significant revenue shortfalls due to the extended closures of recreation facilities and cancellation/reduced programming/events
- 27 Revenues include: NH Arena (\$10,130); Baden (\$400); Haysville (\$6,712); Mannheim (\$5,905); New Dundee (\$1,437); New Hamburg Parks (\$3,882); Petersburg (\$0); St Agatha (\$0); Other (\$0). As forecasted, Parks and Facility activities witnessed significant revenue shortfalls due to the extended closures of recreation facilities and cancellation/reduced programming/events under COVID-19.

- 28 Costs include direct and indirect staffing costs for Recreation Administration, Scheduling and Customer Service personnel. Cost savings associated with part-time staffing adjustments under COVID-19.
- 29 Costs include direct and indirect, full-time and part-time, staffing costs for the Wilmot Recreation Complex. Cost savings associated with part-time staffing reductions under COVID-19.
- 30 Costs include building/Grounds Maintenance, Utility Costs, Equipment Repairs and Maintenance at the WRC. Cost savings are the result of reductions in hydro consumption and contracted services during extended closures under COVID-19.
- 31 Costs reflect the direct and indirect staffing costs for all Parks and Facilities staff excluding the WRC. Cost savings associated with part-time staffing reductions under COVID-19.
- 32 Costs below budget due to lower levels of utility consumption and reduced building / ground maintenance expenditures during extended closures. Includes unbudgeted minor capital for emergency repairs to wood chipper (\$9,871).
- 33 Includes unbudgeted minor capital expenses at the Administration Complex, including the emergency replacement of the rear exterior staircase railing (\$4,199), and emergency lighting installation works (\$6,131).
- 34 Revenue includes: Admission (\$5,114); Giftshop (\$244); Programs & Workshops (\$474); and Other (\$75). Revenue shortfall associated with closures and reduced capacity under COVID-19.
- 35 Additional grant funding was provided in 2020 to support staffing under COVID-19. Includes CMOG Grant (\$16,608); SEP Grant (\$3,658); YCW Grant (\$7,724); and CSJ (\$3,920).
- 36 Costs reflect direct and indirect staffing costs for Castle Kilbride Administration. Cost savings associated with deferral of hiring level of service for Museum Assistant approved under Report CK 2019-05, and part-time staffing reductions under COVID-19.
- 37 Cost savings associated with facility closures and reduced programming due to COVID-19.
- 38 Fees impacted by the reduced level of development application activity and approvals during COVID-19.
- 39 Costs reflect direct and indirect staffing costs for Planning, net of cost allocations from Building Services.
- 40 Expenditures include Waterloo Region Economic Development Corporation (WREDC) membership (\$50,000).

TOWNSHIP OF WILMOT (USER-PAY)
2020 OPERATING AS OF DECEMBER 31, 2020 (UN-AUDITED)

	2020 Budget	2020 Actual	Variance %
<u>WATER/SANITARY</u>			
<u>REVENUE</u>			
Utility User Fees, including Local Improvements ¹	(6,031,958)	(6,263,760)	103.8%
Utilities Sales, Service Charges ²	<u>(77,350)</u>	<u>(40,893)</u>	<u>52.9%</u>
	<u>(6,109,308)</u>	<u>(6,304,653)</u>	<u>103.2%</u>
<u>EXPENSES</u>			
Water/Sanitary Administration ³	523,430	520,541	99.4%
Water/Sanitary Operating Expenses ⁴	1,096,642	1,057,024	96.4%
Water Regional Charges ⁵	1,446,000	1,500,005	103.7%
Sanitary Regional Charges ⁵	<u>2,058,802</u>	<u>1,880,726</u>	<u>91.4%</u>
	<u>5,124,874</u>	<u>4,958,295</u>	<u>96.7%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁶</u>	<u>(984,434)</u>	<u>(1,346,358)</u>	<u>136.8%</u>

TOWNSHIP OF WILMOT (USER-PAY)
2020 OPERATING AS OF DECEMBER 31, 2020 (UN-AUDITED)

	2020 Budget	2020 Actual	Variance %
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees ⁷	(75,150)	(76,632)	102.0%
Cemetery Investment Income ⁸	(8,000)	(4,023)	50.3%
	<u>(83,150)</u>	<u>(80,655)</u>	<u>97.0%</u>
<u>EXPENSES</u>			
Cemetery Administration ⁹	21,750	16,019	73.6%
Cemetery Operating Expenses ¹⁰	59,100	51,668	87.4%
	<u>80,850</u>	<u>67,686</u>	<u>83.7%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS</u> ⁵	<u>(2,300)</u>	<u>(12,969)</u>	<u>563.9%</u>
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ¹¹	(657,130)	(569,721)	86.7%
	<u>(657,130)</u>	<u>(569,721)</u>	<u>86.7%</u>
<u>EXPENSES</u>			
Building Administration ¹²	419,720	419,421	99.9%
Building Operating Expenses ¹³	237,410	230,872	97.2%
	<u>657,130</u>	<u>650,292</u>	<u>99.0%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS</u> ⁶	<u>-</u>	<u>80,571</u>	<u>N/A</u>

NOTES:

- 1 Represents billing up until December 31, 2020 for all water/sanitary customers.
- 2 Sales and Service Charges include Sale of Water Meters, Final Reading Fees, and other misc. fees. Fees below budget due to lower than anticipated water meter installations in 2020.
- 3 Costs reflect direct and indirect staffing costs for Water and Sanitary system operators.
- 4 Costs include allocation to General Levy for services provided, as well as Contracted Services, Minor Capital, Fuel, Equipment/Vehicle Repairs and Maintenance, etc.
- 5 Reflects flows to/from the Region of Waterloo. Sanitary flows were lower than projected which may be a result of continued focus on inflow and infiltration within the overall system. Staff will continue to monitor.
- 6 Transfers to/from reserve funds are completed as part of year end processing.
- 7 Cemetery User Fees include Burials, Sale of Plots etc.
- 8 Investment income lower than anticipated due to the decrease in interest rates experienced during COVID-19.
- 9 Costs reflect direct and indirect staffing costs for Cemetery Operations.
- 10 Cemetery Operating expenses include Grave Opening, Foundations, Buildings/Grounds Maintenance, Allocation to General Levy
- 11 Permit fees are outlined within the Building Statistics reporting from Development Services.
- 12 Costs reflect direct and indirect staffing costs for Building Operations.
- 13 Building Operating Expenses include Allocation to General Levy, Contracted Services, Vehicle Repairs/Maintenance, etc.



REPORT NO: FIN 2021-002

TO: Ad Hoc Budget Advisory Committee

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: January 11, 2021

SUBJECT: Final Review of 2020 Capital Program

RECOMMENDATION:

THAT Report COR 2021-002, prepared by the Manager of Finance / Deputy Treasurer, regarding the 2020 Capital Program, for the period ending December 31, 2020, be endorsed.

SUMMARY:

This report provides an overview of the Township's 2020 Capital Program.

BACKGROUND:

The attached report is presented to provide the Ad-Hoc Budget Advisory Committee with information concerning the status of Township's 2020 Capital Program.

The structure of the report is divided into two separate columns; the first column outlines the current year Capital Budget of funding and expenditures. The total budget value of the Township's 2020 Capital Program is \$7,709,096. The second column outlines the total funding available and actual expenditures across the entire capital program. This column includes amounts carried forward from previous years for multi-year projects.

It is important to note that projects showing zero funding and expenditures within the first column (2020 Budget) were either budgeted within a previous fiscal year, or represent an unbudgeted emergency initiative completed within the current year.

REPORT:

Amidst the significant operational impacts of COVID-19, the Township managed to successfully complete forty-five (45) Capital Initiatives, including some unbudgeted emergency projects. These projects will be closed as part of year end processing, and the remaining projects will be carried forward into 2021.

