



## **Council Meeting Agenda**

**Monday, October 18, 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 J. Gerber**
- 5. ADDITIONS TO THE AGENDA**
- 6. ADOPTION OF THE AGENDA**

### **RECOMMENDATION**

THAT the Agenda, as presented, for October 18, 2021, be adopted.

- 7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 8. MINUTES OF PREVIOUS MEETINGS**

#### **8.1 Council Meetings Minutes Monday October 4, 2021**

### **RECOMMENDATION**

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

Regular Council Meeting October 4, 2021.

**9. PUBLIC MEETINGS**

**9.1 REPORT NO. ILS 2021-38**

**Proposed Procedural By-law Amendment**

**RECOMMENDATION**

THAT Report No. ILS 2021-38 be received for information.

**10. PRESENTATIONS**

**11. CONSENT AGENDA**

**11.1 REPORT NO. PW 2021-020**

**3<sup>rd</sup> Quarter 2021 Operations Activity Report  
July – September 2021**

**11.2 REPORT NO. FD 2021-05**

**Third Quarter Activity Report**

**11.3 REPORT NO. CK 2021-005**

**Castle Kilbride Quarterly Report Q3**

**11.4 REPORT NO. DS 2021-028**

**3<sup>rd</sup> Quarter Building Stats**

**11.5 REPORT NO. ILS 2021-37**

**Lottery License Request  
Optimist Club of New Hamburg  
Moparfest Car Raffle**

**RECOMMENDATION**

THAT Report Nos. PW 2021-020, FD 2021-05, CK 2021-005, DS 2021-28, and ILS 2021-37 be approved.

## **12. REPORTS**

### **12.1 CORPORATE SERVICES**

#### **12.1.1 REPORT NO. COR 2021-036**

**Statement of Operations as of September 20, 2021 (un-audited)**

### **RECOMMENDATION**

THAT report COR 2021-036, Statement of Operations (un-audited) as of September 30, 2021, as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

#### **12.1.2 REPORT NO. COR 2021-037**

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

### **RECOMMENDATION**

THAT report COR 2021-037, Capital Program Review as of September 30, 2021 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

## **13. CORRESPONDENCE**

## **14. BY-LAWS**

### **14.1 By-law No. 2021-48**

**By-law to appoint a Chief Administrative Officer**

### **RECOMMENDATION**

THAT By-law No. 2021-48 be introduced, read a first, second, and third time and finally passed in Open Council.

**15. NOTICE OF MOTIONS**

**15.1** WHEREAS telecommunications towers and antennas are an important means of providing satellite service for cell phones and other electronic devices;

AND WHEREAS the Township Zoning Bylaw #83-38, as amended by 2020-026, permits the installation of telecommunications towers and antennas in all zones;

AND WHEREAS requests for telecommunication towers and antennas are increasing in the Township;

NOW THEREFORE, BE IT RESOLVED THAT, the Council of the Township of Wilmot direct staff to provide a report examining possible policies, procedures and bylaws regarding telecommunications infrastructure within Wilmot Township including but not limited to the following: a public consultation process regarding any proposed telecommunication and antenna installations and protocols, a consistent and timely process for the review of telecommunication installations within the Township of Wilmot, examination of potential protocols to address locations and siting of telecommunication facilities in a manner which minimizes the effects on residents, visual impact, and respects natural and human heritage features and sensitive lands, while recognizing the jurisdiction of Industry Canada with respect to the implementation of health, safety, and environmental standards in exercising its authority to approve the location of telecommunication towers and antennas.

**Registered Delegation**

1. Damien McDonald

**16. ANNOUNCEMENTS****17. BUSINESS ARISING FROM CLOSED SESSION****18. CONFIRMATORY BY-LAW**

**18.1 By-law No. 2021-49**

**RECOMMENDATION**

THAT By-law No. 2021-49 to Confirm the Proceedings of Council at its Meeting held on October 18, 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, October 4, 2021**

**Regular Council Meeting**

**Virtual**

**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 / Municipal Clerk D. Mittelholtz, Director of Public Works and Engineering J. Molenhuis, Director of Development Services H. O'Krafka, Director of Corporate Services / Treasurer P. Kelly, Fire Chief R. Leeson, Curator / Director of Castle Kilbride T. Loch, Manager of Information and Legislative Services / Deputy Clerk T. Murray, Manager of Planning / EDO A. Martin, Manager of Finance A. Romany

**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**

**4.1 Councillor B. Fisher read the Land Acknowledgement.**

**5. ADDITIONS TO THE AGENDA**

**5.1 REPORTS – Item 12.1.2, REPORT NO. COR 2021-035 Project Grand River; and**

**ANNOUNCEMENTS – Item 16.1, Mayor L. Armstrong's Update on Inclusion, Diversity, and Anti-Racism Education**

**Resolution No. 2021-207**

**Moved by: Councillor C. Gordjik**

**Seconded by: Councillor J. Gerber**

THAT Item 12.1.2 be added to the agenda under REPORTS as Report COR 2021-035 Project Grand River; and

THAT Item 16.1 be added to the Agenda under ANNOUNCEMENTS as Mayor L. Armstrong's Update on Inclusion, Diversity, and Anti-Racism Education.

CARRIED.

## **6. ADOPTION OF THE AGENDA**

### **Resolution No. 2021-208**

**Moved by: Councillor J. Pfenning**

**Seconded by: Councillor A. Hallman**

THAT the Agenda, as presented, for October 4, 2021, be adopted.

CARRIED.

## **7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

## **8. MINUTES OF PREVIOUS MEETINGS**

### **8.1 Council Meetings Minutes Monday September 27, 2021**

### **Resolution No. 2021-09**

**Moved by: Councillor C. Gordjik**

**Seconded by: Councillor J. Pfenning**

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

Regular Council Meeting September 27, 2021.

CARRIED. AS AMENDED.

The Director of Information and Legislative Services confirmed that the minutes will be amended to include that the clarification of collecting artifacts of interest to the Township from the subject home, where possible.

**9. PUBLIC MEETINGS**

**10. PRESENTATIONS**

**10.1 REEP Green Solutions**

**Mary Jane Patterson**

**Executive Director, Reep Green Solutions**

**10.1.1 REPORT NO. COR 2021-31**

**Reep Green Solutions Impact Report 2020-2021**

**Resolution No. 2021-210**

**Moved by: Councillor C. Gordijk**

**Seconded by: B. Fisher**

THAT Report COR 2021-031 Reep Green Solutions Impact Report 2020-2021 be received for information purposes.

CARRIED.

The Manager of Finance / Deputy Treasurer outlined the report and introduced Mary Jane Patterson, Executive Director, Reep Green Solutions.

Mary Jane Patterson provided a presentation, as attached as Appendix A.

Mary Jane Patterson clarified that the rain garden program has traditionally been done on private property, in partnerships with municipalities and the current projects are primarily in Kitchener and Guelph. It was noted that the de-pave program done in New Hamburg is a good example of a similar project. It was also noted that residentially, home owners could do rain gardens within their own properties.

**11. CONSENT AGENDA**

**11.1 REPORT NO. ILS 2021-36**

**Resolution No. 2021-211**

**Moved by: Councillor J. Pfenning**

**Seconded by: Councillor B. Fisher**



THAT Report No. ILS 2021-36 be approved.

CARRIED.

The Director of Information and Legislative Services advised that the request for changing from Land Acknowledgement to Territory Acknowledgement will be reviewed. It was also noted that wording under section 7.9.2e, changing the second shall to the word may will be discussed with the Director of Development Services and a recommendation will come forward for Council consideration at the next Council meeting.

## **12. REPORTS**

### **12.1 CORPORATE SERVICES**

#### **12.1.1 REPORT NO. COR 2021-34**

##### **IT Master Plan & Cyber Security/Disaster Recovery Plan - Award of Contract**

#### **Resolution No. 2021-212**

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

THAT RFP 2021-28 be awarded to Valencia IIP Advisors Limited as per their proposal submission August 20, 2021, in the amount of \$68,550.00, excluding HST.

CARRIED.

The Manager of Finance / Deputy Treasurer outlined the report, noting that this project was a plan-based approach and at this point potential joint ventures with the other Townships has not been explored at this point.

#### **12.1.2 REPORT NO. COR 2021-035**

##### **Project Grand River**

#### **Resolution No. 2021-213**

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

THAT Report COR 2021-035, regarding the potential merger between Kitchener Power Corp. (KPC) and Waterloo North Hydro (WNH) Holding Corporation (“Project Grand River – PGR”), be received for information purposes; and further

THAT the Memorandum of Understanding (MOU) regarding a proposed merger between Kitchener Power Corp and Waterloo North Hydro Holding Corporation, attached as Appendix B, be approved.

CARRIED.

The Director of Corporate Services outlined the report and introduced Jerry Van Ooteghem and Jim Philips who provided a presentation, attached as Appendix B.

The Director of Corporate Services advised that for more information people can visit [connectinglocalpower.ca](http://connectinglocalpower.ca).

## **12.2 FIRE SERVICES**

### **12.2.1 REPORT NO. FD 2021-12**

**Shared Township Fire Services Training Program Service Level Agreement between the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich**

#### **Resolution No. 2021-214**

**Moved by: Councillor J. Pfenning**

**Seconded by: Councillor C. Gordijk**

THAT Council approves the Township Fire Services Shared Training Program Service Agreement between the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich as attached to this report, and;

THAT the CAO be authorized to sign and execute the Township Fire Services Shared Training Program Service Agreement pending approval of the agreement by all partner municipalities.

CARRIED.

The Fire Chief outlined the report.

The Fire Chief confirmed that the public education component would include joint messaging during various events and the use of Township social media accounts will continue to be utilized. It was clarified that there are local newspapers that have offered complimentary space for public education.

The Director of Information and Legislative Services advised that each department is responsible for their own content on their departmental website pages.

The Fire Chief advised that the firefighter profiles are significant work and they have not yet been posted on the website due to staff workloads.

The Interim CAO advised that a discussion will occur with the incoming CAO regarding these points.

### **12.3 INFORMATION AND LEGISLATIVE SERVICES**

#### **12.3.1 REPORT NO. ILS 2021-35**

##### **Alternative Voting**

#### **Resolution No. 2021-215**

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

THAT Council approve, in-principle, the alternative voting method of Internet and Paper Voting for the 2022 Municipal and School Board Elections; and further,

THAT Council delay the final decision and adoption of an authorizing By-law until staff report back to Council on vendor solutions and pricing.

**CARRIED.**

The Manager of Information and Legislative Services / Deputy Clerk outlined the report.

The Director of Information and Legislative Services noted that review of wards would not be done at this point do to the amount of time to conduct such a review, but if the election was being conducted solely by way of tabulator, then the polls would be reviewed. It was advised that ward reviews would be triggered by growth within the wards, making it off balance or unmanageable for the ward Councillor(s).

The Director of Information and Legislative Services advised that voter turnout has not increased due to internet voting in some municipalities but has increased in some. Voter turnout increases tend to be inline with current issues and the number of candidates for Council positions, especially Mayor.

**13. CORRESPONDENCE**

**14. BY-LAWS**

**14.1 By-law No. 2021-45**

**By-law to Execute an Agreement for Shared Township Fire Services Training Program Service Level Agreement between the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich**

**Resolution No. 2021-216**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor J. Gerber**

THAT By-law No. 2021-45 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**15. NOTICE OF MOTIONS**

**15.1** Councillor A. Hallman raised the following Notice of Motion for discussion at the October 18, 2021 Council meeting:

WHEREAS telecommunications towers and antennas are an important means of providing satellite service for cell phones and other electronic devices;

AND WHEREAS the Township Zoning Bylaw #83-38, as amended by 2020-026, permits the installation of telecommunications towers and antennas in all zones;

AND WHEREAS requests for telecommunication towers and antennas are increasing in the Township;

NOW THEREFORE, BE IT RESOLVED THAT, the Council of the Township of Wilmot direct staff to provide a report examining possible policies, procedures and bylaws regarding telecommunications infrastructure within Wilmot Township including but not limited to the following: a public consultation process regarding any proposed telecommunication and antenna installations and protocols, a consistent and timely process for the review of telecommunication installations within the Township of Wilmot, examination of potential protocols to address locations and siting of telecommunication facilities in a manner which minimizes the effects on residents, visual impact, and respects natural and human heritage features and sensitive lands, while recognizing the jurisdiction of Industry Canada with respect to the implementation of health, safety, and environmental standards in exercising its authority to approve the location of telecommunication towers and antennas.

## **16. ANNOUNCEMENTS**

- 16.1** Mayor L. Armstrong's Update on Inclusion, Diversity, and Anti-Racism Education, advising that he continues to learn and increase his understanding of the path that needs to be taken towards reconciliation.
- 16.2** Councillor J. Gerber advised of the official opening of the Artificial Turf Field on Thursday October 7 beginning at 5:30, with various activities.
- 16.3** Councillor A. Hallman thanked the New Dundee community for their tree planting over the weekend.
- 16.4** Councillor A. Hallman acknowledged today as the Day of Mourning for Missing Indigenous Women and Girls.
- 16.5** Councillor A. Hallman acknowledged that Orange Shirt Day has passed but the work of reconciliation continues to be needed.
- 16.6** Mayor L. Armstrong advised of the Council for a Day Contest is now open to all Grade 5 students in the Township, essay deadline is October 15, 2021.
- 16.7** Councillor J. Pfenning advised that October is Zero Waste Month and challenged Council to bring their jars to the next Council meeting.

**17. BUSINESS ARISING FROM CLOSED SESSION**

**18. CONFIRMATORY BY-LAW**

**18.1 By-law No. 2021-46**

**Resolution No. 2021-217**

**Moved by: Councillor J. Pfenning**

**Seconded by: Councillor C. Gordijk**

THAT By-law No. 2021-46 to Confirm the Proceedings of Council at its Meeting held on October 4, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**19. ADJOURNMENT (8:30 PM)**

**Resolution No. 2021-218**

**Moved by: Councillor B. Fisher Seconded by: Councillor A. Hallman**

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

CARRIED.



## INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

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REPORT NO: ILS 2021-38

TO: Council

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

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

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: October 18, 2021

SUBJECT: Proposed Procedural By-law Amendment

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### **RECOMMENDATION:**

THAT Report No. ILS 2021-38 be received for information.

### **SUMMARY:**

This report is presented to facilitate discussion and receive feedback on the proposed Procedural By-law amendments. Members of the public and Council may provide comments on the proposed bylaw attached. Any feedback provided in advance of this report has been addressed below.

### **BACKGROUND:**

The Municipal Act, 2001, requires all municipalities in the Province of Ontario to pass a Procedural By-law to govern the calling, place and proceedings of meetings of the municipality and its local boards. The current Township of Wilmot Procedural By-law was approved by

Council on July 12, 2021. On September 27, 2021, Council and the public were provided notice of a Public Meeting to hear comments on the proposed amendments.

## **REPORT:**

Below is an outline of the proposed amendments to Procedural By-law 2021-36. Not listed, are the proposed amendments that ensure proper numbering of sections and continued alphabetic order for the definitions, as well as correcting a number inconsistency in section 7.9.

### **Territory Acknowledgement**

As proposed by a member of Council, the proposed procedural by-law amendment will be recommending replacement of Land Acknowledgement with Territory Acknowledgement. As part of staff due diligence, the Reconciliation Action Plan Waterloo Region working group is being consulted.

As part of the Township's ongoing efforts towards inclusion, diversity, and anti-racism, requests to amend municipal documents can be expected from time-to-time to respect preferred terms and to avoid language that may cause harm.

### **Applicants**

An amendment has been proposed to include a definition for "Applicant" so that applicants under the Planning Act and their representatives may have sufficient time to present on, what can be, complex developments and applications. The proposed amendment, as presented, would allow Applicants ten (10) minutes to present. In further discussions with members of staff including the CAO and Development Services, consideration is being given to remove time limits for Applicants to ensure sufficient time to address Council and delegates on what can be complicated applications. Additionally, the presentations from Applicants are, in many ways, a further explanation of the staff report in that it is a detailed description of the proposed development or application.

The proposed amendments also include language for the applicant to have the ability to address Council before any delegations registered to speak on the matter, or after, as per their preference.

### **Clarifying Language**

A question came forward regarding subsection 7.9.4 (b) which suggested additional clarity was required to ensure the public is aware of, not only of the timing requirements for audio and visual materials, but also that the materials received within that time period continue to be subject to the other subsections concerning delegation materials.

The Township solicitor has reviewed the proposed amendments and their suggestions have been incorporated.



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

The engagement for the proposed Procedural By-law conforms with the Strategic Plan goals for community engagement and responsible government.

**ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:**

As the Township continues to respond to municipal matters in a responsible way that is mindful of the United Nations Sustainable Development Goals, the Procedural By-law, its amendments and through its application, the following goals are advanced:

- |         |                                                                                                                                                                                    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal 11 | Make cities and human settlements inclusive, safe, resilient and sustainable.                                                                                                      |
| Goal 16 | Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. |

**FINANCIAL CONSIDERATIONS:**

None

**ATTACHMENTS:**

Appendix A: Draft Proposed Procedural By-law Amendments

**Yellow Highlights** = additions

**Green Highlights** = deletions

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
BY-LAW NO. 2021-XX  
BEING A BY-LAW TO AMEND PROCEDURAL BY-LAW 2021-36, A BY-LAW TO  
PROVIDE FOR  
THE RULES OF ORDER AND PROCEDURE  
FOR THE MUNICIPAL COUNCIL OF  
THE CORPORATION OF THE TOWNSHIP OF WILMOT**

WHEREAS Section 5(1) of the *Municipal Act, 2001*, S. O. 2001 c. 25, as amended, states the powers of a municipality shall be exercised by its council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, S. O. 2001 c. 25, as amended, states a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 8(1) of the *Municipal Act, 2001*, S. O. 2001 c. 25, as amended, states the powers of a municipality under that or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires that every municipality and local board shall pass a procedural by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS it is deemed expedient to adopt by by-law, rules governing the order and procedure of the Council of The Corporation of the Township of Wilmot.

