



**TOWNSHIP OF WILMOT  
AGENDA  
AD HOC BUDGET ADVISORY COMMITTEE  
Monday, December 5, 2011  
Wilmot Community Room  
5:00 P.M.**

**DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

- 1. REPORT NO. FIN 2011-30  
2011 Taxation Policy**

**Recommendation**

That the Committee recommends staff to prepare the 2012 Budget based in principle on a targeted inflationary levy increase of 2.10%, which will be monitored.

- 2. REPORT NO. FIN 2011-31  
Summary of Recreation Subsidy**

**Recommendation**

That Finance Report FIN 2011-31, regarding the provision of subsidized rates for recreational services, be received for information purposes.

- 3. REPORT NO. FIN 2011-32  
Fees and Charges Amendments**

**Recommendation**

That the Ad Hoc Budget Advisory Committee recommends to Council the Fees and Charges report dated December 5, 2011 be adopted and that the Fees and Charges By-law be updated accordingly.

- 4. REPORT NO. FIN 2011-33  
Municipal Grants Policy**

**Recommendation**

That the Municipal Grants Policy, establishing guidelines for the awarding of grants to non-profit organizations, be approved, and incorporated into the Township's Corporate Policy Manual.

**5. REPORT NO. FIN 2011-34  
2012 Grants to Local Community Groups and Voluntary Organizations**

**Recommendation**

That the Ad-Hoc Budget Advisory Committee approve and recommend to Council grants to local community groups and voluntary organizations as per Schedule "A" (as determined by the committee);

And further, that \$48,372 for the grants to local community groups and voluntary organizations be incorporated in the 2012 draft operating budget.

**MOTION TO CONVENE INTO CLOSED SESSION**

That a Closed Meeting of the Ad Hoc Budget Advisory Committee be held on Monday, December 5, 2011 in accordance with Section 239 (2) of the Municipal Act, 2011, for the purposes of considering the following subject matter:

- b) personal matters about an identifiable individual, including municipal or local board employees

**MOTION TO RECONVENE INTO OPEN SESSION**

**MOTION TO RECONVENE FOLLOWING REGULAR COUNCIL (if necessary)**

**ADJOURNMENT**



## ***Township of Wilmot*** **COMMITTEE REPORT**

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**REPORT NO.**            **FIN 2011-30**

**TO:**                      **Members of the Ad Hoc Budget Advisory Committee**

**PREPARED BY:**      **Rosita Tse, Director of Finance**

**DATE:**                 **December 5, 2011**

**SUBJECT:**             **2012 Taxation Policy**

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### **RECOMMENDATION:**

That the Committee recommends staff to prepare the 2012 Budget based in principle on a targeted inflationary levy increase of 2.10%, which will be monitored.

### **BACKGROUND:**

In 2002, Council endorsed that the annual levy be adjusted by a "Cost of Living Allowance" (COLA) factor derived from the Consumer Price Index (CPI) published by Statistics Canada. Historically, the Township has followed the Total CPI as a guideline for levy adjustments, and this methodology had proven to be practical for several years.

The practice of using Core CPI as the Township's levy increase guideline was adopted by the Ad Hoc Budget Advisory Committee on November 23, 2009.

### **REPORT:**

#### **Core Consumer Price Index:**

The Core CPI, as published by Statistics Canada in its release on November 18, 2011 was 2.10%, while the Total CPI was 2.90%. In keeping with the established practice, staff will utilize the Core CPI of 2.10% in preparing the 2012 Budget.

## Wilmot Recreation Complex Phase II

As noted previously in the Business Plan from 2009, the opening of Phase II of the WRC will generate a significant impact on the total operating budget of the Township, until the maturity of the Township's long-term debt. Beginning in fiscal 2014, \$377,000 previously allocated to debt repayment will be re-directed towards the operating costs of this facility. In 2015, the maturity of remaining long-term debt will increase this total to \$438,000.

In regards to the opening of Phase II, the most recent staff estimates are anticipating an incremental net cost of approximately \$400,000 for 2012. In order to minimize the direct impact of these costs on the tax base for two years, the Township will be exploring various avenues throughout the budget process. These measures include, but are not limited to, cost reductions through operational efficiencies; negotiating reduced pricing from service providers; modification or re-alignment of capital projects; re-distribution of Ontario Municipal Partnership Funding between operating, capital and reserves; and/or bridge financing via internal funds.

All efforts will be made to achieve the 2.10% increase. If after exhausting all above scenarios, and consideration from the ad hoc budget advisory committee, additional funding is still required, the committee would have to revisit the proposed levy increase to balance the 2012 fiscal requirements. In this case, an increase of 0.1% would generate approximately \$6,100 in additional revenue.

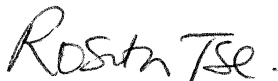
### Area Municipal Tax Rates:

The following chart shows a summary of levy increases from 2007-2011 for area municipalities within the Region and the proposed levy increases for 2012. As the chart indicates, a levy increase of 2.10% for 2012 would maintain the Township of Wilmot status as one of the lowest tax increases across the Region of Waterloo.

Year	Township Of Wilmot	Regional Municipal Average	Region of Waterloo	City of Cambridge	City of Kitchener	City of Waterloo	Township of North Dumfries	Township of Wellesley	Township of Woolwich
2012	2.10	2.95	2.50-3.00	3.00-4.00	1.90-3.90	2.16	4.40-5.00	3.00	2.50
2011	1.80	2.86	1.47	3.55	3.90	1.89	4.80	2.99	2.44
2010	1.92	2.87	2.61	2.80	2.90	1.57	3.11	4.06	4.00
2009	2.34	3.01	3.15	1.90	3.98	3.33	2.14	1.25	6.00
2008	2.30	3.73	2.72	3.00	3.71	3.61	3.00	5.50	6.00
2007	1.93	2.72	2.58	2.50	3.33	3.45	2.00	3.00	3.00

**CONCLUSION:**

Staff will continue to monitor departmental budget requirements, while working towards the 2.10% target levy increase.