Several of the carry-forward projects are anticipated to be completed early in 2021, including Joint Service Delivery Review, Corporate Branding Update, Corporate Phone System Replacement, and Artificial Turf Sports Field. A number of projects are remaining active to allow for additional funding to be provided in 2021, based on bid results received in 2020 (Aquatic Centre Grouting, Dog Park), while several Public Works and Engineering projects are multi-year in nature and will continue throughout 2021 and into 2022.

The total unexpended funding across the Township's entire Capital program as of statement date is approximately \$8.5 Million. The majority of this funding relates to the Wilmot Employment Lands and other significant Public Works and Engineering projects. Any unexpended funds on completed projects, will be returned to their original funding source as part of year end processing.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance, through the strategies of fiscal responsibility and infrastructure investments. The 2020 update to the Strategic Plan included the specific action of developing sustainable funding mechanisms to invest in asset management and infrastructure improvement activities.

FINANCIAL CONSIDERATIONS:

Projects that were completed within fiscal 2020 will be closed to ensure that actual funding and expenditures for projects are balanced. Any excess funding will be allocated to the original funding source and as a result, \$19,352 will be transferred to the Township's Infrastructure Reserve Funds.

Budgeted Capital Expenditures from General Levy	\$1,777,500
Actual Capital Expenditures from General Levy	<u>(1,758,148)</u>
Net Transfer to Infrastructure Reserve Funds	<u>\$ 19,352</u>

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

ATTACHMENTS:

APPENDIX A – 2020 Capital Program Review (un-audited)

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MANNHEIM DIGITAL SIGN</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,000.00)	
	-	(22,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,000.00)	The project has been deferred as per report ILS 2019-57
<u>STRATEGIC PLAN - CONSULTING SERVICES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(16,500.00)	
Contribution from Development Charges	-	(13,500.00)	
	-	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	-	28,142.91	
	-	28,142.91	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		93.81%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,857.09)	Project Completed.
<u>CORPORATE CULTURE - CONSULTING SERVICES</u>			
<u>FUNDING</u>			
Contribution from Grants (Municipal Modernization)	(60,000.00)	(60,000.00)	
	(60,000.00)	(60,000.00)	
<u>EXPENSES</u>			
Expenditures	60,000.00	42,185.51	
	60,000.00	42,185.51	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		70.31%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,814.49)	Corporate leadership training and workshops completed. All staff surveys and data gathering ongoing. Project deferred to 2021 by consultant due to COVID-19 impacts.

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>JOINT SERVICE DELIVERY REVIEW</u>			
<u>FUNDING</u>			
Contribution from Grants (Municipal Modernization)	(25,000.00)	(18,345.36)	Contract awarded to KPMG LLP under Council Report CAO 2019-02. Costs to be shared equally with four (4) area Townships. Interim Report was presented at all Council Meeting October 22, 2020. Final report anticipated in Q1 2021.
Contribution from Area Townships	(75,000.00)	(49,608.00)	
	<u>(100,000.00)</u>	<u>(67,953.36)</u>	
<u>EXPENSES</u>			
Expenditures	100,000.00	66,526.07	
	<u>100,000.00</u>	<u>66,526.07</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>97.90%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,427.29)	
<u>BYLAW ENFORCEMENT VEHICLE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(38,000.00)	(38,000.00)	Project deferred due to COVID-19.
Contribution from Sale of Surplus Assets	(1,000.00)	-	
	<u>(39,000.00)</u>	<u>(38,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	39,000.00	-	
	<u>39,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>0.00%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(38,000.00)	
<u>CORPORATE BRANDING / WEB REFRESH</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	Contract awarded to Aubbs & Mugg Inc. for \$13,229 (net of HST rebate). Consulting works on preferred design are on-going, presentation to Council anticipated for Q1 2021.
Contribution from Grants (Municipal Modernization)	(25,000.00)	(25,000.00)	
	<u>(40,000.00)</u>	<u>(40,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	40,000.00	-	
	<u>40,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>0.00%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>EMERGENCY FLOOD REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Costs were below minimum threshold for MDRA Funding. Costs will be funded as part of year end processing from the General Levy.
	-	-	
	-	-	
<u>EXPENSES</u>			
Expenditures	-	45,157.93	
	-	45,157.93	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	45,157.93	
<u>COVID-19 EMERGENCY EXPENDITURES</u>			
<u>FUNDING</u>			
Contribution from Safe Restart Funding	-	-	Capital Account established to fund emergency unbudgeted expenditures required to ensure business continuity in the COVID-19 environment. Funding will be sourced from the Phase I Safe Restart Agreement.
	-	-	
	-	-	
Expenditures	-	132,671.09	
	-	132,671.09	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	132,671.09	
<u>ASSET MANAGEMENT ROADMAP (PHASE II)</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(42,000.00)	(42,000.00)	Phase II works are substantially completed. Overall costs represent funding towards building condition assessments, risk/criticality modeling and life cycle analysis. Application was submitted to the FCM Municipal Asset Management Program (MAMP) for additional funding supports.
Contribution from Grants (OCIF)	(58,000.00)	(93,000.00)	
	(100,000.00)	(135,000.00)	
<u>EXPENSES</u>			
Expenditures	100,000.00	168,347.67	
	100,000.00	168,347.67	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		124.70%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	33,347.67	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>COMMUNITY BENEFITS CHARGE STUDY</u>			
<u>FUNDING</u>			
Contribution from General Levy	(3,000.00)	(3,000.00)	
Contribution from Development Charges	(27,000.00)	(27,000.00)	
	<u>(30,000.00)</u>	<u>(30,000.00)</u>	Project scope of work modified. DC background study update to occur in Q2 2021. Half of funding to be returned to funding sources due to revised scope of work.
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	<u>30,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<u>INTERNAL EQUITY REVIEW</u>			
<u>FUNDING</u>			
Contribution from General Levy	(24,000.00)	(24,000.00)	
	<u>(24,000.00)</u>	<u>(24,000.00)</u>	Project Completed. Additional costs resulting from job evaluation appeals.
<u>EXPENSES</u>			
Expenditures	24,000.00	29,536.07	
	<u>24,000.00</u>	<u>29,536.07</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		123.07%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,536.07	
<u>OFFICE365 MIGRATION</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(20,000.00)	
	<u>-</u>	<u>(20,000.00)</u>	Email services were successfully migrated. Deployment of remaining services anticipated to have been deferred to 2021 due to COVID-19.
<u>EXPENSES</u>			
Expenditures	-	6,736.51	
	<u>-</u>	<u>6,736.51</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		33.68%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,263.49)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ANNUAL HARDWARE & SOFTWARE UPGRADE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	
	<u>(25,000.00)</u>	<u>(25,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	25,000.00	24,869.98	Project Completed.
	<u>25,000.00</u>	<u>24,869.98</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		99.48%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(130.02)	
<u>MUNICIPAL ACCOUNTING SOFTWARE UPGRADE</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(50,000.00)	(50,000.00)	
Contribution from Grants (Modernization Fund)	(100,000.00)	(100,000.00)	
	<u>(150,000.00)</u>	<u>(150,000.00)</u>	Project deferred until 2021 due to COVID-19.
<u>EXPENSES</u>			
Expenditures	150,000.00	-	
	<u>150,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(150,000.00)	
<u>BUILDING PERMITS DATABASE SOFTWARE</u>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	(85,000.00)	(85,000.00)	
	<u>(85,000.00)</u>	<u>(85,000.00)</u>	Building Permit software went live January 1, 2021 and digitization of permit files on-going.
<u>EXPENSES</u>			
Expenditures	85,000.00	74,249.00	
	<u>85,000.00</u>	<u>74,249.00</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		87.35%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,751.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NETWORK INFRASTRUCTURE UPDATES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(75,000.00)	(75,000.00)	
	(75,000.00)	(75,000.00)	
<u>EXPENSES</u>			
Expenditures	75,000.00	44,328.26	Portion of hardware / software purchased, additional security hardware on-order. Full implementation to be completed by Q2 2021.
	75,000.00	44,328.26	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		59.10%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,671.74)	
<u>CYBER SECURITY STRATEGY & DISASTER RECOVERY</u>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	(35,000.00)	(35,000.00)	
	(35,000.00)	(35,000.00)	
<u>EXPENSES</u>			
Expenditures	35,000.00	-	Project to commence in Q3/Q4 2021.
	35,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,000.00)	
<u>JOINT GIS FRAMEWORK REVIEW</u>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	(35,000.00)	(35,000.00)	
	(35,000.00)	(35,000.00)	
<u>EXPENSES</u>			
Expenditures	35,000.00	-	Project deferred until 2021 due to COVID-19.
	35,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>CORPORATE PHONE SYSTEM REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	(50,000.00)	(50,000.00)	
<u>EXPENSES</u>			
Expenditures	50,000.00	-	
	50,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	RFP selection process underway. Project anticipated to be complete in Q2 2021.
<u>RECORDS MANAGEMENT MODERNIZATION</u>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	(15,000.00)	(15,000.00)	
	(15,000.00)	(15,000.00)	
<u>EXPENSES</u>			
Expenditures	15,000.00	2,035.20	
	15,000.00	2,035.20	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		13.57%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,964.80)	Records management program design underway. E-Agenda/Meeting Management RFP to be released in early Q1 2021.
<u>RADIO EQUIPMENT UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(400,000.00)	
Contribution from Sale of Surplus Assets	-	(5,436.43)	
	-	(405,436.43)	
<u>EXPENSES</u>			
Expenditures	-	381,943.30	
	-	381,943.30	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		94.21%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(23,493.13)	Fire Services have gone live on the new P25 radio network. Staff continue to work with the Region and Motorola on equipment issues, no firm completion date available.

