



**TOWNSHIP OF WILMOT
COUNCIL AGENDA
MONDAY, JULY 21, 2014**

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

1. MOTION TO CONVENE INTO CLOSED SESSION

Recommendation

THAT a Closed Meeting of Council be held on Monday, July 21, 2014 at 6:15 p.m. in accordance with Section 239 (2) (b) and (c) of the Municipal Act, 2001, for the purposes of considering the following matters:

- 2 (b) personal matters about an identifiable individual**
- (c) a proposed or pending acquisition or disposition of land.**

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 23, 2014**

Recommendation

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

Regular Council Meeting June 23, 2014.

7. PUBLIC MEETINGS

- 7.1 REPORT NO. CL2014-21
Country Paws Kennel
Request to Lift Kennel Licence Conditions
1881 Carmel-Koch Road, St. Agatha
Township of Wilmot**

Recommendation

THAT Report No CL2014-21 be received for information.

Registered Delegations:

Russ Straus
Linda and Jay Churchill

8. PRESENTATIONS/DELEGATIONS

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

9.2.1 REPORT NO. CL2014-22
Petition from Stephen and Linda Lichti
for Municipal Drainage Works
South Part of Lot 26, Concession South of Bleams Road
New Hamburg, Township of Wilmot

Recommendation

THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from Stephen and Linda Lichti for the South Part of Lot 26, Concession South of Bleams Road, and authorize the Clerk to proceed accordingly under The Drainage Act.

9.2.2 REPORT NO. CL2014-23
Appointment of Engineer
Petition for Municipal Drainage Works
Lot 15, Concession North of Bleams Road
1748 Wilmot Centre Road, Baden
Township of Wilmot, Regional Municipality of Waterloo

Recommendation

THAT Dietrich Engineering of 155 Frobisher Drive, Waterloo be appointed as the Engineer relative to the Petition from Wiebe Nauta for 1748 Wilmot Centre Road, Baden, Lot 15, Concession North of Bleams Road, and authorize the Clerk to proceed accordingly under The Drainage Act.

9.2.3 REPORT NO. CL2014-24
By-law Enforcement
Quarterly Activity Report
April to June 2014

Recommendation

That the Enforcement Activity Report for April 1, 2014 to June 30, 2014 be received for information purposes.

- 9.2.4 **REPORT NO. CL2014-25**
Noise By-law Exemption Request
Rebecca Turner and Kyle Hillar
258 Wilmot Street, New Hamburg

Recommendation

THAT an exemption to the Noise By-law as requested by Rebecca Turner and Kyle Hillar at 258 Wilmot Street in New Hamburg for the purpose of their wedding commencing Friday, August 29, 2014 at approximately 4:00 p.m. to 12:00 midnight, be granted.

9.3 FINANCE

- 9.3.1 **REPORT NO. FIN 2014-21**
Statement of Operations as of June 30, 2014 (un-audited)

Recommendation

THAT the Statement of Operations as of June 30, 2014, as prepared by the Manager of Accounting, be received for information purposes.

- 9.3.2 **REPORT NO. FIN 2014-22**
Capital Program Review as of June 30, 2014 (un-audited)

Recommendation

That the Capital Program Review as of June 30, 2014, as prepared by the Manager of Accounting, be received for information purposes.

9.4 PUBLIC WORKS – no reports

9.5 DEVELOPMENT SERVICES

- 9.5.1 **REPORT NO. DS 2014-16**
May – June Building Statistics

Recommendation

THAT the May and June 2014 Building Statistics be received for information.

9.6 FACILITIES AND RECREATION SERVICES

- 9.6.1 **REPORT NO. PRD 2014-10**
Facilities & Recreation Services Quarterly Activity Reports

Recommendation

THAT the Facilities & Recreation Services Quarterly Activity Reports for the second quarter of 2014 be received for information

9.7 FIRE

**9.7.1 REPORT NO. FI 2014-05
Quarterly Activity Report**

Recommendation

THAT the Fire Department Activity Report for the second quarter of 2014 be received for information purposes.

9.8 CASTLE KILBRIDE

**9.8.1 REPORT NO. CK2014-03
Quarterly Activity Report – April, May & June 2014**

Recommendation

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

10. CORRESPONDENCE

11. BY-LAWS

11.1 By-law No. 2014-30, By-law Respecting the Appointment of a Chief Building Official and Inspectors

Recommendation

THAT By-law No. 2014-30 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. 2014-31

Recommendation

THAT By-law No. 2014-31 to Confirm the Proceedings of Council at its Meeting held on July 21, 2014 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 MINUTES
MONDAY, JUNE 23, 2014**

**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 Administrative 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, Director of Finance R. Tse,
Manager of Recreation and Community Services V. Luttenberger, Programming
Assistant L. Smith**

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 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**

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Council Meeting Minutes June 9, 2014

Resolution No. 2014-130

Moved by: P. Roe

Seconded by: M. Murray

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

Regular Council Meeting June 9, 2014.

CARRIED.

7. PUBLIC MEETINGS

8. PRESENTATIONS/DELEGATIONS

- 8.1 **Cathy Harrington, Community Care Concepts
Trisha Robinson, Wilmot Family Resource Centre
Program Partnership Update**

- 8.1.1 **REPORT NO. PRD-2014-09
Update on the Program Partnership Initiative**

Resolution No. 2014-131

Moved by: B. Fisher

Seconded by: A. Junker

THAT Report PRD-2014-09 be received for information.

CARRIED.

The Manager of Recreation and Community Services highlighted the report.

Ms. Harrington, Ms. Robinson and the Programming Assistant provided Council with an overview of the different organizations involved, the history of the partnership and the contributions and anticipated of each organization to the partnership.

In response to Councillor J. Gerber, the Programming Assistant advised that the roller-skating event attracted sixty participants with positive feedback and that two more events are planned for July and August of this summer.

Councillor B. Fisher inquired as to the grants received by the organizations. Ms. Harrington confirmed that future funding opportunities are always being investigated.

Councillor P. Roe noted the impressive range of activities and events that have occurred due to the partnership.

Councillor A. Junker remarked that residents have expressed their appreciation for the programming occurring in New Dundee. The Manger of Recreation and Community Services stated that the gentle exercise programs are provided at no cost to assist residents with lower incomes.

Mayor L. Armstrong noted the high level of activity from the Youth Action Council.

The Manager of Recreation and Community Services responded to Councillor J. Gerber that dialogue has been occurring with local fitness providers to ensure that Township programs do not compete with their businesses and that the New Hamburg Neighbourhood Association has also been consulted about needed programs. She also confirmed that the Programming Assistant can be added to the staff directory on the Township's website.

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-2014-12
Utilities Service Vehicle****Resolution No. 2014-132****Moved by: P. Roe****Seconded by: M. Murray**

THAT the tender submitted by Expressway Ford for a Ford F450 Cab and Chassis c/w Service Box in the amount of \$59,563.18, net of the HST rebate, be accepted.

CARRIED.**9.5 DEVELOPMENT SERVICES – no reports****9.6 FACILITIES AND RECREATION SERVICES****9.6.1 REPORT NO. PRD-2014-08
Wilmot Splash Pad Project – Final Design and Costing****Resolution No. 2014-133****Moved by: B. Fisher****Seconded by: M. Murray**

THAT PRD 2014-08 be endorsed.

CARRIED.

The Director of Facilities and Recreation Services highlighted the report and thanked the fundraisers for all their efforts to date.

The Director of Facilities and Recreation Services clarified for Councillor B. Fisher that the “Mega Soaker” feature on the splash pad has a diffuser plate which would prevent the direct impact of water from the dump bucket onto patrons.

Councillor J. Gerber comment that he was pleased to see the project at this stage and he inquired as to capacity. The Director of Facilities and Recreation Services responded that the size of the splash pad is based on suggestions from the consultant but given the nature of the facility that capacity is not exact and that use will fluctuate. Councillor J. Gerber commented that the whole design and landscaping for the project is excellent and well thought out.

Councillor P. Roe congratulated the Committee on their fundraising success.

Mayor L. Armstrong commended the efforts of the entire team associated with the project.

Councillor A. Junker noted that he appreciated the work completed to this stage.

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE

10.1 Grand River Conservation Authority – GRCA Current, June 2014

10.2 Grand River Conservation Authority – Grand Actions, May/June 2014

Resolution No. 2014-134

Moved by: M. Murray

Seconded by: P. Roe

THAT Correspondence Items 10.1 to 10.2 be received for information.

CARRIED.

11. BY-LAWS

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

13.1 The Director of Clerk's Services advised Councillor J. Gerber that nothing further has been announced regarding the No Smoking Where Children Play legislation nor has the Region informed the Township of any progress regarding a Region-wide initiative. She stated that she will obtain an update from both levels of government.

13.2 Councillor J. Gerber requested additional information regarding the Healthy Community Coalition and the Township's role with them. The Manager of Recreation and Community Services noted that staff only became involved with the group after the opening of the Wilmot Recreation Complex. Staff was asked to assist the group with establishing a new event, the Living Well Festival, by coordinating the use of the Wilmot Recreation Complex. She suggested contacting Jan Steckley as a person who would likely have information on the mandate for the organization and director's insurance.

Mayor L. Armstrong added that the Healthy Community Coalition arose out of a round table discussion and that they have involvement with the Regional Public Health Unit and the Province. He suggested that either the Region or the Province may have information to clarify the role of the Coalition, its roots and the role of Township staff.

13.3 Mayor L. Armstrong announced that the Canada Day celebrations will be taking place next week on July 1 at Scott Park which includes cake service by Council at 2:00 pm.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2014-29

Resolution No. 2014-135

Moved by: A. Junker

Seconded by: P. Roe

THAT By-law No. 2014-29 to Confirm the Proceedings of Council at its Meeting held on June 23, 2014 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT (7:41 P.M.)

Resolution No. 2014-136

Moved by: J. Gerber

Seconded by: B. Fisher

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

CARRIED.

Mayor

Clerk



Township of Wilmot **REPORT**

REPORT NO. CL **2014-21**

TO: **Council**

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

DATE: **July 21, 2014**

SUBJECT: **Country Paws Kennel**
Request to Lift Kennel Licence Conditions
1881 Carmel-Koch Road, St. Agatha
Township of Wilmot

Recommendation:

THAT Report No CL2014-21 be received for information.

Background:

Since 1996 Glenda Rutherford has been operating Country Paws Kennel at 1881 Carmel-Koch Road outside of St. Agatha. Country Paws is a breeding and boarding kennel. The initial Council Resolution to grant the kennel licence contained various conditions relative to kennel construction, number of dogs (12), monitoring of the dogs when outdoors and number of dogs allowed on each run at a time.

In 2003 Country Paws Kennel was granted an extension to the number of dogs (30) allowed with additional structural conditions beyond the requirements of the by-law and time restrictions for allowing the dogs outdoors. Country Paws has complied with the conditions imposed.

Country Paws Kennel expanded again in 2008 to 48 dogs and the schedule for allowing the dogs outdoors was modified as per a resolution from Council. Since 2008 Township staff has received one noise complaint from a neighbour of the kennel. Investigations conducted in 2008 and at the time of the complaint concluded that the noise emitted by the kennel, at various times of the day, was not of a level that would likely disturb any neighbouring resident.

On June 6, 2014 Township staff and Mayor L. Armstrong met with Glenda Rutherford where she submitted a written request to have the time restriction lifted from Country Paws Kennel. The request has been attached as Appendix 'A' to this report.

Discussion:

A circulation to all property owners within 150 meters of the boundaries of the property has been completed. By-law 2008-01, the By-law to Regulate the Keeping of Animals and Licensing Dog Kennels, does not require a circulation to neighbours or public meeting for the lifting of kennel licence conditions, however staff determined it would be in the best interest of all parties to do so. At the writing of this report staff has heard from four residents and their comments have been attached. The majority of the concerns being raised are due to noise.

To give reference to Council, staff has included an aerial map of the area showing distances from the kennel building to the neighbouring habitable buildings. The second aerial map shows the buildings and surrounding noise mitigating features on the subject property.

Municipal Law Enforcement Officers are monitoring the property at various times of the day and at different locations to assess the noise levels. Their comments will be provided to Council with a recommendation at the August 25, 2014 Council Meeting.

Strategic Plan Conformity:

Through the process of the circulation to the adjacent property owners and the public meeting, the municipality is ensuring that municipal matters are being communicated.

Financial Considerations:

The Township will continue to collect the annual kennel licensing fee from Country Paws Kennel.

Conclusion:

All input from the public meeting will be reviewed and staff will prepare a subsequent report for Council's consideration. Individuals having made written or verbal presentations at or prior to the public meeting will be provided notice when the application is slated to return to Council with a recommendation.


Dawn Mittelholtz, Deputy Clerk


Barbara McLeod, Director of Clerk's Services


Reviewed by CAO

RECEIVED JUN - 6 2014

To Whom It May Concern;

I would like to have conditions removed from my Country Paws, Kennel license as stated in the Township of Wilmot Report CL 2003 – 24, Recommendation 5,

to adhere to the amended schedule of letting the dogs outside as per the following:

Monday to Friday	8 a.m. to 9a.m.	12 noon to 1p.m.	4p.m. to 5p.m.
Saturday and Sunday	8:30 to 10 a.m.	4:30 to 5:30 p.m.	

The conditions have been in place since July 21, 2003.

I first received my kennel license in 1996. Since my kennel opened, I have never received a fine or warning of any kind.

Even when the conditions were applied in 2003 it was stated in the report.

- 1) Staff contacted the humane society and other municipalities including outside the Region of Waterloo relative to conditions and restrictions being placed on dogs being allowed outside. The information provided from all the municipalities who responded indicated they have no restrictions regarding when and how often dogs are allowed outside. The municipalities contacted are City of Ottawa, City of Innisfil, City of Barrie, Township of Woolwich, Township of Wellesley, Town of Hawkesbury and the Township of Cramahe. Responses indicate that there are no noise attenuation requirements.
- 2) The Humane Society indicates that the dogs are outside once in the morning to allow for cleaning and disinfecting of the runs and then in the afternoon the doors to the runs are opened to allow the dogs unrestricted outside access. Further Humane Society staff commented that any

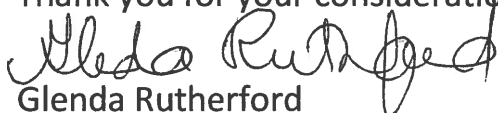
requirement that dogs be kept inside could possibly be considered a contravention of humane practices.

- 3) At the time inspections were conducted to check for noise. Example an inspector sat by the complainant's residence and no barking could be heard.

Two inspections listed in the report were conducted on June 28 and July 12.

We have an 11 page bylaw which all kennels operators must follow. I don't believe I need any extra restrictions as the bylaw is very complete. I am the only kennel operator in Wilmot with such restrictions. I don't believe there was any legitimate reason my kennel had conditions applied in 2003 except 2 neighbours sent an onslaught of unproven complaints. There was no proof of unbearable or unnecessary noise. I do not plan on being unreasonable as I do live on the property. The kennel opens at 7:30 a.m. Monday to Friday and closes at 6 p.m. Saturday and Sunday the kennel does not open until 9a.m. and closes at 6 p.m.
Hoping to have above conditions removed.

Thank you for your consideration.


Glenda Rutherford

June 6/2014

Country Paws Kennel

St. Agatha



THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW ENFORCEMENT
 60 Snyder's Road West, Baden ON N3A 1A1
 Tel: (519) 634- 8444 Fax: (519) 634-5660 www.wilmot.ca

KENNEL INSPECTION

Inspected by:

KEVIN WAY

Date: JUNE 3/2014

Name: COUNTRY PAWS

Address: 1881 CARMEL KOCHRO

This Inspection to be completed under Township of Wilmot By-law No. 2008-01

	<u>Pass</u>	<u>Failed</u>
1. More than maximum dogs permitted.	✓	_____
2. Failing to keep an animal in sanitary condition.	✓	_____
3. Provide floors and walls sealed & impermeable	✓	_____
4. Provide self-draining floor.	✓	_____
5. Keep yards & runways completely enclosed.	✓	_____
6. Equip kennel with accessible water & feed.	✓	_____
7. Provide adequate natural or artificial light.	✓	_____
8. Provide proper ventilation.	✓	_____
9. Provide kennel with sufficient heat.	✓	_____
10. Adequate shaded open air runs.	✓	_____
11. Provide adequate space to accommodate breed of dog.	✓	_____
12. Provide individual pen minimum space per dog breed.	✓	_____
13. Maintain whelping bitch in separate accommodation.	N/A	_____
14. Provide a 2-1/2 times the size for whelping bitch space.	N/A	_____
15. Whelping box with impermeable 4 sides & floor.	N/A	_____
16. Adequate supplemental heat in whelping bitch space.	N/A	_____
17. Sufficient designated space for puppies.	N/A	_____
18. Maintaining records.	✓	_____
19. Failing to permit an inspection	✓	_____

Comments: KENNEL IS IN EXCELLENT CONDITION. KENNEL PROVIDES FOR EASY CLEANING & A SAFE ENVIRONMENT FOR DOGS. OUTDOOR PLAY AREAS & PLAY GROUPS ARE IDEAL FOR DOG INTERACTION & EXERCISE. KENNEL MEETS & EXCEEDS STANDARDS AS SET OUT BY THE COLLEGE OF VETERINARIANS CODES & STANDARDS FOR THE OPERATION OF KENNELS

JK

July 11, 2014

The Corporation of the Township of Wilmot
60 Snyder's Rd. W.
Baden, ON
N3A 1A1



Township of Wilmot

Attn: Clerk's Office

Re: Request by Country Paws Kennel to Lift Kennel Restrictions.