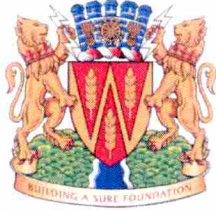
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Rosita Tse, Director of Finance

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Reviewed by Grant Whittington, CAO



## Township of Wilmot Committee Report

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**REPORT NO.** FIN 2011-31

**TO:** Members of the Ad Hoc Budget Advisory Committee

**PREPARED BY:** Patrick Kelly, Manager of Accounting  
Scott, Nancekivell, Director of Facilities and Recreation  
Rosita Tse, Director of Finance

**DATE:** December 5, 2011

**SUBJECT:** Recreation Subsidy Review

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### RECOMMENDATION:

That Finance Report FIN 2011-31, regarding the provision of subsidized rates for recreational services, be received for information purposes.

### REPORT:

As part of the 2012 fees and charges review, Facilities and Recreation and Finance staff have completed a comprehensive review of the recreation subsidies provided to various organizations and groups across the Township of Wilmot.

The attached worksheet outlines the net subsidy totals, broken down by group and function for fiscal 2010. These subsidies come in a variety of forms, such as reduced rate or zero rate charges. Subsidies are applied across many rental revenue generating activities, including ice pad, sports field, pool, community centre and park rentals.

As outlined in the attachment, the total subsidy provided across each of these groups in fiscal 2010 was approximately \$330,000.

### CONCLUSION:

Staff have provided this document to members of the ad hoc Budget Advisory Committee for information purposes. Results may be referenced throughout the 2012 Budget process.

  
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Patrick Kelly, Manager of Accounting

  
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Rosita Tse, Director of Finance

  
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Scott Nancekivell, Dir of Facilities and Recreation

  
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Reviewed by Grant Whittington, CAO

**SUBSIDIZED/GIFT IN KIND USE OF FACILITIES 2010**

**Arena Floor/Halls/Meeting Rooms 2010**

<b>User Group</b>	<b>Number of discounted rental hours</b>	<b>Total Subsidy</b>
Baden Chamber of Commerce	22.00	\$490.60
Baden Minor Soft Ball Association	33.00	\$396.78
Community Care Concepts	10.00	\$305.36
Haysville Sunshine Club	52.50	\$1,170.75
Mannheim Optimist Club	118.00	\$84.00
National Wild Turkey Federation (Archery)	16.00	\$166.24
New Dundee Board of Trades	85.50	\$2,229.64
New Dundee Minor Ball	24.00	\$267.60
New Dundee Optimist Club	97.00	\$2,396.94
New Dundee Seniors	57.00	\$2,226.42
New Dundee Women's Institute	90.00	\$2,675.52
New Hamburg Pickup Ball Hockey League	72.00	\$664.96
New Hamburg Board of Trades	113.00	\$1,504.98
New Hamburg Canada Committee	24.00	\$429.66
New Hamburg Community Band	83.50	\$1,785.98
New Hamburg Firebirds	49.00	\$986.74
New Hamburg Hockey Association	107.75	\$2,257.79
New Hamburg Hockey Mom's	8.00	\$133.80
New Hamburg Legion	11.00	\$448.89
New Hamburg Library	182.50	\$2,636.88
New Hamburg Lioness	11.00	\$301.22
New Hamburg Lions Club	16.00	\$237.38
New Hamburg Optimist	13.00	\$521.52
New Hamburg Scouts	4.00	\$111.48
New Hamburg Skating club	48.00	\$964.01
New Hamburg Softball Association	101.75	\$1,979.20
Petersburg Optimist Club	25.00	\$851.15
Region of Waterloo	23.00	\$595.22
Scouts - Baden	165.50	\$876.15
St Agatha Santa Claus Parade Committee	14.00	\$284.49
St. Agatha Lions Clubs	9.00	\$167.22
St. Agatha Seniors	159.00	\$1,830.72
Stratford Taoist Tai Chi Society	96.00	\$1,907.74
The Community Players	1662.50	\$22,413.22
The Rook Players	108.00	\$2,006.88
Waterloo Federation of Agriculture	56.00	\$473.90
Waterloo Oxford DSS	5.00	\$167.22
Waterloo Region 4-H club (Wilmot)	49.00	\$1,740.54
Waterloo Wellington District 26 Senior Games Committee	2.50	\$55.75
Wilmot Aquatic Aces	74.50	\$1,443.77
Wilmot Agricultural Society	92.75	\$1,371.43
Wilmot District Guiding	316.00	\$8,702.86
Wilmot District Soccer	38.50	\$802.80
Wilmot Family Resource Centre	912.50	\$36,744.32
Wilmot Girls Hockey Association	18.50	\$401.37

Wilmot Healthy Committee Coalition	188.25	\$2,104.72
Wilmot Horticultural Society	58.00	\$1,102.52
Wilmot Optimist Club	154.50	\$2,552.03
Wilmot Pathfinders	55.00	\$758.14
Wilmot Srs Shuffle Board and Carpet Bowling	484.50	\$18,910.26
<b>Totals:</b>	<b>6217.00</b>	<b>\$135,638.76</b>

#### Pool Subsidy

User Group	Rental hours	Total subsidy
Board of Education	200.5	\$8,153.75
Special Olympics	44.00	\$1,832.45
Wilmot Aquatic Aces	413	\$20,523.88
<b>Totals</b>	<b>657.50</b>	<b>\$30,510.08</b>

#### Ice Subsidy

User Group	Rental hours	Total subsidy
Board of Education	105.00	\$6,974.46
New Hamburg Minor Hockey	1498.00	\$86,734.20
New Hamburg Figure Skating	520.00	\$30,108.00
Wilmot Girls Hockey	574.00	\$33,234.60
<b>Totals</b>	<b>2697.00</b>	<b>\$157,051.26</b>

