



Council Meeting Agenda

Monday, August 23, 2021

Regular Council Meeting

Virtual

7:00 P.M.

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

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

- 1. MOTION TO CONVENE INTO CLOSED MEETING (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN MEETING (IF NECESSARY)**
- 3. MOMENT OF SILENCE**
- 4. LAND ACKNOWLEDGEMENT – Councillor B. Fisher**
- 5. ADDITIONS TO THE AGENDA**
- 6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 7. MINUTES OF PREVIOUS MEETINGS**

7.1 Council Meetings Minutes Monday July 12, 2021

RECOMMENDATION

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

Regular Council Meeting July 12, 2021.

- 8. PUBLIC MEETINGS**
- 9. PRESENTATIONS**

10. DELEGATIONS

11. CONSENT AGENDA

11.1 REPORT NO. ILS 2021-32

Appointment of Drainage Engineer

Queen Street (Regional Road 12) Culvert Approximately 90m

South of Cottage Lane

Township of Wilmot

11.2 REPORT NO. ILS 2021-33

Combined Quarterly Activity Report

11.3 REPORT NO. DS 2021-025

2ND Quarter Building Stats

11.4 REPORT NO. PW 2021-016

2nd Quarter 2021 Operations Activity Report

April – June 2021

11.5 REPORT NO. PW 2021-17

**Municipal Facility and Sidewalk Winter Maintenance – Term
Contract**

11.6 REPORT NO. PW 2021-18

Annual Reforestation Program – Award of Contract

11.7 REPORT NO. PW 2021-019

Award of Contract – Four Wheel Drive Tractor Backhoe

11.8 REPORT NO. CK 2021-003

Quarterly Activity Report – April, May, June 2021

11.9 REPORT NO. PFRS 2021-013

Parks, Facilities and Recreation Services Second Quarter Activity Report

11.10 REPORT NO. ILS 2021-31

Proposed 2022 Regular Council Meeting Schedule

11.11 REPORT NO. ILS 2021-34

**Noise By-law Exemption
Louise Lalonde**

RECOMMENDATION

THAT Report Nos. be approved.

12. REPORTS

12.1 CORPORATE SERVICES

12.1.1 REPORT NO. COR 2021-027

Statement of Operations as of June 30, 2021 (un-audited)

RECOMMENDATION

THAT report COR 2021-027, Statement of Operations (un-audited) as of June 30, 2021, as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

12.1.2 REPORT NO. COR 2021-028

Capital Program Review as of June 30, 2021 (un-audited)

RECOMMENDATION

THAT report COR 2021-028, Capital Program Review as of June 30, 2021 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

12.2 PARKS, FACILITIES AND RECREATION SERVICES

12.2.2REPORT NO. PFRS 2021-015**Administration Complex Fire Panel Replacement****RECOMMENDATION**

THAT RFT 2021-27 be awarded to Dielco Electric Ltd. of London, Ontario for the removal and replacement of the Fire panel system for the Administration Complex and Castle Kilbride, as per their bid submission dated August 11, 2021, in the amount of \$64,270.00 plus HST.

13. CORRESPONDENCE**14. BY-LAWS****RECOMMENDATION**

THAT By-law be read a first, second and third time and finally passed in Open Council.

15. NOTICE OF MOTIONS**16. ANNOUNCEMENTS****17. BUSINESS ARISING FROM CLOSED SESSION****18. CONFIRMATORY BY-LAW****18.1 By-law No. 2021-39****RECOMMENDATION**

THAT By-law No. 2021-39 to Confirm the Proceedings of Council at its Meeting held on August 23, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

19. ADJOURNMENT**RECOMMENDATION**

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



Council Meeting Minutes

Monday, July 12, 2021

Council Meeting

Electronic Online Participation

7:00 P.M.

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

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

1. MOTION TO CONVENE INTO CLOSED MEETING (IF NECESSARY)

2. MOTION TO RECONVENE IN OPEN MEETING (IF NECESSARY)

3. MOMENT OF SILENCE

4. LAND ACKNOWLEDGEMENT

5.1 Councillor B. Fisher read the Land Acknowledgement.

5. ADDITIONS TO THE AGENDA

5.1 Consent Agenda – Item 11.4 Report PW 2021-015 Guide Rail Program – Award of Contract

Resolution No. 2021-144

Moved by: Councillor J. Pfenning

Seconded by: Councillor C. Gordijk

THAT Item 11.4 be added to the agenda under CONSENT as Report PW 2021-015 Guide Rail Program – Award of Contract.

This information is available in accessible formats upon request

CARRIED.

6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

None disclosed.

7. MINUTES OF PREVIOUS MEETINGS

7.1 Council Meetings Minutes Monday June 28, 2021, and July 5, 2021

Resolution No. 2021-145

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

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

Regular Council Meeting June 28, 2021, and Special Council Meeting July 5, 2021.

CARRIED. AS AMENDED.

Mayor L. Armstrong advised that staff received Councillor A. Hallman's written statement from the July 5, 2021, Special Council Meeting after the Council Agenda Package was released and that the minutes will be amended to include that statement.

8. PUBLIC MEETINGS

9. PRESENTATIONS

9.1 Mike Schout Wetlands

Phil Holst

9.1.1 REPORT DS 2021-24

Mike Schout Wetland Preserve

Approvals Update

Resolution No. 2021-146

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

THAT Report DS 2021-24 be received for information.

CARRIED.

The Director of Development Services outlined the report and introduced Phil Holst.

Mr. Holst provided an update on the Wetland Preserve, advising that on or about August 9th a permit from the Grand River Conservation Authority (GRCA) is expected to continue works. Currently, site preparation is being done for seeding in October, at which time approximately 30 acres of the 50 acres should be seeded with pollinator plants, with the lower section being wet meadow plantings. This past spring 4200 seedlings were planted by GRCA.

Mr. Holst advised that they will be inviting some of the local volunteer groups to assist with tree planting and educational tours.

It was also advised that installs of nesting platforms for blue herons, turtle nesting mounds, snake hibernaculum, and various birdhouses will be completed to promote an increase in the amount of wildlife.

Mr. Holst advised Council that it is not often that a project of this size and scale in a subdivision is proposed. He stated this project is very unique and has the potential to serve as inspiration for other communities.

Mr. Holst explained that deep water is considered to be 2 meters in depth, as this allows for the needs of wildlife for hibernation.

The Acting CAO advised that staff can investigate potential pollination planting on Township properties.

10. DELEGATIONS

11. CONSENT AGENDA

11.1 REPORT NO. ILS 2021-28

Noise By-law Exemptions

The Community Players (TCP)

11.2 REPORT NO. ILS 2021-27

Appointment of Drainage Engineer

1184 Gerber Road, N ½ Lot 10, Concession 3B

Township of Wilmot

11.3 REPORT NO. ILS 2021-29

Acceptance of Petition Drain and Appointment of Engineer

Derek Bruyn

2043 Bean Road, N ½ 30, Concession 3A

Township of Wilmot

11.4 REPORT NO. PW 2021.015

Guide Rail Program – Award of Contract

Resolution No. 2021-147

Moved by: Councillor J. Gerber

Seconded by: Councillor B. Fisher

THAT Report Nos. ILS 2021-28, ILS 2021-27, ILS 2021-29 and PW 2021-.015 be approved.

CARRIED.

12. REPORTS

12.1 INFORMATION AND LEGISLATIVE SERVICES

12.1.1 REPORT NO. ILS 2021-30

Proposed Procedural By-law

Resolution No. 2021-148

Moved by: Councillor J. Pfenning

Seconded by: Councillor C. Gordijk

THAT Report No. ILS 2021-30 be endorsed.

CARRIED. AS AMENDED.

The Director of Information and Legislative Services outlined the report.

The Director of Information and Legislative Services confirmed that Item 8.12, subsection A, can be changed to read the Chair shall determine by order of hand raised and administer the speaking order of Council.

The Director of Information and Legislative Services advised that staff have been having conversations on how to make these changes easily accessed and understood on the website and that the Land Acknowledgement will be posted in a more accessible location on the website.

The Acting CAO advised that one of the directions that came from the Special Council Meeting of July 5th was the community engagement improvements and noted that staff will be looking at when a public information centre may be a more appropriate in terms of hearing feedback from the public.

The Director of Information and Legislative Services advised that delegations do not propose recommendations to Council, rather they go through a member of Council to bring that forward or at the discretion of the Chair. It was also noted that staff work with delegations to assist them in navigating the rules of the By-law.

The Acting CAO confirmed that the solicitor did a thorough review of the By-law.

12.1.2 REPORT NO. ILS 2021-12

Records Retention

Resolution No. 2021-149

Moved by: Councillor J. Gerber

Seconded by: Councillor A. Hallman

THAT Council By-law 2021-37, a By-law to provide a schedule of retention periods for the records of the Township of Wilmot be approved and to repeal By-law No. 92-54.

CARRIED.

The Manager of Information and Legislative Services outlined the report.

The Acting CAO advised that the information being tracked through the 80x50 program will include additional tracking from the Sustainability Committee and the Director of Corporate Services advised that there is a third party tool that also tracks all data and records.

12.2 CORPORATE SERVICES

12.2.1 REPORT NO. COR 2021-026

Development Charges Update Study

Resolution No. 2021-150**Moved by: Councillor C. Gordijk****Seconded by: Councillor B. Fisher**

THAT the Development Charges Background Study, prepared by Watson & Associates Economists Ltd., as amended, be approved; and further,

THAT Council deems that no further public meeting is required; and

THAT the 2021 Development Charges by-law be approved, with an effective date of August 31, 2021.

CARRIED.

The Director of Corporate Services outlined the report.

The Acting CAO advised that the Region is currently going through a planning exercise of Library services and that an update is expected in early Fall.

12.3 PUBLIC WORKS AND ENGINEERING**12.3.1 REPORT NO. PW 2021-014****Wilmot-Waterloo Boundary Road Maintenance Agreement****Resolution No. 2021-151****Moved by: Councillor J. Pfenning****Seconded by: Councillor B. Fisher**

THAT Council approve and enter into an agreement with the City of Waterloo for the maintenance, repair and capital services for Wilmot Line; and further,

THAT the Mayor and Clerk be authorized to execute the attached Boundary Road Agreement between the City of Waterloo and the Township of Wilmot.

CARRIED.

The Director of Public Works and Engineering outlined the report.

The Director of Public Works and Engineering noted that there is an obligation to consult with various Indigenous Communities and other community partners.

The Director of Public Works and Engineering explained that an environmental assessment consists of a study and a report that looks at options for upgrades to consider for any given project.

12.4 DEVELOPMENT SERVICES

12.4.1 REPORT NO. DS 2021-023

Aggregate Zoning Status Review

Resolution No. 2021-152

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

That is be deferred.

THAT Report DS 2021-023 be received for information.

DEFERRED.

Mayor L. Armstrong asked that Council consider deferring the report to allow for staff to complete a fuller public consultation process.

13. CORRESPONDENCE

13.1 Grand River Conservation Authority - Environmental Registry Posting 019-2986: Regulatory proposal (phase1) under the Conservation Authorities Act

13.2 Township of Wilmot – Annual Ombuds Report

Resolution No. 2021-153

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

THAT Correspondence Item No. 13.1 and 13.2 be received for information.

CARRIED.

14. BY-LAWS

14.1 By-law No. 2021-36 Procedural By-law

14.2 By-law No. 2021-37**Schedule of Records Retention****14.3 By-law No. 2021-38****Development Charges Amending By-law****Resolution No. 2021-154****Moved by: Councillor C. Gordijk****Seconded by: Councillor J. Pfenning**

THAT By-law Nos. 2021-36, 2021-37 and 2021-38 be read a first, second and third time and finally passed in Open Council.

CARRIED. AS AMENDED.

15. NOTICE OF MOTIONS**16. ANNOUNCEMENTS**

16.1 Councillor J. Pfenning noted that July 18 to 24, 2021 is National Drowning Prevention Week and noted that everyone needs to be water smart all year round and that both the Life Saving Society and Township staff have information that can help.

16.2 Councillor A. Hallman asked that everyone continue to support local small business.

16.3 Councillor C. Gordijk noted that Thursday July 15, 2021, is the Annual Fundraiser held by Warren Bechtold.

16.4 Councillor C. Gordijk noted that The Community Players are presenting 5 shows in New Hamburg and are looking for volunteers and to contact them at operations@thecommunityplayers.com

17. BUSINESS ARISING FROM CLOSED SESSION**18. CONFIRMATORY BY-LAW****18.1 By-law No. 2021-39****Resolution No. 2021-155****Moved by: Councillor J. Pfenning****Seconded by: Councillor A. Hallman**

THAT By-law No. 2021-39 to Confirm the Proceedings of Council at its Meeting held on July 12, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

19. ADJOURNMENT (8:19 PM)

Resolution No. 2021-156

Moved by: Councillor J. Gerber

Seconded by: Councillor B. Fisher

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

CARRIED.



INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-32

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services /
Municipal Clerk

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services /
Deputy Clerk

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: Appointment of Drainage Engineer
Queen Street (Regional Road 12) Culvert Approximately 90m
South of Cottage Lane
Township of Wilmot

RECOMMENDATION:

THAT Headway Engineering be appointed as Drainage Engineer to prepare the Engineer's Report relative to the petition for drainage works by a road authority received from the Region of Waterloo, Queen Street (Regional Road 12) Culvert approximately 90m South of Cottage Lane, Township of Wilmot.

SUMMARY:

For the Road Authority Petition Drain, the next step is to appoint a Drainage Engineer to complete the Engineer's Report. Council is being asked to appoint Headway Engineering for this drain.

BACKGROUND:

The Region of Waterloo submitted and filed a petition for drainage works by road authority with the Clerk on May 31, 2021, to construct a new culvert for the following lands: Queen Street (Regional Road 12), culvert approximately 90m south of Cottage Lane, Township of Wilmot.

REPORT:

Following the acceptance of the petition by Council, staff forwarded the notice to the petitioner and the required agencies; the Grand River Conservation Authority and the Ministry of Natural Resources and Forestry. At the time of writing this report, no comments have been received from the agencies noted above.

If appointed, the Drainage Engineer will conduct a site meeting where all property owners within the drainage watershed area will be invited to discuss the matter, ask questions and learn about the process.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The appointment of the Drainage Engineer and continued application of the Drainage Act supports the infrastructure within the municipality.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Municipal drains are a vital aspect of how we work with nature to support the agricultural industry and protect and maintain our infrastructure. Application of the Drainage Act towards these actions is consistent with Goal 9 of the United Nations Sustainable Development Goals for Industry, Innovation and Infrastructure.

FINANCIAL CONSIDERATIONS:

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of their report. At this time, there are no financial considerations.



INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-33

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services /
Municipal Clerk

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services /
Deputy Clerk
Erin Merritt, Manager of Municipal Law Enforcement
Kelly Baird, Communication Specialist

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: Combined Quarterly Activity Report

RECOMMENDATION:

THAT the Information and Legislative Services Quarterly Activity Report for April 1, 2021, to June 30, 2021, be received for information.

SUMMARY:

Attachments 1, 2 and 3 are submitted by the Director of Information and Legislative Services, the Manager of Municipal Law Enforcement and the Communications Specialist of the Information and Legislative Services Department to summarize their activities from April 1 to June 30, 2021.

Priorities of the Information and Legislative Services department continued to focus on the Township's response to the 2019 Novel Coronavirus pandemic, as well as implementation of the 2021 Work Program.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

By providing these quarterly updates to Council, the Township is active communications as a part of achieving the goals of responsible governance,

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

By nature of the Information and Legislative Services department, this department is often the conduit through which Council and the corporation has the capacity to impact in a positive way several of the United Nations Sustainable Development Goals. Specific to the actions of the department itself, goal 10, Reduced Inequalities, and 16, Peace, Justice and Strong Institutions, are impacted in a positive manner.

FINANCIAL CONSIDERATIONS:

None.

