



**TOWNSHIP OF WILMOT
COUNCIL MEETING AGENDA
MONDAY, JULY 20, 2015**

**TELEVISED
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS
7:00 P.M.**

- 1. MOTION TO CONVENE INTO CLOSED SESSION**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 6. MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Council Meeting Minutes June 22, 2015**

Recommendation

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

Council Meeting June 22, 2015.

7. PUBLIC MEETINGS

- 7.1 REPORT NO. DS 2015-27
Zone Change Application 11/15
Walter Veugen
Part of Lot 7, Concession 3, Block A
Part 1, Plan 58R-18457
20 Kurt Place, New Dundee**

Recommendation

THAT report DS 2015-27 be received for information.

8. PRESENTATIONS/DELEGATIONS

- 8.1 Danny Beckner**
New Hamburg Full Throttle Donation to the Wilmot Fire Department
- 8.2 Nigel and Cheryl Gordijk**
Wilmot Terry Fox Run
- 8.3 Don Wagner**
Moparfest Event Update
- 8.4 Al Strong**
Baden Corn Fest Update
- 8.5 Stephanie Sobek-Swant, Executive Director**
rare Charitable Research Reserve
- 8.6 Prema Anjaria**
Castle Kilbride Advisory Committee Update

9. REPORTS

- 9.1 CAO – no reports**
- 9.2 CLERKS**
 - 9.2.1 REPORT NO. CL2015-18**
Noise By-law Exemption Request
Adrienne Gingerich
3385 Bleams Road, New Hamburg

Recommendation

THAT an exemption to the Noise By-law as requested by Adrienne Gingerich at 3385 Bleams Road in New Hamburg for the purpose of her wedding commencing Saturday, August 22, 2015 at approximately 5:00 p.m. to 12:00 midnight, be granted.

- 9.2.2 REPORT NO. CL2015-19**
By-law Enforcement
Quarterly Activity Report
April to June 2015

Recommendation

THAT the Enforcement Activity Report for April 1, 2015 to June 30, 2015 be received for information purposes.

9.3 FINANCE**9.3.1 REPORT NO. FIN 2015-23****Statement of Operations as of June 30, 2015 (un-audited)****Recommendation**

THAT the Statement of Operations as of June 30, 2015, as prepared by the Manager of Accounting, be received for information purposes.

9.3.2 REPORT NO. FIN 2015-24**Capital Program Review as of June 30, 2015 (un-audited)****Recommendation**

THAT the Capital Program Review as of June 30, 2015, as prepared by the Manager of Accounting, be received for information purposes.

9.3.3 REPORT NO. FIN 2015-25**Amended Water and Wastewater By-law****Recommendation**

THAT By-law 2015-10 be amended to include Mannheim and Shingletown residents.

9.3.4 REPORT NO. FIN 2015-26**Wilmot Township Water & Wastewater Financial Plan****Recommendation**

THAT report FIN 2015-26 regarding the Wilmot Township Water and Wastewater Financial Plan, prepared by the Supervisor of Revenue, be approved.

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW-2015-16****Public Works Activity Report****April - June****Recommendation**

THAT the Public Works Department Activity Reports for the months of April, May and June 2015 be received for information.

9.5 DEVELOPMENT SERVICES**9.5.1 REPORT NO. DS 2015-26
Quarterly Building Statistics Summary****Recommendation**

THAT the 2nd Quarter 2015 Building Statistics Summary be received for information.

9.6 FACILITIES AND RECREATION SERVICES**9.6.1 REPORT NO. PRD 2015-04
Facilities & Recreation Services Quarterly Activity Reports****Recommendation**

THAT the Facilities & Recreation Services Activity Reports for the second quarter of 2015 be received for information.

**9.6.2 REPORT NO. PRD 2015-05
RFP 2015-25 Engineered Design, Supply & Installation of a
Back-up Power Supply for the Wilmot Recreation Complex****Recommendation**

THAT Wagler Electric be awarded the contract to design, supply and install a permanent back-up power supply for the Wilmot Recreation Complex, as per their proposal dated June 26, 2015 for the upset fee of \$275,505.02, net of the HST rebate.

9.7 FIRE**9.7.1 REPORT NO. FD 2015-08
Quarterly Activity Report****Recommendation**

THAT the Fire Department Activity Report for the second quarter of 2015 be received for information purposes.

**9.7.2 REPORT NO. FD 2015-07
Community Alerting Network (CAN) System****Recommendation**

THAT the Township of Wilmot enter into a working partnership with the Township of Woolwich for use and maintenance of a Community Alerting Network (CAN) System using Aizan Technologies.

9.8 CASTLE KILBRIDE**9.8.1 REPORT NO. CK2015-04
Quarterly Activity Report – April, May & June 2015****Recommendation**

THAT the Castle Kilbride Activity Report for the months of April, May & June be accepted for information purposes.

10. CORRESPONDENCE

- 10.1 Grand River Conservation Authority – GRCA Current, July 2015**
- 10.2 Grand River Conservation Authority – General Membership Meeting Minutes, May 22, 2015**
- 10.3 Heritage Wilmot Advisory Committee – Meeting Minutes, April 1 and May 6, 2015**
- 10.4 Castle Kilbride Advisory Committee – Meeting Minutes, April 15 and May 13, 2015**

Recommendation

THAT Correspondence Items 10.1 to 10.4 be received for information.

11. BY-LAWS

- 11.1 By-law No. 2015-41 – Amendment to the Water and Wastewater Rates**

Recommendation

THAT By-law No. 2015-41 be read a first, second and third time and finally passed in Open Council.

12. NOTICE OF MOTIONS**13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS****14. BUSINESS ARISING FROM CLOSED SESSION****15. CONFIRMATORY BY-LAW**

- 15.1 By-law No. 2015-42**

Recommendation

THAT By-law No. 2015-42 to Confirm the Proceedings of Council at its Meeting held on July 20, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

16. ADJOURNMENT

Recommendation

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



**TOWNSHIP OF WILMOT
COUNCIL MEETING MINUTES
MONDAY, JUNE 22, 2015**

**CLOSED MEETING OF COUNCIL
WILMOT COMMUNITY ROOM
6:15 P.M.
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS
7:00 P.M.**

**Members Present: Mayor L. Armstrong, Councillors A. Junker, P. Roe, B. Fisher, J. Gerber,
M. Murray**

**Staff Present: Chief Administration Officer G. Whittington, Director of Clerk's Services
B. McLeod, Deputy Clerk D. Mittelholtz, Director of Public Works G. Charbonneau,
Director of Facilities and Recreation Services S. Nancekivell, Director of
Development Services H. O'Krafka, Fire Chief M. Raine, Planner/EDO A. Martin,
Manager of Accounting P. Kelly**

Also Present: Councillor Zyg Janecki, City of Kitchener

1. MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2015-131

Moved by: M. Murray

Seconded by: J. Gerber

**That Council convene into Closed Session on Monday, June 22, 2015 at 6:15 P.M. to consider
subject matter that falls under the *Municipal Act 2001, Section 239 (2) (e) advice that is subject to
solicitor-client privilege, including communications necessary for that purpose.***

CARRIED.

2. MOTION TO RECONVENE IN OPEN SESSION

Resolution No. 2015-132

Moved by: J. Gerber

Seconded by: M. Murray

That we reconvene into Open Session of Council at 7:00 p.m. in the Council Chambers.

CARRIED.

3. MOMENT OF SILENCE

4. ADDITIONS TO THE AGENDA

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS**6.1 Council Meeting Minutes June 1, 2015****Resolution No. 2015-133**

Moved by: M. Murray

Seconded by: A. Junker

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

Council Meeting June 1, 2015.

CARRIED.

7. PUBLIC MEETINGS

**7.1 REPORT NO. DS 2015-24
Zone Change Application 10/15
Ryan Gottwald
Part of Lot 1, Concession South of Snyder's Road
2357 Snyder's Road East**

Resolution No. 2015-134

Moved by: A. Junker

Seconded by: B. Fisher

THAT Zone Change Application 10/15 made by Ryan Gottwald, affecting Part of Lot 1, Concession South of Snyder's Road, to pass a temporary use by-law to permit an accessory building to be located on a property without the principal building (single detached dwelling) for a period not exceeding 18 months, be approved.

CARRIED.

Mayor Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Ontario Municipal Board, the Board has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

Mayor Armstrong stated that persons attending as delegations at this meeting are required to leave their names and addresses which will become part of the public record and advised that this information may be posted on the Township's official website.

The Planner/EDO highlighted the report.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There were none.

Mayor Armstrong asked if the applicant wished to address Council. The applicant did not address Council.

Mayor L. Armstrong asked twice if anyone else wished to address Council, and in the absence of any comments, declared the public meeting to be closed.

7.2 MOTION TO CONVENE INTO COURT OF REVISION FOR THE TRUSSLER ROAD MUNICIPAL DRAIN 2015

Resolution No. 2015-135

Moved by: B. Fisher

Seconded by: A. Junker

THAT a Court of Revision now be called for the purposes of the Trussler Road Municipal Drain 2015.

CARRIED.

7.3 MOTION TO RECONVENE INTO OPEN SESSION OF COUNCIL

Resolution No. 2015-136

Moved by: A. Junker

Seconded by: Z. Janecki

THAT we now reconvene into Open Session of Council.

CARRIED.

8. PRESENTATIONS/DELEGATIONS

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS – no reports

9.3 FINANCE – no reports

9.4 PUBLIC WORKS

**9.4.1 REPORT NO. PW-2015-13
Cross-Border Servicing Agreement with the
City of Kitchener**

Resolution No. 2015-137

Moved by: A. Junker

Seconded by: B. Fisher

THAT the Mayor and the Director of Clerk's Services be authorized to execute a Cross Border Servicing Agreement with the City of Kitchener.

CARRIED.

The Director of Public Works highlighted the report.

**9.4.2 REPORT NO. PW-2015-15
2015 Sidewalk Program**

Resolution No. 2015-138

Moved by: M. Murray

Seconded by: J. Gerber

THAT the tender received from Vista Contracting Ltd., to complete the 2015 Sidewalk Program, in the amount of \$42,844.01, net of HST rebate, be accepted.

CARRIED.

The Director of Public Works confirmed for Council that Vista Contracting Ltd. completed the Sidewalk Program for the Township in 2014.

9.5 DEVELOPMENT SERVICES

**9.5.1 REPORT NO. DS 2015-25
Draft Plan of Condominium Application 30CDM-15601
Part of Lot 53, Plan 1293
61 Greenwood Drive, New Hamburg
Bill and Freda Klassen**

Resolution No. 2015-139

Moved by: J. Gerber

Seconded by: A. Junker

That Draft Plan of Condominium Application 30CDM-14601 (Bill and Freda Klassen) be recommended to the Regional Municipality of Waterloo for draft approval subject to the following conditions:

- 2. That this approval applies to Draft Plan of Condominium 30CDM-15601 by Erich Rueb, OLS dated April 20, 2015;**
- 2. That, prior to or concurrent with the registration of the plan, the owner shall grant any additional easements or rights of access required for utility or municipal services purposes to the satisfaction of the Director of Public Works.**

CARRIED.

The Planner/EDO highlighted the report.

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE

10.1 Grand River Conservation Authority – Grand Actions, May/June 2015

10.2 Region of Waterloo Library – Highlights for 2015

10.3 Grand River Conservation Authority – GRCA Current, June 2015

Resolution No. 2015-140

Moved by: A. Junker

Seconded by: J. Gerber

THAT Correspondence Items 10.1 to 10.3 be received for information.

CARRIED.

11. BY-LAWS

11.1 By-law No. 2015-38 – By-law to Authorize the Execution of the Mannheim and Shingletown Water Cross-Border Servicing Agreement

11.2 By-law No. 2015-39 – Zone Change Application 10/15, Ryan Gottwald, Part of Lot 1, Concession South of Snyder's Road, 2357 Snyder's Road East

Resolution No. 2015-141

Moved by: M. Murray

Seconded by: A. Junker

THAT By-law Nos. 2015-38 and 2015-39 be read a first, second and third time and finally passed in Open Council.

CARRIED.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

13.1 Mayor L. Armstrong noted the success of the St. Agatha Strawberry Festival on Saturday June 20. He further commented on their need for volunteers and his hope that more come forward for the 2016 event.

13.2 Councillor A. Junker advised that regretfully he will be absent for the Canada Day festivities.

13.3 All Council Meeting

Resolution No. 2015-142

Moved by: J. Gerber

Seconded by: A. Junker

THAT Township of Wilmot Council attend the All Council Meeting scheduled for Thursday, June 25th, 2015 at 9:00 a.m. at the Waterloo Region Museum, 10 Huron Road, Kitchener.

CARRIED.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2015-40

Resolution No. 2015-143

Moved by: B. Fisher

Seconded by: M. Murray

THAT By-law No. 2015-40 to Confirm the Proceedings of Council at its Meeting held on June 22, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT (8:08 P. M.)

Resolution No. 2015-144

Moved by: J. Gerber

Seconded by: M. Murray

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

CARRIED.

Mayor

Clerk



Township of Wilmot **REPORT**

REPORT NO. DS 2015-27

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: July 20, 2015

SUBJECT: Zone Change Application 11/15
Walter Veugen
Part of Lot 7, Concession 3, Block A
Part 1, Plan 58R-18457
20 Kurt Place, New Dundee

Recommendation:

That report DS 2015-27 be received for information.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on June 26, 2015. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

GRCA: no comments or concerns

Discussion:

The subject lands are designated Settlement Core in the Township Official Plan, and are zoned Zone 5 (Commercial) within the Township Zoning By-law. The property is currently undeveloped. This application proposes to rezone the subject property to Zone 2 (Residential) to allow construction of a single family dwelling and to provide zoning consistent with the other properties on Kurt Place. The attached sketch outlines the proposed development of the lot.

In support of the application, the applicant provided a Stationary Noise Study, and preliminary septic design. As well the applicant submitted a record of site condition to the Ministry of the Environment. At the time of writing this report, the noise study was still being reviewed by the Region of Waterloo and approval of the record of site condition had not been received.

No comments or concerns were raised from neighbouring property owners through circulation of the application.

Strategic Plan Conformity:

Holding public meetings to gain input on planning matters promotes an engaged community.


Financial Considerations:

The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application.

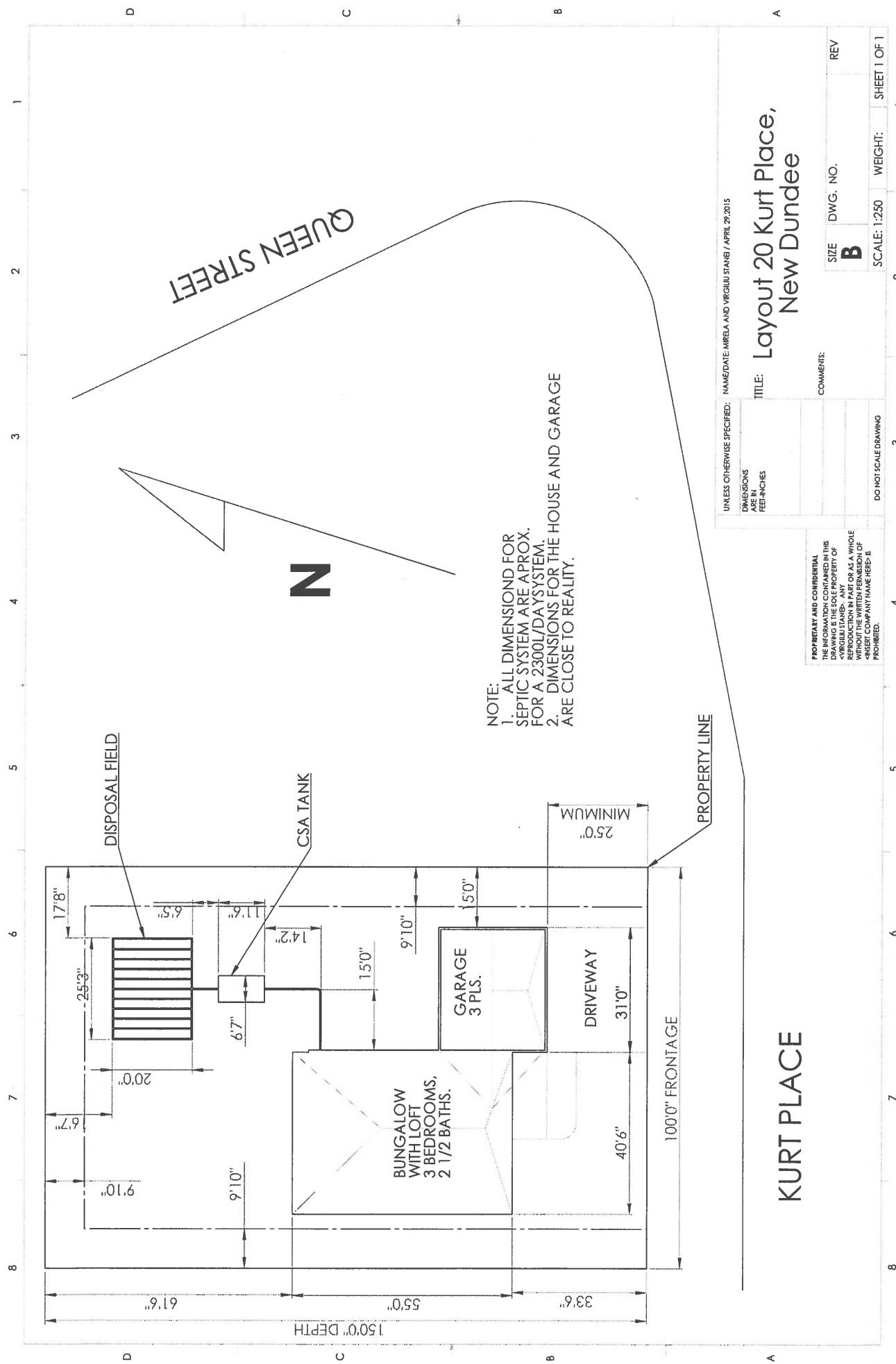
Conclusion:

At such time any comments received from the Public Meeting are reviewed and outstanding agency comments have been received, staff will return to Council with a detailed report and recommendation on the application.



Andrew Martin, MCIP RPP
Planner/EDO

Reviewed by CAO



NOTE:
1. ALL DIMENSIONS FOR SEPTIC SYSTEM ARE APPROX. FOR A 2300L/DAYS SYSTEM.
2. DIMENSIONS FOR THE HOUSE AND GARAGE ARE CLOSE TO REALITY.

NAME/DATE: AURELIA AND VIRGILIU STANEI / APRIL 29, 2015	
TITLE: Layout 20 Kurt Place, New Dundee	
UNLESS OTHERWISE SPECIFIED: DIMENSIONS ARE IN FEET-INCHES	COMMENTS:
DO NOT SCALE DRAWING	
SIZE: B	DWG. NO.:
SCALE: 1:250	WEIGHT:
SHEET 1 OF 1	

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF AURELIA AND VIRGILIU STANEI. NO REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF AURELIA AND VIRGILIU STANEI. <INSERT COMPANY NAME HERE> IS PROHIBITED.



About Terry Fox

How his legacy began


July 28, 1958

Terry Fox was born in Winnipeg, Manitoba.

March 9, 1977

At the age of 18, Terry's right leg was amputated above the knee.

April 12, 1980

Terry began his Marathon of Hope in St John's, Newfoundland, and ran an average of 42km/day (26 miles).

September 1, 1980

After 143 days and 5,373km (3,339 miles) Terry stopped running outside of Thunder Bay. Cancer had spread to his lungs.



Before returning to BC for treatment Terry said,

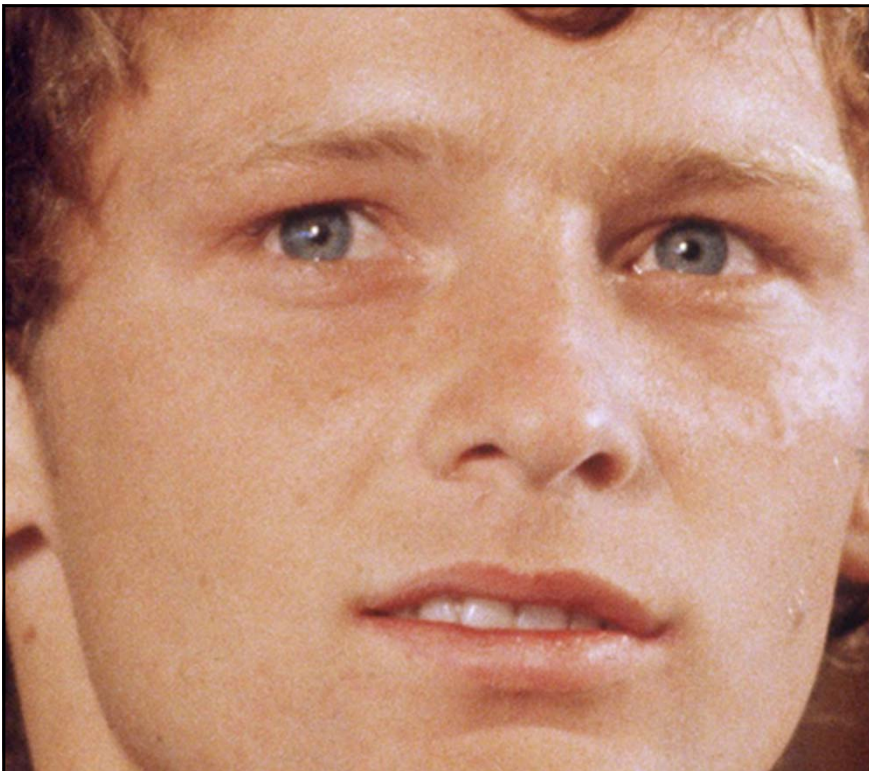
“I’m gonna do my very best. I’ll fight. I promise I won’t give up.”

**February 1, 1981**

Five months after Terry ended his epic crusade, his hope of raising **\$1 for every Canadian to fight cancer** was realized.

Canada's population (at the time): 24.1 million.

Marathon of Hope fund:
\$24.17 million.

**June 28, 1981**

One month short of his twenty-third birthday, Terry Fox died in New Westminster, BC.

The Terry Fox Foundation

Keeping the dream alive

The Terry Fox Foundation

Maintaining Terry's legacy

✓ **Marathons of Hope across the globe**

There are more than 9,000 Terry Fox Runs that take place each year all over the world, not just in Canada. In 2007 in Cuba (pop. 11.25m), there were 2.27m participants.

✓ **All fundraising is from pledges**

The Terry Fox Run has no corporate sponsors, no registration fees, and no minimum pledges. All the money is raised by the people who take part.

✓ **Runs are volunteer-led**

Each run is organized by volunteers, not staff or third-party, professional fundraisers. There is no operating budget to cover costs.

By the numbers

The Terry Fox Foundation

✓ **One of the most fiscally-responsible charities in Canada**

84 cents of every dollar raised is used to fund cancer research.

✓ **Staffing kept to a minimum**

There are only 33 full-time staff in 10 offices throughout Canada.

✓ **Over \$700,000,000 has been raised for cancer research**

The Terry Fox Foundation is one of the biggest non-governmental funders of cancer research in the world.

Where your money goes

The Terry Fox Foundation

✓ **Not just one type of cancer**

The Terry Fox Foundation funds research into many different types of cancer, including lung, ovarian, colorectal, pancreatic, oral, liver and oncolytic viruses.

✓ **1,152 projects funded to date**

Research breakthroughs include **prevention**, **detection** and **treatment** of cancer.

The Wilmot Terry Fox Run

Close to home



First local Terry Fox Run in 1996
There have been 15 runs since then

A run every year since 2005

\$2,625.45 raised in 2014

Ranked #14 nationwide based
on % **increase** over 2013

Total money raised:

\$25,806.95



The New Hamburg Terry Fox Run
is now the

Wilmot Terry Fox Run.

Sunday, September 20, 2015

Registration and run starts at
**1:00pm in Scott Park,
New Hamburg**

Two routes: 3.5km and 8.5km

Sign up or donate at
www.WilmotTerryFox.ca

Thank you
Small town, big hearts

Thank you

to everyone who plays a part

✓ **New Hamburg's Sobeys and ABsolute Fitness**

For the refreshments they provide for all the participants.

✓ **The New Hamburg Independent**

For covering and promoting our local event every year.

Thank you

to everyone who plays a part

✓ **To Harold Albrecht MP and Michael Harris MPP**

For coming every year to show their appreciation and support.

✓ **To the Township of Wilmot**

For waiving the permit fees for using Scott Park as the run site.

Thank you

to everyone who plays a part

✓To the reliable team of volunteers

The local run has been coordinated by various people since the first one in 1996.

Thanks to **Steve, Julie, Olivia, Sam** and **Rob**.

Without you, we wouldn't have a Terry Fox Run here.

And, of course...

Thank you

to everyone who takes part and raises
money to fund cancer research.
Your effort and dedication saves lives.