#### Diamond Subsidy

User Groups	Rental hours	Total Subsidy
Baden Minor Softball Association	84.00	\$913.08
New Dundee Minor Ball	34.00	\$369.58
New Hamburg Soft Ball Association	223.00	\$2,426.60
<b>Totals</b>	<b>341.00</b>	<b>\$3,709.26</b>

#### Soccer Subsidy

User Groups	Rental hours	Total Subsidy
Wilmot District Soccer Association	351.50	\$2,915.03
<b>Totals:</b>	<b>351.50</b>	<b>\$2,915.03</b>

**TOTAL SUBSIDIZED**

**\$329,824.39**



## ***Township of Wilmot*** **COMMITTEE REPORT**

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**REPORT NO.** FIN 2011-32

**TO:** Members of the Ad Hoc Budget Advisory Committee

**PREPARED BY:** Tyler Wendland, Manager of Revenue  
Rosita Tse, Director of Finance

**DATE:** December 5, 2011

**SUBJECT:** Fees and Charges

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### **RECOMMENDATION:**

**That the Ad Hoc Budget Advisory Committee recommends to Council the Fees and Charges report dated December 5, 2011 be adopted and that the Fees and Charges By-Law be updated accordingly.**

### **BACKGROUND:**

The Municipal Act allows a municipality to impose fees or charges for services or activities provided and for use of its property. The Planning Act allows for a municipality to charge fees for processing a applications made in respect to planning matters. As part of the budget process, staff review the Township's fees and charges schedules and make recommendations for changes to the Township's Fees and Charges By-Law.

### **REPORT:**


The attached schedule and departmental memorandums outline the proposed new and changed fees for 2012.

To accommodate the major user groups of the arena and pool facilities, whose operations are based on the "school year", staff are not proposing any structural changes to the ice and pool rental rates at this time. A report with, any proposed changes to these rental rates for the beginning of the next operating year (September), will be submitted for Council's review and consideration in the summer of 2012.

**CONCLUSION:**

Upon ad hoc Budget Advisory Committee approval of these proposed changes, staff will update the Township's fee schedules accordingly and submit an updated by-law to Council for approval.

  
Tyler Wendland, Manager of Revenue

  
Rosita Tse, Director of Finance

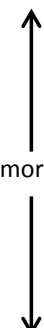
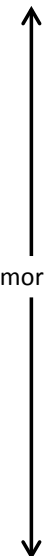
  
Reviewed by Grant Whittington, CAO

## New/Revised Fee Schedule

<b><i>New Fees</i></b>			
Fee	Proposed Fee	Criteria	Justification
<b>Clerk Services</b>			
Commission/Certification of Documents	\$ 20.00	For up to 3 doc.	Details included in Memorandum from Deputy Clerk
<b>Financial Services</b>			
Tender/Proposal/Quotation Documents Fee	\$0.00 - \$200.00	per package	To offset costs of preparing documents for bidders
Property Standards Administration Fee	10.00%	of by-law order	Details included in Memorandum from Manager of Revenue
Municipal Drainage Works Administration Fee	10.00%	of direct costs	
<b>Facilities and Recreation Services</b>			
Non Resident Surcharge <small>(Arena/Pool/Field/Diamond Rental)</small>	25.00%	of regular fee	<div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center; margin-right: 10px;">↑</div> <div style="text-align: center; margin-right: 10px;">↓</div> </div> Details included in Memorandum from Director of Facilities & Recreation
WRC Birthday Party Package	\$ 140.00	max. 11 guests	
Leisure Pool Rental	\$ 71.28	per hour	
Lap Pool/Leisure Pool Combined Rental Discount	10.00%	of regular cost	
Dryland Training Room Rental <small>(WRC)</small>	\$ 35.00	per hour	
Dryland Training Room Equipment Rental	\$ 2.00	per user	
<b>Development Services</b>			
Variance to Sign By-Law	\$ 500.00	per variance	Details included in Memorandum from Director of Development Services

<b><i>Revised Fees</i></b>			
Fee	Current Fee	Proposed Fee	Justification
<b>Clerk Services</b>			
Photocopies (per page)	\$ 0.75	\$ 0.25	Reflects cost reductions attributed to newer copiers
<b>Fire Services</b>			
Fire Inspections	\$ 100.00	\$ 150.00	Reflects increased costs to perform inspection and provide report
<b>Public Works</b>			
Grader (per hour)	\$ 85.00	\$ 100.00	<div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center; margin-right: 10px;">↑</div> <div style="text-align: center; margin-right: 10px;">↓</div> </div> To reflect changes to the Township's equipment and to "industry standards" provided by MTO (OPSS Report)
Small Tractor (per hour)	\$ 35.00	\$ 40.00	
Large Tractor (per hour)	\$ 45.00	\$ 60.00	
Steel Drum Roller (per hour)	\$ 25.00	\$ 30.00	
Chipper	\$ 45.00	\$ 35.00	
Public Works (Roads) Administration Fee	15.00%	10.00%	Reflects efficiency in the administration process