ATTACHMENTS:

Attachment 1: Municipal Law Enforcement Quarterly Activity Report
Attachment 2: Corporate Communications Quarterly Activity Report
Attachment 3: Inclusion and Diversity Quarterly Activity Report

Type of Call	Apr/June 2021	Apr /June 2020
Property Standards/Clean Yards	49	15
Parking/Traffic	53	65
Animal Control Complaints	62	42
Noise Complaints	21	16
Fire Complaints	4	14
Grass and Weeds	21	25
Signs	14	1
General Inquires	113	138
Dumping	0	6
Zoning	3	3
Discharge of Firearms	0	3
Pools	1	5
Fences	3	4
Livestock Valuation	2	2
Graffiti	0	4

Property Standards and Clean Yard:

- 49 properties were investigated by the Township
- 47 have been resolved, 2 working with owners to gain compliance (just recently received)

Parking/Traffic:

- 37 warnings were issued
- 4 parking tickets were issued

Animal Control:

- No dogs were impounded, 3 returned to their owners
- 23 warnings given for dogs running at large, no tickets issued

Noise Complaints:

- 21 complaints investigated ranging from loud stereos, barking dogs, noisy vehicles, construction noise
- all complaints have been investigated and appropriate warnings have been issued, no

This information is available in accessible formats upon request

tickets issued

Fire Complaints:

- 4 complaints regarding open burning/burning without a permit, warnings were given

Grass and Weeds

- 21 complaints received, all were cut by the owners and are now in compliance

Signs:

- 14 complaints received, the complaints were investigated and the signs were removed by voluntary compliance by the property owner or by township staff when offensive in nature (then turned over to the Waterloo Regional Police)
- ongoing monitoring of illegal signage is occurring and removal carried out on a regular basis by By-law (49 signs removed this quarter by By-law Officers)

General Inquires

- Out of the 113, 102 were in regards to Covid-19 related matters. These include questions, complaints, requests for information, enforcement activity through education
- Please note these numbers do not include the daily patrols of parks and facilities where numerous individuals were spoken too and educated about the Emergency Orders.

This information is available in accessible formats upon request

Corporate Communications Specialist

Select activities include:

Marketing and Corporate Communications

- Assisted and collaborated with Aubs & Mugg to develop the new brand identity style guide, creation of critical path and accompanying internal and external documents. The initial internal and external roll out process is complete. Brand asset requests are ongoing. 34 requests successfully completed to date.
- Edited and/or contributed to 11 Township news and regional pandemic media releases.
- Assisted various departments with the creation of various forms of messaging, editing, video and photography requests.
- Ongoing participation on the Region of Waterloo (pandemic) Communications Committee, Municipal Communicators Committee, Reconciliation Action Plan Working Group Communications & Events Sub-Committee and Township Communicators group. Our ongoing collective aim is further exploration of common challenges, joint messaging opportunities and resources. Ongoing participation on ECG committee and ILS departmental meetings.
- Responded to a variety of inquiries. Responded and/or directed inquiries to the appropriate director in a timely manner.

Social Media

- Assisted Township departments, the Region, and independently, to create awareness messaging such as: Emergency Preparedness Week, Indigenous History Month (daily messaging), National Drowning Prevention Week, Pride Month, and others.
- Provided communications support to First People's Group during the public consultation process.
- Created daily messaging (combination of original content and retweets/shares – approximately 4 – 6 messages) for social media channels. Cultivated content and/or edited and sourced accompanying tags, hashtags, and images and/or video. Scheduled and posted.
- Daily monitoring of local and regional accounts, engage when appropriate, and watch trends.
- The Township Twitter account has 3,591 'followers' and the Facebook business page 1,058 'follows' and 793 'likes'.
- The 2021 Social Media Content calendar continues to be updated as the pandemic evolves.
- Ongoing efforts are made to enhance the image and video gallery. Images have been requested for use by internal departments as well as external organizations.

This information is available in accessible formats upon request

Director of Information and Legislative Services / Municipal Clerk

Summary of activities for inclusion and diversity:

- Assisted and collaborated with First Peoples Group to solicit input into the Prime Ministers Path Community Engagement Project. Prepared staff report for presentation of the recommendations formed from the community engagement findings.
- Further activities towards the Anti-Racism, Inclusion and Diversity Advisory Committee and the application for the Canadian Coalition of Inclusion Municipalities were deferred until the conclusion of the Prime Ministers Path Community Engagement Project and recruitment of the Chief Administrative Officer position.
- Continued staff attendance at and support to the Grand River Accessibility Advisory Committee.

This information is available in accessible formats upon request



DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS 2021-025

TO: Council

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

PREPARED BY: Terry Gerber, CBCO
Chief Building Official

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: 2nd Quarter Building Stats

RECOMMENDATION:

THAT Council receive Report DS 2021-025 for information.

SUMMARY:

Building activity rates through the second quarter of 2021 were somewhat stronger than expected given the essentially non-existent supply of vacant greenfield residential lots. Infilling and intensification projects have continued to buoy residential activity levels.

As Council is aware the septic system mandatory maintenance inspection program (SSMMIP) second five year compliance window opened in 2020 and notices were mailed to all residents subject to inspection. Due to the elimination of the Baden wells as a technical 'municipal supply' and other boundary changes to wellhead influence zones the number of septic systems required to be inspected has dropped from 553 to 467.

Township staff are pleased to advise that the Regional Municipality of Waterloo (RMOW) is providing pump-out incentives for 2021 which should assist in greater compliance as residents take advantage of the financial assistance. To date, 321 systems have been inspected leaving 146 systems remaining with 3 years remaining in this program window.

BACKGROUND:

Building Statistics are provided to Council for information purposes.

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

REPORT:

The total number of permits issued to the end of the second quarter of 2021 was higher than both the historical 10 year average and the end of the second quarter of 2020. The number of dwelling units remains on par with 2020 but remains significantly lower than the historical 10 year average due to the non-existent supply of vacant greenfield lots. Infilling and intensification projects have continued to buoy the residential sector along with a significant numbers of renovation projects.

The first of several long awaited residential subdivision applications has now been received and will be moving through the approvals process in the coming months. These subdivisions are located on lands designated for residential development through the Townships update to its official plan on previously designated lands that were consolidated from across the Township into locations which could provide full services and opportunities for higher densities of development.

Other subdivision applications are anticipated to be filed in the coming months as well which, combined with the employment lands and some significant Industrial, Commerical & Institutional (ICI) and residential infilling proposals should result in accelerated building activity in 2022 and the foreseeable future.

As Council is aware the septic system mandatory maintenance inspection program (SSMMIP) second five year compliance window opened in 2020 and, of the 467 required to be inspected, 321 systems have been inspected to date leaving 146 systems remaining to be inspected.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

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

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

GOAL 3: Good Health and Well-being – construction inspections ensure safe homes & buildings

GOAL 6: Clean Water and Sanitation – SSMMIP inspections protect the water supply

GOAL 8: Decent Work and Economic Growth – construction supports employment

GOAL 9: Industry, Innovation and Infrastructure – construction funds infrastructure

GOAL 11: Sustainable Cities and Communities – intensification projects enhance the sustainability of the community

GOAL 14: Life Below Water – SSMMIP protects groundwater resources

GOAL 15: Life on Land – SSMMIP ensures our life on land is sustainable

GOAL 17: Partnerships to achieve the Goal – achieving voluntary compliance with SSMMIP acts as a partnership between residents and government to achieve goals

FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

Attachment A June 2021 Building and SSMMIP Stats

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF JUNE	10 Year Average	2020	2021
Number of Permits Issued	47	38	46
Dwelling Units Constructed	8	3	7
Dwelling Units Demolished	1	0	0
Residential - New Dwelling Units	\$ 2,166,000	\$ 700,000	\$ 2,280,000
Residential - Addition/Alteration	\$ 324,500	\$ 210,000	\$ 670,000
Residential - Accessory	\$ 317,500	\$ 480,000	\$ 525,000
Agricultural - New	\$ 149,500	\$ -	\$ -
Agricultural - Addition/Alteration	\$ 122,500	\$ 500,000	\$ 120,000
Commercial - New	\$ 182,500	\$ -	\$ -
Commercial - Addition/Alteration	\$ 176,500	\$ 165,000	\$ -
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 23,000	\$ -	\$ -
Institutional - New	\$ 2,292,300	\$ 10,000	\$ -
Institutional - Addition/Alteration	\$ 75,500	\$ -	\$ -
Septic - New/Alteration/Repair	not reported	not reported	\$ 85,000
Miscellaneous	\$ 31,000	\$ -	\$ -
Total Construction Value	\$ 5,860,800	\$ 2,065,000	\$ 3,680,000
YEAR TO DATE	10 Year Average	2020	2021
Number of Permits Issued	190	163	239
Number of Dwelling Units	41	21	19
Total Construction Value	\$ 24,728,000	\$ 23,990,000	\$ 18,812,000

JUNE 2021

Residential - New	Agricultural - Alt
1207 Queen St	1605-1651 Walker Rd
1435 Sandhills Road	
ACCESSORY APARTMENTS	Septic
B - 44 Foundry St	2213 Queen St
4592 Huron Rd	1087 Queen St
1 Bechtel Ave	2112 Bleams Rd
Residential - Alteration/ Addition	4592 Huron Rd
113 Brewery St	1207 Queen St
369 Fairview St	1435 Sandhills Road
54 Snyder's Rd E	
30 Strauch Ave	
1844 Snyder's Rd E	
17 Hillfield Dr	
Residential - Accessory	
25 Stonecroft Way	
133 Michael Myers Rd	
163 Milne Dr	
34 Hammacher St	
68 Kropf Dr	
136 Woodridge Dr	
1406 Mannheim Rd	
315 Woodridge Dr	
1243 Notre Dame Dr	
2242 Nafziger Rd	
60 Hammacher St	
251 St Ann Ave	
360 Victoria St	
1176 Waterloo St	
2125 Bleams Rd	
1000 Deer Crt	
966951 Oxford-Waterloo Rd	
262 Laschinger Blvd	

SSMMIP STATISTICS

Source: Township of Wilmot
Development Services

Total June 2021		
Systems to be inspected		467
System Inspected		17
Systems not requiring Stage 2 inspection		17
Systems requiring Stage 2 inspection		0
Systems remaining to be inspected		146



PUBLIC WORKS AND ENGINEERING

Staff Report

REPORT NO: PW 2021-016

TO: Council

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

PREPARED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering
David Kleine, CRS-I, Supervisor of Operations, Roads
Chris Thorne, C.Tech, Supervisor of W/WW
Bryan Bishop, CET, Manager of Engineering
Connor Payne, Technical Program Coordinator

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: **2nd Quarter 2021 Operations Activity Report
April – June 2021**

RECOMMENDATION:

THAT the Public Works and Engineering Operations 2nd Quarter Activity Report for the months of April, May and June be received for information.

SUMMARY:

Operating activities for the second quarter have been focused on the following actions:

Public Works

- Customer service (general phone and email inquiries/requests)
- Roads – street tree hazard maintenance, road patching, paving and repairs, bridge deck sweeping, line painting

- Water/Wastewater – administrative license renewals, capital reconstructions, hydrant maintenance and repairs, locate processing, regulatory sampling, lift station maintenance, Flushing Programs
- Budget and work program planning for 2021

Engineering

- Customer service (general phone and email inquiries/requests)
- Capital project design/approvals, tendering, construction and warranty activity.
- Budget and work program planning for 2021
- Infrastructure program, policy, and by-law planning
- Development design / approval review, construction and warranty for zone changes, infill lots, site plans, severances, telecommunication towners and subdivisions
- Continued operation of radar speed signs / ASE as well as approvals and consents in regard to road corridor network management
- Municipal drains petitions, design, construction and warranty works
- Asset management infrastructure data collection, mapping, inspections, record keeping / updates and data sharing with the Region.

BACKGROUND:

Public Works and Engineering staff report Capital and Operations activity to Council on a quarterly basis.

REPORT:

The attached summaries highlight the activities of Public Works and Engineering-Operations for the 2nd quarter of 2021.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report supports the goals and strategies of:

- Responsible Governance through Active Communications, Fiscal Responsibility and Infrastructure Investments.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 9: Industry, Innovation, and Infrastructure
Goal 11: Sustainable Cities and Communities

FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

Attachment 1 – Departmental Operating Activity Report

ROADS (TRANSPORTATION SERVICES)

Minimum Maintenance Standards (MMS)	<ul style="list-style-type: none"> Weekly road patrol, pot hole patching and padding completed to meet the maintenance standard timelines.
Bridges, Culverts and Drainage	<ul style="list-style-type: none"> Bridge deck sweeping completed. Catch basin frame repairs underway.
Roadside	<ul style="list-style-type: none"> Shoulder grading completed Hazard tree removals took place. Roadside vegetation and brush management underway
Loose Top	<ul style="list-style-type: none"> Gravel road grading and dust control completed. Annual gravel maintenance resurfacing completed on Oxford Waterloo Rd
Hardtop	<ul style="list-style-type: none"> Asphalt padding and repairs completed for MMS and capital resurfacing preparation.
Safety Devices and Signage	<ul style="list-style-type: none"> Regulatory Sign reflectivity testing and replacements completed Roads staff supported Engineering for RSDS placement weekly.
Winter Control & Event Response	<ul style="list-style-type: none"> Two (2) days of winter control response in April.

WATER/WASTEWATER (ENVIRONMENTAL SERVICES)

Operations & Maintenance	<ul style="list-style-type: none"> Hydrant maintenance program ongoing Valve turning program underway Watermain flushing program completed Water shut offs – 2 Curb stop / main valve repairs / investigations– 10 Fire flow tests completed –1 Brewery/Country Creek watermain looping commissioning and inspection Watermain commissioning and inspection for Snyder's Road Reconstruction Watermain commissioning and inspection for Notre Dame reconstruction 119 underground utility locates processed
Meter installs/change-outs/inspections	<ul style="list-style-type: none"> 7 water meter installs/changeout's/inspections Monthly water meter reading issue investigation/training

Water Quality/ Adverse Reports	<ul style="list-style-type: none"> Weekly chlorine residual sampling completed 4 incidents of adverse water quality related to Snyder's Road reconstruction – flushing and resampling cleared each incident Water quality/pressure/leak investigations – 3
Water Main Breaks/Excavation	<ul style="list-style-type: none"> Water main break (1) response and repair
Storm Main/Blockages	<ul style="list-style-type: none"> No activity this quarter
Sanitary Main/Lateral Blockages	<ul style="list-style-type: none"> Routine sewer flushing and preventative maintenance program underway Sanitary main blockage - 1
Lift Station Maintenance	<ul style="list-style-type: none"> Weekly operational checks Minor building repairs underway Pump blockages – 1 Transducer/Pump investigations – 1 Wet well cleaning completed
SWM Facility Maintenance	<ul style="list-style-type: none"> No activity this quarter
DWQMS	<ul style="list-style-type: none"> Annual risk assessment completed
ENGINEERING SERVICES	
Traffic Network Operations	<ul style="list-style-type: none"> Region's-Automated Speed Enforcement program (ASE) implementation ongoing Working through backlog of traffic requests that were on hold during pandemic response Black Cat radar device setup Coordination with region on Regional road issues, traffic concerns, permit processing for Region/Township roads Radar Speed Display Sign locations identified for the program, with installations being moved to different locations on a two week rotational schedule Traffic and Parking by-law schedule review in progress. All traffic signage inspected to ensure matches with by-law and necessary changes and updates have been made. Further council reporting anticipated. Road closure/occupancy procedures reviewed with Special Event permit

This information is available in accessible formats upon request

Municipal Consents/Permits	<ul style="list-style-type: none"> • Site inspections, deposit releases on-going • 5 MC approvals provided to Enbridge, KW Hydro, Telecoms • 46 Right of Way permits applications processed (Developments, Telecoms, Home Owners, Enbridge, Region of Waterloo, KW Hydro, etc) • General MAA agreement discussions with telecomms on-going
Development Activity	<ul style="list-style-type: none"> • Administrative, application response and drawing review works in this quarter • Security and warranty reduction, field inspections
GIS/Infrastructure Mapping	<ul style="list-style-type: none"> • GIS continued focus on core linear infrastructure mapping and attribute data • Digitizing relevant documentation required to support linear consolidated licensing requirements, created/updated required GIS data to support the regulatory Provincial download approval process. • Digitization of existing municipal easements into new GIS layer • Creation of new infrastructure maps and reference material for operations staff
Design Standards & Specifications	<ul style="list-style-type: none"> • Engineering infrastructure standards manual joint initiative with Woolwich to continue in Q3/Q4 • Municipal consent manual being finalized Q3/Q4
Municipal Drains	<ul style="list-style-type: none"> • On-going maintenance work through the Drainage Superintendent • Various design, construction projects for municipal drains continuing
Reforestation Program	<ul style="list-style-type: none"> • Adopt a tree program launched through Let's Tree Wilmot, advertising sent out to some settlement areas for a smaller program launch • Coordination of grant applications for September plantings. • Approximately 125 tree requests received Q2
Streetlights	<ul style="list-style-type: none"> • KW Hydro maintaining lights and fixtures as needed
DC Project Activity	<ul style="list-style-type: none"> • Morningside Sanitary Trunk EA – on-going • Region's Baden / New Hamburg water and sanitary master plan and servicing discussions on-going. • Baden Trunk Sanitary Sewer EA advertised • Snyder's Road East construction – Phase 1 • Update to Development Charges Bylaw amendment