Wilmot Terry Fox Run

Scott Park, New Hamburg

Sunday, September 20, 2015

Registration and run start at **1:00pm**

Walk. Run. Cycle.

www.WilmotTerryFox.ca

Email: WilmotTerryFoxRun@gmail.com

Strategy and Plans 2015-2019

Looking ahead- Conservation & Connectivity

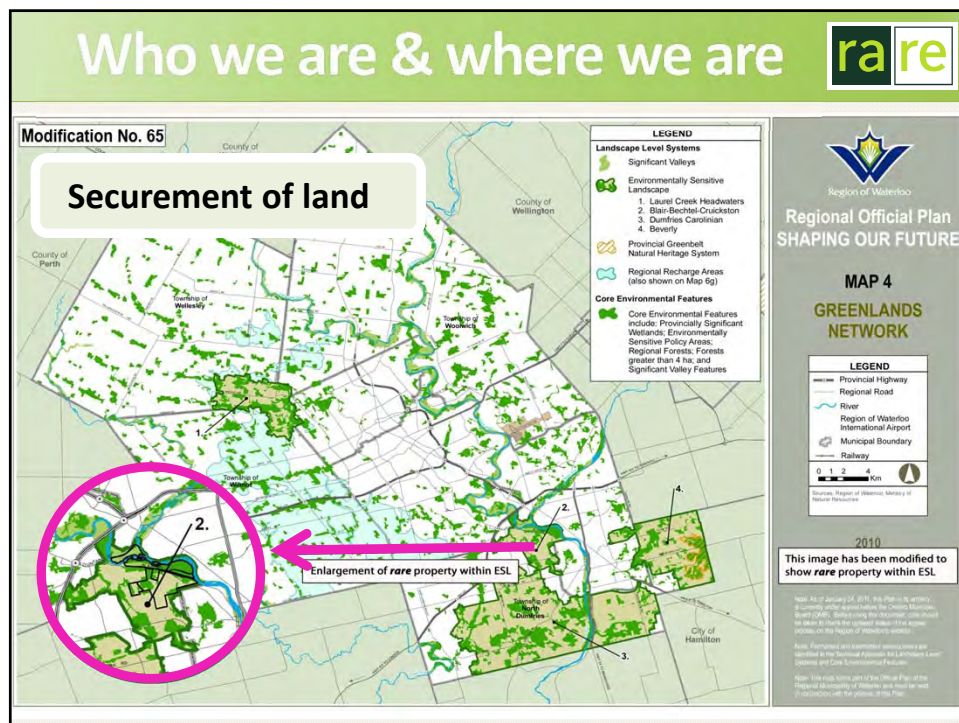


Who we are & where we are

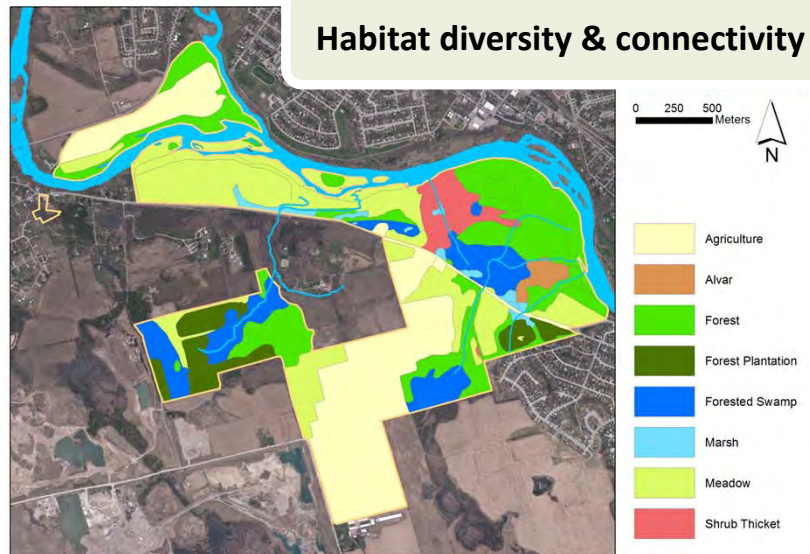


rare's Vision

To offer the community, including the international community and future generations, a diverse network of connected natural areas, protected intact and in perpetuity.



Who we are & where we are



Who we are & where we are

8 km of trails, 50 000 visits/year



Conservation

rare

Birds – 230 species





Photo by J. Moser & J. Dillon

Conservation

rare

Mammals – 30 species



Drawing by Kayla Martin

Conservation

rare

Herptiles – 21 species



Looking ahead

rare

Strategy & Plans 2015-2019

- 1) Continue to establish **rare** as a collaborative, multi-disciplinary environmental institute
- 2) Ensure **rare sites** becomes a model of science-based conservation with ecosystems protected and connected throughout the Grand River Watershed
- 3) Advance ecological integrity and economic stability in Waterloo Region by protecting these ecosystems and their goods and services
- 4) Engage the entire watershed community through education, stewardship, and research, while fostering an understanding of how to protect all ecosystems and their goods and services.
- 5) Grow our protected natural heritage, while improving financial stability and operational excellence

Conservation




Land securement & restoration
1600+ trees, 160+ volunteers in 2015




Photo by: J. Quinn

The image shows two people standing in a forest. The person on the left is wearing a blue t-shirt with the word 'COURAGE' and a starburst graphic. The person on the right is wearing a light-colored polo shirt with a 'rare' logo. Both have mud on their hands and are holding them up. The background is a dense forest with many thin trees.

Conservation



Key Conservation Goals & Strategies



- 1) Maintain, restore, enhance and expand habitat and connectivity, creating *rare sites*
- 2) Use science-based methods, turn land management projects into research opportunities
- 3) Develop financial strategies for paying for the original land base, and for future acquisition and stewardship

The image shows two people standing in a forest. The person on the left is wearing a blue t-shirt with the word 'COURAGE' and a starburst graphic. The person on the right is wearing a light-colored polo shirt with a 'rare' logo. Both have mud on their hands and are holding them up. The background is a dense forest with many thin trees.

Research



Chain of Learning
50 research projects in < 10 years



Photo by: P. Kelly

Research



Key Research & Monitoring Goals & Strategies

- 1) Increase the amount of applied research and multi-disciplinary research, including **rare**-driven projects
- 2) Establish a sustainable, fully financed training program as part of the *Chain of Learning* to foster technical and field skills for young graduates
- 3) Optimize our monitoring program to include a full suite of biological indicators



Photo by: P. Kelly

Education



Every Child Outdoors (ECO): 2500 students/year

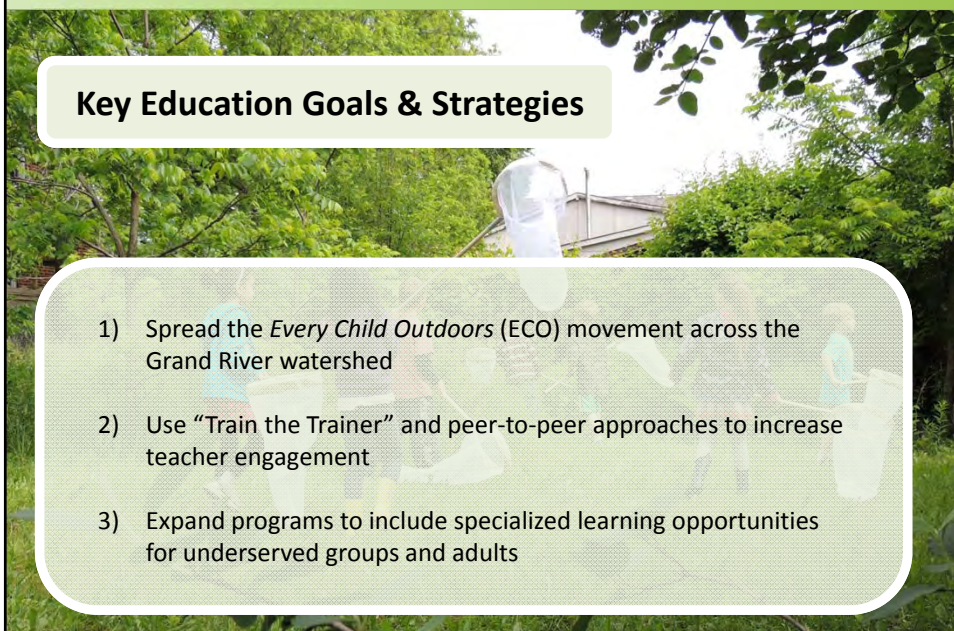


Education



Key Education Goals & Strategies

- 1) Spread the *Every Child Outdoors (ECO)* movement across the Grand River watershed
- 2) Use “Train the Trainer” and peer-to-peer approaches to increase teacher engagement
- 3) Expand programs to include specialized learning opportunities for underserved groups and adults



Training the next generation



Practitioners



Training the next generation



Eco Camp at Rare Summer 2014





Castle Kilbride

National Historic Site



Maids Tea & Tour

June 16 - 26



Princess Tea & Tour

June 26 & August 7



Exhibit

Extended until
November 1, 2015

NATIONAL HISTORIC SITE
Castle Kilbride

PRESENTS
LOTIONS & POTIONS
VICTORIAN
HEALTH & HYGIENE

An exhibit featuring the strange and unusual ways in which Victorians kept themselves healthy and beautiful.

LYDIA E. PINKHAM'S TABLETS
FOR THE RELIEF AND PREVENTION OF PERIODIC PAIN AND DISORDERS OF THE MENSTRUATION
NEW SIZE 55¢

DR. WILLIAMS' PINK PILLS
FOR PALE PEOPLE
FOR THE RELIEF AND PREVENTION OF PERIODIC PAIN AND DISORDERS OF THE MENSTRUATION

ON EXHIBIT UNTIL SEPTEMBER 27, 2015

In partnership with the Waterloo Region Museum

Castle Kilbride National Historic Site
80 Snyder's Road West, Shelburne, ON N5A 1A1
Tel: 519.651.8444 Toll Free: 1-800-469-5578
www.castlekilbride.ca



ADVICE TO MOTHERS.

MRS. WINSLOW'S SOOTHING SYRUP

should always be used when children are cutting teeth. It relieves the little sufferer at once; it produces natural, quiet sleep by relieving the child from pain, and the little cherub awakes as "bright as a button." It is very pleasant to taste. It soothes the child, softens the gums, allays all pain, relieves wind, regulates the bowels, and is the best known remedy for diarrhoea, whether arising from teething or other causes.

Twenty-Five Cents a Bottle.

Be sure and ask for Mrs. Winslow's Soothing Syrup, and take no other kind.

FOR SALE BY ALL DRUGGISTS

in every part of the world.

**NEW
EXHIBIT**



Keep the Date

A selection of
calendars from
Wilmot Township
and surrounding
area. Spans the
early 1900 to the
1980s.

REGENT THEATRE

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Advertisements:

- M. G. Haffner**: NEW CARBON PENCILS, PENCILS, PENCILS.
- PERKINS TRUSTED FOODS**: FRESH AND CURED MEATS.
- COCKERTON'S DAIRY**: MILK - CREAM - ICE CREAM.
- Seyler**: GENERAL ELECTRIC APPLIANCES.
- PAULI TRANSPORT**: TEL. 296.



Castle Concert Series



Swiss Farmer Band
July 2 – 320 in attendance



Vanyah July 9 –
300 in attendance



Onion Honey

July 16

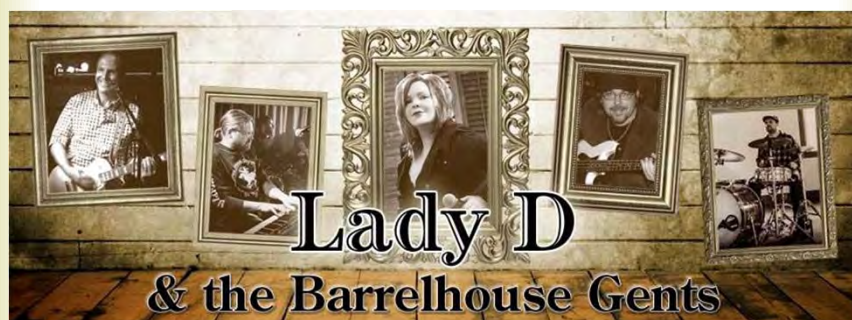


Festival City Big Band

July 23



Mike & Diana Erb
July 30



**Lady D and the
Barrelhouse Gents**
August 6



Trent Severn

August 13

300 Degrees

"an eclectic mix of classic rock"

August 20



The Doobie Brothers



Cazu Latin Band

August 27



Shaniganigans

September 3

**See you at the
Castle this
summer!**



www.castlekilbride.ca



Township of Wilmot REPORT

REPORT NO. CL2015-18
TO: Council
PREPARED BY: Dawn Mittelholtz, Deputy Clerk
DATE: July 20, 2015
SUBJECT: Noise By-law Exemption Request
Adrienne Gingerich
3385 Bleams Road, New Hamburg

Recommendation:

THAT an exemption to the Noise By-law as requested by Adrienne Gingerich at 3385 Bleams Road in New Hamburg for the purpose of her wedding commencing Saturday, August 22, 2015 at approximately 5:00 p.m. to 12:00 midnight, be granted.

Background:

In June 2015 Ms. Gingerich contacted the Clerk's Services Department regarding a Noise By-law Exemption for her wedding taking place on August 22, 2015 at a family member's property, 3385 Bleams Road in New Hamburg. She discussed the exemption with staff and were advised of the requirements for the granting of the exemption.

Discussion:

The requirement for the circulation of a notice was not deemed necessary as no buildings are within 150 meters of the event site. The nearest buildings are over 250 meters away and there is a natural sound barrier with large trees and fields planted with crops. Ms. Gingerich opted to notify the nearest neighbours of the event so that she can be notified of any noise concerns that may arise the night of the event and the volume can be adjusted. The sound that will be emitted is music from a band and a DJ. Ms. Gingerich is discussing the requirements for a building permit to erect a tent for the event with the Development Services Department.

Strategic Plan Conformity:

Through the granting of this approval the Township is strengthening customer service by assisting the couple with their wedding preparations.

Financial Considerations:

There is no fee for Noise By-law Exemptions.

Conclusion:

Staff recommends the approval of the Noise By-law Exemption.


Dawn Mittelholtz, Deputy Clerk
Barbara McLeod, Director of Clerk's Services
Reviewed by CAO



Township of Wilmot REPORT

REPORT NO. CL2015-19

TO: Council

PREPARED BY: Derek Wallace, Senior Municipal Law Enforcement Officer

DATE: July 20, 2015

SUBJECT: By-law Enforcement
Quarterly Activity Report
April to June 2015

Recommendation:

That the Enforcement Activity Report for April 1, 2015 to June 30, 2015 be received for information purposes.

Background:

On a quarterly basis the By-law Enforcement Division provides Council with a summary of the activities that have occurred with a comparison to the same quarter of the previous year.

Discussion:

Type of Call	April to June 2014	April to June 2015
Property Standards and Clean Yard	21	4
Parking	11	24
Animal Control Complaints	15	26
Noise Complaints	3	19
Fire Complaints	3	4
Grass and Weeds Complaints	9	11
Dumping	3	10
Graffiti	0	1
Signs	5	3
General Inquiries	52	98
Zoning	0	2

Breakdown of Activities

Property Standards and Clean Yard:

- 4 properties were investigated by the Township
- All properties have complied under the by-law

Parking:

- 12 warnings were issued
- 135 parking tickets were issued

Animal Control:

- 6 dogs were impounded;
- 1 ticket issued for dogs running at large

Noise Complaints:

- 19 complaints investigated
- all complaints have been investigated and appropriate warnings have been issued, no charges issued

Fire Complaints:

- 4 complaints investigated
- no charges issued for illegal open burns

Grass and Weeds Complaints:

- 11 complaints investigated
- 7 properties complied
- 4 cuts contracted by Township for non-compliance

Dumping:

- 10 dumping complaints investigated
- clean-up has been completed by the property owners on private property and by the Roads Department on Township Property

Signs:

- 180 illegal signs were removed from the road allowance and the hydro poles. Signs that included phone numbers have been contacted.

Strategic Plan Conformity:

Through the enforcement of the Municipal By-laws of the Corporation of the Township of Wilmot Council is ensuring the safety, enhancing the mobility and supporting the community events and celebrations of its residents, visitors and business. By communicating the activities of the By-law Enforcement Division staff is communicating municipal matters.

Financial Considerations:

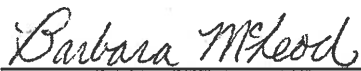
Enforcement related fees and fines are established in the annual budget or in the adoption of the regulatory by-laws. Funds collected through the enforcement of municipal by-laws will be included in the current year operations.

Conclusion:

That the Quarterly Activity Report prepared by the Senior Municipal Law Enforcement Officer be endorsed.



Derek Wallace,
Senior Municipal Law Enforcement Officer



Barbara McLeod,
Director of Clerk's Services



Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. FIN 2015-23

TO: Council

PREPARED BY: Patrick Kelly CPA, CMA
Manager of Accounting

DATE: July 20, 2015

SUBJECT: Statement of Operations as of June 30, 2015 (un-audited)

Recommendation:

That the Statement of Operations as of June 30, 2015, as prepared by the Manager of Accounting, be received for information purposes.

Background:

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

Discussion:

Attached is the statement of operations as of June 30, 2015. 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 within the budgetary guidelines, and the net effect on general levy is 53.0% of budget.

Wilmot Recreation Complex

The WRC represents approximately 25.0% of all operating expenses from the general levy. Staff are pleased to continue reporting that as of the statement date, operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 49.8% of the annual budget.

The WRC also represents approximately 60.0% of the budgeted operating revenue to the general levy. As of the statement date, WRC revenues are on target to meet budget projections, with current receipts at approximately 50.1%.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. Staff provide Council and the community an updated status of municipal finances in accordance with the Township's Accountability and Transparency Policy.

Financial Considerations:

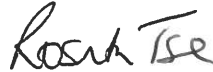
As part of year end processing, net operating expenditures, capital funding from general levy are deducted from income generated through taxation, provincial grants and investments, to calculate the annual transfer to/from capital replacement reserve funds.

Conclusion:

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



Patrick Kelly CPA, CMA
Manager of Accounting



Rosita Tse CPA, CMA
Director of Finance



Reviewed by Grant Whittington, CAO

**TOWNSHIP OF WILMOT
2015 OPERATING**

Description	2015 Budget	YTD Actual	Variance %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees ¹	(43,210)	(40,893)	94.6%
Licenses and Fines ²	(88,500)	(63,560)	71.8%
Penalties & Interest Revenue	(290,000)	(134,138)	46.3%
	<u>(421,710)</u>	<u>(238,591)</u>	<u>56.6%</u>
<u>EXPENSES</u>			
Council ³	134,770	92,198	68.4%
CAO, Clerks	485,590	250,215	51.5%
Insurance ⁴	278,160	250,099	89.9%
Municipal Law Enforcement/Animal Control ⁵	215,220	114,335	53.1%
Municipal Election ⁶	15,250	1,680	11.0%
Financial Services	580,590	294,131	50.7%
IT Services	156,020	92,979	59.6%
	<u>1,865,600</u>	<u>1,095,637</u>	<u>58.7%</u>
<u>PROTECTIVE SERVICES</u>			
<u>REVENUE</u>			
Fire Services Revenues ⁷	(36,710)	(12,761)	34.8%
Ambulance Station Rental Income ⁸	(5,870)	(3,915)	66.7%
	<u>(42,580)</u>	<u>(16,676)</u>	<u>39.2%</u>
<u>EXPENSES</u>			
Fire Services Administration	833,810	422,402	50.7%
Fire Services Operating Expenses ⁹	261,180	145,083	55.5%
	<u>1,094,990</u>	<u>567,485</u>	<u>51.8%</u>

**TOWNSHIP OF WILMOT
2015 OPERATING**

Description	2015 Budget	YTD Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges	(42,380)	(11,037)	26.0%
Aggregate Resource Fees ¹⁰	(73,000)	(2,258)	3.1%
Municipal Drainage Grant Funding	(7,000)	-	0.0%
	<u>(122,380)</u>	<u>(13,295)</u>	<u>10.9%</u>
<u>EXPENSES</u>			
Engineering	156,410	81,621	52.2%
Roads	562,760	265,357	47.2%
Roads Maintenance ¹¹	477,910	220,046	46.0%
Winter Control Expenses ¹²	428,590	294,630	68.7%
Municipal Drainage Operating Expenses	14,000	3,982	28.4%
Street Lighting Operating Expenses	126,000	66,406	52.7%
Crossing Guards Operating Expenses	43,360	25,262	58.3%
	<u>1,809,030</u>	<u>957,304</u>	<u>52.9%</u>
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ¹³	(1,349,100)	(675,644)	50.1%
Park, Facility and Community Centre Rental Revenue ¹⁵	(150,550)	(60,013)	39.9%
	<u>(1,499,650)</u>	<u>(735,658)</u>	<u>49.1%</u>
<u>EXPENSES</u>			
Recreation Administration	622,750	306,238	49.2%
Wilmot Recreation Complex Administration	1,399,950	714,114	51.0%
Wilmot Recreation Complex Operating Expenses ¹⁴	876,990	418,760	47.7%
Parks & Facilities Administration	490,650	226,530	46.2%
Parks and Community Centre Operating Expenses ¹⁵	325,550	117,269	36.0%
Municipal Facilities Operating Expenses ¹⁶	133,600	68,250	51.1%
Abandoned Cemetery Operating Expenses	3,000	1,500	50.0%
	<u>3,852,490</u>	<u>1,852,660</u>	<u>48.1%</u>

**TOWNSHIP OF WILMOT
2015 OPERATING**

Description	2015 Budget	YTD Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events ¹⁷	(39,050)	(14,696)	37.6%
Castle Kilbride/Heritage Wilmot Grant Funding	(25,830)	-	0.0%
	<u>(64,880)</u>	<u>(14,696)</u>	<u>22.7%</u>
<u>EXPENSES</u>			
Castle Kilbride Administration	202,720	98,301	48.5%
Castle Kilbride Operating Expenses ¹⁸	49,480	34,122	69.0%
Archives Operating Expenses	1,050	92	8.7%
Heritage Wilmot Operating Expenses	6,940	990	14.3%
	<u>260,190</u>	<u>133,504</u>	<u>51.3%</u>
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees ¹⁹	(90,000)	(77,416)	86.0%
Business Licensing	(4,000)	(1,925)	48.1%
	<u>(94,000)</u>	<u>(79,341)</u>	<u>84.4%</u>
<u>EXPENSES</u>			
Planning	167,620	88,794	53.0%
Economic Development ²⁰	30,000	26,100	87.0%
	<u>197,620</u>	<u>114,894</u>	<u>58.1%</u>
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	<u>(2,245,200)</u>	<u>(1,098,257)</u>	<u>48.9%</u>
<u>EXPENSES</u>	<u>9,079,920</u>	<u>4,721,484</u>	<u>52.0%</u>
<u>NET GENERAL LEVY EXPENDITURE</u>	<u>6,834,720</u>	<u>3,623,228</u>	<u>53.0%</u>

NOTES:

- 1 YTD revenues include refund of WSIB premiums (\$6,787), determined by WSIB, and based upon actual claims submitted in the preceding year, sale of surplus assets (\$7,488), and unbudgeted refund of HST remitted previously (\$3,421).
- 2 YTD revenues include Animal Licensing fees (\$49,231); Marriage Licenses (\$6,800); Lottery Licenses (\$1,402); Parking Fines (\$5,120) and Other (\$1,006).
- 3 YTD expenditures include distributions under the 2015 Municipal Grants Program (\$43,670), annual membership fees with Sustainable Waterloo Region's Regional Carbon Initiative (\$3,200) and membership in AMO (\$4,800).
- 4 YTD expenditures reflect annual premium to the WRMIP (\$250,596), and claims falling under the deductible limit, net of cost allocations to user pay departments.
- 5 YTD expenditures include the annualized fees payable under new contract with KW Humane Society (\$13,735).
- 6 Budget includes annual transfer to cover costs associated with 2018 municipal election (\$13,750); and annual fees for on-going maintenance of Municipal voters' list.
- 7 YTD revenues include \$4,850 collected under the boundary fire service agreement with the Township of Blandford-Blenheim. Billable call activity is currently on pace to be short of budget expectations, with a total of five (5) billable calls YTD.
- 8 Reflects 4 months of rental at 99 Foundry Street. Budget estimate was based upon 6 months of rental income from Waterloo Region EMS.
- 9 YTD expenditures include \$27,604 towards personal protective equipment (PPE). Unbudgeted minor capital expenditure re-branding and logo for the Wilmot Fire Service (\$2,360).
- 10 Funding of Aggregate Resource Fees is historically calculated and received in Q3. YTD receipts represent supplementary payment for 2014.
- 11 YTD Boundary road maintenance fees remitted to City of Waterloo and County of Oxford are \$59,988 (Budget \$52,000). Budget is based upon historical activity levels.
- 12 Q1 activity levels on Winter Maintenance were less than experienced in 2014. Any savings generated from the current year would be transferred to a dedicated reserve fund established for winter maintenance. This reserve was depleted from two (2) consecutive winters of high activity levels.
- 13 Includes the following revenue streams at the WRC: Aquatics (\$199,108); Ice Pads/Arena Floor (\$322,557); Concession (\$56,404); Programming (\$52,100); Room/Field Rentals (\$25,347); Other (\$20,128).
- 14 Includes unbudgeted minor capital expenditure for repair to steel floor grates (\$1,420).
- 15 Activity levels at Township parks and community centres are seasonal, with majority of activities in Q2/Q3.
- 16 Includes unbudgeted minor capital expenditure for emergency repair to heat pump at Administration Complex (\$3,343).
- 17 Includes Admissions (\$4,506); Programs/Workshops (\$6,915); Special Events (\$2,658); Other (\$617).
- 18 YTD expenditures include \$10,000 membership with Waterloo Region Tourism Marketing Corporation (WRTMC), and \$13,354 on marketing and promotional materials.

19 YTD application fees include registration of Stonecroft Phase VIII and Brewery Street Condominiums.

20 Budget includes \$25,000 for Township with the Waterloo Region Economic Development Corporation (WREDC).

**TOWNSHIP OF WILMOT
2015 USER-PAY**

Description	2015 Budget	YTD Actual	Variance %
<u>WATER/WASTEWATER</u>			
<u>REVENUE</u>			
Utility User Fees, including Local Improvements ¹	(4,263,570)	(1,578,220)	37.0%
Utilities Sales, Service Charges	(60,350)	(18,428)	30.5%
	(4,323,920)	(1,596,648)	36.9%
<u>EXPENSES</u>			
Water/Wastewater Administration	496,200	252,323	50.9%
Water/Wastewater Operating Expenses	555,060	268,804	48.4%
Water Regional Charges ²	1,137,320	462,768	40.7%
Wastewater Regional Charges ²	1,141,150	497,856	43.6%
	3,329,730	1,481,751	44.5%
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁵</u>	(994,190)	(114,897)	11.6%
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees	(62,200)	(30,307)	48.7%
Cemetery Investment Income	(4,000)	-	0.0%
	(66,200)	(30,307)	45.8%
<u>EXPENSES</u>			
Cemetery Administration	27,290	7,742	28.4%
Cemetery Operating Expenses	31,580	18,232	57.7%
	58,870	25,974	44.1%
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁵</u>	(7,330)	(4,333)	59.1%
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ³	(505,500)	(156,861)	31.0%
Provincial Grant Funding ⁴	(48,500)	(34,117)	70.3%
	(554,000)	(190,978)	34.5%
<u>EXPENSES</u>			
Building Administration	375,840	163,876	43.6%
Building Operating Expenses	232,250	108,856	46.9%
	608,090	272,732	44.9%
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁵</u>	54,090	81,755	151.1%

NOTES:

- 1 The new water/wastewater rates came into effect on April 1, 2015. YTD fees represent billing up to the end of May for New Hamburg and the end of April for all other accounts.
- 2 Reflects flow charges from the Region of Waterloo to the end of May.
- 3 YTD permit fees are outlined within the Monthly Building Statistics reporting from Development Services.
- 4 Represents grant funding under the Source Water Protection Implementation Funding Program.
- 5 Transfers to/from reserve funds are calculated and allocated as part of year end processing. YTD percentages will fluctuate due to timing of revenues and expenditures across the three user-pay divisions.



Township of Wilmot REPORT

REPORT NO.	FIN 2015-24
TO:	Council
PREPARED BY:	Patrick Kelly CPA, CMA Manager of Accounting
DATE:	July 20, 2015
SUBJECT:	Capital Program Review as of June 30, 2015 (un-audited)

Recommendation:

That the Capital Program Review as of June 30, 2015, as prepared by the Manager of Accounting, be received for information purposes.