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

1. THAT the Procedural By-law (Township By-law 2021-36) be amended to include the following definition:

**1.7 (a) "Applicant"** means a property owner, their agent, or representative in a matter relative to a Zone Change, Official Plan Amendment, Plan of Subdivision application, or any other development application under the Planning Act submitted to the Township of Wilmot.

2. THAT Section 7.9.2, 7.9.3, 7.9.4, and 7.9.6 of the Procedural By-law (Township By-law 2021-36) is hereby deleted and replaced with the following:

**7.9 Delegations for Matters on the Agenda**

7.9.2 Persons desiring to verbally present information on matters of fact, or make a request of Council, relative to matters on the Agenda:

- a) shall give notice to the Clerk in writing, not later than four (4) hours before the commencement of the Council Meeting and may be heard with leave of the Mayor or Chair;
- b) shall be limited in speaking to not more than five (5) minutes;
- c) Delegations consisting of five (5) or more persons may be permitted to have two (2) spokespersons address Council, in which case each such spokesperson shall be limited to speaking for not more than five (5) minutes combined;

## RULES OF PROCEDURE – BY-LAW 2021-XX

- d) Delegations shall be permitted to speak only once on an Agenda item; and,
- e) Applicants shall be limited to speaking for not more than ten (10) minutes and shall be allowed to address Council before any Delegation.

7.9.3 Audio and visual materials submitted by a Delegation or Applicant may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes.

7.9.4 All audio and visual materials presented to Council shall be submitted to the Clerk, subject to the following:

- a) for Delegation's and Applicant's audio or visual materials to appear in the Council Agenda Package that is circulated in advance of the Council Meeting and heard or shown as part of the Delegation Council Meeting, ~~members of the public~~ Delegations and Applicants are required to provide their materials not less than five (5) Business Days before the commencement of the Council Meeting;
- b) audio and visual materials for Delegations and Applicants received less than five (5) Business Days but not less than one (1) Business Day prior to the commencement of the Council Meeting shall be circulated to Council in advance of the Council Meeting, shall be heard or shown as part of the Delegation Council Meeting, and shall be included as an attachment to the Council Minutes;
- c) audio and visual materials received less than one (1) Business Day in advance of Council Meeting shall not be heard or shown in the Council Meeting but, shall be included as an attachment to the Council Minutes;
- d) audio or visual materials containing negative allegations or comments towards members of the public or profanity shall be returned to the Delegation or Applicant to remove the inappropriate allegations, comments, or language and must be returned to the Township not less than one (1) Business Day prior to the commencement of the Council Meeting;
- e) audio or visual materials containing hate speech will be rejected; and,
- f) audio or visual materials containing negative allegations or comments of personal nature against Members of Council or staff shall be returned to the presenter to remove the allegations or comments and must be returned to the Township not less than one (1) Business Day prior to the commencement of the Council Meeting.

7.9.6 Where any provisions or regulations of or under any Act in relation to Presentations, Delegations, Applicants or written submissions which apply to municipal Councils contradict any of the provisions of this by-law, the provisions of the Act shall prevail.

3. This by-law shall come into force and effect on the date of passage.

RULES OF PROCEDURE – BY-LAW 2021-XX

**READ** a first and second time on the \_\_\_\_ day of \_\_\_\_\_, 2021.

**READ** a third time and passed in open Council on the \_\_\_\_ day of \_\_\_\_\_, 2021.

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**Mayor**

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**Clerk**

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REPORT NO: PW 2021-020

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 Road Operations  
Chris Thorne, Supervisor of W/WW Operations  
Bryan Bishop, CET, Manager of Engineering  
Connor Payne, Technical Program Coordinator

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: October 18, 2021

SUBJECT: **3<sup>rd</sup> Quarter 2021 Operations Activity Report  
July – September 2021**

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**RECOMMENDATION:**

THAT the Public Works and Engineering Operations 3<sup>rd</sup> Quarter Activity Report for the months of July, August and September be received for information.

**SUMMARY:**

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

Public Works

- Roads – street tree hazard maintenance, road patching, paving and repairs, bridge deck sweeping, line painting
- Water/Wastewater – administrative license renewals, capital reconstruction commissioning and inspections, hydrant and valve maintenance and repairs, locate processing, regulatory sampling, lift station maintenance, flushing Programs, watermain break repair, QMS internal auditing
- Budget and work program planning for 2022

## Engineering

- Township Capital project design/approvals, tendering, construction and warranty activity.
- MTO and Region Capital project coordination
- Budget and work program planning for 2022
- Infrastructure program, policy, and by-law planning
- Development design / approval review, construction and warranty for zone changes, consents, infill lots, site plans, subdivisions
- Continued operation of radar speed signs / ASE as well as approvals and consents in regards 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.
- Two Fibre optic initiatives underway in rural areas (Haysville, Wilmot Easthope Road)

## 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 3<sup>rd</sup> 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

<b>ROADS (TRANSPORTATION SERVICES)</b>	
Minimum Maintenance Standards (MMS)	<ul style="list-style-type: none"> <li>Weekly road patrol, pothole patching completed to meet the maintenance standard timelines.</li> </ul>
Bridges, Culverts and Drainage	<ul style="list-style-type: none"> <li>Closed Bridge St. Nith River Bridge due to a truck hit the upper cross frames.</li> </ul>
Roadside	<ul style="list-style-type: none"> <li>Two rounds of Roadside mowing on rural roads.</li> <li>Roadside mowed intersections on rural roads to create better sightlines. (2 weeks)</li> <li>3 large Ash trees on Lisbon Rd and 1 large Ash tree on Byron St NH taken down.</li> <li>Guiderail grass and brush trimmed.</li> </ul>
Loose Top	<ul style="list-style-type: none"> <li>Graded gravel roads where deficiencies developed.</li> </ul>
Hardtop	<ul style="list-style-type: none"> <li>Asphalt padding and repairs completed for MMS. (4 weeks)</li> </ul>
Safety Devices and Signage	<ul style="list-style-type: none"> <li>Regulatory Sign reflectivity testing and replacements completed</li> <li>Roads staff supported Engineering for RSDS placement weekly.</li> <li>Centre line marking on rural roads completed.</li> <li>Stop bar line marking on Rural roads and Baden completed. (3 weeks)</li> </ul>
Winter Control & Event Response	<ul style="list-style-type: none"> <li>No Report.</li> </ul>
<b>WATER/WASTEWATER (ENVIRONMENTAL SERVICES)</b>	
Operations & Maintenance	<ul style="list-style-type: none"> <li>Hydrant maintenance program Complete</li> <li>Valve turning program Complete</li> <li>Hydrant painting &amp; color coding on-going</li> <li>Water shut offs – 2</li> <li>Curb stop / main valve repairs / investigations– 5</li> <li>Fire flow tests completed –9</li> <li>Water main/sewer main commissioning and inspection for Snyder's Road Reconstruction</li> <li>Water main/sewer main commissioning and inspection for Wilmot st reconstruction</li> <li>135 underground utility locates processed</li> <li>Valve operating nut repair - 5</li> </ul>

Meter installs/change-outs/inspections	<ul style="list-style-type: none"> <li>• 4 water meter installs/changeout's/inspections</li> <li>• Monthly water meter reading issue investigation/training</li> <li>• Onsite investigation of radio issues with supplier Tech.</li> </ul>
Water Quality/ Adverse Reports	<ul style="list-style-type: none"> <li>• Weekly chlorine residual sampling completed</li> <li>• 6 Instances of adverse water quality (4 associated with capital recon)-all resolved through flushing and resampling</li> </ul>
Water Main Breaks/Excavation	<ul style="list-style-type: none"> <li>• Water main break (4) response and repair</li> </ul>
Storm Main/Blockages	<ul style="list-style-type: none"> <li>• 2 storm service investigations, repairs pending</li> </ul>
Sanitary Main/Lateral Blockages	<ul style="list-style-type: none"> <li>• Routine sewer flushing and preventative maintenance program underway</li> <li>• Sanitary lateral blockage – 1</li> <li>• Low lift valve operation – 2</li> <li>• 8 backups in response to flooding event</li> </ul>
Lift Station Maintenance	<ul style="list-style-type: none"> <li>• Weekly operational checks</li> <li>• Minor building repairs underway</li> <li>• Pump blockages – 1</li> <li>• Transducer/Milronic's replacement lift 1</li> <li>• Float reconfiguration lift 5</li> <li>• Response to flooding event – 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup></li> </ul>
SWM Facility Maintenance	<ul style="list-style-type: none"> <li>• No activity this quarter</li> </ul>
DWQMS	<ul style="list-style-type: none"> <li>• Internal audit commencement</li> </ul>
<b>ENGINEERING SERVICES</b>	
Traffic Network Operations	<ul style="list-style-type: none"> <li>• Region's-Automated Speed Enforcement program (ASE) one site installed, one site still to be installed.</li> <li>• Working through backlog of traffic requests that were on hold during pandemic response.</li> <li>• Coordination with region on Regional road issues, traffic concerns, permit processing for Region/Township roads</li> <li>• Radar Speed Display Sign rotation ongoing, with installations being moved to different locations on a two week rotational schedule</li> <li>• Traffic and Parking by-law schedule review in progress. Traffic signage inspected to cross-reference with by-law and necessary changes and updates have been made. Further council reporting anticipated.</li> </ul>

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



Municipal Consents/Permits	<ul style="list-style-type: none"> <li>• Site inspections, deposit releases on-going</li> <li>• 4 MC approvals provided to Enbridge, KW Hydro, Telecoms</li> <li>• 26 Right of Way permits applications processed (Developments, Telecoms, Home Owners, Enbridge, Region of Waterloo, KW Hydro, etc.)</li> <li>• Haysville Swift program project has commenced.</li> <li>• General MAA agreement discussions with telecoms on-going</li> </ul>
Development Activity	<ul style="list-style-type: none"> <li>• Administrative, application response and drawing review works in this quarter</li> <li>• Security and warranty reduction, field inspections</li> </ul>
GIS/Infrastructure Mapping	<ul style="list-style-type: none"> <li>• GIS continued focus on core linear infrastructure mapping and attribute data</li> <li>• Digitizing relevant documentation required to support linear consolidated licensing requirements, created/updated required GIS data to support the regulatory Provincial download approval process.</li> <li>• Digitization of existing municipal easements into new GIS layer</li> <li>• Creation of annual infrastructure maps and reference material for operations staff</li> <li>• Sanitary system mapping with flow models integrated into GIS to support Consolidated Linear licensing</li> </ul>
Design Standards & Specifications	<ul style="list-style-type: none"> <li>• Engineering infrastructure standards manual joint initiative with Woolwich to continue in Q4</li> <li>• Municipal consent manual completed.</li> </ul>
Municipal Drains	<ul style="list-style-type: none"> <li>• On-going maintenance work and new petitions through the Drainage Superintendent</li> <li>• Various design, construction projects for municipal drains continuing</li> </ul>
Reforestation Program	<ul style="list-style-type: none"> <li>• Let's tree Wilmot plantings have commenced. Smaller tree plantings in various parks. (Mannheim and New Dundee Community Centers and Petersburg Community Park)</li> <li>• Reforestation program contract awarded. Work to commence in Q4 Approx. 140 Trees to be planted in both rural and urban Boulevards.</li> </ul>
Streetlights	<ul style="list-style-type: none"> <li>• KW Hydro maintaining lights and fixtures as needed</li> </ul>
DC Project Activity	<ul style="list-style-type: none"> <li>• Morningside Sanitary Trunk EA – on-going</li> <li>• Region's Baden / New Hamburg water and sanitary master plan and servicing discussions on-going.</li> <li>• Baden Trunk Sanitary Sewer EA advertised</li> <li>• Snyder's Road East construction – Phase 1</li> <li>• Update to Development Charges Bylaw amendment completed</li> </ul>

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

DEPARTMENT	
Service Issues and Requests	<ul style="list-style-type: none"> <li>Formal PW&amp;E tracking log created to track service inquiries and respond to customer concerns / enquiries (ex. Infrastructure concerns and reporting, general complaints/requests for PW&amp;E activities). Approximately 5 active queries at end of Q3 with approximately 150 cleared queries in Q3</li> </ul>
Safety/Training	<ul style="list-style-type: none"> <li>Daily project rollout and Monthly safety talks ongoing.</li> </ul>
Capital Program	<ul style="list-style-type: none"> <li>Implementing 2021 Capital Program, work on-going</li> </ul>
Asset Management	<ul style="list-style-type: none"> <li>Continued focus on data collection and data quality as per regulation 588/17</li> <li>Traffic signage inspection resulted in additional signage updated to GIS tracking system</li> <li>Level of service workshops on asset management work plans</li> </ul>
Budget - Capital and Operating	<ul style="list-style-type: none"> <li>2021 capital and operating budget work</li> <li>Planning 2022 capital and operating budget work for Q4</li> </ul>
Insurance Claims	<ul style="list-style-type: none"> <li>No claims investigations in this quarter</li> </ul>
Fleet & Equipment	<ul style="list-style-type: none"> <li>Routine and preventative vehicle and equipment maintenance undertaken by staff</li> </ul>

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



## **FIRE SERVICES**

### ***Staff Report***

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REPORT NO: FD 2021-05

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Donna Erb, Administrative Assistant

REVIEWED BY: Sandy Jackson, Acting CAO

DATE: October 18, 2021

SUBJECT: Third Quarter Activity Report

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#### **RECOMMENDATION:**

That the Fire Department Activity Report for the third quarter of 2021 be received for information purposes.

#### **SUMMARY:**

Not applicable.

#### **BACKGROUND:**

Not applicable.

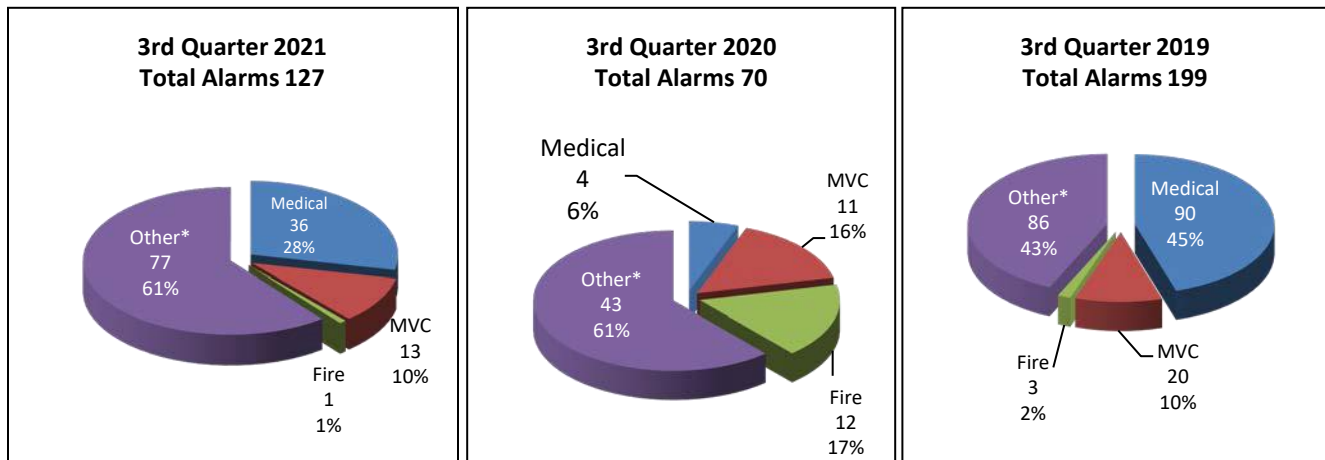
#### **REPORT:**

The attached information shows the fire alarm activities for the three stations, as well as the activities from the Fire Prevention Officer and the Training Officer.

In total during the third quarter, the Fire Department responded to a total of 127 alarms. Of these, 5 incidents were a 2-station response, and 1 incident was a 3-station response. For the same period in 2020, the department responded to 70 incidents with 16 incidents being a 2-

station response and 1 incident being a 3-station response. In 2019, the department responded to 199 incidents with 14 incidents being a 2-station response.