This information is available in accessible formats upon request

DEPARTMENT	
Service Issues and Requests	<ul style="list-style-type: none"> Formal PW&E tracking log created to track service inquiries and respond to customer concerns / enquiries (ex. Infrastructure concerns and reporting, general complaints/requests for PW&E activities). Approximately 10 active queries at end of Q2 with approximately 150 cleared queries in Q2
Safety/Training	<ul style="list-style-type: none"> Daily project rollout and Monthly safety talks ongoing.
Capital Program	<ul style="list-style-type: none"> Implementing 2021 Capital Program, work on-going
Asset Management	<ul style="list-style-type: none"> Continued focus on data collection and data quality as per regulation 588/17 Traffic signage inspection resulted in additional signage updated to GIS tracking system Level of service workshops on asset management work plans
Budget - Capital and Operating	<ul style="list-style-type: none"> 2021 capital and operating budget work Planning 2022 capital and operating budget work for Q3/Q4
Insurance Claims	<ul style="list-style-type: none"> No claims investigations in this quarter
Fleet & Equipment	<ul style="list-style-type: none"> Routine and preventative vehicle and equipment maintenance undertaken by staff

This information is available in accessible formats upon request



PUBLIC WORKS AND ENGINEERING *Staff Report*

REPORT NO: PW 2021-017

TO: Council

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

PREPARED BY: Mark Jeffery C.E.T., Senior Engineering Technologist

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: **Municipal Facility and Sidewalk Winter Maintenance – Term Contract**

RECOMMENDATION:

THAT RFT 2021-20 - Municipal Facility and Sidewalk Winter Maintenance be awarded for a three (3) year term from November 2021 to April 2024, with the option for renewal for two (2) additional one (1) year terms from November 2024 to April 2025 and November 2025 to April 2026 as follows:

Part A - New Hamburg Area be awarded to 2073070 Ontario Inc. o/a KKJ Snow Removal (New Hamburg)

Part B – Wilmot Recreation Centre be awarded to Dundee Nursery and Landscaping (New Dundee)

Part C – Baden Area be awarded to Dundee Nursery and Landscaping (New Dundee)

Part D – Settlement Areas and Municipal Sidewalks be awarded to Tim Carey Services (St. Agatha)

SUMMARY:

This report outlines the tender process and recommends award of tender to the successful contractor(s) to perform winter maintenance, including snow removal/ice control services, at the 18 municipal facility parking lots and municipal sidewalks located within the Township.

BACKGROUND:

There are 18 municipally owned parking lots that have been maintained during the winter season by contracted forces since 2012/2013 under five-year contract terms. This work was conducted by two different contractors in the facilities typically defined by settlement areas, with oversight from both Public Works, Parks and Facilities and the Fire Department.

Appendix “A” identifies the locations of the municipal facility parking lots and municipal sidewalks requiring winter maintenance.

REPORT:

On June 16th, 2021, the tender document was made available online through the Township’s e-bidding site. There was a total of seven (7) plan takers, with a total of three (3) bids received at time of closing on July 13th, 2021.

For pricing, the municipal facility parking lots and sidewalks were divided into four groups. These groupings generally follow settlement areas. Contractors were given the option of bidding on any, or all of the four groups (Part A to Part D). The contractors were required to submit lump sum prices which is to include all costs to perform winter maintenance activities in the chosen locations, including but not limited to insurance, fuel, equipment, labour, materials, and overhead expenses to meet the terms and conditions for the base term of the next three winter seasons, as well as the two optional single-year terms. This is a deviation from the previous strategies of hourly-cost bids.

The results of the bidding process can be found summarized below, with bidders listed and bids summarized for each year of the first three years (base term) and additional two years (optional terms). The low bidders for each of Part A to Part C have previously worked for the Township, with satisfactory performance. References and equipment list for the low bidder of Part D have been verified and appear to be satisfactory.

Results of the bids received for each of the four areas are summarized below:

Part A – New Hamburg Area

Bidder	2021/2022	2022/2023	2023/2024	Optional 2024/2025	Optional 2025/2026
2073070 Ontario Inc. o/a KKJ Snow Removal (New Hamburg)	\$21,175.00	\$21,175.00	\$21,175.00	\$21,175.00	\$21,175.00
Dundee Nursery and Landscaping (New Dundee)	No bid	No bid	No bid	No bid	No bid
Tim Carey Services (St. Agatha)	No bid	No bid	No bid	No bid	No bid

Part B – Wilmot Recreation Centre

Bidder	2021/2022	2022/2023	2023/2024	Optional 2024/2025	Optional 2025/2026
2073070 Ontario Inc. o/a KKJ Snow Removal (New Hamburg)	No bid	No bid	No bid	No bid	No bid
Dundee Nursery and Landscaping (New Dundee)	\$43,637.52	\$44,510.27	\$45,400.48	\$46,308.49	\$47,234.66
Tim Carey Services (St. Agatha)	No bid	No bid	No bid	No bid	No bid

Part C – Baden Area

Bidder	2021/2022	2022/2023	2023/2024	Optional 2024/2025	Optional 2025/2026
2073070 Ontario Inc. o/a KKJ Snow Removal (New Hamburg)	No bid	No bid	No bid	No bid	No bid
Dundee Nursery and Landscaping (New Dundee)	\$30,290.86	\$30,896.68	\$31,514.61	\$32,235.89	\$29,787.80
Tim Carey Services (St. Agatha)	No bid	No bid	No bid	No bid	No bid

Part D – Settlement Areas and Municipal Sidewalks

Bidder	2021/2022	2022/2023	2023/2024	Optional 2024/2025	Optional 2025/2026
2073070 Ontario Inc. o/a KKJ Snow Removal (New Hamburg)	No bid	No bid	No bid	No bid	No bid

Dundee Nursery and Landscaping (New Dundee)	\$69,767.43	\$71,162.78	\$72,586.02	\$74,035.05	\$75,518.50
Tim Carey Services (St. Agatha)	\$49,300.00	\$50,000.00	\$50,700.00	\$51,400.00	\$52,100.00

The above figures do not include HST.

The seasonal contract for this work is from November 1st to April 30th of the following year.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Responsible Governance through Active Communications, Fiscal Responsibility, and Infrastructure Investments.
- Quality of Life through Accessibility and Inclusivity, Active Transportation and Transit.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

- Goal 9: Industry, Innovation, and Infrastructure
- Goal 11: Sustainable Cities and Communities

FINANCIAL CONSIDERATIONS:

The following funding sources were identified in the 2021 Budget process within the Roads Operating Budget under Contracted Services – Winter Control:

Funding Source	Amount
General Levy	\$ 243,000.00
Total Budget	\$ 243,000.00

The winter maintenance budget for municipal parking lots and sidewalks falls under the Winter Control budget line, funded from the general levy. In total, the 2021 Budget includes \$243,000 in contracted services for Winter Control, covering private contractors, and services provided by other municipalities on boundary roads.

The total lump sum costs received from the three contractors for 2021 will account for \$144,403.38 of this year's operating budget. In 2020, the annual parking lot and sidewalk winter maintenance expenses for contracted services for 16 of the same locations identified in this RFT amounted to \$172,816.08. As such, the Township will realize a savings of \$28,412.70 year over year.

Given the lump sum cost received from the recommended contractors is below the previous years annualized costs, this maintenance program is anticipated to remain within budget for the term of the contract.

ATTACHMENTS:

Appendix A – Municipal Facility Locations

Appendix “A”

Municipal Facility Location

Part 1 – New Hamburg

No.	Location	Address	Service
1	Kirkpatrick Park	122 Wilmot St New Hamburg	Parking Lot, Laneway
2	New Hamburg Community Center	51 Boulee St New Hamburg	Parking Lot, Laneway
3	Community Center Additional Parking	251 Asmus St New Hamburg	Parking Lot, Laneway
4	Community Dog Park	Hunter@Grandview New Hamburg	Parking Lot, Laneway
5	Wilmot Trails Parking Lot	89 Bonaventure Dr New Hamburg	Parking Lot, Laneway
6	New Hamburg Fire Station / Library	121 Huron St New Hamburg	Parking Lot, Laneway

Part 2 – Wilmot Recreation Centre

No.	Location	Address	Service
7	Wilmot Recreation Centre (WRC)	1291 Nafziger Rd Baden	Parking Lot, Laneway

Part 3 – Baden

No.	Location	Address	Service
8	Wilmot Administration Building	60 Snyder's Rd W Baden	Parking Lot, Laneway
9	Baden Library/Post Office	115 Snyder's Rd E Baden	Parking Lot, Laneway
10	Wood Working Shop	35 Beck St Baden	Parking Lot, Laneway
11	Wilmot Trails Parking Lot	2719 Sandhills Rd Baden	Parking Lot, Laneway
12	Baden Fire Station	99 Foundry St Baden	Parking Lot, Laneway

Part 4 – Settlement Areas and Municipal Sidewalks

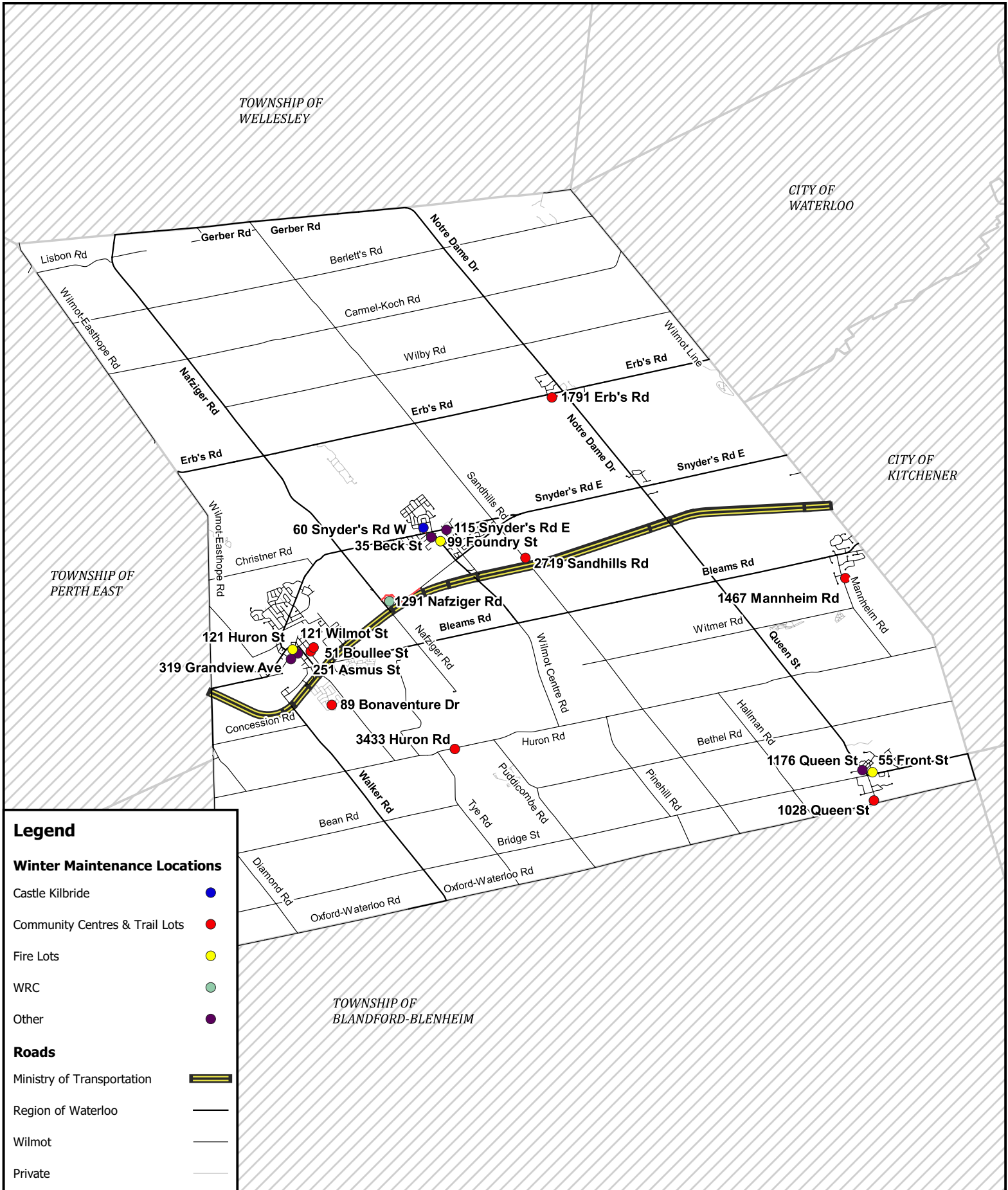
No.	Location	Address	Service
13	St. Agatha Community Center	1791 Erb;s Rd St. Agatha	Parking Lot, Laneway

14	Mannheim Community Center	1467 Mannheim Rd Mannheim	Parking Lot, Laneway
15	New Dundee Community Center	1028 Queen St New Dundee	Parking Lot, Laneway
16	New Dundee Library	1176 Queen St New Dundee	Parking Lot, Laneway
17	Haysville Community Center	3433 Huron Road Haysville	Parking Lot, Laneway
18	New Dundee Fire Station	55 Front Street New Dundee	Parking Lot, Laneway
19	St. Agatha, New Dundee, Manheim, Petersburg		Municipal Sidewalks

Municipal Parking Lot Winter Maintenance

Location Overview

May 2021





PUBLIC WORKS AND ENGINEERING

Staff Report

REPORT NO: PW 2021-18

TO: Council

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

PREPARED BY: Connor Payne, Technical Program Coordinator,
Bryan Bishop, Manager of Engineering

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: Annual Reforestation Program – Award of Contract

RECOMMENDATION:

THAT RFT 2021-24 be awarded to Mar-John's Nursery Ltd. of Waterloo, Ontario for the Annual Reforestation Program, as per their bid submission dated July 22, 2021, in the revised scope amount of \$88,200.00 plus HST for installations and removals in 2021, and an option to extend contract terms for one (1) additional year, based on funding availability.

SUMMARY:

This report outlines the partnership with Let's Tree Wilmot community group, tender process, funding source and recommends award of tender to the successful contractor for the removal, replacement and installation of trees in the Township as part of the Annual Reforestation Program. Subsequent to the bid process, a reduction in quantities was considered to ensure anticipated project costs aligned with financial resources.

BACKGROUND:

Throughout 2020 and 2021, the Township has been working with Let's Tree Wilmot community group to promote, advertise and educate Wilmot citizens on tree planting events, advertising, care and maintenance for new tree plantings within the community. A few settlements were targeted in 2021 for advertising by Let's Tree Wilmot to help promote the program to residents.

The Annual Reforestation Program is established through the budget process and grant funding provided by Kitchener Wilmot Hydro, as Council approves the allocation of funds to undertake new installations and removals from the existing tree canopy network.

The option for a 1 year extension of the contract will be based on contractor performance and in accordance with the Township's procurement by-law. The 2021 budget, including grant funding through Kitchener Wilmot Hydro, as well as the number of tree requests received by the community will determine the scope of work for 2022.

The work completed under this program is prioritized for removals based on safety hazards, and for plantings based on the date of resident requests, coordination with Let's Tree Wilmot and various other Operating and Capital Programs. The work tendered for this contract requires the contractor to supply, install, and provide a two year warranty for the work completed.

Due to the tendered values, staff entered direct negotiations with the single bidder as allowed under the Procurement By-Law to reduce the quantities listed in the overall project to ensure the project remained within budget. It is anticipated that approximately 140 trees will be planted in 2021, with the figure for 2022 to be determined based on continued funding from KW Hydro.