Background:

This report covers the entire Township of Wilmot capital program, indicating unexpended capital funding and any unfinanced capital expenditures year-to-date.

Discussion:

The key performance indicator, from a financial perspective is found in the amount of approved funding that has been spent as of the statement date. The totals section of this report indicates that as of June 30, 2015, 24.02% of Council approved funding has been spent across the entire capital program.

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

Strategic Plan Conformity:


This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. Staff provide Council and the community an updated status of municipal finances in accordance with the Township's Accountability and Transparency Policy.

Financial Considerations:

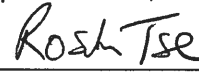
Projects completed with excess funding, or with expenditures that exceed funding, will be offset with one another when calculating the net general levy impact at year end. This surplus or deficit is combined with the results from general operations to determine the annual transfer to/from capital replacement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

Conclusion:


The preceding report is presented to Council for information purposes. The next report outlining the capital program will occur in October for activity as of September 30, 2015.



Patrick Kelly CPA, CMA
Manager of Accounting



Rosita Tse CPA, CMA
Director of Finance



Reviewed by Grant Whittington, CAO

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MUNICIPAL/COMMUNITY EVENTS GROUND SIGN (NEW DUNDEE)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(25,600.00)	(25,600.00)	
	(25,600.00)	(25,600.00)	
<u>EXPENSES</u>			
Expenditures	25,600.00	22,030.85	Project Completed
	25,600.00	22,030.85	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		86.06%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,569.15)	
<u>WEBSITE ACCESSIBILITY UPGRADE</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(25,000.00)	
	-	(25,000.00)	
<u>EXPENSES</u>			
Expenditures	-	1,615.07	
	-	1,615.07	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		6.46%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(23,384.93)	Contract awarded to eSolutions Group Limited, under Council Report FIN 2015-17, in the amount of \$24,982.06. Initial concept/design works completed. Staff working to populate content for new site. Go-live date anticipated for fall 2015.
<u>ENTERPRISE ASSET MANAGEMENT SOFTWARE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,100.00)	(30,100.00)	
Contribution from Grants	(49,900.00)	(49,900.00)	
	(80,000.00)	(80,000.00)	
<u>EXPENSES</u>			
Expenditures	80,000.00	68,932.22	
	80,000.00	68,932.22	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		86.17%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,067.78)	Contract awarded to Public Sector Digest, under Council Report FIN 2015-15, in the amount of \$86,485.86 (net of HST Rebate). Staff working with consultants on import of data and information relating to tangible capital assets. Next stages of project include integration within a Work Order System, Capital Planning/Analysis portal and GIS mapping. Anticipated completion in late fall 2015.

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>IT HARDWARE/SOFTWARE UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	Contract for PCs, notebooks and tablets awarded to Powerland Computers in the amount of \$15,064.04 (net of HST Rebate). Remaining funding to cover software licensing requirements. Deployments on-going, anticipated completion in summer 2015.
Sale of Surplus Assets	-	(1,390.00)	
	(25,000.00)	(26,390.00)	
<u>EXPENSES</u>			
Expenditures	25,000.00	15,324.40	
	25,000.00	15,324.40	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		58.07%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,065.60)	
<u>IT NETWORK INFRASTRUCTURE REPLACEMENT/UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	IT staff compiling specifications for back-up server requirements. Project anticipated to be completed in summer 2015.
	(12,000.00)	(12,000.00)	
<u>EXPENSES</u>			
Expenditures	12,000.00	1,043.17	
	12,000.00	1,043.17	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		8.69%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,956.83)	
<u>PUBLIC/PRIVATE ACCESS WI-FI IMPLEMENTATION</u>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	Contract awarded to Longview Systems, in the amount of \$35,989.02 (net of HST rebate). Hardware has been delivered. Design and installation on-going. Project anticipated to be completed in early Q3.
	(35,000.00)	(35,000.00)	
<u>EXPENSES</u>			
Expenditures	35,000.00	8,327.35	
	35,000.00	8,327.35	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		23.79%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(26,672.65)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FIRE PREVENTION/TRAINING PUBLIC EDUCATION VEHICLE</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(16,415.00)	
Contribution from General Levy	-	(18,585.00)	
	-	(35,000.00)	
<u>EXPENSES</u>			Project completed.
Expenditures	-	36,692.86	
	-	36,692.86	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		104.84%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,692.86	
<u>EMERGENCY BACKUP POWER SUPPLY - STATION 1 & STATION 3</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(115,750.00)	(115,750.00)	
Contribution from General Levy	-	(46,000.00)	
	(115,750.00)	(161,750.00)	
<u>EXPENSES</u>			Final generator design and installation works anticipated to be completed in fall 2015.
Expenditures	115,750.00	6,105.60	
	115,750.00	6,105.60	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		3.77%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(155,644.40)	
<u>FIRE STATION DOOR OPENERS/CLOSERS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<u>EXPENSES</u>			Project completed. Additional costs associated with hydro electrical upgrades required for functionality of automatic opener/closer system.
Expenditures	-	19,056.00	
	-	19,056.00	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		158.80%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	7,056.00	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>INFRASTRUCTURE IMPROVEMENTS STATION 1 (BADEN)</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(110,000.00)	(110,000.00)	
	(110,000.00)	(110,000.00)	
<u>EXPENSES</u>			
Expenditures	110,000.00	9,133.37	Design works completed. Tender was released in late Q2 for summer construction works.
	110,000.00	9,133.37	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		8.30%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(100,866.63)	
<u>REAR APRON PAVEMENT STATION 1 (BADEN)</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(45,000.00)	(45,000.00)	
	(45,000.00)	(45,000.00)	
<u>EXPENSES</u>			
Expenditures	45,000.00	-	Project pending completion of on-site infrastructure improvements.
	45,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(45,000.00)	
<u>DIESEL EXHAUST EXTRACTION SYSTEM STATION 2 (NEW DUNDEE)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(46,000.00)	(46,000.00)	
	(46,000.00)	(46,000.00)	
<u>EXPENSES</u>			
Expenditures	46,000.00	-	Contract awarded to Nederman Canada Limited, in the amount of \$46,300.80 (net of HST rebate). On-site works anticipated to be completed in Summer 2015.
	46,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(46,000.00)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>STRUCTURAL ENGINEERING ASSESSMENT STATION 3 (NEW HAMBURG)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	
	(25,000.00)	(25,000.00)	
<u>EXPENSES</u>			
Expenditures	25,000.00	992.16	Contract awarded to K. Smart & Associates. Project works on-going throughout Q3 and Q4.
	25,000.00	992.16	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		3.97%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(24,007.84)	
<u>FIRE PUMP TRUCK REPLACEMENT STATION 3 (NEW HAMBURG)</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(425,000.00)	(425,000.00)	
	(425,000.00)	(425,000.00)	
<u>EXPENSES</u>			
Expenditures	425,000.00	-	Contract awarded to Dependable Emergency Vehicles, under Council Report FD 2015-03, in the amount of \$427,123.35 (net of HST Rebate). Anticipated delivery fall 2015.
	425,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(425,000.00)	
<u>SCBA REPLACEMENTS/UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	(30,000.00)	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	30,000.00	30,000.00	Project completed. Expenditures represent Year 3 of 5-year payment cycle.
	30,000.00	30,000.00	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	-	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>PERSONAL PROTECTIVE EQUIPMENT (PPE)</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(15,000.00)	(15,000.00)	
	(15,000.00)	(15,000.00)	
<u>EXPENSES</u>			
Expenditures	15,000.00	15,583.97	Project completed.
	15,000.00	15,583.97	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		103.89%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	583.97	
<u>EMPLOYMENT LANDS - ENGINEERING/DESIGN</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(146,900.00)	Expenditures represent preliminary engineering costs. 2014 DC study has included allocations towards design/construction of employment lands collector road from Hamilton Road to Nafziger Road. Negotiations are on-going with affected property owners to obtain the remaining road allowance portion, and accommodate the final design/construction.
	-	(146,900.00)	
<u>EXPENSES</u>			
Expenditures	-	8,907.84	
	-	8,907.84	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		6.06%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(137,992.16)	
<u>STREETLIGHTING - GOOD STREET, HAMILTON HEIGHTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(41,500.00)	(69,500.00)	
	(41,500.00)	(69,500.00)	
<u>EXPENSES</u>			
Expenditures	41,500.00	28,492.80	Project scheduling is based upon workload of Kitchener-Wilmot Hydro.
	41,500.00	28,492.80	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		41.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(41,007.20)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SIDEWALK REPAIRS, REMOVALS AND REPLACEMENTS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(85,000.00)	(85,000.00)	Contract for replacement of sidewalks awarded to Vista Contracting in the amount of \$45,896.81 (net of HST rebate). Contract for mudjacking works awarded to Pioneer North Concrete, in the amount of \$10,317.85 (net of HST rebate).
	(85,000.00)	(85,000.00)	
<u>EXPENSES</u>			
Expenditures	85,000.00	176.91	
	85,000.00	176.91	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.21%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(84,823.09)	
<u>GRAVEL CRUSHING PROGRAM</u>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	Contract awarded to Joe Kerr Ltd., in the amount of \$58,130.40 (net of HST rebate).
	(50,000.00)	(50,000.00)	
<u>EXPENSES</u>			
Expenditures	50,000.00	178.53	
	50,000.00	178.53	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.36%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(49,821.47)	
<u>GRANT & WILLIAMS STREET ENGINEERING & RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(107,500.00)	(120,500.00)	Multi-year project. Contract for engineering and design services awarded to AECOM Canada Ltd. for \$94,248.07 (net of HST rebate), as per Council Report PW 13-07. Contract for reconstruction awarded to Euro-Ex Construction Ltd. for \$518,595.82 (net of HST rebate), as per Council Report PW 2015-03.
Contribution from General Levy	(497,000.00)	(562,000.00)	
	(604,500.00)	(682,500.00)	
<u>EXPENSES</u>			
Expenditures	604,500.00	237,749.62	
	604,500.00	237,749.62	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		34.84%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(444,750.38)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MAIN STREET ENGINEERING & RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(102,000.00)	
	-	(102,000.00)	
<u>EXPENSES</u>			
Expenditures	-	41,113.28	
	-	41,113.28	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		40.31%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(60,886.72)	
<u>KING STREET ENGINEERING & RECONSTRUCTION</u>			
<u>FUNDING</u>			
Contribution from General Levy	(34,000.00)	(34,000.00)	
Contribution from Reserve Fund	(10,000.00)	(10,000.00)	
	(44,000.00)	(44,000.00)	
<u>EXPENSES</u>			
Expenditures	44,000.00	327.56	
	44,000.00	327.56	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.74%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(43,672.44)	
<u>HOT MIX PAVING PROGRAM (INCLUDING BIKE LANES ON GINGERICH ROAD)</u>			
<u>FUNDING</u>			
Contribution from General Levy	(143,000.00)	(143,000.00)	
Contribution from Development Charges	(66,000.00)	(66,000.00)	
Contribution from Grants	(260,000.00)	(260,000.00)	
	(469,000.00)	(469,000.00)	
<u>EXPENSES</u>			
Expenditures	469,000.00	210.03	
	469,000.00	210.03	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.04%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(468,789.97)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SURFACE TREATMENT PROGRAM</u>			
<u>FUNDING</u>			
Contribution from General Levy	(84,529.00)	(84,529.00)	Contract awarded to Cornell Construction for \$371,838.52 (net of HST rebate), under Council Report PW 2015-11. Budget includes funding of \$45,000 for works on Oxford-Waterloo Road (Hallman Road to Pinehill Road), to be completed and invoiced by Blandford-Blenheim.
Contribution from Grants	(385,471.00)	(385,471.00)	
	(470,000.00)	(470,000.00)	
<u>EXPENSES</u>			
Expenditures	470,000.00	210.03	
	470,000.00	210.03	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.04%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(469,789.97)	
<u>STEEL BEAM GUIDERAILS - PINEHILL ROAD</u>			
<u>FUNDING</u>			
Contribution from General Levy	(25,500.00)	(25,500.00)	Contract awarded to Sylvester Construction, in the amount of \$21,123.18 (net of HST rebate).
	(25,500.00)	(25,500.00)	
<u>EXPENSES</u>			
Expenditures	25,500.00	-	
	25,500.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,500.00)	
<u>REPLACE 2005 ROADS PICK-UP TRUCK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(36,000.00)	(36,000.00)	Contract awarded to Oxford Dodge in the amount of \$36,244.88 (net of HST rebate). Delivery anticipated in late Q3.
Contribution from Sale of Vehicle	(1,000.00)	-	
	(37,000.00)	(36,000.00)	
<u>EXPENSES</u>			
Expenditures	37,000.00	176.91	
	37,000.00	176.91	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.49%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,823.09)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE 2005 SINGLE AXLE DUMP TRUCK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(180,000.00)	(180,000.00)	
Contribution from Sale of Vehicle	(20,000.00)	-	
	(200,000.00)	(180,000.00)	Contract awarded to Team Truck Centres, under Council Report PW 2015-04, in the amount of \$205,555.20 (net of HST rebate). Delivery anticipated for late Q3 or early Q4.
<u>EXPENSES</u>			
Expenditures	200,000.00	327.56	
	200,000.00	327.56	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.18%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(179,672.44)	
<u>PIPE AND POLE MOUNTED CAMERA</u>			
<u>FUNDING</u>			
Contribution from General Levy	(9,250.00)	(9,250.00)	
Contribution from Reserve Fund	(9,250.00)	(9,250.00)	
	(18,500.00)	(18,500.00)	Project completed.
<u>EXPENSES</u>			
Expenditures	18,500.00	19,690.56	
	18,500.00	19,690.56	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		106.44%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,190.56	
<u>REPLACE GRADER TIRES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	
	(12,000.00)	(12,000.00)	Tires are currently on order. Purchase made through the Michelin Fleet Program for \$8,000, plus installation and HST
<u>EXPENSES</u>			
Expenditures	12,000.00	-	
	12,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BRIDGE APPRAISALS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
	(20,000.00)	(20,000.00)	
<u>EXPENSES</u>			
Expenditures	20,000.00	-	Contract awarded to K. Smart & Associates, in the in amount of \$13,218.63 (net of HST rebate).
	20,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
<u>WATER METER REPLACEMENT & RADIO READ PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(173,000.00)	(673,000.00)	Multi-year project to install and configure meter inventory with radio read technology. Contract for the supply of water meter radio reading devices was awarded to Corix Water Products, as per their proposal, under Council Report PW-12-07. As of statement date, 2,554 homes have now fully implemented the radio read solution.
	(173,000.00)	(673,000.00)	
<u>EXPENSES</u>			
Expenditures	173,000.00	365,389.44	
	173,000.00	365,389.44	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		54.29%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(307,610.56)	
<u>WATER METER REPLACEMENTS MANNHEIM/SHINGLETOWN</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(200,000.00)	(200,000.00)	Contract awarded to Corix Water Products for the supply and install of water meters and MXU's to Mannheim/Shingletown properties, in the amount of \$115,410.09 (net of HST rebate). Project anticipated to be completed in summer 2015.
	(200,000.00)	(200,000.00)	
<u>EXPENSES</u>			
Expenditures	200,000.00	-	
	200,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(200,000.00)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE SERVICE VEHICLE (UTILITIES)</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(62,000.00)	
Contribution from Sale of Vehicle	-	(5,375.79)	
	-	(67,375.79)	
<u>EXPENSES</u>			Project completed
Expenditures	-	61,429.04	
	-	61,429.04	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		91.17%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,946.75)	
<u>UPGRADE ELECTRICAL PANEL & LIFT HATCHES - PUMP STATION 3</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(21,000.00)	(21,000.00)	
	(21,000.00)	(21,000.00)	
<u>EXPENSES</u>			Staff obtaining quotations. Works anticipated to be completed in Q3/Q4.
Expenditures	21,000.00	-	
	21,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(21,000.00)	
<u>ANNUAL TREE PLANTING PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Others	-	(1,769.91)	
Contribution from K-W Hydro	(40,000.00)	(85,000.00)	
	(40,000.00)	(86,769.91)	
<u>EXPENSES</u>			Annual program, with funding received from KW Hydro.
Expenditures	40,000.00	24,822.92	
	40,000.00	24,822.92	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		28.61%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(61,946.99)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE 2004 PARKS & FACILITIES STAKE TRUCK</u>			
<u>FUNDING</u>			
Contribution from General Levy	(55,000.00)	(55,000.00)	
Contribution from Sale of Vehicle	(5,000.00)	-	
	<u>(60,000.00)</u>	<u>(55,000.00)</u>	Contract awarded to Expressway Motors Ltd., under Council Report PRD 2015-02, in the amount of \$60,300.94 (net of HST rebate). Delivery anticipated early in Q3.
<u>EXPENSES</u>			
Expenditures	60,000.00	-	
	<u>60,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(55,000.00)	
<u>RECREATION MASTER PLAN UPDATE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(10,000.00)	(10,000.00)	
Contribution from Development Charges	(40,000.00)	(40,000.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	RFP bid documents are currently under development. Anticipate release of tender early in Q3.
<u>EXPENSES</u>			
Expenditures	50,000.00	-	
	<u>50,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ADMINISTRATION BUILDING - CARPET REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	(15,000.00)	(15,000.00)	
<u>EXPENSES</u>			
Expenditures	15,000.00	-	
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	Project anticipated to be completed in Q3 as per 2015 Work Program.
<u>ADMINISTRATION BUILDING - ATRIUM GLASS REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(13,000.00)	(13,000.00)	
	(13,000.00)	(13,000.00)	
<u>EXPENSES</u>			
Expenditures	13,000.00	-	
	13,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,000.00)	Project anticipated to be completed in Q3 as per 2015 Work Program.
<u>NEW HAMBURG LIBRARY - MAIN FLOOR BARRIER FREE WASHROOM</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<u>EXPENSES</u>			
Expenditures	-	8,334.16	
	-	8,334.16	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		69.45%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,665.84)	Project completed. Savings generated through works completed by HVAC technician and Parks and Facilities staff.

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SENIORS WOODWORKING - IMPROVE PARKING LOT DRAINAGE</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	Project anticipated to be completed in Q4.
	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	
<u>NORM HILL PARK - LOWER LOT GRADING/DRAINAGE</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(25,000.00)	
	-	(25,000.00)	
<u>EXPENSES</u>			
Expenditures	-	11,768.55	Project completed. Savings were the result of a competitive bidding environment.
	-	11,768.55	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		47.07%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(13,231.45)	
<u>NORM HILL PARK - MATERIAL STORAGE BUNKERS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	
	(12,000.00)	(12,000.00)	
<u>EXPENSES</u>			
Expenditures	12,000.00	-	Project anticipated to be completed in Q3 as per 2015 Work Program.
	12,000.00	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE BALL DIAMOND LIGHTING (BECK/NORM HILL)</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(160,000.00)	Contract awarded to Boshart Electric Ltd. in the amount of amount of \$131,176.55 (net of HST rebate), as per Council Report PRD 2014-11. Installation of new lighting systems completed. Awaiting removal of old light towers.
	-	(160,000.00)	
<u>EXPENSES</u>			
Expenditures	-	327.56	
	-	327.56	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.20%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(159,672.44)	
<u>REPLACE BANQUET TABLES AT NHCC</u>			
<u>FUNDING</u>			
Contribution from General Levy	(15,000.00)	(15,000.00)	Contract awarded to Schoolhouse Products Inc. in the amount of \$15,386 (net of HST rebate).
	(15,000.00)	(15,000.00)	
<u>EXPENSES</u>			
Expenditures	15,000.00	-	
	15,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<u>WILMOT SPLASHPAD</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(18,160.00)	Project completed. Excess funding at conclusion of project will be utilized on future capital replacement/maintenance of spray features and related mechanical equipment.
Contribution from Development Charges	-	(81,840.00)	
Contribution from Grants	-	(147,000.00)	
Contribution from Fundraising	-	(154,040.57)	
	-	(401,040.57)	
<u>EXPENSES</u>			
Expenditures	-	320,992.61	
	-	320,992.61	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		80.04%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(80,047.96)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>EMERGENCY BACKUP POWER SUPPLY - WRC</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(219,000.00)	(219,000.00)	
Contribution from Development Charges	(81,000.00)	(81,000.00)	
	(300,000.00)	(300,000.00)	
<u>EXPENSES</u>			
Expenditures	300,000.00	-	
	300,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(300,000.00)	Tender for design, supply and install was issued in June 2015. Council report PRD 2015-05 for award of contract to be presented July 20, 2015.
<u>WRC POOL PUMP CONTROLLER</u>			
<u>FUNDING</u>			
Contribution from General Levy	(11,000.00)	(11,000.00)	
	(11,000.00)	(11,000.00)	
<u>EXPENSES</u>			
Expenditures	11,000.00	10,321.52	
	11,000.00	10,321.52	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		93.83%	Project completed.
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(678.48)	
<u>WRC POOL TILE REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	(14,900.00)	(14,900.00)	
	(14,900.00)	(14,900.00)	
<u>EXPENSES</u>			
Expenditures	14,900.00	-	
	14,900.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	Works scheduled to be completed in September 2015.
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(14,900.00)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WASHROOM UPGRADES AT NDCC</u>			
<u>FUNDING</u>			
Contribution from General Levy	(14,000.00)	(14,000.00)	
	(14,000.00)	(14,000.00)	
<u>EXPENSES</u>			
Expenditures	14,000.00	-	
	14,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(14,000.00)	Project anticipated to be completed in Q4 as per 2015 Work Program.
<u>PARKING LOT EXPANSION AT PETERSBURG PARK</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(12,263.00)	
Contribution from General Levy	-	(2,737.00)	
	-	(15,000.00)	
<u>EXPENSES</u>			
Expenditures	-	8,978.28	
	-	8,978.28	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		59.86%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(6,021.72)	Project completed. Savings were the result of competitive bidding environment.
<u>ST AGATHA COMMUNITY CENTRE - ROOF DRAINAGE REPAIRS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(25,000.00)	
	-	(25,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,000.00)	HVAC Technician working with contractor to finalize specifications for drainage works.

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SARARAS PARK (ST AGATHA) - PLAYGROUND REPLACEMENT</u>			
<u>FUNDING</u>			
Contribution from General Levy	(26,000.00)	(26,000.00)	
	(26,000.00)	(26,000.00)	
<u>EXPENSES</u>			
Expenditures	26,000.00	-	Staff obtaining quotations to complete the specified works.
	26,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(26,000.00)	
<u>CASTLE KILBRIDE - BOOK PUBLISHING</u>			
<u>FUNDING</u>			
Contribution from Castle Kilbride Trust Fund	-	(11,000.00)	
Contribution from Grants	-	-	
	-	(11,000.00)	Project being undertaken by Once Upon Your Memory Publishing. Research conducted in 2014 delayed book completion. Manuscript and printing to be completed in Q4.
<u>EXPENSES</u>			
Expenditures	-	3,070.90	
	-	3,070.90	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		27.92%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,929.10)	
<u>HERITAGE WILMOT - GRANDSTAND MURALS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(20,000.00)	
Contribution from Grants	(20,000.00)	-	
	(20,000.00)	(20,000.00)	Heritage Wilmot passed resolution to defer project pending results of application for funding from KWCF. Application to KWCF was unsuccessful, and project scope was adjusted based on revised funding available. Works anticipated to be completed by Q4.
<u>EXPENSES</u>			
Expenditures	20,000.00	-	
	20,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>TRAILS MASTER PLAN IMPLEMENTATION STRATEGY</u>			
<u>FUNDING</u>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	
	-	(20,000.00)	
<u>EXPENSES</u>			
Expenditures	-	15,945.79	Project completed.
	-	15,945.79	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		79.73%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(4,054.21)	
<u>WILMOT WOODLOT MANAGEMENT PLAN</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(2,310.00)	
Contribution from Development Charges	-	(12,690.00)	
	-	(15,000.00)	As a result of the completion of the Trails Master Plan Implementation Strategy, staff are currently reviewing the scope of work for this project.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<u>WRC WOODLOT TRAIL DESIGN</u>			
<u>FUNDING</u>			
Contribution from Forest Glen Trail Trust Fund	(24,000.00)	(24,000.00)	
	(24,000.00)	(24,000.00)	
<u>EXPENSES</u>			
Expenditures	24,000.00	-	RFP for Consulting services was issued early in Q3. Anticipated Q4 completion.
	24,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(24,000.00)	

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FOREST GLEN TRAIL DEVELOPMENT</u>			
<u>FUNDING</u>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	
	-	(20,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	Project timeline currently under review by the Trails Interdepartmental Working Group (TIWG).
<u>REPLACE DEVELOPMENT SERVICES 2004 JEEP</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(34,000.00)	(34,000.00)	
Contribution from Sale of Vehicle	(1,000.00)	-	
	(35,000.00)	(34,000.00)	
<u>EXPENSES</u>			
Expenditures	35,000.00	22,286.46	
	35,000.00	22,286.46	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		65.55%	Project completed.
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,713.54)	
<u>OFFICIAL PLAN UPDATE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(18,400.00)	(27,608.00)	
Contribution from Development Charges	(21,600.00)	(22,392.00)	
	(40,000.00)	(50,000.00)	
<u>EXPENSES</u>			
Expenditures	40,000.00	-	
	40,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	Draft of conformity amendment currently under staff review. Report to Council in September to initiate settlement boundary review.

**2015 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2015**

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
TOTAL FUNDING CAPITAL PROGRAM	(4,150,250.00)	(5,937,726.27)	
TOTAL EXPENDITURES	4,150,250.00	1,426,065.88	
(UNEXPENDED)/UNFUNDED CAPITAL	<u>-</u>	<u>(4,511,660.39)</u>	
% of Funding Spent		24.02%	



Township of Wilmot REPORT

REPORT NO.	FIN 2015-25
TO:	Council
PREPARED BY:	Ashton Romany, Supervisor of Revenue
DATE:	July 20, 2015
SUBJECT:	Amended Water and Wastewater By-Law

Recommendation:

That By-Law 2015-10 be amended to include Mannheim and Shingletown residents.

Background:

On June 22, 2015 Council endorsed a cross-border servicing agreement with the City of Kitchener. As a result, Wilmot has assumed the water and wastewater service for Mannheim and Shingletown residents, and the existing by-law for these services must be updated.

Discussion:

Through the amending by-law, Mannheim and Shingletown residents can be billed under the Township of Wilmot rate structure, and transition to a bi-monthly billing cycle.

As of June 22, 2015 the City of Kitchener performed a final meter reading for their June billing. It is anticipated that the affected residents will receive their first Wilmot water bill in early September 2015.

