



**TOWNSHIP OF WILMOT
COUNCIL MEETING AGENDA
MONDAY, OCTOBER 5, 2015**

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

- 1. MOTION TO CONVENE INTO CLOSED SESSION**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 6. MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Council Meeting Minutes September 28, 2015**

Recommendation

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

Council Meeting September 28, 2015.

7. PUBLIC MEETINGS

- 7.1 REPORT NO. DS 2015-36
Zone Change Application 15/15
Jerry Hofmeister
Lot 9, Plan 628
1191 Queen Street and 12 Main Street, New Dundee**

Recommendation

THAT Zone Change Application 15/15 made by Jerry Hofmeister, affecting Lot 9, Plan 628, be approved to change the zoning of the subject property from Zone 5 (Commercial) to Zone 2a (Residential) limiting the residential use to two single detached dwellings.

8. PRESENTATIONS/DELEGATIONS

- 8.1 Website Refresh Group
Photo Draw Results**

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

- 9.2.1 REPORT NO. CL2015-28
Petition from Lyle Cressman
for Municipal Drainage Works
North Part of Lot 23 and 24, Concession 3, Block A
Township of Wilmot**

Recommendation

THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from Lyle Cressman for North Part of Lot 23 and 24, Concession 3, Block A, Township of Wilmot and

THAT the Clerk be authorized to proceed accordingly under The Drainage Act.

9.3 FINANCE

- 9.3.1 REPORT NO. FIN 2015-29
Statement of Operations as of September 30, 2015 (un-audited)**

Recommendation

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

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

Recommendation

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

9.4 PUBLIC WORKS

- 9.4.1 REPORT NO. PW-2015-17
Public Works Activity Report
July - September**

Recommendation

THAT the Public Works Department Activity Reports for the months of July, August and September 2015 be received for information.

9.5 DEVELOPMENT SERVICES

**9.5.1 REPORT NO. DS 2015-35
Quarterly Building Statistics Summary**

Recommendation

THAT the 3rd Quarter 2015 Building Statistics Summary be received for information.

9.6 FACILITIES AND RECREATION SERVICES

**9.6.1 REPORT NO. PRD 2015-08
Facility & Recreation Services Quarterly Activity Reports**

Recommendation

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

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE

**9.8.1 REPORT NO. CK2015-06
Quarterly Activity Report – July, August & September 2015**

Recommendation

THAT the Castle Kilbride Activity Report for the months of July, August and September be accepted for information purposes.

10. CORRESPONDENCE

10.1 Ministry of Municipal Affairs and Housing – Financial Information Return Award

Recommendation

THAT Correspondence Item 10.1 be received for information.

11. BY-LAWS

11.1 By-law No. 2015-58 – Zone Change Application 15/15, Jerry Hofmeister, Lot 9, Plan 628, 1191 Queen Street and 12 Main Street, New Dundee

Recommendation

THAT By-law No. 2015-58 be read a first, second and third time and finally passed in Open Council.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2015-59

Recommendation

THAT By-law No. 2015-59 to Confirm the Proceedings of Council at its Meeting held on October 5, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

16. ADJOURNMENT

Recommendation

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



**TOWNSHIP OF WILMOT
COUNCIL MEETING MINUTES
MONDAY, SEPTEMBER 28, 2015**

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

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

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

- 1. MOTION TO CONVENE INTO CLOSED SESSION**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST
ACT**

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

- 6.1 Council Meeting Minutes September 14, 2015, and
Special Council Meeting Minutes September 21, 2015**

Resolution No. 2015-201

Moved by: P. Roe

Seconded by: B. Fisher

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

**Council Meeting September 14, 2015, and
Special Council Meeting September 21, 2015.**

CARRIED.

7. PUBLIC MEETINGS

- 7.1 **REPORT NO. DS 2015-34**
Zone Change Application 14/15
Shannon Gmach
Part of Lot 4, Concession 2, Block A
1383 Huron Road

Resolution No. 2015-202

Moved by: M. Murray

Seconded by: A. Junker

THAT Zone Change Application 14/15 made by Shannon Gmach, affecting Part of Lot 4, Concession 2, Block A, to pass a temporary use by-law to permit a second dwelling for a period of eight months be approved, subject to the following:

1. **THAT the implementing by-law specifically limit occupancy to only one dwelling at any time.**

CARRIED.

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

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

The Director of Development Services highlighted the report.

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

Mayor L. Armstrong asked if anyone wished to address Council, and in the absence of the applicant or any members of the public, declared the public meeting to be closed.