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>STATION 3 (NH) RENOVATION</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(515,400.00)	
	-	(515,400.00)	
<u>EXPENSES</u>			
Expenditures	-	497,808.34	
	-	497,808.34	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		96.59%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,591.66)	
<u>FIRE MASTER PLAN</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(14,000.00)	
Contribution from Development Charges	-	(56,000.00)	
	-	(70,000.00)	
Expenditures	-	60,501.76	
	-	60,501.76	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		86.43%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(9,498.24)	
<u>THERMAL IMAGING CAMERAS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(26,500.00)	
Contribution from Reserve Fund	-	(3,500.00)	
	-	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	-	4,433.14	
	-	4,433.14	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		14.78%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,566.86)	

Project Completed.

Project Completed.

Project deferred due to COVID-19. Additional funding proposed in the 2021 Capital Budget.

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WATER & ICE RESCUE EQUIPMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
Contribution from Reserve Fund	-	(46,000.00)	
	<u>(15,000.00)</u>	<u>(61,000.00)</u>	Project Completed.
Expenditures	15,000.00	43,560.88	
	<u>15,000.00</u>	<u>43,560.88</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		71.41%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,439.12)	
<u>SUPPLY/INSTALL COMMERCIAL WASHER & DRYERS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(90,000.00)	
	<u>-</u>	<u>(90,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	-	72,209.67	
	<u>-</u>	<u>72,209.67</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		80.23%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,790.33)	
<u>SCBA REPLACEMENTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(145,000.00)	(145,000.00)	
Contribution from Reserve Fund	-	(144,045.96)	
	<u>(145,000.00)</u>	<u>(292,329.71)</u>	Project Completed. Remaining unfunded capital costs to be funded over the next three (3) years (2021-2023) through the capital program as outlined in both the 10-year capital and capital justification sheets.
Expenditures	145,000.00	720,229.80	
	<u>145,000.00</u>	<u>720,229.80</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		246.38%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	427,900.09	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MOUNTED APPARATUS PRESSURE WASHERS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(20,000.00)	
	<u>-</u>	<u>(20,000.00)</u>	
Expenditures	-	11,783.16	Project Completed.
	<u>-</u>	<u>11,783.16</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>58.92%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(8,216.84)	
<u>WASHROOM RENOVATION - BADEN (STN 1)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	<u>(30,000.00)</u>	<u>(30,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	30,000.00	-	Engineering and architectural work being conducted. Project has been delayed and will move into 2021 due to COVID related matters.
	<u>30,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>0.00%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<u>CONCRETE APRONS INSTALL - BADEN (STN 1)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(22,000.00)	(22,000.00)	
	<u>(22,000.00)</u>	<u>(22,000.00)</u>	
Expenditures	22,000.00	21,113.17	Project Completed.
	<u>22,000.00</u>	<u>21,113.17</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>95.97%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(886.83)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>RETAINING WALL / LANDSCAPING - ND (STN 2)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	Project Completed.
	(12,000.00)	(12,000.00)	
Expenditures	12,000.00	16,383.36	
	12,000.00	16,383.36	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		136.53%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	4,383.36	
<u>FIRE PREVENTION VEHICLE II & FIRE CHIEF PICKUP REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(59,000.00)	(59,000.00)	Project awarded to Barry Cullen Chevrolet Cadillac for \$85,285.06 (net of HST rebate) as per Council Report FD 2020-07.
Contribution from Development Charges	(60,000.00)	(60,000.00)	
Contribution from Sale of Surplus Assets	(1,000.00)	-	
	(120,000.00)	(119,000.00)	
Expenditures	120,000.00	-	
	120,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(119,000.00)	
<u>PUMP TRUCK REPLACEMENT - BADEN (STN 1)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(417,000.00)	(417,000.00)	Project awarded to Fort Garry Fire Trucks for \$787,153.29 (net of HST rebate) as per Council report FD 2020-06. Additional funding to be incorporated within the 2021 Capital Budget. Delivery anticipated in Q1 2022.
Contribution from Reserve Fund	(303,000.00)	(303,000.00)	
Contribution from Sale of Surplus Assets	(5,000.00)	-	
	(725,000.00)	(720,000.00)	
<u>EXPENSES</u>			
Expenditures	725,000.00	-	
	725,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(720,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FIRST AID, AED, CPR, O2 CERTIFICATION</u>			
<u>FUNDING</u>			
Contribution from General Levy	(40,000.00)	(40,000.00)	Project Completed. Staff training costs were absorbed within 2020 Operations.
	(40,000.00)	(40,000.00)	
Expenditures	40,000.00	2,910.34	
	40,000.00	2,910.34	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		7.28%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(37,089.66)	
<u>WILMOT EMPLOYMENT LANDS</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(3,116,095.00)	Staff continue working on draft development applications with two (2) property owners, in conjunction with construction of infrastructure on the Employment Lands. Staff were successful in obtaining another extension to CWWF funding deadlines.
Contribution from Grant (CWWF)	-	-	
Contribution from Region	-	-	
	-	(3,116,095.00)	
Expenditures	-	8,911.83	
	-	8,911.83	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.29%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,183.17)	
<u>HANNAH AND LEWIS STREET RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(116,965.00)	Project substantially complete. Final lift of asphalt to occur in Q3 2021.
Contribution from Reserve Fund	-	(295,148.00)	
Contribution from Grants (OCIF & Fed Gas Tax)	-	(591,587.00)	
	-	(1,003,700.00)	
Expenditures	-	972,084.10	
	-	972,084.10	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		96.85%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(31,615.90)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WILMOT AND CHURCH STREET ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(189,028.00)	
Contribution from Reserve Fund	(128,600.00)	(813,002.00)	
Contribution from Grants (OCIF & Fed Gas Tax)	(239,200.00)	(899,465.00)	
	<u>(367,800.00)</u>	<u>(1,901,495.00)</u>	
Expenditures	367,800.00	1,548,231.57	
	<u>367,800.00</u>	<u>1,548,231.57</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		81.42%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(353,263.43)	Phase I awarded to BEECH Infrastructure Group for \$1,564,862.33 (net of HST rebate) as per Council report PW 2020-05. Wilmot/Church substantially complete. Phase II scheduled for contract award in Q1 2021 with construction in Q1 to Q4 2021.
<u>EMPLOYMENT LANDS MULTI-USE TRAIL</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(217,600.00)	
Contribution from Grants (OMCC)	-	(102,400.00)	
	<u>-</u>	<u>(320,000.00)</u>	
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(320,000.00)	Works to be completed in conjunction with the employment lands development.
<u>SNOW STORAGE REVIEW</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(1,500.00)	
Contribution from Development Charges	-	(13,500.00)	
	<u>-</u>	<u>(15,000.00)</u>	
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	Project to be consolidated with the proposed Operational/Facility Review project identified in 2021.