To meet the operational and infrastructure requirements for water and wastewater services, Mannheim/Shingletown residents will be subject to the Township's rate structure. This rate is consistent with all other users of the Wilmot Water system and is comprised of a fixed service charge for infrastructure maintenance/replacements, and a volumetric charge to cover Regional distribution costs.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan areas of maintaining our infrastructure and strengthening customer service through operational efficiencies.

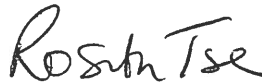
Financial Considerations:

The revenues and expenditures associated with servicing the residents of Mannheim and Shingletown will be incorporated into the overall water and wastewater operating budget. As this is a user-pay service, there will be zero impact on the general levy.

Conclusion:

Upon approval by Council, the 2015 water and wastewater rates will be applied to the residents of Mannheim and Shingletown.


Ashton Romany
Supervisor of Revenue


Rosita Tse CPA, CMA
Director of Finance


Reviewed by Grant Whittington, CAO

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2015-41

**BEING A BY-LAW TO ESTABLISH WATER AND WASTEWATER
FEES AND CHARGES TO USERS OF THE TOWNSHIP OF
WILMOT'S WATER DISTRIBUTION SYSTEMS AND
WASTEWATER COLLECTION SYSTEM**

WHEREAS Section 11(3) and (4) of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended (the "Act"), allows municipalities to pass by-laws respecting public utilities;

AND WHEREAS the term "public utility" includes systems that are used to provide water and sewage services for the public;

AND WHEREAS section 391(1)(b) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it;

NOW THEREFORE the Council of The Corporation of the Township of Wilmot enacts as follows:

Definitions

1. In this by-law:

- (a) "Appurtenance" includes a valve, valve chamber, hydrant, hydrant lead, flow meter, curb stop, maintenance access point, maintenance hole, manhole, grate, catch basin, catch basin lead, ditch inlet chamber or other minor accessory part of the Water Distribution System;
- (b) "AWWA" means American Water Works Association;
- (c) "Consumer" means an Owner, occupant, lessee or tenant of a property or any other person purchasing Services from the Township;
- (d) "Control valve" means a valve for controlling the flow of water within the distribution system;
- (e) "Council" means the municipal council of The Corporation of the Township of Wilmot;
- (f) "Curb stop" means an apparatus installed by the Township outside of a building, normally on the Property Line, used for controlling the flow of water supplied to a property;
- (g) "Highway" means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway;
- (h) "Meter" means an apparatus for measuring the quantity of water used;
- (i) "Owner" means the registered owner of a property, or their agent/designate;
- (j) "Person" means an individual, sole proprietorship, partnership or corporation;
- (k) "Property Line" means the line or demarcation between properties;
- (l) "Region" means The Regional Municipality of Waterloo;
- (m) "Reservoir" means a place where water is stored or accumulated;
- (n) "Service Pipe" means the conduit for transporting water from the Watermain to a property;

- (o) "Services" means all water services supplied by the Township via the Water Distribution System and all wastewater services provided by the Wastewater Collection System;
- (p) "Sewage" means wastewater.
- (q) "Township" means The Corporation of the Township of Wilmot;
- (r) "Wastewater Collection System" includes all collection mains, lift/pump stations, and all appurtenances thereto;
- (s) "Water Distribution System" includes all Reservoirs, Service Pipes, Watermains and all appurtenances thereto; and,
- (t) "Watermain" means any system of pipes and appurtenances used for the transmission or distribution of potable water, but does not include plumbing to which the *Building Code Act, 1992* applies or a pumping facility.

Township Property

- 2. All appurtenances and other equipment between the Watermain and the Property Line, and all Meters, are, and shall remain, the property of the Township.
- 3. Township property that is used for, or in connection with, the supply of the Services is exempt from seizure:
 - (a) against the Owner or occupant of the property under the *Execution Act*, R.S.O. 1990, c. E.24; and,
 - (b) against a person with a leasehold interest in property for overdue rent.

Meters

- 4. All Meters shall be located in a safe and convenient place, so as to facilitate access by the Township.
- 5. All Meters shall be located as close as possible to the entrance of the Service Pipe into a building.
- 6. No Meter shall be enclosed or sufficiently inaccessible so as to prohibit it from being read, examined or removed by the Township.
- 7. The Township may, at reasonable times, enter on land to which it supplies Services in order to:
 - (a) inspect, repair, alter or disconnect the Services, machinery, equipment and other works used to supply the Services; or,
 - (b) inspect, install, repair, replace or alter a Meter.
- 8. The Township may charge a fee to the Owner, pursuant to the attached **Schedule "A"**, for denying or otherwise prohibiting access to a Meter, which would represent the reasonable costs incurred by the Township. The Township may add this fee to the tax roll for the relevant property and collect the fee in the same manner as municipal taxes.
- 9. An Owner shall be liable for any damage to a Meter, other than normal wear and tear, as determined by the Township, and should a Meter be damaged, the Township may charge the Owner the cost of repairing or replacing the Meter pursuant to the attached **Schedule "A"**.
- 10. No person, other than an employee or agent of the Township, shall be permitted to remove, inspect or tamper with a Meter or other equipment of the Township.
- 11. No person shall alter any Meter, either inside or outside of any building or other place, so as to lessen or alter the amount of water registered on the Meter.

12. Any Consumer having doubt as to the accuracy of a Meter may request that the Meter be removed and tested by notifying the Township and submitting a deposit to the Township in accordance with the attached **Schedule "A"**. If the Meter is found to meet the applicable AWWA standards for accuracy, the deposit shall be forfeited to the Township. However, if the Meter is found to not conform to the applicable AWWA standards, the deposit shall be returned to the Consumer and appropriate adjustments shall be made to the subject account.

Water Supply

13. As the Region is the sole supplier of water to the Township, the Township cannot guarantee the supply, quality or pressure of water to Consumers and failure to supply water shall not be construed as negligence on the part of the Township.

Fees and Charges

14. Fees or charges imposed upon Consumers for their use of the Services, including the consumption of water, as measured by the Meters, and any wastewater fees or charges, are all outlined in the attached **Schedules "A", "B" and "C"**.
15. Payments for all fees or charges imposed by the Township on a Consumer are due and payable by a Consumer on the date noted on the bill and there shall be a one-time ten percent (10%) charge for late payment.

Non-Payment of Fees and Charges

16. If, after fourteen (14) days past the due date, fees or charges are still not paid, the Township may advise the Consumer that unless the fees or charges are paid within seven (7) days, the Township may discontinue the Services to the property upon which the fees or charges are due, and in the event the Services are turned off, they shall not be turned on again until such time as all arrears are paid together with the fees/charges and costs incurred on behalf of the Township for turning any of the Services off and on. The aforesaid fees/charges and costs for turning any of the Services off and on shall be at the rates outlined in the attached **Schedule "A"**.
17. If fees or charges are not paid to the Township by the Consumer in accordance with the provisions of this by-law, the Township may add the outstanding fees or charges to the tax roll for the relevant property and collect the fees or charges in the same manner as municipal taxes.

Billing Errors

18. Where billing errors have resulted in over-billing, the Consumer shall be credited with the amount erroneously billed for the relevant period, but not exceeding six (6) years.
19. Where billing errors have resulted in under-billing, the consumer shall be charged the amount erroneously not billed for a period not exceeding:
 - (a) two (2) years, in the case of a residential Consumer who was not responsible for the error; and,
 - (b) six (6) years in all other cases.

Exemption

20. Four properties shall be exempt from this by-law as their Services are provided by The Corporation of the City of Kitchener. The four properties include:
 - 57 Trussler Road
 - 109 Trussler Road
 - 121 Trussler Road
 - 131 Trussler Road

Severability

21. If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having

persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

Repeal

22. By-law 2015-10 is hereby repealed.

Coming Into Force

23. This by-law shall come into force and effect on July 20, 2015.

READ a first and second time in Open Council this 20th day of July, 2015.

READ a third time and finally passed in Open Council this 20th day of July, 2015.

Mayor

Clerk

Schedule "A"
Utility Service Fees

Water Meters	Cost	Criteria
½" & ¾" Meters (Standard Residential) – plus HST	\$145.00	per Meter
Other Size Meters – plus HST	Actual Cost	
MXU Device (includes installation) – plus HST	\$140.00	per MXU
Security Tag Replacement (Meter Sealing) – plus HST	\$50.00	per Meter
Tail Pieces – plus HST	\$15.00	per Meter
Remote/Mounting Bracket Assembly – plus HST	\$30.00	per Meter
Meter Accuracy Deposit	\$200.00	
Meter Installation Fee	Actual Cost	
Water Meter Repairs	Actual Cost	
Remote Re-Wiring	Actual Cost	
Water/Wastewater Services	Cost	Criteria
Service Inspections	Actual Cost	
Water Service Line Repairs	Actual Cost	
Wastewater Service Line Repairs	Actual Cost	
Water Main Line Repairs	Actual Cost	
Wastewater Main Line Repairs	Actual Cost	
Water Sampling/Testing	Actual Cost	
Water/Wastewater Services Administration – plus HST	10%	
Materials – plus HST	Actual Cost	
Labour Charges	Cost	Criteria
Regular Working Hours – plus HST	\$40.00	per Hour
After Working Hours (Monday – Saturday) – plus HST	\$60.00	per Hour
After Working Hours (Sunday & Holidays) – plus HST	\$80.00	per Hour
Vehicle Rates	Cost	Criteria
Flusher/Vacuum Truck – plus HST	\$125.00	per Hour
Stake Truck – plus HST	\$35.00	per Hour
Service Truck – plus HST	\$35.00	per Hour
Pickup Truck – plus HST	\$35.00	per Hour
Miscellaneous Services	Cost	Criteria
Water Disconnect/Reconnect	\$75.00	Each
Camera Inspection – plus HST	\$155.00	per Hour
Hydrant Use Permit	\$75.00	per Day
Tapping Machine (minimum \$100) – plus HST	\$35.00	per Hour
Sidewalk Clearing	\$120.00	per Hour

Schedule "B"
Water Rates and Charges

Consumption Rates	Cost per m³ (1,000 L)
Water Rate	\$1.7271
Water Rate – Foxboro Green	\$0.9776
Service Charges	Annual Charge
½" & ¾" Meters <i>(Standard Residential)</i>	\$90.00
1" Meter	\$96.35
1½" Meter	\$151.23
2" Meter	\$194.00
3" Meter	\$345.00
4" Meter	\$507.75
6" Meter	\$851.07
Other Annual Charges <i>(if applicable)</i>	Annual Charge
Flat Rate Water Charge <i>(non-metered properties)</i>	\$986.59
Foxboro Green Administration Charge	\$732.26
Additional Meter Fee – ½" & ¾" Meters	\$11.00
Additional Meter Fee – 1" Meter	\$18.00
Additional Meter Fee – 1½" Meter	\$35.00
Additional Meter Fee – 2" Meter	\$43.00
Additional Meter Fee – 3" Meter	\$122.00
Additional Meter Fee – 4" Meter	\$208.00
Additional Meter Fee – 6" Meter	\$725.00
Other One-Time Fees <i>(if applicable)</i>	Fee
Account Setup Fee	\$30.00
Additional Water Meter Reading	\$25.00

Water Rates and Charges Descriptions:

Water Rates and Charges are only applicable if a property is connected to one of the Township's Waste Distribution Systems.

- *Consumption Rates* are applied based on a consumer's consumption of water as measured by the installed meter.
- *Service Charges* are applied based on the size of the meter measuring the water service at each property.
- *Other Charges and Fees* are applied to a consumer only as necessary. Annual Fees are prorated based on the number of days within a billing period.
 - The *Flat Rate Water Charge* is applied to any consumer whose property is connected to a Township Water Distribution Systems and whose consumption is not measured by a meter.
 - An *Additional Meter Fee* is applied only if there is an additional Township owned meter located at a property.
 - The *Account Setup Fee* is applied to the first bill of all "newly created" Wilmot Water Accounts.
 - An *Additional Water Meter Reading Fee* is applied to an account for all readings not associated with the regularly scheduled bi-monthly reading.

Schedule "C"
Wastewater Rates and Charges

Discharge Rates	Cost per m³ (1,000 L)
Wastewater Rate	\$1.8837
Wastewater Rate – Morningside	\$1.4139
Wastewater Rate – Foxboro Green	\$0.9441
Service Charges	Annual Charge
½" & ¾" Meters <i>(Standard Residential)</i>	\$90.00
1" Meter	\$96.35
1½" Meter	\$151.23
2" Meter	\$194.00
3" Meter	\$345.00
4" Meter	\$507.75
6" Meter	\$851.07
Other Annual Charges <i>(if applicable)</i>	Annual Charge
Foxboro Green Administration Charge	\$732.26

Wastewater Rates and Charges Descriptions:

Wastewater Rates and Charges are only applicable if a property is connected to the Township's Wastewater Collection System.

- *Discharge Rates* are applied based on a consumer's consumption of water as measured by the installed meter.
- *Service Charges* are applied based on the size of the meter measuring the water service at each property.
- *Other Annual Charges* are applied to a consumer only as necessary and are prorated based on the number of days within a billing period.



Township of Wilmot **REPORT**

REPORT NO. **FIN 2015-26**

TO: **Council**

PREPARED BY: **Ashton Romany, Supervisor of Revenue**

DATE: **July 20, 2015**

SUBJECT: **Wilmot Township Water & Wastewater Financial Plan**

Recommendation:

That report FIN 2015-26 regarding the Wilmot Township Water and Wastewater Financial Plan, prepared by the Supervisor of Revenue, be approved.

Background:

The *Safe Drinking Water Act, 2002* requires that owners of a water distribution system be licenced by the Province of Ontario. This licencing ensures that all water distribution systems conform to the Province's quality and management standards. As the owner of three water distribution systems, Wilmot Township is required to meet this licencing requirement.

Section 30 of the Act outlines that financial plans be prepared for water distribution systems covering a period of at least six years, and that outline the system's financial sustainability. Additional requirements are include in Ontario Regulation 453/07.

Discussion:

The Township's first financial plan was approved by Council on May 31, 2010. Since that time, the financial plan has been updated annually as new budgets have been approved by Council.

The attached Projected Financial Statements represent Wilmot Township's water and wastewater financial plans. 2015 summarizes the current year budget while years 2016 through 2020 incorporate the Township's 10-Year Capital Plan, current growth projections, Region of Waterloo water and wastewater financial plans, and estimated future operating expenses and rate revenues which reflect historical inflationary increases.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of being an engaged community through the communication of municipal matters.

Staff provide Council and the community with updated projections of the Township's estimated future water and wastewater finances in accordance with the *Safe Drinking Water Act, 2002*.

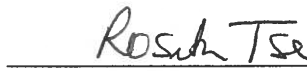
Financial Considerations:


The financial plan is an accounting document summarizing the current year budget and future year estimates. It is prepared to satisfy the requirements of the *Safe Drinking Water Act, 2002* and has no direct financial implications.


Conclusion:

Upon Council approval, the financial plan will be posted to the Township's website and will continue to be updated annually as new budgets are approved and updated as future estimates become available.


Ashton Romany
Supervisor of Revenue


Rosita Tse
Director of Finance


Gary Charbonneau
Director of Public Works


Reviewed by CAO



Corporation of the Township of Wilmot - Wilmot Water Water Component

Projected Financial Operations
for the year ending December 31

	2015	2016	2017	2018	2019	2020
Revenues						
Water Rates	\$ 2,199,000	\$ 2,455,037	\$ 2,583,690	\$ 2,667,774	\$ 2,785,202	\$ 2,863,273
Other User Fees (Local Improvement Charges)	\$ 17,155	\$ 17,155	\$ -	\$ -	\$ -	\$ -
Other Revenues (DC's, Other Government Funding)	\$ 37,067	\$ 482,740	\$ 443,392	\$ 15,950	\$ 45,300	\$ 15,950
Interest Revenue	\$ 12,760	\$ 13,119	\$ 16,214	\$ 22,408	\$ 28,225	\$ 34,732
Total Revenue	\$ 2,265,982	\$ 2,968,051	\$ 3,043,296	\$ 2,706,132	\$ 2,858,727	\$ 2,913,955
Expenses						
Regional Supply Costs	\$ 1,137,318	\$ 1,187,000	\$ 1,238,000	\$ 1,292,000	\$ 1,349,000	\$ 1,407,000
Other Expenses	\$ 621,286	\$ 610,165	\$ 616,457	\$ 622,863	\$ 629,385	\$ 636,027
Amortization	\$ 327,737	\$ 327,352	\$ 336,960	\$ 346,467	\$ 347,031	\$ 352,815
Interest Expense	\$ 3,962	\$ 4,543	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 2,090,303	\$ 2,129,060	\$ 2,191,417	\$ 2,261,330	\$ 2,325,416	\$ 2,395,842
Net Effect of Annual Operations	\$ 175,679	\$ 838,991	\$ 851,879	\$ 444,802	\$ 533,311	\$ 518,113
Beginning Accumulated Net Assets Balance	\$ 14,090,995	\$ 14,266,674	\$ 15,105,665	\$ 15,957,544	\$ 16,402,346	\$ 16,935,656
Net Effect of Annual Operations	\$ 175,679	\$ 838,991	\$ 851,879	\$ 444,802	\$ 533,311	\$ 518,113
Donated Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Accumulated Net Assets Balance	\$ 14,266,674	\$ 15,105,665	\$ 15,957,544	\$ 16,402,346	\$ 16,935,656	\$ 17,453,770



Corporation of the Township of Wilmot - Wilmot Water Water Component

Projected Financial Position
as of December 31

	2015	2016	2017	2018	2019	2020
Assets						
<i>Financial Assets</i>						
Cash & Cash Equivalents	\$ 1,623,948	\$ 1,900,179	\$ 2,563,806	\$ 3,175,625	\$ 3,863,099	\$ 4,533,662
Accounts Receivable	\$ 274,875	\$ 306,880	\$ 322,961	\$ 333,472	\$ 348,150	\$ 357,909
	\$ 1,898,823	\$ 2,207,058	\$ 2,886,767	\$ 3,509,096	\$ 4,211,248	\$ 4,891,572
<i>Non Financial Assets</i>						
Inventory	\$ 100,000	\$ 100,000	\$ 100,000	\$ 75,000	\$ 35,000	\$ 35,000
Tangible Capital Assets Under Construction (Note 1)	\$ 10,000	\$ 470,441	\$ 53,000	\$ 41,500	\$ 48,000	\$ 81,000
Tangible Capital Assets, net (Note 2)	\$ 12,745,083	\$ 12,454,731	\$ 13,048,653	\$ 12,912,186	\$ 12,781,655	\$ 12,591,340
	\$ 12,855,083	\$ 13,025,172	\$ 13,201,653	\$ 13,028,686	\$ 12,864,655	\$ 12,707,340
Total Assets	\$ 14,753,907	\$ 15,232,230	\$ 16,088,421	\$ 16,537,783	\$ 17,075,903	\$ 17,598,912
Liabilities						
<i>Other Liabilities</i>						
Accounts Payable	\$ 123,808	\$ 126,565	\$ 130,877	\$ 135,437	\$ 140,247	\$ 145,142
<i>Debt Charges</i>						
Reserve Fund Transfer	\$ 363,425	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities	\$ 487,233	\$ 126,565	\$ 130,877	\$ 135,437	\$ 140,247	\$ 145,142
Accumulated Net Assets						
<i>Accumulated Net Assets</i>	\$ 14,266,674	\$ 15,105,665	\$ 15,957,544	\$ 16,402,346	\$ 16,935,656	\$ 17,453,770
Total Liabilities and Accumulated Net Assets	\$ 14,753,907	\$ 15,232,230	\$ 16,088,421	\$ 16,537,783	\$ 17,075,903	\$ 17,598,912



Corporation of the Township of Wilmot - Wilmot Water Water Component

Projected Cash Sources and Uses for the year ending December 31

	2015	2016	2017	2018	2019	2020
Operating Activities						
Cash Collected From Revenues						
Revenue from Operations	\$ 2,253,222	\$ 2,953,932	\$ 3,027,082	\$ 2,683,724	\$ 2,829,502	\$ 2,879,223
Accounts Receivable	\$ (14,169)	\$ (32,005)	\$ (16,082)	\$ (10,511)	\$ (14,678)	\$ (9,759)
	<u>\$ 2,239,053</u>	<u>\$ 2,921,927</u>	<u>\$ 3,011,000</u>	<u>\$ 2,673,214</u>	<u>\$ 2,814,823</u>	<u>\$ 2,869,463</u>
Cash Expended from Operations						
Operating Expenses	\$ (2,086,341)	\$ (2,124,517)	\$ (2,191,417)	\$ (2,261,330)	\$ (2,325,416)	\$ (2,395,842)
Inventory	\$ (43,130)	\$ -	\$ -	\$ 25,000	\$ 40,000	\$ -
Accounts Payable	\$ 6,879	\$ 2,758	\$ 4,311	\$ 4,560	\$ 4,811	\$ 4,895
Amortization	\$ 327,737	\$ 327,352	\$ 336,960	\$ 346,467	\$ 347,031	\$ 352,815
	<u>\$ (1,794,855)</u>	<u>\$ (1,794,407)</u>	<u>\$ (1,850,146)</u>	<u>\$ (1,885,303)</u>	<u>\$ (1,933,574)</u>	<u>\$ (2,038,132)</u>
Cash Flow from Operating Activities	\$ 444,199	\$ 1,127,520	\$ 1,160,854	\$ 787,911	\$ 881,249	\$ 831,331
Capital Asset Activities						
Tangible Capital Assets Under Construction	\$ 3,000	\$ (460,441)	\$ 417,441	\$ 11,500	\$ (6,500)	\$ (33,000)
Tangible Capital Assets	\$ (120,500)	\$ (37,000)	\$ (930,882)	\$ (210,000)	\$ (216,500)	\$ (162,500)
Proceeds from Disposals	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -
	<u>\$ (117,500)</u>	<u>\$ (496,441)</u>	<u>\$ (513,441)</u>	<u>\$ (198,500)</u>	<u>\$ (222,000)</u>	<u>\$ (195,500)</u>
Cash Flow from Capital Asset Activities	\$ (117,500)	\$ (496,441)	\$ (513,441)	\$ (198,500)	\$ (222,000)	\$ (195,500)
Investing Activities						
Interest Revenue	\$ 12,760	\$ 13,119	\$ 16,214	\$ 22,408	\$ 28,225	\$ 34,732
Financing Activities						
Reserve Fund Transfer	\$ 46,458	\$ (363,425)	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ (3,962)	\$ (4,543)	\$ -	\$ -	\$ -	\$ -
	<u>\$ 42,496</u>	<u>\$ (367,968)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Cash Flow from Financing Activities	\$ 42,496	\$ (367,968)	\$ -	\$ -	\$ -	\$ -
Changes to Cash & Cash Equivalents	\$ 381,954	\$ 276,231	\$ 663,627	\$ 611,819	\$ 687,474	\$ 670,563
Beginning Cash & Cash Equivalents	\$ 1,241,994	\$ 1,623,948	\$ 1,900,179	\$ 2,563,806	\$ 3,175,625	\$ 3,863,099
Ending Cash & Cash Equivalents	\$ 1,623,948	\$ 1,900,179	\$ 2,563,806	\$ 3,175,625	\$ 3,863,099	\$ 4,533,662



Corporation of the Township of Wilmot - Wilmot Water Water Component

Notes to Projected Financial Statements
for the year ending December 31

Note 1 - Tangible Capital Assets Under Construction

	2015	2016	2017	2018	2019	2020
January 1 Balance	\$ 13,000	\$ 10,000	\$ 470,441	\$ 53,000	\$ 41,500	\$ 48,000
Additions	\$ 10,000	\$ 460,441	\$ 20,000	\$ 21,500	\$ 26,500	\$ 54,500
	<u>\$ 23,000</u>	<u>\$ 470,441</u>	<u>\$ 490,441</u>	<u>\$ 74,500</u>	<u>\$ 68,000</u>	<u>\$ 102,500</u>
Removals to Capital Assets	\$ 13,000	\$ -	\$ 437,441	\$ 33,000	\$ 20,000	\$ 21,500
December 31 Balance	\$ 10,000	\$ 470,441	\$ 53,000	\$ 41,500	\$ 48,000	\$ 81,000

Projects Under Construction:	William St. King St	Milton St. Byron St. Employ. Lands	Employ. Lands King St Lewis St. Hannah St.	Milton St. Byron St. Wilmot St. Church St.	Hannah St. Lewis St. Stone St. Centennial Cres.	Wilmot St. Church St. Boulee St. Victoria St.
-------------------------------------	------------------------	--	---	---	--	--

Note 2 - Tangible Capital Assets

	2015	2016	2017	2018	2019	2020
January 1 Balance, gross	\$ 18,143,383	\$ 18,263,883	\$ 18,268,495	\$ 19,199,377	\$ 19,409,377	\$ 19,569,720
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions	\$ 120,500	\$ 37,000	\$ 930,882	\$ 210,000	\$ 216,500	\$ 162,500
	<u>\$ 18,263,883</u>	<u>\$ 18,300,883</u>	<u>\$ 19,199,377</u>	<u>\$ 19,409,377</u>	<u>\$ 19,625,877</u>	<u>\$ 19,732,220</u>
Write Downs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disposals	\$ -	\$ 32,388	\$ -	\$ -	\$ 56,157	\$ -
December 31 Balance, gross	\$ 18,263,883	\$ 18,268,495	\$ 19,199,377	\$ 19,409,377	\$ 19,569,720	\$ 19,732,220
January 1 Accumulated Amortization	\$ 5,191,063	\$ 5,518,800	\$ 5,813,764	\$ 6,150,724	\$ 6,497,191	\$ 6,788,065
Disposals	\$ -	\$ (32,388)	\$ -	\$ -	\$ (56,157)	\$ -
Annual Amortization*	\$ 327,737	\$ 327,352	\$ 336,960	\$ 346,467	\$ 347,031	\$ 352,815
	<u>\$ 5,518,800</u>	<u>\$ 5,813,764</u>	<u>\$ 6,150,724</u>	<u>\$ 6,497,191</u>	<u>\$ 6,788,065</u>	<u>\$ 7,140,880</u>
December 31 Balance, net	\$ 12,745,083	\$ 12,454,731	\$ 13,048,653	\$ 12,912,186	\$ 12,781,655	\$ 12,591,340

*Amortization Periods (based on PSAB and GAAP Standards):