We have received your letter regarding the request from Country Paws Kennel to lift the current kennel restrictions. We are the residence of 1836 Carmel-Koch Road and live across the road from Country Paws Kennel. We moved to our home in June of 2012 to get out of the city (Waterloo), and away from the steady noise of close proximity neighbours. We desired a quiet and secluded living space to raise our family. The property was purchased from our parents so we were already familiar with the location of the kennel and the associated noise. We were also aware of the restricted hours of outdoor time for the animals. In considering whether the property met our desire to live in a peacefully environment, we ultimately decided that given the current restrictions on the kennel, the sound of barking dogs for a few hours a day would be bearable.

Since moving to our home and dealing with the noise daily, we find the level of constant, excessive sound extremely disruptive. This noise definitely has had a substantial impact on our lives and our ability to enjoy the solace of our property. The interruption of our days on weekends with unreasonably loud, continuous barking is exceedingly frustrating. Our guests are often shocked by the level of noise produced from the kennel and sympathize with our situation. While we feel very strongly that the noise produced from the kennel negatively impacts our lives on a daily basis, we are able to tolerate it, as we know it is intermittent through the day and will be quiet in the evening. This is directly due to the current restrictions that are in place. We take great pleasure in the peace and quiet outside of the restricted times and in the evenings. It is alarming to think these periods of silence could be eliminated. For this reason, we strongly oppose the proposal to lift the current kennel restrictions.

We would like to point out that in the past months (spring 2014), the loud, steady barking, particularly in the late afternoon has gotten considerably worse. No complaints were made as the noise was all within the appropriate allotted time periods. In recent weeks however, the noise has been at a more reasonable level. Perhaps the kennel is not at capacity or is not allowing animals outside. This reduction in sound was a pleasant surprise and something we feel we should work towards.

In summary, when we chose to move we were aware of the kennel and the restrictions placed on it prior to moving. Unfortunately, dealing with the noise

created by the kennel daily has been more challenging than we could have predicted. Although the noise has negatively impacted our lives, we understand that a business is being run and that animals are being cared for and benefit from time outside. While not ideal, the compromise reached in 2008 restricting the animal outdoor hours has allowed our family (and neighbours) to be more tolerant of the noise and has allowed the animals at the kennel to enjoy time outdoors. That being said, we feel that lifting the kennel restrictions would greatly reduce our enjoyment of our property, daily quality of living, and perhaps even the value of our home and would only negligibly benefit the animals staying at the kennel. For these reasons, we strongly oppose the request to lift the restrictions on Country Paws Kennel.

We sincerely hope our concerns are acknowledged and our position considered. We appreciate the opportunity to express our deep apprehensions regarding the possibility of lifting kennel restrictions.

Thank you.

A handwritten signature in black ink, appearing to read "Tom & Stacey Straus". The signature is fluid and cursive, with the first name "Tom" being more prominent than the second name "Stacey".

Tom & Stacey Straus
1836 Carmel-Koch Rd.
St. Agatha, ON
N0B 2L0

The Corporation of the Township of Wilmot

60 Snyder's Road West

Baden, Ontario N3A 1A1



Township of Wilmot

We are writing in response to the letter from Wilmot Township dated June 25, 2014 regarding Country Paws Kennel. The letter asks that comments on the request to have the time of day restrictions at the kennel lifted be submitted prior to Monday, July 14, 2014.

We have resided in Wilmot Township since 1990 and were living for many years in the Township previous to the kennel operations at 1881 Carmel-Koch Road. The kennel operations have impacted our daily lives and likely impacted the value of our property. Barking dogs definitely impact our enjoyment of our property. The Township has allowed every expansion request put forth by the kennel operators despite our numerous objections. The existing compromise by the residents, with the agreement to restrict hours that dogs are allowed outdoors, has been a workable solution to living next to a kennel. It is time for the Township and Council to now reject the latest request by the kennel operator to remove these restrictions. We too are hardworking taxpayers that have the right to enjoy our property.

In 2008, when the last kennel expansion was approved by Council, an expansion that increased the number of dogs to the maximum allowed by the Township kennel by-law, we met with the kennel operator. This meeting was at the request of council (Peter Roe) to find a workable solution to the differences. In September 2008, we met with the kennel operator to discuss how we could all come to terms with the kennel operations. At this meeting the kennel operator agreed that a good solution was to limit the time the dogs are outdoors (and barking) to certain times of the day. Though not an ideal situation, it was agreed that everyone could live with this as we then knew we would have times during the day that we did not have to listen to barking dogs when we were outdoors. The kennel operator also agreed that this would allow the dogs enough time outside – the total time of 5 hours per day on weekdays and 2.5 hours per day on weekends and also give them reasonable time to clean and maintain the kennels. As you can see in the attached article from The Independent (October 2008), the kennel operator was in agreement with the schedule developed and wished to work with the neighbours. This is also documented in the Council meeting minutes of September 29, 2008 (attached).

Since 2008, we have not complained frequently about the noise at the kennel as we knew the dogs would be inside and quiet at certain times. We have most definitely noted excessive noise from the kennel on a frequent basis during the allowable hours and rarely call over the issue. However, earlier in 2014, there have been two occasions when we have called the kennel to tell them that the noise was unreasonable. These complaints were made directly to the kennel as we feel that it is the more expeditious route for resolving the noise issue rather than making noise complaints to the Township.

We have spoken to Township staff currently monitoring activities at the kennel since the kennel request to lift the restrictions has been made. This monitoring is not a true representation of the activities at the kennel as of course they will be on their "best" behaviour and anyone can see the township staff parked along the roadway.

Therefore, we object to the proposed changes to the kennel operations. We would also like to request that we speak before Council on this issue again. The last time we were at Township Council in 2008,

one of the councillors said that they considered this matter dealt with and that the Council would not entertain any other requests by the kennel. We respectfully ask that Council not entertain the proposed change. To approve such a request to remove the restrictions on times when dogs are allowed outdoors, restrictions which make this noise issue bearable to us as neighbours, moves this ongoing issue backwards 11 years to when hour restrictions initially were imposed out of necessity.

There is a verbal contract between Country Paws and the neighbours as to the number of dogs and hours of operation. This contract is one that will be enforced by the neighbours. The restrictions are reflective of the agreement reached and should not be altered unless the underlying contract between the parties is amended. The fact that time has passed since the last dealings with this issue does not change anything from the last time the issue was dealt with. The solution reached at that time was satisfactory for all and should be maintained in its current state.

If you have any questions in this regard, we can be contacted at (519) 634-5992.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay", followed by a long horizontal flourish.

Linda & Jay Churchill

1896 Carmel-Koch Rd.

St. Agatha, Ontario NOB 2L0

8.2 Country Paws Kennel 1881 Carmel-Koch Rd. St. Agatha, Proposed Expansion of Kennel Licence
REPORT NO: CL2008-32

Resolution 2008-236

Moved by: P. Roe

Seconded by: T. Broda

1. That Country Paws Kennel be granted the expansion of their Kennel Licence to forty-eight dogs; and further

2. That Country Paws Kennel be granted a modification in the hours the dogs are allowed outside to:

Monday to Friday 8:00 am-10:00am
12:00 pm-1:00 pm
3:00 pm- 5:00 pm

Saturday-Sunday 9:00am-10:30am
4:00 pm-5:00 pm

And further; that official statutory holidays be included as weekend hours.

CARRIED AS AMENDED.

Mayor W. Roth advised that the meeting was being held to consider an application from Glenda Rutherford, owner of Country Paws Kennel – 1881 Carmel Koch Rd., St. Agatha to expand their existing kennel licence from 30 dogs to 48 dogs.

Mayor W. Roth asked that the Deputy Clerk highlight the report.

Mayor W. Roth asked the registered delegations to speak to the application.

Glenda Rutherford, owner/operator Country Paws Kennel, stated that she had met with neighbours and they had mutually agreed to further modify the hours to let the dogs outside as follows:

Monday to Friday 8:00 am-10:00am
12:00 pm-1:00 pm
3:00 pm- 5:00 pm

Saturday-Sunday 9:00am-10:30am
4:00 pm-5:00 pm

She also indicated that official statutory holidays were mutually agreed to be included as weekend hours.

Linda Churchill stated that she has lived at 1896 Carmel-Koch Rd for the past 18 years. Ms. Churchill stated that she works in the community which demonstrates her commitment to the community. She stated that the Kennel is disruptive and has limited her and her family's enjoyment of the property because of the constant barking. Mrs. Churchill stated that she takes issue that the barking from the Kennel would be compared to a farming operation as dogs' barking omits a higher pitched noise and is a greater nuisance than the noise from a farming operation. She questioned how the Township deems the noise not excessive as they have not monitored the noise from her residence which is at a higher elevation than her driveway. Mrs. Churchill stated that she does not care how many dogs the Kennel has as long as they are quiet and believes that there are different strategies that could be used to mitigate noise.

Jay Churchill, 1896 Carmel- Koch Rd. highlighted the timeline to which Country Paws has applied to expand their Kennel and stated that the neighbours input was never sought out in this matter. Mr. Churchill stated that he does not appreciate Council ruling on something that negatively affects his quality of life everyday. He questioned the times that the Officers monitored the noise from the kennel.

Mr. Wallace, Senior Municipal Law Enforcement Officer, stated that the noise monitoring is done randomly both when the dogs are inside and outside to see if the dogs are outside the facility during the specified times.

Mr. Russ Strauss, 1836 Carmel-Koch Rd, stated that he opposes the application. Mr. Strauss stated that his family suffers from noise from the kennel. He recognizes that he needs to find a way to co-exist with the kennel. He stated that Mr. and Ms. Churchill, along with himself and his wife met with Ms. Rutherford and agreed to proposed changes that she outlined. Mr. Strauss also stated that he would pay for a noise abatement study for the Kennel if she would agree to impose the noise abatement measures highlighted by the Engineer. He stated that he is seeking to engage an acoustical engineer to find recommendations and will keep Ms. Rutherford informed of the recommendations.

Mayor W. Roth asked twice if anyone wished to address Council and in the absence of any comments, declared the public meeting closed.

The Clerk referred to the minutes of July 21, 2003, specifically the resolution by Council of the day which requested Country Paws Kennel to take measures to address noise. These measures were put in place. The Clerk then referred to the comment made at this meeting by the neighbours of the kennel with respect to requesting a noise attenuation study at their cost, and cautioned Council that regardless of who paid for the study, this could be subjecting the kennel owner to requirements outside of the existing bylaw to regulate kennels.

Mayor W. Roth clarified that any agreement to allow a noise study would be between the neighbours and the kennel owner and not at the request of the Township.

In response to Mayor W. Roth, the mover of the recommendation was in agreement to amend the motion as a friendly amendment to modify the schedule of hours within the report as stated by Ms. Rutherford.

9. REPORTS

9.1 CAO – no reports

Neighbours of kennel want noise wall built

Township grants expansion request for Country Paws Kennel to house up to 48 dogs

DOUG COXSON
Independent staff

Homeowners living in the vicinity of a dog kennel on Carmel-Koch Road, north of St. Agatha, want a noise barrier built around an outdoor dog run to prevent barking dogs from disturbing the peace on their rural properties.

Wilmot Township has granted Country Paws Kennel owner Glenda Rutherford's request to increase the number of dogs in her kennel from 30 to 48 with the provision that the dogs only be allowed outside during certain times of day.

Country Paws Kennel is the only kennel on record in the township that is subject to time constraints as to when the dogs are allowed out in the facility.

Rutherford told council earlier this month that the increase was necessary to adjust to the needs of a growing kennel operation and the financial needs of her family.

Outdoor activity is essential for any animal," she said, adding she is more than willing to accommodate the noise concerns through a structured dog run schedule.

"I am willing to follow whatever they feel is appropriate," she said.

But Rutherford isn't willing to follow through a suggestion from her neighbours to install an engineered acoustical barrier.

"After numerous meetings with bylaw officers they have told me my fencing is more than adequate," she said. "I can't afford to install an acoustical barrier."

Rutherford told councillors that since her kennel opened in 1996 it has never received a warning or infraction of any kind.

Rutherford's neighbours say they have tolerated the noise for years because they wanted to be good neighbours. But enough is enough.

Linda Churchill, who lives near the kennel, told councillors that since the kennel opened, enjoyment of her property has been limited by the barking dogs.

"We tolerated the barking because I had no desire to create friction with my neighbour," she said.

Churchill added she doesn't agree with a bylaw officer's report that com-



In this 2003 file photo, Glenda Rutherford, owner of Country Paws Kennel became the only one operating a kennel in Wilmot Township with a condition that dogs be allowed outside only during scheduled times.

pare the noise of barking dogs to typical farming operations. "A kennel is a seven day operation," she said. "The impulsive noise contributes to the nuisance level. I don't find it acceptable and I do find it ex-

cessive." She also estimates an acoustical barrier is within the kennel owner's budget. Churchill figures that with an additional 18 dogs at 100 per cent capacity, the kennel will generate over \$100,000

in revenue. "I don't care how many dogs she has, as long as they're generally quiet. We'd

be more than willing to work with the kennel owner to address these issues. We do look forward to resolving this matter."

Linda's husband Jay Churchill was more upset by the fact the township requested written comments for the expansion on a Friday afternoon, and gave a Monday deadline.

He reminded councillors that the initial application in 1996 was for 12 dogs and that subsequent increases in the size of the kennel bypassed council consideration on at least two occasions.

In 2003, expansion notices were never sent out to neighbours. He repeated what was stated by the council of the day "that further requests for expansion would not be considered."

"Here we are today," he said. "Quite frankly we're tired of council continually ruling in favour of something that negatively impacts us every single day."

In response to Churchill's remarks about the township's failure to notify neighbours in the past, clerk Barb McLeod said, "It's unfortunate that previous staff did not follow proper procedure and I apologize for that."

Churchill said enforcement has also been lax whenever complaints were

registered with the township. Half of the times control officers said they were monitoring the noise, the dogs were inside, he added.

"We were trying to be cooperative neighbours," he said. "The theme of this is that everything was just fine and it's not just fine."

Bylaw officer Derek Wallace said the township undertakes noise studies of all the kennels and inspects them at different times of the day in order to make comparisons.

Recent inspections by the officers noted the dogs were outside at the time and the barking "did not constitute excessive noise."

Neighbour Russ Straus, who lives directly across from the kennel, said he is willing to engage an acoustical engineer at his own expense to determine options to deal with the noise.

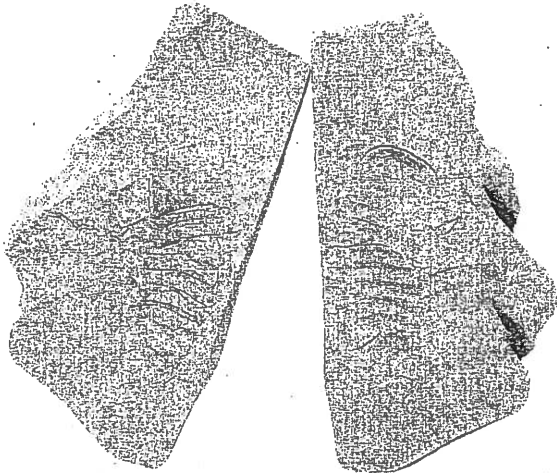
"My family and my neighbours families are suffering from the noise from this kennel," he said, adding drive-by inspections are "not close to being the same as living with it day in and day out."

Straus is hopeful the neighbours can find some common ground that would lead to a resolution.

"It's a reality we will most likely have to accept."

"Quite frankly we're tired of council continually ruling in favour of something that negatively impacts us every single day."

— Jay Churchill
resident of Carmel Koch Road



From the floor of an ancient sea

Glenda Roth was pitching stones out of her garden last spring when this flat stone cracked open to reveal a fossilized former inhabitant of this continent. Roth, who lives on Bean Road, in the most southerly part of the township, said she sees various rock formations in her area, which is near a gravel pit. The fossilized Eurypterus remipes, or sea scorpion, was alive in the ancient sea that covered this area during the Silurian Period about 425 million years ago. Although this fossil is only a few inches long, sea scorpions grew to more than two metres in length.