8. PRESENTATIONS/DELEGATIONS

9. REPORTS

- 9.1 **CAO – no reports**

9.2 **CLERKS**

- 9.2.1 **REPORT NO. CL 2015-27**
Independent Electricity System Operator (IESO)
FIT Program

**Request for Municipal Support
Re Rooftop Solar Applications
Wilmot Township**

Resolution No. 2015-203

Moved by: B. Fisher

Seconded by: M. Murray

WHEREAS capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.

AND WHEREAS Sunshare4 LP (the “Applicant”) proposes to construct and operate a Rooftop Solar PV Project (the “Project”) on

- a) 202 Bergey Court, New Hamburg, b) 1950 Berletts Road, St. Agatha, c) 1473 Gingerich Road, Baden and d) 1381 Huron Road, Petersburg, (the “Lands”) in Municipality of Wilmot under the province’s FIT Program;**

AND WHEREAS the Applicant has requested that Council of Municipality of Wilmot indicate by resolution Council’s support for the construction and operation of the Project on the Property.

AND WHEREAS the Applicant has requested that Council of Municipality of Wilmot indicate by resolution Council’s support for the construction and operation of the Project on the Property.

AND WHEREAS pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;

NOW THEREFORE BE IT RESOLVED,

THAT Council of the Municipality of Wilmot supports the construction and operation of the Project on the Lands.

This resolution’s sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project, or for any other purpose.

CARRIED.

The Director of Clerk’s Services highlighted the report.

**9.2.2 REPORT NO. CL 2015-26
Independent Electricity System Operator (IESO)
FIT Program
Request for Municipal Support
Re Rooftop Solar Applications**

Wilmot Township**Resolution No. 2015-204****Moved by: P. Roe****Seconded by: A. Junker**

WHEREAS capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.

AND WHEREAS Appollo Union Limited Partnership I (the "Applicant") proposes to construct and operate a Rooftop Solar PV Project (the "Project") on

- a) 2196 Gerber Road, Wellesley, and b) 3543 Nafziger Road, Wellesley, (the "Lands") in Municipality of Wilmot under the province's FIT Program;

AND WHEREAS the Applicant has requested that Council of Municipality of Wilmot indicate by resolution Council's support for the construction and operation of the Project on the Property.

AND WHEREAS the Applicant has requested that Council of Municipality of Wilmot indicate by resolution Council's support for the construction and operation of the Project on the Property.

AND WHEREAS pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;

NOW THEREFORE BE IT RESOLVED,

THAT Council of the Municipality of Wilmot supports the construction and operation of the Project on the Lands.

This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project, or for any other purpose.

CARRIED.

9.3 FINANCE**9.3.1 REPORT NO. FIN 2015-28
Small Community Funding (SCF) Intake Two****Resolution No. 2015-205****Moved by: P. Roe****Seconded by: A. Junker**

THAT the Township submit an application to the Small Community Fund (SCF) Intake Two for funding towards the Carmel Koch Road Bridge Rehabilitation project.

CARRIED.

The Director of Finance highlighted the report.

9.4 PUBLIC WORKS – no reports

9.5 DEVELOPMENT SERVICES – no reports

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE – no correspondence

11. BY-LAWS

11.1 By-law No. 2015-56 – Zone Change Application 14/15, Shannon Gmach, Part of Lot 4, Concession 2, Block A, 1383 Huron Road

Resolution No. 2015-206

Moved by: J. Gerber

Seconded by: B. Fisher

THAT By-law No. 2015-56 be read a first, second and third time and finally passed in Open Council.

CARRIED.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

13.1 Recommendation for Committee Appointment

Resolution No. 2015-207

Moved by: B. Fisher

Seconded by: P. Roe

THAT Mayor Les Armstrong and Councillor Jeff Gerber be appointed to the Parks, Facilities and Recreation Services Master Plan Steering Committee.

CARRIED.

13.2 Councillor B. Fisher inquired as to the location and status of the speed indicator sign. The CAO responded that the sign gets moved periodically and that the next location scheduled is Bridge Street. He advised Council that any requests for specific locations should be directed to the Director of Public Works.

Mayor L. Armstrong and Councillor A. Junker both agreed that more signs should be considered for the proposed 2016 Budget. Councillor A. Junker advised Council that he has received numerous positive comments from residents in Haysville that traffic has slowed in the area since the sign had been installed.

Mayor L. Armstrong noted that he has the report showing the speeds registered by the sign. He recommended that the sign be installed for three weeks; the first week to record baseline speeds only, the second to display the speeds and record the speed of the drivers, and the third week to record speeds only to show the effect of the sign in that location. He stated that permanent posts could be installed, and then after the speed sign is removed a permanent sign could be posted to keep drivers mindful of their speed.

Councillor J. Geber inquired as to the process for the public wanting to register as a delegation at a Council Meeting to make requests for traffic calming. The Director of Clerk's Services confirmed that residents can contact Clerk's Services with a written request, but also suggested that the Director of Public Works will have further insight into this request.