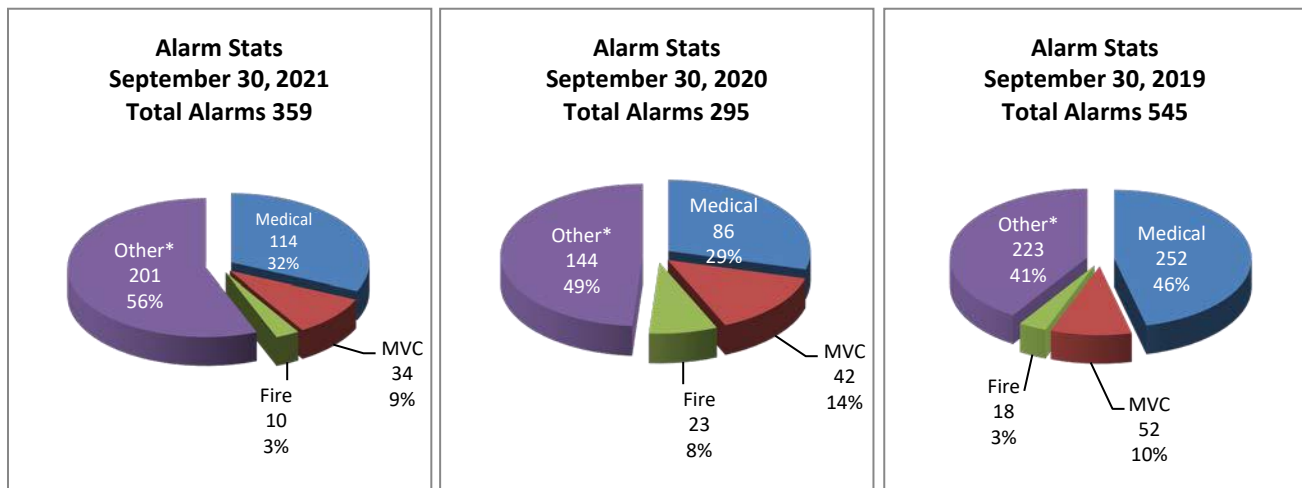
### Third Quarter Alarm Stats Comparison



\*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

Comparing the year-to-date alarm stats, from January 1<sup>st</sup> to September 30<sup>th</sup>, the Fire Department responded to a total of 359 incidents, 26 of these alarms were a 2-station response and 10 alarms were a 3-station response. For the same period in 2020, the department responded to 295 alarms, 36 alarms were a 2-station response, 6 alarms were a 3-station response. In 2019, they responded to 545 alarms, 28 were a 2-station response and 4 were a 3-station response.

### Year-to-Date Alarm Stats Comparison (September 30, 2021)



\*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

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ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Communicating municipal matters.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Not applicable.

FINANCIAL CONSIDERATIONS:

Not applicable.

ATTACHMENTS:

Third Quarter Alarm Stats  
Fire Prevention Officer Report  
Training Officer Report



## Township of Wilmot Fire Department

Fire Chief: Rod Leeson

### 3rd Quarter Alarm Stats Comparison – Station 1 Baden

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	1	7	1
3 No Loss Outdoor Fire	0	1	0
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	1	1
24 Other cooking/toasting/smoke/steam (no fire)	3	1	1
29 Other pre fire conditions (no fire)	0	1	0
31 Alarm System Equipment - Malfunction	7	2	4
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	2	0
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	0	1	0
35 Human - Accidental (alarm accidentally activated by person)	0	1	0
37 CO false alarm - perceived emergency (no CO present)	0	0	1
38 CO false alarm - equipment malfunction (no CO present)	1	0	3
41 Gas Leak - Natural Gas	1	1	0
45 Spill - Gasoline or fuel	1	0	0
49 Ruptured Water, Steam Pipe	1	0	0
50 Power Lines Down, Arcing	2	0	0
605 Animal Rescue	1	0	0
61 Vehicle Extrication	0	1	0
62 Vehicle Collision	7	5	7
701 Oxygen administered	0	2	0
703 Defibrillator used	0	0	3
73 Seizure	1	0	2
76 Chest pains or suspected heart attack	1	0	2
84 Medical Aid Not Required on Arrival	1	0	3
85 Vital signs absent, DOA	0	0	1
88 Accident or illness related - cuts, fractures, person fainted, etc	0	0	4
89 Other Medical/Resuscitator Call	1	0	2
898 Medical/resuscitator call no action required	0	0	1
910 Assisting Other FD: Mutual Aid	0	2	0
93 Assistance to Other Agencies (exc 921 and 922)	3	0	4
96 Call cancelled on route	4	2	7
98 Assistance not required by other agency	7	1	19
Assisting Another Wilmot Station	4	6	9
<b>Total Number of Responses</b>	<b>2021</b> 49	<b>2020</b> 38	<b>2019</b> 76



## Township of Wilmot Fire Department

Fire Chief: Rod Leeson

### 3rd Quarter Alarm Stats Comparison – Station 2 New Dundee

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	0	3	0
3 No Loss Outdoor Fire	0	1	0
31 Alarm System Equipment - Malfunction	0	0	1
32 Alarm System Equipment - Accidental activation	0	1	0
35 Human - Accidental (alarm accidentally activated by person)	1	0	0
38 CO false alarm - equipment malfunction (no CO present)	0	1	1
50 Power Lines Down, Arcing	0	1	0
57 Public Hazard no action required	1	0	0
601 Trench rescue (non fire)	0	1	0
62 Vehicle Collision	3	2	3
69 Other Rescue	0	0	1
701 Oxygen administered	0	0	4
71 Asphyxia, Respiratory Condition	1	0	2
73 Seizure	0	0	1
76 Chest pains or suspected heart	1	0	1
84 Medical Aid Not Required on Arrival	1	0	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	2	0	1
89 Other Medical/Resuscitator Call	1	0	4
92 Assistance to Police	1	0	0
96 Call cancelled on route	2	1	0
98 Assistance not required by other agency	2	1	3
Assisting another Wilmot Station	2	4	2
<b>Total Number of Responses</b>	<b>2021</b> 18	<b>2020</b> 16	<b>2019</b> 24



## Township of Wilmot Fire Department

Fire Chief: Rod Leeson

### 3rd Quarter Alarm Stats Comparison – Station 3 New Hamburg

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	0	2	2
3 No Loss Outdoor Fire	2	0	0
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0	0
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	1	1
24 Other Cooking/toasting/smoke/steam (no fire)	1	1	1
25 Lightning (no fire)	1	0	0
29 Other pre fire conditions (no fire)	0	1	0
31 Alarm System Equipment - Malfunction	6	1	6
32 Alarm System Equipment - Accidental activation (exc. code 35)	4	2	3
33 Human - Malicious intent, prank	0	1	0
34 Human - Perceived Emergency	0	0	2
35 Human - Accidental (alarm accidentally activated by person)	2	1	2
37 CO false alarm - perceived emergency (no CO present)	0	0	2
38 CO false alarm - equipment malfunction (no CO present)	1	5	5
39 Other False Fire Call	0	0	1
41 Gas Leak - Natural Gas	0	2	0
45 Spill - Gasoline or Fuel	1	0	0
53 CO Incident, CO present (exec false alarms)	0	0	1
57 Public Hazard no action required	1	0	0
61 Vehicle Extrication	1	0	0
62 Vehicle Collision	2	3	10
69 Other Rescue	0	0	1
701 Oxygen administered	0	0	8
71 Asphyxia, Respiratory Condition	2	0	10
73 Seizure	0	0	3
76 Chest pains or suspected heart attack	7	0	10
84 Medical Aid Not Required on Arrival	2	0	1
85 Vital signs absent, DOA	1	1	1
86 Alcohol or drug related	1	0	2
88 Accident or illness related - cuts, fractures, person fainted, etc.	3	0	7
89 Other Medical/Resuscitator Call	4	1	12
898 Medical/resuscitator call no action	6	0	5
910 Assisting Other FD: Mutual Aid	0	0	1
94 Other Public Service	0	1	1
96 Call cancelled on route	3	1	2
97 Incident not found	0	0	1
98 Assistance not required by other agency	12	1	9
Assisting another Wilmot Station	1	8	3
<b>Total Number of Responses</b>	<b>67</b>	<b>34</b>	<b>113</b>





## Township of Wilmot Fire Department

Fire Chief: Rod Leeson

### 3rd Quarter – Alarm Stats Comparison – All Stations

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	1	12	3
3 No Loss Outdoor Fire	2	2	0
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0	0
22 Pot on Stove (no fire)	0	2	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	2	2
24 Other Cooking/toasting/smoke/steam (no fire)	4	2	2
25 Lightning (no fire)	1	0	0
29 Other pre fire conditions (no fire)	0	2	0
31 Alarm System Equipment - Malfunction	13	3	11
32 Alarm System Equipment - Accidental activation (exc. code 35)	5	5	3
33 Human - Malicious intent, prank	0	1	1
34 Human - Perceived Emergency	0	1	2
35 Human - Accidental (alarm accidentally activated by person)	3	2	2
37 CO false alarm - perceived emergency (no CO present)	0	0	3
38 CO false alarm - equipment malfunction (no CO present)	2	6	9
39 Other False Fire Call	0	0	1
41 Gas Leak - Natural Gas	1	3	0
45 Spill - Gasoline or Fuel	2	0	0
49 Ruptured Water, Steam Pipe	1	0	0
50 Power Lines Down, Arcing	2	1	0
53 CO incident, CO present (exc false alarms)	0	0	1
57 Public Hazard no action required	2	0	0
601 Trench rescue (non fire)	0	1	0
605 Animal Rescue	1	0	0
61 Vehicle Extrication	1	1	0
62 Vehicle Collision	12	10	20
69 Other Rescue	0	0	2
701 Oxygen administered	0	2	12
703 Defibrillator used	0	0	3
71 Asphyxia, Respiratory Condition	3	0	12
73 Seizure	1	0	6
76 Chest pains or suspected heart attack	9	0	13
84 Medical Aid Not Required on Arrival	4	0	4
85 Vital signs absent, DOA	1	1	2
86 Alcohol or drug related	1	0	2
88 Accident or illness related - cuts, fractures, person fainted, etc.	5	0	12
89 Other Medical/Resuscitator Call	6	1	18
898 Medical/resuscitator call no action required	6	0	6
910 Assisting Other FD: Mutual Aid	0	2	1
92 Assistance to Police	1	0	0
93 Assistance to Other Agencies (exc 921 and 922)	3	0	4
94 Other Public Service	0	1	1
96 Call cancelled on route	9	4	9
97 Incident not found	0	0	1
98 Assistance not required by other agency	21	3	31
<b>Total Number of Alarms</b>	<b>127</b>	<b>70</b>	<b>199</b>
Incidents with a 2 station response	5	16	14
Incidents with a 3 station response	1	1	0



## Township of Wilmot Fire Department

Fire Chief Rod Leeson

### Year to Date Alarm Stats Comparison - All Stations (September 30, 2021)

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	10	23	18
3 NO LOSS OUTDOOR fire (see exclusions)	8	5	3
21 Overheat (no fire, e.g. engines, mechanical devices)	3	0	1
22 Pot on Stove (no fire)	0	3	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	4	10	5
24 Other Cooking/toasting/smoke/steam (no fire)	7	6	4
25 Lightning (no fire)	1	0	0
29 Other pre fire conditions (no fire)	1	2	3
31 Alarm System Equipment - Malfunction	22	16	25
32 Alarm System Equipment - Accidental activation (exc. code 35)	12	12	12
33 Human - Malicious intent, prank	0	3	2
34 Human - Perceived Emergency	3	4	6
35 Human - Accidental (alarm accidentally activated by person)	9	4	5
36 Authorized controlled burning - complaint	1	3	2
37 CO false alarm - perceived emergency (no CO present)	2	4	5
38 CO false alarm - equipment malfunction (no CO present)	8	12	10
39 Other False Fire Call	2	0	1
41 Gas Leak - Natural Gas	2	3	0
45 Spill - Gasoline or Fuel	2	1	1
49 Ruptured Water, Steam Pipe	1	0	0
50 Power Lines Down, Arcing	3	3	1
53 CO incident, CO present (exc false alarms)	6	0	2
57 Public Hazard no action required	3	0	1
58 Public Hazard call false alarm	0	0	2
59 Other Public Hazard	2	2	0
601 Trench rescue (non fire)	0	1	0
605 Animal Rescue	1	0	0
61 Vehicle Extrication	4	3	3
62 Vehicle Collision	30	39	49
65 Home/Residential Accident	1	0	0
67 Water Rescue	0	1	0
69 Other Rescue	1	0	2
701 Oxygen administered	1	11	45
702 CPR administered	4	2	2
703 Defibrillator used	0	1	3
71 Asphyxia, Respiratory Condition	7	14	35
73 Seizure	2	2	15
76 Chest pains or suspected heart attack	38	12	42
82 Burns	0	1	0
84 Medical Aid Not Required on Arrival	12	5	14
85 Vital signs absent, DOA	4	6	6
86 Alcohol or drug related	4	1	5
88 Accident or illness related - cuts, fractures, person fainted, etc.	9	4	24
89 Other Medical/Resuscitator Call	21	20	47
898 Medical/resuscitator call no action required	12	7	13
899 Medical/resuscitator call false alarm	0	0	1
910 Assisting Other FD: Mutual Aid	0	3	3
911 Assisting Other FD: Automatic Aid	0	1	0
92 Assistance to Police (exc 921 and 922)	1	0	0
93 Assistance to Other Agencies (exc 921 and 922)	12	8	18
94 Other Public Service	0	2	3
96 Call cancelled on route	25	15	33
97 Incident not found	3	1	2
98 Assistance not required by other agency	54	19	71
99 Other Response	1	0	0
<b>Total Number of Responses</b>	<b>359</b>	<b>295</b>	<b>545</b>
2 Station Response	26	36	28
3 Station Response	10	6	4



**TOWNSHIP OF WILMOT FIRE DEPARTMENT**  
**FIRE PREVENTION REPORT**  
**QUARTERLY REPORT**  
**Period ending September 30/2021**

Wilmot Fire Department Fire Prevention Division has been working diligently to raise awareness about fire safety and to support business owners and residents in gaining compliance with the Ontario Fire Code and Fire Protection and Prevention Act. The following outlines specific areas Fire Prevention has been working on:

- Fire code compliance inspections based on complaint, request and routine
- Fire Safety Plan/Site Plan reviews
- Open air burn & contained site permits
- Public education
- Smoke/CO alarm loaner program

While Covid-19 restrictions began to loosen, we continued to be cautious and limit interaction with the public to keep our volunteer firefighters safe. This included providing public education and communicating fire safety messaging electronically via media releases, Twitter, Facebook, and newspapers.

This quarter, we worked on a joint Fire Prevention Week project involving all regional full-time fire departments, the City of Waterloo Museum, Cambridge Fire Hall Museum, and the Wilmot Heritage Brigade. This virtual event, involving both pre-recorded and live components, is geared to grade 3 and 4 students in the public and separate school boards. Wilmot Fire Department's contribution was a video that describes how a volunteer fire department runs, what the green flashing lights mean, and the sounds associated with fire safety. The video was released on October 7 during Fire Prevention Week.

Free monthly fire safety messaging and firefighter biographies published in a free local publication continued through the third quarter.

Fire Prevention also continued to support all stations with logistics, organization of some maintenance operations, and actively provided input on fire related by-laws currently under review.



### **INSPECTIONS, INVESTIGATION & PREVENTION ACTIVITIES:**

- 14 open burn permits issued
- 8 contained site permit issued, 1 denied
- 10 complaints investigated
- 2 requested inspections completed
- 10 follow-up inspections completed
- 6 plan reviews completed
- 4 food truck permit reviews
- 6 charges laid

### **TRAINING/SEMINARS/MEETINGS:**

- OFMEM: Responding to Animals Left in Motor Vehicles Training
- Started online OFC Fire Code Course Part 3&5
- Ongoing meetings:
  - Emergency Control Group
  - Fire Management

Yours in fire

prevention, Andrew

Mechalko  
Fire Prevention  
Officer Wilmot Fire  
Department



## Wilmot Fire Department

Training Division  
60 Snyder's Road West  
Baden, ON  
N3A 1A1

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### QUARTERLY REPORT 3<sup>rd</sup> QUARTER 2021

The Training Division of Wilmot Fire Department continues to experience several challenges during this Quarter with the COVID 19 pandemic hampering our ability to train our firefighters safely and effectively in the normal fashion. We have continued to use the Vector Solutions On-line Training Platform to deliver training concepts and refresher reading assignments. The modified 2 platoons per week training schedule will continue through to the end of the year. There are strict and comprehensive protocols personnel must follow during the nights we are at training.

#### TRAINING:

##### Recruits:

The 2021 recruit class continued this quarter, heading towards finishing the program with the AS&E written & practical testing for NFPA 1001 Level I & II, and NFPA 1072 Hazmat Awareness & Operations. This has been set up for October 2<sup>nd</sup>, 6<sup>th</sup>, & 23<sup>rd</sup>. We have been working with them to finish JPR's and practicing the skills required to ensure a positive outcome. We continued to use the Vector Solutions On-line Training Platform for the recruits and have been ensuring all the required work is completed.

The 2022 recruit open houses were conducted on September 15<sup>th</sup> & 16<sup>th</sup> to start the process of selecting personnel for next year.

##### Department Training Plan:

Work is perpetually continuing on the annual training outline with continual improvement and firefighter engagement as our focus.

We had another combined on-line training session with all 3 stations focusing on the new Thermal Imaging cameras. We also had training on the new Altair 4XR Multigas Detector, along with the Galaxy GX2 Automated Test System.



## Wilmot Fire Department

Training Division  
60 Snyder's Road West  
Baden, ON  
N3A 1A1

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The topics firefighters have worked on included:

- 🛒 Medical training
- 🛒 SCBA consumption course
- 🛒 Auto extrication
- 🛒 Aerial operations
- 🛒 Pump Ops
- 🛒 Driver Training
- 🛒 Hoses & Appliances
- 🛒 Water Supply (Hydrants)
- 🛒 Altair 4XR Multigas Detectors (Use & Testing)
- 🛒 Hydrant Assist Valve
- 🛒 Carbon Monoxide emergencies
- 🛒 Hi-Rise (Multi-Level, Multi Unit Occupancies)

### OTHER:

- 🛒 5 personnel completed NFPA 1002 Pump Ops certification with Conestoga College RTC.
- 🛒 CTO participated in on-line Live Fire training Webcast
- 🛒 3 personnel attended Propane Prop Use certification at WRESTRC
- 🛒 Both TO's involved with Regional Radio testing day at Kitchener Headquarters.