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TANDEM AXLE DUMP TRUCK (REPLACING 305-09)</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(270,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	<u>-</u>	<u>(270,000.00)</u>	Project Completed. Sale of surplus fleet to occur in 2021.
Expenditures	-	300,281.16	
	<u>-</u>	<u>300,281.16</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		111.22%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	30,281.16	
<u>BRIDGE INSPECTIONS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(35,000.00)	
	<u>-</u>	<u>(35,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	24,401.14	
	<u>-</u>	<u>24,401.14</u>	Draft report delivered in Q2 2020. Final payment to be remitted once report is signed off.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		69.72%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,598.86)	
<u>GUIDERAIL PROGRAM</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(50,000.00)	
Contribution from Reserve Fund	-	(15,000.00)	
Contribution from Grants (Fed Gas Tax)	(50,000.00)	(50,000.00)	
	<u>(50,000.00)</u>	<u>(115,000.00)</u>	Project on-going.
Expenditures	50,000.00	11,353.98	
	<u>50,000.00</u>	<u>11,353.98</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		9.87%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(103,646.02)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SINGLE AXLE DUMP TRUCK REPLACEMENT - 303-10 & 307-11</u>			
<u>FUNDING</u>			
Contribution from General Levy	(440,000.00)	(440,000.00)	Contract awarded to Altruck International Truck Centres for \$533,053 (net of HST rebate) as per Council report PW 2020-12 for two (2) single axle dump trucks (303-10 & 307-11). As bids were higher than anticipated, additional funding to be sourced in the 2021 capital program to offset the overage.
Contribution from Sale of Surplus Assets	(60,000.00)	-	
	<u>(500,000.00)</u>	<u>(440,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	500,000.00	-	
	<u>500,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(440,000.00)	
<u>STRIP/STALL/TEMPLATE PAINTER UNIT & TRAILER</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(26,000.00)	(26,000.00)	Project Completed.
	<u>(26,000.00)</u>	<u>(26,000.00)</u>	
Expenditures	26,000.00	21,948.35	
	<u>26,000.00</u>	<u>21,948.35</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		84.42%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(4,051.65)	
<u>4X4 PICKUP W/ PLOW & SALTER REPLACEMENT- 304-10</u>			
<u>FUNDING</u>			
Contribution from General Levy	(75,000.00)	(75,000.00)	Project awarded to Barry Cullen for \$46,297.15 (net of HST rebate) as per Council Report PW 2020-16.
Contribution from Sale of Surplus Assets	(5,000.00)	-	
	<u>(80,000.00)</u>	<u>(75,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	80,000.00	19,521.18	
	<u>80,000.00</u>	<u>19,521.18</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		26.03%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(55,478.82)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>RADAR SPEED DISPLAY SIGNS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(27,457.00)	(27,457.00)	
Contribution from Reserve Fund	(8,043.00)	(8,043.00)	
	<u>(35,500.00)</u>	<u>(35,500.00)</u>	Radar speed display signs received. Installation to occur in Q2 2021.
Expenditures	35,500.00	22,693.62	
	<u>35,500.00</u>	<u>22,693.62</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		63.93%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,806.38)	
<u>MUNICIPAL DRAIN MAINTENANCE (VARIOUS)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(5,000.00)	(5,000.00)	
Contribution from Others (Benefitting Landowners)	(45,000.00)	(9,959.19)	
	<u>(50,000.00)</u>	<u>(18,597.48)</u>	Maintenance works on-going. Drain Maintenance Levy by-law pending completion.
<u>EXPENSES</u>			
Expenditures	50,000.00	14,508.49	
	<u>50,000.00</u>	<u>14,508.49</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		78.01%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(4,088.99)	
<u>MUNICIPAL DRAIN DATABASE DIGITIZATION</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	Project Completed.
Expenditures	15,000.00	15,060.48	
	<u>15,000.00</u>	<u>15,060.48</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.40%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	60.48	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>HOT MIX PROGRAM '20</u>			
<u>FUNDING</u>			
Contribution from Grants (OCIF)	(278,985.00)	(278,985.00)	
	(278,985.00)	(278,985.00)	
<u>EXPENSES</u>			Project Completed.
Expenditures	278,985.00	302,408.51	
	278,985.00	302,408.51	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		108.40%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	23,423.51	
<u>SURFACE TREATMENT PROGRAM '20</u>			
<u>FUNDING</u>			
Contribution from General Levy	(9,915.00)	(9,915.00)	
Contribution from Reserve Fund	(294,957.00)	(294,957.00)	
Contribution from Grants (Fed Gas Tax)	(95,158.00)	(95,158.00)	
Contribution from Others (City of Waterloo)	(50,000.00)	(36,284.80)	Project Completed.
	(450,030.00)	(436,314.80)	
Expenditures	450,030.00	395,510.80	
	450,030.00	395,510.80	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		90.65%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,804.00)	
<u>OXFORD RD 5 CULVERT REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Grants (OCIF)	(135,000.00)	(135,000.00)	
	(135,000.00)	(135,000.00)	
Expenditures	135,000.00	40,785.31	Project managed by Oxford County. Project is substantially completed.
	135,000.00	40,785.31	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		30.21%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(94,214.69)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BRIDGE STREET BRIDGE #34/B-T9 ASSESSMENT</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(22,921.00)	(22,921.00)	Contract awarded to K. Smart Associates Limited for \$47,061.90 (net of HST rebate) as per Council report PW 2020-11 for class EA and preliminary design. Project works on-going.
Contribution from Grants (ICIP)	(114,579.00)	-	
	<u>(137,500.00)</u>	<u>(22,921.00)</u>	
<u>EXPENSES</u>			
Expenditures	137,500.00	45,699.16	
	<u>137,500.00</u>	<u>45,699.16</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		199.38%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	22,778.16	
<u>STORMWATER INFRASTRUCTURE MASTER PLAN</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(140,000.00)	(140,000.00)	RFP delayed to 2021 to consolidate with RFP for other underground infrastructure master planning.
Contribution from Grants (Fed Gas Tax)	(35,000.00)	(35,000.00)	
	<u>(175,000.00)</u>	<u>(175,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	175,000.00	-	
	<u>175,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(175,000.00)	
<u>NOTRE DAME DRIVE RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(70,000.00)	(70,000.00)	Project led by the Region of Waterloo and has been deferred to 2021.
Contribution from Grants (Fed Gas Tax)	(201,000.00)	(201,000.00)	
	<u>(271,000.00)</u>	<u>(271,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	271,000.00	-	
	<u>271,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(271,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SIDEWALK PROGRAM '19-'20</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(70,000.00)	
Contribution from Grants (Fed Gas Tax)	(52,000.00)	(52,000.00)	
	<u>(52,000.00)</u>	<u>(122,000.00)</u>	Project completed.
Expenditures	52,000.00	107,445.37	
	<u>52,000.00</u>	<u>107,445.37</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		88.07%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(14,554.63)	