The Royal Ontario Museum's assistant curator in invertebrate paleontology, David M. Rudkin, told Roth that fossils like this are often found in pieces, but very rarely whole.

DOUG COXSON, INDEPENDENT STAFF

For all the latest updates and what's happening in your community go to our website at www.newhamburgindependent.ca

INDEPENDENT

rich soil for your garden



Township of Wilmot

The Corporation of the Township of Wilmot
60 Snyder's Road West
Baden, Ontario
N3A 1A1

July 10, 2014

page 1 of 2

Attn: Clerk's Office

Re: Request by Country Paws Kennel to Lift Kennel Restrictions

I am in receipt of your letter dated June 25, 2014 regarding the request to lift kennel restrictions by Country Paws Kennel (CPK). The purpose of this letter is to formally inform you of my position in regards to this request and the basis behind my position. I further request to be granted time to speak at the July 21, 2014 Council meeting as well I'd like you to give me a copy of the staff report when it is available after July 18, 2014.

My formal position is: I am strongly opposed to this request being granted.

My wife Linda and I live next door to CPK and we along with other neighbours have had many excessive noise issues in the past regarding this kennel.

I'm speaking sincerely when I say that my family and my neighbour's families are suffering from the irritating noise that is generated from this kennel.

As a result of previous decisions made by this Council, we are now experienced kennel neighbours and believe me it is not fun. Only people that actually live next to a kennel will understand what this means. A by-law officer or a councilor may stop along the road once in a while for short periods of time to check the level or density of the noise to make a report, but believe me that is not a true reflection of what it is like living with it day in and day out.

So our lives have in fact been negatively impacted by this kennel. Regardless of the comments or thoughts of others, that is a fact. Our quality of life and our right to peace & quiet continues to be eroded from the excessive noise from CPK when the dogs are allowed outside.

When the dogs are outside during the restricted times they are uncomfortably loud, but please understand this noise is tolerable only because we know it will stop within a couple hours as a result of these restrictions.

In 2008 CPK requested the number of dogs be increased from 30 to 48 as well as the restricted hours in place at that time be increased. This caused us and our neighbours undue stress and hardship so I reached out to Councilor Peter Roe and he and I had several conversations regarding the issue. It was during one of these discussions that he suggested the neighbours and Glenda Rutherford of CPK should meet to share each other's concerns and try to come up with a solution that both sides can live with.

Based on his suggestion a meeting was held at the Churchill's house with Glenda Rutherford, Jay & Linda Churchill and my wife Linda & myself in attendance. The result of this meeting along with a few follow-up phone conversations, this group did come up with an agreement that both sides believed and agreed they could live with. Along with the increase in dog population, this agreement included the current restriction of hours that the dogs are allowed outside. This was agreed by all, including Glenda (if fact she was quoted in the October 15, 2008 edition of the New Hamburg Independent) as such. The neighbours also agreed with Glenda not to call noise complaints into the Township unless CPK unreasonably went outside these restrictions.

The above was presented to this Council in 2008 and as all were in agreement you granted the increase in dog population to 48 as well as the hours of restriction that are currently in place based on this agreement between CPK and the neighbours.

There is in fact a verbal contract between Glenda and the neighbours as to the number of dogs and hours of operation. This agreement is one that will be enforced by the neighbours.

The restrictions contained in the by-law are reflective of the agreement reached and should not be altered unless the underlying agreement between the parties is amended.

The fact that time has passed since the last dealings with this issue does not change anything from the last time the issue was dealt with. The solution reached at that time was satisfactory for all and should be maintained in its current state.

If this Council grants the lifting of the mutually agreed restrictions we will be back at square one which is unfair, unacceptable & intolerable and you will have done the CPK neighbours a grave disservice.

Other noteworthy comments:

- 1) During the last few years, my wife Linda and I built a new house on our property east of CPK. This is a beautiful site on which we intend to retire to shortly. We considered not building there because of the kennel but our decision to go ahead was largely based on the fact that the current restrictions are in place.
- 2) When Linda and I do retire we will be spending much more time at home and outdoors and our right to peace & quiet will be unjustly compromised with these restrictions lifted.
- 3) It should be noted that Linda and I installed an earth berm at considerable cost on our property just to the east of CPK in an attempt to curb the dog noise. This berm is situated between our house and CPK but unfortunately if the noise level has dropped since the berm's existence it is insignificant as we have noticed no change. I mention this to demonstrate the length we are willing to go to try to help with the situation.
- 4) One may argue that CPK existed before our house was built which is true but when this Council first granted a kennel license to CPK, one of my arguments was the fact that I and my family were living across from the CPK site long before Glenda and the kennel moved to the neighbourhood. I have lived across from the CPK site for 53 years (Linda for 38 years); well before the kennel existed. These facts were regarded by this Council at that time as being irrelevant.
- 5) As is policy, the Township sent the notices to only the neighbours living in close proximity to the applicant. If you consider the logic to this policy, it is due to the fact that these are the people most affected by the requested lifting of these restrictions. Is it not reasonable to conclude that the wishes and concerns of these people most affected be afforded considerable (in fact the most) weight in the decided outcome?
- 6) Combined, the neighbours in opposition to this request pay considerable taxes into this Township and deserve to be represented fairly. This group also employs dozens of home owners and tax payers that live in and contribute to this Township in many ways.

Based on the above facts I request that this Council make the responsible and proper decision to turn this request down.

Should you or any member of Council including the Mayor have any questions or comments please do not hesitate to call me through the day at 519-568-4030 or on my cell at 519-577-1048.

Sincerely



Russ Straus
2400 Notre Dame Drive
St. Agatha, ON, N0B 2L0

RECEIVED
JUL 14 2014

Township of Wilmot

The Township of Wilmot
60 Snyder's Road West
Baden, ON
N3A 1A1

July 9, 2014

Attn: Mayor & Council

Re: Application to Expand Kennel License
Country Paws Kennel, Carmel Koch Road, St. Agatha

Hello

I just want to go on record with my opinion related to the possibility of you lifting the restrictions related to the hours the dogs at Country Paws kennel can be outside.

I do not want you to lift these restrictions. I understand these restrictions were put in place for good reason and everyone including the kennel owners agreed to them. I know from my experience the noise is bothersome when the dogs are outside and I don't want to hear them any more than I do now.

I personally like dogs but in concentrations as they are in the kennel they can be very loud I feel my personal space is being violated.

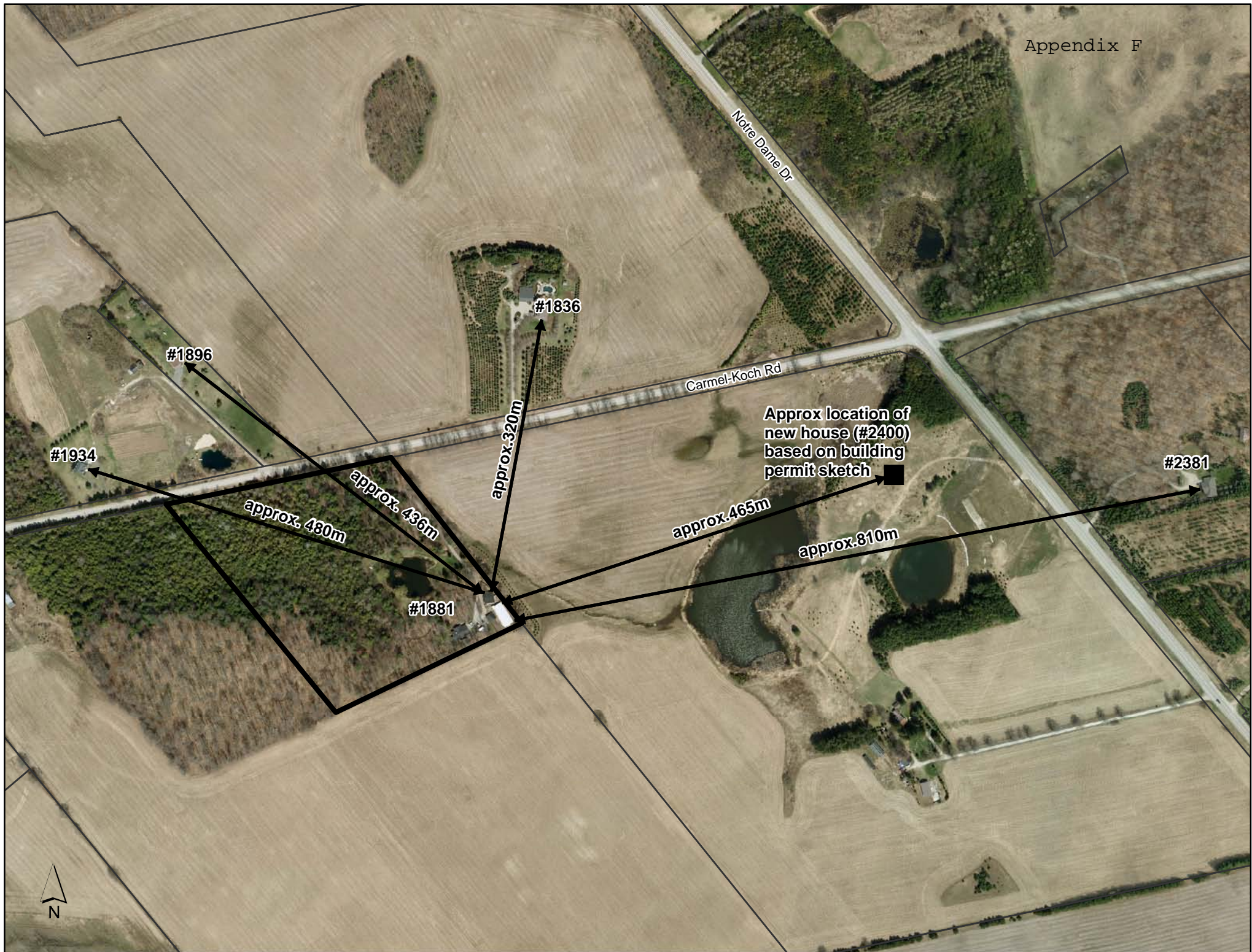
Also, I have three young children and I am concerned for their safety at times if and when the dogs get loose.

Please do not lift these restrictions.

Best regards



Connie Workman
2381 Notre Dame Drive
St. Agatha, ON, N0B 2L0



#1836

#1896

#1934

#2381

#1881

Approx location of
new house (#2400)
based on building
permit sketch

approx. 320m

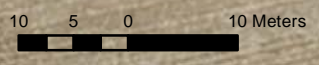
approx. 436m

approx. 480m

approx. 465m

approx. 810m





1.8m high solid wood fence surrounding outdoor run

Mature Trees

Cedar Shrubs

Berm

Kennel Building & Office

Kennel Building

Outdoor runs surrounded by 1.8m high solid wood fence



Township of Wilmot REPORT

REPORT NO. CL2014-22

TO: Council

PREPARED BY: Barbara McLeod, Director of Clerk's Services

DATE: July 21, 2014

SUBJECT: Petition from Stephen and Linda Lichti
for Municipal Drainage Works
South Part of Lot 26, Concession South of Bleams Road
New Hamburg, Township of Wilmot

Recommendation:

THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from Stephen and Linda Lichti for the South Part of Lot 26, Concession South of Bleams Road, and authorize the Clerk to proceed accordingly under The Drainage Act.

Background:

Stephen and Linda Lichti have submitted and filed a petition with the Clerk on July 2, 2014 to initiate municipal drainage works for the following lands: South Part of Lot 26, Concession South of Bleam's Road, (parcel between Highway 7 & 8 and Concession Road) in the L.K. Roth Drain watershed, New Hamburg, Township of Wilmot. A map of the area requiring drainage accompanies the petition attached as Appendix A to this report. The proposed work involves the construction of new tile drain. The Drainage Superintendent has met with the petitioners and has confirmed that this is a valid petition.

Pursuant to the Drainage Act, once the petition is filed, it proceeds to Council for acceptance. Following acceptance of the petition, staff will forward written notice within 30 days to: each petitioner, the Grand River Conservation Authority, and the Ministry of Natural Resources.

Strategic Plan Conformity:

The acknowledgement of the petition supports the infrastructure within the municipality.

Financial Considerations:

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

Conclusion:

It is recommended that Council accept the petition and authorize the Clerk to proceed with the process in accordance with the Drainage Act.



Barbara McLeod, Director of Clerk's Services



Reviewed by CAO

**Petition for Drainage Works by Owners
 Form 1**
Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

 To: The Council of the Corporation of the Township of WILMOT

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

South part of Lot 26, Concession South of Bleams Road (parcel between Highway 7&8 and Concession Road) in the LK Roth Drain watershed

 In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

 As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>Lichti</u>	(First Name) <u>Stephen</u>	Telephone Number <u>519 662-2588</u> ext.
---	--------------------------------	--

Address	
Road/Street Number <u>28</u>	Road/Street Name <u>Hillfield Drive, New Hamburg</u>

Location of Project			
Lot <u>25 and 26</u>	Concession <u>South of Bleams Rd</u>	Municipality <u>Wilmot</u>	Former Municipality (if applicable)

What work do you require? (Check all appropriate boxes)

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

Name of watercourse (if known)

 Estimated length of project
350m

 General description of soils in the area
clay loam

What is the purpose of the proposed work? (Check appropriate box)

- Tile drainage only
- Surface water drainage only
- Both

 Petition filed this 2 day of July, 20 14

Name of Clerk (Last, first name)

Mittelholtz, Dawn

Signature



- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
1	South part of Lot 26, Concession South of Bleams Road
Ward or Geographic Township	Parcel Roll Number
Wilmot	3018 010 007 00400 0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Lichti Stephen Steph Lichti 2014-07-01

Lichti Linda Linda Lichti 2014-07-01

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

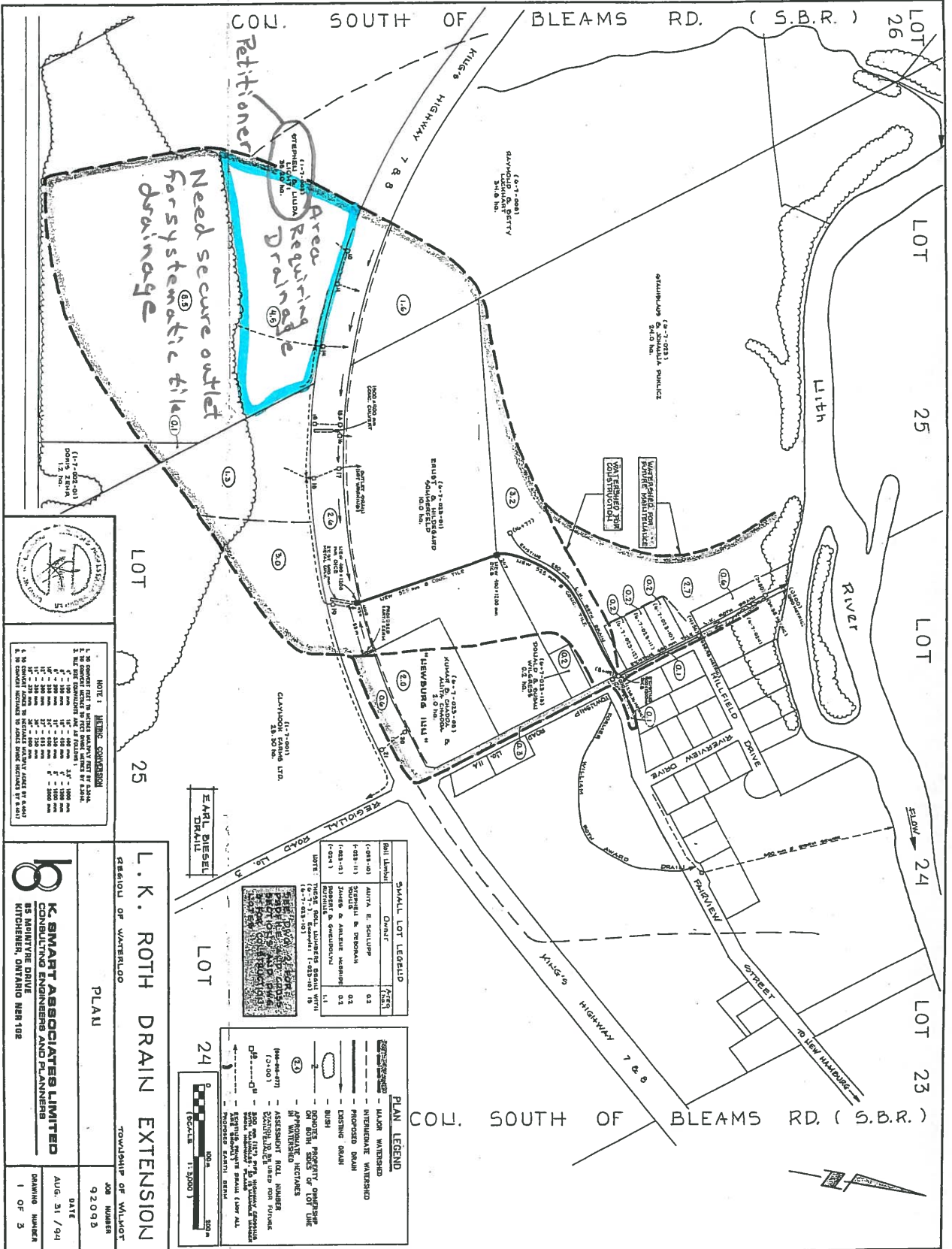
- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

Barbara McLeod, Clerk, Township of Wilmot

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



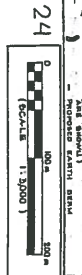
Area Requiring Drainage
Need secure outlet for systematic tile drainage

COL. SOUTH OF BLEAMS RD. (S.B.R.)