### Meetings:

- 🛒 Senior Fire Management
- 🛒 WRESTRC user group meeting.
- 🛒 WFD training scheduling meetings
- 🛒 OFC & WRESTRC future use meeting
- 🛒 Medical Oversight

Respectfully,  
Dale Clements  
Chief Training Officer | CEMC  
Wilmot Fire Department

## **CASTLE KILBRIDE**

### ***Staff Report***

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REPORT NO: CK 2021-005

TO: Council

SUBMITTED BY: Tracy Loch, Director/Curator

PREPARED BY: Tracy Loch

REVIEWED BY: Sandy Jackson, Acting CAO

DATE: October 18, 2021

SUBJECT: **Castle Kilbride Quarterly Report Q3**

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#### **RECOMMENDATION:**

THAT report CK 2021-005, the Castle Kilbride Quarterly Report Q3, be received for information.

#### **SUMMARY:**

This report is the third quarter update to members of Council which highlights the operation of the Castle Kilbride department for the months of July, August, and September 2021. The report from the Castle Kilbride Assistant Curator is attached for further insight.

#### **BACKGROUND:**

Quarterly reporting streamlines communication on routine departmental and operational information reports to Council. Providing quarterly updates strengthens insight into the operations of the Castle Kilbride department.

#### **REPORT:**

Tourism at Castle Kilbride continues to grow. From July to September, staff welcomed 507 visitors to Castle Kilbride for prebooked, one-on-one tours conducted by Castle staff throughout the 1877 mansion. After being closed for six months and navigating through Stage 2 and 3 of the Re-Opening Plan, the museum fully reopened to the public on July 21, 2021. Compared to last year at Q3, while COVID pandemic restrictions were still in place, staff welcomed 139 visitors in total.

For the past few months, much of the focus for the department related to engaging the public. This was done through tours of the museum, creating activities for the public to explore using QR codes such as the Castle scavenger hunt following clues on the museum property, or QR codes in key locations in Baden, New Hamburg or New Dundee as part of the Ontario Culture Days initiative called *Vintage Views of Wilmot*. Castle staff also created a series of videos that was shared online to engage the public to learn about the role of museum staff from a behind the scenes perspective of museum work and projects called *A Day in the Life*. Other videos were also created that highlighted the 85<sup>th</sup> anniversary of the first Canadian Pacing Derby held in New Hamburg, and a back-to-school theme for September.

Other areas of focus for Q3 focused on staffing and the coordination/completion of projects for two students under the Young Canada Works and Canada Summer Jobs grant programs. One student was guided by the Director/Curator with archives focus, while the other student was guided by the Assistant Curator with an artifact focus. Later in the summer, the hiring of two new part-time staff to work weekends was also completed to replace staff who were returning to post-secondary school out of the area.

Finally, detailed support was provided to the Heritage Wilmot Advisory Committee with respect to the coordination of the updating of the Non-Designated Heritage Register and correspondence with property owners and a report to Council.

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

This report supports various goals including Community Engagement, Responsible Governance and Quality of Life. By sharing, we engage the community through strengthening communicating municipal matters.

#### ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

This report supports Goal 4: Education.

#### FINANCIAL CONSIDERATIONS:

n/a

#### ATTACHMENTS:

1. Castle Kilbride Assistant Curator's Report – July, August, September 2021



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

**To:** Tracy Loch, Director/Curator

**Prepared by:** Sherri Gropp, Assistant Curator

**Date:** October 18, 2021

**Report:** July, August, and September of 2021

#### **General Visitation**

The museum reopened after the pandemic lockdown and began accepting bookings through Eventbrite for July, August, and September. (Note: The museum re-opened July 21, 2021. Wed – Sun from 11 a.m. – 4 p.m.). All tours were guided and timed to allow safe physical distancing. Groups were limited to a maximum of 5 people to ensure proper protocol could be maintained inside the museum. Visitation was steady but greatly reduced from traditional tourism due to the reduced occupancy limits. In total 507 patrons toured the Castle.

#### **Education/Event/Exhibits/Tours**

Regular Visitation	Resumed July 21, 2021
Group and Bus Tours	Deferred due to COVID restrictions
Ghost Walks	Deferred due to COVID restrictions
Summer Concert Series	Deferred due to COVID restrictions
Tea & Tour	Deferred due to COVID restrictions
Castle Kilbride Scavenger Hunt	Assisted the Museum Assistant with creating an interactive QR code activity highlighting several areas for the public to explore on the property of Castle Kilbride.
Culture Days- Vintage Views	Created an interactive QR code activity in Baden, New Dundee, and New Hamburg. Offered from September 24 – October 24 (Participation for September was 50 engagements with the QR Codes)
Remembrance Day Project	Created a detailed list of Wilmot's War Dead (with assistance from the Director of Development Services) in preparation for Remembrance Day. A list of soldiers will be shared with Wilmot schools and the public to enhance our understanding of the sacrifice they made. An educational component will also accompany this project. Will be unveiled early November.

#### **Seasonal students**

- Supervised students on key projects such as Collection, Archives, Outreach and General Research. Gave guidance and supplied information for all areas of work.
- Trained students and museum attendants with new COVID measures in place for the museum reopening in July
- Created staff schedules and organized projects for full time, part time and summer staff
- Participated in the hiring process and trained two new PT Museum Attendants in August.

**Castle Collection**

- Mobile Storage: Planned, prepared, and organized artifacts to be moved in January 2022 for the new mobile storage unit. Created a detailed plan for each unit and the artifacts according to category. Supervised and provided daily guidance to the Canada Summer Jobs student in carrying out the inventory, labelling, and packing of artifacts. This was completed in August.
- Catalogued: continued to catalogue new or outstanding artifacts according to museum standards; entered artifacts into the PastPerfect database. Took photos of each new artifact and uploaded.
- Maintenance: full cleaning of house while closed to the public. Each artifact was carefully dusted, cleaned, and displayed
- Environmental control: conducted routine temperature and humidity readings.
- Participated in regular virtual Collection Manager's meetings with fellow Ontario colleagues

**Marketing & Promotion**

- Website: Refreshed the landing pages for the Castle Kilbride and Heritage Wilmot websites.  
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 #AskaCurator Day and #CultureDay2021
- Special Events marketing: marketing for the Vintage Views and began the marketing for the special evening tours in October.
- Articles: prepared articles and photographs for Embracing Change Magazine, Baden Outlook, New Hamburg Independent, and the Wilmot Post.

**Administration**

- Online Tickets - prepared all the Eventbrite tickets for July, August & September dates. Created daily schedules for staff for coverage of tours.
- Conducted routine inspections of the Castle and ensured the contents were safe
- Coordinated social media which includes managing and adding content to Castle Kilbride's website; preparing and entering all Facebook posts; creating historically themed tweets for the Communications Specialist to share.
- Handled inquiries for archival material, artifacts in the collection, weddings etc.
- Wrote and prepared articles for Embracing Change Magazine, Baden Outlook, Wilmot Post and New Hamburg Independent.
- Processed and submitted all admissions to Corporate Services
- Collected, input, and evaluated information on visitor statistics. (See below)

### Castle Kilbride Visitor Statistics

Month	Ed. Tour	Bus	Regular	Event	Total
July	0	0	86	0	86
August	0	0	264	0	264
September	8	0	149	0	157
<b>Total</b>	<b>8</b>	<b>0</b>	<b>499</b>	<b>0</b>	<b>507</b>
2020	0	0	139	0	139*
2019	454	64	943	5651	7112
2018	331	28	1229	4993	6581
2017	252	120	1225	4482	6079

\*Note: Museum opened on August 29, 2020.



## DEVELOPMENT SERVICES *Staff Report*

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REPORT NO: DS 2021-028

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: October 18, 2021

SUBJECT: 3<sup>rd</sup> Quarter Building Stats

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### RECOMMENDATION:

THAT Council receive Report DS 2021-028 for information.

### SUMMARY:

Building activity rates through the third quarter of 2021 were somewhat stronger than expected in terms of total number of permits and as expected in terms of residential starts given the essentially non-existent supply of vacant greenfield residential lots. Infilling and intensification projects have continued to buoy residential activity levels but delays in approvals have in turn delayed construction.

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.

As previously indicated Township staff are pleased that the Regional Municipality of Waterloo (RMOW) is providing pump-out incentives for 2021 which has assisted in greater compliance as

residents take advantage of the financial assistance. To date, 339 systems have been inspected leaving 128 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 third quarter of 2021 was considerably 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 but delays in the approvals processes have/will cause a delay in realizing permit issuance.

The formal Public Meeting has been held for the first of several residential subdivision applications and it is anticipated that several other significant applications will be filed in the fourth quarter. As Council is aware 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 across the Township into locations which could provide full services and opportunities for higher densities of development.

The detailed designs for the employment lands are anticipated to be submitted shortly and significant industrial, commercial, institutional (ICI) and residential infilling proposals should also result in accelerated building activity in 2022 and the foreseeable future.

The septic system mandatory maintenance inspection program (SSMMIP) second five year compliance window opened in 2020 and, of the 467 required to be inspected, 339 systems have been inspected to date leaving 128 systems remaining.

### 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      September 2021 Building Stats

## ATTACHMENT A

**BUILDING STATISTICS**Source: Township of Wilmot  
Development Services

MONTH OF SEPTEMBER	10 Year Average	2020	2021
Number of Permits Issued	34	41	44
Dwelling Units Constructed	6	7	1
Dwelling Units Demolished	1	0	1
Residential - New Dwelling Units	\$ 1,647,500	\$ 1,850,000	\$ 600,000
Residential - Addition/Alteration	\$ 484,000	\$ 1,445,000	\$ 215,000
Residential - Accessory	\$ 261,500	\$ 535,000	\$ 425,000
Agricultural - New	\$ 138,500	\$ 160,000	\$ 330,000
Agricultural - Addition/Alteration	\$ 21,000	\$ 5,000	\$ 300,000
Commercial - New	\$ 42,000	\$ -	\$ -
Commercial - Addition/Alteration	\$ 87,500	\$ 55,000	\$ 65,000
Industrial - New	\$ -	\$ -	\$ 550,000
Industrial - Addition/Alteration	\$ 310,500	\$ -	\$ -
Institutional - New	\$ 114,000	\$ -	\$ -
Institutional - Addition/Alteration	\$ 128,000	\$ 130,000	\$ 25,000
Septic - New/Alteration/Repair	not reported	not reported	\$ 130,000
Miscellaneous	\$ 56,000	\$ -	\$ -
Total Construction Value	\$ 3,290,500	\$ 4,180,000	\$ 2,640,000
YEAR TO DATE	10 Year Average	2020	2021
Number of Permits Issued	312	299	391
Number of Dwelling Units	64	31	33
Total Construction Value	\$ 36,507,200	\$ 34,150,000	\$ 31,846,000

**SEPTEMBER 2021**

Residential - New		Agricultural - New
2236 Nafziger Road		2146 Bridge St
Residential - Alteration/ Addition		1041 Snyder's Rd E
233 Kettle Lake Dr	344 Snyder's Rd E	Agricultural - Alt
86 Kettle Lake Dr	12 Captain Mccallum Dr	2206 Bridge St
90 Kettle Lake Dr	188 Catherine St	Commercial- Alt
166 Hostetler Rd	1398 Bethel Rd	3 - 3589 Bleams Rd
196 Catherine St	5197 Wilmot-Easthope Rd	332 Hamilton Road
172 Eby Cres	549 Trussler Rd	Industrial - New
244 Kettle Lake Drive	32 Thimbleberry Crossing	515 Snyder's Rd E
87 Devonshire Dr	145 Kettle Lake Drive	Institutional- Alt
Residential - Accessory		220 Waterloo St
1276 Snyder's Rd E	1398 Bethel Rd	Septic
346 Snyder's Rd E	1156 Bleams Rd	2142 Erb's Rd
33 Marty Lane	54 Poth Dr	184 Front St
128 Shephard Pl	1576 Wilmot Centre Rd	35 Kurt Pl
3250 Erb's Rd	117 Goldschmidt Cres	2236 Nafziger Road
257 Laschinger Blvd		1408 Bridge St
		562 Huron St
		549 Trussler Rd
		3788 Huron Rd



## INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

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REPORT NO: ILS 2021-37

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: October 18, 2021

SUBJECT: Lottery License Request  
Optimist Club of New Hamburg  
Moparfest Car Raffle

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### RECOMMENDATION:

THAT the application from the Optimist Club of New Hamburg be authorized for a raffle lottery licence for an automobile to be awarded at the annual Moparfest event on August 21, 2022 in addition to two early bird prizes with a total value of \$47,300.00;

AND FURTHER THAT the authorization to grant this raffle licence be conditional that the lottery be conducted in accordance with the Ministry of Consumer and Commercial Relations, the Lottery Licensing Policy Manual Guidelines on lotteries and raffles and Township of Wilmot Lottery Licensing Policies.



**SUMMARY:**

In accordance with the Township of Wilmot Lottery Licensing Policies, for raffles with prize values from \$10,001.00 up to \$49,999.99, the organization must apply and receive Council approval for this lottery.

**BACKGROUND:**

A traditional and highly anticipated part of Moparfest is the Optimist Club of New Hamburg Car Raffle. In previous years there have been both new and collector vehicles and this has been a very successful fundraiser for the organization. In accordance with the Township of Wilmot Lottery Licensing Policies, for raffles with prize values from \$10,001.00 up to \$49,999.99, the organization must apply and receive Council approval for the lottery.

**REPORT:**

The Optimist Club of New Hamburg has submitted an application to conduct a raffle lottery for prizes totalling \$47,300.00. The Optimist Club is seeking Council approval of the licence request.

There are two early bird draws of \$500.00 each taking place on February 1, 2022, and June 7, 2022. The grand prize is a 2021 Jeep Cherokee. The car draw will take place at Moparfest on August 21, 2022. In accordance with Township policies, a bill of sale has been provided and a sample copy of the ticket will be provided to the Licensing Officer.

Staff recommends that the request of the Optimist Club of New Hamburg to conduct a lottery be approved subject to compliance with the Ontario Lottery Licensing Policy and the Township of Wilmot Lottery Licensing Policies.

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

Through the granting of this approval the Township is supporting community events and celebrations, namely, Moparfest. Through the Community Engagement Goal of belonging, community events and support for community groups and volunteers.

**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 Township 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 16, Peace, Justice and Strong Institutions goal targets of:

16.7 Ensure responsive, inclusive, participatory and representative decision-making at all levels; and,

16.10 Ensure public access to information and protect fundamental freedoms, in accordance with nation legislation and internal agreements.

FINANCIAL CONSIDERATIONS:

The Lottery Licensing Officer will collect the lottery licence fee upon issuing the licence in accordance with the Township's Fees and Charges By-law.



## CORPORATE SERVICES *Staff Report*

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REPORT NO: COR 2021-036

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: October 18, 2021

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

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### RECOMMENDATION:

THAT report COR 2021-036, Statement of Operations (un-audited) as of September 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 September 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 September 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 67.7% of budget (Q3 2020 – 75.7%). As noted through several areas of the report and appendix, COVID-19 continues to have impacts on several areas of the organization.

## **COVID-19 Impacts**

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

## **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 54.0% 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 continue to be well below budget projections, with current receipts at 29.8% of the annual budget (Q3 2020 – 35.0%). The variance in receipts is due to the closure of facilities and cancellation of programming throughout the first two quarters.

## **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.

The preceding report is presented to Council for information purposes. The next update will occur in early January 2022 and will outline year-end operating results.