Machinery & Equipment = 10 years

Vehicles = 10 years

Water System = 60 years



Corporation of the Township of Wilmot - Wilmot Water

Wastewater Component

Projected Financial Operations
for the year ending December 31

	2015	2016	2017	2018	2019	2020
Revenues						
Water Rates	\$ 2,030,000	\$ 2,184,083	\$ 2,357,463	\$ 2,493,355	\$ 2,677,362	\$ 2,820,437
Other User Fees (Local Improvement Charges)	\$ 17,415	\$ 17,415	\$ -	\$ -	\$ -	\$ -
Other Revenues (DC's, Other Government Funding)	\$ 18,242	\$ 569,403	\$ 690,575	\$ 645,304	\$ 645,304	\$ 645,304
Interest Revenue	\$ 11,874	\$ 17,857	\$ 20,475	\$ 19,132	\$ 18,036	\$ 18,429
Total Revenue	\$ 2,077,531	\$ 2,788,758	\$ 3,068,513	\$ 3,157,791	\$ 3,340,702	\$ 3,484,170
Expenses						
Regional Supply Costs	\$ 1,141,149	\$ 1,228,825	\$ 1,323,119	\$ 1,424,386	\$ 1,533,235	\$ 1,650,208
Other Expenses	\$ 599,071	\$ 471,100	\$ 451,321	\$ 461,283	\$ 478,692	\$ 455,499
Amortization	\$ 275,688	\$ 277,392	\$ 279,488	\$ 281,080	\$ 281,630	\$ 333,316
Interest Expense	\$ 2,292	\$ 4,699	\$ -	\$ -	\$ 7,520	\$ 15,692
Total Expenses	\$ 2,018,200	\$ 1,982,016	\$ 2,053,928	\$ 2,166,749	\$ 2,301,077	\$ 2,454,715
Net Effect of Annual Operations	\$ 59,331	\$ 806,742	\$ 1,014,585	\$ 991,042	\$ 1,039,625	\$ 1,029,455
Beginning Accumulated Net Assets Balance	\$ 11,408,300	\$ 11,467,631	\$ 12,274,373	\$ 13,288,958	\$ 14,280,000	\$ 15,319,625
Net Effect of Annual Operations	\$ 59,331	\$ 806,742	\$ 1,014,585	\$ 991,042	\$ 1,039,625	\$ 1,029,455
Donated Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Accumulated Net Assets Balance	\$ 11,467,631	\$ 12,274,373	\$ 13,288,958	\$ 14,280,000	\$ 15,319,625	\$ 16,349,080



Corporation of the Township of Wilmot - Wilmot Water

Wastewater Component

Projected Financial Position

as of December 31

	2015	2016	2017	2018	2019	2020
Assets						
<i>Financial Assets</i>						
Cash & Cash Equivalents	\$ 1,465,331	\$ 961,834	\$ 875,089	\$ 1,417,992	\$ 2,061,794	\$ 2,671,727
Accounts Receivable	\$ 253,750	\$ 273,010	\$ 294,683	\$ 311,669	\$ 334,670	\$ 352,555
	<u>\$ 1,719,081</u>	<u>\$ 1,234,844</u>	<u>\$ 1,169,772</u>	<u>\$ 1,729,661</u>	<u>\$ 2,396,464</u>	<u>\$ 3,024,282</u>
<i>Non Financial Assets</i>						
Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tangible Capital Assets Under Construction (Note 1)	\$ -	\$ 1,090,311	\$ 2,351,340	\$ 3,657,640	\$ 4,963,940	\$ -
Tangible Capital Assets, net (Note 2)	\$ 10,236,777	\$ 10,068,927	\$ 9,895,439	\$ 9,630,359	\$ 9,359,729	\$ 15,285,343
	<u>\$ 10,236,777</u>	<u>\$ 11,159,238</u>	<u>\$ 12,246,779</u>	<u>\$ 13,287,999</u>	<u>\$ 14,323,669</u>	<u>\$ 15,285,343</u>
Total Assets	<u>\$ 11,955,858</u>	<u>\$ 12,394,083</u>	<u>\$ 13,416,552</u>	<u>\$ 15,017,660</u>	<u>\$ 16,720,133</u>	<u>\$ 18,309,625</u>
Liabilities						
<i>Other Liabilities</i>						
Accounts Payable	\$ 112,319	\$ 119,710	\$ 127,594	\$ 136,056	\$ 145,157	\$ 132,311
<i>Debt Charges</i>						
Reserve Fund Transfer	\$ 375,908	\$ -	\$ -	\$ 601,604	\$ 1,255,353	\$ 1,828,236
	<u>\$ 488,227</u>	<u>\$ 119,710</u>	<u>\$ 127,594</u>	<u>\$ 737,660</u>	<u>\$ 1,400,510</u>	<u>\$ 1,960,547</u>
Total Liabilities	<u>\$ 488,227</u>	<u>\$ 119,710</u>	<u>\$ 127,594</u>	<u>\$ 737,660</u>	<u>\$ 1,400,510</u>	<u>\$ 1,960,547</u>
Accumulated Net Assets						
<i>Accumulated Net Assets</i>	<u>\$ 11,467,631</u>	<u>\$ 12,274,373</u>	<u>\$ 13,288,958</u>	<u>\$ 14,280,000</u>	<u>\$ 15,319,625</u>	<u>\$ 16,349,080</u>
Total Liabilities and Accumulated Net Assets	<u>\$ 11,955,858</u>	<u>\$ 12,394,083</u>	<u>\$ 13,416,552</u>	<u>\$ 15,017,660</u>	<u>\$ 16,720,135</u>	<u>\$ 18,309,627</u>



Corporation of the Township of Wilmot - Wilmot Water Wastewater Component

Projected Cash Sources and Uses
for the year ending December 31

	2015	2016	2017	2018	2019	2020
Operating Activities						
Cash Collected From Revenues						
Revenue from Operations	\$ 2,065,657	\$ 2,770,901	\$ 3,048,038	\$ 3,138,659	\$ 3,322,666	\$ 3,465,741
Accounts Receivable	\$ (20,182)	\$ (19,260)	\$ (21,673)	\$ (16,987)	\$ (23,001)	\$ (17,884)
	<u>\$ 2,045,475</u>	<u>\$ 2,751,641</u>	<u>\$ 3,026,365</u>	<u>\$ 3,121,672</u>	<u>\$ 3,299,665</u>	<u>\$ 3,447,857</u>
Cash Expended from Operations						
Operating Expenses	\$ (2,015,908)	\$ (1,977,317)	\$ (2,053,928)	\$ (2,166,749)	\$ (2,293,557)	\$ (2,439,023)
Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ (5,575)	\$ 7,391	\$ 7,884	\$ 8,465	\$ 9,098	\$ (1,536)
Amortization	\$ 275,688	\$ 277,392	\$ 279,488	\$ 281,080	\$ 281,630	\$ 333,316
	<u>\$ (1,745,795)</u>	<u>\$ (1,692,534)</u>	<u>\$ (1,766,556)</u>	<u>\$ (1,877,204)</u>	<u>\$ (2,002,829)</u>	<u>\$ (2,107,243)</u>
Cash Flow from Operating Activities	<u>\$ 299,679</u>	<u>\$ 1,059,107</u>	<u>\$ 1,259,809</u>	<u>\$ 1,244,468</u>	<u>\$ 1,296,836</u>	<u>\$ 1,340,614</u>
Capital Asset Activities						
Tangible Capital Assets Under Construction	\$ -	\$ (1,090,311)	\$ (1,261,029)	\$ (1,306,300)	\$ (1,306,300)	\$ 4,963,940
Tangible Capital Assets	\$ (21,000)	\$ (109,542)	\$ (106,000)	\$ (16,000)	\$ (11,000)	\$ (6,270,240)
Proceeds from Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<u>\$ (21,000)</u>	<u>\$ (1,199,853)</u>	<u>\$ (1,367,029)</u>	<u>\$ (1,322,300)</u>	<u>\$ (1,317,300)</u>	<u>\$ (1,306,300)</u>
Cash Flow from Capital Asset Activities	<u>\$ (21,000)</u>	<u>\$ (1,199,853)</u>	<u>\$ (1,367,029)</u>	<u>\$ (1,322,300)</u>	<u>\$ (1,317,300)</u>	<u>\$ (1,306,300)</u>
Investing Activities						
Interest Revenue	\$ 11,874	\$ 17,857	\$ 20,475	\$ 19,132	\$ 18,036	\$ 18,429
Financing Activities						
Reserve Fund Transfer	\$ 192,565	\$ (375,908)	\$ -	\$ 601,604	\$ 653,749	\$ 572,883
Interest Expense	\$ (2,292)	\$ (4,699)	\$ -	\$ -	\$ (7,520)	\$ (15,692)
	<u>\$ 190,273</u>	<u>\$ (380,607)</u>	<u>\$ -</u>	<u>\$ 601,604</u>	<u>\$ 646,229</u>	<u>\$ 557,191</u>
Cash Flow from Financing Activities	<u>\$ 190,273</u>	<u>\$ (380,607)</u>	<u>\$ -</u>	<u>\$ 601,604</u>	<u>\$ 646,229</u>	<u>\$ 557,191</u>
Changes to Cash & Cash Equivalents	<u>\$ 480,827</u>	<u>\$ (503,497)</u>	<u>\$ (86,746)</u>	<u>\$ 542,904</u>	<u>\$ 643,801</u>	<u>\$ 609,934</u>
Beginning Cash & Cash Equivalents	<u>\$ 984,504</u>	<u>\$ 1,465,331</u>	<u>\$ 961,834</u>	<u>\$ 875,089</u>	<u>\$ 1,417,992</u>	<u>\$ 2,061,794</u>
Ending Cash & Cash Equivalents	<u><u>\$ 1,465,331</u></u>	<u><u>\$ 961,834</u></u>	<u><u>\$ 875,089</u></u>	<u><u>\$ 1,417,992</u></u>	<u><u>\$ 2,061,794</u></u>	<u><u>\$ 2,671,727</u></u>



Corporation of the Township of Wilmot - Wilmot Water Wastewater Component

Notes to Projected Financial Statements
for the year ending December 31

Note 1 - Tangible Capital Assets Under Construction

	2015	2016	2017	2018	2019	2020
January 1 Balance	\$ -	\$ -	\$ 1,090,311	\$ 2,351,340	\$ 3,657,640	\$ 4,963,940
Additions	\$ -	\$ 1,090,311	\$ 1,306,300	\$ 1,306,300	\$ 1,306,300	\$ -
	\$ -	\$ 1,090,311	\$ 2,396,611	\$ 3,657,640	\$ 4,963,940	\$ 4,963,940
Removals to Capital Assets	\$ -	\$ -	\$ 45,271	\$ -	\$ -	\$ 4,963,940
December 31 Balance	\$ -	\$ 1,090,311	\$ 2,351,340	\$ 3,657,640	\$ 4,963,940	\$ -

Projects Under Construction:

Sanitary Expansion Employ. Lands	Sanitary Expansion	Sanitary Expansion Employ. Lands Milton St. Byron St.	Sanitary Expansion	Sanitary Expansion
-------------------------------------	--------------------	--	--------------------	--------------------

Note 2 - Tangible Capital Assets

	2015	2016	2017	2018	2019	2020
January 1 Balance, gross	\$ 14,798,893	\$ 14,798,893	\$ 14,889,435	\$ 14,984,435	\$ 14,984,435	\$ 14,984,435
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions	\$ -	\$ 90,542	\$ 95,000	\$ -	\$ -	\$ 6,270,240
	\$ 14,798,893	\$ 14,889,435	\$ 14,984,435	\$ 14,984,435	\$ 14,984,435	\$ 21,254,675
Write Downs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December 31 Balance, gross	\$ 14,798,893	\$ 14,889,435	\$ 14,984,435	\$ 14,984,435	\$ 14,984,435	\$ 21,254,675
January 1 Accumulated Amortization	\$ 4,496,095	\$ 4,748,289	\$ 5,001,237	\$ 5,255,731	\$ 5,511,017	\$ 5,766,303
Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Amortization*	\$ 252,194	\$ 252,948	\$ 254,494	\$ 255,286	\$ 255,286	\$ 307,538
	\$ 4,748,289	\$ 5,001,237	\$ 5,255,731	\$ 5,511,017	\$ 5,766,303	\$ 6,073,841
December 31 Balance, net	\$ 10,050,604	\$ 9,888,198	\$ 9,728,704	\$ 9,473,418	\$ 9,218,132	\$ 15,180,834

*Amortization Periods (based on PSAB and GAAP Standards):

Land = N/A

Buildings = 50 years

Machinery & Equipment = 10 years

Vehicles = 10 years

Water System = 60 years



Township of Wilmot REPORT

REPORT NO.: PW-2015-16
TO: Council
PREPARED BY: Gary Charbonneau, Director of Public Works
DATE: July 22, 2015
SUBJECT: Public Works Activity Report
April - June

Recommendation:

That the Public Works Department Activity Reports for the months of April, May and June 2015 be received for information.

Background:

N/A

Discussion:

The attached summaries highlight the activities of the Public Works Department for the second quarter of 2015.

Strategic Plan Conformity:

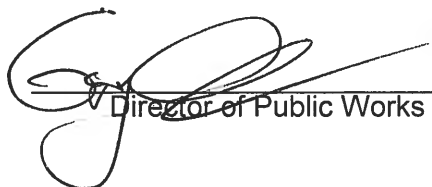
Communicating municipal matters.

Financial Considerations:

N/A

Conclusion:

That the report be received for information.


Director of Public Works


Reviewed by CAO

Road Dept. Report

April 2015

Structures

- No report.

Roadside

- Cut down dead roadside trees in our road allowances for six days.
- Using our gravel retriever we pulled up the gravel shoulders on Sandhills Rd. and Huron Rd.

Drainage

- Excavator hired to open up a blocked road crossing culvert on Bean Rd.

Loose top

- Spot graded the gravel roads.

Hardtop

- Cold patching potholes in the Township.

Gravel Pit

- No report.

Winter Control

- Three days of hot sanding rural roads.

Safety

- Sign repairs generated from the road patrol system.

Vehicles and Equipment

- Washed dump trucks.
- Removed plow harnesses from the dump trucks.

Building and Grounds

- No report.

Road Dept. Report

May 2015

Structures

- Sweeping bridge decks and box culverts.

Roadside

- Poured a new section of concrete sidewalk that lifted this winter in front of Phidalia's in N.H.
- Finishing up construction on Bean Rd. section to be hard surfaced this year.
- With a hired excavator we ditched a couple of sections on Wilmot line and replaced a failed road crossing culvert just south of Wideman Rd.
- Contractor hired to grind tree stumps where we removed the trees.
- Trimmed boulevard trees on Stiefelmeyer Cres. in Baden.

Drainage

- Installed new angled catch basin frames and grates for our section of the award drain on Bean Rd.
- Emergency replacement of road crossing culvert on Carmel Koch Rd.

Loose top

- Grading gravel roads to prepare for dust control applications.
- Applied dust control to the gravel roads.

Hardtop

- Hot patching potholes generated by road patrol.

Safety Devices

- Sign repairs generated from the road patrols.

Vehicles and Equipment

- Annual replacement John Deere tractor arrived.

Building and Grounds

- We graded all gravel parking lots for Parks & Rec.
- Trimmed grass around the back yard where the supplies are kept.

Road Dept. Report

June 2015

Roadside

- Roadside mowing on rural roads.
- Full crew trimming grass around guide post sand rails. Also around bridges and box culverts.
- Cleaned up tree limbs from heavy rains and high winds.

Drainage

- Replaced road crossing culverts that rusted out on Holland Mills and Carmel Koch Rd.

Loose top

- Graded Bethel Rd prior to dust control being applied.
- Performed road maintenance on Wilmot Line.
- Donegan's hauled gravel from our pit to the Wilmot line and Lisbon rd. as part of our annual gravel maintenance program.

Hardtop

- Hot asphalt used to repair potholes generated by the road patrols.
- Asphalt padding Perth St prior to it being single surface tar and chip.
- Hot asphalt padding broken road edges on Wilmot /Easthope Rd.

Safety

- Sign repairs generated from road patrol.
- Weekly road patrol with our road patrol system.

Vehicles and Equipment

- Grease trucks.

Building and Grounds

- No report.

**Township of Wilmot
Utilities Manager Report
April 1 to April 30, 2015**

Water Main Breaks/Excavations

- Huron street @ Wilmot street – service leak to flower bed service

Locates:

- 161 individual/project locates

Meter – New/Old Installations:

- 22 installations/inspections/change outs

Water Quality Issues

- None

General

- Chlorine residual bi-weekly testing
- Final Reads
- Water meter repairs/Replacements/Inspections
- Huron Street dead end chamber testing
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Bi Annual dead end water main flushing
- MXU installations and programming, New Hamburg
- Service box adjustments

Sanitary Main/Lateral Blockages/Investigation/Maintenance

- Easement sanitary main quarterly flushing

Lift Stations

#1 – Lift station - Waterloo Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

#2 – Lift station – Milton Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats
- High Level alarm due to pump wiring failure

#3 – Lift station – Marvin Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

#4 – Lift station – Charlotta Street

- Regular checks and monthly maintenance
- Cleaned wet wells and floats

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None

**Township of Wilmot
Utilities Manager Report
June 1 to June 30, 2015**

Water Main Breaks/Excavations

- 24 Brewery Street – Vac dug service box and replaced
- William Street water main hard connect
- 32 Hostetler – Vac dug service box and replaced
- 285 Peel Street – Water service disconnects

Locates:

- 136 individual/project locates

Meter – New/Old Installations:

- 22 installations/inspections/change outs

Water Quality Issues

- 27 Beck street – ARV water line leak – repaired

General

- Chlorine residual bi-weekly testing
- Final Reads
- Water meter repairs/Replacements/Inspections
- Huron Street dead end chamber testing
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- MXU installations and programming, New Hamburg

Sanitary Main/Lateral Blockages/Investigation/Maintenance

- 358 Joseph Street – CCTV sanitary lateral

Lift Stations

#1 – Lift station - Waterloo Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

#2 – Lift station - Milton Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

#3 – Lift station - Marvin Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

#4 – Lift station - Charlotta Street

- Regular checks and monthly maintenance
- Cleaned wet wells and floats

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None

**Township of Wilmot
Utilities Manager Report
May 1 to May 31, 2015**

Water Main Breaks/Excavations

- None

Locates:

- 207 individual/project locates

Meter - New/Old Installations:

- 18 installations/inspections/change outs

Water Quality Issues

- None

General

- Chlorine residual bi-weekly testing
- Final Reads
- Water meter repairs/Replacements/Inspections
- Huron Street dead end chamber testing
- High consumption complaints/Investigation
- Plumbing sound outs - high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- MXU installations and programming, New Hamburg
- Service box adjustments
- New Hamburg Fountain opening
- Baden fountain capping repaired (Vandalism)

Sanitary Main/Lateral Blockages/Investigation/Maintenance

- 8 Harlew - Blocked sanitary lateral
- 6 Hammacher - Blocked main

Lift Stations

#1 - Lift station - Waterloo Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

#2 - Lift station - Milton Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

#3 - Lift station - Marvin Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

#4 - Lift station - Charlotta Street

- Regular checks and monthly maintenance
- Cleaned wet wells and floats

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- Repair boulevards with topsoil and seed



Township of Wilmot REPORT

REPORT NO.	DS 2015-26
TO:	Council
PREPARED BY:	Harold O’Krafka, Director of Development Services
DATE:	July 20, 2015
SUBJECT:	Quarterly Building Statistics Summary

Recommendation:

That the 2nd Quarter 2015 Building Statistics Summary be received for information.

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..

Discussion:

The total number of permits issued to June 30 2015 was lower than to June 30 2014 and the historical 10yr average. The number of new home starts was also lower than during the same time period in 2014 and significantly lower than the 10yr average.

Year to date total construction values however remain on par with 2014 and this trend is expected to continue throughout 2015.

Residential starts are anticipated to increase with the pending registration of a new phase of lots at Stonecroft in New Hamburg together with pending consideration of townhome approvals in Baden.

Strategic Plan Conformity:

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.

Financial Considerations:

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

Conclusion:

In conclusion, building activity rates in 2015 remain on par and comparable with 2014 and this is expected to continue over the course of 2015.



Harold O'Krafka, MCIP RPP
Director of Development


Reviewed by CAO

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF JUNE	10 Year Average	2014	2015
Number of Permits Issued	55	46	40
Dwelling Units Constructed	15	8	2
Dwelling Units Demolished	1	0	0
Residential - New Dwelling Units	\$ 3,543,889	\$ 1,965,000	\$ 600,000
Residential - Addition/Alteration	\$ 238,889	\$ 450,000	\$ 455,000
Residential - Accessory	\$ 261,111	\$ 485,000	\$ 335,000
Agricultural - New	\$ 277,222	\$ 890,000	\$ -
Agricultural - Addition/Alteration	\$ 31,111	\$ -	\$ 400,000
Commercial - New	\$ 27,778	\$ 5,000	\$ 1,570,000
Commercial - Addition/Alteration	\$ 193,333	\$ 170,000	\$ 5,000
Industrial - New	\$ 11,111	\$ -	\$ -
Industrial - Addition/Alteration	\$ 99,444	\$ -	\$ -
Institutional - New	\$ 11,111	\$ 5,000	\$ 5,000
Institutional - Addition/Alteration	\$ 1,278,889	\$ -	\$ 120,000
Miscellaneous	\$ 32,778	\$ 10,000	\$ 40,000
Total Construction Value	\$ 6,006,667	\$ 3,980,000	\$ 3,530,000
YEAR TO DATE	10 Year Average	2014	2015
Number of Permits Issued	209	180	162
Number of Dwelling Units	74	36	28
Total Construction Value	\$ 25,652,222	\$ 17,620,000	\$ 16,814,000

JUNE 2015

Residential - New		Agricultural - Alt.
NEW HAMBURG		2316 Bridge Street
126 Piccadilly Square		Commerical - Alt.
NON SETTLEMENT		66 Hincks Street
1398 Bethel Road		Commerical - New
Residential - Alteration		145 Peel Street
21 Bechtel Street	57 Davenrich Way	Institutional - Alt.
1 Bechtel Avenue	1274 Berlett's Road	99 Foundry Street
68 Bleans Road	3333 Erb's Road	177 Jacob Street
Residential - Accessory		Institutional - New
241 Charlotta Street	93 Grant Street	121 Huron Street
15 Geiger Place	148 Hostetler Road	
186 Livingston Boulevard	112 Smith's Creek Drive	
19 Michael Myers Road	10 Steinman Street	
60 Miller Street	84 Walter Perry Place	
153 Schneller Drive	2229 Bleans Road	
45 Stuckey Avenue	1296 Carmel-Koch Road	
18 John Ross Court	1408 Christner Road	
86 Captain McCallum Drive	1243 Notre Dame Drive	
124 Eby Crescent	85 Reinhart Place	
1693 Snyder's Road		
Residential - Addition		
522 Huron Street	207 Shade Street	
Residential - Other		
192 Brewery Street	255 Theodore Schuler Boulevard	
101 Michael Myers		

SSMMIP STATISTICS

Source: Township of Wilmot
Development Services

	June 2015	Total 2015
Systems to be inspected	541	541
System Inspected	36	47
Systems not requiring Stage 2 inspection	36	47
Systems exempted from Stage 1 inspection	105	105
Systems remaining to be inspected		389



Township of Wilmot REPORT

REPORT NO. PRD 2015-04

TO: Council

PREPARED BY: Scott Nancekivell

DATE: July 20, 2015

SUBJECT: Facilities & Recreation Services Quarterly Activity Reports

Recommendation:

That the Facilities & Recreation Services Activity Reports for the second quarter of 2015 be received for information.

Background:

N/A

Discussion:

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Recreation/Community Services), have prepared activity reports for the second quarter of 2015. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational or administrative activities.

Strategic Plan Conformity:

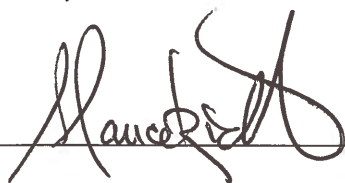
Communicating municipal matters.

Financial Considerations:

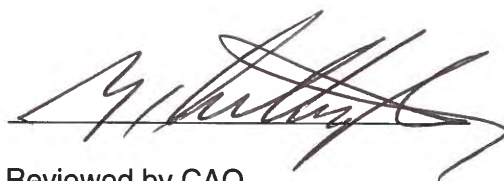
N/A

Conclusion:

That the report be received for information.



Director of Facilities & Recreation Services



Reviewed by CAO

FACILITIES & RECREATION SERVICES

Aquatics Division

Quarterly Activity Report (April - June 2015)

- Four staff members put in their letters of resignation for the end of June, and 4 staff members took a leave of absence for the summer months. Some of these staff members will return as occasional staff in the fall due to post secondary education. We hired 1 new staff member for the summer; Jessica Glendinning as Assistant Instructor Guard. For the summer session, we will be operating with fewer staff members in order to give more hours to those remaining staff members. We will be required to hire additional staff for the Fall program, as we have been informed that several daytime and evening staff will be attending post-secondary education outside of Waterloo Region.
- Our spring 2015 had a total of 979 Learn-to-Swim participants, 54 Leadership participants (includes Pool Operation recertification and Staff First Aid), 118 privates, 45 semi privates and 46 Drop-in lesson participants. In comparison, our 2014 had a total of 922 Learn-to-Swim participants, 32 Leadership participants, 166 privates, 53 semi privates and 38 Drop-in lesson participants.
- We had a waitlist of 153 people this spring compared to 164 in 2014. This session we programmed an increase in the number of learn-to-swim lessons we offered to help alleviate the number of potential people on the waitlists. Some of those who remained on the waitlist may have been on the waitlist for more than one class times. We were able to cancel and transfer low registration number classes to other times and reassign those time spaces to classes, as well as create some additional classes to accommodate the waitlist patrons.
- From April to June 2015 we had 8038 people participate in our recreation swims. These swims include length swims, open swims, family swims and Aquafit classes. We had 7414 people participate in our recreation swims for the same months in 2014.
- There were a total of 3962 people who participated in various pool rental programs (including 3034 Aces, 252 Board of Education participants and 676 Private rental participants) during the spring 2015 months. In comparison, there were 3988 rental participants during the spring of 2014.