**Revised Fees (Continued)**

Fee	Current Fee	Proposed Fee	Justification
<b>Facilities and Recreation Services</b>			
WRC Community Centre Rental Deposit	\$ 150.00	\$ 100.00	\$100 is sufficient
Lap Pool Rental (\$17.82 per Lane [x6 = \$106.89] [x8 = \$142.56])	\$ 106.89	\$ 142.56	Details included in Memorandum from Director of Facilities & Recreation 
Non Resident Surcharge (Swimming Lessons)	20.00%	25.00%	
Refundable Damage Deposit (Parks Rentals)	\$ 500.00	\$ 1,000.00	
Soccer Fields - Mini Fields	\$ 17.04	\$ 25.77	
Soccer Fields - Mini Fields (for Minor Sports)	\$ 11.07	\$ 19.68	
Soccer Fields - Intermediate Fields	\$ 22.70	\$ 34.11	
Soccer Fields - Intermediate Fields (for Minor Sports)	\$ 14.76	\$ 26.00	
Soccer Fields - Full Fields	\$ 51.10	\$ 65.67	
Soccer Fields - Full Fields (for Minor Sports)	\$ 33.22	\$ 47.42	
<b>Development Services</b>			
Letter of Compliance - 2 week response	\$ 75.00	\$ 100.00	Details included in Memorandum from Director of Development Services 
Letter of Compliance - 24 hour response	\$ 105.00	\$ 150.00	
Offical Plan Amendment	\$ 2,500.00	\$ 3,000.00	
Zoning Amendment By-Law	\$ 1,000.00	\$ 2,000.00	
Zoning Amendment to Extend Temporary Use	\$ 400.00	\$ 500.00	
Amendment to Zone, to Z14 or to add use to Z14	\$ 4,000.00	\$ 5,000.00	
Minor Variance Application	\$ 300.00	\$ 500.00	
Consent Application - Right of Way/Easement	\$ 500.00	\$ 750.00	
Consent Application - New Lot/Addition	\$ 500.00	\$ 1,000.00	
Site Plan Application	\$ 1,500.00	\$ 2,000.00	
Draft Plan of Subdivision/Condominium Application	\$ 4,000.00	\$ 5,000.00	
Change to Conditions of an Agreement	\$ 250.00	\$ 500.00	
Release of an Agreement	\$ 100.00	\$ 500.00	
Part Lot Exemption Control - By-Law	\$ 500.00	\$ 750.00	
Part Lot Exemption Control - Additional Lot	\$ 250.00	\$ 500.00	



## **Township of Wilmot Memorandum**

**TO:** Members of the Ad Hoc Budget Advisory Committee

**PREPARED BY:** Dawn Mittelholtz, Deputy Clerk

**DATE:** December 5, 2011

**SUBJECT:** Fees for Commissioning/Certification Services

The Director of Clerk's Services, Deputy Clerk, Director of Finance and the Mayor – by virtue of office are Commissioner of Oaths for the Township of Wilmot. Clerk's Services performs the majority of commissioning and certification services. Historically, the Township of Wilmot has not charged for the commissioning of oaths (i.e. foreign pension documents, affidavits for various reasons, travel letters etc.) or for certifying documents. This is a service many municipalities charge for and is authorized under the Municipal Act, as indicated in the chart below:

<u>Municipality</u>	<u>Fee/Document</u>	
City of Cambridge	\$23 if they have a form	\$30 if the city has to type affidavit
City of Kitchener	Does not commission documents	
City of Waterloo	\$21	
Township of North Dumfries	No fee for residents	No service for nonresidents
Region of Waterloo	\$20	
Township of Wellesley	No fee for residents	\$10 for nonresidents
Township of Woolwich	\$25 for up to three documents	
Township of Blandford-Blenheim	No fee	
Township of East Zorra - Tavistock	No fee	
Township of Perth East	\$10	
City of Stratford	\$25	

Fees vary across the Region and neighbouring municipalities, ranging from no charge to residents to \$30/document. To-date, in 2011, approximately 100 commissions/certifications have been provided, on average - 10 documents per month. Staff recommends charging a fee of \$20.00 for up to three commissioning/certifications. Staff feels this is an adequate fee to cover the service the employee provides but is not unduly burdensome for the users of the service and keeps Wilmot within the average for the Region and surrounding area. The Township would continue to not charge for documents commissioned for Township business. (i.e. planning applications)

To notify the public of this new fee, the information would be posted on the Township's website and placed in the 2012 Tax Newsletters. Also, as the regular users of this service have come in during the latter part of 2011, the Township has been advising them of the possible new fees.

To maintain consistency within the majority of the Region/surrounding area staff is of the opinion that it is justifiable to cost recover the time expended to provide this service.



## ***Township of Wilmot Memorandum***

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**TO:** Members of the Ad Hoc Budget Advisory Committee

**PREPARED BY:** Tyler Wendland, Manager of Revenue

**DATE:** December 5, 2011

**SUBJECT:** Proposed “New” Administration Fees

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Section 391 of the Municipal Act, allows municipalities to charge fees for services and activities performed. As costs associated with providing municipal services continue to increase, municipalities across Ontario are attempting to find more ways to recover these costs through user fees directly associated with the services provided.

### *Property Standards Administration Fee*

Through By-Law 2004-38 and 2008-54, the Township is charged with ensuring that properties and buildings remain clean and safe for the residents of the Township. Historically, all costs for administering this by-law have been absorbed by the Township’s tax base, with only the direct costs associated with property standards “clean-ups” being recovered from the property owner.

The costs incurred by the Township’s tax base for the administration of this by-law can be quite extensive. Prior to any order being issued administration costs are incurred to investigate complaints, inspect properties, and through meetings involving various staff members, determine appropriate actions. If it is determined that an order should be given to a property, staff are then responsible for creating/issuing the order and ensuring that the order is adhered to. Lastly, if a property standards order is ignored, the Township is responsible for organizing the property clean-up, and invoicing/collecting the direct costs incurred from the clean-up.

The proposed administration fee would be applied against any property not adhering to property standards orders, and is designed to recover the substantial administrative costs incurred.

### *Municipal Drainage Works Administration Fee*

The Municipal Drainage Act outlines that property owners are responsible for all costs associated with the constructions and maintenance of municipal drains. Administrative costs associated with municipal drains include tracking and payment of all invoices, arranging for any required public meetings, preparation of required by-laws and the invoicing and collection of all costs to be recovered by property owners. In a survey of the rural municipalities within the Region, the Township of Wellesley is charging an 8% administration fee, while the Township of Woolwich is considering the implementation of an administration fee.

The proposed administration fee would be applied against the overall cost of the municipal drainage works and would be recovered through the distribution of costs as outlined by the legislated municipal drainage by-laws.