**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.

**ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS**

This report is aligned with several of the UN Sustainable Development Goals:

Goal 3 – Good Health and Well-Being  
Goal 6 – Clean Water and Sanitation  
Goal 7 – Affordable and Clean Energy  
Goal 8 – Decent Work and Economic Growth  
Goal 9 – Industry, Innovation and Infrastructure  
Goal 11 – Sustainable Cities and Communities  
Goal 16 – Peace, Justice and Strong Institutions

**FINANCIAL CONSIDERATIONS:**

As part of year end processing, net operating expenditures, and 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 September 30, 2021 (Un-audited)

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

	2021 Budget	2021 Actual	Variance %
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>REVENUE</u></b>			
Administration Fees / Sale of Surplus Assets <sup>1</sup>	(87,000)	(77,150)	88.7%
Grant Funding - General Government <sup>2</sup>	(48,000)	(43,600)	90.8%
Licenses and Fines <sup>3</sup>	(77,250)	(64,918)	84.0%
Penalties & Interest Revenue <sup>4</sup>	(246,500)	(172,438)	70.0%
	<b><u>(458,750)</u></b>	<b><u>(358,105)</u></b>	<b><u>78.1%</u></b>
<b><u>EXPENSES</u></b>			
Council <sup>5</sup>	176,310	108,742	61.7%
Municipal Grants Program <sup>6</sup>	58,245	56,968	97.8%
Office of the CAO, Information and Legislative Services <sup>7</sup>	636,760	549,342	86.3%
Insurance & Legal Expenses <sup>8</sup>	278,050	257,346	92.6%
Municipal Law Enforcement/Animal Control <sup>9</sup>	170,745	126,778	74.2%
Crossing Guards Operating Expenses <sup>10</sup>	48,340	15,754	32.6%
Municipal Election <sup>11</sup>	22,500	1,933	8.6%
Corporate Services <sup>12</sup>	767,875	538,519	70.1%
IT Services <sup>13</sup>	370,880	259,547	70.0%
	<b><u>2,529,705</u></b>	<b><u>1,914,929</u></b>	<b><u>75.7%</u></b>
<b><u>FIRE SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Fire Services Revenues <sup>14</sup>	(43,870)	(18,975)	43.3%
Grant Funding - Fire Services <sup>15</sup>	-	(9,600)	N/A
	<b><u>(43,870)</u></b>	<b><u>(28,575)</u></b>	<b><u>65.1%</u></b>
<b><u>EXPENSES</u></b>			
Fire Services Administration <sup>16</sup>	1,037,980	720,245	69.4%
Fire Services Operating Expenses <sup>17</sup>	392,690	204,816	52.2%
	<b><u>1,430,670</u></b>	<b><u>925,061</u></b>	<b><u>64.7%</u></b>

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

	2021 Budget	2021 Actual	Variance %
<b><u>PUBLIC WORKS AND ENGINEERING</u></b>			
<b><u>REVENUE</u></b>			
Roads/Engineering Service Charges <sup>18</sup>	(118,000)	(109,487)	92.8%
Aggregate Resource Fees <sup>19</sup>	(174,000)	(173,106)	99.5%
Grant Funding - Public Works <sup>20</sup>	(30,000)	(10,000)	33.3%
	<b><u>(322,000)</u></b>	<b><u>(292,593)</u></b>	<b><u>90.9%</u></b>
<b><u>EXPENSES</u></b>			
Engineering Administration <sup>21</sup>	296,430	159,241	53.7%
Roads Administration <sup>22</sup>	674,850	504,371	74.7%
Roads Operating Expenses <sup>23</sup>	607,450	390,232	64.2%
Winter Control Expenses <sup>24</sup>	795,640	466,416	58.6%
Municipal Drainage Operating Expenses <sup>25</sup>	58,250	37,128	63.7%
Street Lighting Operating Expenses <sup>26</sup>	145,000	47,101	32.5%
	<b><u>2,577,620</u></b>	<b><u>1,604,489</u></b>	<b><u>62.2%</u></b>

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

	2021 Budget	2021 Actual	Variance %
<b><u>PARKS, FACILITIES AND RECREATION SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Wilmot Recreation Complex Revenues <sup>27</sup>	(833,590)	(248,629)	29.8%
Grant Funding - Wilmot Recreation Complex <sup>28</sup>	-	(22,817)	N/A
Park, Facility and Community Centre Rental Revenue <sup>29</sup>	(101,150)	(39,530)	39.1%
	<b><u>(934,740)</u></b>	<b><u>(310,976)</u></b>	<b><u>33.3%</u></b>
<b><u>EXPENSES</u></b>			
Recreation Administration <sup>30</sup>	766,455	512,443	66.9%
Wilmot Recreation Complex Administration <sup>31</sup>	1,456,920	796,634	54.7%
Wilmot Recreation Complex Operating Expenses <sup>32</sup>	790,560	416,968	52.7%
Parks & Facilities Administration <sup>33</sup>	820,470	611,626	74.5%
Parks and Community Centre Operating Expenses <sup>34</sup>	271,310	165,636	61.1%
Municipal Facilities Operating Expenses <sup>35</sup>	123,080	63,198	51.3%
Abandoned Cemetery Operating Expenses	3,570	2,678	75.0%
	<b><u>4,232,365</u></b>	<b><u>2,569,182</u></b>	<b><u>60.7%</u></b>



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

	2021 Budget	2021 Actual	Variance %
<b><u>CULTURAL SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Castle Kilbride Admissions & Events <sup>36</sup>	(20,000)	(3,696)	18.5%
Grant Funding - Castle Kilbride <sup>37</sup>	(23,910)	(22,641)	94.7%
	<b><u>(43,910)</u></b>	<b><u>(26,337)</u></b>	<b><u>60.0%</u></b>
<b><u>EXPENSES</u></b>			
Castle Kilbride Administration <sup>38</sup>	269,440	189,342	70.3%
Castle Kilbride Operating Expenses <sup>39</sup>	34,605	15,409	44.5%
Archives Operating Expenses	1,600	229	14.3%
Heritage Wilmot Operating Expenses <sup>39</sup>	6,540	6,054	92.6%
	<b><u>312,185</u></b>	<b><u>211,034</u></b>	<b><u>67.6%</u></b>
<b><u>DEVELOPMENT SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Planning Application Fees <sup>40</sup>	(238,650)	(112,556)	47.2%
Business Licensing	(2,500)	(4,542)	181.7%
	<b><u>(241,150)</u></b>	<b><u>(117,098)</u></b>	<b><u>48.6%</u></b>
<b><u>EXPENSES</u></b>			
Planning <sup>41</sup>	247,710	177,255	71.6%
Economic Development <sup>42</sup>	55,000	50,900	92.5%
	<b><u>302,710</u></b>	<b><u>228,155</u></b>	<b><u>75.4%</u></b>
<b><u>TOTAL OPERATING</u></b>			
<b><u>REVENUES</u></b>	<b><u>(2,044,420)</u></b>	<b><u>(1,133,685)</u></b>	<b><u>55.5%</u></b>
<b><u>EXPENSES</u></b>	<b><u>11,385,255</u></b>	<b><u>7,452,849</u></b>	<b><u>65.5%</u></b>
<b><u>NET GENERAL LEVY EXPENDITURE</u></b>	<b><u>9,340,835</u></b>	<b><u>6,319,164</u></b>	<b><u>67.7%</u></b>

**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 (\$54,870); Parking Fines (\$3,070); Marriage Licences (\$5,720); Property Standards Fees (\$170); Lottery Licences (\$735); Provincial Offences (\$353).
- 4 Includes penalty and interest on overdue water accounts (\$11,356) and taxes receivable (\$161,082).
- 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 (\$206,380) were remitted in Q3. YTD expenditures also include claims under the Township's deductible limit (\$33,290) and legal expenses (\$38,000), 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 (\$3,133); billable calls/activities (\$10,371) and Boundary Service Agreement with Blandford-Blenheim (\$5,471). Billable calls have had a noticeable reduction under the current COVID-19 environment.
- 15 Represents one-time funding received from the Ontario Fire Marshall towards fire services training costs.
- 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 peak in the last quarters of the fiscal year.
- 18 YTD revenues represent engineering service fees and billings towards boundary road maintenance.
- 19 Ontario Aggregate Resources Corporation (OARC) fees are based upon actual tonnage extracted from private pits within the Township from the preceding fiscal year.

- 20 YTD revenues represent Municipal Modernization Funding to support shared services project for Municipal Drainage Consulting with Township of Woolwich (\$10,000). Additional funding will be received from OMAFRA, based upon Municipal Drain Superintendent activity levels.
- 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. Costs include maintenance of Hardtop and Loosetop Roads, Boundary Roads, Roadside, and safety (Signage, Line Painting, etc.). Includes unbudgeted minor capital: Chainsaw Replacement (\$1,824); 2-Way Radio Station Replacement (\$6,168).
- 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 YTD expenditures represent billing for Drainage Superintendent Services, and minor repair work / catch basin cleaning on various municipal drains.
- 26 YTD Street Light Hydro costs reflect consumption up to Q3. YTD consumption is consistent with prior years. Budget includes transfer to Street Lighting Reserve Fund (\$60,000).
- 27 Revenues include: Aquatics (\$93,466); Ice Pads/Arena Floor (\$97,163); Concession (\$67); Programming (\$29,846); Room/Field Rentals (\$3,457); Rink Board Advertising (\$15,100); Other (\$9,530). 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 (\$2,817) & TLC Pet Food Donation (\$20,000) towards the dog park.
- 29 Revenues include: NH Arena/CC (\$8,163); Baden (\$7,728); Haysville (\$4,148); Mannheim (\$1,794); New Dundee (\$5,376); New Hamburg Parks (\$12,251); Petersburg (\$0); St Agatha (\$0); Other (\$70). 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, however closures earlier this year may reduce overall costs to maintain sport fields and other amenities. Includes unbudgeted minor capital: Trail Signage due to COVID (\$2,015); NH Arena Elevator Electrical (\$1,648).

- 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 (\$3,432); Giftshop (\$189); Programs & Workshops (\$0); Special Events (\$0) and Other (\$75). Castle Kilbride was closed during Q1 2021, and has been impacted by continued COVID-19 restrictions.
- 37 YTD revenue includes a Young Canada Works (\$3,600); CMOG (\$16,608); One-Time 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. Cost savings anticipated in this area by year end, due to COVID-19.
- 40 Planning Fees are on pace to meet budget expectations. Business Licencing are exceeding budget expectations and are generally in-line with pre-COVID 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 SEPTEMBER 30, 2021 (UN-AUDITED)**

	2021 Budget	2021 Actual	Variance %
<b><u>WATER/SANITARY</u></b>			
<b><u>REVENUE</u></b>			
Utility User Fees <sup>1</sup>	(6,338,000)	(3,868,170)	61.0%
Utilities Sales, Service Charges <sup>2</sup>	(59,390)	(24,743)	41.7%
	<b><u>(6,397,390)</u></b>	<b><u>(3,892,913)</u></b>	<b><u>60.9%</u></b>
<b><u>EXPENSES</u></b>			
Water/Sanitary Administration <sup>3</sup>	582,830	436,810	74.9%
Water/Sanitary Operating Expenses <sup>4</sup>	1,167,910	756,675	64.8%
Water Regional Charges <sup>5</sup>	1,465,000	802,364	54.8%
Sanitary Regional Charges <sup>5</sup>	1,926,871	1,031,530	53.5%
	<b><u>5,142,611</u></b>	<b><u>3,027,379</u></b>	<b><u>58.9%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	<b><u>(1,254,779)</u></b>	<b><u>(865,534)</u></b>	<b><u>69.0%</u></b>
<b><u>CEMETERY</u></b>			
<b><u>REVENUE</u></b>			
Cemetery User Fees <sup>7</sup>	(73,440)	(49,182)	67.0%
Cemetery Investment Income <sup>8</sup>	(4,000)	-	0.0%
	<b><u>(77,440)</u></b>	<b><u>(49,182)</u></b>	<b><u>63.5%</u></b>
<b><u>EXPENSES</u></b>			
Cemetery Administration <sup>9</sup>	21,890	16,799	76.7%
Cemetery Operating Expenses <sup>10</sup>	55,550	42,515	76.5%
	<b><u>77,440</u></b>	<b><u>59,313</u></b>	<b><u>76.6%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>5</sup></u></b>	<b><u>-</u></b>	<b><u>10,132</u></b>	<b><u>N/A</u></b>

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

	2021 Budget	2021 Actual	Variance %
<b><u>BUILDING</u></b>			
<b><u>REVENUE</u></b>			
Building Permit Fees <sup>11</sup>	(669,750)	(358,047)	53.5%
	<b><u>(669,750)</u></b>	<b><u>(358,047)</u></b>	<b><u>53.5%</u></b>
<b><u>EXPENSES</u></b>			
Building Administration <sup>12</sup>	453,150	336,210	74.2%
Building Operating Expenses <sup>13</sup>	278,680	205,208	73.6%
	<b><u>731,830</u></b>	<b><u>541,418</u></b>	<b><u>74.0%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS</u> <sup>6</sup></b>	<b><u>62,080</u></b>	<b><u>183,371</u></b>	<b><u>295.4%</u></b>

**NOTES:**

- 1 YTD fees represent billing up to June/July billing for New Hamburg Residents and July/August 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 July.
- 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. Includes unbudgeted minor capital: Hazardous Tree Removal (\$3,358).
- 11 YTD permit fees are outlined within quarterly Building Statistics reporting from Development Services.
- 12 YTD costs reflect direct and indirect staffing costs for Building Services Operations.
- 13 Building Operating Expenses include Allocation to General Levy, Contracted Services, Vehicle Repairs/Maintenance, etc.



## CORPORATE SERVICES

### *Staff Report*

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REPORT NO: COR 2021-037

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: October 18, 2021

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

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#### RECOMMENDATION:

THAT report COR 2021-037, Capital Program Review as of September 30, 2021 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

#### SUMMARY:

This report provides an update to the 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 outline 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 September 30, 2021, 39.8% of Council approved funding has been spent across the entire Capital program.

As noted within the comments of the attached statement, several projects have been tendered and/or awarded as of the statement date. Staff included comments on the current status of each project.

The preceding report is preceding report is presented to Council for information purposes. The next report outlining the Capital Program will occur as part of the 2022 Budget process and includes activities up to the end of fiscal 2021.

#### 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.

#### ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

This report is aligned with the goal of building resilient infrastructure, promoting inclusive and sustainable industrialization and fostering innovation.

#### 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 September 30, 2021 (Un-audited)



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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MANNHEIM DIGITAL SIGN</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,000.00)	
	-	<b>(22,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,000.00)	The project has been deferred as per report ILS 2019-57.
<b><u>CORPORATE CULTURE - CONSULTING SERVICES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	
Contribution from Grants (Modernization Fund)	-	(60,000.00)	
	-	<b>(60,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	101,809.49	
	-	<b>101,809.49</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>169.68%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	41,809.49	Project substantially completed. Third party organizational cultural review completed and presented to all staff. Additional costs associated with Corporate Leadership Team transition to be funded through closure of 2021 Capital Program.
<b><u>JOINT SERVICE DELIVERY REVIEW</u></b>			
<u>FUNDING</u>			
Contribution from Grants (Service Modernization)	(25,000.00)	(24,460.47)	
Contribution from Area Townships	(75,000.00)	(75,337.80)	
	<b>(100,000.00)</b>	<b>(99,798.27)</b>	
<u>EXPENSES</u>			
Expenditures	100,000.00	100,005.11	
	<b>100,000.00</b>	<b>100,005.11</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>100.21%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	206.84	Project completed.

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BYLAW ENFORCEMENT VEHICLE</u></b>			
<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 release in Q4.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(38,000.00)	
<b><u>CORPORATE BRANDING / WEB REFRESH</u></b>			
<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 will be multi-year project.
<u>EXPENSES</u>			
Expenditures	-	20,700.53	
	<u>-</u>	<u>20,700.53</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>51.75%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(19,299.47)	
<b><u>PRIME MINISTER'S PATH CONSULTATION</u></b>			
<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>	FPG report was endorsed. Implementation Plan to be developed upon the hiring of new CAO. Additional costs are associated with legal fees and on-going storage of statues. 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	92,589.89	
	<u>75,000.00</u>	<u>92,589.89</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>123.29%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	17,489.89	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>CAO RECRUITMENT CONSULTING SERVICES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Project completed. Unbudgeted project costs to be funded through closure of 2021 Capital Program.
	-	-	
Expenditures	-	61,283.12	
	-	<b>61,283.12</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	61,283.12	
<b><u>ASSET MANAGEMENT ROADMAP (PHASE II &amp; III)</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(42,000.00)	Multi-year project to establish comprehensive Asset Management Program. Additional funding was sourced under the FCM Municipal Asset Management Program.
Contribution from Safe Restart Funding	(79,000.00)	(172,000.00)	
Contribution from FCM Municipal Asset Management Program	-	(50,000.00)	
	<b>(79,000.00)</b>	<b>(264,000.00)</b>	
Expenditures	79,000.00	249,565.34	
	<b>79,000.00</b>	<b>249,565.34</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>94.53%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(14,434.66)	
<b><u>DC BACKGROUND STUDY UPDATE</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(15,000.00)	Project Completed. Cost overages to be sourced from Development Charges Reserve Funds at year end.
	-	<b>(15,000.00)</b>	
Expenditures	-	23,785.64	
	-	<b>23,785.64</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>158.57%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	8,785.64	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>OFFICE365 MIGRATION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(20,000.00)	Email services were successfully migrated. Remaining Service implementation deferred pending IT Master Plan results, and to be coordinated with Records Management rollout.
	-	<b>(20,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	6,736.51	
	-	<b>6,736.51</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>33.68%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,263.49)	
<b><u>MUNICIPAL ACCOUNTING SOFTWARE UPGRADE</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(50,000.00)	Project deferred to 2022.
Contribution from Grants (Modernization Fund)	-	(100,000.00)	
	-	<b>(150,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(150,000.00)	
<b><u>BUILDING PERMITS DATABASE SOFTWARE</u></b>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	-	(85,000.00)	Project Completed.
	-	<b>(85,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	86,987.34	
	-	<b>86,987.34</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>102.34%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,987.34	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NETWORK INFRASTRUCTURE UPDATES</u></b>			
<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.
	-	<b>(75,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	87,040.59	
	-	<b>87,040.59</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>116.05%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	12,040.59	
<b><u>IT MASTER PLAN (INCL. CYBER SECURITY STRATEGY &amp; DISASTER RECOVERY PLAN)</u></b>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	-	(35,000.00)	Contract awarded to Valencia IIP Advisors Limited for \$69,756.48 (net of HST rebate as per Council report COR 2021-034. Approved for additional funding under Intake 2 of the Municipal Modernization Fund for up to \$32,500. Project anticipated to be complete in Q2 2022.
	-	<b>(35,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,000.00)	
<b><u>JOINT GIS FRAMEWORK REVIEW</u></b>			
<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.
	-	<b>(35,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	21,878.40	
	-	<b>21,878.40</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>62.51%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,121.60)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>CORPORATE PHONE SYSTEM REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(50,000.00)	
	-	<b>(50,000.00)</b>	
<u>EXPENSES</u>			Project Completed.
Expenditures	-	33,424.51	
	-	<b>33,424.51</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>66.85%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(16,575.49)	
<b><u>RECORDS MANAGEMENT MODERNIZATION</u></b>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	-	(15,000.00)	
	-	<b>(15,000.00)</b>	
<u>EXPENSES</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. Application submitted for additional funding under Intake 3 of Municipal Modernization program.
Expenditures	-	36,589.93	
	-	<b>36,589.93</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>243.93%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	21,589.93	
<b><u>ANNUAL HARDWARE &amp; SOFTWARE UPGRADES '21</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(40,000.00)	(40,000.00)	
	<b>(40,000.00)</b>	<b>(40,000.00)</b>	
<u>EXPENSES</u>			Mobile phone hardware successfully deployed in Q2 2021. Remaining annual replacement/upgrade works to be completed by the end of Q4 2021.
Expenditures	40,000.00	24,293.41	
	<b>40,000.00</b>	<b>24,293.41</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>60.73%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,706.59)	