REPORT:

On July 1st, 2021, the tender document was made available online through the Township's e-bidding site. There was a total of five (5) plan takers, with a total of one (1) bid received at time of closing on July 22nd, 2021.

The only bid received was from Mar-John's Nursery Ltd. of Waterloo, Ontario at a cost of \$244,350.00, plus HST for a two-year term contract for approximately 280 tree plantings annually; \$122,325.00 for year one (2021) and \$122,325.00 for year two (2022).

The revised 2021 amount is based on direct negotiations with the bidder as permitted through the Procurement Bylaw 2016-30, with the bid value at \$88,200.00 for approximately 140 tree plantings. The base unit rates and budget available will determine the amount of work completed in 2022, though staff anticipate it will be in the same range as the revised 2021 project costs. Staff recommended the option of a term contract to provide efficiencies and consistency through this annual reforestation program. The low bidder has provided the appropriate bond documentation and certified cheque. References have been verified and are satisfactory.

The construction schedule for this work is anticipated to be completed between September and November 2021 for term one (1) and, if extended, between September and November 2022 for term two (2) subject to the contractor's schedule. Any planned roadway closures to facilitate the work will be kept to a minimum and will be communicated to the public, as well as internal and external stakeholders prior to the closure.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Responsible Governance through Active Communications, Fiscal Responsibility, and Infrastructure Investments.
- Quality of Life through Accessibility and Inclusivity, Active Transportation and Transit.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 9: Industry, Innovation, and Infrastructure
Goal 11: Sustainable Cities and Communities

FINANCIAL CONSIDERATIONS:

As of June 30, 2021, the available capital funds available for the reforestation program amounts to \$119,359. This includes unexpended funding from prior year reforestation programs. The 2021 reforestation project costs will include the \$88,200.00 (net of HST) for tree works, advertising and collaboration costs with Let's Tree Wilmot, as well as other incidental contracted services. Any unused funds will be carried forward into the 2022 program and be added to the annual grant received from KW Hydro to fund reforestation works.

ATTACHMENTS: None



PUBLIC WORKS AND ENGINEERING

Staff Report

REPORT NO: PW 2021-019

TO: Council

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

PREPARED BY: David Kleine, CRS, Supervisor of Operations - Roads

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: **Award of Contract – Four Wheel Drive Tractor Backhoe**

RECOMMENDATION:

That RFP 2021-21 be awarded to Brandt Tractor Ltd. to supply and deliver one (1) new 2021 Four Wheel Drive Tractor Backhoe c/w attachments as per their proposal dated July 28, 2021, in the base amount of \$176,500.00 plus HST.

SUMMARY:

This report outlines the proposal processes and recommends award of contract to the successful bidder for the supply and delivery of one (1) 2021 Four Wheel Drive Tractor Backhoe c/w attachments. This report also outlines anticipated impacts due to the COVID-19 pandemic.

BACKGROUND:

The new four-wheel drive tractor backhoe unit would be used across Public Works maintenance activities. The unit would be utilized in service delivery repairs for shallower underground infrastructure, subsurface investigations, minor asphalt removals, concrete curb and gutter repairs, catch basin and sewer lid repairs, culvert replacements, as well as tree and ditch work.

The purchase of the new four-wheel drive tractor backhoe will be a new piece of equipment in the Public Works fleet. The procurement of this unit was included within the Council approved 2019 Development Charges Background Study.

REPORT:

On July 14th, 2021, the RFP document was made available online through the Township's e-bidding site. There was a total of five (5) document takers, with a total of three (3) proposals received at time of close on July 28th, 2021.

The proposal submissions were evaluated based upon the following three (3) criteria with weighting allocated to each:

- Overall Compliance with Specifications – 40%
- Warranty / Delivery Time – 30%
- Cost Proposal – 30%

Bidder	Location
Strongco Limited Partnership	Brampton, Ontario
Toromont Cat	Concord, Ontario
Brandt Tractor Ltd.	Cambridge, Ontario

As a result, the proposal submission received from Brandt Tractor Ltd., at a cost of \$ 176,500.00, plus HST, is compliant with the specifications outlined within the RFP documents, is the highest-ranking proposal and is recommended for award. References have been verified and appear to be satisfactory.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Responsible Governance through Active Communications, Fiscal Responsibility, and Infrastructure Investments.
- Quality of Life through Accessibility and Inclusivity, Active Transportation and Transit.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 9: Industry, Innovation, and Infrastructure
Goal 11: Sustainable Cities and Communities

FINANCIAL CONSIDERATIONS:

The combined budget for this project is outlined below:

Funding Source	Amount
General Levy	\$ 19,500
Development Charges – Public Works	\$ 175,500
Total Budget	\$ 195,000

Given the base cost proposal of \$ 179,606.40, net of HST rebate, the bid proposal for the 2021 Four Wheel Drive Tractor Backhoe is within the approved budget. There will also be additional incidental costs to prepare the unit for integration into the fleet, though staff anticipate it will remain within the budget figure reported.

ATTACHMENTS:

None



TOWNSHIP OF WILMOT

CASTLE KILBRIDE *Staff Report*

REPORT NO: CK 2021-003

TO: COUNCIL

SUBMITTED BY: Tracy Loch, Curator/Director

PREPARED BY: Tracy Loch, Curator/Director

REVIEWED BY: Sandy Jackson, Acting CAO

DATE: August 23, 2021

SUBJECT: Quarterly Activity Report – April, May, June 2021

RECOMMENDATION:

That the Castle Kilbride Activity Report for the months of April, May and June 2021 be received for information purposes.

BACKGROUND:

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

REPORT:

Curator/Director's Summary:

- Created an altered project list for the Castle Kilbride department staff to ensure continued positive and productive workflow.
- Updated April 3 reopening plan for the museum. Due to extended provincial orders the museum remained closed.
- Coordinated summer student grant specs for Young Canada Works and Canada Summer Jobs students.
- Wrote the Community Museum Operating Grant application for consideration by the Ministry of Culture.
- Continuing the coordination of the rolled storage capital project approved during the 2021 budget process. Due to supply and coordination of the project, staff have deferred the September installation to a winter installation.
- Aided Heritage Wilmot members as they update the non-designated heritage register. Letters to property owners were mailed along with support material. A recommended list of properties for Council's consideration will be presented in Q3.
- Provided support and promotion for the Cultural Heritage Landscape study that is a collaborative project between the University of Waterloo's Heritage Resource Centre, the Region of Waterloo and

the Township of Wilmot with both the Director/Curator and Director of Development Services as staff liaisons. The study is still underway, and suggestions are encouraged to be submitted following the link via wilmot.ca.

- Participated in scheduled Prime Ministers Path Working Group meetings with the First Peoples Group.
- Participating once again as one of three judges to review heritage books to support the Waterloo Region Heritage Foundation's heritage book prize.
- With unknown plans for summer tourism, select marketing initiatives that visitors can engage from the outside of Castle Kilbride was explored. Staff created some inhouse engagement plans and will also participate with Ontario Culture Days which will run from September 24 to October 24. (More details to follow in Q3).
- With the Assistant Curator, created and planned for the arrival of summer staff and related projects to focus on to support the initiatives of the museum and archives until tourism returns.
- Responded to and coordinated a large donation from a New Hamburg family that will be a wonderful addition to the Archives.
- Aided various researchers and writers for heritage articles.

*For further details, please see the attached report for the Assistant Curator's summary

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The report implements the following goals from the Strategic Plan:

We are an engaged community through strengthening communicating municipal matters.

FINANCIAL CONSIDERATIONS:

n/a

ATTACHMENTS:

1. Castle Kilbride Assistant Curator's Report – April, May and June 2021

Castle Kilbride Assistant Curator's Report

SUBJECT: Quarterly Report for April, May and June 2021

SUBMITTED TO: Tracy Loch, Director/Curator

SUBMITTED BY: Sherri Gropp, Assistant Curator

DATE: August 23, 2021

Visitor Services

The following events, exhibits and programs were cancelled due to the COVID-19 pandemic.

All Group and Bus Tours	All tours cancelled or delayed
Educational Tours	All educational programming cancelled or delayed
Tea & Tour	Cancelled

- **Virtual School Program-** provided guidance to Museum Assistant Taylor to provide the Castle's live virtual program to Grade 7 students.

Castle Collection & Collection Management

- **Rolled Storage-** created a detailed plan for each unit and the artifacts according to category. Created a plan for the boxing and move of the items. Supervised and provided daily guidance to the CSJ student in carrying out the inventory, labelling, and packing of artifacts.
- **Catalogue-** continued to catalogue new or outstanding artifacts according to museum standards.
- **Database-** entered artifacts into the PastPerfect database. Took photos of each new artifact and uploaded.
- Implemented a new **Catalogue Procedure Manual** for new and returning staff.
- **Maintenance-** full cleaning of house while closed to the public. Each artifact was carefully dusted, cleaned, and displayed.
- **Security-** inspected rooms and insured security of their contents.
- **Environmental control** - conducted routine temperature and humidity readings.
- **Participated** in regular Collection Manager's meetings virtually with fellow colleagues from Ontario.
- **Updated** Castle Kilbride's Procedure's Manual as well as the Tour Guide Manual.
- **Renewed** loans for My Dearly Departed exhibit.
- **Designed** and installed an outreach exhibit for Baden Public School.

Marketing & Promotion

- **Website-** Maintained hours, committee details, photographs, exhibit, and event listings.
- **Social media-** prepared engaging posts for Facebook, circulated to Communications Specialist to coordinate joint posts. Participated in #MayisMuseumMonth and #museumweek.
- **Special events marketing-** began to promote 2021 events.
- **Articles-** prepared articles and photographs for Embracing Change Magazine, Baden Outlook, New Hamburg Independent, and the Wilmot Post.

Staffing

- **Participated** in the interview process for hiring a new Full Time Museum Assistant. FT employee. Taylor Hayes began on May 17th.
- **Welcomed**, trained, and provide supervision to the Museum Assistant.

- **Reviewed** applications for two summer student positions. Participated in the interview and process. Created training schedule. Summer students began on June 7th.
- **Welcomed**, trained, and provide daily supervision to the summer students.
- Prepared staff schedules for May and June.
- Organized and coordinated projects for Museum Assistant and summer students.

Administration

- **Inquires**- handled inquires for archival material, research requests, artifacts in the collection, weddings etc.
- **Castle Kilbride Advisory Committee**- prepared, distributed agenda and minutes. Coordinated virtual meeting. Organized and coordinated committee initiatives.
- **Staff Procedure's Manual**- reviewed, updated, and posted at front cash.
- Coordinated updated exterior signage reflecting the new touring hours of 11am to 2pm.
- **Online Tickets** - prepared all the Eventbrite tickets for July & August dates.
- **Visitor statistics**- Collected, input, and evaluated information on visitor statistics.

Castle Kilbride Visitor Statistics

Month	School	Bus	Regular	Event	Total
April	0	0	0	0	0
May	0	0	0	0	0
June	27 (virtual)	0	0	0	27
Total	0	0	0	0	0
2020	0	0	0	0	0
2019	178	238	448	875	1739
2018	171	78	569	1223	2041
2017	142	258	557	819	1776
2016	159	175	508	730	1572

*Closed 2020 and 2021 due to Covid-19 lockdowns during these times.



PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2021-013

TO: Council

PREPARED BY: Sandy Jackson, Interim CAO/ Director Parks, Facilities & Recreation
Manny Jones, Manager Community Development & Customer Service
Geoff Dubrick, Manager of Parks and Facilities
Angela Bylsma – Anderson, Manager of Aquatics

SUBMITTED BY: Sandy Jackson, Interim CAO/Director Parks, Facilities & Recreation Services

REVIEWED BY: Dawn Mittelholtz, Director Information & Legislative Services / Clerk

DATE: August 23, 2021

SUBJECT: **Parks, Facilities and Recreation Services Second Quarter Activity Report**

RECOMMENDATION:

THAT the Parks, Facilities and Recreation Services Activity Reports for the second quarter of 2021 be received for information.

SUMMARY:

Parks, Facilities and Recreation Services (PFRS) Division Manager Reports for the second quarter of 2021 are attached for information.

BACKGROUND:

Providing quarterly reports for outline of operations and services provided by the PFRS department for Council information.

REPORT:

During the second quarter of 2021, the Parks, Facilities and Recreation Services Department continued to experience significant impacts from the COVID-19 pandemic. On April 3, 2021, all facilities were closed to the public once again after a brief and limited reopening that began on February 22nd. Therefore, all programs, rentals, and services within the Wilmot Recreation Complex (WRC) and all community centres were cancelled.

To reduce operating costs while no revenue was being generated, the ice was removed from both pads at the WRC and the leisure pool was drained. The main pool was kept operational; however, heaters were turned off to save utility costs. Park's operations continued regular work except for ball diamond preparation until the Region entered Step One of Ontario's Roadmap to Reopen when outdoor sports were permitted with restrictions.

Capital projects progressed as planned and were not affected by COVID-19 apart from a significant increase in pricing for several projects due to supply and demand and cost increase impacts of COVID-19.

At the time of this report, the province and the Region of Waterloo are in Step 3 of the Roadmap to Reopen with limited programming and rentals that will gradually increase over the next month. A significant loss of part time staff will impact the reopening progress as over 50% of aquatics and other positions require new recruits due to turnover of staff and youth who sought other jobs while our facilities remained closed.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Quarterly reporting aligns with active communication as a part of Responsible Governance in the Townships Strategic Plan.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

Goal 3: Ensure healthy lives and promote well-being for all at all ages.

Goal 8: Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

Customer Service & Community Development Quarterly Report
Aquatics Quarterly Report
Parks & Facilities Quarterly Report

Recreation and Community Services Division Quarterly Activity Report (April - June 2021)

- Worked with Elections Canada regarding the use of St Agatha CC as an exclusive location for Federal Election – Kitchener/Conestoga headquarters.
- Worked with the Director, Parks, Facilities and Recreation Services to restructure the role of departing Supervisor of Cemetery Services and Marketing Administration and updated the job descriptions of the affected employees.
- Researched Community Gardens to gather information and develop Wilmot program for 2022 implementation pending demand from community.
- Worked with newly formed Wilmot Lions Club regarding promotion of their organization and the planning of special events.
- Participated in the Artificial Turf Agreement development with the Waterloo Region District School Board and Report to Council.
- Participated in weekly meetings with the Regional Recreation Covid-19 working group regarding reopening of recreation facilities.
- Completed rewrite of the Cemetery by-law scheduled to be before Council in Q-3.
- Arranged for, and participated in cemetery software training for myself, the cemetery coordinator and back-up staff.
- Worked with our Facility Rental Insurance provider Jossllins/Gameday to implement a new \$5 million policy for alcohol related events in compliance with the Municipal Alcohol Policy.

Recreation Programs

- Virtual offerings of Spring programs (Body Sculpt/Wonder Tots & Wonder Kids) ended the last week of April/early May.
- In recognition of June is Parks and Recreation month, two contests were held, and social media content was active for Community engagement
- Summer Day Camp began the first week of July 5th-July 9th and is currently in the 5th week of Camp. Camp Registration is full for all 9 weeks.
- Bi-weekly meetings have been held with the Regional Municipal Day Camp Covid-19 group to ensure a cohesive approach with Municipal Day Camp operations.
- Camp Guidelines and safety procedures continue to be reviewed and updated in accordance with Public Health, Legislations, and the Ministry of Health Ontario.
- Implemented the Youth Volunteer Leadership Program for summer camp.
- Collaborated with the Region of Waterloo Library headquarters for the library to provide support materials and Story Walks for Wilmot Summer Day Camps.

Manuela Jones
Manager of Customer Service and Community Development

Aquatics Division Quarterly Activity Report (April - June 2021)

- During this quarter there were 3 full-time staff members, and 33 part-time staff members were off due to COVID restrictions.
- Due to COVID restrictions and the Provincial lockdown, the planned Learn-to-Swim lessons in the Spring 2021 session were cancelled for the second year in a row.
- In June with the permission of the Region of Waterloo Public Health, weekend Leadership courses were offered after several were cancelled due to the Provincial lockdown in April and May. Courses offered during this time were a Standard First Aid, National Lifeguard course, and National Lifeguard recertification which allowed a number of Wilmot staff to become further qualified or recertify expiring qualifications.
- Due to the Provincewide lockdown in the Second Quarter, there was a loss of \$20,070.86 in cancelled ACES rental revenue and \$346.14 in private rental revenue.
- Upon notification of Provincial lockdown, the facility closed for April through June and the work plan was revised for the Aquatics Department to include teaching leadership courses, planning for fall programs, cancellations, and refunds for cancelled programs, updating staff manuals and operating processes, maintenance projects and attending web-based training.