## ***Township of Wilmot*** ***Memorandum***

**TO:** Members of the Ad Hoc Budget Advisory Committee

**PREPARED BY:** Scott Nancekivell, Director of Facilities and Recreation Services

**DATE:** December 5, 2011

**SUBJECT:** 2012 User Fee Adjustments

Staff have recommended new user rates or rate adjustments and have provided justification as follows:

### Increased Non-Resident Surcharge for Swimming Lessons - 20% increased to 25%

It is very common across Canadian municipalities that own and operate municipal pools to heavily subsidized their pool operations through the general levy (i.e. program revenues do not cover operating expenses). Historically in Wilmot Township, user rates and program fees typically cover about one-third of the pool's operating expenses. Not all municipalities have indoor swimming pools, and as a result their constituents seek aquatic programs and activities from the closest municipality with a pool. However, these non-residents do not financially support pool operations through their taxes. This has resulted in some municipalities charging a "non-resident surcharge". In Wilmot, non-resident patrons account for approximately 30% of total pool usage. Staff anticipate that this rate may increase with the opening of our new state of the art aquatic facility in January. As a result, staff recommend that Wilmot's "non-resident surcharge" increase from 20% to 25% in 2012. This fee increase will be monitored and depending on a strong non-resident usage, a further review may be required. It is important to note that this surcharge is not a cost recovery fee.

### "New" Non-Resident Surcharge on Arena Rentals, Pool Rentals, and Field Rentals – 25%

Due to Wilmot's very reasonable user fees for sports field, arena ice and pool usage, more individuals or sport groups from outside the municipality are seeking to rent our facilities. In some cases, local groups cannot book their preferred times due to the unavailability of space. Staff suggest that a "non-resident surcharge" of 25% be placed on all outdoor sport field, arena and pool rentals.

### Increased Lap Pool Rental Rates

The increase to the Lap Pool Rental Rate relates directly to the additional two lanes becoming available with the opening of the new aquatic centre in January. The Per Lane Rental Rate will continue to remain the same.

“New” Leisure Pool Rental & Combined Lap Pool/Leisure Pool Rental Rates

With the opening of the new aquatic centre in January, a larger lap pool and a new leisure pool will become available for programs and private rentals. Staff have contacted municipalities with comparable amenities to determine an appropriate rental rate.

“New” Dry-Land Training Room Rental/Equipment Fees

A new dryland training room will be available to rent at the Wilmot Recreation Complex once the second phase opens in January. Staff have contacted municipalities with comparable amenities to determine an appropriate rental rate.

Combined Lining Fee/Soccer Field Rental Rates

Staff have incorporated the field lining fees into the field rental cost to equitably distribute the true cost of lining the fields. Previously, Wilmot Minor Soccer was charged a lining fee to have the fields lined once per week. However, if an adult group or a team from outside the municipality rented a soccer field and the field markings were still visible, they would opt not to pay a lining fee. Thus, minor soccer was subsidizing field lining costs for ALL field renters. Staff have met with Wilmot District Minor Soccer and they are in agreement with incorporating the updated lining fee into the field rental cost.

“Birthday Party” Package Rate (WRC)

Staff have developed a “package” rate for holding birthday parties at the Wilmot Recreation Complex. The package rate includes up to 1 hour of skating or swimming, room rental, and food/beverage for up to 11 guests. Children’s birthday parties have become more popular at recreation facilities that offer a variety of activities for guests to enjoy.

Refundable Damage Deposit

Staff recommend an increase in the refundable damage deposit for special events due to the escalating costs associated with sports turf repair if a softball or soccer field becomes rutted or damaged.



## ***Township of Wilmot Memorandum***

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**TO:** Members of the Ad Hoc Budget Advisory Committee

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

**DATE:** December 5, 2011

**SUBJECT:** Planning Application Fee Increases

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Planning fee increases reflect a comprehensive review of fee structures to ensure that, although not legislated, the Planning Section of the Development Services Department is funded by the development industry in similar fashion to the Building Section.

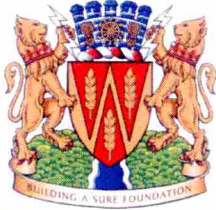
The Department has been successful with its approach for many years as reflected by its standing in the BMA annual reporting of revenue/expense ratios for Planning Departments across Ontario. In the 2010 BMA report for municipalities with populations under 20,000 persons the average net cost of planning services was \$22/capita while Wilmot’s net cost was \$1/capita.

The attached chart reflects the current planning fees charged by neighbouring municipalities for comparison purposes. Of particular note is that the Township of Woolwich staff have indicated that they will be making substantive increases to fees in order to improve upon their 2010 BMA reported cost of \$9/capita.

The proposed increases to Planning Fees should ensure Wilmot retains its position as a leader in cost recovery of Planning Services.