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

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

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>THERMAL IMAGING CAMERAS</u></b>			
<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.
<u>EXPENSES</u>			
Expenditures	10,000.00	32,044.70	
	<u>10,000.00</u>	<u>32,044.70</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>80.11%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,955.30)	
<b><u>SCBA REPLACEMENTS</u></b>			
<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>		<b>164.69%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	282,900.09	
<b><u>WASHROOM RENOVATION - BADEN (STN 1)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(30,000.00)	
	<u>-</u>	<u>(30,000.00)</u>	Contract awarded to Astus Development Inc for \$37,763.77 (net of HST rebate) as per Council report FD 2021-014.
Expenditures	-	5,629.51	
	<u>-</u>	<u>5,629.51</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>18.77%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(24,370.49)	



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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>FIRE PREVENTION VEHICLE II &amp; FIRE CHIEF VEHICLE REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(59,000.00)	
Contribution from Development Charges	-	(60,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	-	<b>(119,000.00)</b>	Project Completed.
<u>EXPENSES</u>			
Expenditures	-	120,560.70	
	-	<b>120,560.70</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>101.31%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,560.70	
<b><u>PUMP TRUCK REPLACEMENT - BADEN (STN 1)</u></b>			
<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	-	-	
	<b>(62,200.00)</b>	<b>(782,200.00)</b>	Contract awarded to Fort Garry Fire Trucks for \$787,153.29 (net of HST rebate) as per Council report FD 2020-006. Final designs drawing signed off, build schedule and delivery remains late Q4 of 2021.
<u>EXPENSES</u>			
Expenditures	62,200.00	-	
	<b>62,200.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(782,200.00)	
<b><u>STATION 1 ASPHALT REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<b>(50,000.00)</b>	<b>(50,000.00)</b>	
Expenditures	50,000.00	1,891.82	
	<b>50,000.00</b>	<b>1,891.82</b>	Design work and peer review exercise on going. RFQ for initial repair works released in early Q4.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>3.78%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,108.18)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>STATION 1 BUNKER GEAR RACKS</u></b>			
<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>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	Gear racks delivery delayed to Q4 2021.
<b><u>STATION 2 ASPHALT PARKING LOT</u></b>			
<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>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	Design work and peer review exercise on going. Project will be delayed until 2022.
<b><u>STATION 1 - RESCUE REPLACEMENT</u></b>			
<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>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(515,000.00)	Truck design and specifications are currently in review stage and anticipate completion for report to council during 2022 budget discussions.

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>FD - GAS DETECTION EQUIPMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
	<b>(20,000.00)</b>	<b>(20,000.00)</b>	
Expenditures	20,000.00	17,022.34	
	<b>20,000.00</b>	<b>17,022.34</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>85.11%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,977.66)	Project Completed.
<b><u>FD - MEDICAL TRAINING EQUIPMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	15,000.00	13,142.85	
	<b>15,000.00</b>	<b>13,142.85</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>87.62%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,857.15)	Project Completed. Developing training scenarios and incorporating equipment into regular medical training cycles.
<b><u>WILMOT EMPLOYMENT LANDS</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(3,116,095.00)	
Contribution from Grant (CWWF)	-	-	
Contribution from Region	-	-	
	<b>-</b>	<b>(3,116,095.00)</b>	
Expenditures	-	8,911.83	
	<b>-</b>	<b>8,911.83</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.29%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,183.17)	Draft plan approved. Developer completing detailed servicing and grading.

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>WILMOT AND CHURCH STREET ENGINEERING AND RECONSTRUCTION</u></b>			
<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>	Warranty work on-going. Final surface works to be coordinated with Wilmot Street construction.
Expenditures	1,780,000.00	2,421,511.03	
	<u>1,780,000.00</u>	<u>2,421,511.03</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>65.84%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,256,483.98)	
<b><u>EMPLOYMENT LANDS MULTI-USE TRAIL</u></b>			
<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>		<b>2.33%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(351,622.38)	
<b><u>SNOW STORAGE REVIEW</u></b>			
<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 Q4 alongside the Facility Needs Study.
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TANDEM AXLE DUMP TRUCK REPLACEMENT - 305-09</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(270,000.00)	
Contribution from Sale of Surplus Assets	-	-	
	-	<b>(270,000.00)</b>	Project Completed. Sale of Surplus vehicle to occur at the fall auction.
Expenditures	-	300,281.16	
	-	<b>300,281.16</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>111.22%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	30,281.16	
<b><u>BRIDGE INSPECTIONS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(35,000.00)	Contract awarded to K. Smart and Associates for \$32,156.16 (net of HST rebate). On-site inspections complete with OSIM report being finalized for submission to the Township. Results will be incorporated within Asset Management Program and updated 10-Year Capital Forecast.
	-	<b>(35,000.00)</b>	
Expenditures	-	24,401.14	
	-	<b>24,401.14</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>69.72%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,598.86)	
<b><u>GUIDERAIL PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(170,147.00)	(220,147.00)	Contract awarded to Royal Fence Limited for \$437,245.38 (net of HST rebate) as per Council Report PW 2021-15. Contractor is currently on-site completing the guide rails. Project 90% complete. Awaiting final invoicing.
Contribution from Reserve Fund	-	(15,000.00)	
Contribution from Grants (Fed Gas Tax & OCIF)	(129,853.00)	(179,853.00)	
	<b>(300,000.00)</b>	<b>(415,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	300,000.00	25,104.95	
	<b>300,000.00</b>	<b>25,104.95</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>6.05%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(389,895.05)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SINGLE AXLE DUMP TRUCK REPLACEMENT - 303-10 &amp; 307-11</u></b>			
<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 vehicle 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>		<b>51.72%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(224,516.70)	
<b><u>4X4 PICKUP W/ PLOW &amp; SALTER REPLACEMENT- 304-10</u></b>			
<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	-	68,846.70	
	<u>-</u>	<u>68,846.70</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>91.80%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(6,153.30)	
<b><u>RADAR SPEED DISPLAY SIGNS</u></b>			
<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	-	24,321.78	
	<u>-</u>	<u>24,321.78</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>68.51%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,178.22)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>OXFORD RD 5 CULVERT REPLACEMENT</u></b>			
<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 installation & surface treatment complete, awaiting completion of lane marking and final invoicing.
	-	<b>(135,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	40,785.31	
	-	<b>40,785.31</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>30.21%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(94,214.69)	
<b><u>BRIDGE STREET BRIDGE #34/B-T9 ASSESSMENT</u></b>			
<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.
Contribution from Grants (ICIP)	-	(36,996.81)	
	-	<b>(59,917.81)</b>	
Expenditures	-	92,910.04	
	-	<b>92,910.04</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>155.06%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	32,992.23	
<b><u>STORMWATER INFRASTRUCTURE MASTER PLAN</u></b>			
<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 Q4 2021 or Q1 2022.
Contribution from Development Charges	(64,000.00)	(204,000.00)	
Contribution from Grants (Canada Community Building Fund)	-	(35,000.00)	
	<b>(80,000.00)</b>	<b>(255,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	80,000.00	-	
	<b>80,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(255,000.00)	

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

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



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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BACKHOE LOADER</u></b>			
<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>	
<u>EXPENSES</u>			
Expenditures	195,000.00	-	
	<u>195,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(195,000.00)	Contract awarded to Brandt Tractor Ltd. for \$179,606.40 (net of HST rebate) as per Council Report PW 2021-019.
<b><u>SNYDER'S ROAD RECONSTRUCTION</u></b>			
<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>	
<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>		<b>0.25%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,418,880.71)	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.
<b><u>SURFACE TREATMENT PROGRAM '21</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(321,050.00)	(321,050.00)	
	<u>(321,050.00)</u>	<u>(321,050.00)</u>	
<u>EXPENSES</u>			
Expenditures	321,050.00	-	
	<u>321,050.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(321,050.00)	Project Completed. Awaiting final invoicing.

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TYE ROAD #28/C-T13 CULVERT REPAIR ENGINEERING SERV</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	15,000.00	-	Topographic survey complete, in preliminary design stage.
	<b>15,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<b><u>SERVICING STUDY AND PRELIMINARY DESIGN</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(60,000.00)	(60,000.00)	
	<b>(60,000.00)</b>	<b>(60,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	60,000.00	16,383.38	Project anticipated to commence in Q4 2021. Works currently being coordinated with consideration to development applications in Baden.
	<b>60,000.00</b>	<b>16,383.38</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>27.31%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(43,616.62)	
<b><u>SIDEWALK REPAIR &amp; REPLACEMENT PROGRAM '21</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(80,000.00)	(80,000.00)	
	<b>(80,000.00)</b>	<b>(80,000.00)</b>	
Expenditures	80,000.00	1,918.18	Contract awarded to Chad Hartman for \$65,482.56 (net of HST rebate) as per Council Report PW 2021-011. Works have commenced with approximate 15% completion.
	<b>80,000.00</b>	<b>1,918.18</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>2.40%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(78,081.82)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments	
<b><u>MUNICIPAL DRAIN MAINTENANCE AND CONSTRUCTION PROGRAM</u></b>				
<u>FUNDING</u>				
Contribution from General Levy	(15,070.00)	(40,070.00)	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 incudes: 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.	
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	221,500.00	137,922.78		
	<u>221,500.00</u>	<u>137,922.78</u>		
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>148.40%</b>		
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	44,983.90		
<b><u>GRAVEL MAINTENANCE PROGRAM `21</u></b>				
<u>FUNDING</u>				
Contribution from General Levy	(50,000.00)	(50,000.00)	Project Completed.	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>		
<u>EXPENSES</u>				
Expenditures	50,000.00	44,868.28		
	<u>50,000.00</u>	<u>44,868.28</u>		
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>89.74%</b>		
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,131.72)		
<b><u>UTILITIES SERVICE VEHICLE REPLACEMENT - 402-10</u></b>				
<u>FUNDING</u>				
Contribution from Reserve Fund	-	(80,000.00)	Project Completed. Sale of surplus vehicle anticipated to occur at fall auction.	
Contribution from Sale of Surplus Assets	-	-		
	<u>-</u>	<u>(80,000.00)</u>		
<u>EXPENSES</u>				
Expenditures	-	85,570.48		
	<u>-</u>	<u>85,570.48</u>		
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>106.96%</b>		
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,570.48		

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>GREENWOOD DR &amp; NAFZIGER RD ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(50,500.00)	
Contribution from Grants (OCIF)	-	(54,500.00)	
	-	<b>(105,000.00)</b>	Design works substantially complete. Coordinating works with Regional projects. Anticipate RFT release in Q4 2021.
Expenditures	-	48,837.74	
	-	<b>48,837.74</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>46.51%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(56,162.26)	
<b><u>GINGERICH RD WATERMAIN IMPROVEMENTS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(95,000.00)	
	-	<b>(95,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	55,446.19	
	-	<b>55,446.19</b>	Project Completed. Awaiting final invoicing.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>58.36%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(39,553.81)	
<b><u>CCTV LATERAL CAMERA WITH SONIC LOCATOR</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(11,000.00)	(11,000.00)	
	<b>(11,000.00)</b>	<b>(11,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	11,000.00	11,701.61	
	<b>11,000.00</b>	<b>11,701.61</b>	Project Completed.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	701.61	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>UTILITIES SERVICE VEHICLE REPLACEMENT - 403-12</u></b>			
<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>	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>EXPENSES</u>			
Expenditures	85,000.00	-	
	<u>85,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(80,000.00)	
<b><u>NAFZIGER ROAD WATERMAIN</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(250,000.00)	(250,000.00)	
	<u>(250,000.00)</u>	<u>(250,000.00)</u>	Design works substantially complete. Coordinating works with Regional projects. Anticipate RFT release in Q4 2021.
<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>		<b>0.44%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(248,895.00)	
<b><u>SANITARY SYSTEM INFILTRATION STUDY AND REDUCTION PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(100,000.00)	(195,000.00)	
	<u>(100,000.00)</u>	<u>(195,000.00)</u>	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.
<u>EXPENSES</u>			
Expenditures	100,000.00	253,266.32	
	<u>100,000.00</u>	<u>253,266.32</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>129.88%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	58,266.32	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MORNINGSIDE TRUNK SEWER - ENGINEERING</u></b>			
<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 hold pending region wastewater masterplan Environmental assessment.
	-	<b>(400,750.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	228,939.93	
	-	<b>228,939.93</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>57.13%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(171,810.07)	
<b><u>LIFT STATION 5 - PUMPS AND CONTROLLER REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(16,000.00)	(16,000.00)	Project Completed.
	<b>(16,000.00)</b>	<b>(16,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	16,000.00	18,253.71	
	<b>16,000.00</b>	<b>18,253.71</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>114.09%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,253.71	
<b><u>CONSOLIDATED LINEAR INFRASTRUCTURE LICENSE</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(60,000.00)	(60,000.00)	Project works on-going. Province requiring municipal applications by January 2022 to initiate downloading of provincial services.
	<b>(60,000.00)</b>	<b>(60,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	60,000.00	3,118.95	
	<b>60,000.00</b>	<b>3,118.95</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>5.20%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(56,881.05)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BADEN TRUNK SANITARY SEWER EA &amp; CONSTRUCTION</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(31,500.00)	(31,500.00)	
Contribution from Development Charges	(118,500.00)	(118,500.00)	
	<u>(150,000.00)</u>	<u>(150,000.00)</u>	MTE Consultants undertaking Class EA and engineering works on behalf of developers and municipality. Project represents upset limit of Township costs.
<u>EXPENSES</u>			
Expenditures	150,000.00	769.31	
	<u>150,000.00</u>	<u>769.31</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.51%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(149,230.69)	
<b><u>MAUSOLEUM REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(25,000.00)	
	<u>-</u>	<u>(25,000.00)</u>	Contract awarded to Brick & Co. Restorations Ltd. for \$22,020.11 (net of HST rebate). Project Completed, awaiting final invoicing.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,000.00)	
<b><u>ARTIFICIAL TURF SPORTS FIELD - WODSS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(117,500.00)	
Contribution from Development Charges	-	(807,500.00)	
	<u>-</u>	<u>(925,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	-	925,293.45	
	<u>-</u>	<u>925,293.45</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>100.03%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	293.45	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>REFORESTATION PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from Grants - K-W Hydro	(45,000.00)	(140,000.00)	Contract awarded to Mar-John's Nursey Ltd. for \$89,752.32 (net of HST rebate) as per Council report PW 2021-018. Planting is underway and will be completed by end of Q4 2021 in a number of locations across the Township.
	<b>(45,000.00)</b>	<b>(140,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	45,000.00	20,460.69	
	<b>45,000.00</b>	<b>20,460.69</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>14.61%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(119,539.31)	
<b><u>TRAILS DEVELOPMENT - 2021</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,915.00)	Funding represents approved allocations for Trail Design and Development initiatives from Wilmot Trails Master Plan (WTMP). Expenditures to-date include: Sandhills MUT (\$482,100.32) - Project Completed, awaiting final invoicing; Schneller/Country Creek (\$70,594.49) - Project Completed; Laschinger Woods (\$63,858.69) - Project Completed; and Trail Signage (\$2,278.34) - Works on-going.
Contribution from Development Charges	-	(120,500.00)	
Contribution from Trust (Trails)	-	(705,436.35)	
	<b>-</b>	<b>(848,851.35)</b>	
<u>EXPENSES</u>			
Expenditures	-	618,831.84	
	<b>-</b>	<b>618,831.84</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>72.90%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(230,019.51)	
<b><u>THIRD ICE PAD / FACILITY SITE SELECTION &amp; DESIGN</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(75,000.00)	(75,000.00)	Contract awarded to Monteith Brown as per Council Report PFRS 2020-0013. Project anticipated to be complete in Q4 2021.
	<b>(75,000.00)</b>	<b>(75,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	75,000.00	6,036.76	
	<b>75,000.00</b>	<b>6,036.76</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>8.05%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(68,963.24)	



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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ARTIFICIAL TURF FIELD VEHICLE</u></b>			
<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>	
<u>EXPENSES</u>			
Expenditures	30,000.00	9,361.92	
	<u>30,000.00</u>	<u>9,361.92</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>31.21%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,638.08)	Contract awarded to Ayr Turf and Trac for \$20,751.42 (net of HST rebate). Project anticipated to be complete in Q4 2021. Costs incurred to date represent new equipment for the turf field.
<b><u>NITH RIVER PATHWAY &amp; BANK EROSION CONTROL</u></b>			
<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>	
<u>EXPENSES</u>			
Expenditures	160,000.00	12,574.23	
	<u>160,000.00</u>	<u>12,574.23</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>11.23%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(99,425.77)	Design underway. Anticipated completion Q4 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. Project scope details awaiting approvals from GRCA.
<b><u>EMERGENCY ROOF REPAIRS AND ROOFTOP HVAC (NH LIBRARY)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	<u>-</u>	<u>(12,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	3,491.25	
	<u>-</u>	<u>3,491.25</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>29.09%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(8,508.75)	Project Completed. Awaiting invoicing. Total project works anticipated to be \$78,871.00 (net of HST rebate) as per Council Report PFRS 2021-016. Additional funds to be sourced from the CCBF and the 2022 Capital Program.