Angela Bylsma Anderson
Aquatics Manager, Wilmot Aquatic Centre

Parks and Facilities Division Quarterly Activity Report (April - June)

- WRC was closed for Easter, Region was in Zone Gray for 28 days
- Hired Ontario Signs to redesign washroom signage at the WRC and Baden Admin office. Due to covid delays are expected with supply and delivery
- Chris Rome was hired as our new Parks and Facilities Maintenance Technician
- ATN Mechanical was hired to replace the new HVAC rooftop unit at NH Library
- Quinn Dressel Structural Engineer firm was hired to investigate a roof load assessment report to access the existing roof framed structure of the building.
- Splash Pad opened the May 24 long weekend
- Met with Montieth Brown assisted with facility tours throughout the Township that required to view as part of the Third Ice Pad Study
- Parks & Facilities Project work continued with minimal impact from Covid-19 except an increase in some costs for projects. A full update on capital project progress is provided in staff report COR2021-028 Q-2 Capital Update.
- Worked on adding Parks and Facilities Assets to CityWide Asset Management software.
- Completed numerous minor capital projects including installation of bike racks and park benches at various Township sites, parking lot line painting at New Dundee CC and Mannheim CC; replacement of damaged playground equipment.

Geoff Dubrick
Parks and Facilities Manager



INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-31

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services /
Municipal Clerk

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services /
Deputy Clerk

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: Proposed 2022 Regular Council Meeting Schedule

RECOMMENDATION:

THAT the following schedule for Regular Council Meetings be adopted:

January 17, 2022	February 7, 2022 February 28, 2022	March 14, 2022 March 28, 2022
April 11, 2022 April 25, 2022	May 9, 2022 May 30, 2022	June 13, 2022 June 27, 2022
July 18, 2022	August 22, 2022	September 12, 2022 September 26, 2022
October 3, 2022	November 7, 2022 November 21, 2022	December 5, 2022

SUMMARY:

In advance of the new year, Council adopts a schedule of meetings to provide notice to the public of when those meetings will be held. Staff recommends that the above schedule for Regular Council meetings be adopted.

REPORT:

Annually, Council adopts a resolution to establish a Regular Council meeting schedule in accordance with the Procedural By-law.

As in previous years, the members of the Senior Management Team review the proposed schedule before the recommendation to Council. The schedule is reviewed for potential conflicts with various events that would affect the availability of Council and / or staff. Such events would include the 2022 Budget process, statutory holidays, municipal conferences and school breaks. For 2022, the proposed schedule reflects the Municipal Election taking place on October 24, 2022. As such, October 2022 has one scheduled Regular Council meeting and includes the Inaugural Council meeting on November 21, 2022. The date of the Inaugural Council meeting is being proposed in accordance with Section 6. (1) of the Municipal Elections Act, 1996, as amended.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Upon approval, the schedule is subsequently posted on the Township website thereby communicating current municipal matters and further facilitating future communications for residents and other interested parties.

ATTACHMENTS:

Proposed 2022 Council Meeting Calendar



INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-34

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services /
Municipal Clerk

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services /
Deputy Clerk

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: July 12, 2021

SUBJECT: Noise By-law Exemption
Louise Lalonde

RECOMMENDATION:

THAT a Noise By-law Exemption for Louise Lalonde, 2167 Snyder's Road East, Petersburg on September 11, 2021 (rain date of September 23, 2021) be granted for a BBQ.

SUMMARY:

Approval of a request for Noise By-law Exemption is being sought for a BBQ on September 11, 2021, between the hours of 2:00 pm and 11:00 pm, with a rain date of September 23, 2021 between the hours of 2:00 pm and 10:00 pm.

BACKGROUND:

Township of Wilmot Noise By-law 98-21 prohibits excessive noise in the Township that is likely to disturb residents. Historically, Council has provided opportunities for exemptions to this By-law for the purpose of community events and special occasions for both private and public

functions. Residents or event organizers seeking an exemption are required to circulate a notice to all neighbours within 150 feet of the property advising them of when Council will be considering the request.

REPORT:

Information and Legislative Services received a request for Noise By-law Exemption for a BBQ.

Neighbours have been circulated a notice and one property owner has expressed opposition to the exemption, as these events are disturbing to the neighbourhood. The letter circulated to the subject property's neighbours has been attached and outlines the nature of the event and the type of noise the event is anticipated to generate.

The concern from the neighbour has been noted and has been relayed to the requester. As precautionary measures, Ms. Lalonde will ensure speakers are North-West facing, away from the East side neighbour.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

By allowing exemptions to the Noise By-law and ensuring residents are notified as such, the Township is supporting community events and celebrations, strengthening customer service and communicating municipal matters.

FINANCIAL CONSIDERATIONS:

There are no fees or costs associated with the granting of a Noise By-law Exemption.

Louise Lalonde
2167 Snyder's Road East
Petersburg, ON N0B 2H0



August 16, 2021

Dear neighbour,

On Saturday September 11, 2021 I will be hosting a BBQ in my yard at 2167 Snyder's Road East. The event will begin at 2pm and will end at 1am Rain date Sunday September 23, 2021 2pm to 10pm.

During this time you may hear amplified music or a speaker. We hope to keep the volume reasonable while still having a good time with our guests. If you find the volume too loud please let us know.

There will not be more than 100 people in order to comply with Public Health guidelines under Ontario Stage 3 opening which took effect on July 16, 2021.

As you are aware these are unusual circumstances and I thank you and appreciate your understanding in advance for any inconvenience this may cause you.

We have requested a Noise By-law Exemption from the Township of Wilmot Council. The Exemption will be considered at the Council Meeting on August 23, 2021 via Zoom, streamed live on the Township YouTube Channel at approximately 7:00 pm. If you have concerns with Council granting this Exemption please contact Tracey Murray, Deputy Clerk, at 519-634-8444 extension 228 or at tracey.murray@wilmot.ca by August 18, 2021.

Thank you,

Louise Lalonde



CORPORATE SERVICES *Staff Report*

REPORT NO: COR 2021-027

TO: Council

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

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

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: Statement of Operations as of June 30, 2021 (un-audited)

RECOMMENDATION:

THAT report COR 2021-027, Statement of Operations (un-audited) as of June 30, 2021, as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

SUMMARY:

This report highlights the Township's Statement of Operations (un-audited) as of June 30, 2021. The attached statements outline the status of the Township's operating accounts.

BACKGROUND:

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

REPORT:

Attached is the statement of operations as of June 30, 2021. The report is divided into sections outlining revenues and expenses from general government, protective services, transportation services, recreation and cultural services and development services.

Net General Levy Expenditure

One of the key performance indicators for municipal operations is reflected within the net expenditures from general levy. The total section of the report outlines revenues and expenses from all municipal operations, and how they relate to the Council approved operating budget. As of the statement date, YTD revenues and expenses are slightly below budgetary guidelines with the net effect on general levy is 43.3% of budget (Q2 2020 – 50.5%). As noted through several areas of the report and appendix, COVID-19 continues to have impacts on several areas of the organization.

Wilmot Recreation Complex

The WRC represents approximately 19.7% of all operating expenses from the general levy. As of the statement date, operations are below projections, with the combination of administrative and operating/maintenance costs at approximately 33.5% of the annual budget. This is primarily due to adjustments in part-time staffing hours due to extended facility closures under COVID-19 during the first two quarters.

The WRC also represents approximately 40.8% of the budgeted operating revenue to the general levy. As of the statement date, WRC revenues are well below budget projections, with current receipts at 12.7% of the annual budget (Q2 2020 – 28.1%). The variance in receipts is due to the closure of facilities and cancellation of programming throughout the first two quarters.

Winter Maintenance

Winter maintenance activities levels are in line with budget expectations. Any savings will be transferred to the dedicated winter maintenance reserve fund.

User Pay Divisions

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

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

COVID-19 Impacts

The attached statements outline operations as of June 30, 2021. Any notable deviations due to COVID-19, are included within the notes.

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

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance, through the strategies of fiscal responsibility and infrastructure investments. .

FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

Appendix A – Statement of Operations as of June 30, 2021 (Un-audited)

TOWNSHIP OF WILMOT
2021 STATEMENT OF OPERATIONS AS OF JUNE 30, 2021 (UN-AUDITED)

	2021 Budget	2021 Actual	Variance %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees / Sale of Surplus Assets ¹	(87,000)	(52,045)	59.8%
Grant Funding - General Government ²	(48,000)	(43,600)	90.8%
Licenses and Fines ³	(77,250)	(60,426)	78.2%
Penalties & Interest Revenue ⁴	(246,500)	(116,675)	47.3%
	<u>(458,750)</u>	<u>(272,746)</u>	<u>59.5%</u>
<u>EXPENSES</u>			
Council ⁵	176,310	77,601	44.0%
Municipal Grants Program ⁶	58,245	58,246	100.0%
Office of the CAO, Information and Legislative Services ⁷	636,760	394,051	61.9%
Insurance & Legal Expenses ⁸	278,050	21,473	7.7%
Municipal Law Enforcement/Animal Control ⁹	170,745	86,532	50.7%
Crossing Guards Operating Expenses ¹⁰	48,340	13,381	27.7%
Municipal Election ¹¹	22,500	1,933	8.6%
Corporate Services ¹²	767,875	353,016	46.0%
IT Services ¹³	370,880	160,986	43.4%
	<u>2,529,705</u>	<u>1,167,221</u>	<u>46.1%</u>
<u>FIRE SERVICES</u>			
<u>REVENUE</u>			
Fire Services Revenues ¹⁴	(43,870)	(16,926)	38.6%
Grant Funding - Fire Services ¹⁵	-	(9,600)	N/A
	<u>(43,870)</u>	<u>(26,526)</u>	<u>60.5%</u>
<u>EXPENSES</u>			
Fire Services Administration ¹⁶	1,037,980	475,316	45.8%
Fire Services Operating Expenses ¹⁷	392,690	142,921	36.4%
	<u>1,430,670</u>	<u>618,237</u>	<u>43.2%</u>

TOWNSHIP OF WILMOT
2021 STATEMENT OF OPERATIONS AS OF JUNE 30, 2021 (UN-AUDITED)

	2021 Budget	2021 Actual	Variance %
<u>PUBLIC WORKS AND ENGINEERING</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges ¹⁸	(118,000)	(34,854)	29.5%
Aggregate Resource Fees ¹⁹	(174,000)	-	0.0%
Grant Funding - Public Works ²⁰	(30,000)	(10,000)	33.3%
	<u>(322,000)</u>	<u>(44,854)</u>	<u>13.9%</u>
<u>EXPENSES</u>			
Engineering Administration ²¹	296,430	81,869	27.6%
Roads Administration ²²	674,850	318,720	47.2%
Roads Operating Expenses ²³	607,450	105,522	17.4%
Winter Control Expenses ²⁴	795,640	463,369	58.2%
Municipal Drainage Operating Expenses ²⁵	58,250	15,689	26.9%
Street Lighting Operating Expenses ²⁶	145,000	32,233	22.2%
	<u>2,577,620</u>	<u>1,017,401</u>	<u>39.5%</u>

TOWNSHIP OF WILMOT
2021 STATEMENT OF OPERATIONS AS OF JUNE 30, 2021 (UN-AUDITED)

	2021 Budget	2021 Actual	Variance %
<u>PARKS, FACILITIES AND RECREATION SERVICES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ²⁷	(833,590)	(105,892)	12.7%
Grant Funding - Wilmot Recreation Complex ²⁸	-	(22,817)	N/A
Park, Facility and Community Centre Rental Revenue ²⁹	(101,150)	(7,540)	7.5%
	<u>(934,740)</u>	<u>(136,249)</u>	<u>14.6%</u>
<u>EXPENSES</u>			
Recreation Administration ³⁰	766,455	342,237	44.7%
Wilmot Recreation Complex Administration ³¹	1,456,920	480,923	33.0%
Wilmot Recreation Complex Operating Expenses ³²	790,560	272,501	34.5%
Parks & Facilities Administration ³³	820,470	339,801	41.4%
Parks and Community Centre Operating Expenses ³⁴	271,310	70,857	26.1%
Municipal Facilities Operating Expenses ³⁵	123,080	39,246	31.9%
Abandoned Cemetery Operating Expenses	3,570	1,785	50.0%
	<u>4,232,365</u>	<u>1,547,348</u>	<u>36.6%</u>

TOWNSHIP OF WILMOT
2021 STATEMENT OF OPERATIONS AS OF JUNE 30, 2021 (UN-AUDITED)

	2021 Budget	2021 Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events ³⁶	(20,000)	(55)	0.3%
Grant Funding - Castle Kilbride ³⁷	(23,910)	(6,033)	25.2%
	(43,910)	(6,088)	13.9%
<u>EXPENSES</u>			
Castle Kilbride Administration ³⁸	269,440	110,252	40.9%
Castle Kilbride Operating Expenses ³⁹	34,605	9,959	28.8%
Archives Operating Expenses	1,600	115	7.2%
Heritage Wilmot Operating Expenses ³⁹	6,540	-	0.0%
	312,185	120,326	38.5%
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees ⁴⁰	(238,650)	(103,277)	43.3%
Business Licensing	(2,500)	(3,322)	132.9%
	(241,150)	(106,600)	44.2%
<u>EXPENSES</u>			
Planning ⁴¹	247,710	114,381	46.2%
Economic Development ⁴²	55,000	50,100	91.1%
	302,710	164,481	54.3%
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	(2,044,420)	(593,063)	29.0%
<u>EXPENSES</u>	11,385,255	4,635,014	40.7%
<u>NET GENERAL LEVY EXPENDITURE</u>	9,340,835	4,041,951	43.3%

NOTES:

- 1 Includes administrative fees associated with tax certificates; NSF payments; account balance transfer fees; tax sale and sale of surplus assets.
- 2 Includes OCIF formula funding towards the Asset Management Coordinator role (\$35,000); KWCF funding towards Discover Your Wilmot Program (\$5,000); Celebrate Canada Funding (\$3,600).
- 3 Includes Dog and Kennel Licences (\$54,665); Parking Fines (\$2,975); Marriage Licences (\$1,950); Property Standards Fees (\$70); Lottery Licences (\$486); Provincial Offences (\$280).
- 4 Includes penalty and interest on overdue water accounts (\$7,265) and taxes receivable (\$109,410).
- 5 Includes YTD honorariums for Council Members.
- 6 Municipal Grant Program allocations were approved under Report COR 2020-043.
- 7 Expenditures includes direct and indirect staffing costs associated with the Office of the CAO, Information and Legislative Services.
- 8 Waterloo Region Municipal Insurance Pool Premiums are to be remitted in Q3. YTD expenditures represent claims under the Township's deductible limit (\$10,000) and legal expenses, net of allocations to user-pay operations.
- 9 Includes direct and indirect staffing costs associated with Municipal Law Enforcement Officers and contracted services for Animal Control.
- 10 Includes direct and indirect staffing costs associated with crossing guards. Annual expenditures anticipated to be lower than budget expectations, due to school closures under COVID-19 during Q2.
- 11 YTD expenditures includes maintenance of the voters list.
- 12 Includes direct and indirect staffing costs for Corporate Services net of cost allocations from user-pay divisions.
- 13 Includes direct and indirect staffing costs for IT Services, support contracts and web service charges. These support contracts / service charges are billed at various times throughout the year.
- 14 Includes revenue from Fire Permits (\$2,360); billable calls/activities (\$9,095) and Boundary Service Agreement with Blandford-Blenheim (\$5,471). Billable calls have had a noticeable reduction under the current COVID-19 environment.
- 15 Represents funding received from the Ontario Fire Marshall towards fire safety.
- 16 Includes direct and indirect staffing costs for Fire Services, including Practices, Fire Calls and other VFF activities.
- 17 Includes non-staffing related costs to maintain an effective Fire Services such as vehicle repairs and maintenance, clothing/PPE, dispatch fees and utilities. Activity in this area typically peaks in the last quarters of the fiscal year.
- 18 Roads/Engineering Service Charges activities typically peak during Q2/Q3.
- 19 Ontario Aggregate Resources Corporation (OARC) fees are based upon actual tonnage extracted from private pits within the Township from the preceding fiscal year. Aggregate Resource Fees payment is typically received in late Q3.