### Planning Fees Comparison Chart

FEE CATEGORY	Wilmot	Wilmot Proposed 2012	Woolwich <i>NB: to Increase 2012 CofA Fees to Dbl</i>	North Dumfries <i>NB: deposit system</i>	Wellesley <i>NB: deposit system</i>	Kitchener	Cambridge	Waterloo
<b>Compliance Letters</b>								
	2 week response	\$ 75.00	\$ 100.00	\$ 75.00	\$ 50.00	\$ 55.00	\$ 104.00	\$ 125.00
	24 hour response	\$ 105.00	\$ 150.00		\$ 75.00	\$ 100.00	\$ 160.00	\$ 260.00
<b>Official Plan Amendment</b>	\$ 2,500.00	\$ 3,000.00	\$ 4,299.00	\$ 3,000.00	\$ 1,800.00	\$ 6,960.00	\$ 8,000.00	\$ 20,765.00
<b>Zoning By-law Amendment</b>	\$ 1,000.00	\$ 2,000.00	\$1,075.00 - \$2,687.00	\$ 3,000.00	\$ 1,600.00	\$ 9,258.00	\$ 5,000.00	\$ 10,725.00
<b>Zoning By-law Amendment (Aggregates)</b>	\$ 4,000.00	\$ 5,000.00	\$ 8,348.00					
<b>Temporary Use By-law</b>	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00				
<b>Extension of Temporary Use</b>	\$ 400.00	\$ 500.00	\$ 537.00					
<b>Removal of Holding Zone</b>	\$ 500.00	\$ 500.00	\$ 537.00			\$ 1,010.00	\$ 3,000.00	\$ 9,655.00
<b>Consent (New Lot, Lot Addition)</b>	\$ 500.00	\$ 1,000.00	\$ 537.00	\$ 1,000.00	\$ 750.00	\$ 1,175.95	\$ 700.00	\$ 1,255.00
<b>Consent (Easement, Right of Way)</b>	\$ 500.00	\$ 750.00						
<b>Minor Variance</b>	\$ 300.00	\$ 500.00	\$ 485.00	\$ 1,000.00		\$ 990.53	\$ 600.00	\$ 1,075.00
<b>Pt Lot Control Exemption (one lot)</b>	\$ 500.00	\$ 750.00	\$ 537.00			\$ 2,457.00	\$ 500.00	\$ 4,320.00
<b>Pt Lot Control Exemption (each additional lot under same by-law)</b>	\$ 250.00	\$ 500.00	\$ 271.00				\$ 500.00	\$ 10,305.00
<b>Draft Plan of Subdivision or Condominium Application</b>	\$ 4,000.00	\$ 5,000.00	\$ 2,687.00	\$ 15,000.00	\$ 10,000.00	\$ 8,181.00	\$ 8,000.00	\$ 37,540.00
<b>Request to Amend Conditions of Draft Approval</b>	\$ 500.00	\$ 500.00	\$ 1,565.00			\$ 2,725.00		
<b>Request to Change Conditions of an Agreement</b>	\$ 250.00	\$ 500.00	\$ 1,565.00					
<b>Request for Release of an Agreement</b>	\$ 100.00	\$ 500.00	\$ 323.00					
<b>By-law to Deem a Plan or Part of a Plan not to be a Registered Plan</b>	\$ 500.00	\$ 500.00						
<b>Variance to Sign By-law</b>	\$ -	\$ 500.00	\$ 485.00			\$ 990.53	\$ 500.00	\$ 1,075.00
<b>Site Plan Approval Application</b>	\$ 1,500.00	\$ 2,000.00	\$ 1,612.00		\$ 400.00	\$ 3,820.00	\$ 3,500.00	\$ 4,000.00
<b>Revision to Approved Site Plans</b>	\$ 500.00	\$ 500.00	\$ 1,075.00		\$ 150.00	\$ 404.00	\$ 2,500.00	\$ 500.00
<b>Home/Farm Occupation</b>	\$ 75.00	\$ 75.00			\$ 100.00	\$ 60.00		



## **Township of Wilmot Committee Report**

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**REPORT NO.** FIN 2011-33

**TO:** Members of the Ad Hoc Budget Advisory Committee

**PREPARED BY:** Patrick Kelly, Manager of Accounting  
Rosita Tse, Director of Finance

**DATE:** December 5, 2011

**SUBJECT:** Municipal Grants Policy

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### **RECOMMENDATION:**

That the Municipal Grants Policy, establishing guidelines for the awarding of grants to non-profit organizations, be approved, and incorporated into the Township's Corporate Policy Manual.

### **BACKGROUND:**

As referenced during the 2011 budget process, and noted within the 2012 work program, staff undertook a review of the existing Grant to Community Groups process in order to establish clear criteria and objectives for the program moving forward.

### **REPORT:**

The attached policy document was mainly derived from a review of the existing practices by staff and Council, as it relates to the provision of Grant Funding. Area municipal grant policies were also referenced for additional items if necessary.

Staff are confident that this policy has been structured in a method to ensure staff and Council are both fair and equitable in their recommendation and allocation of grant funding to various groups and initiatives.

### **CONCLUSION:**

Staff have generated this policy to establish clear guidelines for the annual Municipal Grants program. This policy will be followed by staff in generating any future recommendations to ad hoc Budget Advisory Committee for funding toward community groups and/or voluntary organizations.

  
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Patrick Kelly, Manager of Accounting

  
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Rosita Tse, Director of Finance

  
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Reviewed by Grant Whittington, CAO



**THE CORPORATION OF THE  
TOWNSHIP OF WILMOT**

MUNICIPAL GRANTS POLICY

## **SECTION ONE**

### **Purpose**

The purpose of the Municipal Grants Policy is to provide guidelines for the awarding of grants to non-profit organizations who apply to the Corporation of the Township of Wilmot (“the Township”) for financial assistance.

## **SECTION TWO**

### **Objectives**

The objectives of the Municipal Grants Policy are:

1. To outline the requirements to apply and be considered for funding under the Grants to Community Groups and Voluntary Organizations Program;
2. To define the criteria to be used in determining eligibility for a grant; and
3. To outline the roles and responsibilities of the staff and Council of the Township in determining annual grant funding through this program

## **SECTION THREE**

### **Policy**

Legislative Authority in the Municipal Act provides for the making/awarding of grants:

*Despite any special provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to Section 106 (Granting of bonuses for commercial and industrial businesses), a municipality may make grants on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality (Section 107, Municipal Act, 2001).*

It is the policy of the Township to consider, within its financial capacity, modest financial support to non-profit organizations within the municipality. This support is provided in recognition of the value these organizations provide to the well being and growth of the community. The Township recognizes that supporting community groups and voluntary organizations is often fundamental to maintaining our quality of life.

## **SECTION FOUR**

### **Types of Grants**

The Township provides two types of municipal grants under this policy:

#### *Annual Operating Grant*

The annual operating grant must be used for the delivery of programs to a defined target audience and not for existing overhead, administrative expenses, fundraising activities, funding of previous year's deficits, debt charges or capital costs.