<u>RICHARDSON, KRAMPIEN AND DOERING DRAINS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(20,000.00)	Krampien Drain was cleaned out on either side of the culverts for 3527 Carmel Koch Rd in April 2020. Richardson Drain Branch A construction completed in 2019. Minor restoration work to be completed. Doering Drain works on-going.
Contribution from Grants (OMAFRA)	-	(7,938.72)	
Contribution from Landowners	-	(31,332.68)	
	<u>-</u>	<u>(59,271.40)</u>	
<u>EXPENSES</u>			
Expenditures	-	123,414.29	
	<u>-</u>	<u>123,414.29</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		208.22%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	64,142.89	
<u>GRAVEL CRUSHING PROGRAM '20</u>			
<u>FUNDING</u>			
Contribution from Grants (Fed Gas Tax)	(65,000.00)	(65,000.00)	
	<u>(65,000.00)</u>	<u>(65,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	65,000.00	65,648.19	
	<u>65,000.00</u>	<u>65,648.19</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		101.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	648.19	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SNYDERS ROAD SANITARY AND STORM SEWERS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	
Contribution from Reserve Fund	-	(150,000.00)	
	<u>-</u>	<u>(165,000.00)</u>	Project led by the Region of Waterloo and has been deferred to 2021.
Expenditures	-	5,128.70	
	<u>-</u>	<u>5,128.70</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		3.11%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(159,871.30)	
<u>UTILITIES SERVICE VEHICLE (REPLACING 402-10)</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(22,000.00)	(80,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	<u>(22,000.00)</u>	<u>(80,000.00)</u>	Project Completed. Sale of surplus fleet to occur in 2021.
<u>EXPENSES</u>			
Expenditures	22,000.00	85,338.47	
	<u>22,000.00</u>	<u>85,338.47</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		106.67%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,338.47	
<u>ST AGATHA WATERMAIN LOOPING - ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(18,000.00)	
	<u>-</u>	<u>(18,000.00)</u>	Project to be coordinated with Notre Dame Dr project led by the Region of Waterloo.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(18,000.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TRENCH BOX UNIT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(31,000.00)	(31,000.00)	
	<u>(31,000.00)</u>	<u>(31,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	31,000.00	25,293.46	Project Completed.
	<u>31,000.00</u>	<u>25,293.46</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>81.59%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,706.54)	
<u>GREENWOOD DR & NAFZIGER RD ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(50,500.00)	(50,500.00)	
Contribution from Grants (OCIF)	(54,500.00)	(54,500.00)	
	<u>(105,000.00)</u>	<u>(105,000.00)</u>	Project pre-design work underway.
<u>EXPENSES</u>			
Expenditures	105,000.00	32,908.24	
	<u>105,000.00</u>	<u>32,908.24</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>31.34%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(72,091.76)	
<u>GINGERICH RD WATERMAIN IMPROVEMENTS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(95,000.00)	(95,000.00)	
	<u>(95,000.00)</u>	<u>(95,000.00)</u>	Detailed design work completed. Tendering of work to be coordinated with Wilmot Street Phase 2 contract for 2021 construction.
<u>EXPENSES</u>			
Expenditures	95,000.00	39,062.85	
	<u>95,000.00</u>	<u>39,062.85</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>41.12%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(55,937.15)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>EMERGENCY VACTOR FLUSHER REPAIR</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	-	Emergency pump failure replacement completed. Funding to be sourced from Infrastructure Reserve Funds - Sanitary.
	-	-	
<u>EXPENSES</u>			
Expenditures	-	11,083.41	
	-	11,083.41	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	11,083.41	
<u>SANITARY SYSTEM INFILTRATION STUDY</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(125,000.00)	(195,000.00)	Project work on-going. Final reporting in Q1 2021.
	(125,000.00)	(195,000.00)	
Expenditures	125,000.00	146,727.63	
	125,000.00	146,727.63	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		75.24%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,272.37)	
<u>MORNINGSIDE TRUNK SEWER - ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(400,750.00)	Project awarded to GM BluePlan for \$178,844.40 (net of HST rebate) as per Council report PW 2020-14
	-	(400,750.00)	
<u>EXPENSES</u>			
Expenditures	-	122,984.07	
	-	122,984.07	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		30.69%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(277,765.93)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MAUSOLEUM REPAIRS - STAGE I</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(25,000.00)	(25,000.00)	
	(25,000.00)	(25,000.00)	
<u>EXPENSES</u>			
Expenditures	25,000.00	-	Project deferred to 2021.
	25,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,000.00)	
<u>ARTIFICIAL TURF SPORTS FIELD - WODSS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(117,500.00)	
Contribution from Development Charges	(425,000.00)	(807,500.00)	
Contribution from Grants (WRDSB)	-	-	
	(425,000.00)	(925,000.00)	
<u>EXPENSES</u>			
Expenditures	425,000.00	-	Project awarded to 39 Seven Inc. for \$1,420,569.60 (net of HST rebate) by the Waterloo Region District School Board. Change notices have increased the project cost however, Wilmot will be contributing maximum of \$925,000. Project anticipated to be complete by early Q2 2021.
	425,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(925,000.00)	
<u>TRAIL DESIGN - BECKDALE, SMITHS CREEK, SCHNELLER/COUNTRY CREEK</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,915.00)	
Contribution from Development Charges	-	(110,500.00)	
Contribution from Trust (Trails)	-	(14,100.00)	
	-	(147,515.00)	
<u>EXPENSES</u>			
Expenditures	-	65,964.41	Project Completed. Smiths Creek was removed from this project scope and are part of the Wetlands project. Beckdale was completed by Mike Schout. Excess funding to be consolidated into Trails Development Account in 2021.
	-	65,964.41	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		44.72%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(81,550.59)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TRAIL SIGNAGE</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(10,000.00)	
	-	(10,000.00)	
<u>EXPENSES</u>			
Expenditures	-	2,278.34	
	-	2,278.34	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		22.78%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,721.66)	Project works on-going as new trails are completed. Project to be consolidated into a Trails Development project in 2021.
<u>EMPLOYMENT LANDS WOODLOT TRAIL DESIGN</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(40,000.00)	
	-	(40,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	Project to be in conjunction with the Employment Lands Development. Project to be consolidated with Employment Lands Multi-Use Trail project in 2021.
<u>REFORESTATION PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Grants - K-W Hydro	(45,000.00)	(90,000.00)	
	(45,000.00)	(90,000.00)	
<u>EXPENSES</u>			
Expenditures	45,000.00	14,235.01	
	45,000.00	14,235.01	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		15.82%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(75,764.99)	2020 program commenced in late Q3 2020 included work through a volunteer group "Let's Tree Wilmot". Majority of work deferred due to COVID-19.