- 20 YTD revenues represent Municipal Modernization Funding to support shared services project for Municipal Drainage Consulting with Township of Woolwich (\$10,000).
- 21 YTD costs reflect direct and indirect staffing costs for Engineering Administration net of cost allocation to Water/Sanitary. Reduced expenditures due to staff leaves and turnover within engineering services.
- 22 YTD costs reflect direct and indirect staffing costs for Roads Operations excluding Winter Control.
- 23 Roads operating costs are impacted by seasonality. The majority of focus in Q1 is on Winter Control Operations.
- 24 Winter control activities peak in Q1 and Q4. Any savings from the program at year end are transferred to the dedicated reserve fund to offset any overages from years of higher than average snowfall.
- 25 Majority of drainage works are billed by the Superintendent in late Q4.
- 26 YTD Street Light Hydro costs reflect consumption in Q2. YTD consumption is consistent with prior years.
- 27 Revenues include: Aquatics (\$40,855); Ice Pads/Arena Floor (\$45,185); Concession (\$67); Programming (\$892); Room/Field Rentals (\$0); Rink Board Advertising (\$15,100); Other (\$3,793). Revenues lower than historical levels due to facility closures and reduced programming under COVID-19.
- 28 Represents unbudgeted funding from the IESO for LED works completed at the WRC.
- 29 Revenues include: NH Arena/CC (\$309); Baden (\$1,841); Haysville (\$3,377); Mannheim (\$963); New Dundee (\$0); New Hamburg Parks (\$1,050); Petersburg (\$0); St Agatha (\$0); Other (\$0). Revenues lower than historical levels due to facility closures under COVID-19.
- 30 YTD costs include direct and indirect staffing costs for Recreation Administration, Scheduling and Customer Service personnel.
- 31 YTD costs include direct and indirect, full-time and part-time, staffing costs for the Wilmot Recreation Complex. Cost savings are projected to occur due to part-time staffing adjustments under COVID-19.
- 32 YTD costs include Building/Grounds Maintenance, Utility Costs, Equipment Repairs and Maintenance at the WRC. Cost savings are projected to occur due to less utilities and contracted services during extended closures under COVID-19.
- 33 YTD costs include direct and indirect staffing costs for all Parks and Facilities staff excluding the WRC.
- 34 Activity levels at the Township Parks and Community Centres area seasonal. Activities typically peak in Q2/Q3.
- 35 YTD costs include Building/Grounds Maintenance, Utility Costs, Equipment Repairs and Maintenance at the Municipal Facilities. Cost savings are anticipated by year end due to extended facility closures under COVID-19.
- 36 Revenue includes: Admission (\$0); Giftshop (\$0); Programs & Workshops (\$0); Special Events (\$0) and Other (\$55). Castle Kilbride was closed during Q1 2021.
- 37 YTD revenue includes a Young Canada Works (\$3,600) & Community Museum Digital Funding Grant (\$3,000). Other Grants are typically received in Q4.

- 38 YTD costs reflect direct and indirect staffing costs for Castle Kilbride Administration.
- 39 Operating expenses tend to peak in the last three quarters.
- 40 Planning Fees are on pace to meet budget expectations. Business Licencing are exceeding budget expectations and are in-line to non-covid year licencing revenue.
- 41 YTD costs include direct and indirect staffing costs for Planning, net of cost allocations from Building Services.
- 42 YTD expenditures include Waterloo Region Economic Development Corporation (WREDC) membership (\$50,000).

TOWNSHIP OF WILMOT
2021 STATEMENT OF OPERATIONS (USER-PAY) AS OF JUNE 30, 2021 (UN-AUDITED)

	2021 Budget	2021 Actual	Variance %
<u>WATER/SANITARY</u>			
<u>REVENUE</u>			
Utility User Fees ¹	(6,338,000)	(2,259,848)	35.7%
Utilities Sales, Service Charges ²	(59,390)	(17,505)	29.5%
	<u>(6,397,390)</u>	<u>(2,277,353)</u>	<u>35.6%</u>
<u>EXPENSES</u>			
Water/Sanitary Administration ³	582,830	277,833	47.7%
Water/Sanitary Operating Expenses ⁴	1,167,910	486,602	41.7%
Water Regional Charges ⁵	1,465,000	554,087	37.8%
Sanitary Regional Charges ⁵	1,926,871	772,960	40.1%
	<u>5,142,611</u>	<u>2,091,483</u>	<u>40.7%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁶</u>	<u>(1,254,779)</u>	<u>(185,870)</u>	<u>14.8%</u>
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees ⁷	(73,440)	(28,072)	38.2%
Cemetery Investment Income ⁸	(4,000)	-	0.0%
	<u>(77,440)</u>	<u>(28,072)</u>	<u>36.2%</u>
<u>EXPENSES</u>			
Cemetery Administration ⁹	21,890	7,534	34.4%
Cemetery Operating Expenses ¹⁰	55,550	27,377	49.3%
	<u>77,440</u>	<u>34,911</u>	<u>45.1%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁵</u>	<u>-</u>	<u>6,839</u>	<u>N/A</u>

TOWNSHIP OF WILMOT (USER-PAY)
2021 STATEMENT OF OPERATIONS (USER-PAY) AS OF JUNE 30, 2021 (UN-AUDITED)

	2021 Budget	2021 Actual	Variance %
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ¹¹	(669,750)	(205,466)	30.7%
	<u>(669,750)</u>	<u>(205,466)</u>	<u>30.7%</u>
<u>EXPENSES</u>			
Building Administration ¹²	453,150	216,969	47.9%
Building Operating Expenses ¹³	278,680	138,494	49.7%
	<u>731,830</u>	<u>355,463</u>	<u>48.6%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS</u> ⁶	<u>62,080</u>	<u>149,997</u>	<u>241.6%</u>

NOTES:

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



CORPORATE SERVICES *Staff Report*

REPORT NO: COR 2021-028

TO: Council

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

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

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: August 23, 2021

SUBJECT: Capital Program Review as of June 30, 2021 (un-audited)

RECOMMENDATION:

THAT report COR 2021-028, Capital Program Review as of June 30, 2021 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

SUMMARY:

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

BACKGROUND:

Corporate Services staff historically reports the status of capital projects on the last three quarters of each fiscal year.

REPORT:

The key performance indicator, from a financial perspective is found in the amount of approved funding that has been spent as of the statement date. The totals section of this report indicates

that as of June 30, 2021, 32.82% of Council approved funding has been spent across the entire capital program.

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

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. .

FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

Appendix A – Capital Program Statements as of June 30, 2021 (Un-audited)