COL. SOUTH OF BLEAMS RD. (S.B.R.)

K SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
8 BURNBURY DRIVE
RITCHIEBER, ONTARIO M9B 1G8

L. K. ROTH DRAIN EXTENSION
TOWNSHIP OF WATERLOO
PLAN
JOB NUMBER 92093
DATE AUG. 31 / 94
DRAWING NUMBER 1 OF 3





Township of Wilmot **REPORT**

REPORT NO. CL2014-23

TO: Council

PREPARED BY: Barbara McLeod, Director of Clerk's Services

DATE: July 21, 2014

SUBJECT: Appointment of Engineer
Petition for Municipal Drainage Works
Lot 15, Concession North of Bleams Road
1748 Wilmot Centre Road, Baden
Township of Wilmot, Regional Municipality of Waterloo

Recommendation:

THAT Dietrich Engineering of 155 Frobisher Drive, Waterloo be appointed as the Engineer relative to the Petition from Wiebe Nauta for 1748 Wilmot Centre Road, Baden, Lot 15, Concession North of Bleams Road, and authorize the Clerk to proceed accordingly under The Drainage Act.

Background:

On May 26, 2014 Council accepted a petition for Municipal Drainage works from Wiebe Nauta to initiate municipal drainage works for the following lands: Lot 15, Concession North of Bleams Road, 1748 Wilmot Centre Road, Baden, Township of Wilmot. As required under the Drainage Act, the Clerk's Services Department forwarded notice of Council's Resolution to the petitioners and the appropriate agencies.

Discussion:

Pursuant to the Drainage Act, Council must appoint an Engineer by resolution or by-law within sixty days of sending the notice accepting the petition, to make an examination of the area requiring drainage as described in the petition and to prepare a report on the project.

Strategic Plan Conformity:

By proceeding with the requirements of the Drainage Act, Council is supporting the infrastructure within the municipality.

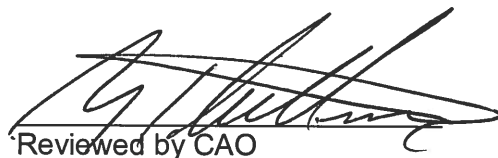
Financial Considerations:

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

Conclusion:

It is recommended that Council appoint Dietrich Engineering as the Engineer for the abovementioned drainage works to proceed with the preparation of a report.


Barbara McLeod, Director of Clerk's Services


Reviewed by CAO



Township of Wilmot REPORT

REPORT NO. CL 2014- 24

TO: Council

PREPARED BY: Derek Wallace, Senior Municipal Law Enforcement Officer

DATE: July 21, 2014

SUBJECT: By-law Enforcement
Quarterly Activity Report
April to June 2014

RECOMMENDATION:

That the Enforcement Activity Report for April 1, 2014 to June 30, 2014 be received for information purposes.

BACKGROUND:

Type of Call	April to June 2014	April to June 2013
- Property Standards and Clean Yard	21	13
- Parking	11	25
- Animal Control Complaints	15	23
- Noise Complaints	3	16
- Fire Complaints	3	3
- Grass and Weeds Complaints	9	12
- Dumping	3	6
- Graffiti	0	5
- Signs	5	1
- General Inquiries	52	165
- Zoning	0	3

Breakdown of Activities:

Property Standards and Clean Yard:

- 21 properties were investigated by the Township
- 18 have complied under the by-law
- 3 are in progress

Parking:

- 9 warnings were issued
- 77 parking tickets were issued

Animal Control:

- 4 dogs were impounded;
- 11 inquiries regarding animal control
- 3 tickets issued for dogs running at large

Noise Complaints:

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

Fire Complaints:

- 1 charge issued for illegal open burn
- 3 complaints investigated

Grass and Weeds Complaints :

- 9 complaints investigated
- 1 complied
- 8 cuts contracted by Township for non-compliance

Dumping

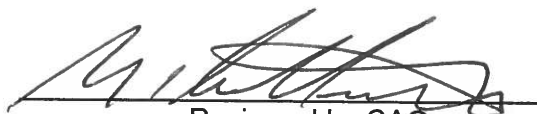
- 3 dumping complaints investigated - clean up was done by property owner



Derek Wallace
Senior Municipal By-Law Enforcement Officer



Barbara McLeod
Director of Clerk's Services



Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. CL2014-25
TO: Council
PREPARED BY: Dawn Mittelholtz, Deputy Clerk
DATE: July 21, 2014
SUBJECT: Noise By-law Exemption Request
Rebecca Turner and Kyle Hillar
258 Wilmot Street, New Hamburg

Recommendation:

THAT an exemption to the Noise By-law as requested by Rebecca Turner and Kyle Hillar at 258 Wilmot Street in New Hamburg for the purpose of their wedding commencing Friday, August 29, 2014 at approximately 4:00 p.m. to 12:00 midnight, be granted.

Background:

In April 2014 Ms. Turner and Mr. Hillar contacted the Clerk's Services Department regarding a Noise By-law Exemption for their wedding taking place on August 29, 2014 at their property, 258 Wilmot Street in New Hamburg. They discussed the exemption with staff and were advised of the requirements for the granting of the exemption.

Discussion:

A notice was circulated to the properties within 150 meters of the property where the event was to occur. The notice included information about the granting of the Noise By-law Exemption, whom to contact if there were any concerns with the granting of the exemption and when Council would consider the request. At the time of writing the report no comments were received from the public. The sound that will be emitted is music and general noise from the crowd. A tent may be erected on the property (if required due to weather) which has been reviewed and endorsed by 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 and requiring notice to the neighbours of the event and likely sounds to be heard.

Financial Considerations:

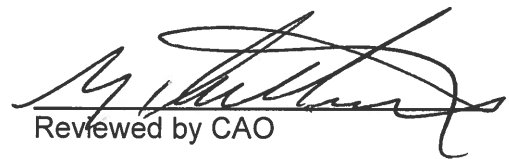
There is no fee for Noise By-law Exemptions.

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.	FIN 2014-21
TO:	Council
PREPARED BY:	Patrick Kelly Manager of Accounting
DATE:	July 21, 2014
SUBJECT:	Statement of Operations as of June 30, 2014 (un-audited)

Recommendation:

That the Statement of Operations as of June 30, 2014, 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, 2014. 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 55.8% of budget.

YTD expenditures are slightly above historical averages for the first half of the fiscal year. This is mainly driven by unpredictable events including ice storm cleanup costs within Recreation and Roads, large scale winter maintenance activity levels, and multiple 3-alarm incidents for the Wilmot Fire Service.

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 48.3% of the annual budget.

The WRC also represents approximately 61.0% 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 48.9%.

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 and long-term debt payments are deducted from income generated through taxation, provincial grants and investments, to calculate the annual transfer to/from capital replacement reserve funds.

Conclusion:

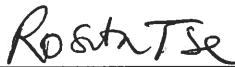
The preceding report is presented to Council for information purposes. The next report outlining operations will occur in October to include activities up to the end of Q3.



Patrick Kelly, Manager of Accounting



Reviewed by CAO



Rosita Tse, Director of Finance

TOWNSHIP OF WILMOT
2014 OPERATING

Description	2014 Budget	2014 Actual	Variance %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees ¹	(39,755)	(25,118)	63.2%
Licenses and Fines ²	(91,700)	(68,187)	74.4%
Penalties & Interest Revenue	(295,000)	(153,913)	52.2%
	(426,455)	(247,218)	58.0%
<u>EXPENSES</u>			
Council ³	140,225	95,031	67.8%
CAO, Clerks	389,285	204,135	52.4%
Insurance ⁴	371,000	284,984	76.8%
Municipal Law Enforcement/Animal Control	202,545	94,083	46.5%
Municipal Election ⁵	16,000	5,613	35.1%
Financial Services	631,980	326,003	51.6%
IT Services ⁶	151,040	94,994	62.9%
	1,902,075	1,104,844	58.1%
<u>PROTECTIVE SERVICES</u>			
<u>REVENUE</u>			
Fire Services Revenues	(42,800)	(17,695)	41.3%
Ambulance Station Rental Income	(11,400)	(6,651)	58.3%
	(54,200)	(24,346)	44.9%
<u>EXPENSES</u>			
Fire Services Administration ⁷	796,015	474,714	59.6%
Fire Services Operating Expenses ⁸	207,300	104,786	50.5%
	1,003,315	579,500	57.8%

TOWNSHIP OF WILMOT
2014 OPERATING

Description	2014 Budget	2014 Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges	(10,300)	(2,748)	26.7%
Aggregate Resource Fees ⁹	(73,000)	-	0.0%
Municipal Drainage Grant Funding ⁹	(6,000)	-	0.0%
	<u>(89,300)</u>	<u>(2,748)</u>	<u>3.1%</u>
<u>EXPENSES</u>			
Engineering	152,735	78,712	51.5%
Roads	551,505	241,922	43.9%
Roads Maintenance ¹⁰	439,900	234,621	53.3%
Winter Control Expenses ¹¹	406,655	373,076	91.7%
Municipal Drainage Operating Expenses	12,000	4,211	35.1%
Street Lighting Operating Expenses	128,000	62,923	49.2%
Crossing Guards Operating Expenses	44,395	26,118	58.8%
	<u>1,735,190</u>	<u>1,021,582</u>	<u>58.9%</u>
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ¹²	(1,319,520)	(645,449)	48.9%
Park, Facility and Community Centre Rental Revenue ¹³	(151,900)	(65,544)	43.1%
	<u>(1,471,420)</u>	<u>(710,993)</u>	<u>48.3%</u>
<u>EXPENSES</u>			
Recreation Administration	583,875	281,897	48.3%
Wilmot Recreation Complex Administration	1,347,795	676,057	50.2%
Wilmot Recreation Complex Operating Expenses ¹⁴	833,950	401,464	48.1%
Parks & Facilities Administration	457,810	234,591	51.2%
Parks and Community Centre Operating Expenses ¹⁵	363,250	151,917	41.8%
Municipal Facilities Operating Expenses	135,195	56,057	41.5%
Abandoned Cemetery Operating Expenses	3,900	1,800	46.2%
	<u>3,725,775</u>	<u>1,803,784</u>	<u>48.4%</u>

TOWNSHIP OF WILMOT
2014 OPERATING

Description	2014 Budget	2014 Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events ¹⁶	(38,400)	(14,763)	38.4%
Castle Kilbride/Heritage Wilmot Grant Funding	(23,000)	-	0.0%
	(61,400)	(14,763)	24.0%
<u>EXPENSES</u>			
Castle Kilbride Administration	197,350	96,153	48.7%
Castle Kilbride Operating Expenses	53,120	32,416	61.0%
Archives Operating Expenses	3,650	222	6.1%
Heritage Wilmot Operating Expenses	12,895	7,062	54.8%
	267,015	135,853	50.9%
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees	(66,500)	(36,215)	54.5%
Business Licensing	(3,000)	(1,500)	50.0%
	(69,500)	(37,715)	54.3%
<u>EXPENSES</u>			
Planning	147,535	77,584	52.6%
Economic Development ¹⁷	15,000	11,100	74.0%
	162,535	88,684	54.6%
TOTAL OPERATING			
<u>REVENUES</u>	(2,172,275)	(1,037,783)	47.8%
<u>EXPENSES</u>	8,795,905	4,734,248	53.8%
NET GENERAL LEVY EXPENDITURE	6,623,630	3,696,465	55.8%

NOTES:

- 1 YTD revenues include unbudgeted refund of 2013 WSIB premiums (\$4,550). Refund is determined by the WSIB, and is based upon actual claims submitted in the preceding year.
- 2 Dog/kennel licenses are issued in Q1, and represent approximately \$50,000 of YTD fees collected, including new licenses issued in 2014. Marriage licenses and parking fines are on pace to meet budget estimates.
- 3 YTD expenditures include distributions under the 2014 Municipal Grants Program (\$44,889).
- 4 Insurance Pool Premiums were remitted in Q2 for \$230,955. 2014-2015 premium is a \$24,780 or 9.7% reduction from the 2013-2014 premium. This is due to a revised calculation method that was developed by the carrier and area treasurers within the insurance pool (WRMIP).
- 5 Budget line will include all costs associated with 2014 Municipal Election, net of transfer from Election Reserve Fund.
- 6 Several third party software support contracts were paid via lump sum in Q1 and Q2. These fees represent approximately \$40,000 of YTD expenditures.
- 7 YTD Emergency call-out costs total \$140,438. This is an increase of 67.9% over the preceding 3-year average for Q1/Q2. This is the result of several major incidents/fires that occurred within the first half of the fiscal year, as referenced in Fire Services Quarterly Reports.
- 8 YTD expenditures include unbudgeted minor capital costs associated with VFF breakfast tent rentals (\$2,086).
- 9 Funding of Aggregate Resource Fees and Municipal Drainage Grants are historically received by the Township in Q2 and/or Q3.
- 10 YTD expenditures include unbudgeted minor capital costs associated with ice storm cleanup on roadside (\$1,374).
- 11 Winter maintenance activity levels were well above historical levels for the 2013/14 winter months. This trend was experienced throughout the Region due to weather patterns that have not been witnessed in decades. Any surplus or deficit from current year operations is contingent upon November and December snow fall amounts.
- 12 Includes the following revenues from the WRC: Aquatics (\$219,095); Ice Pads (\$327,025); Concession (\$55,286); Programming (\$20,675) Other (\$23,368).
- 13 Activity levels at parks and facilities are seasonal, with majority of expenditures occurring of Q2 and Q3.
- 14 YTD expenditures include unbudgeted minor capital costs associated with engine replacement of ice resurfacer (\$7,818). This unit will become the back-up unit, upon purchase of the new ice resurfacer, as outlined with the 2014 Capital Budget.
- 15 YTD expenditures include unbudgeted minor capital costs associated with Mannheim CC Fire Safety Plan (\$1,908), and Ice Storm Cleanup costs at Scott and Kirkpatrick Parks (\$17,057). The Township has applied to recover Ice Storm related costs as per Report FIN 2014-20.
- 16 Revenues are reflective of seasonality of tourism on Castle operations. Castle opened for full operations on April 1st.
- 17 YTD expenditures include \$10,000 membership fee for Canada's Technology Triangle (CTT).

TOWNSHIP OF WILMOT
2014 USER-PAY as of JUNE 30, 2014

Description	2014 Budget	2014 Actual	Variance %
<u>WATER/WASTEWATER</u>			
<u>REVENUE</u>			
Utility User Fees, including Local Improvements ¹	(4,147,570)	(1,488,505)	35.9%
Utilities Sales, Service Charges	(60,350)	(19,803)	32.8%
	<u>(4,207,920)</u>	<u>(1,508,308)</u>	<u>35.8%</u>
<u>EXPENSES</u>			
Water/Wastewater Administration	507,895	245,478	48.3%
Water/Wastewater Operating Expenses	522,725	245,491	47.0%
Water Regional Charges ²	1,135,000	451,212	39.8%
Wastewater Regional Charges ²	1,108,000	546,111	49.3%
	<u>3,273,620</u>	<u>1,488,293</u>	<u>45.5%</u>
	<u>(934,300)</u>	<u>(20,016)</u>	<u>2.1%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁴</u>			
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees	(60,075)	(27,143)	45.2%
Cemetery Investment Income	(4,500)	-	0.0%
	<u>(64,575)</u>	<u>(27,143)</u>	<u>42.0%</u>
<u>EXPENSES</u>			
Cemetery Administration	31,715	8,911	28.1%
Cemetery Operating Expenses	14,700	7,733	52.6%
	<u>46,415</u>	<u>16,645</u>	<u>35.9%</u>
	<u>(18,160)</u>	<u>(10,498)</u>	<u>57.8%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁴</u>			
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ³	(509,250)	(173,170)	34.0%
<u>EXPENSES</u>			
Building Administration	347,480	166,593	47.9%
Building Operating Expenses	266,220	121,490	45.6%
	<u>613,700</u>	<u>288,083</u>	<u>46.9%</u>
	<u>104,450</u>	<u>114,913</u>	<u>110.0%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁴</u>			

NOTES:

- 1 The new water/wastewater rates came into effect March 1, 2014. YTD fees represent billing up to end of May for New Hamburg, and the end of April for all other accounts.
- 2 Reflects flow to/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 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 2014-22
TO: Council
PREPARED BY: Patrick Kelly Manager of Accounting
DATE: July 21, 2014
SUBJECT: Capital Program Review as of June 30, 2014 (un-audited)

Recommendation:

That the Capital Program Review as of June 30, 2014, 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, 2014, 47.2% of Council approved funding has been spent across the entire capital program.