Submitted by:

Angela Bylsma Anderson
Aquatics Manager, Wilmot Aquatic Centre
July 2015

FACILITIES & RECREATION SERVICES

Parks and Facilities Division

Quarterly Activity Report (April-June 2015)

- Purchased a Kubota utility vehicle from Ayr Turf and Trac for the Baden Admin Complex. This utility vehicle is used for grounds maintenance at the administration building property and surrounding parks.
- Staff at WRC dealt with an adult male who suffered a heart attack during a men's pick-up hockey game. Paramedics and fire fighters got him stabilized and rushed him to the hospital for surgery. The man recovered due to CPR, the deployment of the AED unit located on site and the quick actions of those involved.
- Skowron Decorating was hired to tile the washroom floor in the newly renovated accessible washroom located at the NH Library.
- Facilities staff repaired the wood façade on the exterior washroom wall at 121 Huron St.
- Worked with the NH Optimist club at NH Arena for the annual Easter Egg Hunt.
- Ice was taken out of the Schout pad for the summer; another successful season.
- Attended Canada Day meetings April, May and June. Worked along with the committee members to make sure everything was in place for the event.
- Tri-City doors installed Mag-Locks on the washroom doors at Petersburg Park. Goodwin Electric installed the timer and powered them up.
- Parks staff aerated and rolled sports turf fields prior to May 1st openings.
- Parks staff along with part time diamond maintenance staff groomed and made repairs to the ball diamonds as necessary throughout the Township.
- Utilities staff assisted in cleaning our splash pad recirculation pit which aided in the water balancing process.
- Worked with OpenSpace Solutions to get the splash pad equipment up and running and refine our chemical balancing before the Grand Opening.
- Met with the Regional Health Unit. They inspected our splash pad equipment and water quality. All went well and they were impressed with our facility.
- Removed the shingles and rotten wood from the umpire shack at Norm S Hill Park. Assisted Facilities staff with the replacement of plywood and shingles.
- Prepared food for the Healthy Communities BBQ.
- A second incident of a hockey player suffering a heart attack on the ice was experienced by arena staff. Again, CPR, the on-site AED unit and the quick response from all involved were instrumental in the man's recovery.
- Met with Ramseyer Excavating at Petersburg and Norm S Hill parks. The company was hired to expand the two parking lots, which included removing topsoil, adding and compacting granular materials.
- Interviews were conducted for PT summer students.
- Worked with ND Victoria Day committee members to make sure everything was ready for the event. All went well this year including the weather.
- Mennonite Relief Sale had another successful year. The weather was not good to us, as some minor damage to our baseball infields occurred due to heavy rains in the afternoon. Large

vehicles must be relocated in the future, and this will be addressed through the event coordinator moving forward.

- Assisted with the Grand Opening of the WRC Splash Pad. The event was very well attended, and a great success.
- Due to several major rain events and ponding/poor drainage at Scott Park, Perry G Excavating was called in to help investigate. A few test areas were excavated and it was determined that fibrous tree roots had clogged the primary drain. Upon full excavation, Perry and facilities staff found approx. 50' of tree roots inside the 8" header pipe. New smooth walled pipe with bell joints, and 2 new catch basins were installed to help with any problems in the future.
- Prepared an RFQ for the replacement of the playground equipment at Sararas Park in St. Agatha. Four playground companies expressed an interest in bidding.
- Assisted Boshart Electric with aiming the new ball lights at Norm Hill & Baden Parks. Adjusted the lights to maximize the light levels on the playing surfaces.
- Met with Tina Broda at Scott Park to ensure everything was in place for Canada Day. Rains on July 30th required the committee to move a few events to different locations, but otherwise, the event went well.

Geoff Dubrick
Parks and Facilities Manager

FACILITIES & RECREATION SERVICES

Recreation and Community Services Division

Quarterly Activity Report (April - June 2015)

- Attended the annual Civic Beautification Meeting of the Wilmot Horticultural Society and continue to provide support to their volunteers for beautifying municipal property.
- Continued to meet and work with Wilmot Family Resource Centre and Community Care Concepts regarding programming at the Wilmot Recreation Complex.
- Staff continued to work with the Youth Action Council (YAC). As the year-end event, the Youth Action Council organized their second annual “movie in the park” event at Norm Hill Park. The event was well attended. The YAC members also provided face painting at the annual Canada Day Celebrations. The funds raised will be used to support the activities of the Youth Action Council when they return in the fall.
- We continued to support the activity leaders of the Seniors Shuffleboard Program.
- Staff began planning the recreation and fitness programs for the 2015/16 Fall and Winter sessions and the summer day camp program for this 2015. This year the Township will be offering a full summer of day camp opportunities. Two students were hired to run the summer day camp programs.
- Staff began compilation of the 2015/16 Fall & Winter Community Recreation Guide. The Community Recreation Guide will be distributed to every household in the Township at the end of August.
- Staff prepared and submitted an application for funding to subsidize the wages of the summer students for the parks division. The Provincial government has agreed to subsidy the wages of seven summer student positions under the Summer Jobs Service Program they offer.
- Continued to attend the meetings of the Township’s Website Refresh Working Group. Staff are now working on content writing for the new website
- Attended meetings between Township staff and Regional staff regarding the Smoke Free Ontario Act
- Coordinated the annual BBQ provided by Council as part of the Living Well Festival.
- Hosted the annual year-end Ice User Meeting with the New Hamburg Minor Hockey Association, New Hamburg Figure Skating Club, Wilmot Girls Hockey Association and the New Hamburg Firebirds.
- Attended multiple meetings of the Canada Day Committee to coordinate the use of Scott Park and the Township’s support for the event.
- Attended a meeting with the Cornfest Organizing Committee to coordinate the use of municipal property.
- Met with Bev Laking, Conestoga College to discuss a potential partnership between the Township of Wilmot and Conestoga College relative to student placements.
- Attended the annual review of the municipal alcohol risk management policies hosted by the Region. A presentation was provided by representatives of the Alcohol and Gaming Commission.
- Hosted a meeting for the Ontario Senior Games Association. They are trying to recruit members for the Waterloo Wellington District 26 Committee which disbanded in September

2014. The District 26 Committee is responsible for the planning and coordination of the annual Senior Games in our district.

Submitted by:

Vicky Luttenberger
Manager of Recreation and Community Services



Township of Wilmot REPORT

REPORT NO.	PRD 2015-05
TO:	Council
PREPARED BY:	Scott Nancekivell
DATE:	July 20, 2015
SUBJECT:	RFP 2015-25 Engineered Design, Supply & Installation of a Back-up Power Supply for the Wilmot Recreation Complex

Recommendation:

That Wagler Electric be awarded the contract to design, supply and install a permanent back-up power supply for the Wilmot Recreation Complex, as per their proposal dated June 26, 2015 for the upset fee of \$275,505.02, net of the HST rebate.

Background:

Recent years have shown an increasing potential for more frequent power loss and service interruptions, during both the winter and summer months across Ontario. With the Wilmot Recreation Complex (WRC) being designated as an emergency evacuation centre for the Township, a permanent source of emergency back-up power is required at the facility.

Council approved funding within the 2015 Capital Budget for the installation of a permanent emergency back-up power source for the entire complex.

Discussion:

The Township issued a formal Request for Proposal (RFP) for the Engineered Design, Supply & Installation of a Permanent Back-up Power Supply for the Wilmot Recreation Complex on June 10, 2015. Proponents were asked to submit proposals that provided for an electrical design prepared by a professional electrical engineer, as well as the supply/installation of a permanent generator complete with transfer switch sized to maximum building demand load, to power the entire facility in the event of a failure within the primary power distribution system.

Report:

The Township received proposals from the following four (4) companies:

- Wagler Electric (Milverton)
- Roberts Onsite Inc. (Kitchener)

- Arcadian Projects Inc. (Baden)
- Sommers Motor Generator Sales Ltd. (Tavistock)

These proposal submissions were reviewed and evaluated using the following criteria:

- Project Understanding
- Experience with Similar Projects
- Project Manager
- Project Team
- Price

The proposal review/selection committee, which consisted of staff from Facilities & Recreation Services, Financial Services, and Mighton Engineering Ltd., unanimously recommend that Wagler Electric be authorized to undertake the project.

Wagler Electric is a reputable electrical services company with experience installing back-up power generators. They also have an extensive history of working with experienced electrical and structural engineers to aid in the design of the electrical system, to ensure the proper installation of the back-up power source.

Wagler Electric has undertaken electrical projects for the Township of Wilmot in the past, producing excellent results.

Strategic Plan Conformity:

Maintaining our infrastructure.
Ensuring people's safety.

Financial Considerations:

The total budget for this project is \$309,500 (\$300,000 from the 2015 Capital Budget for the purchase and installation of equipment, and \$9,500 from 2014 general levy for electrical design).

Conclusion:

The review/selection committee recommends that the proposal from Wagler Electric for \$272,505.02 net of the HST rebate, be accepted. The proposed timeline for project completion is November 30, 2015.



Director of Facilities & Recreation Services



Reviewed by CAO



Township of Wilmot REPORT

REPORT NO. FD 2015-08

TO: Council

PREPARED BY: Michael Raine, Fire Chief

DATE: July 20, 2015

SUBJECT: Quarterly Activity Report

Recommendation:

That the Fire Department Activity Report for the second quarter of 2015 be received for information purposes.

Background:

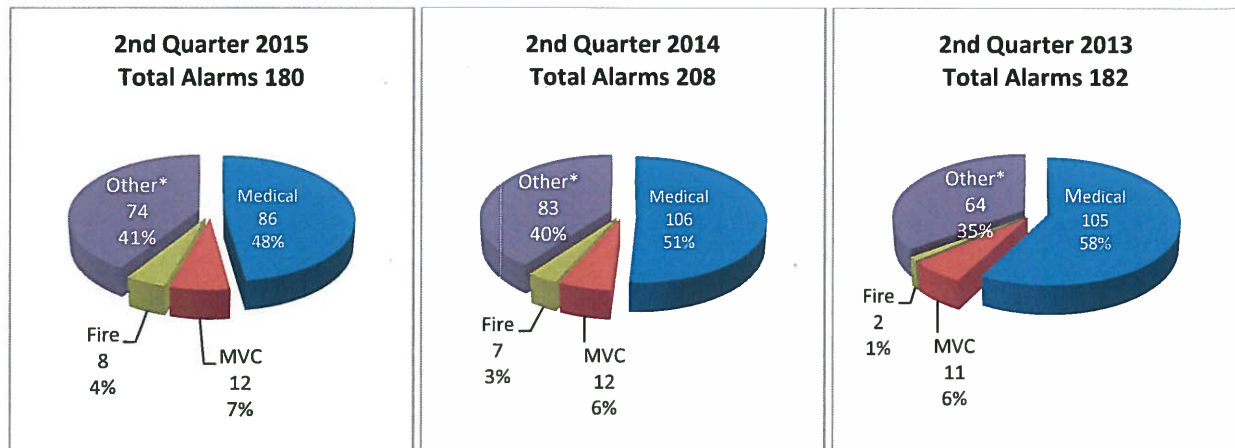
Not applicable.

Discussion:

The attached information shows the fire alarm activities for the three stations, as well as the activities from the Public Education/Training Officer.

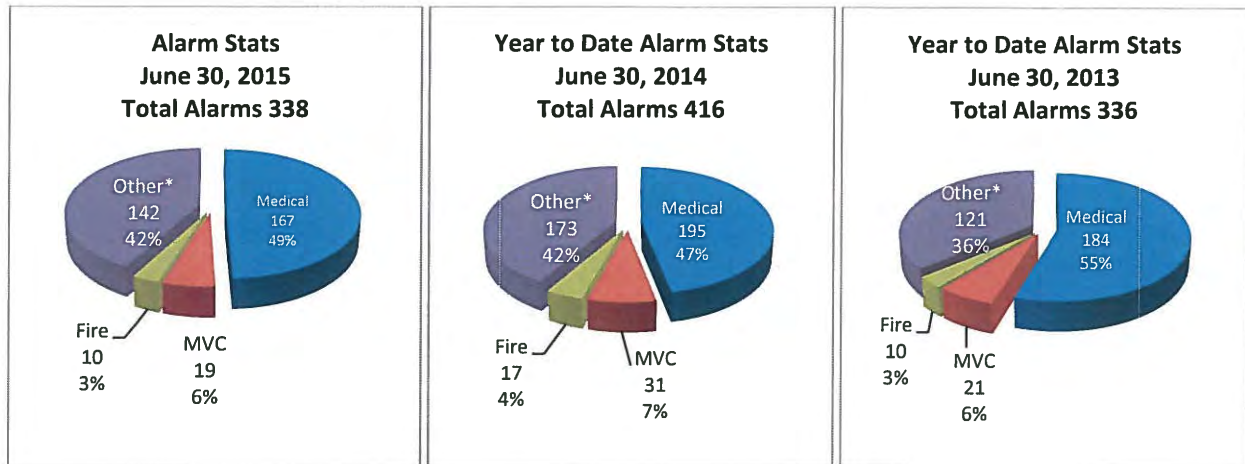
In total during the second quarter, the Fire Department responded to a total of 180 alarms. For the same period in 2014, the number was 208 and 182 in 2013 respectively.

Second Quarter Alarm Stats Comparison



Comparing the year-to-date alarm stats, from January 1st to June 30th, the Fire Department responded to a total of 338 alarms. For the same period in 2014, the department responded to 416 alarms and in 2013, they responded to 336 alarms.

Year-to-Date Alarm Stats Comparison (June 30, 2015)



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

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:

Not applicable.

Conclusion:

That the report be received for information.


Michael Raine
Fire Chief


Reviewed by CAO



Township of Wilmot Fire Department

Fire Chief Michael Raine

2nd Quarter Alarm Stats Comparison - Baden Station

Response Type	# of Incidents		
	2015	2014	2013
1 Fire	3	4	1
3 NO LOSS OUTDOOR fire (see exclusions)	2	1	1
22 Pot on Stove (no fire)	1	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	3	1
24 Other Cooking/toasting/smoke/steam (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	2	2	0
32 Alarm System Equipment - Accidental activation (exc. code 35)	2	1	2
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	2	1	1
35 Human - Accidental (alarm accidentally activated by person)	1	0	3
36 Authorized controlled burning - complaint	0	1	0
37 CO false alarm - perceived emergency (no CO present)	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	4	3	1
41 Gas Leak - Natural Gas	0	1	1
50 Power Lines Down, Arcing	0	0	3
53 CO incident, CO present (exc false alarms)	0	1	1
59 Other Public Hazard	0	1	1
61 Vehicle Extrication	0	0	1
62 Vehicle Collision	3	4	3
701 Oxygen administered	15	13	9
702 CPR administered	0	0	2
71 Asphyxia, Respiratory Condition	0	1	0
75 Traumatic Shock	0	0	1
76 Chest pains or suspected heart attack	0	4	0
84 Medical Aid Not Required on Arrival	1	3	16
85 Vital signs absent, DOA	0	2	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	3	0	1
89 Other Medical/Resuscitator Call	5	1	1
898 Medical/resuscitator call no action	1	0	1
911 Assisting Other FD: Automatic Aid	0	0	1
913 Assisting Other FD: Other	2	2	0
93 Assistance to Other Agencies (exc 921 and 922)	2	4	0
94 Other Public Service	0	3	1
96 Call cancelled on route	3	3	3
97 Incident not found	1	0	0
98 Assistance not required by other agency	9	11	1
99 Other Response	0	1	5
Total Number of Responses	2015 66	2014 72	2013 63



Township of Wilmot Fire Department

Fire Chief: Michael Raine

2nd Quarter Alarm Stats Comparison - New Dundee Station

Response Type	# of incidents		
	2015	2014	2013
1 Fire	2	1	0
3 NO LOSS OUTDOOR fire (see exclusions)	3	0	1
22 Pot on Stove (no fire)	1	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
24 Other Cooking/toasting/smoke/steam (no fire)	0	0	1
25 Lightning (no fire)	0	1	0
29 Other pre fire conditions (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	0	0	2
32 Alarm System Equipment - Accidental activation (exc. code 35)	0	0	1
38 CO false alarm -equipment malfunction (no CO present)	1	0	0
50 Power Lines Down, Arcing	1	0	3
53 CO incident, CO present (exc false alarms)	1	1	0
61 Vehicle Extrication	1	0	1
62 Vehicle Collision	2	3	1
701 Oxygen administered	3	5	8
71 Asphyxia, Respiratory Condition	0	1	0
73 Seizure	1	2	0
76 Chest pains or suspected heart attack	1	5	0
84 Medical Aid Not Required on Arrival	0	0	2
85 Vital signs absent, DOA	0	0	1
86 Alcohol or drug related	0	0	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	0	1
89 Other Medical/Resuscitator Call	2	1	3
898 Medical/resuscitator call no action	1	0	0
910 Assisting Other FD: Mutual Aid	1	1	1
913 Assisting Other FD: Other	0	1	0
94 Other Public Service	1	0	0
96 Call cancelled on route	4	1	0
98 Assistance not required by other agency	1	4	0
Total Number of Responses	29	28	27



Township of Wilmot Fire Department

Fire Chief Michael Raine

2nd Quarter Alarm Stats Comparison - New Hamburg Station

Response Type	# of Incidents		
	2015	2014	2013
1 Fire	3	2	1
3 NO LOSS OUTDOOR fire (see exclusions)	2	1	1
21 Overheat (no fire, e.g. engines, mechanical devices)	0	1	0
22 Pot on Stove (no fire)	0	1	1
24 Other Cooking/toasting/smoke/steam (no fire)	0	0	2
31 Alarm System Equipment - Malfunction	2	3	6
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	1	1
34 Human - Perceived Emergency	1	3	3
35 Human - Accidental (alarm accidentally activated by person)	0	3	0
36 Authorized controlled burning - complaint	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	1	1	3
39 Other False Fire Call	0	0	1
41 Gas Leak - Natural Gas	0	2	0
50 Power Lines Down, Arcing	0	1	1
53 CO incident, CO present (exc false alarms)	0	2	0
59 Other Public Hazard	0	1	0
62 Vehicle Collision	6	5	5
701 Oxygen administered	25	34	25
702 CPR administered	0	2	2
703 Defibrillator used	1	0	0
71 Asphyxia, Respiratory Condition	2	3	2
73 Seizure	3	1	0
74 Electric Shock	0	0	1
76 Chest pains or suspected heart attack	1	1	4
84 Medical Aid Not Required on Arrival	1	0	10
85 Vital signs absent, DOA	2	6	1
88 Accident or illness related -cuts, fractures, person fainted, etc	4	3	1
89 Other Medical/Resuscitator Call	9	14	9
898 Medical/resuscitator call no action required	5	4	3
913 Assisting Other FD: Other	1	2	0
92 Assistance to Police (exc 921 and 922)	1	1	0
94 Other Public Service	5	1	2
96 Call cancelled on route	7	5	7
98 Assistance not required by other agency	2	3	0
Total Number of Responses	2015 85	2014 108	2013 92



Township of Wilmot Fire Department

Fire Chief Michael Raine

2nd Quarter 2015 - Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2015	2014	2013
1 Fire	8	7	2
3 NO LOSS OUTDOOR fire (see exclusions)	7	2	3
21 Overheat (no fire, e.g. engines, mechanical devices)	0	1	0
22 Pot on Stove (no fire)	2	2	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	4	3	1
24 Other Cooking/toasting/smoke/steam (no fire)	1	0	3
25 Lightning (no fire)	0	1	0
29 Other pre fire conditions (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	4	5	8
32 Alarm System Equipment - Accidental activation (exc. code 35)	3	2	4
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	3	4	4
35 Human - Accidental (alarm accidentally activated by person)	1	3	3
36 Authorized controlled burning - complaint	0	2	0
37 CO false alarm - perceived emergency (no CO present)	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	6	4	4
39 Other False Fire Call	0	0	1
41 Gas Leak - Natural Gas	0	3	1
50 Power Lines Down, Arcing	1	1	7
53 CO incident, CO present (exc false alarms)	1	4	1
59 Other Public Hazard	0	2	1
61 Vehicle Extrication	1	0	2
62 Vehicle Collision	11	12	9
701 Oxygen administered	43	52	42
702 CPR administered	0	2	4
703 Defibrillator used	1	0	0
71 Asphyxia, Respiratory Condition	2	5	2
73 Seizure	4	3	0
74 Electric Shock	0	0	1
75 Traumatic Shock	0	0	1
76 Chest pains or suspected heart attack	2	10	4
84 Medical Aid Not Required on Arrival	2	3	28
85 Vital signs absent, DOA	2	8	2
86 Alcohol or drug related	0	0	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	7	3	3
89 Other Medical/Resuscitator Call	16	16	13
898 Medical/resuscitator call no action required	7	4	4
910 Assisting Other FD: Mutual Aid	1	1	1
911 Assisting Other FD: Automatic Aid	0	0	1
913 Assisting Other FD: Other	3	5	0
92 Assistance to Police (exc 921 and 922)	1	1	0
93 Assistance to Other Agencies (exc 921 and 922)	2	4	0
94 Other Public Service	6	4	3
96 Call cancelled on route	14	9	10
97 Incident not found	1	0	0
98 Assistance not required by other agency	12	18	1
99 Other Response	0	1	5
Total Number of Responses	180	208	182



TOWNSHIP OF WILMOT FIRE DEPARTMENT
TRAINING/ PUBLIC EDUCATION/ CEMC
PROGRESS REPORT

QUARTERLY REPORT
APRIL, MAY, JUNE (2015)

Fire Department Training & Public Education Division:

TRAINING:

- Ongoing training of our Fire Suppression Personnel is proceeding well covering a number of elements required in our comprehensive training plan.
- Live Fire Training (April 2015) 24 Personnel from 3 Stations attended the 1 day training at WRESTRC.
- Firefighter Survival (May 2015) 10 Personnel from 3 Stations attended the 2 day training at WRESTRC. Invitation extended to our neighboring municipalities with cost recovery assistance.
- Forcible Entry & Ventilation Saw Training Instructors: The establishment of 2 groups of trainers from 3 stations to assist with the development and implementation for the mentioned subjects. These two areas of training are a priority for the department as we continue to move forward with our comprehensive training plan to meet NFPA 1001 requirements.
- Recruit Probationary Firefighters: 10 new recruit firefighters were hired January 5, 2015. Due to unforeseen circumstances we have had 2 recruits resign their positions as recruit firefighters. It is our intent to replace remaining vacancies at all stations with our primary focus on Wilmot Station 2 (New Dundee) & Wilmot Station 3 (New Hamburg). Currently our recruits have completed 17 weeks of their 27 Week training syllabus. By the next quarter I am hoping to report a successful completion of their recruitment program. Currently recruits within their responding stations are restricted to the Wilmot Fire Department Policy & Directive to a level of response that will allow them to gain knowledge and experience through a mentorship program.
- WRESTRC Class B Props: The Region of Waterloo in partnership with representatives of both City and Township fire departments have established a draft Request For Proposal (RFP) to accommodate Class B Fire Props at the training facility. I sit on this committee representing the Volunteer Firefighter Municipalities. It is hopeful that these props will be installed and functioning by late spring of 2016. These props support the desired outcome of a Regional Training Facility and support NFPA 1001 requirements.

- Wilmot Fire/ Conestoga College Paramedic Day: In April Fire personnel from 3 Stations participated in the annual day of Mock Scenarios with participation from multiple agencies. This training day is incredibly rewarding for both our personnel and for the students who will work alongside our people in the future. We will continue to support this venture every year into the future.

PUBLIC EDUCATION:

- Fire Prevention Officer Mayhew and I completed a Fire Safety Inspection with Nithview Homes @ 220 Hamilton Rd in New Hamburg. We will be working with the representatives of the facility to conduct familiarization tour with responding crews and to conduct an annual drill. This drill will be conducted in the fall of this year.
- 4 Public Education events were conducted by Fire Department Personnel at local schools. In order to address our Community Risk Profile we will continue to focus our attention to Assembly Occupancy Groups. Within the near future the development and implementation of a comprehensive Smoke alarm Program which has been outlined within the Fire Master Plan (5.2.5) will be formalized to address our second priority within the Community Risk Profile. It will be our intent to incorporate the newly passed Carbon Monoxide Alarm Law within the same program.
- On June 13, 2015 The New Hamburg Full Throttle group conducted a Motorcycle Charity Ride with proceeds to the Wilmot Township Fire Department. We partnered with them and provided an Auto X Demonstration to the public as well as issued Fire Safety & Prevention literature. I am happy to announce a very successful event with an upcoming presentation at council with the proceeds raised. This donation will help support Public Education, Fire Prevention and Operational Initiatives the Department has for the future.
- On June 3, 2015 Wilmot Firefighters from Station 1 attended Tim Hortons Camp Day to support community initiatives.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR: (C.E.M.C):

- Within the Fire Master Plan 4.10 indication that the Wilmot Fire Department Public Educator/ Training Officer shall assume the duties of the primary CEMC for the Township of Wilmot once they have completed the necessary educational requirements from Ontario Fire Marshall & Emergency Management (OFMEM). I am happy to report that these requirements have been achieved.

Emergency Management Courses Attained:

- April 21/22, 2015 - Attended Emergency Management Ontario – EM300 (CEMC) in Trenton, ON.

- April 29, 2015 – Attended Loomex Scribe Training at the City of Cambridge with the District Chief of Station 3.
- June 16, 2015 – Attended Emergency Management Ontario – EM240 (Notetaking) in Waterloo, ON. Successful completion to fulfill the OFMEM requirements.

Emergency Preparedness:

- June 23, 2015 – Meeting with City of Kitchener CEMC with a tour of Kitchener Backup Emergency Operations Center (EOC)
- The annual review process of the Township of Wilmot Emergency Response Plan is in full affect. We are meeting with the managers & directors of all departments to review the plan and to attain a working relationship by gaining knowledge of their individual areas. A draft report will be presented at our annual training exercise with the (ECG). A completed document will be presented to council for approval.
- The Township of Wilmot HIRA will be reviewed at the annual training with the Emergency Control Group (ECG) this fall.

Upcoming Training Initiatives:

- September 26/27, 2015 - (Live Fire Training) @ WRESTRC.

TOWNSHIP WEBSITE REFRESH:

- Each Department has chosen a representative to take part in a collaborative committee related to the Township Website. Meetings are weekly 2-3 hrs.
- E-Solutions requires for us to provide all the content writing for the website. This workload has been divided into two with the Training Officer/Public Educator/CEMC & Fire Department Administrative Assistant to complete.

Report Prepared By:



Gary Mosburger
Training Officer/Public Educator/CEMC
Wilmot Township Fire Department



Township of Wilmot REPORT

REPORT NO.	FD 2015-07
TO:	Council
PREPARED BY:	Michael Raine, Fire Chief Patrick Kelly, Manager of Accounting
DATE:	July 20, 2015
SUBJECT:	Community Alerting Network (CAN) System

Recommendation:

That the Township of Wilmot enter into a working partnership with the Township of Woolwich for use and maintenance of a Community Alerting Network (CAN) System using Aizan Technologies.

Background:

In 2013, approval was given to pursue the CAN System through Aizan Technologies. Over the past 2 years several discussions were held with the Township of Woolwich to negotiate a working partnership for shared utilization of Aizan Technologies platform. This platform would service both municipalities Emergency Notification requirements through a cost sharing arrangement.

Discussion:

The CAN system is utilized in an emergency event to automatically notify, via telephone, all registered homes and businesses. The municipality can organize the database of recipients into their affected area(s), and send specific pre-programmed warnings and/or basic instructions.