#### *Capital Grant*

A capital grant is defined as a one-time grant to an organization for the purpose(s) of acquiring a physical asset for use by the organization to carry out its programs within the Township.

## **SECTION FIVE**

### **Application Requirements**

All applications for grants listed in section four shall be submitted on forms provided by the Township, specifying the amount requested. The request should provide the necessary information to enable a full evaluation of the request based on the eligibility criteria listed in section six. Requests received as part of general mass mailing or telemarketing campaigns will not be considered.

## **SECTION SIX**

### **Eligibility Criteria**

The following criteria will serve as a guide for the review of applications for financial assistance from the Township in the form of a Municipal Grant:

1. Program/Service Obligation – supports a service delivered by the Township
2. Public Need/Benefit - service or program is broad based and all residents will derive a benefit versus special interest groups and benefit to specific residents
3. Financial Need – application demonstrates financial need and identifies all other grants and fundraising activities. Copies of most recent Financial Statements and budget for the year in which the grant would be used, should accompany the request.
4. Quality of Life – service of program enhances the quality of life of residents.

Each of these criteria will be given specific weighting, based on their relative importance, and assigned values by an internal staff evaluation committee. Based on this evaluation, staff will generate their recommendation for approval and inclusion in the Municipal budget.

## **SECTION SEVEN**

### **Application Deadline**

Applications received prior to the deadline posted on the Township website, in any given year, will be evaluated for the following fiscal year's budget allocation. Applications received after this deadline will only be considered if there are any uncommitted funds available within the fiscal year's budget for Grants to Community Groups and Voluntary Organizations.

## **SECTION EIGHT**

### **Roles and Responsibilities**

#### *Staff Review/Evaluation*

Finance staff will review and evaluate all eligible applications for Municipal grants. Based on staff evaluations and eligibility, staff will generate a recommendation to the ad-hoc Budget Advisory Committee/Council for approval of funding and inclusion within the annual budget.

#### *ad-hoc Budget Advisory Committee/Council*

The ad-hoc Budget Advisory Committee/Council will review the recommendations from staff for Grants to Community Groups and Voluntary Organizations on a case-by-case basis. The committee will then approve the funding under Municipal grants to be included within the annual operating budget.



# ***Township of Wilmot*** **COMMITTEE REPORT**

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**REPORT NO.**                    **FIN 2011-34**

**TO:**                                **Members of the Ad Hoc Budget Advisory Committee**

**PREPARED BY:**            **Patrick Kelly, Manager of Accounting**  
   **Rosita Tse, Director of Finance**

**DATE:**                         **December 5, 2011**

**SUBJECT:**                    **2012 Grants to Local Community Groups and Voluntary Organizations**

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**RECOMMENDATION:**

That the Ad-Hoc Budget Advisory Committee approve and recommend to Council grants to local community groups and voluntary organizations as per Schedule “A” (as determined by the committee);

And further, that \$48,372 for the grants to local community groups and voluntary organizations be incorporated in the 2012 draft operating budget.

**BACKGROUND:**

On an annual basis the Township of Wilmot provides grant funding to local community groups and voluntary organizations. Over the years, the program has expanded to include funding for region-wide programs that are shared by area municipalities. Based on the Municipal Grants Policy, grant funding amounts are reviewed on a case-by-case basis by members of Council, and subsequent funding is provided to assist in the operations of the various community groups and organizations.

**HIGHLIGHTS:**

In September, staff forwarded application packages to each applicant that received funding from the 2011 grants to community groups program. Applications were received from each of these organizations, and seven groups have requested increases. In addition to two applications for funding, previously provided through Economic Development, staff have also received two new applications.

As per past practice, staff have reviewed the applications and financial statements, and have summarized in Schedule “A” each of the groups’ requests for consideration. A history of grants awarded to each applicant over the past four years is also included for review. In addition, staff have provided copies of the new applications from New Hamburg Skating Club, Baden Community Group, as well as applications from New Hamburg Live and Foodlink.

**FINANCIAL ANALYSIS:**

The grants provided to these same groups in 2011 totaled \$43,846, while the requests for funding in 2011 total \$70,225. This represents an increase of \$26,379 or approximately 60%.

Staff have provided a proposed grant amount for each group, based on both the past practice of Council, and the financial status of each of these organizations. The total funding based on this approach would be \$48,372, or an increase of 15%, which staff recommend for approval by Council.

The two main drivers behind the staff recommended increase are the Wilmot Seniors Woodworking and Baden Community Group applications. The substantial increased funding proposed for Wilmot Seniors Woodworking is to cover one-time capital requirements for a planer (\$6,500). During the application and subsequent review process, both of these groups indicated to staff that they intend to become self-sustainable in the near future. Therefore, the proposed increase for 2012 is not anticipated to hold for future years.

**CONCLUSION:**

Staff have conducted the 2012 Grants to Groups program in accordance with the newly established Municipal Grants Policy. As per the Policy, Council are to review each of the requests on a case-by-case basis. Subsequent to Council approval, staff will contact the successful organizations to arrange for a presentation of grant funding by Council.