Due to weather conditions in the first quarter of the year, several initiatives, specifically in the Public Works and Facilities and Recreation departments, historically take place over the course of Q2 and Q3. Most projects have been tendered and/or awarded, and staff included comments for Council on the current status of each project.

Strategic Plan Conformity:

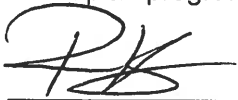
This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. Staff provide Council and the community an updated status of municipal finances in accordance with the Township's Accountability and Transparency Policy.

Financial Considerations:

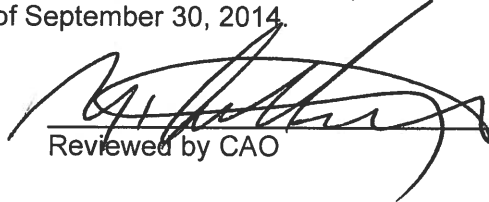
Projects completed with excess funding, or with expenditures that exceed funding, will be offset with one another when calculating the net general levy impact at year end. This surplus or deficit is combined with the results from general operations to determine the annual transfer to/from capital replacement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

Conclusion:

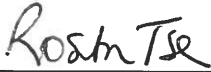
The preceding report is presented to Council for information purposes. The next report outlining the capital program will occur in October for activity as of September 30, 2014.



Patrick Kelly, Manager of Accounting



Reviewed by CAO



Rosita Tse, Director of Finance

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014		Comments
	Total Budget	Total Funding Available / Actuals to Date	
NEW HAMBURG GROUND SIGN/FOUNTAIN IMPROVEMENTS			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	
	(35,000.00)	(35,000.00)	
<u>EXPENSES</u>			
Expenditures	35,000.00	36,694.13	Project completed.
	35,000.00	36,694.13	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		104.84%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,694.13	

WEBSITE ACCESSIBILITY UPGRADE			
<u>FUNDING</u>			
Contribution from General Levy	(25,000.00)	(25,000.00)	
	(25,000.00)	(25,000.00)	Staff are working with Inter-municipal IT Collaboration Group to define requirements from an AODA stand-point for new site. RFP anticipated to be released in Q3.
<u>EXPENSES</u>			
Expenditures	25,000.00	-	
	25,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,000.00)	

DEVELOPMENT CHARGES BACKGROUND STUDY			
<u>FUNDING</u>			
Contribution from Development Charges	(25,650.00)	(25,650.00)	
Contribution from General Levy	(2,850.00)	(2,850.00)	
	(28,500.00)	(28,500.00)	Contract awarded to Watson & Associates Economists Ltd., for \$28,500 (net of HST rebate), as per Council Report FIN 2014-04. Public meeting anticipated to occur in late summer.
<u>EXPENSES</u>			
Expenditures	28,500.00	16,803.95	
	28,500.00	16,803.95	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		58.96%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,696.05)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available/ Actuals to Date	Comments
<u>IT HARDWARE AND SOFTWARE UPGRADES</u>			
<u>FUNDING</u>			
Contribution from General Levy	(40,000.00)	(40,000.00)	
	(40,000.00)	(40,000.00)	
<u>EXPENSES</u>			
Expenditures	40,000.00	41,909.20	Project completed.
	40,000.00	41,909.20	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		104.77%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,909.20	

<u>FIRE SERVICES FACILITY NEEDS STUDY</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(8,570.00)	
Contribution from General Levy	-	(11,430.00)	
	-	(20,000.00)	
<u>EXPENSES</u>			
Expenditures	-	20,128.66	Project completed.
	-	20,128.66	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		100.64%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	128.66	

<u>NEW DUNDEE FIRE STATION - ROOFTOP HVAC UNITS</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	17,248.32	Project completed.
	20,000.00	17,248.32	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		86.24%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,751.68)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FIRE STATION DOOR OPENERS/CLOSERS</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	-	District Chiefs are currently reviewing project specifications, prior to release of bid documents.
	12,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
	-	0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	(12,000.00)	

<u>FIRE PREVENTION/TRAINING PUBLIC EDUCATION VEHICLE</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(16,415.00)	(16,415.00)	
Contribution from General Levy	(18,585.00)	(18,585.00)	Original tender did not yield a suitable purchase for the municipality's needs. Tender specifications have been revised for the purchase of a mini-van, and bid is anticipated to go to market early in Q3.
	(35,000.00)	(35,000.00)	
<u>EXPENSES</u>			
Expenditures	35,000.00	318.71	
	35,000.00	318.71	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
	-	0.91%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	(34,681.29)	

<u>SCBA REPLACEMENTS/UPGRADE PROGRAM</u>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	(30,000.00)	(30,000.00)	
<u>EXPENSES</u>			
Expenditures	30,000.00	30,000.00	Project completed. Expenditures represent Year 2 of 5-year payment.
	30,000.00	30,000.00	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
	-	100.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	-	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>PERSONAL PROTECTIVE EQUIPMENT (PPE) - RECRUITS/CHIEF</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(4,070.00)	(4,070.00)	
Contribution from General Levy	(14,430.00)	(14,430.00)	
	(18,500.00)	(18,500.00)	Staff are compiling specification prior to releasing bid to the market.
<u>EXPENSES</u>			
Expenditures	18,500.00	-	
	18,500.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(18,500.00)	
<u>DESIGN/INSTALL EXTERNAL TEMPORARY POWER SUPPLY</u>			
<u>FUNDING</u>			
Contribution from General Levy	(46,000.00)	(46,000.00)	
	(46,000.00)	(46,000.00)	Staff are reviewing project specifications prior to releasing bid to the market.
<u>EXPENSES</u>			
Expenditures	46,000.00	-	
	46,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(46,000.00)	
<u>EMPLOYMENT LANDS - ENGINEERING/DESIGN</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(146,900.00)	Expenditures represent preliminary engineering costs. Applications for senior government funding have unsuccessful to date. Project deferred subject to approval of external funding from senior government sources and developers.
	-	(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)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014		Total Funding Available / Actuals to Date	Comments
	Total Budget			
<u>STREETLIGHTING - GOOD STREET</u>				
<u>FUNDING</u>				
Contribution from General Levy	(28,000.00)		(28,000.00)	
	(28,000.00)		(28,000.00)	
<u>EXPENSES</u>				
Expenditures	28,000.00	-	-	Project scheduling is based upon workload of Kitchener-Wilmot Hydro. Purchase order was issued upon budget approval.
	28,000.00			
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(28,000.00)	
<u>SIDEWALKS - REPAIR AND REPLACE VARIOUS LOCATIONS</u>				
<u>FUNDING</u>				
Contribution from General Levy	(85,000.00)		(85,000.00)	
	(85,000.00)		(85,000.00)	Contract for sidewalk lifting awarded to Brosco Concrete Raising for \$10,074.24 (net of HST rebate). Contract for sidewalk repairs awarded to Vista Contracting Ltd. For \$51,854.61 (net of HST rebate), as per Council Report PW 2014-11.
<u>EXPENSES</u>				
Expenditures	85,000.00	309.86	309.86	
	85,000.00	309.86	309.86	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.36%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(84,690.14)	
<u>CATHERINE/STEINMANN STREET IMPROVEMENTS</u>				
<u>FUNDING</u>				
Contribution from General Levy	-		(41,137.00)	
Contribution from Reserve Fund	-		(94,114.00)	
Contribution from Development Charges	-		(797,949.00)	Project works substantially completed. Final payment to occur upon completion of residential construction. Final costs are anticipated to exceed budget estimates, due to re-location of utilities and as-built quantities.
Contribution from Developers	-		(30,000.00)	
	-		(963,200.00)	
<u>EXPENSES</u>				
Expenditures	-	817,320.59	817,320.59	
	-	817,320.59	817,320.59	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			84.85%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(145,879.41)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>GRANT & WILLIAMS STREET ENGINEERING & RECONSTRUCTION</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	-	(13,000.00)	
Contribution from General Levy	-	(65,000.00)	
	-	(78,000.00)	Multi-year project. Contract for engineering and design services awarded to AECOM Canada Ltd. (AECOM), for \$94,248.07 (net of the HST rebate), as per Council Report PW 13-07.
<i>EXPENSES</i>			
Expenditures	-	45,176.30	
	-	45,176.30	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		57.92%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(32,823.70)	
<u>MAIN STREET ENGINEERING & RECONSTRUCTION</u>			
<i>FUNDING</i>			
Contribution from General Levy	(102,000.00)	(102,000.00)	
	(102,000.00)	(102,000.00)	Multi-year project. Contract for engineering and design services awarded to AECOM Canada Ltd. (AECOM), for \$92,212.88 (net of the HST rebate), as per Council Report PW 2014-08.
<i>EXPENSES</i>			
Expenditures	102,000.00	318.71	
	102,000.00	318.71	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.31%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(101,681.29)	
<u>HOT MIX PAVING PROGRAM</u>			
<i>FUNDING</i>			
Contribution from General Levy	(68,440.00)	(68,440.00)	
Contribution from Federal Gas Tax	(137,060.00)	(137,060.00)	
	(205,500.00)	(205,500.00)	Contract awarded to Coco Paving for \$163,955.72 (net of HST rebate), as per Council Report PW 2014-10
<i>EXPENSES</i>			
Expenditures	205,500.00	192.94	
	205,500.00	192.94	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.09%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(205,307.06)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014		Total Funding Available / Actuals to Date	Comments
	Total Budget			
<u>SURFACE TREATMENT PROGRAM</u>				
<u>FUNDING</u>				
Contribution from Federal Gas Tax	(264,550.00)		(264,550.00)	Contract awarded to Cornell Construction Ltd. for \$249,814.31 (net of HST rebate), as per Council Report PW 2014-09. YTD expenditures reflect year 1 of 3-year project on Oxford-Waterloo Road. This boundary road is being shared 50/50 with Blandford-Blenheim.
	(264,550.00)		(264,550.00)	
<u>EXPENSES</u>				
Expenditures	264,550.00		20,743.44	
	264,550.00		20,743.44	
			7.84%	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>				
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(243,806.56)	
<u>TANDEM AXLE DUMP TRUCK (REPLACEMENT)</u>				
<u>FUNDING</u>				
Contribution from General Levy	-		(205,000.00)	Project completed.
Contribution from Sale of Vehicle	-		(33,952.50)	
	-		(238,952.50)	
<u>EXPENSES</u>				
Expenditures	-		223,063.42	
	-		223,063.42	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			93.35%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(15,889.08)	
<u>REPLACE STAKE TRUCK C/W ALUMINUM WOOD CHIPPER BOX</u>				
<u>FUNDING</u>				
Contribution from General Levy	(59,000.00)		(59,000.00)	Contract awarded to Expressway Ford for \$53,895.15 (net of HST rebate), as per Council Report PW 2014-07.
Contribution from Sale of Vehicle	(1,000.00)		-	
	(60,000.00)		(59,000.00)	
<u>EXPENSES</u>				
Expenditures	60,000.00		309.86	
	60,000.00		309.86	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.53%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(58,690.14)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
SNOWBLOWER ATTACHMENT FOR TRACTOR/LOADER			
<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	-	Contact awarded to Premier Equipment Ltd. (Agraturf) for \$27,271.68 (net of HST rebate).
	30,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
ASPHALT HOT BOX			
<u>FUNDING</u>			
Contribution from General Levy	(28,000.00)	(28,000.00)	
	(28,000.00)	(28,000.00)	
<u>EXPENSES</u>			
Expenditures	28,000.00	26,940.96	Project completed.
	28,000.00	26,940.96	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		96.22%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,059.04)	
HAYSVILLE ROAD CULVERT ENGINEERING			
<u>FUNDING</u>			
Contribution from Grants	(155,000.00)	(155,000.00)	Multi-year project. Contract for Engineering Services was awarded to K. Smart Associates Limited for \$38,424.58 (net of HST rebate), as per Council Report PW-12-10. Contract for construction awarded to Theo Vandenberk Construction Inc. for \$136,235.27 (net of HST rebate), as per Council Report PW 2014-04.
Contribution from General Levy	-	(20,000.00)	
	(155,000.00)	(175,000.00)	
<u>EXPENSES</u>			
Expenditures	155,000.00	25,167.23	
	155,000.00	25,167.23	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		14.38%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(149,832.77)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014		Total Funding Available / Actuals to Date	Comments
	Total Budget	Funding Available / Actuals to Date		
<u>OXFORD-WATERLOO BRIDGE #37/B-OXF REPAIRS</u>				
<i>FUNDING</i>				
Contribution from Blandford-Blenheim	(95,000.00)	-		Multi-year project. Contract for Engineering Services was awarded to K. Smart Associates Limited for \$15,046.23 (net of HST rebate). Contract awarded to Theo Vandenberk
Contribution from General Levy	(95,000.00)	(95,000.00)		
	(190,000.00)	(95,000.00)		
<i>EXPENSES</i>				
Expenditures	190,000.00	60,528.56		Construction Inc. for \$133,539.65 (net of HST rebate), as per Council Report PW 2014-02.
	190,000.00	60,528.56		Contribution from Blandford-Blenheim will be received upon invoicing from the Township.
PERCENTAGE OF FUNDING SPENT TO DATE		63.71%		
UNFUNDED / (UNEXPENDED) CAPITAL	-	(34,471.44)		

<u>OXFORD-WATERLOO ROAD BRIDGE #35/B-OXF REPAIRS</u>				
<i>FUNDING</i>				
Contribution from General Levy	(36,000.00)	(36,000.00)		Project is being managed by the Township of Blandford-Blenheim. Funding represents 50% of the anticipated costs.
	(36,000.00)	(36,000.00)		
<i>EXPENSES</i>				
Expenditures	36,000.00	4,671.08		
	36,000.00	4,671.08		
PERCENTAGE OF FUNDING SPENT TO DATE		12.98%		
UNFUNDED / (UNEXPENDED) CAPITAL	-	(31,328.92)		

<u>GUIDERAILS - WILBY ROAD</u>				
<i>FUNDING</i>				
Contribution from General Levy	(32,000.00)	(32,000.00)		RFQ scheduled to be released early in Q3.
	(32,000.00)	(32,000.00)		
<i>EXPENSES</i>				
Expenditures	32,000.00	-		
	32,000.00	-		
PERCENTAGE OF FUNDING SPENT TO DATE		0.00%		
UNFUNDED / (UNEXPENDED) CAPITAL	-	(32,000.00)		

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>GRAVEL CRUSHING PROGRAM</u>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
<u>EXPENSES</u>			
Expenditures	50,000.00	-	Contract awarded to Tri-City Materials Ltd. for \$50,768.64 (net of HST rebate), as per Council Report PW 2014-05.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,000.00)	

<u>TRAFFIC COUNTING PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Development Charges	(9,233.00)	(9,233.00)	
Contribution from General Levy	(9,267.00)	(9,267.00)	Contract awarded to Horizon Data Services for \$5,240.64 (net of HST rebate). Pricing is the result of a competitive bidding environment.
<u>EXPENSES</u>			Future funding requirements will be adjusted accordingly.
Expenditures	18,500.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(18,500.00)	

<u>WATER METER REPLACEMENT & RADIO READ PROGRAM</u>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(187,000.00)	(500,000.00)	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, 1,692 homes have now fully implemented the radio read solution.
<u>EXPENSES</u>			
Expenditures	187,000.00	235,014.08	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		235,014.08	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	47.00%	
		(264,985.92)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014		Total Funding Available / Actuals to Date	Comments
	Total Budget			
<u>TRUCK MOUNTED VALVE TURNING MACHINE</u>				
<u>FUNDING</u>				
Contribution from Reserve Fund	(29,000.00)		(29,000.00)	
	(29,000.00)		(29,000.00)	Contract awarded to Wachs Canada Ltd. for \$20,402.88 (net of HST rebate).
<u>EXPENSES</u>				
Expenditures	29,000.00		-	
	29,000.00		-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(29,000.00)	

<u>REPLACE SERVICE VEHICLE (UTILITIES)</u>				
<u>FUNDING</u>				
Contribution from Reserve Fund	(62,000.00)		(62,000.00)	
Contribution from Sale of Vehicle	(1,000.00)		-	
	(63,000.00)		(62,000.00)	Contract awarded to Expressway Ford for \$59,563.18 (net of HST rebate), under Council Report PW 2014-12.
<u>EXPENSES</u>				
Expenditures	63,000.00		318.71	
	63,000.00		318.71	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.51%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(61,681.29)	