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>LIBRARY SERVICES FACILITY REVIEW</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(8,400.00)	
Contribution from Development Charges	-	(21,600.00)	
	-	<b>(30,000.00)</b>	Project underway and being led by the Region of Waterloo in coordination with Township CAOs.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<b><u>LED LIGHTING - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,500.00)	
	-	<b>(22,500.00)</b>	Project anticipated to be complete in Q4 2021.
<u>EXPENSES</u>			
Expenditures	-	409.54	
	-	<b>409.54</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>1.82%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,090.46)	
<b><u>PARKING LOT DESIGN - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(16,000.00)	
Contribution from Development Charges	-	(16,000.00)	
	-	<b>(32,000.00)</b>	Project deferred to 2022 due to COVID-19. RFP is being prepared in Q4.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,000.00)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>OFFICE RENOVATIONS - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from Grants (Modernization Fund)	-	(274,500.00)	
	-	<b>(274,500.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	44,857.77	
	-	<b>44,857.77</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>16.34%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(229,642.23)	
<b><u>HVAC REPLACEMENT PROJECT - ADMIN COMPLEX</u></b>			
<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)	-	
	<b>(278,000.00)</b>	<b>(89,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	278,000.00	194,139.08	
	<b>278,000.00</b>	<b>194,139.08</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>218.13%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	105,139.08	
<b><u>FIRE ALARM SYSTEM REPLACEMENT - ADMIN/CASTLE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(8,200.00)	(8,200.00)	
Contribution from Reserve Fund	(56,800.00)	(56,800.00)	
	<b>(65,000.00)</b>	<b>(65,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	65,000.00	255.75	
	<b>65,000.00</b>	<b>255.75</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.39%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(64,744.25)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ELECTRIC VEHICLE CHARGING STATIONS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(95,000.00)	Project led by the Region of Waterloo. Joint-Municipal contract awarded by Regional Council with Wilmot's proportion of costs totaling \$197,836. Net impact will be reduced to \$127,836 after NRCan and Region of Waterloo Contributions of \$70,000. Installation anticipated by the end of Q4 2021.
Contribution from Grants (ZEVIP)	-	-	
	-	<b>(95,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(95,000.00)	
<b><u>TRAILS MAINTENANCE VEHICLE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(5,700.00)	(5,700.00)	Contract awarded to Ayr Turf and Trac for \$20,751.42 (net of HST rebate). Project anticipated to be complete in Q4 2021.
Contribution from Development Charges	(24,300.00)	(24,300.00)	
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	<b>30,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<b><u>BOLSTER BLOCKS REPAIR - NH ARENA</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	Project Completed.
	-	<b>(15,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	16,734.60	
	-	<b>16,734.60</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>111.56%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,734.60	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NH ARENA AND CC BUILDING REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	
	<u>(35,000.00)</u>	<u>(35,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	35,000.00	21,878.40	
	<u>35,000.00</u>	<u>21,878.40</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>62.51%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,121.60)	Elevator works complete, remaining works anticipated to be complete in Q4 2021.
<b><u>AMMONIA REMOVAL - NH ARENA</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(26,000.00)	(26,000.00)	
	<u>(26,000.00)</u>	<u>(26,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	26,000.00	28,868.29	
	<u>26,000.00</u>	<u>28,868.29</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>111.03%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	2,868.29	Project Completed.
<b><u>FIELD IRRIGATION EQUIPMENT - WRC</u></b>			
<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	-	-	
	<u>(20,500.00)</u>	<u>(98,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	20,500.00	-	
	<u>20,500.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(98,000.00)	Awaiting construction drawings / tender specifications. Project anticipated to be delayed until 2022.

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TILE &amp; GROUTING - AQUATIC CENTRE</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(99,200.00)	(169,700.00)	
	<b>(99,200.00)</b>	<b>(169,700.00)</b>	Project Completed. 2021 Capital Program included additional funding for project works completed in 2020.
<u>EXPENSES</u>			
Expenditures	99,200.00	169,884.55	
	<b>99,200.00</b>	<b>169,884.55</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>100.11%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	184.55	
<b><u>AQUATIC CENTRE MAINTENANCE PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	Project Completed. Works included replacement of mixing valve, pool grate and LED lighting for pool change rooms.
<u>EXPENSES</u>			
Expenditures	30,000.00	18,042.40	
	<b>30,000.00</b>	<b>18,042.40</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>60.14%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,957.60)	
<b><u>WRC BACK ENTRANCE LANE TRAFFIC CALMING IMPROVEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	Project anticipated to be complete in Q4 2021.
<u>EXPENSES</u>			
Expenditures	15,000.00	-	
	<b>15,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>WRC OPERATIONS / MAINTENANCE PLAN</u></b>			
<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>			Project anticipated to be complete in Q4 2021.
Expenditures	15,000.00	-	
	<u>15,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<b><u>HYCC - EXTERIOR MAINTENANCE</u></b>			
<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>			Project anticipated to be complete in Q4 2021.
Expenditures	14,000.00	2,785.17	
	<u>14,000.00</u>	<u>2,785.17</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>19.89%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,214.83)	
<b><u>MULTI-PURPOSE OUTDOOD PAD - MANNHEIM PARK</u></b>			
<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>			Project tendered with only one bid received that was over budget. Township staff will project manage and completion is expected Q4 2021.
Expenditures	50,000.00	-	
	<u>50,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>EMERGENCY HVAC REPLACEMENT - MANNHEIM CC</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Design completed with anticipated project completion in Q4 2021. Project anticipated to cost approximately \$11,100.00.
	-	-	
	-	-	
<u>EXPENSES</u>			
Expenditures	-	1,833.52	
	-	<b>1,833.52</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,833.52	
<b><u>PERMANENT DOG PARK INSTALL - SCOTT PARK</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(13,000.00)	(13,000.00)	Project Completed.
Contribution from Reserve Fund	-	(61,600.00)	
	<b>(13,000.00)</b>	<b>(74,600.00)</b>	
<u>EXPENSES</u>			
Expenditures	13,000.00	74,420.07	
	<b>13,000.00</b>	<b>74,420.07</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>99.76%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(179.93)	
<b><u>ADDITIONAL PLAYGROUND EQUIPMENT - CONSTITUTION PARK</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(19,437.00)	Project Completed.
Contribution from Grants (Fed Gas Tax)	-	(22,563.00)	
	-	<b>(42,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	46,890.89	
	-	<b>46,890.89</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>111.64%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	4,890.89	



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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NH - EQUIPMENT STORAGE REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,100.00)	
	-	<b>(15,100.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	14,785.72	
	-	<b>14,785.72</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>97.92%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(314.28)	
<b><u>PLAYGROUND ADDITION - PETERSBURG PARK</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(48,000.00)	(48,000.00)	
	<b>(48,000.00)</b>	<b>(48,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	48,000.00	-	
	<b>48,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,000.00)	
<b><u>PLAYGROUND EQUIPMENT REPLACEMENT - ST AGTATHA PARK</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(85,000.00)	(85,000.00)	
	<b>(85,000.00)</b>	<b>(85,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	85,000.00	86,245.67	
	<b>85,000.00</b>	<b>86,245.67</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>101.47%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,245.67	

Project Completed.

Contract awarded to Play Power LT for \$54,945.19 (net of HST rebate) as per Council report PFRS 2021-007. Tentatively scheduled for install Q4 2021.

Project Completed.

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ARTIFACT ROLLED STORAGE EQUIPMENT</u></b>			
<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>	
<u>EXPENSES</u>			
Expenditures	35,000.00	-	
	<u>35,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,006.00)	Contracted awarded to Altitude Storage Solutions for \$31,974.01 (net of HST rebate) and is anticipated to be complete in Q4 2021.
<b><u>CULTURAL HERITAGE LANDSCAPE INVENTORY</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(10,000.00)	
	<u>-</u>	<u>(10,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,000.00)	Background work commenced in Q2 2021 and will continue into Q4 2021.
<b><u>FLOOD ZONE BACKWATER VALVE PROGRAM - NEW HAMBURG</u></b>			
<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>	
<u>EXPENSES</u>			
Expenditures	240,000.00	-	
	<u>240,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(120,000.00)	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.

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

Project	2021 Total Budget	Total Funding Available / Actuals to Date	Comments
<b>TOTAL FUNDING CAPITAL PROGRAM</b>	(8,874,450.00)	(21,100,932.03)	
<b>TOTAL EXPENDITURES</b>	<u>8,874,450.00</u>	<u>8,390,731.79</u>	
<b>(UNEXPENDED)/UNFUNDED CAPITAL</b>	<u>-</u>	<u>(12,710,200.24)</u>	
<b>% of Funding Spent</b>		<b>39.76%</b>	

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NO. 2021-48**

**BY-LAW TO APPOINT A CHIEF ADMINISTRATIVE OFFICER  
FOR THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**WHEREAS** Section 72 of the Municipal Act, R.S.O. 1990, Chapter M.45, as amended provides that Council may appoint a Chief Administrative Officer.

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

1. THAT Sharon Chambers is hereby appointed as Chief Administrative Officer of the Township of Wilmot.
2. THAT the powers and duties of said Chief Administrative Officer shall be as set out respectively under the provisions of the Municipal Act, and any other statute, and the regulations thereby and, in addition, the by-laws of the Corporation of the Township of Wilmot.
3. THAT in addition to the duties required to be performed under any statute the Chief Administrative Officer shall perform such other duties as may, from time to time, be assigned to the Chief Administrative Officer by by-law of Council.
4. THAT By-law No. 2021-26 be and is hereby repealed.
5. THAT this by-law shall take effect and come into force on the date of passage.

**READ** a first and second time this 18<sup>th</sup> day of October, 2021.

**READ** a third time and finally passed in open Council this 18<sup>th</sup> day of October, 2021.

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**Mayor**

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**Clerk**



# Siting Protocol for Telecommunication Towers

## Recommendation Report

# Background

## The Issue

- Telecommunication towers are regulated by the federal government and are exempt from local zoning by-laws and building permit requirements.
- As such, new towers can be proposed almost anywhere, including residential zones, environmentally sensitive areas, heritage corridors, and on prime agricultural land -- all without the standard level of municipal oversight that would typically apply to a project of its size.
- Where the local land use authority has not established its own telecommunications siting protocol, such proposals default to a streamlined federal approvals process characterized by limited municipal involvement and minimal public consultation.
- With the encouragement and guidance of the federal authority, hundreds of municipalities across the country have filled this gap by developing their own protocol, thus giving them more control over the process and influence in siting decisions.
- The Township of Wilmot lags its peers in this respect, as it has not developed its own siting protocol and largely plays a passive role under the federal default process.
- Consequently, constituent interests and land use priorities are not being adequately represented or protected from the proliferation of these often unsightly and intrusive structures.

# Background

## An Immediate Concern

- There are at least two active proposals in the Township of Wilmot to construct new telecommunication towers.
- It is likely there will be more to come in the near future, driven by:
  - 1) mobile phone carriers adding capacity to 4G/LTE networks and rolling out 5G networks;
  - 2) increased activity from independent tower operators jockeying for strategic locations; and
  - 3) the federal government's push to deliver high-speed Internet to rural areas
- The active proposals under consideration include:
  - 65m tower proposed by Signum Wireless on Huron Road in Petersburg; and
  - 45m tower proposed by Xplornet on Nafziger Road in New Hamburg
- Both proposals will reach the end of their 30-day public notification period in the first week of October, after which the Township will be required to issue a letter to the federal authority indicating its support (or otherwise) for the project.
- A detailed review of the project on Huron Road has uncovered some serious concerns, highlighting the need for the Township of Wilmot to establish its own protocol and take a more hands-on approach with respect to such proposals.

# Background

## Stated Purpose

- The purpose of this presentation is to recommend that the Township of Wilmot establish its own telecommunications siting protocol that allows it (and its constituents) to effectively participate in, and influence, the placement of telecommunication towers proposed within township boundaries.
- The main objective of the protocol would be to fill the gap left by the federal process, which, by design, does not attempt to address local needs or sensitivities.
- A fundamental component would be the development of a clear process for assessing and approving proposals; one that involves early and active engagement with the project proponent and gives due to consideration community preferences and land use priorities.



# Background

## Policy Goals Inform Protocol

- The development of a protocol should flow naturally from broad policy goals:
  - development of a reliable telecommunications network for residents and businesses;
  - minimization of tower proliferation through use of co-location and existing structures;
  - preference for stealth designs, where possible, that integrate with the surrounding land;
  - implementation of a collaborative process that can influence siting and design decisions;
  - preservation of the natural landscape and minimization of community impact; and
  - protection of environmentally sensitive and culturally significant lands
- Fortunately, the Township of Wilmot does not need to start from scratch should it choose to develop its own protocol. There are dozens of publicly available examples online from municipalities across the country.
- In particular, the Town of Caledon and the Town of Niagara-On-The-Lake have developed some of the more thoughtful protocols that would be worthy of review.

# Jurisdiction and Roles

*The Integral Role of the Township*

# Jurisdiction and Roles

## Federal Jurisdiction. Municipal Influence.

- The regulation of telecommunication towers, antennas and related facilities falls under federal jurisdiction and is governed by the *Radiocommunication Act*, administered by Industry Canada<sup>1</sup>.
- Federal jurisdiction means that municipal and provincial land-use legislation does not apply, including the *Ontario Planning Act* and any municipal zoning by-laws or building permit requirements.
- Industry Canada has outlined the process that must be followed by proponents seeking to install or modify antenna systems in *Client Procedure Circular 2-0-03 “Radiocommunication and Broadcasting Antenna Systems” (CPC-2-0-03)*.
- While Industry Canada has the final authority to approve or reject proposals for new towers, they not only seek, but mandate the participation of the local land use authority.
- Importantly, where a new telecommunications tower is proposed, Industry Canada requires the proponent to consult with the local land use authority and obtain a letter of concurrence indicating the authority’s support for the proposal. Should the land use authority oppose the proposal, a letter of non-concurrence is issued instead, detailing any objections.
- **The letter of concurrence (or non-concurrence) forms the basis upon which Industry Canada makes its final determination and underscores the vital role played by the land use authority.**

1) Industry Canada is now known as “Innovation, Science and Economic Development Canada”.  
Its original name is used throughout this presentation for ease of reference

# Jurisdiction and Roles

## Industry Canada's Position

- The argument that the Township of Wilmot does not need a telecommunications siting protocol because Industry Canada has final approval authority is misguided.
- Industry Canada not only encourages municipalities to develop their own siting protocol, but has published a guide to assist land use authorities with this specific endeavor. Further, Industry Canada requires proponents to follow the local protocol where one exists.
- The reason is simple. While the federal government has jurisdiction over radio and telecommunications as a matter of national interest, it does not have the staffing, local knowledge, or political desire to effectively review all infrastructure proposals nationwide.
- Industry Canada's position on this matter is clearly articulated in Section 4.1 of CPC-2-0-03 which states the following:

*Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes specific to antenna systems that consider such things as:*

- *the designation of suitable contacts or responsible officials;*
- *proposal submission requirements;*
- *public consultation;*
- *documentation of the concurrence process; and*
- *the establishment of milestones to ensure consultation process completion within 120 days*

# Jurisdiction and Roles

## Role of the Township

- The federal regulatory framework expects the local land use authority to play an active role throughout the process, from consulting with proponents, to ensuring procedural compliance, and finally, opining on the proposal by issuing a letter of concurrence.
- The spirit of the framework is best captured by the following statements:

*“As part of their community planning processes, land-use authorities should facilitate the implementation of local radiocommunication services by establishing consultation processes for the siting of antenna systems.” – CPC-2-0-03 Section 4.1*

*“Communities are the ones directly affected by tower locations. They are best positioned to work with wireless providers to ensure effective delivery of services, while also ensuring respect for local land-use considerations.” – Industry Canada website*

*“Industry Canada believes that any concerns or suggestions expressed by land-use authorities are important elements to be considered by proponents regarding proposals to install, or make changes to, antenna systems.” – CPC-2-0-03 Section 4.1*

## Letter of Concurrence

- The final and most important step in the approvals process occurs when the land use authority issues a letter of concurrence or a letter of non-concurrence to Industry Canada and the project proponent.
- This letter gives the municipality an opportunity to provide input and comments to Industry Canada regarding the proposal and can take one of three forms:

### **1) Concurrence**

Issued where there are no major objections and/or all concerns raised during the consultation process have been adequately addressed by the proponent.

### **2) Concurrence With Conditions**

Issued where there are objections to the proposal, but the proponent has agreed to satisfy the conditions stipulated. In this situation, it would be customary for the municipality to obtain a Letter of Undertaking from the proponent confirming their agreement to the specified conditions.

### **3) Non-Concurrence**

Issued where there are objections to the proposal that the proponent has not adequately addressed.

## Concurrence Carries Weight

- Industry Canada's final decision is heavily influenced by the municipality's recommendation.
- A letter of concurrence is practically a prerequisite to obtaining approval. It is almost unheard of for Industry Canada to hand down a final decision where an impasse has been reached between the project proponent and the municipality (non-concurrence).
- According to Industry Canada's website, impasses are rare, and intervention is only required in less than 0.1% of cases. In other words, they adjudicate fewer than one out of every thousand proposals.
- What is interesting about this statistic is that letters of non-concurrence are not rare. A regional representative from Industry Canada's Burlington office recently estimated that 20% of proposals receive a letter of non-concurrence from the municipality.
- The disconnect between these two figures is accounted for by the dispute resolution process which is discussed on the next slide.