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 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)	The project has been deferred as per report ILS 2019-57.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,000.00)	
<u>CORPORATE CULTURE - CONSULTING SERVICES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	
Contribution from Grants (Modernization Fund)	-	(60,000.00)	
	-	(60,000.00)	Project substantially completed. Third party organizational cultural review completed and presented to all staff. Leadership training to be completed by members of Senior Management Team in early Q3.
<u>EXPENSES</u>			
Expenditures	-	83,398.31	
	-	83,398.31	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		139.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	23,398.31	
<u>JOINT SERVICE DELIVERY REVIEW</u>			
<u>FUNDING</u>			
Contribution from Grants (Service Modernization)	(25,000.00)	(24,460.48)	
Contribution from Area Townships	(75,000.00)	(75,337.79)	
	(100,000.00)	(99,798.27)	Project completed.
<u>EXPENSES</u>			
Expenditures	100,000.00	100,005.11	
	100,000.00	100,005.11	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.21%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	206.84	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BYLAW ENFORCEMENT VEHICLE</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(38,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	<u>-</u>	<u>(38,000.00)</u>	Postponed due to COVID-19. Tender documents being prepared for 2021 Q3 award.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(38,000.00)	
<u>CORPORATE BRANDING / WEB REFRESH</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	
Contribution from Grants (Modernization Fund)	-	(25,000.00)	
	<u>-</u>	<u>(40,000.00)</u>	New Corporate Logo design by Aubbs and Mugg approved under Report ILS 2021-02. Branding strategy implementation and website refresh works are in-progress.
<u>EXPENSES</u>			
Expenditures	-	13,640.93	
	<u>-</u>	<u>13,640.93</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		34.10%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(26,359.07)	
<u>PRIME MINISTER'S PATH CONSULTATION</u>			
<u>FUNDING</u>			
Contribution from General Levy	(75,000.00)	(75,000.00)	
Contribution from Grants (CSMARI Fund)	-	-	
Contribution from Donations	-	(100.00)	
	<u>(75,000.00)</u>	<u>(75,100.00)</u>	First Peoples Group report presented to Council and recommendations from the community consultation were endorsed. Implementation Plan to be developed upon the hiring of new CAO. Application was submitted to the Community Support, Multiculturalism and Anti-Racism Initiative (CSMARI) for additional funding to support implementation steps.
<u>EXPENSES</u>			
Expenditures	75,000.00	24,207.17	
	<u>75,000.00</u>	<u>24,207.17</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		32.23%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,892.83)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>CAO RECRUITMENT CONSULTING SERVICES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Contract for Executive Recruitment Services was awarded to The Talent Company, on May 31, 2021, for the upset limit of \$60,000, plus HST. Recruitment process on-going.
	-	-	
Expenditures	-	20,352.00	
	-	20,352.00	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	20,352.00	
<u>ASSET MANAGEMENT ROADMAP (PHASE II & III)</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(42,000.00)	Phase III work is on-going with consulting services from PSD CityWide. Staff workshops on levels of service for owned infrastructure are being held in Q3. Deadline for updated Asset Management Plan extended due to COVID-19. Staff applied and were approved for additional funding under the FCM Municipal Asset Management Program of up to \$50,000.
Contribution from Safe Restart Funding	(79,000.00)	(172,000.00)	
Contribution from FCM Municipal Asset Management Program	-	-	
	(79,000.00)	(214,000.00)	
Expenditures	79,000.00	236,280.07	
	79,000.00	236,280.07	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		110.41%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	22,280.07	
<u>DC BACKGROUND STUDY UPDATE</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(15,000.00)	Project Completed in Q3 2021.
	-	(15,000.00)	
Expenditures	-	12,186.78	
	-	12,186.78	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		81.25%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,813.22)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>OFFICE365 MIGRATION</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(20,000.00)	Email services were successfully migrated. IT Staff continue to work on implementation of remaining services.
	-	(20,000.00)	
<u>EXPENSES</u>			
Expenditures	-	6,736.51	
	-	6,736.51	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		33.68%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,263.49)	
<u>MUNICIPAL ACCOUNTING SOFTWARE UPGRADE</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(50,000.00)	Project deferred to 2022.
Contribution from Grants (Modernization Fund)	-	(100,000.00)	
	-	(150,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<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)	Project Completed.
	-	(85,000.00)	
<u>EXPENSES</u>			
Expenditures	-	86,987.34	
	-	86,987.34	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		102.34%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,987.34	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NETWORK INFRASTRUCTURE UPDATES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(75,000.00)	Project substantially completed. Final works to be completed during Q3 2021. Additional costs associated with network security upgrades required under insurance pool that were not included within original project scope.
	-	(75,000.00)	
<u>EXPENSES</u>			
Expenditures	-	87,040.59	
	-	87,040.59	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		116.05%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	12,040.59	
<u>IT MASTER PLAN (INCL. CYBER SECURITY STRATEGY & DISASTER RECOVERY PLAN)</u>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	-	(35,000.00)	Approved for funding under Intake 2 of the Municipal Modernization Fund for up to \$32,500 in additional funding. RFP issued in Q3 2021. Project anticipated to be complete in Q2 2022.
	-	(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)	
<u>JOINT GIS FRAMEWORK REVIEW</u>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	-	(35,000.00)	Joint enterprise ESRI ELA signed with the Township of Woolwich and Wellesley as per Council report COR 2021-018. Implementation to occur over Q3 and Q4 2021.
	-	(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)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 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)	System successfully migrated in late Q2 2021. Costs for associated works anticipated to be invoiced during Q3 2021.
	-	(50,000.00)	
<u>EXPENSES</u>			
Expenditures	-	393.25	
	-	393.25	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.79%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(49,606.75)	
<u>RECORDS MANAGEMENT MODERNIZATION</u>			
<u>FUNDING</u>			Retention By-law approved, Governance Policy approved, and implementation plan underway. Roll out anticipated to take 2-3 years. As noted in Report No. ILS 2021-08 the scope of work for the electronic agenda and meeting management software was substantially revised therefore resulting in additional costs.
Contribution from Grants (Modernization Fund)	-	(15,000.00)	
	-	(15,000.00)	
<u>EXPENSES</u>			
Expenditures	-	35,844.96	
	-	35,844.96	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		238.97%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	20,844.96	
<u>ANNUAL HARDWARE & SOFTWARE UPGRADES '21</u>			
<u>FUNDING</u>			Mobile phone hardware successfully deployed in Q2 2021. Remaining annual replacement/upgrade works to be conducted over the next two quarters.
Contribution from General Levy	(40,000.00)	(40,000.00)	
	(40,000.00)	(40,000.00)	
<u>EXPENSES</u>			
Expenditures	40,000.00	22,315.97	
	40,000.00	22,315.97	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		55.79%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(17,684.03)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>CORPORATE SECURITY PROGRAM</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	-	
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	Project commenced in Q3 2021.
<u>LIFT STATION SCADA REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(150,000.00)	(150,000.00)	
	(150,000.00)	(150,000.00)	
<u>EXPENSES</u>			
Expenditures	150,000.00	-	
	150,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(150,000.00)	Project works are on-going.
<u>MODERNIZE RECORDS MANAGEMENT SYSTEM - FD</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	-	
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	Training delivery model currently under development, completing data input. Anticipate RMS system to go live in Q4 2021.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>THERMAL IMAGING CAMERAS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(10,000.00)	(36,500.00)	
Contribution from Reserve Fund	-	(3,500.00)	
	<u>(10,000.00)</u>	<u>(40,000.00)</u>	Project Completed. Awaiting final invoicing.
<u>EXPENSES</u>			
Expenditures	10,000.00	4,433.14	
	<u>10,000.00</u>	<u>4,433.14</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		11.08%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,566.86)	
<u>SCBA REPLACEMENTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(145,000.00)	(290,000.00)	
Contribution from Reserve Fund	-	(144,045.96)	
Sale of Surplus Assets	-	(3,283.75)	
	<u>(145,000.00)</u>	<u>(437,329.71)</u>	Project Completed. Remaining unfunded capital costs to be funded over the next two (2) years (2022-2023) through the capital program as outlined in both the 10-year capital and capital justification sheets.
<u>EXPENSES</u>			
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>		164.69%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	282,900.09	
<u>WASHROOM RENOVATION - BADEN (STN 1)</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(30,000.00)	
	<u>-</u>	<u>(30,000.00)</u>	RFQ released and closed July 23, 2021. Award of contract report to Council pending bid review.
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FIRE PREVENTION VEHICLE II & FIRE CHIEF VEHICLE REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(59,000.00)	
Contribution from Development Charges	-	(60,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	<u>-</u>	<u>(119,000.00)</u>	Vehicles have been delivered to company to undertake upfitting. Completion, delivery and in service deployment anticipated in mid Q3 2021.
<u>EXPENSES</u>			
Expenditures	-	85,723.06	
	<u>-</u>	<u>85,723.06</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		72.04%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(33,276.94)	
<u>PUMP TRUCK REPLACEMENT - BADEN (STN 1)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(62,200.00)	(479,200.00)	
Contribution from Reserve Fund	-	(303,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	<u>(62,200.00)</u>	<u>(782,200.00)</u>	Contract awarded to Fort Garry Fire Trucks for \$787,153.29 (net of HST rebate) as per Council report FD 2020-006. Build in progress, ETA late Q4 2021.
<u>EXPENSES</u>			
Expenditures	62,200.00	-	
	<u>62,200.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(782,200.00)	
<u>STATION 1 ASPHALT REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	Conducting engineering design specifications and will proceed to tender followed by report to Council for award of contract.
Expenditures	50,000.00	-	
	<u>50,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>STATION 1 BUNKER GEAR RACKS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
	<u>(20,000.00)</u>	<u>(20,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	20,000.00	-	
	<u>20,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	Gear racks are ordered with anticipated delivery in mid Q3 2021.
<u>STATION 2 ASPHALT PARKING LOT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
Expenditures	50,000.00	-	
	<u>50,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	Conducting engineering design specifications and will proceed to tender followed by report to Council for award of contract.
<u>STATION 1 - RESCUE REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(193,000.00)	(193,000.00)	
Contribution from Reserve Fund	(322,000.00)	(322,000.00)	
Contribution from Sale of Surplus Assets	(10,000.00)	-	
	<u>(525,000.00)</u>	<u>(515,000.00)</u>	
Expenditures	525,000.00	-	
	<u>525,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(515,000.00)	Truck design specifications complete. Staff working with AMO on Joint-Municipal purchasing program.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FD - GAS DETECTION EQUIPMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	Project Completed. Awaiting final invoicing.
	<u>(20,000.00)</u>	<u>(20,000.00)</u>	
Expenditures	20,000.00	-	
	<u>20,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
<u>FD - MEDICAL TRAINING EQUIPMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	Anticipate equipment delivery in early Q4.
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	15,000.00	-	
	<u>15,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<u>WILMOT EMPLOYMENT LANDS</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(3,116,095.00)	Draft plan approved. Developer completing detailed servicing and grading.
Contribution from Grant (CWFF)	-	-	
Contribution from Region	-	-	
	<u>-</u>	<u>(3,116,095.00)</u>	
Expenditures	-	8,911.83	
	<u>-</u>	<u>8,911.83</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.29%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,183.17)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WILMOT AND CHURCH STREET ENGINEERING AND RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(189,028.01)	
Contribution from Reserve Fund	(640,000.00)	(1,453,002.00)	
Contribution from Grants (OCIF & Fed Gas Tax)	(1,140,000.00)	(2,035,965.00)	
	<u>(1,780,000.00)</u>	<u>(3,677,995.01)</u>	Phase I of project substantially complete. Final surface works to be coordinated with Phase II Wilmot Street construction.
Expenditures	1,780,000.00	1,964,674.17	
	<u>1,780,000.00</u>	<u>1,964,674.17</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		53.42%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,713,320.84)	
<u>EMPLOYMENT LANDS MULTI-USE TRAIL</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(257,600.00)	
Contribution from Grants (OMCC)	-	(102,400.00)	
	<u>-</u>	<u>(360,000.00)</u>	Draft plan approved. Developer completing detailed servicing and grading.
Expenditures	-	8,377.62	
	<u>-</u>	<u>8,377.62</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		2.33%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(351,622.38)	
<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>	Release of RFP anticipated in Q3 alongside the Facility Needs Study.
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TANDEM AXLE DUMP TRUCK REPLACEMENT - 305-09</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(270,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	-	(270,000.00)	Project Completed. Sale of Surplus vehicle to occur at the fall auction.
Expenditures	-	300,281.16	
	-	300,281.16	
<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)	
	-	(35,000.00)	Contract awarded to K. Smart and Associates for \$32,156.16 (net of HST rebate). Inspections on-going.
Expenditures	-	24,401.14	
	-	24,401.14	
<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	(170,147.00)	(220,147.00)	
Contribution from Reserve Fund	-	(15,000.00)	
Contribution from Grants (Fed Gas Tax & OCIF)	(129,853.00)	(179,853.00)	
	(300,000.00)	(415,000.00)	Contract awarded to Royal Fence Limited for \$437,245.38 (net of HST rebate) as per Council Report PW 2021-15. Works commencing in mid Q3 2021 with anticipated completion in early Q4 2021.
<u>EXPENSES</u>			
Expenditures	300,000.00	23,344.50	
	300,000.00	23,344.50	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		5.63%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(391,655.50)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 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	(25,000.00)	(465,000.00)	Contract awarded to Altruck International Truck Centres for \$553,053 (net of HST rebate) as per Council Report PW 2020-12. Anticipated delivery in Q3 2021. Sale of Surplus vehicles anticipated for fall 2021.
Contribution from Sale of Surplus Assets	-	-	
	<u>(25,000.00)</u>	<u>(465,000.00)</u>	
Expenditures	25,000.00	240,483.30	
	<u>25,000.00</u>	<u>240,483.30</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		51.72%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(224,516.70)	
<u>4X4 PICKUP W/ PLOW & SALTER REPLACEMENT- 304-10</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(75,000.00)	Project Completed. Sale of Surplus vehicle anticipated to occur at the fall auction.
Contribution from Sale of Surplus Assets	-	-	
	<u>-</u>	<u>(75,000.00)</u>	
Expenditures	-	67,438.56	
	<u>-</u>	<u>67,438.56</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		89.92%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,561.44)	
<u>RADAR SPEED DISPLAY SIGNS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(27,457.00)	Project substantially complete. Permanent installation in Haysville complete.
Contribution from Reserve Fund	-	(8,043.00)	
	<u>-</u>	<u>(35,500.00)</u>	
Expenditures	-	23,507.70	
	<u>-</u>	<u>23,507.70</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		66.22%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,992.30)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>OXFORD RD 5 CULVERT REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Grants (OCIF)	-	(135,000.00)	Oxford County is lead for this project. Funding represents Wilmot portion of overall project costs. Culvert works generally complete. Resurfacing works on-going.
	-	(135,000.00)	
<u>EXPENSES</u>			
Expenditures	-	40,785.31	
	-	40,785.31	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		30.21%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(94,214.69)	
<u>BRIDGE STREET BRIDGE #34/B-T9 ASSESSMENT</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(22,921.00)	Contract awarded to K. Smart Associates for \$47,061.91 (net of HST rebate) as per Council report PW 2020-011. Multi-year project. Preliminary Design, Engineering and Class EA works on-going. Overall project costs also include geotechnical investigations, archeological assessments and other sub-trade assignments.
Contribution from Grants (ICIP)	-	(36,996.81)	
	-	(59,917.81)	
Expenditures	-	92,910.04	
	-	92,910.04	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		155.06%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	32,992.23	
<u>STORMWATER INFRASTRUCTURE MASTER PLAN</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(16,000.00)	(16,000.00)	Joint project being considered with Township of Woolwich. Terms of Reference are currently under review with project anticipated to commence in Q3/Q4 2021.
Contribution from Development Charges	(64,000.00)	(204,000.00)	
Contribution from Grants (Fed Gas Tax)	-	(35,000.00)	
	(80,000.00)	(255,000.00)	
<u>EXPENSES</u>			
Expenditures	80,000.00	-	
	80,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(255,000.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NOTRE DAME DRIVE RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(88,000.00)	
Contribution from Grants (Fed Gas Tax)	50,000.00	(164,715.20)	Region of Waterloo led project. Funding represents Township portion of overall project costs. Construction works on-going. Project anticipated to be complete in Q3/Q4 2021.
Contribution from Others (City of Waterloo)	(50,000.00)	(36,284.80)	
	<u>-</u>	<u>(289,000.00)</u>	
Expenditures	<u>-</u>	<u>-</u>	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(289,000.00)	
<u>PUBLIC WORKS OPERATIONS FACILITY NEEDS STUDY</u>			
<u>FUNDING</u>			
Contribution from General Levy	(2,000.00)	(2,000.00)	
Contribution from Development Charges	(18,000.00)	(18,000.00)	RFP anticipated to be released in Q3 in conjunction with the Snow Storage Review project.
	<u>(20,000.00)</u>	<u>(20,000.00)</u>	
Expenditures	<u>20,000.00</u>	<u>-</u>	
	<u>20,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
<u>RAIL CROSSING SIGNAGE AND MARKINGS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	Project anticipated to commence in Q3 2021.
<u>EXPENSES</u>			
Expenditures	<u>15,000.00</u>	<u>-</u>	
	<u>15,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BACKHOE LOADER</u>			
<u>FUNDING</u>			
Contribution from General Levy	(19,500.00)	(19,500.00)	
Contribution from Development Charges	(175,500.00)	(175,500.00)	
	<u>(195,000.00)</u>	<u>(195,000.00)</u>	Project anticipated to be awarded at the August 23, 2021 Council meeting.
<u>EXPENSES</u>			
Expenditures	195,000.00	-	
	<u>195,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(195,000.00)	
<u>SNYDER'S ROAD RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from General Levy	(90,000.00)	(105,000.00)	
Contribution from Reserve Fund	(1,404,400.00)	(1,554,400.00)	
Contribution from Development Charges	(765,600.00)	(765,600.00)	
	<u>(2,260,000.00)</u>	<u>(2,425,000.00)</u>	Region of Waterloo led project. Construction works underway. Stage 1 (Gingerich to Whiting Way) anticipated completion end of Q4 2021. Stage 2 and 3 construction in 2022 and 2023 respectively.
<u>EXPENSES</u>			
Expenditures	2,260,000.00	6,119.29	
	<u>2,260,000.00</u>	<u>6,119.29</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.25%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,418,880.71)	
<u>SURFACE TREATMENT PROGRAM '21</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(321,050.00)	(321,050.00)	
	<u>(321,050.00)</u>	<u>(321,050.00)</u>	Contract awarded to Cornell Construction for \$291,088.55 (net of HST rebate) as per Council report PW 2021-005. Project on-going with expected completion in Q3 2021.
<u>EXPENSES</u>			
Expenditures	321,050.00	-	
	<u>321,050.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(321,050.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TYE ROAD #28/C-T13 CULVERT REPAIR ENGINEERING SERV</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	-	Internal design works on-going.
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<u>SERVICING STUDY AND PRELIMINARY DESIGN</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(60,000.00)	(60,000.00)	
	(60,000.00)	(60,000.00)	
<u>EXPENSES</u>			
Expenditures	60,000.00	16,383.38	Project anticipated to commence in Q4 2021. Costs incurred to-date are associated with geotechnical review.
	60,000.00	16,383.38	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		27.31%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(43,616.62)	
<u>SIDEWALK REPAIR & REPLACEMENT PROGRAM '21</u>			
<u>FUNDING</u>			
Contribution from General Levy	(80,000.00)	(80,000.00)	
	(80,000.00)	(80,000.00)	
Expenditures	80,000.00	-	Contract awarded to Chad Hartman for \$65,482.56 (net of HST rebate) as per Council Report PW 2021-011. Works to commence in late Q3 2021.
	80,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(80,000.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MUNICIPAL DRAIN MAINTENANCE AND CONSTRUCTION PROGRAM</u>			The 2019-2021 Drain Maintenance Program includes: Richardson Drain; Krampien Drain; Doering Drain; Biesel Drain; Don Meyers Drain; Ivan Gingerich Drain; Lisbon Drain; Straus Drain; Bayuk Drain Branch A; Gingerich Drain; and Walinschuk Drain. The 2021 Drain Construction Program includes: Alpine Drain and the Glen Shantz Drain. As projects are completed, drain levy schedules are prepared by the Drainage Superintendent for Council approval. Subsequently grant applications are submitted to OMAFRA and billing is prepared for benefitting property owners.
<u>FUNDING</u>			
Contribution from General Levy	(15,070.00)	(40,070.00)	
Contribution from Grants (OMAFRA)	(20,800.00)	(11,577.01)	
Contribution from Others (Benefitting Landowners)	(185,630.00)	(41,291.87)	
	<u>(221,500.00)</u>	<u>(92,938.88)</u>	
<u>EXPENSES</u>			
Expenditures	-	137,922.78	
	-	<u>137,922.78</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		148.40%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	(221,500.00)	44,983.90	
<u>GRAVEL MAINTENANCE PROGRAM '21</u>			Contract awarded to Joe Kerr for \$44,876.16 (net of HST rebate). Project works on-going.
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	50,000.00	-	
	<u>50,000.00</u>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	
<u>UTILITIES SERVICE VEHICLE REPLACEMENT - 402-10</u>			Project Completed. Sale of surplus vehicle anticipated to occur at fall auction.
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(80,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	-	<u>(80,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	85,570.48	
	-	<u>85,570.48</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		106.96%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,570.48	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>GREENWOOD DR & NAFZIGER RD ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(50,500.00)	
Contribution from Grants (OCIF)	-	(54,500.00)	
	<u>-</u>	<u>(105,000.00)</u>	Internal design works on-going.
Expenditures	-	48,837.74	
	<u>-</u>	<u>48,837.74</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		46.51%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(56,162.26)	
<u>GINGERICH RD WATERMAIN IMPROVEMENTS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(95,000.00)	
	<u>-</u>	<u>(95,000.00)</u>	Project Completed. Awaiting final invoicing.
<u>EXPENSES</u>			
Expenditures	-	55,446.19	
	<u>-</u>	<u>55,446.19</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		58.36%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(39,553.81)	
<u>CCTV LATERAL CAMERA WITH SONIC LOCATOR</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(11,000.00)	(11,000.00)	
	<u>(11,000.00)</u>	<u>(11,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	11,000.00	11,701.61	
	<u>11,000.00</u>	<u>11,701.61</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	701.61	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>UTILITIES SERVICE VEHICLE REPLACEMENT - 403-12</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(80,000.00)	(80,000.00)	
Contribution from Sale of Surplus Assets	(5,000.00)	-	
	<u>(85,000.00)</u>	<u>(80,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	85,000.00	-	
	<u>85,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(80,000.00)	Contract awarded to Ridgehill Ford for \$84,460.80 (net of HST rebate) as per PW 2021-008. Vehicle anticipated to be delivered in Q4 2021. Sale of Surplus vehicle to occur at the spring auction.
<u>NAFZIGER ROAD WATERMAIN</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(250,000.00)	(250,000.00)	
	<u>(250,000.00)</u>	<u>(250,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	250,000.00	1,105.00	
	<u>250,000.00</u>	<u>1,105.00</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.44%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(248,895.00)	Design works complete. Anticipate release of RFT in Q3/Q4 in coordination with Regional capital projects.
<u>SANITARY SYSTEM INFILTRATION STUDY AND REDUCTION PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(100,000.00)	(295,000.00)	
	<u>(100,000.00)</u>	<u>(295,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	100,000.00	230,900.84	
	<u>100,000.00</u>	<u>230,900.84</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		78.27%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(64,099.16)	Contract awarded to GM BluePlan, as per Report PW 2019-16. Additional funding allocated as part of 2020 and 2021 Capital Program. Multi-year project works to continue as per 10-year capital forecast.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MORNINGSIDE TRUNK SEWER - ENGINEERING</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(400,750.00)	Contract awarded to GM BluePlan for \$181,992.06 (net of HST rebate) as per Council report PW 2020-014. Project works on-going. Overall project costs also include geotechnical investigations, archeological assessments and other sub-trade assignments.
	-	(400,750.00)	
<u>EXPENSES</u>			
Expenditures	-	214,873.07	
	-	214,873.07	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		53.62%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(185,876.93)	
<u>LIFT STATION 5 - PUMPS AND CONTROLLER REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(16,000.00)	(16,000.00)	Project works on-going. Addressing data gaps as required by technical memo issued by GM Blue plan.
	(16,000.00)	(16,000.00)	
<u>EXPENSES</u>			
Expenditures	16,000.00	18,253.71	
	16,000.00	18,253.71	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		114.09%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,253.71	
<u>CONSOLIDATED LINEAR INFRASTRUCTURE LICENSE</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(60,000.00)	(60,000.00)	Project works on-going.
	(60,000.00)	(60,000.00)	
<u>EXPENSES</u>			
Expenditures	60,000.00	2,274.34	
	60,000.00	2,274.34	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		3.79%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(57,725.66)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BADEN TRUNK SANITARY SEWER EA & CONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(31,500.00)	(31,500.00)	MTE Consultants undertaking Class EA and engineering works on behalf of developers and municipality. Project represents upset limit of Township costs.
Contribution from Development Charges	(118,500.00)	(118,500.00)	
	<u>(150,000.00)</u>	<u>(150,000.00)</u>	
<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>MAUSOLEUM REPAIRS</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(25,000.00)	Contract awarded to Brick & Co. Restorations Ltd. for \$22,020.11 (net of HST rebate). Project anticipated to be complete in Q4 2021.
	<u>-</u>	<u>(25,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<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)	Project Completed.
Contribution from Development Charges	-	(807,500.00)	
	<u>-</u>	<u>(925,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	925,118.84	
	<u>-</u>	<u>925,118.84</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.01%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	118.84	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REFORESTATION PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Grants - K-W Hydro	(45,000.00)	(140,000.00)	
	(45,000.00)	(140,000.00)	
<u>EXPENSES</u>			
Expenditures	45,000.00	20,460.69	
	45,000.00	20,460.69	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		14.61%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(119,539.31)	Award of Contract for 2021 planting season to be brought to the August 23, 2021 Council meeting.
<u>TRAILS DEVELOPMENT - 2021</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,915.00)	
Contribution from Development Charges	-	(120,500.00)	
Contribution from Trust (Trails)	-	(705,436.35)	
	-	(848,851.35)	
<u>EXPENSES</u>			
Expenditures	-	249,722.57	
	-	249,722.57	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		29.42%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(599,128.78)	Funding represents approved allocations for Trail Design and Development initiatives from Wilmot Trails Master Plan (WTMP). Expenditures to-date include: Sandhills MUT (\$112,991.05) - Anticipated to be complete in Q3 2021; Schneller/Country Creek (\$70,594.49) - Project Completed; Laschinger Woods (\$63,858.69) - Project Completed; and Trail Signage (\$2,278.34) - Works on-going.
<u>THIRD ICE PAD / FACILITY SITE SELECTION & DESIGN</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(75,000.00)	(75,000.00)	
	(75,000.00)	(75,000.00)	
<u>EXPENSES</u>			
Expenditures	75,000.00	2,633.04	
	75,000.00	2,633.04	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		3.51%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(72,366.96)	Contract awarded to Monteith Brown as per Council Report PFRS 2020-0013. Project anticipated to be complete in Q4 2021.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ARTIFICIAL TURF FIELD VEHICLE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(5,700.00)	(5,700.00)	
Contribution from Development Charges	(24,300.00)	(24,300.00)	
	<u>(30,000.00)</u>	<u>(30,000.00)</u>	Contract awarded to Ayr Turf and Trac for \$20,751.42 (net of HST rebate). Project anticipated to be complete in Q3 2021.
<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>NITH RIVER PATHWAY & BANK EROSION CONTROL</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(112,000.00)	(112,000.00)	
Contribution from Grants (Rural Economic Development)	(48,000.00)	-	
	<u>(160,000.00)</u>	<u>(112,000.00)</u>	Design underway. Anticipated completion Q3 2021. Construction project timeline not yet determined. Application was submitted to the Canada Community Revitalization Fund (CCRF) for additional funding to support trail construction and site development.
<u>EXPENSES</u>			
Expenditures	160,000.00	7,153.22	
	<u>160,000.00</u>	<u>7,153.22</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		6.39%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(104,846.78)	
<u>ROOFTOP HVAC (NH LIBRARY)</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	<u>-</u>	<u>(12,000.00)</u>	Project has yet to commence. Staff re-evaluating roof structure prior to commencement of the HVAC replacement.
<u>EXPENSES</u>			
Expenditures	-	2,544.00	
	<u>-</u>	<u>2,544.00</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		21.20%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(9,456.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>LIBRARY SERVICES FACILITY REVIEW</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(8,400.00)	
Contribution from Development Charges	-	(21,600.00)	
	<u>-</u>	<u>(30,000.00)</u>	Project underway and being led by the Region of Waterloo in coordination with Township CAOs.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<u>LED LIGHTING - ADMIN COMPLEX</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,500.00)	
	<u>-</u>	<u>(22,500.00)</u>	Project t anticipated to be complete in Q4 2021.
<u>EXPENSES</u>			
Expenditures	-	409.54	
	<u>-</u>	<u>409.54</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		1.82%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,090.46)	
<u>PARKING LOT DESIGN - ADMIN COMPLEX</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(16,000.00)	
Contribution from Development Charges	-	(16,000.00)	
	<u>-</u>	<u>(32,000.00)</u>	Project deferred to 2022 due to COVID-19 and Prime Minister's Path Consultation.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,000.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>OFFICE RENOVATIONS - ADMIN COMPLEX</u>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	-	(274,500.00)	
	-	(274,500.00)	
<u>EXPENSES</u>			
Expenditures	-	44,857.77	
	-	44,857.77	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		16.34%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(229,642.23)	Project deferred to 2022 due to COVID-19.
<u>HVAC REPLACEMENT PROJECT - ADMIN COMPLEX</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(35,000.00)	
Contribution from Reserve Fund	(54,000.00)	(54,000.00)	
Contribution from Grants (ICIP-COVID-19)	(224,000.00)	-	
	(278,000.00)	(89,000.00)	
<u>EXPENSES</u>			
Expenditures	278,000.00	24,912.20	
	278,000.00	24,912.20	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		27.99%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(64,087.80)	Project design complete. Demolition and installation of new equipment awarded to Keith's Plumbing & Heating for \$837,774.82 (net of HST rebate) as per Council Report PFRS 2021-011. Project anticipated to be complete in Q4 2021. Additional funding to be sourced from Canada Community Building Fund, as per Report PFRS 2021-011.
<u>FIRE ALARM SYSTEM REPLACEMENT - ADMIN/CASTLE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(8,200.00)	(8,200.00)	
Contribution from Reserve Fund	(56,800.00)	(56,800.00)	
Contribution from Community Donation	-	-	
	(65,000.00)	(65,000.00)	
<u>EXPENSES</u>			
Expenditures	65,000.00	-	
	65,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(65,000.00)	Project design complete with tender issued in early Q3 2021. Project anticipated to be complete in Q4 2021.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 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)	
Contribution from Grants (ZEVIP)	-	-	
	<u>-</u>	<u>(95,000.00)</u>	Project led by the Region of Waterloo. Tender is complete and installation anticipated by the end of Q3 2021.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(95,000.00)	
<u>TRAILS MAINTENANCE VEHICLE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(5,700.00)	(5,700.00)	
Contribution from Development Charges	(24,300.00)	(24,300.00)	
	<u>(30,000.00)</u>	<u>(30,000.00)</u>	Contract awarded to Ayr Turf and Trac for \$20,751.42 (net of HST rebate). Project anticipated to be complete in Q3 2021.
<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>BOLSTER BLOCKS REPAIR - NH ARENA</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	
	<u>-</u>	<u>(15,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	-	16,734.60	
	<u>-</u>	<u>16,734.60</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		111.56%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,734.60	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NH ARENA AND CC BUILDING REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	
	(35,000.00)	(35,000.00)	
<u>EXPENSES</u>			
Expenditures	35,000.00	21,878.40	
	35,000.00	21,878.40	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		62.51%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,121.60)	Elevator works complete, remaining works anticipated to be complete in Q4 2021.
<u>AMMONIA REMOVAL - NH ARENA</u>			
<u>FUNDING</u>			
Contribution from General Levy	(26,000.00)	(26,000.00)	
	(26,000.00)	(26,000.00)	
<u>EXPENSES</u>			
Expenditures	26,000.00	-	
	26,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(26,000.00)	Project Completed. Awaiting final invoicing.
<u>FIELD IRRIGATION EQUIPMENT - WRC</u>			
<u>FUNDING</u>			
Contribution from General Levy	(20,500.00)	(56,500.00)	
Contribution from Reserve Fund	-	(41,500.00)	
Contribution from Sale of Surplus Assets	-	-	
	(20,500.00)	(98,000.00)	
<u>EXPENSES</u>			
Expenditures	20,500.00	-	
	20,500.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(98,000.00)	Project anticipated to be complete in Q4 2021.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TILE & GROUTING - AQUATIC CENTRE</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(99,200.00)	(169,700.00)	
	(99,200.00)	(169,700.00)	
<u>EXPENSES</u>			
Expenditures	99,200.00	169,884.55	
	99,200.00	169,884.55	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.11%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	184.55	Project Completed. 2021 Capital Program included additional funding for project works completed in 2020.
<u>AQUATIC CENTRE MAINTENANCE PROGRAM</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	(30,000.00)	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	30,000.00	5,342.40	
	30,000.00	5,342.40	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		17.81%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(24,657.60)	Project Completed. Works included replacement of mixing valve, pool grate and LED lighting for pool change rooms. Awaiting final invoicing.
<u>WRC BACK ENTRANCE LANE TRAFFIC CALMING IMPROVEMENT</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	-	
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	Project anticipated to be complete in Q4 2021.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WRC OPERATIONS / MAINTENANCE PLAN</u>			
<u>FUNDING</u>			
Contribution from General Levy	(1,500.00)	(1,500.00)	
Contribution from Development Charges	(13,500.00)	(13,500.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	15,000.00	-	
	<u>15,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	Project anticipated to be complete in Q4 2021.
<u>HYCC - EXTERIOR MAINTENANCE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(14,000.00)	(14,000.00)	
	<u>(14,000.00)</u>	<u>(14,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	14,000.00	-	
	<u>14,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(14,000.00)	Project anticipated to be complete in Q4 2021.
<u>MULTI-PURPOSE OUTDOOD PAD - MANNHEIM PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(7,500.00)	(7,500.00)	
Contribution from Development Charges	(42,500.00)	(42,500.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	50,000.00	-	
	<u>50,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	Project tendered with only one bid received that was over budget. Re-evaluating project scope of work with consideration to re-issue tender later in 2021.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>EMERGENCY HVAC REPLACEMENT - MANNHEIM CC</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	
	-	-	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		Unfunded	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	-	Design completed with anticipated project completion in Q4 2021.
<u>PERMANENT DOG PARK INSTALL - SCOTT PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(13,000.00)	(13,000.00)	
Contribution from Reserve Fund	-	(61,600.00)	
	(13,000.00)	(74,600.00)	
<u>EXPENSES</u>			
Expenditures	13,000.00	74,420.07	
	13,000.00	74,420.07	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		99.76%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(179.93)	Project Completed.
<u>ADDITIONAL PLAYGROUND EQUIPMENT - CONSTITUTION PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(19,437.00)	
Contribution from Grants (Fed Gas Tax)	-	(22,563.00)	
	-	(42,000.00)	
<u>EXPENSES</u>			
Expenditures	-	46,890.89	
	-	46,890.89	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		111.64%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	4,890.89	Project Completed.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 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)	
<u>EXPENSES</u>			
Expenditures	-	7,392.86	
	-	7,392.86	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		48.96%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,707.14)	Project Completed.
<u>PLAYGROUND ADDITION - PETERSBURG PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(48,000.00)	(48,000.00)	
	(48,000.00)	(48,000.00)	
<u>EXPENSES</u>			
Expenditures	48,000.00	-	
	48,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,000.00)	Contract awarded to Play Power LT for \$54,945.19 (net of HST rebate) as per Council report PFRS 2021-007. Project underway and anticipated to be complete in Q3 2021.
<u>PLAYGROUND EQUIPMENT REPLACEMENT - ST AGTATHA PARK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(85,000.00)	(85,000.00)	
	(85,000.00)	(85,000.00)	
<u>EXPENSES</u>			
Expenditures	85,000.00	-	
	85,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(85,000.00)	Project Completed. Contract awarded to Openspace Solutions for \$97,457.61 (net of HST rebate) as per Council report PFRS 2021-008. Awaiting final invoicing.