<u>ANNUAL TREE PLANTING PROGRAM</u>				
<u>FUNDING</u>				
Contribution from K-W Hydro	(40,000.00)		(80,000.00)	
	(40,000.00)		(80,000.00)	Annual program, with funding received from KW Hydro. RFQ to be released in Q3 for fall tree planting program.
<u>EXPENSES</u>				
Expenditures	40,000.00		10,674.64	
	40,000.00		10,674.64	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			13.34%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(69,325.36)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<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)	Staff continue to compile inventory of municipally owned properties, prior to release of RFP.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
		0.00%	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	(15,000.00)	

<u>SENIORS WOODWORKING - IMPROVE PARKING LOT DRAINAGE</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	Project anticipated to be quoted and completed within Q3/Q4.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
		0.00%	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	(12,000.00)	

<u>PAVING WORKS - 121 HURON STREET / NEW DUNDEE CC</u>			
<u>FUNDING</u>			
Contribution from General Levy	(110,000.00)	(110,000.00)	
	(110,000.00)	(110,000.00)	Contract awarded to Brantco Construction for \$72,710.06 (net of HST rebate), under Council Report PRD 2014-07.
<u>EXPENSES</u>			
Expenditures	110,000.00	301.00	
	110,000.00	301.00	
		0.27%	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	(109,699.00)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014		Total Funding Available / Actuals to Date	Comments
	Total Budget			
<u>NORM HILL PARK - LOWER LOT GRADING/DRAINAGE</u>				
<u>FUNDING</u>				
Contribution from General Levy	(25,000.00)		(25,000.00)	
	(25,000.00)		(25,000.00)	Staff compiling specifications to release RFQ early in Q3, in conjunction with Petersburg Parking Lot Expansion.
<u>EXPENSES</u>				
Expenditures	25,000.00		-	
	25,000.00		-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(25,000.00)	
<u>PARKING LOT EXPANSION AT PETERSBURG PARK</u>				
<u>FUNDING</u>				
Contribution from Development Charges	(12,263.00)		(12,263.00)	
Contribution from General Levy	(2,737.00)		(2,737.00)	
	(15,000.00)		(15,000.00)	Staff compiling specifications to release RFQ early in Q3, in conjunction with Norm Hill Park Lot Grading/Drainage.
<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>ADMIN COMPLEX - HVAC HEAT PUMP CONTROL UPGRADES</u>				
<u>FUNDING</u>				
Contribution from Reserve Fund	-		(37,500.00)	
	-		(37,500.00)	Project under review. HVAC technician's preventative maintenance program and system modifications have allowed for enhanced manual control over the various heating/cooling zones within the facility.
<u>EXPENSES</u>				
Expenditures	-		-	
	-		-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(37,500.00)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
ADMIN COMPLEX - INTERIOR OFFICE RENOVATIONS			
<u>FUNDING</u>			
Contribution from General Levy	(29,000.00)	(29,000.00)	
	(29,000.00)	(29,000.00)	
<u>EXPENSES</u>			
Expenditures	29,000.00	26,229.27	Project completed.
	29,000.00	26,229.27	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		90.45%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,770.73)	
NEW HAMBURG LIBRARY - MAIN FLOOR BARRIER FREE WASHROOM			
<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	-	HVAC technician and CBO are reviewing site requirements. Works scheduled for fall 2014.
	12,000.00	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	
ST AGATHA COMMUNITY CENTRE - INSTALL BARRIER-FREE WASHROOM			
<u>FUNDING</u>			
Contribution from General Levy	-	(10,000.00)	
	-	(10,000.00)	
<u>EXPENSES</u>			
Expenditures	-	14,351.66	Project completed.
	-	14,351.66	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		143.52%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	4,351.66	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WRC - MATERIAL STORAGE BUNKERS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<u>EXPENSES</u>			
Expenditures	-	-	Staff reviewing layout options. Works scheduled for Q3.
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	
<u>NEW DUNDEE LIBRARY BUILDING RENOVATIONS</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(79,398.00)	
Contribution from General Levy	-	(145,602.00)	
	-	(225,000.00)	Contract awarded to Golden Gate Contracting in the amount of \$213,492 (net of HST rebate). under Council Report PRD-2013-14.
<u>EXPENSES</u>			
Expenditures	-	145,215.02	
	-	145,215.02	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		64.54%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(79,784.98)	
<u>NEW HAMBURG ARENA/CC RENOVATION WORKS</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(114,000.00)	
Contribution from Development Charges	-	(256,500.00)	
Contribution from Grants	-	(129,762.00)	
	-	(500,262.00)	Project completed. Awaiting receipt of final installment in Grant Funding under the CIFF program.
<u>EXPENSES</u>			
Expenditures	-	769,137.38	
	-	769,137.38	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		153.75%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	268,875.38	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WILMOT SPLASHPAD</u>			
<u>FUNDING</u>			
Contribution from General Levy	(14,528.00)	(18,160.00)	
Contribution from Development Charges	(65,472.00)	(81,840.00)	
Contribution from Grants	-	(147,000.00)	
Contribution from Fundraising	(230,000.00)	(153,426.22)	
	(310,000.00)	(400,426.22)	
<u>EXPENSES</u>			
Expenditures	310,000.00	20,199.36	Contract for design services awarded to Aqua Plans Aquatic Design Consultants Inc. for \$20,199 (net of HST Rebate) as per Council Report PRD 2013-06. Contract for construction awarded to Open Space Solutions Inc., for \$350,500 as per Council Report PRD 2014-08.
	310,000.00	20,199.36	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
	-	5.04%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	(380,226.86)	

<u>PARKS MAINTENANCE TRACTOR</u>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(40,500.00)	
Contribution from General Levy	-	(19,500.00)	
	-	(60,000.00)	
<u>EXPENSES</u>			
Expenditures	-	37,210.74	Project completed.
	-	37,210.74	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
	-	62.02%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	(22,789.26)	

<u>REPLACE PARKS & FACILITIES SERVICE VEHICLE</u>			
<u>FUNDING</u>			
Contribution from General Levy	(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	24,831.70	Project completed.
	35,000.00	24,831.70	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
	-	73.03%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>			
	-	(9,168.30)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE WRC SERVICE VEHICLE</u>			
<i>FUNDING</i>			
Contribution from General Levy	(34,000.00)	(34,000.00)	
Sale of Surplus Asset	(1,000.00)	-	
	(35,000.00)	(34,000.00)	Contract awarded to Parkway Ford for \$30,000.88 (net of HST rebate).
<i>EXPENSES</i>			
Expenditures	35,000.00	-	
	35,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>			
	-	0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>			
	-	(34,000.00)	
<u>REPLACE WRC ICE RESURFACER</u>			
<i>FUNDING</i>			
Contribution from General Levy	(150,000.00)	(150,000.00)	
	(150,000.00)	(150,000.00)	
<i>EXPENSES</i>			
Expenditures	150,000.00	-	Staff currently reviewing tender specifications.
	150,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>			
	-	0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>			
	-	(150,000.00)	
<u>ACTIVA NORTH PLAYGROUND</u>			
<i>FUNDING</i>			
Contribution from Development Charges	-	(14,700.00)	
Contribution from General Levy	-	(5,300.00)	
	-	(20,000.00)	RFQ in progress. Project anticipated to be completed in Q3, in conjunction with Scott Park Playground.
<i>EXPENSES</i>			
Expenditures	-	2,025.02	
	-	2,025.02	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>			
	-	10.13%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>			
	-	(17,974.98)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014		Total Funding Available / Actuals to Date	Comments
	Total Budget			
<u>SCOTT PARK - UPGRADE PLAYGROUND EQUIPMENT</u>				
<u>FUNDING</u>				
Contribution from Development Charges	-	(13,230.00)		
Contribution from General Levy	-	(4,770.00)		
	-	(18,000.00)		RFQ in progress. Project anticipated to be completed in Q3, in conjunction with Activa North Playground.
<u>EXPENSES</u>				
Expenditures	-	2,025.02		
	-	2,025.02		
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		11.25%		
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,974.98)		
<u>NEW HAMBURG ARENA SKATEBOARD EQUIPMENT</u>				
<u>FUNDING</u>				
Contribution from General Levy	-	(5,240.00)		
Contribution from Development Charges	-	(14,760.00)		
	-	(20,000.00)		Staff working on final design with contractor.
<u>EXPENSES</u>				
Expenditures	-	-		
	-	-		
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%		
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)		
<u>REPLACE BALL DIAMOND LIGHTING (BECK/NORM HILL)</u>				
<u>FUNDING</u>				
Contribution from General Levy	(160,000.00)	(160,000.00)		
	(160,000.00)	(160,000.00)		Project specifications and tender documents are currently being prepared. Project anticipated to be awarded in September with fall completion.
<u>EXPENSES</u>				
Expenditures	160,000.00	-		
	160,000.00	-		
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%		
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(160,000.00)		

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014		Total Funding Available / Actuals to Date	Comments
	Total Budget			
ST AGATHA COMMUNITY CENTRE - ROOF DRAINAGE REPAIRS				
<u>FUNDING</u>				
Contribution from General Levy	-		(25,000.00)	
			(25,000.00)	
<u>EXPENSES</u>				
Expenditures	-		-	HVAC Technician working with contractor to finalize specifications for drainage works. Projects works anticipated for Q4.
			-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(25,000.00)	

CASTLE KILBRIDE - EXTERIOR REPAIRS (FRONT PORCH)				
<u>FUNDING</u>				
Contribution from General Levy	(49,000.00)		(75,000.00)	
			(49,000.00)	
<u>EXPENSES</u>				
Expenditures	49,000.00		127.20	Contract awarded to Nith Valley Construction (2008) Ltd. for \$74,071.10 (net of HST rebate), as per Council Report CK 2014-03.
			127.20	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.17%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(74,872.80)	

CASTLE KILBRIDE - EXTERIOR PAINTING				
<u>FUNDING</u>				
Contribution from General Levy	(26,000.00)		(26,000.00)	
			(26,000.00)	
<u>EXPENSES</u>				
Expenditures	26,000.00		-	Contract awarded to Mike McMahon's Painting and Decorating for \$23,252.16 (net of HST rebate).
			26,000.00	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-		(26,000.00)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>CASTLE KILBRIDE - BOOK PUBLISHING</u>			
<u>FUNDING</u>			
Contribution from Castle Kilbride Trust Fund	-	(11,000.00)	
Contribution from Grants	-	(11,000.00)	
<u>EXPENSES</u>			Project being undertaken by Once Upon Your Memory Publishing. Research and writing were on-going at time of statement preparation.
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	(10,000.00)	(20,000.00)	
Contribution from Grants	(10,000.00)	-	
	(20,000.00)	(20,000.00)	Committee is initiating capital project, based on general levy funding, excluding any external grant funding for 2014.
<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)	
<u>TRAILS MASTER PLAN IMPLEMENTATION STRATEGY</u>			
<u>FUNDING</u>			
Contribution from Forest Glen Trust Fund	(20,000.00)	(20,000.00)	
	(20,000.00)	(20,000.00)	Contract awarded to Sefarian Design Group for \$15,945.79 (net of HST rebate).
<u>EXPENSES</u>			
Expenditures	20,000.00	10,460.93	
	20,000.00	10,460.93	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		52.30%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(9,539.07)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 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)	
	(20,000.00)	(20,000.00)	Project will commence upon completion of the Trails Master Plan Implementation Strategy.
<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)	
<u>OFFICIAL PLAN UPDATE</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(9,208.00)	
Contribution from Development Charges	-	(792.00)	
	-	(10,000.00)	Project pending completion of Regional and Provincial appeals of OMB decision.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,000.00)	
<u>REGIONAL ECONOMIC DEVELOPMENT STUDIES</u>			
<u>FUNDING</u>			
Contribution from General Levy	-	(6,940.00)	
Contribution from Development Charges	-	(3,060.00)	
	-	(10,000.00)	Phase I of project has concluded. Council endorsed results of study under Report CAO 2013-02. Phase II is on-going.
<u>EXPENSES</u>			
Expenditures	-	7,590.00	
	-	7,590.00	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		75.90%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,410.00)	

**2014 CAPITAL PROGRAM
FOR THE PERIOD ENDING JUNE 30, 2014**

Project	2014 Total Budget	Total Funding Available / Actuals to Date	Comments
TOTAL FUNDING CAPITAL PROGRAM	(2,909,550.00)	(5,732,790.72)	
TOTAL EXPENDITURES	2,909,550.00	2,705,536.39	
(UNEXPENDED)/UNFUNDED CAPITAL	-	<u>(3,027,254.33)</u>	
% of Funding Spent		47.19%	



Township of Wilmot REPORT

REPORT NO. DS 2014-16

TO: Council

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

DATE: July 21, 2014

SUBJECT: May - June Building Statistics

Recommendation:

That the May and June 2014 Building Statistics be received for information.

Background:

Building Statistics are provided to Council on a monthly basis 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 in May 2014 was slightly lower than May 2013 and the 10yr average while the number of new home starts was significantly lower. This trend continued in the month of June causing the year to date numbers of permits and total construction value to fall off as well.

Having said that, recently announced increases to the Regional Residential Development Charge have spiked residential permit activity and the month of July is anticipated to exceed both the 2013 and 10yr average numbers.

As well, a significant number of ICI projects are expected to be initiated in the coming months and this is expected to maintain activity levels on par with budget projections.

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.

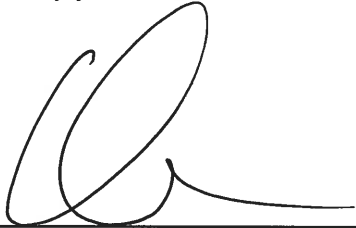
Reporting statistics on a monthly basis contributes to enhanced community engagement.

Financial Considerations:

Building Permit fees are slightly lower than budget estimates at this time. In the event that year end operating costs exceed permit fees of the Building Division, these funds are drawn from the dedicated Building Reserve Fund as per Bill 124 legislative requirements..

Conclusion:

In conclusion, Building Activity rates remain steady and are expected to achieve budget estimates by year end.



Harold O'Krafka, MCIP RPP
Director of Development



Reviewed by CAO

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF MAY	10 Year Average	2013	2014
Number of Permits Issued	57	57	53
Dwelling Units Constructed	21	11	6
Dwelling Units Demolished	1	1	0
Residential - New Dwelling Units	\$ 4,649,200	\$ 3,420,000	\$ 1,550,000
Residential - Addition/Alteration	\$ 278,900	\$ 185,000	\$ 510,000
Residential - Accessory	\$ 307,000	\$ 585,000	\$ 470,000
Agricultural - New	\$ 449,500	\$ 400,000	\$ 870,000
Agricultural - Addition/Alteration	\$ 25,500	\$ 50,000	\$ 10,000
Commercial - New	\$ 203,500	\$ 20,000	\$ 125,000
Commercial - Addition/Alteration	\$ 187,500	\$ 15,000	\$ -
Industrial - New	\$ 54,500	\$ -	\$ -
Industrial - Addition/Alteration	\$ 9,444	\$ -	\$ 15,000
Institutional - New	\$ 947,000	\$ -	\$ -
Institutional - Addition/Alteration	\$ 31,500	\$ -	\$ -
Miscellaneous	\$ 39,500	\$ 35,000	\$ 130,000
Total Construction Value	\$ 7,182,100	\$ 4,710,000	\$ 3,680,000
YEAR TO DATE	10 Year Average	2013	2014
Number of Permits Issued	155	145	134
Number of Dwelling Units	62	34	28
Total Construction Value	\$ 19,602,800	\$ 15,485,000	\$ 13,640,000

May 2014	
Residential - New	
BADEN	
11 Geiger Place	118 Michael Myers Road
117 Michael Myers Road	
NEW HAMBURG	
218 Piccadilly Square	134 Piccadilly Square
210 Piccadilly Square	
Residential - Alteration	
43 Casselholme Crescent	10-250 Hostetler Road
1522 Bethel Road	11-250 Hostetler Road
2 Country Creek Drive	1434 Puddicombe Road
28 Goldschmidt Crescent	22 Queen Mary Street
146 Stiefelmeyer Crescent	258 Wilmot Street
124 Devonshire Drive	1467 Bethel Road
208 Eby Crescent	1296 Carmel-Koch Road
Residential - Accessory	
15 Bettschen Lane	135 Foxboro Drive
93 Goldschmidt Crescent	40 Milne Drive
81 Goldschmidt Crescent	184 Asmus Street
36 Hunsberger Drive	46 Captain McCallum Drive
84 Jacob Cressman Drive	246 Good Street
5 Joseph Lichti Lane	215 Hostetler Road
10 Kropf Drive	68 Riverside Drive
257 Livingston Boulevard	B-78 Waterloo Street
11 Michael Myers Road	1153 Bender Road
106 Snyder's Road W	55 Reinhart Place
21 Stuckey Avenue	14-1182 Berlett's Road
Institutional - Alt.	
30 Huron Street	
1056 Huron Street	
Commercial - New	
1073 Witmer Road	
Commercial - Alt.	
60 Huron Street	
162 Snyder's Road W	
251 Jacob Street	
Industrial - Alt.	
30 Neville Street	
Agricultural - New	
3522 Berlett's Road	
3787 Huron Road	
Agricultural - Alt.	
1825 Huron Road	
1522 Bethel Road	