Patrick Kelly, Manager of Accounting



Rosita Tse, Director of Finance

  
Reviewed by Grant Whittington, CAO

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**2012 GRANTS TO COMMUNITY GROUPS / VOLUNTARY ORGANIZATIONS AND REGION WIDE PROGRAMS**

GROUP	Purpose of Grant Funding	2008 Grant	2009 Grant	2010 Grant	2011 Grant	2012			Justification
						amount requested	amount proposed	amount approved	
1 Wilmot Horticultural Society	Assist with the cost for plant material for 60+ civic flowerbeds; promote youth horticulture program; promote environmental awareness; encourage post-secondary horticultural education	1,285	1,320	1,326	2,000	2,000	2,000	No change requested	
2 Wilmot Agricultural Society	To offset costs of presenting the Fair, especially prize money paid to the competitors in the agricultural division	2,000	2,000	2,000	2,000	2,000	2,000	No change requested	
3 New Hamburg Concert Band	Repair/Purchase Equipment; Insurance; Uniform repairs; music & supplies; honorariums	1,200	1,200	3,300	1,200	1,200		No Change requested	
4 Interfaith Community Counselling	To help sustain the counselling services for all who seek assistance, regardless of their financial status. Also assist in funding a new programs "Girl Power and "Boys R Us"	6,000	6,000	6,000	6,000	6,000	10,200	Though staff agree with the programs and initiatives outlined by the group in their application, the increased staffing costs and school board programming would fall under the scope of Regional and Provincial governments. Staff would encourage Interfaith to approach these government bodies for additional funding, and therefore, recommend remaining at the existing level of \$6,000.	
5 Wilmot Family Resource Centre	Maintaining the current level of services for youth programs	15,500	15,870	16,175	16,466	16,993	16,812	On an annual basis, the COLA utilized by WFRC is adjusted to reflect the calculation for all municipal operations. 2012 request included a COLA increase of 2.9% as per Total CPI. Staff recommend the Township's 2012 COLA of 2.1% as per Core CPI.	
6 New Hamburg Lawn Bowling	Assist in maintaining the existing level of opportunity for physical exercise and social interaction. Maintain existing greens and equipment.	1,000	1,000	1,000	1,000	1,500	1,000	Purpose of grant has historically been to offset property taxes at this location. 2011 Property Taxes were (\$799.84).	
7 Community Care Concepts	Maintain existing level of services for seniors, and adults with disabilities. Including Meals on Wheels; community dining, transportation, day programs, etc.	3,128	3,128	3,128	3,128	3,500	3,128	This group continues to maintain substantial cash assets. Based on their approved 2011/2012 budget being balanced by maintaining the existing level of municipal funding, zero increase is recommended.	
8 Wilmot Seniors Woodworking	Machine Shop Partition and Lighting for wood/bowl turning area, Replace planing machine; printer/photo copier; power tools; equipment	-	3,254	2,263	2,164	14,600	6,500	The planing machine is critical to the on-going operations of the Seniors Woodworking Club. Therefore, staff recommend funding its replacement (\$6,500). IT staff will assist group in obtaining a competitively priced computer and printer. Finance will work with Seniors Woodworking to provide an interest-free loan for shop upgrades noted (\$5,000).	
9 Waterloo Wellington Sr. Games	To offset costs for the 55+ Summer Games for Seniors	550	550	550	750	750	750	Contribution is based on a funding formula agreed upon by Wilmot, Woolwich and Centre Wellington.	
10 School Safety Patrollers	Annual contribution towards the costs associated with the recognizing the dedication of school safety patrollers.	2,032	2,032	2,032	2,032	2,032	2,032	No change requested.	

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
2012 GRANTS TO COMMUNITY GROUPS / VOLUNTARY ORGANIZATIONS AND REGION WIDE PROGRAMS**

GROUP	Purpose of Grant Funding	2008 Grant	2009 Grant	2010 Grant	2011 Grant	2012			Justification
						amount requested	amount proposed	amount approved	
11 New Hamburg Firebirds Jr C	To offset ever increasing operating costs.	-	-	2,000	2,000	4,000	2,000		Based on their proposed 2011/2012 budget being balanced by maintaining the existing level of municipal funding (\$2,000), zero increase is recommended.
12 New Hamburg Live	To assist in presenting arts and culture events in Wilmot Township, including the 6-day New Hamburg Live! Festival of Arts	-	500	500	500	2,000	500		Previous funding was allocated through economic development to maintain existing programs. This funding is now being sourced through Municipal Grants program.
13 Baden Community Group	Seed funding to generate interest in a community group for the Town of Baden.	-	-	-	-	2,500	2,500		Historically, the Township has provided one-time seed funding to assist in start-up of various community initiatives.
14 New Hamburg Skating Club	Help in offsetting impact of ice rental fees, avoid further increase in registration fees	-	-	-	-	5,000	-	-	Based on the substantial subsidies provided annually for ice rental (i.e. 2010 - \$30,108), staff would not recommend providing additional grant funding towards operating.
15 Foodlink Waterloo Region	Assist in funding the Buy Local, Buy Fresh Map	1,000	1,000	1,000	1,000	1,000	1,000		Previous funding was allocated through economic development to maintain existing programs. This funding is now being sourced through Municipal Grants funding.
16 WODSS Bursaries	To fund the Waterloo-Oxford Citizenship Awards	400	400	400	400	400	400		Standing grant, no change requested
17 Youth in Recreation	To provide subsidies for participation in recreational programs by underprivileged youth.	530	600	300	600	550	550		Recommendation reflects the actual amount of financial assistance provided to youth in 2011.
18 Wilmot Healthy Communities	n/a	-	2,000	-	-	-	-	-	n/a
19 Morningstar Family Ministries	n/a	-	-	-	2,606	-	-	-	n/a
20 Drive to Stay Alive Program	n/a	2,500	-	-	-	-	-	-	n/a

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**2012 GRANTS TO COMMUNITY GROUPS / VOLUNTARY ORGANIZATIONS AND REGION WIDE PROGRAMS**

GROUP	Purpose of Grant Funding	2008 Grant	2009 Grant	2010 Grant	2011 Grant	2012			Justification
						amount requested	amount proposed	amount approved	
21 Safety Net Drug Awareness	n/a	1,100	-	-	-	-	-	-	n/a
22 Regional Pesticide Program	n/a	1,176	-	-	-	-	-	-	n/a
<b>TOTALS</b>		<b>\$ 39,401</b>	<b>\$ 40,854</b>	<b>\$ 41,974</b>	<b>\$ 43,846</b>	<b>\$ 70,225</b>	<b>\$ 48,372</b>	<b>\$ -</b>	

Community Organizations   
 Regional/District Programs