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SANDHILLS ROAD MULTI-USE TRAIL</u>			
<u>FUNDING</u>			
Contribution from Trust (Trails)	(380,000.00)	(380,000.00)	
	(380,000.00)	(380,000.00)	
<u>EXPENSES</u>			
Expenditures	380,000.00	94,315.55	
	380,000.00	94,315.55	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		24.82%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(285,684.45)	Parking lot and trail into the Regional woodlot is complete. Account to be consolidated into a Trails Development project in 2021.
<u>LASCHINGER WOODS - SOUTH TRAILS</u>			
<u>FUNDING</u>			
Contribution from Trust (Trails)	(65,000.00)	(65,000.00)	
	(65,000.00)	(65,000.00)	
<u>EXPENSES</u>			
Expenditures	65,000.00	62,759.68	
	65,000.00	62,759.68	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		96.55%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,240.32)	Project Completed. Excess funding to be moved into the Trails Development project in 2021.
<u>ROOFTOP HVAC (NH LIBRARY)</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	Project has been deferred to 2021 due to COVID-19.

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>PARKING LOT DRAINAGE - SENIOR'S WOODWORKING SHOP</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
Contribution from Reserve Fund	-	(28,000.00)	
	-	(40,000.00)	Project Completed.
<u>EXPENSES</u>			
Expenditures	-	23,711.02	
	-	23,711.02	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		59.28%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(16,288.98)	
<u>LIBRARY SERVICES FACILITY REVIEW</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(8,400.00)	
Contribution from Development Charges	-	(21,600.00)	
	-	(30,000.00)	Project has been deferred to 2021 pending results of Joint Service Delivery Review.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<u>LED LIGHTING - ADMIN COMPLEX</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,500.00)	
	-	(22,500.00)	Project has been deferred to 2021 due to COVID-19.
<u>EXPENSES</u>			
Expenditures	-	409.54	
	-	409.54	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		1.82%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,090.46)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BOILER REPLACEMENT - ADMIN COMPLEX</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(35,000.00)	
	-	(35,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,000.00)	Project has been deferred to 2021 due to COVID-19.
<u>PARKING LOT DESIGN - ADMIN COMPLEX</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(16,000.00)	
Contribution from Development Charges	-	(16,000.00)	
	-	(32,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,000.00)	Project has been deferred to 2021 due to COVID-19.
<u>ADMIN COMPLEX - OFFICE RENOVATIONS</u>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	(274,500.00)	(274,500.00)	
	(274,500.00)	(274,500.00)	
<u>EXPENSES</u>			
Expenditures	274,500.00	41,883.12	
	274,500.00	41,883.12	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		15.26%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(232,616.88)	Corporate Services department retrofit completed. Remainder of project has been deferred to 2021 due to COVID-19.

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ICE NEEDS STUDY - UPDATE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(5,875.00)	(5,875.00)	
Contribution from Development Charges	(19,125.00)	(19,125.00)	
	<u>(25,000.00)</u>	<u>(25,000.00)</u>	Project Completed. Next phase of study scheduled for 2021.
<u>EXPENSES</u>			
Expenditures	25,000.00	12,617.61	
	<u>25,000.00</u>	<u>12,617.61</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		50.47%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,382.39)	
<u>PARKS SERVICE VEHICLE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(7,600.00)	(7,600.00)	
Contribution from Development Charges	(32,400.00)	(32,400.00)	
	<u>(40,000.00)</u>	<u>(40,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	40,000.00	40,115.78	
	<u>40,000.00</u>	<u>40,115.78</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.29%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	115.78	
<u>WASHROOM FLOORS REPLACEMENT (VARIOUS LOCATIONS)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(21,000.00)	(21,000.00)	
	<u>(21,000.00)</u>	<u>(21,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	21,000.00	23,891.84	
	<u>21,000.00</u>	<u>23,891.84</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		113.77%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,891.84	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ELECTRIC VEHICLE CHARGING STATIONS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(95,000.00)	(95,000.00)	
Contribution from Grants (ZEVI)	(60,000.00)	-	
	<u>(155,000.00)</u>	<u>(95,000.00)</u>	Project works underway, being led by the Region of Waterloo.
<u>EXPENSES</u>			
Expenditures	155,000.00	-	
	<u>155,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(95,000.00)	
<u>NH ARENA RECREATION FLOOR SPACE - DESIGN</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(185,511.00)	(185,511.00)	
Contribution from Grants (ICIP)	(510,070.00)	-	
Contribution from Others (TCP)	-	-	
	<u>(695,581.00)</u>	<u>(185,511.00)</u>	Project postponed indefinitely, as ICIP funding application was unsuccessful.
<u>EXPENSES</u>			
Expenditures	695,581.00	-	
	<u>695,581.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(185,511.00)	
<u>NH ARENA BOLSTER BLOCKS REPAIR</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	Project engineering/design completed in Q4 2020. Repairs to be completed in Q2 2021 with additional funding included the 2021 Capital Budget.
<u>EXPENSES</u>			
Expenditures	15,000.00	1,725.00	
	<u>15,000.00</u>	<u>1,725.00</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		11.50%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,275.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NH ARENA ROUND BANQUET TABLES REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(16,000.00)	(16,000.00)	
	(16,000.00)	(16,000.00)	
<u>EXPENSES</u>			
Expenditures	16,000.00	18,049.17	Project Completed.
	16,000.00	18,049.17	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		112.81%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,049.17	
<u>NEW HAMBURG CC KITCHEN UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(30,000.00)	
	-	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	-	38,969.24	Project Completed. Project slightly over budget due to the addition of aluminum shutters and unforeseen plumbing upgrades.
	-	38,969.24	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		129.90%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	8,969.24	
<u>WRC FIELD IRRIGATION EQUIPMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(36,000.00)	
Contribution from Reserve Fund	(41,500.00)	(41,500.00)	
	(41,500.00)	(77,500.00)	
<u>EXPENSES</u>			
Expenditures	41,500.00	-	Project has been deferred to 2021 due to COVID-19.
	41,500.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(77,500.00)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WRC FLOOR RIDE-ON SCRUBBER REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(17,000.00)	(17,000.00)	
	<u>(17,000.00)</u>	<u>(17,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	17,000.00	20,799.00	Project Completed.
	<u>17,000.00</u>	<u>20,799.00</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		122.35%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	3,799.00	
<u>WRC GAS SENSORS REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(4,600.00)	(4,600.00)	
Contribution from Reserve Fund	(17,400.00)	(17,400.00)	
	<u>(22,000.00)</u>	<u>(22,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	22,000.00	21,800.00	Project Completed.
	<u>22,000.00</u>	<u>21,800.00</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		99.09%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(200.00)	
<u>TILE & GROUTING - AQUATIC CENTRE</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(70,500.00)	(70,500.00)	
	<u>(70,500.00)</u>	<u>(70,500.00)</u>	
<u>EXPENSES</u>			
Expenditures	70,500.00	169,884.55	Project Completed. Additional funding to be sourced from the 2021 capital program as per Council report PRFS 2020-06.
	<u>70,500.00</u>	<u>169,884.55</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		240.97%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	99,384.55	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WRC - COMPRESSOR #2 OVERHAUL</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Project Completed. This project was the result of a compressor failure as the rinks were being reopened this summer. This repair was unavoidable as the compressor system is critical to the ice making process.
	-	-	
	-	-	
<u>EXPENSES</u>			
Expenditures	-	15,338.39	
	-	15,338.39	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	15,338.39	
<u>BECK PARK - WASHROOM RENOVATIONS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(21,000.00)	(21,000.00)	Project Completed.
	(21,000.00)	(21,000.00)	
<u>EXPENSES</u>			
Expenditures	21,000.00	8,471.29	
	21,000.00	8,471.29	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		40.34%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,528.71)	
<u>HAYSVILLE CC - PLAYGROUND EQUIPMENT REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	Project Completed.
Contribution from Community Donation	-	(30,000.00)	
	(30,000.00)	(60,000.00)	
<u>EXPENSES</u>			
Expenditures	30,000.00	51,590.97	
	30,000.00	51,590.97	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		85.98%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(8,409.03)	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MANNHEIM CC - SUBFLOOR REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(22,500.00)	(22,500.00)	
	<u>(22,500.00)</u>	<u>(22,500.00)</u>	
<u>EXPENSES</u>			
Expenditures	22,500.00	24,685.86	Project Completed.
	<u>22,500.00</u>	<u>24,685.86</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>109.71%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,185.86	
<u>NEW DUNDEE BALL DIAMOND FENCING REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	15,000.00	13,990.98	Project Completed.
	<u>15,000.00</u>	<u>13,990.98</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>93.27%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,009.02)	
<u>KIRKPATRICK PARK & AREA - PARKING LOT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(307,500.00)	
Contribution from Grants (Main St Revitalization)	-	(45,820.73)	
	<u>-</u>	<u>(595,120.73)</u>	
<u>EXPENSES</u>			
Expenditures	-	596,747.19	Substantial completion anticipated in Q4 2020. Minor deficiencies outstanding to be completed.
	<u>-</u>	<u>596,747.19</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>100.27%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,626.46	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>PERMANENT DOG PARK INSTALL</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(61,600.00)	(61,600.00)	
	(61,600.00)	(61,600.00)	Project Completed. Additional funding to be included in the 2021 Capital Budget as per Council Report PFRS 2020-010.
<u>EXPENSES</u>			
Expenditures	61,600.00	74,420.07	
	61,600.00	74,420.07	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		120.81%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	12,820.07	
<u>NH - ADDITIONAL PLAYGROUND EQUIPMENT - CONSTITUTION PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(19,437.00)	(19,437.00)	
Contribution from Grants (Fed Gas Tax)	(22,563.00)	(22,563.00)	
	(42,000.00)	(42,000.00)	Project Completed. Awaiting final invoicing.
<u>EXPENSES</u>			
Expenditures	42,000.00	-	
	42,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(42,000.00)	
<u>NH - PLAYGROUND EQUIPMENT REPLACEMENT - OPTIMIST PARK</u>			
<u>FUNDING</u>			
Contribution from Grants (Fed Gas Tax)	(88,000.00)	(88,000.00)	
	(88,000.00)	(88,000.00)	Project Completed.
<u>EXPENSES</u>			
Expenditures	88,000.00	88,842.19	
	88,000.00	88,842.19	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.96%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	842.19	