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ARTIFACT ROLLED STORAGE EQUIPMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(6,550.00)	(6,550.00)	
Contribution from Grants (Canadian Heritage)	(28,450.00)	(28,456.00)	
	<u>(35,000.00)</u>	<u>(35,006.00)</u>	Contracted awarded to Altitude Storage Solutions for \$31,974.01 (net of HST rebate) and is anticipated to be complete in Q4 2021.
<u>EXPENSES</u>			
Expenditures	35,000.00	-	
	<u>35,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,006.00)	
<u>CULTURAL HERITAGE LANDSCAPE INVENTORY</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(10,000.00)	
	<u>-</u>	<u>(10,000.00)</u>	Background work commenced in Q2 2021 and will continue into Q4 2021.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,000.00)	
<u>FLOOD ZONE BACKWATER VALVE PROGRAM - NEW HAMBURG</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(120,000.00)	(120,000.00)	
Contribution from Grants (National Disaster Mitigation Fund)	(120,000.00)	-	
	<u>(240,000.00)</u>	<u>(120,000.00)</u>	Grant application to NDMF was unsuccessful. A subsequent application has been made to the Ontario Community Environmental Fund seeking funding for the program. Program initiation in 2021 will be dependent on successfully obtaining funding.
<u>EXPENSES</u>			
Expenditures	240,000.00	-	
	<u>240,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(120,000.00)	

**2021 CAPITAL PROGRAM (UN-AUDITED)
FOR THE PERIOD ENDING JUNE 30, 2021**

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
TOTAL FUNDING CAPITAL PROGRAM	(8,874,450.00)	(21,050,932.03)	
TOTAL EXPENDITURES	<u>8,874,450.00</u>	<u>6,908,048.68</u>	
(UNEXPENDED)/UNFUNDED CAPITAL	<u>-</u>	<u>(14,142,883.35)</u>	
% of Funding Spent		32.82%	



PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2021-015

TO: Council

PREPARED BY: Sandy Jackson, Interim CAO/Director Parks, Facilities & Recreation Services

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

DATE: August 23, 2021

SUBJECT: Administration Complex Fire Panel Replacement

RECOMMENDATION:

THAT RFT 2021-27 be awarded to Dielco Electric Ltd. of London, Ontario for the removal and replacement of the Fire panel system for the Administration Complex and Castle Kilbride, as per their bid submission dated August 11, 2021, in the amount of \$64,270.00 plus HST.

SUMMARY:

This report outlines the RFT results for the removal and replacement of the Administration Complex and Castle Kilbride main Fire Alarm system. The project will upgrade the main panel and add additional smoke and heat detection to provide improved coverage and detection units in areas that are not currently connected to the main panel. The design was completed by BMI Engineering Inc. and the removal, supply and installation was tendered through this RFT.

BACKGROUND:

The main fire alarm panel and detectors of the Administration Building and Castle Kilbride are at end of life. The equipment is original to the 1993 addition of the Administration Complex.

Since the original installation, several modifications have occurred to improve smoke and heat detection throughout both buildings; however, the main fire panel is unable to service on-going

needs. In addition, several localized heat and smoke detectors are not connected to the main fire alarm panel and require replacement and rewiring. This project aligns with our commitment to health and safety for all staff working in the building.

REPORT:

The project design was completed by BMI Engineering Inc. through an extension of their existing contract to design the new HVAC system for the Administration Complex and Castle Kilbride at a cost of \$9,000. BMI prepared drawings that supported the Fire Panel project design and were available to perform the additional work.

On July 21, 2021, the tender document was made available online through the Township's e-bidding site. There were a total of ten (10) plan takers, with a total of four (4) bids received at the time of closing on August 11, 2021.

Results of the bids received are summarized below:

Bidder	Location	Bid Amount
Dielco Electric Ltd	London, ON	\$ 64,270.00
Live Electric	Cambridge, ON	78,508.82
Erbsville Electrical Contractors Inc.	Guelph, ON	83,658.60
Motion Electrical Contracting Ltd.	Fergus, ON	102,550.00
AVERAGE BID		82,246.85

The above figures do not include HST.

The lowest bid was received from Dielco Electric Inc. from London, Ontario at a cost of \$64,270, plus HST. BMI Engineering did a thorough review of their bid submission and completed reference checks to ensure Dielco had the necessary experience and expertise to complete the work.

As a result of their review, BMI recommended that the Township award the contract to Dielco Electric Ltd. Staff support this recommendation and are seeking Council approval of this Tender award.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the Township's Core Value of Health and Wellbeing

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

Goal 9: Industry, Innovation, and Infrastructure

Goal 11: Sustainable Cities and Communities

FINANCIAL CONSIDERATIONS:

The budget for this project is outlined below:

Funding Source	Amount
General Levy	\$ 8,200
Infrastructure Reserve Fund – Facilities	\$56,800
Total Budget	\$ 65,000

Given the cost proposal of \$65,401 net of HST rebate, plus previous approved engineering and design costs of \$9,158, the overall cost of \$74,559 is over the original budget estimate.

With current increases in contracted services due to the global pandemic, staff are recommending approval of this contract to ensure staff safety and avoid a delay in upgrading this important infrastructure.

| **ATTACHMENTS:** N/A