In the event of an emergency affecting the entire municipality, the CAN System has the ability to issue warnings and basic instructions to our residents on mass, to ensure their safety. This would include flooding and/or significant weather events.

The system will automatically dial all registered phone numbers within the municipality as soon as it has been activated. Subsequent to the call-out the software generates reports on the success of the call-out for database updating purposes.

Strategic Plan Conformity:

This CAN System is aligned with the Strategic Plan area of ensuring peoples safety, by working in conjunction with Emergency Management Ontario (EMO), and using the Community Emergency Management System to provide the highest level of public safety.

Financial Considerations:

The contract price with Aizan Technologies is based upon an estimated number of usage minutes shared between the two (2) municipalities. Any overage fees will be shared between the municipalities.

Through the partnership agreement, the Township of Woolwich would be responsible for the annual subscription payment of \$6,000. Woolwich will subsequently invoice Wilmot for our proportion of the total cost.

Invoicing will take place on an annual basis and be funded from the Fire Services operating budget.

Conclusion:

The Community Alerting Network (CAN) System is a valuable tool for the municipality in the protection of its residents. By offering an early warning system to residents, we can make use of these safeguards to reduce the potential of risk for all.

The execution of agreement by-law has been included as part of the overall Council package.



Michael Raine, Fire Chief



Patrick Kelly CPA, CMA
Manager of Accounting


Reviewed by CAO



Township of Wilmot REPORT

REPORT NO. CK2015-04

TO: Council

PREPARED BY: Tracy Loch

DATE: July 20, 2015

SUBJECT: Quarterly Activity Report – April, May & June 2015

Recommendation:

That the Castle Kilbride Activity Report for the months of April, May & June be accepted for information purposes.

Background:

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

Discussion:

Curator/Director's Summary :

- Researched and coordinated the summer concert series program for Castle Kilbride. Ten concerts will be presented this summer from July 2 – September 3.
- Wrote and submitted Community Museum Operating Grant (CMOG) to Ministry of Culture for consideration.
- Interviewed and formally accepted a student from a new museum studies program at Georgian College to fulfill an internship/work term to assist Heritage Wilmot and Castle Kilbride operations.
- Interviewed and hired two summer students to assist with the operations of Castle Kilbride during the summer months.
- Met with a representative from RTO4 to discuss updates and museum participation for 2015.
- Assisted a sub-committee from Livingston Presbyterian Church. Met regularly to provide support with the planning and organization of the designation of their church.
- Assisted Heritage Wilmot with all aspects pertaining to the official designation of Livingston Presbyterian Church under Part IV of the Ontario Heritage Act.
- Was selected by the Waterloo Regional Heritage Foundation for the second year to participate as one of three judges to present the Region of Waterloo History Prize. Eight

books were read and one DVD were reviewed for merit. Made recommendations; presented the award along with fellow judges at the WRHF's AGM on June 9th.

- Gave a lecture about Castle Kilbride including summer events and exhibits for the women at St. George's Anglican Church on May 17th.
- WRTMC invited Castle Kilbride to attend Attractions Ontario's AGM that was held April 30th at Bingeman's. Both Castle staff attended as exhibitors to interact and promote Castle Kilbride/ Wilmot Township to attendees of the AGM.
- Worked with organizers of Baden Cornfest to include Castle Kilbride as a feature property at the event. Tours of the Castle will be by donation on Cornfest and the property will showcase a classic car show and heritage demonstrators to enhance the day.
- Assisted Heritage Wilmot committee member Marg Rowell along with summer student with the re-organization and updated information pertaining to the designated and non-designated property files of Wilmot Township.
- Assisted staff at the Waterloo Region Museum regarding information on Wilmot Township's archival information pertaining to ale houses and prohibition history from Wilmot for their newest exhibit, "Beer, the exhibit."
- Coordinated the distribution of marketing material for Castle Kilbride at Ontario border crossings and OnRoute highways locations.
- Marketed information about summer exhibits and events at Castle Kilbride to all media sources.
- Assisted various researchers and responded to genealogical requests.

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

Strategic Plan Conformity:

The report implements the following goals from the Strategic Plan:

- We are an engaged community through strengthening communicating municipal matters.
- The actions noted are in accordance with the municipal work program.

Financial Considerations:

Actions and report reflect approved budget.

Conclusion:

The report CK2015-04 noting the activities of the Castle Kilbride department be received.



Tracy Loch, Curator/Director

Reviewed by CAO

Assistant Curator's Report

SUBJECT: Quarterly Report for April, May & June 2015

SUBMITTED TO: Tracy Loch

SUBMITTED BY: Sherri Gropp

Education:

Curriculum Programming- We had 52 school children participate in our new Grade 3 program "*Just the Flax About Life In Early Waterloo County.*" The school was Donegal Christian School. Created a unique hands-on component to the program that connects the students to the early pioneers of Wilmot Township using artifacts as hands-on teaching tools. For example: The Blacksmith, The Printer, The Tinsmith etc.

Summer Camp – organized payment and scheduling of participants. Both week-long camps for July were *sold out* by mid-April!

PD Days- created special activities and crafts to coincide with school PD days on April 17 and May 29.

Specialty programming- a parent requested a special program for her daughter's birthday. We provided tour, crafts and games for the birthday girl.

Events:

Livingston Presbyterian Church Designation – Sunday June 7, 2015.

Met regularly with committee members from the church to help coordinate the designation celebration. Designed a unique program and poster that highlighted their designation. Oversaw and guided a summer student with the installation of a temporary exhibit that highlighted the church. This small exhibit is on display in the Interpretation Room inside Castle Kilbride. Attended the celebration and then assisted afterwards at the Castle welcoming church guests that wanted to tour the museum.

Princess Tea & Tour- Friday June 26, 2015 1 p.m. – 4 p.m.

This is the second year that we have offered this event. The event *sold out* in April. We had 23 adults and 25 children. It was very well received and we will plan to host this event again on August 7th. We turned the Castle into a princess castle and as the little princesses toured they met storybook characters. After the tour, they were welcomed outside with mini cupcakes, brownies and juice. Then two costumed "real" princesses arrived and they sang songs and interacted with guests. Overall it was a successful event.

- Accepted bookings; Booked entertainment
- Designed and sent out personalized invitations
- Set up inside of Castle to represent storybook characters
- Set up on front lawn day of event;
- Organized and set tables for guests
- Organized volunteers and guides; Greeted guests;
- Processed admissions; Dismantled exterior and interior



Maids of Kilbride Tea & Tour

June 15 – 25, 2015

Guests were treated to an in-depth tour of the Castle. Then guests were indulged while the maids of Kilbride served tea and goodies brought out on a silver tray. It was offered to groups or individuals and pre-registration was required.

- In good weather it was held outside. During inclement weather it was held in the basement or in the Belvedere.
- We had 153 participants, *the most we have had in the 7 years* we have been hosting this event! Groups ranged from 48 people to smaller groups of 2 or 3.
- One of the days we had a flash mob performance from the Gilbert & Sullivan Society of KW that was an extra surprise for our guests.
- Accepted bookings
- Scheduled guides
- Trained staff
- Organized tables, pressed linens, prepared food and tea
- Cleaned up and dismantled chairs.



Exhibits:

Lotions & Potions: Victorian Health & Hygiene- May 1 until November 1, 2015.

An exhibit featuring the strange and unusual ways in which Victorians kept themselves healthy and beautiful. A must see exhibit.

Keep the Date...Calendars from Wilmot – on exhibit until January 4, 2016

View interesting calendars from the 1800s to 1980 from Wilmot Township and surrounding area. On display in the Belvedere Gallery.

Livingston Presbyterian Church display- in conjunction with the celebration for Livingston Presbyterian Church's designation, Castle student Erin put together a small exhibit on the history of the church and the long standing relationship between the two sites.

Provided support to staff at the Waterloo Region Museum for their newest exhibit, "Beer, the Exhibit." Arranged loan of Rau Brewery artifacts from Wilmot Township's collection to enhance their display.

Students:

- Assisted with interviews for all three summer student positions
- Trained and orientated students on admissions, conducting adult tour and children's tours.
- Prepared staff schedules and organized students for front cash coverage.
- Gave guidance and supplied information for summer camp activities.

Administration:

- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Conducted routine inspections of the Castle and insured the contents were safe
- Ordered new items for the gift shop.

- Responsible for booking for tours and school programs.
- Conducted group tours.
- Greeted guests and processed admissions.
- Inspected rooms and insured security of their contents.
- Booked weddings and handled many inquiries.
- Prepared a weekend museum staff *"To Do List"* each week.
- Managed and added content Castle Kilbride's website and the facebook page
- Maintained event listings for New Hamburg Independent, Stratford Tourism Alliance, and Wilmot Rec guide.
- Attended Castle Kilbride Advisory Committee meetings and recorded Minutes.
- Handled inquiries for archival material, artifacts in the collection, weddings etc.
- Responsible for booking for tours, school programs, camp registration and registration for special events.

Visitor Statistics:

Month	School	Bus	Regular	Event	Total
April	0	0	113	56	169
May	26	54	178	29	287
June	26	107	277	335	745
Total (2015)	52*	161	568	420	1201
2014	152	124	447	449	1172
2013	59	139	482	160	840
2012	116	224	583	293	1216
2011	106	127	563	692**	1488
2010	219	79	550	263	1111

Notes:

*Conestoga College normally brings their classes in April. This year they all visited in March.

**Large event number due to outdoor weddings.

GRCA Current



July 2015 • Volume 20 Number 6

GRCA General Membership

Chair	Jane Mitchell
Vice-Chair	Vic Prendergast
Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley	Guy Gardhouse
Townships of Mapleton and Wellington North	Pat Salter
Township of Centre Wellington	Kelly Linton
Town of Erin, Townships of Guelph/Eramosa and Puslinch	Chris White
City of Guelph	Bob Bell, Mike Salisbury
Region of Waterloo	Les Armstrong, Sue Foxton, Helen Jowett, Geoff Lorentz, Jane Mitchell, Joe Nowak, Wayne Roth, Sandy Shantz, Warren Stauch
Municipality of North Perth and Township of Perth East	George Wicke
Halton Region	Cindy Lunau
City of Hamilton	George Stojanovic
Oxford County	Bruce Banbury
County of Brant	Brian Coleman, Shirley Simons
City of Brantford	Dave Neumann, Vic Prendergast
Haldimand and Norfolk Counties	Bernie Corbett, Fred Morison

Funds sought through Canada 150 program

The GRCA has submitted a request for funding for three projects through the Canada 150 Infrastructure Program that was announced by the federal government in May.

The projects would see an elevator added to Apps' Mill Nature Centre, near Brantford, as well as several other improvements to provide easier access for those with mobility challenges. The total cost of these is about \$424,000.

Renovations to the 61-year-old Kay Marston Pavilion at Elora Gorge Park would strengthen the structure, upgrade the kitchen and improve accessibility in the washrooms. This project would cost about \$167,000.

Rehabilitation of the FWR Dickson Nature Trail and boardwalk near Cambridge is the third project that was submitted. The boardwalk would be replaced, the trail network re-established and sections of trail would be restored to provide greater access to more people. This project is estimated to cost \$187,000.

Federal funding through this infrastructure program could cover one-third of the Apps' Mill upgrades and half the cost of improvements to the Kay Marston Pavilion and the FWR Dickson trail. The GRCA and Grand River Conservation Foundation would contribute the remaining funds.

Very wet June

June was a very wet month throughout the watershed.

Rainfall at Conestogo and Guelph dams was more than twice the average rainfall during the month. This resulted from local thunderstorms and watershed-wide rainfall events.

The Low Water Response Team met June 3 and declared a Level 1 condition based on below average precipitation in March, April and May. But by June 17, this condition was removed due to heavy rainfall.

Water levels in the large reservoirs (Shand, Con-

estogo, Luther and Guelph) were in the normal operating range by the end of the month, however high rainfall resulted in numerous reservoir operations to manage these water levels.

The GRCA issued Watershed Safety Statements on June 9, 12 and 26. No major flooding occurred, but high reservoir discharges resulted in flooding of some low-lying areas. Water levels in Lake Erie were also high during the month.

June saw a return to temperatures slightly below the long-term average after above seasonal temperatures in May.

Plans underway for multi-use Grand River trail

The GRCA is among many organizations interested in a multi-use Grand River trail that would incorporate other trails within the watershed.

Two meetings included representatives of local municipalities, tourism organizations and operators, GRCA, local hiking groups and members of the public.

A small steering committee has been formed to develop the trail concept and the first meeting took place June 16. The group has noticed increasing interest in inter-regional trails from all levels of government, organizations and the general public.

The GRCA will not lead this project, but will provide some GIS mapping, meeting facilities and limited administrative support. The eventual goal is for a formal association or other organizational structure to manage future development of the trail.

Snyder's Flats Master Plan

A progress update about the future of Snyder's Flats in Waterloo was presented to the board.

GRCA staff is working on an updated Snyder's Flats Master Plan that outlines appropriate use of the area. This includes consideration of an off-leash dog park. The area does not currently have this type of facility, however many local dog own-





On June 26 two young osprey were removed from their nest at Belwood Lake to be banded by master bird bander David Lamble. From left, Lamble puts a band on the leg of one of the young osprey; close up of the banded feet; and a parent watching over the young once they had been returned to the nest. Banding takes place before the nestlings begin to fly and this is expected at the end of July. Check www.grandriver.ca/osprey for more photos and to watch the live osprey cam.

ers have expressed an interest in establishing an off-leash dog park at this location.

Inventories of plant communities through the seasons will be completed by early July and this is an important element of the master plan. The draft master plan will be completed by the fall. This will be followed by public consultation before the plan is finalized and comes into effect.

Research has been undertaken into off-leash dog parks within southern Ontario and the Grand River watershed as part of this process.

Mill Creek Rangers receive \$10,000

Nestlé Waters Canada announced that it has donated \$10,000 to the Friends of Mill Creek Stewardship Rangers program.

The donation helps to support the Friends of Mill Creek in its efforts to undertake fisheries and stream rehabilitation, including stream bank reconstruction, stream bed regrading, tree planting, culvert replacement and farm fencing repair. The work is performed by the Mill Creek Stewardship Rangers, four local high school students and a crew leader hired over an eight-week period each summer. Educational opportunities are combined with practical experience. The Rangers will complete their work on Aug. 21.

Nestlé Waters has donated \$121,350 to the Friends of Mill Creek since 2003. Many

other local companies have also supported this project through the years.

Tourism award for Elora Gorge

Elora Gorge Park was awarded a certificate of excellence by Tripadvisor.

The popular website considers this “a prestigious award that can only be earned through consistently great reviews”.

When the park opened in 1954, it was Ontario's first official conservation area and has grown in popularity due to its spectacular scenery, location and numerous recreational opportunities.

50 Things contest

The GRCA is holding a 50 Awesome Things to Do contest between July 4 and Sept. 8.

Participants in nature programs at the Grand River Parks will have the chance to win a weekend for two glamping at Elora Gorge Park, an eco-birthday party or an annual Grand River Parks pass.

The contest encourages participation in family interpretive programs at Grand River Parks. These programs are led by GRCA nature guides. Park visitors can experience nature-themed activities at seven parks within the central part of the Grand River watershed, including Laurel Creek (Waterloo),

Rockwood, Guelph Lake, Shade's Mills (Cambridge), Pinehurst Lake (near Paris), Brant Park (Brantford) and Elora Gorge.

At each event, people will receive a contest ballot for a chance to win a prize. The more park programs attended, the greater the chance of winning.

This issue of *GRCA Current* was published in July 2015.

It is a summary of the June 2015 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

Next board meeting:

July 24 at 9:30 a.m.,
GRCA Administration Centre.

Subscribe to GRCA Current:

GRCAcurrent-subscribe@grandriver.ca

View meeting reports:

www.grandriver.ca/MeetingReports

View coming events:

www.grandriver.ca/Calendar

View Grand Actions newsletter:

www.grandriver.ca/GrandActions



Grand River Conservation Authority

General Membership Meeting

Friday, May 22, 2015

The following are the minutes of the General Membership Meeting held at 9:30 a.m. on Friday, May 22, 2015 at the Administration Center, Cambridge, Ontario.

Members Present:

J. Mitchell, Chair, L. Armstrong, B. Banbury, B. Bell, B. Coleman, B. Corbett, S. Foxton, G. Gardhouse, J. Jamieson, H. Jowett, K. Linton, *G. Lorentz, *C. Lunau, F. Morison, J. Nowak, M. Salisbury, P. Salter, S. Shantz, S. Simons, W. Stauch, W. Wettlaufer, C. White

Members Regrets:

V. Prendergast, W. Roth, G. Wicke

Staff:

J. Farwell, K. Murch, D. Bennett, D. Boyd, N. Davy, K. Armstrong, S. Lawson, S. Radoja, D. Schultz, M. Keller, F. Natolochny, B. Parrott, S. Wilbur

Also Present:

Sarah Quanz, Steve Quanz, Martha Wenn and Elizabeth Templin, Templin Family; Dr. Dorothy Griggs and Laura Murr, Heritage Speed River Working Group; Dr. Hugh Whiteley, Living River and Green Spaces Group Guelph; Ray Martin, Cambridge Times

1. Call to Order:

J. Mitchell, Chair, called the meeting to order at 9:30 a.m.

2. Roll Call and Certification of Quorum – 13 members constitute a quorum (1/2 of members appointed by participating municipalities)

The Secretary-Treasurer called the roll and certified a quorum with 20 members present. A total of 22 members attended the meeting.

3. Chair's Remarks:

J. Mitchell welcomed members, staff and guests and made the following comments:

- On April 25, 2015 which was Earth Day, a tree planting event was held at the Rotary Forest at Guelph Lake. Approximately 4,000 trees of varying species were planted. This is the eighth year of a 13 year project to turn 100 acres of land into

a forest of about 60,000 trees. The goal of the project is to create a diversified forest similar to the type of forest that would grow naturally in the area.

- On April 29, 2015 Grand River Conservation Authority (GRCA) hosted an information session for Grand River watershed MPPs and others at Queen's Park. The Minister of Natural Resources and Forests (MNRF) and nine of 15 watershed MPPs attended as well as various Parliamentary Assistants and the Assistant Deputy Minister and Chief Drinking Water Inspector.
- On May 2, 2015 a tree planting event hosted by Forests Ontario was held at Snyder's Flats. The event was partnered by CAA South Central Ontario, TD Friends of the Environment, Ontario Wood and GRCA.
- On May 3, 2015 the MudPuppy Race, hosted by the Kitchener Grand River Rotary Club was held at Laurel Creek. All 500 available entries were sold out. The proceeds of the race support KidsAbility Centre for Child Development and Rotary Children's Charities.
- On May 7, 2015 J. Mitchell and J. Farwell attended a Lake Erie Region Source Protection Committee meeting. Agenda topics included the upgraded Grand River Assessment Report and Amended Proposed Source Protection Plan.
- The Brantford/Brant Children's Water Festival was held from May 12 to 14, 2015. S. Simons and B. Coleman attended.

*G. Lorentz joined the meeting at 9:35 a.m.

- The members received registration information for the 2015 Conservation Authorities Biennial Tour which is being hosted by GRCA and Long Point Region Conservation Authority. The members were encouraged to consider attending.
- The members were reminded that the Labour Relations Committee would meet in the Conference Room following this meeting and the Special Recognition Committee will meet following that meeting.

4. Review of Agenda:

The following items were added to the agenda:

- Under Item 9 – Presentations – Hugh Charles Templin
- Under Item 10 – Correspondence – Correspondence from Steven J. O'Melia, Miller Thomson Lawyers to Jeff B. Bogaerts, Green and Associates Law Office dated May 20, 2015 Re: Nelson Leite, 504360 Hwy. 89, Amaranth, Ontario

Moved by: S. Foxton

Seconded by: J. Jamieson

(Carried)

THAT the Agenda for the General Membership Meeting of May 22, 2015 be approved as amended.

5. Declarations of Pecuniary Interest:

There were no declarations of pecuniary interest made in relation to the matters to be dealt with.

6. Minutes of the Previous Meeting:

General Membership Meeting – April 24, 2015

There were no questions or comments with respect to the minutes of the General Membership Meeting of April 24, 2015.

Moved by: W. Wettlaufer

Seconded by: C. White

(Carried)

THAT the Minutes of the General Membership Meeting of April 24, 2015 be approved as circulated.

7. Business Arising from Previous Minutes:

None

*At this point in the meeting the Chair announced that the matter of the presentation relating to Hugh Charles Templin would be dealt with. D. Schultz conducted a PowerPoint presentation indicating that:

- Dr. Hugh C. Templin was born and raised in Fergus, Ontario.
- He was a writer, editor and publisher.
- Dr. Templin was a tireless advocate for the Grand River.
- In 1937 Dr. Templin drew national attention to flood and drought on the Grand in a Maclean's Magazine article.
- In 1938 Dr. Templin became one of the founding directors of the Grand River Conservation Commission.
- From 1939 to 1942 the Shand dam was built on a site advocated by Dr. Templin.
- Dr. Templin was a strong proponent of Elora Gorge Park.
- In 1963 Dr. Templin was awarded the Distinguished Service Medal from the Ontario Water Resources Commission.
- In 1966 Dr. Templin was honored by GRCA on the occasion of the merger of the Grand Valley Conservation Authority and Grand River Conservation Commission.
- Dr. Templin was a life member of the Grand River Conservation Foundation and received a GRCA Honour Roll award in 1977.

*C. Lunau joined the meeting at 9:45 a.m.

E. Templin, the daughter-in-law of Dr. Templin donated a painting to GRCA that was originally presented to Dr. Templin in 1966 to recognize his decades of work on behalf of the Grand River. E. Templin said that the GRCA was a big part of her father-in-law's life and she was honoured to represent him today.

W. Stauch said that the members should visit the Templin Gardens in Fergus.

8. Hearing of Delegations:

Dr. Dorothy Griggs, Heritage Speed River Working Group; Laura Murr, Heritage Speed River Working Group; Dr. Hugh Whiteley, Living Rivers and Green Spaces Group Guelph
Re: Niska Property, Guelph

Dr. H. Whiteley conducted a PowerPoint presentation indicating that:

- In 1975 the City of Guelph formed a committee with GRCA participation to plan the future use and development of the Kortright Waterfowl Park.
- In 1975 GRCA accepted the recommendation of the Kortright Committee that GRCA investigate acquiring the Kortright Waterfowl property as an integral part of the Hanlon's Creek Valley Land Acquisition Project.
- In 1977 GRCA completed the purchase of the Kortright Waterfowl Park property with costs split 50% province, 40% City of Guelph and 10% GRCA.
- In 1977 then Mayor Jary described the park as a key parcel for the protection of the Hanlon Creek Watershed occupying the junction of the river and creek.
- In 1982 the Hanlon Creek Conservation Area (HCCA) Master Plan was revised and submitted to the then Ministry of Natural Resources (MNR) for a provincial share of implementation costs.
- In 1986 GRCA asked MNR for the HCCA to be funded as a high priority project of GRCA and the City of Guelph.
- The presenter questioned whether the Kortright Waterfowl Park is being treated as an integral part of the HCCA; whether the purpose of the HCCA is still to provide low impact recreation and whether a renewed Master Plan for the HCCA is the needed basis for all planned actions.

Dr. D. Griggs continued the PowerPoint presentation indicating that:

- All of the heritage Speed River valley lands, wetland and forest in the viewscape are owned by GRCA as part of the Hanlon Creek Conservation Area
- The City of Guelph Official Plan protects scenic roads and the rural-urban interface.
- The Niska Road Bailey Bridge fits the natural character of the area and preserves the river.
- The view of the Speed River from the Bailey Bridge is part of the cultural heritage landscape.

L. Murr continued the PowerPoint presentation indicating that:

- The Heritage Speed River Working Group has approximately 350 members.
- The group's goal is to protect the heritage Speed River valley lands for present and future generations.
- The group values the area because it represents an evolved cultural heritage landscape from pioneer times that has retained its essential character while Guelph grew and urbanized.
- The Speed River is a major tributary of the Grand River and was designated as a Canadian Heritage River in 1994.
- Niska Road has the same rolling, scenic nature through the GRCA valley lands as it did in the 1800's.
- The rural width of the road has protected the edge of the Speed River's provincially significant wetland and forest for many years.

- The one lane bridge has protected the river banks and scenic view of the speed River since the 1800's.
- The Kortright Waterfowl Park was established in 1947 - in 1959 the property was purchased by the Ontario Waterfowl Research Foundation – it was opened to public viewing in 1965.
- In 1976 the property was purchased by GRCA as part of a large green belt plan to preserve the Hanlon Creek Watershed – the Niska Wildlife Foundation was formed to serve as the operating board of the park.
- The former Kortright Waterfowl Park lands are the keystone and integral part of the cultural heritage landscape of the Speed River valley lands.

9. Presentations:

None

10. Correspondence:

a) Copies for members

- i) Correspondence from Jane Mitchell, Chair, Grand River Conservation Authority to Otto Felber dated April 28, 2015 Re: Hidden Quarry
- ii) Correspondence from Ken Hewitt, Mayor, Haldimand County to Jane Mitchell, Chair, Grand River Conservation Authority dated April 28, 2015 Re: City of Hamilton Motion “Niagara Peninsula Conservation Authority’s Levy Apportionment”
- iii) Correspondence from Jeff D. Bogaerts, Green and Associates Law Office to Jane Mitchell, Chair, Grand River Conservation Authority dated April 24, 2015 Re: Nelson Leite
- iv) Correspondence from Steven J. O’Melia, Miler Thomson Lawyers to Jeff B. Bogerts, Green and Associates Law Offices dated May 20, 2015 Re: Nelson Leite – 504360 Hwy. 89, Amaranth, Ontario

b) Not copied

None

Moved by: S. Foxton
 Seconded by: L. Armstrong
 (Carried)

THAT correspondence from Jane Mitchell, Chair, Grand River Conservation Authority to Otto Felber dated April 28, 2015 Re: Hidden Quarry; correspondence from Ken Hewitt, Mayor, Haldimand County to Jane Mitchell, Chair, Grand River Conservation Authority dated April 28, 2015 Re: City of Hamilton Motion “Niagara Peninsula Conservation Authority’s Levy Apportionment”, correspondence from Jeff D. Bogaerts, Green and Associates Law Office to Jane Mitchell, Chair, Grand River Conservation Authority dated April 24, 2015 Re: Nelson Leite and correspondence from Steven J. O’Melia, Miller Thomson Lawyers to Jeff B. Bogerts, Green and

Associates Law Office dated May 20, 2015 Re: Nelson Leite – 504360 Hwy. 89, Amaranth, Ontario be received as information.

11. 1st and 2nd Reading of By-Laws:

None

12. Presentation of Reports:

a) **GM-05-15-49** Financial Summary for the Period Ending April 30, 2015

There were no questions or comments with respect to this report.