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NH - EQUIPMENT STORAGE REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,100.00)	(15,100.00)	
	(15,100.00)	(15,100.00)	
<u>EXPENSES</u>			
Expenditures	15,100.00	7,392.86	
	15,100.00	7,392.86	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		48.96%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,707.14)	Project anticipated to be complete in Q1 2021.
<u>SACC KITCHEN UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(24,000.00)	
Contribution from Reserve Fund	(17,000.00)	(17,000.00)	
Contribution from Donations - SA StrawberryFest	-	(1,000.00)	
	(17,000.00)	(42,000.00)	
<u>EXPENSES</u>			
Expenditures	17,000.00	43,687.48	
	17,000.00	43,687.48	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		104.02%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,687.48	Project Completed.
<u>HISTORIC FLOOR COVERING REPRODUCTION</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	(15,000.00)	(15,000.00)	
<u>EXPENSES</u>			
Expenditures	15,000.00	17,619.42	
	15,000.00	17,619.42	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		117.46%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,619.42	Project Completed.

**2020 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING DECEMBER 31, 2020**

Project	2020 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>CULTURAL HERITAGE LANDSCAPE INVENTORY</u>			
<u>FUNDING</u>			
Contribution from General Levy	(10,000.00)	(10,000.00)	
	(10,000.00)	(10,000.00)	
<u>EXPENSES</u>			
Expenditures	10,000.00	-	
	10,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,000.00)	Project coordinated with the Region of Waterloo. Project underway.
<u>ZONING BY-LAW CONSOLIDATION</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(29,900.00)	
Contribution from Development Charges	-	(35,100.00)	
	-	(65,000.00)	
<u>EXPENSES</u>			
Expenditures	-	85,859.64	
	-	85,859.64	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		132.09%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	20,859.64	Project Completed.
TOTAL FUNDING CAPITAL PROGRAM	(7,709,096.00)	(17,201,195.91)	
TOTAL EXPENDITURES	7,709,096.00	8,726,528.17	
(UNEXPENDED)/UNFUNDED CAPITAL	-	(8,474,667.74)	
% of Funding Spent		50.73%	



TOWNSHIP OF WILMOT

CORPORATE SERVICES Budget Committee Report

REPORT NO: COR 2021-003

TO: Ad Hoc Budget Advisory Committee

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: January 11, 2021

SUBJECT: Reserve and Reserve Funds (un-audited)
For the year ended December 31, 2020

RECOMMENDATION:

THAT Report COR 2021-003, prepared by the Manager of Finance / Deputy Treasurer, regarding Reserve and Reserve Funds, for the year ended December 31, 2020, be received for information purposes.

SUMMARY:

This report outlines the Township's Reserve and Reserve Fund activity for the 2020 fiscal year.

BACKGROUND:

Attached is the Reserves and Reserve Funds Statement for the year ended December 31, 2020. This statement summarizes all Reserves and Reserve Funds activities within the year.

REPORT:

Infrastructure Reserve Fund Transfers (Equipment, Transportation, Facilities)

The 2020 operating budget included an approximate transfer of \$362,750; and of the total transfer, \$161,605 represented funds collected under the dedicated infrastructure levy approved under FIN 2019-41.

While 2020 operating results limited the transfer to the \$161,605 committed as part of the infrastructure levy, year-end closure of 2020 capital generates provides an additional \$19,352, resulting in a net transfer of \$180,957, or \$60,319 to each of the three (3) infrastructure reserve funds (Equipment, Transportation and Facilities). Transfers to these reserve funds assists with future infrastructure requirements under the Township's Asset Management Program and 10-Year Capital Forecast.

Development Charges Reserve Funds

Development Charges (DCs) in fiscal 2020, resulted in net decrease of approximately \$451,843 for the calendar year. This is primarily a result of net transfers to capital of \$754,254.

Year-end DCs are currently have an accumulated deficit of approximately \$2.5M. The existing deficit is the result of significant growth related capital projects, such as the Wilmot Employment Lands, Infrastructure Master Plans and Morningside Truck Sanitary Sewer, whereby upfront costs are incurred for critical servicing infrastructure (Roads, Water, Sanitary and Storm), with development charges collections occurring at permit issuance for future construction. To date, the municipality has been fortunate to have reserve fund capacity, across other discretionary funds, to carry the costs of this deficit while collecting interest from the Development Charge funds. However, in the near term, external funding sources will be required to support additional critical growth projects such as various Sanitary works noted in the Township's 10-year capital forecast.

Street Lighting Infrastructure Reserve Funds

With the retrofit of street lighting in 2018, annual savings in hydro consumption are utilized to finance the project. The projected 2020 transfer of \$65,204 will be made to the Infrastructure Reserve Fund – Street Lighting, bringing reduced the deficit to \$100,899. At the current pace, full payback will be completed in approximately two (2) years, ahead of schedule.

Water/Sanitary Infrastructure Reserve Funds

The 2020 user-pay budget included a combined transfer of \$1.34M to the three (3) Utility Infrastructure Reserve Funds. These transfers were above the anticipated budgeted transfer (\$984,434) as noted in the 2020 Operating Summary report. Current and future transfers to reserve funds will assist with future water/sanitary capital expenditures, outlined in the Township Asset Management Plan.

Cemetery Infrastructure Reserve Funds

The 2020 operating budget at Riverside Cemetery projected a \$2,300 transfer to reserves. As noted within the 2020 Operating Summary Report, Cemetery Sales and cost savings, resulted an anticipated transfer of \$12,969. Cemetery operations are a user-pay service, surplus transfers assist in moving towards reducing the overall deficit within the cemetery reserve fund.

Building Reserve Fund (Bill 124)

As per Bill 124 legislation, the building division must be self-sustainable through the development industry. Though building activity in Wilmot was relatively strong in 2020, net operating results have further increased the deficit within the dedicated Building Services Reserve Fund.

The building industry is cyclical in nature, and future growth projections including industrial and residential subdivisions, and annual fee updates will help to eliminate the existing deficit and bring this reserve fund back into a positive status.

Working Funds Reserve

The Working Funds Reserve of approximately \$500,000 has been in place for several years and is maintained to assist in offsetting unforeseen operating challenges. Though not required for many years, these funds may be required in 2021 to assist in the challenges associated with the continued COVID-19 pandemic. Any use of funds would be referenced within the proposed 2021 Municipal Budget, with plans established to replenish this “emergency” funding mechanism.

This reserve and all other reserve funds will be reviewed under the 2021 Work Program, with staff intending to present an updated By-Law for Reserve and Reserve Funds.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance, through the strategies of fiscal responsibility and infrastructure investments. The 2020 update to the Strategic Plan included the specific action of developing sustainable funding mechanisms to invest in asset management and infrastructure improvement activities.

FINANCIAL CONSIDERATIONS:

The results contained within this report are preliminary and may vary slightly with year-end adjustments. When results are finalized, the 2020 year-end transfers to/from reserve funds will occur and audited financial statements will be compiled.