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF JUNE	10 Year Average	2013	2014
Number of Permits Issued	55	59	46
Dwelling Units Constructed	17	13	8
Dwelling Units Demolished	1	2	0
Residential - New Dwelling Units	\$ 3,678,500	\$ 3,685,000	\$ 1,965,000
Residential - Addition/Alteration	\$ 238,000	\$ 335,000	\$ 450,000
Residential - Accessory	\$ 254,000	\$ 225,000	\$ 485,000
Agricultural - New	\$ 259,400	\$ 100,000	\$ 890,000
Agricultural - Addition/Alteration	\$ 28,000	\$ -	\$ -
Commercial - New	\$ 25,000	\$ 250,000	\$ 5,000
Commercial - Addition/Alteration	\$ 175,000	\$ -	\$ 170,000
Industrial - New	\$ 10,000	\$ -	\$ -
Industrial - Addition/Alteration	\$ 99,500	\$ 25,000	\$ -
Institutional - New	\$ 10,000	\$ -	\$ 5,000
Institutional - Addition/Alteration	\$ 1,160,000	\$ -	\$ -
Miscellaneous	\$ 29,500	\$ 50,000	\$ 10,000
Total Construction Value	\$ 5,966,900	\$ 4,670,000	\$ 3,980,000
YEAR TO DATE	10 Year Average	2013	2014
Number of Permits Issued	209	204	180
Number of Dwelling Units	78	45	36
Total Construction Value	\$ 25,569,700	\$ 20,155,000	\$ 17,620,000

June 2014	
Residential - New	Institutional - New
BADEN	121 Huron Street
178 Charlotta Street 30 Kropf Drive	Agricultural - New
43 Michael Myers Road	1381 Huron Road
NEW HAMBURG	1993 Snyder's Road
28 Dublin Crossing	Commercial - New
155 Piccadilly Square	17 Huron Street
121 Hostetler Road	122 Piccadilly Square
OTHER	Commercial - Alt.
1123 Notre Dame Drive	1212 Christner Road
Residential - Alteration	1065 Huron Road
291 Peel Street	251 Jacob Street
13-250 Hostetler Road	2,3,4-338 Waterloo St
14 Weber Street	
4-250 Hostetler Road	
A-1046 Berlett's Road	
50 Kettle Lake Drive	
93 Hunsberger Drive	
255 Waterloo Street	
28 Main Street	
1243 Notre Dame Drive	
12 Amberdale Way	
1368 Erb's Road	
Residential - Accessory	
36 Ditner Avenue	58 Eby Crescent
35 Kropf Drive	518 Fairview Street
51 Kropf Drive	229 Hostetler Road
100 Snyder's Road W	276 Maurice Street
1138 Snyder's Road W	291 Peel Street
1041 Snyder's Road E	2940 Nafziger Road
37 Milne Drive	5 Deerfield Avenue
42 Poth Drive	1601 Erb's Road
96 Catherine Street	58 Wilma Street



Township of Wilmot REPORT

REPORT NO. PRD 2014-10
TO: Council
PREPARED BY: Scott Nancekivell
DATE: June 21, 2014
SUBJECT: Facilities & Recreation Services Quarterly Activity Reports

Recommendation:

That the Facilities & Recreation Services Activity Reports for the second quarter of 2014 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 2014. 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:

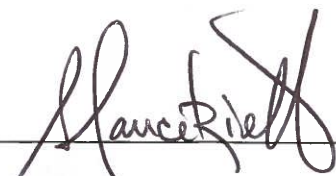
Communicating municipal matters.

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 2014)

- We had 3 staff members put in their letter of resignation for the end of June. 7 staff members took a leave of absence for the summer months. Some of these staff members will return in the fall as occasional staff only, due to post-secondary education commitments. We hired 7 new staff for the summer; Brock Lowery and Nicole Stolk as an Instructor/ Lifeguards and Misha Habel, Georgia Harrison, Sam Hoffmann, Josee-Claire Malenfant and Wilson Renkema as Assistant Instructor Guards. For the summer session we will be operating with fewer staff members in order to give more hours to those remaining staff members.
- Our spring 2014 had a total of 922 Learn-to-Swim participants, 32 Leadership participants, 166 privates, 53 semi privates and 38 Drop-in lesson participants. Our spring 2013 had a total of 820 Learn-to-Swim participants, 41 Leadership participants (includes Pool Operation recertification and Staff First Aid), 155 privates, 53 semi privates and 27 Drop-in lesson participants.
- We had a waitlist of 164 people this spring compared to 256 in 2013. 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 time. We were able to cancel and transfer low number classes to other times and reassigning those time spaces to classes as well as creating some additional classes to accommodate the waitlist patrons.
- From April to June 2014 we had 7214 people participate in our recreation swims. These swims include length swims, open swims, family swims and Aquafit classes. We had 7412 people participate in our recreation swims for the same months in 2013.
- There were a total of 3988 people who participated in various pool rental programs (including 3345 Aces, 94 Board of Education participants and 549 Private rental participants) during the spring 2013 months. In comparison to 4001 rental participants from the spring of 2013.

Angela Bylsma Anderson
Aquatics Manager, Wilmot Aquatic Centre

FACILITIES & RECREATION SERVICES

Parks and Facilities Division

Quarterly Activity Report (April – June 2014)

- Worked with Brick & Co. and subtrades at the NH Arena to ensure all deficiency repairs were completed.
- Prepared for, and attended the Public Open House at the NH Arena; the new renovations were well received by those in attendance.
- Staff worked to complete the new accessible washroom at the St Agatha CC.
- Met with the ND Fireworks committee to address any concerns.
- Assisted WRC staff with the removal of ice on the West pad; re-painted the lines for lacrosse and roller derby track.
- Hired Complete Tree Service to address many tree issues on Township properties. Some trees were completely removed and some just required hazard branch removal. K-W Hydro shut the main power off to Scott Park so 2 very large trees that were damaged by the ice storm could be removed safely.
- Parks staff worked very hard to open municipal sports fields on the May 1st target date. A late, wet spring made the first few weeks very challenging.
- Prepared turkey sausage and chicken breasts for the Council BBQ. (Living Well Festival).
- Ordered clay bricks for ball diamond batter boxes and pitcher mounds at Baden and NH ball diamonds. Staff installed these clay bricks below grade to reduce maintenance costs in these areas. The process has worked very well at the New Dundee diamonds during the past two seasons.
- Have been working with sports groups to lessen the impact of delays and field cancellations that have been occurring weekly due to wet weather.
- Met with Wilmot Wild Lacrosse, to review the potential for additional tournaments and “showcase” events at the WRC in the future.
- Met with contractors completing the New Dundee Library building renovations.
- Wilmot Aces had another successful Triathlon event at WRC.
- Strawberry-Fest was held at SACC; the event was well attended.
- Met with the Canada Day committee to go over any last minute issues. Also had a site visit with Tina B prior to Canada Day to ensure all items had been addressed, and that everything was in order for the event.

Geoff Dubrick
Parks and Facilities Manager

FACILITIES & RECREATION SERVICES

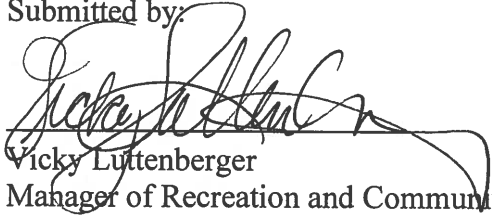
Recreation and Community Services Division

Quarterly Activity Report (April - June 2014)

- 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.
- Staff began planning the recreation and fitness programs for the Fall and Winter sessions.
- Online program registration for the aquatics, recreation and fitness programs for the Summer session began on June 9/14.
- Continued to support the activity leaders of the Seniors Shuffleboard Program.
- Staff began compilation of the 2014/15 Fall & Winter Community Recreation Guide. The Community Recreation Guide will be distributed to every household in the Township at the end of August.
- Received notification from the Summer Jobs Service Program (Provincial Government) that we received funding to subsidize the wages of seven summer students.
- Interviewed students for two temporary positions needed to run the 2 – week long summer sports camps that are being offered in August.
- Attended meetings of the Waterloo Wellington District 26 Senior Games Association. The Senior Games were held from June 2-13/14 in Guelph. Next year the games will be held in Cambridge.
- Continued to provide support to the Wilmot Splashpad Fundraising Committee.
- 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 Figures 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.
- Met with representatives from WALDA regarding the expansion of and planned activities for the second annual Q'ing for Life Event which is being held at Norm Hill Park again this year.
- Attended a meeting with the Cornfest Organizing Committee to coordinate the use of former Beck Street property, and parkland surrounding the Township Administration Complex.
- Met with representative of the New Dundee Fireworks Committee to coordinate their use of the New Dundee Community Centre and surrounding parkland for the fireworks provided for the Victoria Day Celebrations.

- Attended a conference with Cathy Harrington, Trisha Robinson, and Lacey Smith regarding Community Engagement and Community Building in today's society.
- Interviewed and hired candidates to fill two temporary part-time Summer CSR positions at WRC.

Submitted by:

A handwritten signature in black ink, appearing to read 'Vicky Luttenberger', written over a horizontal line.

Vicky Luttenberger
Manager of Recreation and Community Services



Township of Wilmot REPORT

REPORT NO. FI 2014-05
TO: Council
PREPARED BY: Michael Raine, Fire Chief
DATE: July 21, 2014
SUBJECT: Quarterly Activity Report

Recommendation:

That the Fire Department Activity Report for the second quarter of 2014 be received for information purposes.

Background:

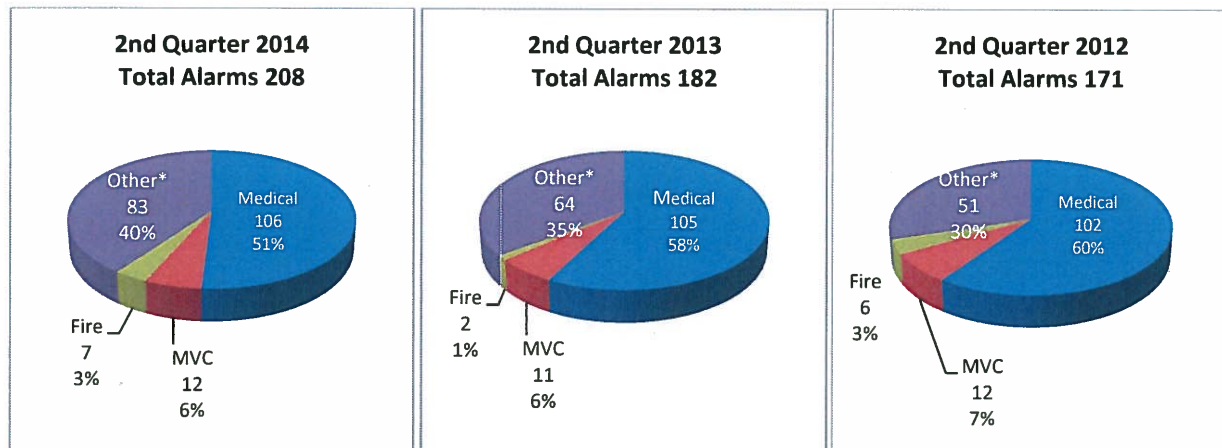
Not applicable.

Discussion:

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

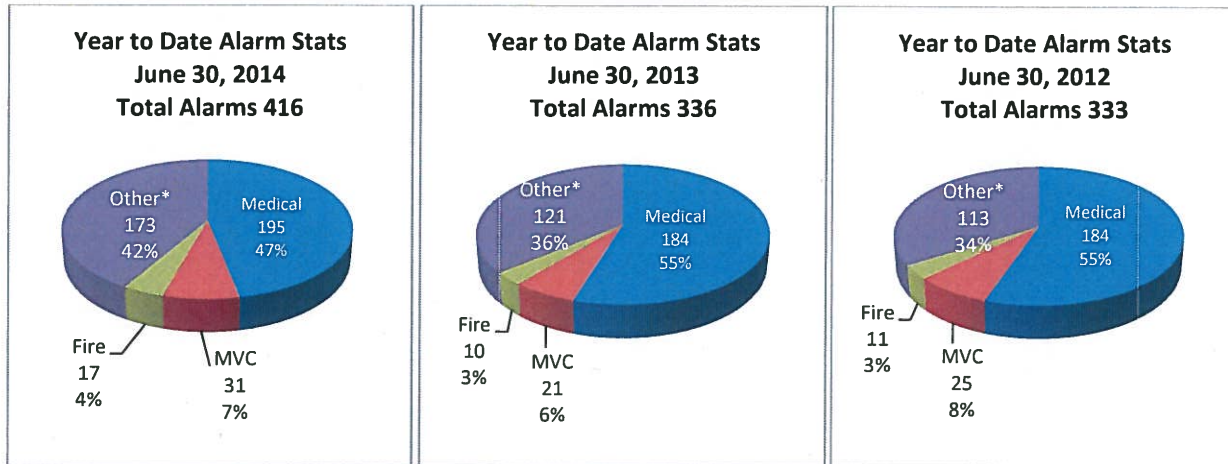
In total during the second quarter, the Fire Department responded to a total of 208 alarms. For the same period in 2013, the number was 182 and 171 in 2012 respectively.

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 416 alarms. For the same period in 2013, the department responded to 336 alarms and in 2012, they responded to 333 alarms.

**Year-to-Date Alarm Stats Comparison
(June 30, 2014)**



*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		
	2014	2013	2012
1 Fire	4	1	4
3 NO LOSS OUTDOOR fire (see exclusions)	1	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	1	3
24 Other Cooking/toasting/smoke/steam (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	2	0	4
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	2	2
33 Human - Malicious intent, prank	0	1	1
34 Human - Perceived Emergency	1	1	0
35 Human - Accidental (alarm accidentally activated by person)	0	3	1
36 Authorized controlled burning - complaint	1	0	0
37 CO false alarm - perceived emergency (no CO present)	1	0	2
38 CO false alarm - equipment malfunction (no CO present)	3	1	3
41 Gas Leak - Natural Gas	1	1	0
50 Power Lines Down, Arcing	0	3	0
53 CO incident, CO present (exc false alarms)	1	1	0
59 Other Public Hazard	1	1	1
61 Vehicle Extrication	0	1	0
62 Vehicle Collision	4	3	7
701 Oxygen administered	13	9	11
702 CPR administered	0	2	1
71 Asphyxia, Respiratory Condition	1	0	1
73 Seizure	0	0	1
75 Traumatic Shock	0	1	0
76 Chest pains or suspected heart attack	4	0	1
84 Medical Aid Not Required on Arrival	3	16	13
85 Vital signs absent, DOA	2	0	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	1	0
89 Other Medical/Resuscitator Call	1	1	1
898 Medical/resuscitator call no action	0	1	0
899 Medical/resuscitator call false alarm	0	0	1
911 Assisting Other FD: Automatic Aid	0	1	0
913 Assisting Other FD: Other	2	0	0
93 Assistance to Other Agencies (exc 921 and 922)	4	0	0
94 Other Public Service	3	1	0
96 Call cancelled on route	2	3	2
97 Incident not found	0	0	1
98 Assistance not required by other agency	12 *	1	0
99 Other Response	1	5	2
Total Number of Responses	72	63	65

*Implementation of the Technical Interoperability Framework (TIF) system has caused an increase in calls where EMS arrives on scene before fire and do not require our assistance.



Township of Wilmot Fire Department

Fire Chief Michael Raine

2nd Quarter Alarm Stats Comparison - New Dundee Station

Response Type	# of incidents		
	2014	2013	2012
1 Fire	1	0	1
3 NO LOSS OUTDOOR fire (see exclusions)	0	1	1
22 Pot on Stove (no fire)	1	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	0	1
24 Other Cooking/toasting/smoke/steam (no fire)	0	1	0
25 Lightning (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	0	2	0
32 Alarm System Equipment - Accidental activation (exc. code 35)	0	1	0
50 Power Lines Down, Arcing	0	3	0
53 CO incident, CO present (exc false alarms)	1	0	0
61 Vehicle Extrication	0	1	1
62 Vehicle Collision	3	1	0
701 Oxygen administered	5	8	11
703 Defibrillator used	0	0	1
71 Asphyxia, Respiratory Condition	1	0	0
73 Seizure	2	0	0
76 Chest pains or suspected heart attack	5	0	0
84 Medical Aid Not Required on Arrival	0	2	6
85 Vital signs absent, DOA	0	1	1
86 Alcohol or drug related	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	1	1
89 Other Medical/Resuscitator Call	1	3	1
910 Assisting Other FD: Mutual Aid	1	1	4
913 Assisting Other FD: Other	1	0	0
96 Call cancelled on route	1	0	2
98 Assistance not required by other agency	4 *	0	0
99 Other Response	0	0	3
Total Number of Responses	28	27	34

*Implementation of the Technical Interoperability Framework (TIF) system has caused an increase in calls where EMS arrives on scene before fire and do not require our assistance.