Resolution 59-15

Moved by: J. Nowak

Seconded by: S. Simons

(Carried)

THAT the Financial Summary for the Period Ending April 30, 2015 be approved.

b) **GM-05-15-50** 2015 Road Surface Treatment Tender

B. Corbett asked if only one tender was received. D. Bennett responded in the affirmative.

Resolution 60-15

Moved by: C. White

Seconded by: J. Nowak

(Carried)

THAT Grand River Conservation Authority award the tender for the 2015 road surface treatments to Cornell Construction Limited of Brantford, Ontario in the amount of \$198,019.22 including HST.

c) **GM-05-15-51 Demolition of Buildings – Niska Property**

S. Lawson conducted a PowerPoint presentation indicating that:

- GRCA acquired the property from the Ontario Waterfowl Research Foundation in 1977.
- GRCA had a commercial lease with the Niska Wildlife Foundation (NWF) from 1977 until 2014.
- NWF operated the Kortright Waterfowl Park from 1977 until 2005.
- The property is comprised of natural features including a cold water fishery; provincially significant wetland; floodplain and the Speed River.
- There are seven buildings located on the property.
- Six of the buildings are in poor condition.
- A steel frame workshop will be assessed with a view to repurposing it.
- The cost of demolition of the six buildings is estimated at \$180,000 to \$230,000.

- Staff will request that the Ministry of Natural Resources and Forest (MNR) permit use of the GRCA Land Sale Reserve to fund restoration of the property.

G. Lorentz noted the estimate for the cost of demolition of the buildings. He asked what the cost of dealing with the well, septic and asbestos would be. S. Lawson estimated the cost of decommissioning the well and septic to be \$25,000 to \$30,000 and said that the cost of removal of asbestos, if any, would be significant. G. Lorentz asked what “repurposing” means. S. Lawson answered that the building could possibly be used at a park for storage. G. Lorentz asked “what have we learned?” S. Lawson said that a management plan will be developed to determine the best use of the property. She also said a large portion of the property is highly constrained. She then said the lesson learned is that significant infrastructure should not be permitted to be built by licensees on GRCA lands.

M. Salisbury said he did not recall the members being involved in decisions related to demolitions. He asked if this matter was coming before the members because of the scale of it. S. Lawson answered that demolitions are generally presented to the members. M. Salisbury asked if removal of the workshop structure will include a concrete pad. S. Lawson said it would if there is a concrete pad there. M. Salisbury asked if the remaining fencing will be removed. S. Lawson said it would, however not until the Niska Road Environmental Assessment is completed.

S. Simons asked if a controlled burn could be undertaken if there is no asbestos in the buildings. S. Lawson said that asbestos may not be the only issue that would pre-empt a controlled burn.

J. Jamieson asked if the demolition would be undertaken by professionals or staff. S. Lawson said the demolitions would be the subject matter of a tender process.

W. Stauch said that this property was valuable from an educational point of view and the buildings must be demolished. He said a management plan is needed to develop the property as an urban park.

L. Armstrong commented that the demolitions need to be completed as soon as possible.

Resolution 61-15

Moved by: L. Armstrong

Seconded by: B. Coleman

(Carried)

THAT the Grand River Conservation Authority proceed with the demolition of six vacant buildings on the Niska property, known municipally as 305 Niska Road, Guelph.

d) **GM-05-15-52** Chief Administrative Officer’s Report

J. Farwell reported the following:

- On April 29, 2015 GRCA hosted an information session at Queen’s Park for watershed MPPs. Nine of the watershed MPPs attended along with 11 other MPPs. GRCA members attending included J. Mitchell, V. Prendergast, C. White and W. Roth. The Queen’s Park display materials were placed at the rear of the room for viewing by the members.

- Recent episodes of Murdoch Mysteries and Reign have been filmed at Rockwood Park. Staff will continue to promote the park as a venue for filming and will advise the members when they are aware of dates for future broadcasts.
- The Grand Food Truck Festival is scheduled for June 21, 2015 at Brant Park – a poster was included in the members’ agenda packages – members were encouraged to attend.
- The Ontario Power Corporation has released draft guidelines for the new round of procurement for electricity under the Feed-in Tariff program – new proposed pricing of \$0.246 per kilowatt hour will permit a 500 kilowatt hydro production project at Parkhill Dam in Cambridge to remain economically viable.
- Provincial funding of \$674,000 under the Water and Erosion Control Infrastructure (WECl) program has been confirmed for 2015 – 2016 – this funding is matched with capital levy funding to carry out capital repairs to the dams and dykes.

Resolution 62-15

Moved by: S. Foxton

Seconded by: B. Banbury

(Carried)

THAT Report GM-05-15-52 – Chief Administrative Officer’s Report be received as information.

e) **GM-05-15-53** Cash and Investments Status Report as at April 30, 2015

There were no questions or comments with respect to this report.

Resolution 63-15

Moved by: P. Salter

Seconded by: J. Jamieson

(Carried)

THAT Report GM-05-15-53 – Cash and Investments Status as at April 30, 2015 be received as information.

f) **GM-05-15-54** Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation

There were no questions or comments with respect to this report.

Resolution 64-15

Moved by: G. Gardhouse

Seconded by: H. Jowett

(Carried)

THAT Report GM-05-15-54 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

g) **GM-05-15-55** Environmental Assessments

There were no questions or comments with respect to this report.

Resolution 65-15

Moved by: L. Armstrong

Seconded by: S. Shantz

(Carried)

THAT Report GM-05-15-55 – Environmental Assessments be received as information.

h) **GM-05-15-57** Current Watershed Conditions as of May 20, 2015

D. Boyd conducted a PowerPoint presentation indicating that:

- May, 2015 has been a dry month with between six and 40% of the long term average precipitation recorded across the Grand River watershed.
- To date 2015 has been a dry year with most of the watershed climate stations recording approximately 60% of the long term average for the last five months combined.
- The average air temperature in May, 2015 to date has been 2.8 degrees above the long term average.
- The level of Lake Erie is very close to the long term average.
- Water levels in the large reservoirs are within the normal operating range for this time of year – dry spring conditions have resulted in a reduction of inflows to the reservoirs and discharges have been reduced to conserve water.
- Environment Canada's prediction for the April to June, 2015 period is for normal precipitation for Southern Ontario.
- Staff are in discussions with Waterloo Regional Police Services (WRPS) investigating options to further refine delivery of flood warning messages – a meeting is being arranged with WRPS and Community Emergency Municipal Coordinators (CEMC) to review flood message fan out procedures in Waterloo Region.

G. Lorentz referred to El Niño and asked if 2007 could be repeated. D. Boyd said that the long range forecast is for warmer than normal summer weather however there is no definitive answer. G. Lorentz asked what he could expect if he had a cottage at Belwood Lake. D. Boyd explained that Belwood Lake is not a "lake" but a reservoir and the cottagers sign a lease acknowledging that.

Resolution No. 66-15

Moved by: B. Coleman

Seconded by: C. White

(Carried)

THAT Report GM-05-15-56 –Current Watershed Conditions as of May 20, 2015 be received as information.

13. Committee of the Whole:

None

14. General Business:

None

15. 3rd Reading of By-Laws:

None

16. Other Business:

- a) S. Foxton referred to a fill situation in the Township of North Dumfries indicating that she has involved the Region of Waterloo, the police and GRCA. She said residents are dumping fill into water and all agencies are dealing with their own issues. She said everyone must work together to arrive at a consolidated process. She said they have illegal entrances off of a Regional Road. The Township sent a letter providing 60 days' notice but nothing happened. She said "we need to add teeth to what we print and what we mean". J. Farwell said that a review of the *Conservation Authorities Act* is underway and will hopefully lead to some clarity. S. Foxton said the fill should be put in mined gravel pits.

17. Closed Meeting: (motion required pursuant to Section 36 of By-Law 1-2013)

Resolution 67-15

Moved by: W. Wettlaufer

Seconded by: S. Foxton

(Carried)

THAT the meeting adjourn into closed session to discuss a land disposition.

The meeting adjourned at 10:50 a.m.

The meeting reconvened at 11:00 a.m.

a) GM-05-15-57 Land Disposition – City of Kitchener (confidential)

Resolution 68-15

Moved by: B. Corbett

Seconded by: s. Foxton

(Carried)

IN ORDER TO FURTHER THE OBJECTS of the Grand River Conservation Authority by raising funds through the disposition of surplus lands,

THEREFORE BE IT REOLVED THAT the Grand River Conservation Authority sell the lands legally described as a portion of Part Lot 11, Beasley's Broken Front Concession, City of Kitchener, Regional Municipality of Waterloo, being Part 1 and 2 on a Reference Plan to be deposited, comprised of 0.052 hectares (0.129 acres), to Deer Ridge Heights Inc., at the negotiated price of \$17,000.

18. Next Meetings:

- General Membership Meeting
Friday, June 26, 2015 – 9:30 a.m.
Auditorium/Boardroom, Administration Centre, Cambridge
- General Membership Meeting
Friday, July 24, 2015 – 9:30 a.m.
Auditorium/Boardroom, Administration Centre, Cambridge

19. Adjourn

The meeting adjourned at 11:05 a.m.

Chair

Secretary-Treasurer



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of April 1st, 2015

Present: Nick Bogaert, Elisia Scagnetti, Rene Eby, Marg Rowell, Yvonne Zyma, Al Junker (Councillor), Tracy Loch (Curator), Grant Whittington (CAO).

Regrets: Patty Clarke, Peter Roe (Councillor)

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 7:07p.m.

Welcome

Nick Bogaert welcomed the Committee members to the Heritage Wilmot Advisory Committee meeting.

Review of Minutes from March 4, 2015

Minor revision noted that Peter Roe sent regrets at the previous meeting and was not in attendance. Minutes will be corrected.

MOVED by Marg
SECONDED by Al
ALL in favour

Business

Non-Designated Register Update

The Committee continues to verify information on the register. The census records that Tracy ordered from the Kitchener Public Library were kindly picked up by Marg. Marg has been using them to update information along with assessment rolls and other archival documents about the properties (and owners) on the non-designated register. To assist with recording information, Tracy created a document specific to the census records that can be used to record all information directly from the census records. Additional information will be included now that contains information about the property owners, including their occupations as well as information about the construction of the property and the build date.

A letter to Lindsay Joseph was sent from Heritage Wilmot to clarify her inquiry of the date of her home at 274 Huron Street in New Hamburg. Reviewing past research that was conducted as well as conducting additional research was done to conclude the original findings. Marg, Tracy and Nick were supportive of the results. Tracy read the letter out loud to the Committee. The Committee was in support of the letter.

Livingston Church Designation review

At the March 30th Council meeting, the request to designate the Livingston Presbyterian Church was approved. The ad to inform members of the community about the intent to designate the property is already published in the New Hamburg Independent. The Committee will now wait to hear of any responses to the advertisement from the Clerk's office.

Tracy will be sending a letter to the members of Livingston Presbyterian Church to inform them of Council's approval of the designation request. She will also ask them about possible dates for the designation celebration.

Some members of the Committee also mentioned that it might be a good idea to create a tip sheet on how to properly install the designation plaque. This could be given to property owners when they receive their plaques.

Grandstand Mural Project

The Committee's application to Kitchener Waterloo Community Fund was not approved in the pre-screening process. The letter sent to the Committee stated that the project did not meet the fund's requirements under the heading "Impact to Belonging" in the community. We have been invited to make an appointment to discuss our application and what the problems were with the different areas.

ACTION: Tracy has set up a meeting with the fund's committee and will report back at the next heritage meeting.

Sign Permit for Home Hardware

Following the last meeting, Nick replied to Home Hardware's sign permit with the Committee's comments. Last week, he had a response from Home Hardware, which included an updated permit application. All the changes the Committee requested were made. The signs are now smaller, none of the signs are backlit, and the sign covering the window has now been removed. The Committee agreed that the changes made were acceptable and within the sign guidelines of the New Hamburg Heritage Conservation District Plan.

ACTION: Nick will reply to Home Hardware and copy the Planning Department on the email.

EJ's Tavern

Rene mentioned that he had seen work being done to the façade of EJ's Tavern and was wondering if anything was mentioned to Township staff or Heritage Wilmot. Grant advised that the Building Department discussed the work with the contractors, and since it was determined that the work on the building did not require a Building Permit, the Committee was not circulated. Since the property is designated under Part IV of the *Ontario Heritage Act*, the

Committee is able to address concerns with the changes to the façade if the changes affect the designated portions of the building. The Committee spent some time examining older photographs of the building and it was determined that the awning structure which was recently changed was not original to the building, not identified as a heritage attribute of the building, and therefore out of the authority of the Heritage Wilmot Advisory Committee.

New Business

Royal Bank Sign Permit

Nick received an email from the Royal Bank in New Hamburg. They submitted plans for new signage on their building. Originally, the plans were very similar to the early plans submitted by Home Hardware. Nick responded to the Royal Bank email by suggesting that they take a closer look at the New Hamburg Heritage Conservation District Plan and in particular the regulations concerning signage. He also mentioned that he would circulate the plans at the Committee meeting. Closer to the meeting date, he received another email with an updated signage plan that did not include illuminated signs. The Committee reviewed the signage proposal, and did not raise any concerns with the planned work.

MOTION: to accept the signage permits from both Home Hardware and Royal Bank.

MOVED by AI

SECONDED by Rene

ALL in favour

Imperial Hotel

The wrapping has now been removed from the building. The bricks that have been fixed on the exterior can now be seen. Work continues on the brickwork around the doorways and windows. Tracy has photographs from Marie Voisin's presentation at the last council meeting that she will circulate to the Committee.

Community Sign in New Dundee

The Township is preparing to install the latest community sign in New Dundee. Like the signs in Baden and New Hamburg, the New Dundee sign is designed around a prominent structure within the community. The New Dundee sign is designed around the shape of the bandshell. The colours of the sign would closely match those of the actual bandshell. The Optimist Club has offered to paint the bandshell and wanted to know if the colours would remain the same. Since this would also affect the community sign, a decision would need to be made quickly. It was suggested that some scrapings be taken from the bandshell to see if different colours were used earlier.

Jane's Walk

This year the walk will be held on May 2nd and 3rd. The organizers are asking for volunteers to help lead some of the walks. It was decided that since last year's walk did not have a large turnout and the Committee has already committed to other events, that we would not participate this year.

Doors Open

Tracy shared that the New Hamburg Board of Trade is celebrating the 25th anniversary of the waterwheel in New Hamburg. She has been in contact with Steve Wagler and has invited them to join Doors Open. This will be a nice addition to the event on September 19th.

Ontario Heritage Conference

Nick will participating in this year's conference located in Niagara-on-the-Lake, and will have a report for the Committee at the next meeting.

Adjournment at 8:18 p.m.

MOVED by Rene

SECONDED by Marg

Next meeting – May 6th, 2015



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of May 6th, 2015

Present: Elisia Scagnetti, Rene Eby, Marg Rowell, Yvonne Zyma, Patty Clarke, Al Junker (Councillor), Tracy Loch (Curator), Grant Whittington (CAO).

Regrets: Nick Bogaert, Peter Roe (Councillor)

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 7:09p.m.

Welcome

Tracy chaired the meeting in Nick's absence and welcomed the Committee members to the Heritage Wilmot Advisory Committee meeting.

Review of Minutes from April 1st, 2015

MOVED by Marg
SECONDED by Rene
ALL in favour

Business

Non-Designated Register update

Marg and Tracy continue to work on the register. Using the 1851, 1861, and 1891 census records that were kindly loaned from the Kitchener Public Library, Marg has been able to verify key information. References to buildings have been quite helpful and Marg has copied everything pertaining to the properties on the non-designated list that she could find. A brief discussion was held regarding the Peter Wilker home and Tracy suggested discussing this further at the next meeting. In addition to this, the Committee will discuss adding and deleting properties from the non-designated register after examining what Marg has been able to research in the census records.

Livingston Presbyterian Church designation update

A date has been set for the designation celebration, which will be held on June 7th, 2015 at 2:00pm. The church committee has selected key members to accept the designation plaque on behalf of the congregation. A program has been established which will involve members from Heritage Wilmot. Nick and Marg will explain the significance of the designation of a building and why it is important,

followed by details that make the building unique. Jim Veitch (great-grandson to James Livingston) will say a few words on behalf of the Livingston family. After, Castle Kilbride will have a display about the church in the Interpretation Room and all will be invited to attend. Tracy circulated a copy of the invitation to members of the Committee. Other invitees include: MP, MPP, Mayor, Councillor other heritage committees in the area and past recipients of heritage designated properties. Tomorrow, Tracy will meet with members of the church to finalize the program. On Monday, council will receive an official report to designate the building. At the next meeting, the Committee will brainstorm ideas for the next designation using the non-designated list.

New Business

Puddicombe House – heritage permit proposed conference centre

The owners of the Puddicombe House have submitted a building application for a new building on the property. They plan to use the new building as a conference centre and banquet facility. The Committee spent time reviewing the plans for the building and referencing the plans to the New Hamburg Heritage Conservation District Plan, especially the section related to new buildings.

Members of the Committee agreed that the building blended into the surrounding architecture very smoothly. The building will complement the character of the existing buildings and lend itself to the streetscape. The curved windows reference the windows on the existing structure. The structure itself does not take away from the Puddicombe House and it complements it nicely. Some members were interested in knowing more about the materials that will be used. After looking at the large-scale plans, it was determined that the materials would fit in with the guidelines for the District.

The Committee wanted to commend the property owners on their attention to detail and their ability to work within the Heritage District plan guidelines.

ACTION: Tracy and Nick will draft a document with the Committee's comments and circulate to the Committee before sending to the property owner and Development Services.

1522 Bethel Road

The property owner shared a photo of the new window for her attic with the Committee. Former Committee member, Lindsay Joseph kindly installed the window for her. The Committee agreed that the window looked very professional now that it is complete and installed. It was mentioned that Tracy should ask about who did the work on the reproduction windows so that the Committee can add the company or individual to the list possible sources for other property owners of heritage buildings.

Correspondence

CHO News

Tracy circulated copies of the CHO newsletter. Heritage Wilmot has a subscription to this newsletter.

Adjournment at 8:35 p.m.

MOVED by Rene

SECONDED by Patty

Next meeting – June 3rd, 2015



Minutes

Castle Kilbride Advisory Committee

Meeting of April 15, 2015

Present: Chairperson Carolyn Coakley, Jim Veitch, Prema Anjaria, Teresa Brown and Mary-Eileen McClear

Staff Present: Tracy Loch, Sherri Gropp and CAO Grant Whittington

Regrets: Leonard Kuehner, Doug Beesley, Councillor Mark Murray and Councillor Barry Fisher.

1. Welcome:

As new chairperson of the committee, Carolyn Coakley welcomed the members.

Meeting commenced at 7:05 p.m.

Carolyn extended a special thank you to Jim Veitch for his many years as Chairman.

2. Review of Agenda

Reviewed by committee and no new items to add.

3. Disclosure of pecuniary interest under the Municipal Conflict of Interest Act.

None disclosed.

4. Review of minutes from February 19, 2015.

That the minutes be accepted as presented.

MOVED by Prema

SECONDED by Jim

CARRIED

5. Business:

a) **Approval of minutes from September 18, 2014.** Due to meeting cancellations, minutes from 2014 needed official adoption by the committee. That the minutes be accepted as presented.

MOVED by Prema

SECONDED by Jim

CARRIED.

b) **Committee Elections: Vice- Chair.** This was deferred until the end of the meeting to allow late members to participate.

c) **2015 Meeting Schedule:** The committee discussed if the meeting night and time was suitable so that all committee members could attend. Carolyn enquired whether members could meet on the 2nd Wednesday and closer to 6 p.m. Tracy offered to ask remaining members if they would prefer the 2nd or 3rd Wednesday of the month and if a start time of about 6 p.m. would be suitable.

6. New Business:

a) **Livingston Presbyterian Church Designation:** Tracy discussed the designation of Livingston Presbyterian Church which is a recent initiative of Heritage Wilmot. It is the first church in Wilmot to be designated. An official celebration at the church is scheduled for Sunday June 7th at 2 p.m. and all members of the Castle Kilbride Advisory committee are invited to attend. An open house to follow at Castle Kilbride in celebration of the Livingston legacy. Sherri enquired on behalf of the church sub-committee, if Jim Veitch would say a few words on behalf of the Livingston/Veitch family that day.

b) **Special events Sub-Committees:** Tracy circulated a sign-up sheet for concerts and other events as well as sub-committees for Cornfest and the Christmas Village event.

Action: Tracy to circulate to all committee members to sign up.

c) **Summer student update:** Tracy reported that she applied for three student grants (one federal and two provincial) and had heard from one which confirmed 2 students. The museum needs a

minimum of three students to fulfil the pre-planned events and summer camp that is already sold out. For the summer, the Castle could have 2 to 4 students depending on grant approval.

- d) **Promise of Confidentiality form:** Tracy circulated a confidentiality form that is used for volunteers. Members were asked to read, sign and return the forms to Tracy.

Action: Tracy to circulate to members not present. Members to sign and return as soon as they can.

7. Correspondence:

None.

The Chair asked the committee members to now re-visit the Committee Elections previously mentioned on the Agenda at 5.b)

Nominations were then opened to the committee.

MOTION:

MOVED by Mary-Eileen

SECONDED by Jim

To nominate Prema Anjaria as Vice Chair for the 2014-2018 term.

CARRIED.

8. Round table

Princess Tea- Prema suggested for the Princess Tea & Tour that we investigate a new food vendor. Stacy at Baden Coffee was recommended. Mary-Eileen suggested using a bubble machine for the front lawn instead of glitter.

Action: Prema to connect with Stacy.

Historic Street Lamps in Baden- Mary-Eileen has been asked about the potential of historic looking street lamps in Baden. Grant reported that in New Hamburg they were funded by the Board of Trade and the municipality; also the area was in a designated historic district.

Lecture Series- Carolyn suggested that we investigate the possibility of a lecture series. The committee supported the idea and made suggestions of possible topics and speakers. Mary-Eileen suggested the possibility of honorariums for speakers.

Action: a sub-committee to be formed to plan a series to begin in the fall of 2015.

Guest Speaker-Tracy suggested having a speaker attend meetings to discuss topics such as customer service, best practices, accessibility etc.

Personal Tour- Grant suggested that each committee member should participate in a personal tour of the Castle to become better acquainted.

Customer Service – In an effort to ensure staff and volunteers are giving visitors the best possible experience it was suggested that Prema and Carolyn use their expertise in customer service to help with best practices.

Social Media: Teresa inquired into the current uses of social media for the Castle. The Castle has a facebook page and for Twitter it is under the Township of Wilmot. Tracy also discussed that a new website for the Township and Castle Kilbride is being planned.

Action: A digital presence for tours of Castle Kilbride is to be investigated by staff.

9. Adjournment at 8:35 p.m.

MOVED by Teresa

SECONDED by Mary-Eileen

That we do now adjourn and meet again at the call of the Chair.

NEXT MEETING:

Date and Time to be determined Swartzentruber Room



Minutes

Castle Kilbride Advisory Committee

Meeting of May 13, 2015

Present: Chairperson Carolyn Coakley, Jim Veitch, Prema Anjaria, Doug Beesley, Mary-Eileen McClear and Teresa Brown

Staff Present: Tracy Loch, Sherri Gropp and CAO Grant Whittington

Regrets: Leonard Kuehner, Councillor Mark Murray and Councillor Barry Fisher.

1. **Welcome:**

Chair Carolyn Coakley welcomed the members.

Meeting commenced at 5:45 p.m.

2. **Review of Agenda**

Reviewed by committee and no new items to add.

3. **Disclosure of pecuniary interest under the Municipal Conflict of Interest Act.**

None disclosed.

4. **Review of minutes from April 15, 2015.**

That the minutes be accepted as presented.

MOVED by Prema

SECONDED by Jim

CARRIED

5. **Business:**

- a) **2015 Meeting Schedule:** Tracy circulated the new meeting schedule with the new start time of 5:45 p.m. Carolyn pointed out that this will be a trial run to see if the new dates and time works for our members.
- b) **Summer Students:** Tracy discussed the grant process and what we have received for 2015. We will have two students covered by a 9 week Canada Summer Jobs grant and 1 student under the Young Canada Works grant. Students have been hired and will begin June 8th.
- c) **Livingston Presbyterian Church Designation.** An official celebration at the church is scheduled for Sunday June 7th at 2 p.m. and all members of the Castle Kilbride Advisory committee are invited to attend. (Note: A tour of the historic church will follow the meeting).
- d) **Cornfest:** Teresa gave the committee an update on the 3rd annual Cornfest in Baden which is scheduled for Saturday August 8th. One new feature will be a horse and wagon tour that will include a stop at the Castle. The Castle will be open from 10 a.m. – 4 p.m. with admission by donation. There will be a car show in the back parking lot. As well, we would like to have a heritage presence on the lawn. The rug hooking and embroidery guilds have already committed. CK committee members were asked to take the lead on finding other heritage arts and exhibitors to join in. Prema, Carolyn and Mary-Eileen have agreed to be on the sub-committee. Carolyn inquired about the new no smoking law at all events. Tracy was advised that as long as food is not being sold signage does not have to be posted. Currently Castle staff were advised to post signage for Tea & Tour events only. *Action: Staff to create an ad for Castle Kilbride to be added to the program, deadline for submission is June 26th.*

- e) **Special events Sub-Committees:** Tracy circulated a sign-up sheet for concerts and other events as well as sub-committees for Cornfest and the Christmas Village event. Members have filled in the majority of the spaces. Carolyn gave an update on the Lecture Series. She has spoken with Joanna Rickert-Hall who will give a talk on Charming in Waterloo County in October. Carolyn has also connected with Stacy McLennan from the Waterloo Region Museum about the possibility of a history of beer talk in September. This could be in partnership with EJs. *Action: Sherri to see if Council Chambers will be available September 24, October 22 or October 29.*

6. New Business:

- a) **Fall Fair:** The committee discussed the Castle's yearly participation in the Fall Fair as a paid exhibitor and the committee agreed not to participate this year. Members that have volunteered at the event in the past shared that there are other events/venues that were more suitable and in line with the Castle mandate to promote the museum.
- b) **Name Tags:** Tracy is ordering new name tags for committee members and wanted to ensure everyone had a tag. New tags will be ordered for Mary-Eileen, Teresa and Mark.

7. Correspondence:

None.

8. Round table

9. Adjournment at 6:45p.m.

MOVED by Mary-Eileen

SECONDED by Jim

That we do now adjourn and meet again at the call of the Chair.

****Committee toured Livingston Presbyterian Church following the meeting. Councillor Fisher joined the committee at the church for a tour.***

**NEXT MEETING:
Wednesday June 10th at 5:45 p.m.**