The combined reserve and reserve fund balance of \$6,774,368 is one component of the Townships overall cash position. The cash position of the municipality is a combination of reserve funds, reserves and capital funds held to service existing approved capital needs. The existing funds in place for the capital program total approximately \$8.5M, as reported in COR 2021-02. This brings the overall cash position of the municipality to approximately \$15.3M.

It is important to note the reserve and reserve funds balances have a specific purpose as outlined in the Reserve Fund By-Law, while the capital funding has already been committed to specific, Council approved projects yet to be completed.

ATTACHMENTS: APPENDIX A – 2020 Reserves and Reserve Fund Report (un-audited)

Township of Wilmot
Reserves and Reserve Fund (un-audited)
For the year ended December 31, 2020

	Opening Balance 12/31/19	Budget Allocations (to)/ from Revenue Fund	Contributions Received	2020 Interest Allocation	Transfers (to) / from Capital Fund	Preliminary Balance 12/31/20	Year-End Transfers to/(from) Reserve Funds	Ending Balance 12/31/20
<u>Reserves</u>								
Working Funds	502,138.93	-	-	-	-	502,138.93	-	502,138.93
Total Reserves	502,138.93	-	-	-	-	502,138.93	-	502,138.93
<u>Reserve Funds</u>								
<i>Obligatory</i>								
Building Services (Bill 124)	(908,937.60)	-	-	(8,681.96)	-	(917,619.56)	(80,571.34)	(998,190.90)
Development Charges	(2,080,395.97)	-	324,886.44	(22,475.74)	(754,253.87)	(2,532,239.14)	-	(2,532,239.14)
Federal Gas Tax	102,830.03	-	623,257.92	982.21	(623,258.00)	103,812.16	-	103,812.16
Parkland (Cash-in-lieu)	1,512,080.95	-	17,500.00	14,525.22	-	1,544,106.17	-	1,544,106.17
Total Obligatory Reserve Funds	(1,374,422.59)	-	965,644.36	(15,650.27)	(1,377,511.87)	(1,801,940.37)	(80,571.34)	(1,882,511.71)
<i>Discretionary</i>								
Infrastructure Reserve Fund - Equipment	678,211.97	120,916.67	-	5,256.82	(256,732.05)	547,653.41	(60,597.51)	487,055.90
Infrastructure Reserve Fund - Facilities	921,223.29	120,916.66	-	7,578.00	(293,765.68)	755,952.27	(60,597.52)	695,354.75
Infrastructure Reserve Fund - Transportation	830,830.78	120,916.67	-	6,714.58	(281,500.46)	676,961.57	(60,597.51)	616,364.06
Baden West Noise Wall Reserve Fund	72,457.26	-	-	692.09	-	73,149.35	-	73,149.35
Elections Reserve Fund	14,622.89	21,900.00	-	207.87	-	36,730.76	(1,333.44)	35,397.32
Hamilton Road Noise Wall Reserve Fund	143,347.51	-	-	1,369.21	-	144,716.72	-	144,716.72
Heritage Lighting Reserve Fund (Petersburg Subdivision)	5,828.46	-	-	55.68	-	5,884.14	-	5,884.14
Infrastructure Reserve Fund - IT Services	-	-	-	-	-	-	-	-
Infrastructure Reserve Fund - Street Lighting	(164,708.72)	57,000.00	-	(1,395.74)	-	(109,104.46)	8,204.64	(100,899.82)
Municipal Accomodation Tax	779.90	-	1,179.85	13.61	-	1,973.36	-	1,973.36
Self-Insurance Reserve Fund	-	-	-	-	-	-	20,000.00	20,000.00
Winter Maintenance Reserve Fund	-	-	-	-	-	-	19,073.16	19,073.16
Sub-total	2,502,593.34	441,650.00	1,179.85	20,492.12	(831,998.19)	2,133,917.12	(135,848.18)	1,998,068.94

Township of Wilmot
Reserves and Reserve Fund (un-audited)
For the year ended December 31, 2020

User-pay

	Opening Balance 12/31/19	Budget Allocations (to)/ from Revenue Fund	Contributions Received	2020 Interest Allocation	Transfers (to) / from Capital Fund	Preliminary Balance 12/31/20	Year-End Transfers to/(from) Reserve Funds	Ending Balance 12/31/20
Infrastructure Reserve Fund - Cemetery	(53,464.78)	2,300.00	-	(611.43)	(25,000.00)	(76,776.21)	10,668.61	(66,107.60)
Infrastructure Reserve Fund - Water	3,039,941.38	527,694.00	-	27,741.02	(300,598.10)	3,294,778.30	78,517.27	3,373,295.57
Infrastructure Reserve Fund - Water Meter	411,192.97	126,037.00	-	3,927.60	-	541,157.57	18,758.89	559,916.46
Infrastructure Reserve Fund - Sanitary	1,934,422.45	330,703.00	-	17,466.77	(257,671.99)	2,024,920.23	264,647.44	2,289,567.67
Sub-total - User- pay	5,332,092.02	986,734.00	-	48,523.96	(583,270.09)	5,784,079.89	372,592.21	6,156,672.10
Total Discretionary Reserve Funds	7,834,685.36	1,428,384.00	1,179.85	69,016.08	(1,415,268.28)	7,917,997.01	236,744.03	8,154,741.04
Total Reserves and Reserve Funds	6,962,401.70	1,428,384.00	966,824.21	53,365.81	(2,792,780.15)	6,618,195.57	156,172.69	6,774,368.26



TOWNSHIP OF WILMOT

CORPORATE SERVICES Budget Committee Report

REPORT NO: COR 2021-004

TO: Ad Hoc Budget Advisory Committee

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: January 11, 2020

SUBJECT: O. Reg 284/09 – Excluded Expense Estimate

RECOMMENDATION:

THAT pursuant to Ontario Regulation 284/09, Report COR 2021-004 serve as a method for communicating the exclusion of estimated amortization expenses from the 2021 Municipal Budget.

SUMMARY:

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

BACKGROUND:

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

Section 290 of the Municipal Act requires municipalities to prepare balanced budgets which include all of the expenditures and revenues for the taxation year. The adoption of full accrual accounting within the Public Sector Accounting Board (PSAB) handbook require municipalities

to report on expenses instead of expenditures. Expenditures represent outlays of assets to purchase goods and services. Expenses represent the consumption of assets to provide goods, services and intangibles. Expenses include amortization of tangible capital assets over their useful lives, change in liabilities for postemployment benefits and change in liabilities for solid waste landfill closure and post-closure.

REPORT:

The Township is not impacted by post-employment benefit expenses, solid waste landfill closure nor post-closure expenses. The single “non-cash” item excluded from the forthcoming 2021 municipal budget is the amortization of tangible capital assets. This practice of reporting is consistent with area municipalities.

As per the audited 2019 financial statement, annual amortization for the municipality is approximately \$6.02 million. Therefore, the budget proposed to the ad hoc Budget Advisory Committee will not include approximately \$6.02 million of amortization.

Notwithstanding the exclusion of this funding of amortization, the proposed municipal budget will continue to include allocations to the Township’s three (3) Infrastructure Reserve Funds, and levy funding of the 2021 Capital Program.

As introduced, under Report FIN 2019-41 and continued through Report COR 2020-041, the Township has a dedicated infrastructure levy which generates funding to help close the infrastructure funding gap. While it will take time to build up internal financial capacity, the staged process introduced as part of the 2020 Municipal Budget will promote fiscal sustainability through the Township’s Asset Management Program.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of *Responsible Governance*, through the strategies of fiscal responsibility and infrastructure investments. The 2020 update to the Strategic Plan included the specific action of developing sustainable funding mechanisms to invest in asset management and infrastructure improvement activities.

FINANCIAL CONSIDERATIONS:

The actual amortization expense for fiscal 2021 will be calculated as part of year end processing and reporting within the 2021 audited financial statements. This amount will fluctuate from the estimate based upon new acquisitions and disposals of tangible capital assets throughout the year.

ATTACHMENTS: None