Township of Wilmot Fire Department

Fire Chief Michael Raine

2nd Quarter Alarm Stats Comparison - New Hamburg Station

Response Type	# of Incidents		
	2014	2013	2012
1 Fire	2	1	1
3 NO LOSS OUTDOOR fire (see exclusions)	1	1	0
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0	0
22 Pot on Stove (no fire)	1	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	0	2
24 Other Cooking/toasting/smoke/steam (no fire)	0	2	0
31 Alarm System Equipment - Malfunction	3	6	3
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	1	2
34 Human - Perceived Emergency	3	3	0
35 Human - Accidental (alarm accidentally activated by person)	3	0	1
36 Authorized controlled burning - complaint	1	0	1
38 CO false alarm - equipment malfunction (no CO present)	1	3	0
39 Other False Fire Call	0	1	1
41 Gas Leak - Natural Gas	2	0	1
50 Power Lines Down, Arcing	1	1	0
53 CO incident, CO present (exc false alarms)	2	0	0
59 Other Public Hazard	1	0	0
62 Vehicle Collision	5	5	4
701 Oxygen administered	34	25	32
702 CPR administered	2	2	0
71 Asphyxia, Respiratory Condition	3	2	0
73 Seizure	1	0	1
74 Electric Shock	0	1	0
76 Chest pains or suspected heart attack	1	4	2
84 Medical Aid Not Required on Arrival	0	10	11
85 Vital signs absent, DOA	6	1	0
88 Accident or illness related -cuts, fractures, person fainted, etc	3	1	2
89 Other Medical/Resuscitator Call	14	9	2
898 Medical/resuscitator call no action required	4	3	0
913 Assisting Other FD: Other	2	0	0
92 Assistance to Police (exc 921 and 922)	1	0	0
94 Other Public Service	1	2	1
96 Call cancelled on route	5	7	4
98 Assistance not required by other agency	3 *	0	0
99 Other Response	0	0	1
Total Number of Responses	108	92	72

*Implementation of the Technical Interoperability Framework (TIF) system has caused an increase in calls where EMS arrives on scene before fire and do not require our assistance.



Township of Wilmot Fire Department

Fire Chief Michael Raine

2nd Quarter 2014 - Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2014	2013	2012
1 Fire	7	2	6
3 NO LOSS OUTDOOR fire (see exclusions)	2	3	1
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0	0
22 Pot on Stove (no fire)	2	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	1	6
24 Other Cooking/toasting/smoke/steam (no fire)	0	3	1
25 Lightning (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	5	8	7
32 Alarm System Equipment - Accidental activation (exc. code 35)	2	4	4
33 Human - Malicious intent, prank	0	1	1
34 Human - Perceived Emergency	4	4	0
35 Human - Accidental (alarm accidentally activated by person)	3	3	2
36 Authorized controlled burning - complaint	2	0	1
37 CO false alarm - perceived emergency (no CO present)	1	0	2
38 CO false alarm - equipment malfunction (no CO present)	4	4	3
39 Other False Fire Call	0	1	1
41 Gas Leak - Natural Gas	3	1	1
50 Power Lines Down, Arcing	1	7	0
53 CO incident, CO present (exc false alarms)	4	1	0
59 Other Public Hazard	2	1	1
61 Vehicle Extrication	0	2	1
62 Vehicle Collision	12	9	11
701 Oxygen administered	52	42	54
702 CPR administered	2	4	1
703 Defibrillator used	0	0	1
71 Asphyxia, Respiratory Condition	5	2	1
73 Seizure	3	0	2
74 Electric Shock	0	1	0
75 Traumatic Shock	0	1	0
76 Chest pains or suspected heart attack	10	4	3
84 Medical Aid Not Required on Arrival	3	28	30
85 Vital signs absent, DOA	8	2	2
86 Alcohol or drug related	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	3	3	3
89 Other Medical/Resuscitator Call	16	13	4
898 Medical/resuscitator call no action required	4	4	0
899 Medical/resuscitator call false alarm	0	0	1
910 Assisting Other FD: Mutual Aid	1	1	4
911 Assisting Other FD: Automatic Aid	0	1	0
913 Assisting Other FD: Other	5	0	0
92 Assistance to Police (exc 921 and 922)	1	0	0
93 Assistance to Other Agencies (exc 921 and 922)	4	0	0
94 Other Public Service	4	3	1
96 Call cancelled on route	8	10	8
97 Incident not found	0	0	1
98 Assistance not required by other agency	19 *	1	0
99 Other Response	1	5	6
Total Number of Responses	208	182	171

*Implementation of the Technical Interoperability Framework (TIF) system has caused an increase in calls where EMS arrives on scene before fire and do not required our assistance.



TOWNSHIP OF WILMOT FIRE DEPARTMENT
FIRE PREVENTION PROGRESS REPORT

April, May, June 2014

Occupancies Inspected:

Group A – Assembly Occupancy	11
Group B – Care and Detention	3
Group C – Multi Unit Residential	18
Group D – Business	1
Group E – Mercantile	3
Group F – Industrial	<u>0</u>
Total	36

NOTE: The number of inspections denotes routine inspections as well as reinspections that may include one to three site visits to achieve compliance with the code.

Fire Investigations: 2

Additional Activities:

- Inspections stemming from complaints: 0
- Site Plan Review: 1
- Inspection Request: 0
- Joint Fire Bylaw & Building Inspections: 1
- Meetings: 23
- Burn Permits: 9
- Public Education and Training: 3 hours

Report prepared by:
Dale Mayhew
Fire Prevention Officer



TOWNSHIP OF WILMOT FIRE DEPARTMENT

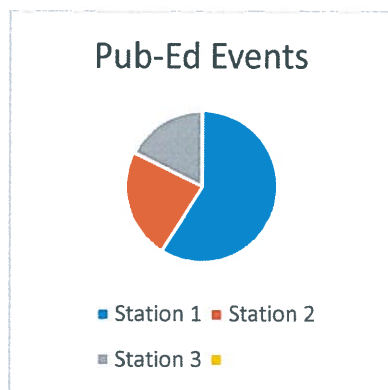
PUBLIC EDUCATION & TRAINING PROGRESS REPORT

QUARTERLY REPORT
APRIL, MAY, JUNE (2014)

Since the inception of the New Training Officer/ Public Education Officer position we have implemented a number of tools to assist us in tracking events and training initiatives. Public Education events are based on a request basis and are fulfilled by station firefighters or the Training Officer/Public Education Officer. Training Initiatives are conducted during Monday night training times 7pm-9pm or on a pre-determined weekend established by the Training Officer/Public Education Officer & the 3 District Chiefs. The following information is a reflection of events that were conducted over the current quarter.

Public Education (Station Tours, School Fire Safety Education, Static Displays)

	<u># Events:</u>	<u>#Hours:</u>
Station #1	10	42
Station #2	4	54.5
Station #3	3	14



Training Initiatives: (Mutual Aid, Seminars, Extra Training)

Our firefighters are very involved with a wide variety of training opportunities outside of Monday night practices. A few of these over this quarter include: Ambulance day, Akron Appliance Seminar, Live Fire Training & Mutual Aid Events. The Ontario Fire Marshalls Office has now agreed to move to a new training curriculum that is recognized across North America it is called the NFPA standards. The Wilmot Fire Department will be working diligently to adapt to the new standards through our training initiatives. It is our goal to become a Unified Fire Department through training and operations.

Upcoming Training:

- Recruit Training
- Ventilation Saw Training
- Live Fire Training
- Medical (Defibrillation, CPR, Oxygen Therapy & First Aid)
- Auto Extrication
- Pump Ops, Tanker Ops, Aerial Ops
- Wilmot Township Intranet

Report Prepared By:

Gary Mosburger
Training Officer/Public Education
Wilmot Township Fire Department



Township of Wilmot **REPORT**

REPORT NO. CK2014-03

TO: Council

PREPARED BY: Tracy Loch

DATE: July 21, 2014

SUBJECT: Quarterly Activity Report – April, May & June 2014

Recommendation:

That the Castle Kilbride Activity Report for the months of April, May and 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 :

- Wrote and submitted Community Museum Operating Grant (CMOG) to Ministry of Culture for consideration.
- Organized summer concert series program for Castle Kilbride. Nine concerts will be presented this summer.
- Welcomed a postgraduate student from the museum studies program at Sir Sandford Fleming College to fulfill a 15-week internship. The student is assisting in overall museum operations which also includes a research paper that will analyze the trends of Victorian tea at select historic home museums in Ontario to enhance interpretation and programming at Castle Kilbride.
- Co-hosted lecture (in conjunction with the Architectural Conservancy of Ontario – North Waterloo Branch) for author Tom Cruickshank to speak about “old Ontario houses” at Castle Kilbride.
- Interviewed and hired two summer students to assist with the operations of Castle Kilbride during the summer months. Due to a decrease in grant funding this year, a Heritage Wilmot student was not possible to incorporate into original plans. Staff will explore other opportunities for 2015.
- Met with representatives from RTO4 at the Waterloo-Wellington Museum Network meeting to discuss updates and museum participation.

- Assisted Heritage Wilmot member Marg Rowell with the planning, organizing and advertising of Jane's Walk for Wilmot Township.
- Selected by the Waterloo Regional Heritage Foundation to participate as one of three judges for a new Region of Waterloo History Prize. Read several books provided by the Foundation and assessed them for merit. Made recommendations; presented the award along with fellow judge at the foundation's AGM on April 30th.
- Organized Castle Kilbride and Heritage Wilmot Advisory Committee members with their participation in the Living Well Festival at WRC.
- Assisted organizers of the Baden Cornfest with highlighting Castle Kilbride. Discounted tours will be offered that day with "niblets" free. Researched and provided interesting corn facts.
- Assisted Heritage Wilmot committee member Marg Rowell with organization and updated photography inventory of Philipsburg.
- Assisted staff at the Waterloo Region Museum regarding information on Wilmot Township's "Nithy" for upcoming exhibit.
- Welcomed new student from Laurier University to complete a short internship.
- Participated in webinar to enhance current museum operations: Developing School Programs and Tours led by museum education and interpretation specialist M. Christine Castle and veteran museum educator Katherine Belrose;
- Coordinated construction of last exhibit case to be featured in the Atrium. Met with Legion liaison and received positive feedback. Assistant Curator and intern researched new exhibits.
- 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.
- Participated in Attractions Ontario's annual 'Explore Ontario' summer contest which is one of the most successful summer promotions to participate in throughout the province of Ontario. With \$18,000 in total prizes contributed from 72 members, their biggest 'Explore Ontario' contest runs for 12 weeks from May 16th through August 8th. Castle Kilbride donated passes to contribute.
- Met with Nith Valley Construction to discuss the Castle exterior renovation project.
- Accepted into the collection two chairs purchased at the Castle Kilbride 1988 auction. Received wonderful media attention by the New Hamburg Independent.
- Created custom candy featuring Castle Kilbride on the label.
- 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:

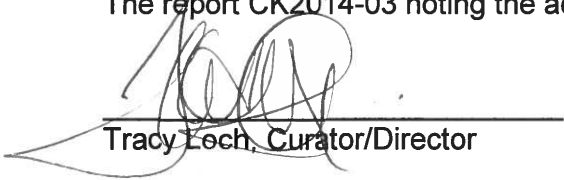
- We are an engaged community through strengthening communicating municipal matters.
- The actions noted are in accordance with the municipal work program.

Financial Considerations:

Actions and report reflect approved budget.

Conclusion:

The report CK2014-03 noting the activities of the Castle Kilbride department be received.



Tracy Lech, Curator/Director



Reviewed by CAO

Assistant Curator's Report

SUBJECT: Quarterly Report for April, May & June, 2014

SUBMITTED TO: Tracy Loch

SUBMITTED BY: Sherri Gropp

Education:

Curriculum Programming- We welcomed 171 participants in our educational programming at Castle Kilbride. Conestoga College- history of furniture students toured the home looking specifically at Victorian furniture that was made in Ontario. Castle Kilbride's collection showcases a wonderful example that compliments their curriculum.

We had Countryside Christian School and Maranatha School take part in our special program on flax. This program was created to highlight our 2014 special exhibit "Flax Empire."

For summer tourism with our youngest patrons, created an Eye Spy guide for parents and grandparents to discover Castle Kilbride together.

Summer Camp – created themed camp days; marketed camps; organized payment and scheduling of participants. Both week-long camps for July were sold out by mid-June.

Exhibit:

Capturing the Castle: Images of Castle Kilbride- May 1 until September 28, 2014. For decades Castle Kilbride has played the muse in many fine images. She has been depicted in the beauty of brushstrokes, picturesque photography and contemporary compositions. This exhibition will feature the works of many artists and their impression of this beloved Castle. Artists featured include: Jim Rodger, Lance Russwurm, Bernard R. Schrott, Peter Etril Snyder, Jen Weber, photographer Charles Belair and Ryan Moffat to name a few.
-installed the exhibition, created labels and hung paintings.

Collection & Castle Maintenance:

Book inventory completed the inventory of books in Library, Parlour and Spare Room. Matched books with overall accession and artifact registry.

Baden Mechanics Institute donation- A significant donation came from a former Baden resident which related to the first library called the Baden Mechanics Institute which was started by James Livingston.

Spring Cleaning- Conducted a thorough cleaning of Castle in preparation for the opening of the 2014 season. Set dining room table for "tea" to be highlighted during the tea & tour.

Events:

ACO Talk with Tom Cruickshank- April 23rd 7 p.m. Assisted with the creation of a power point presentation as technical problems occurred for the presenter and his slide show was not

on his memory stick. We scanned and created the power point in just over an hour and it was ready for the 7 p.m. start. We had 75 people in attendance.

Princess Tea & Tour

This is the first time we have offered this event. The event sold out in April. We had 21 adults and 26 children. It was very well received and we will plan to host this event again in 2015. 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, cookies shaped like Castle Kilbride and fruit skewers. Then four professional princesses arrived and sang songs and interacted with our youngest guests. This event was on June 27 from 1 p.m. – 4 p.m. and was a very successful event.



- Researched and created concept for 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 and processed admissions
- Dismantled exterior and interior

Maids of Kilbride Tea & Tour

Guests were treated to an in-depth tour of the Castle. Then guests were indulged while the maids of Kilbride served tea and desserts brought on a silver tray to them. This was offered to groups or individuals and pre-registration was required. (June 16 – 26, 2014)

- If it was good weather it was held outside. In inclement weather it was held in the basement or in the Belvedere.
- Accepted bookings
- Scheduled guides
- Organized tables, pressed linens, prepared food and tea delivery
- Cleaned up and dismantled chairs.

We welcomed 115 participants. This was the most we have had in the 5 years we have been hosting this event.



Students:

Summer students

- Assisted with interviews for all summer student positions
- Trained and orientated students on admissions, conducting adult tour and children's tours.
- Created 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.
- 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.

Visitor Statistics

Month	School	Bus	Regular	Event	Total
April	107	83	103	100	393
May	0	0	144	183	327
June	45	41	200	166	452
Total	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
2009	285	250	748	150	1433
2008	189	195	509	489	1382

TOWNSHIP OF WILMOT

BY-LAW NO. 2014-30

**BY-LAW RESPECTING THE APPOINTMENT OF
A CHIEF BUILDING OFFICIAL AND INSPECTORS.**

WHEREAS Section 3 of The Building Code Act provides for the appointment of a Chief Building Official and such Inspectors as necessary to carry out the enforcement of The Building Code Act;

AND WHEREAS it is considered necessary and expedient to provide for the appointment of a Chief Building Official and Inspectors in the Township of Wilmot;

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

1. That the following appointments be made:

<u>Name of Officer</u>	<u>Title or Office</u>
Terry Gerber	Chief Building Official Inspector
Amy May	Deputy Chief Building Official Inspector
Sheri Gutzeit	Inspector
Michael Dubois	Inspector
Barbara Mocny	Inspector
Gerald Moore	Inspector

2. That By-law 2014-11 is repealed upon this by-law coming into force and effect.

3. That this by-law shall come into force and effect July 21, 2014.

READ a first and second time on the 21st day of July, 2014.

READ a third time and finally passed in Open Council on the 21st day of July, 2014.

MAYOR

CLERK