# Jurisdiction and Roles

## Dispute Resolution Process

- Proposals that receive a letter of non-concurrence enter a dispute resolution process where there are three possible outcomes:
  - 1) The proponent and municipality come to an agreement and the project proceeds;
  - 2) The parties fail to reach an agreement and Industry Canada is asked to make a final decision; or
  - 3) The proponent abandons the project
- The first of these outcomes is unlikely, as proposals that get this far have typically passed the point of no return and finding a mutually acceptable outcome is no longer feasible.
- The second outcome almost never happens according to Industry Canada, which leaves project abandonment as the most likely outcome.
- This makes sense given that a) proponents don't want to risk their relationships with municipalities by steamrolling them at the federal level; and b) proponents are likely to discount their chances of success given the importance that Industry Canada places on the letter issued by the municipality.
- Only in situations where the municipality is acting unreasonably does it make sense for a proponent to escalate an impasse to Industry Canada for a final decision



# Protocol Review

*Summary of Best Practice*

# Protocol Review

## Protocol Review and Best Practices

- A review of municipal telecommunication siting protocols was undertaken to evaluate common themes and identify best practices.
- A vast majority of the protocols reviewed were developed by municipalities in the Province of Ontario -- all of which adopted their own protocol to improve upon the federal default process.
- The following slides present some of the best ideas from other jurisdictions, which the Township of Wilmot may want to consider should it develop its own protocol.

## Application Fees

- The municipality should charge an application fee for all proposals submitted to the Department of Planning for review.
- While both the proponent and landowner stand to benefit financially from these projects, the municipality does not (not even in the form of property taxes). Instead, it incurs staffing and incidental costs related to proposal reviews.
- Charging an application fee would help offset these costs and provide a budget for independent contractors where necessary.
- A secondary benefit is that an application fee would discourage speculative proposals. With the rollout of 5G networks, increased activity from third-party tower operators, and the lengthy validity period for approvals, the environment is ripe for opportunistic, strategic, and speculative behaviour. This is even more true where the municipality does not have a telecommunications protocol in place and does not charge an application fee.
- The application fee schedule for the Township of Clearview is presented in the table to the right as an example.

**Township of Clearview – Application Fee Schedule**

	Minor Application Fees	Major Application Fees
Pre-consultation	\$250	\$250
Application	\$2500	\$5000
Deposit*	--	\$3000

*\* The deposit is a security that is refundable upon process completion provided all application processing costs have been paid by the proponent. The applicant is responsible for paying any and all costs incurred as a result of their application/project being processed.*

## Municipal Property Fees

- The protocol may attempt incentivize market participants to site their telecommunications equipment on municipally owned lands or buildings by providing attractive lease terms.
- York Region's protocol provides an excellent example of this, with detailed fee schedules specified for various types of installations on municipal properties (water towers, buildings, regional rights-of-way, owned lands, etc).
- The underlying idea here is to generate revenue by offering site access at rates that are potentially more attractive than what might be available from private landowners.
- Another possible way to generate revenue could be to require the terms of privately negotiated leases to be disclosed and implement a revenue share component in favour of the municipality.

### York Region – Fees Schedules For Siting On Municipal Properties

#### Installations On/In Buildings

No.	Description of Fees and Charges	Year 2018
1	Building application fee for Macro Cell, Small Cell and In-Building – per application	\$2,000
2	Macro Cell annual site licence fee per building	\$16,500
3	Macro Cell annual licence fee per antenna	\$1,000
4	Small Cell annual site licence fee per building	Nil
5	Small Cell annual licence fee per attachment	\$300
6	In-Building annual site licence fee per building	Nil
7	In-Building annual licence fee per attachment	Nil

#### Installations of Tower Consolidator and Carrier Towers

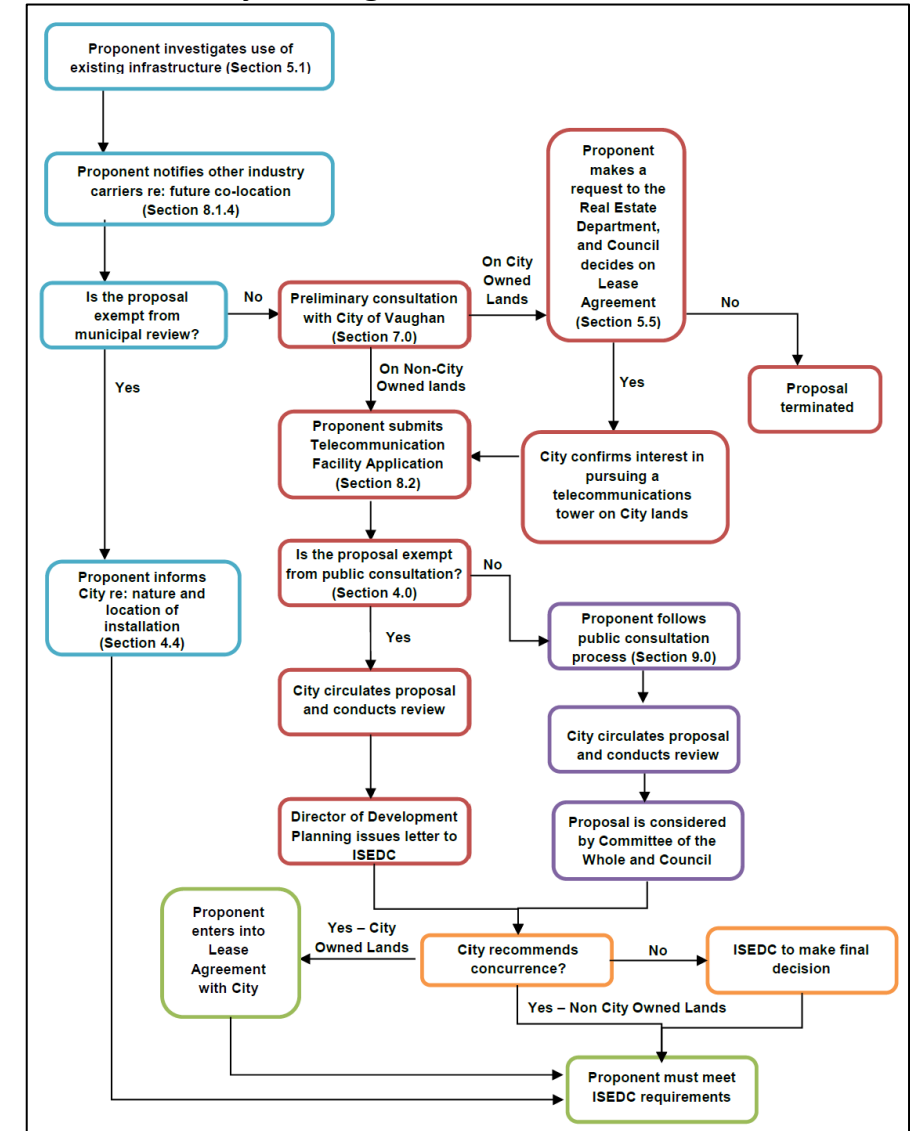
No.	Description of Fees and Charges	Year 2018
1	Carrier/tower consolidator tower installation application fee – per application	\$2,000
2	Annual site licence fee for tower and compound installation for first carrier in urban designated area	\$20,000
3	Annual site licence fee for tower and compound installation for first carrier in rural designated area	\$17,000
4	Annual co-location licence fee for each co-located carrier after first carrier	15% of rent payable to Licensee by co-locating carrier

# Protocol Review

## Procedural Framework

- The best protocols have a well-defined procedural framework that governs every step of the consultation process.
- Often summarized in the form of a process flow-chart, the information required at each stage is detailed in the body of the protocol.
- The framework is used to delegate authority, allocate responsibilities, establish a path for concurrence, and provide timeline extensions where necessary.
- Streamlined consultation tracks may be offered to incentivize certain siting objectives (i.e. industrial zones, use of existing structures, installations on municipally owned land, etc.)
- Information checklists, application form templates, and fixed fee schedules are common features of a good procedural framework.

City of Vaughn – Process Flow Chart



# Protocol Review

## Pre-consultation Process

- Establishing a pre-consultation process that begins well before the formal submission of a proposal is the best way to avoid situations where stakeholder interests conflict.
- The pre-consultation phase is designed to give the land use authority and affected residents an opportunity to provide early input and influence siting decisions -- before the proponent is committed to a particular site or design.
- It becomes much more difficult to influence a proposal when the proponent shows up with a fully scoped project complete with lease agreements, engineering plans and land surveys.
- The pre-consultation phase doesn't just serve to give the municipality a heads up about an upcoming proposal, but it presents an opportunity to communicate stakeholder obligations under the municipality's siting protocol, identify the consultation track that would apply to the proposal (or any exemptions), and provide initial feedback on the proposed design/location.
- Some protocols take the concept of pre-consultation even further, by calling on the telecommunications industry to meet annually with the Director of Planning to discuss town-wide coverage requirements before commencing site acquisition activities.

# Protocol Review

## Needs Assessment

- The protocol should require all projects to undergo a thorough a needs assessment.
- Ideally, this would involve an independent analysis supported by network coverage data and usage statistics.
- The intent would be to establish sufficient justification for any new structures, taking into consideration community needs and benefits.
- Simply accepting that a new telecommunications tower is needed because the proponent says so is not good enough.
- This is especially true in the current environment, where independent tower operators have a tendency to over-build their installations with the hope of leasing the excess space for profit in the future.
- The cost of conducting a needs assessment could be reimbursed by the proponent directly or funded from their application fee.

## Existing Structures and Co-Location

- To minimize tower proliferation, the protocol should require proponents to consider all existing structures above a pre-defined height within a certain radius of the proposed site.
- The proponent should then be required to provide a technical justification for each structure, explaining why it is not a suitable alternative to installing a new tower.
- The parameters of this requirement should be informed by the technology being deployed as one size doesn't fit all:
  - In the case of 4G/LTE technology, which has a transmission range up to 15km, there is considerable flexibility in terms of site selection. It may therefore be reasonable to require the proponent to consider all existing structures within a 5km radius of the proposed site.
  - On the other hand, 5G technology has a limited transmission range of 500m, which significantly reduces the siting radius that would be suitable to meet project objectives.
- Where a new tower is determined to be the only viable option, the protocol should promote open dialogue with major telecommunications carriers to encourage co-location and avoid network redundancies and/or competing proposals.
- In some cases, excess capacity is built to accommodate co-location in the future. While this strategy can reduce tower proliferation, it may conflict with the desire to minimize the impact of a particular installation. In these instances, the protocol should take a practical approach that considers near-term needs, while acknowledging that technological advances could obviate the need for excess capacity before it has been utilized.



## Location Preferences

- The protocol should outline the municipality's siting preferences and identify any sensitive areas that it would like to protect from visual and/or environmental disruption.
- Siting preferences may include:
  - siting towers a certain distance away from residential zones
  - specifying minimum distances to schools, day-care centers, hospitals, senior homes, etc.
  - avoiding locations with topographical prominence to minimize impact on views and vistas
  - giving preference to locations that are compatible with adjacent land uses
- Sensitive areas may include:
  - Prime agricultural land
  - Heritage conservation districts
  - Parklands and recreation
  - Waterways and wetlands
  - Breeding or migratory grounds
  - Archeological fields

# Protocol Review

## Design Preferences

- A common objective of all municipalities is to limit the visual impact of telecommunications infrastructure, whether it be standalone towers or small cell sites mounted on the side of buildings or on top of utility poles.
- A variety of strategies exist to install equipment in such a way that it blends in with the surrounding landscape.
- Municipalities often specify a preference for monopole structures in residential areas opposed to steel tri-pole lattice structures.
- Artificial tree towers may be preferred in rural settings, while color-matched building integrations, or property boundary setbacks might be preferred in urban environments.
- In some instances, the municipality reserves the right to request the proponent to consider alternative structures or heights -- even if it may limit the structure's sharing capacity in the future.

## Notification Radius

- Under Industry Canada's default consultation process, proponents are only required to notify property owners within a distance of three times the height of a proposed tower.
- For a tower that measures 50m, this translates into a notification radius of just 150m, which, even in a dense residential area, would only capture a handful of dwellings.
- This is not sufficient, considering the visual impact of a tower can extend for several kilometers. It is also not conducive to generating effective public consultation with affected residents.
- The protocol should expand the notification radius to a more sensible range that is commensurate with the visual footprint of the tower. This could be anywhere from 1-3km depending on the location and height of the tower.

## Notification Disclosure

- The protocol should also seek to improve the public notification process by mandating early notices to abutting property owners during the pre-consultation phase.
- Some municipalities have added the requirement for large project notice signs to be posted on the proposed property during the consultation phase.
- Additionally, the disclosure requirements in the public notification package could be expanded beyond the minimum standards set by Industry Canada.
- For example, it would be reasonable for the proponent to disclose the following:
  - a description of the target coverage area that the installation will serve;
  - the rationale for the proposal and a description of the public benefit;
  - the results of any needs assessment studies;
  - the identities of the anchor tenants who support the project;
  - a description of the technology that will be deployed on the structure;
  - a discussion of the site selection process; and
  - a list of existing structures considered and why they were deemed unsuitable

# Protocol Review

## Council Approval Required

- Given the importance of developing a strong and reliable telecommunications network, and the lasting impact it can have on township landscapes, the protocol should require all letters of concurrence to pass through council and be subject to a vote.
- The Director of Planning would typically be required to submit a report to council that:
  - describes the proposal;
  - summarizes any concerns raised during the consultation process;
  - discusses how the proponent responded to the concerns raised;
  - confirms completion of the public consultation process;
  - confirms compliance with the municipality's siting protocol; and
  - provides a recommendation to council for consideration

# Protocol Review

## How Prescriptive?

- The question of how prescriptive the protocol should be is not easy to answer. It really depends on how much control and involvement the municipality would like during the consultation process.
- By law, the proponent is required to adhere to the local authority's protocol, meaning it can be as detailed and demanding as the municipality desires (within reason).
- To give one example, the Town of Caledon has developed a very thorough protocol that leaves almost nothing open to interpretation.
- Similar to other municipalities, the Town of Caledon requires the proponent to erect a large notification sign on the proposed property during the consultation period.
- The protocol describes in great detail exactly what size the sign should be, what material it should be made from, the information it should contain, the size of the lettering, where it should be located, etc.

### Town of Caledon – Notification Sign

<u>(NAME OF PROPONENT)</u> HAS PROPOSED TO LOCATE A TELECOMMUNICATIONS FACILITY, BEING <u>(HEIGHT)</u> METRES IN HEIGHT, _____ METRES FROM _____ ROAD ON THIS PROPERTY.	
PUBLIC COMMENT IS INVITED.	
A PUBLIC INFORMATION CENTRE IS SCHEDULED ON <u>(DATE of MEETING)</u> FROM <u>(TIME)</u> pm AT <u>(LOCATION)</u>	
FOR FURTHER INFORMATION CONTACT: <u>(PROponent COMPANY)</u> <u>(PROponent'S PHONE NUMBER)</u>	<u>(VISUAL RENDERING OF THE PROPOSED ANTENNA SYSTEM SUPERIMPOSED TO SCALE)</u>
<u>(LEAD PLANNER)</u> DAPP DEPARTMENT, TOWN OF CALEDON 905-584-2272 ext. <u>(####)</u> TOWN FILE No.: <u>(FILE #)</u>	

The sign must be 2.4 metres wide by 1.2 metres high with a 0.9 metre ground clearance.

It is recommended that the sign be constructed using a 19 mm exterior grade plywood panel. Vertical structural members should be 100 mm by 100 mm fir, installed to a depth of 1.2 metres below grade: 50 mm by 50 mm horizontal fir stringers should be located behind the top, bottom, and centre of the sign panel.

Sign panels and all structural members must be painted with quality paint. Lettering is to be black inscribed on a white background.

The sign must include a colour photograph of the subject property with a superimposed scaled image of the Antenna System, support structure and supporting facilities, with the height and width of the proposed Antenna System shown on the photo.

The sign is to be professionally lettered or silk screened, using upper case letters, size 50 mm and 100 mm.

One sign shall be erected along each street frontage of the property and midway between the adjacent property lines.

The sign will read as follows with the appropriate information filled in that is underlined:

A photograph illustrating each of the required signs and the date on which it was erected on the subject property must be submitted to the Development Approval and Planning Policy Department.

# Conclusion

*Customized Protocol Fits Best*

# Conclusion

## Develop Customized Protocol

- Municipal telecommunication protocols come in various shapes and sizes. They have been developed independently by hundreds municipalities over the past decade to suit their individual needs. Many protocols were likely borne out of necessity, after the federal default process failed to protect local interests.
- In developing a protocol, the recommended approach would be to borrow heavily from municipalities that have already done it themselves and have done it well.
- Industry Canada's *"Guide to Assist Land-use Authorities in Developing Antenna System Siting Protocols"* is a useful resource, as is the ready-made template created by the Federation of Canadian Municipalities in collaboration with the Canadian Wireless Telecommunications Association.
- However, one of the main benefits of establishing a protocol is the ability to customize it to reflect unique community values, which may differ from one jurisdiction to the next.
- For example, the Township of Wilmot is a community based on agriculture. Thus, protecting prime agricultural land and taking advantage of existing structures like grain elevators to expand network coverage might be specific goals that wouldn't apply to an inner-city jurisdiction. For this reason, adopting a template protocol off the shelf is not recommended.
- With two active proposals on table, and more likely to come in the near future, it is time for the Township of Wilmot to develop its own protocol and play a more active role in telecommunications siting decisions.