In response to Councillor J. Gerber's and Councillor P. Roe's inquiries regarding speed limits on Township roads, Mayor L. Armstrong stated that in settlement areas the speed limit is 50 km/h unless otherwise stated and that outside of the settlement areas the speed limit is 80 km/h unless otherwise stated.

- 13.3 Councillor A. Junker advised Council on the success of Doors Open Waterloo Region that took place on Saturday, September 19. As one of the guides for the Heritage District walking tours, Councillor A. Junker noted that there were over 100 people taking part in the walking tour despite the poor weather. He also noted that the other locations in New Hamburg had a large number of visitors.
- 13.4 Councillor J. Gerber announced that the annual community outdoor movie night will be on Thursday, October 1 at 7:30 P.M. at Waterloo-Oxford District Secondary School and the movie will be Disney's Inside Out. He noted that donations are being accepted for the Wilmot Family Resources food bank.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2015-57

Resolution No. 2015-208

Moved by: J. Gerber

Seconded by: A. Junker

THAT By-law No. 2015-57 to Confirm the Proceedings of Council at its Meeting held on September 28, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT (7:21 P.M.)

Resolution No. 2015-209

Moved by: R. Roe

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. DS 2015-36

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: October 5, 2015

SUBJECT: Zone Change Application 15/15
Jerry Hofmeister
Lot 9, Plan 628
1191 Queen Street and 12 Main Street, New Dundee

Recommendation:

That Zone Change Application 15/15 made by Jerry Hofmeister, affecting Lot 9, Plan 628, be approved to change the zoning of the subject property from Zone 5 (Commercial) to Zone 2a (Residential) limiting the residential use to two single detached dwellings.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on September 10, 2015. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

GRCA: no objections.

Discussion:

The subject lands are designated Settlement Core in the Township Official Plan, and are zoned Zone 5 (Commercial) within the Township Zoning By-law.

The property is currently developed with a single detached dwelling, a detached garage and a two-storey commercial building. The applicant proposes to convert the commercial building to a single detached dwelling.

The applicant has demonstrated the ability for the two dwellings to be serviced with two individual septic systems (one existing and one new system). The proposed zoning would limit residential

uses to only two single detached dwellings with no commercial use. The limitations of the zoning reflect the inability for additional uses to be established on the property given minimal off-street parking and the maximum capacity of the septic systems on the property.

It is also important to clarify that the existence of two homes on this property does not suggest the ability for future division of the parcel. The aforementioned servicing and parking constraints as well as the minimum lot area requirements of Zone 2a, would prevent the future severance of the subject lands.

Strategic Plan Conformity:

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

Financial Considerations:

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

Conclusion:

Mixed residential and commercial use of the property is constrained given minimal off-street parking and limited space to support the required private individual septic systems. The proposed zoning of the subject property better reflects land uses that are compatible with the site.



Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO

ZCA-15/15
12 Main Street / 1191 Queen Street, New Dundee



North St

Existing detached garage

1191 Queen Street
Existing single detached dwelling

12 Main Street
Existing commercial building to be
converted to a single detached dwelling

Queen St

Main St



Township of Wilmot **REPORT**

REPORT NO. CL2015-28

TO: Council

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

DATE: October 5, 2015

SUBJECT: Petition from Lyle Cressman
for Municipal Drainage Works
North Part of Lot 23 and 24, Concession 3, Block A
Township of Wilmot

Recommendation:

THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from Lyle Cressman for North Part of Lot 23 and 24, Concession 3, Block A, Township of Wilmot and

THAT the Clerk be authorized to proceed accordingly under The Drainage Act.

Background:

Lyle Cressman has submitted and filed a petition with the Clerk on September 21, 2015 to initiate municipal drainage works for the following lands: North Part of Lot 23 and 24, Concession 3, Block A, 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 deepening or widening of an existing watercourse that is not currently a municipal drain. The Drainage Superintendent has met with the petitioner 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

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)

North part of Lot 23 and 24, Concession 3 Block A

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) Cressman	(First Name) Lyle	Telephone Number 519-505-3272
Address		
Road/Street Number 1387	Road/Street Name Walker Road	

Location of Project

Lot N pt 23 and 24	Concession 3 Block A	Municipality Wilmot Township	Former Municipality (if applicable)
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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)

unknown - watercourse is outlet for Don Myers Drain ditch upstream

Estimated length of project

1,000m

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 21 day of September, 2015

Name of Clerk (Last, first name)

McLeod, Barbara

Signature

Barbara McLeod

- 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	North part of Lot 23 and 24, Concession 3 Block A

Ward or Geographic Township Wilmot	Parcel Roll Number 3018-010-001-06502
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I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print) Cressman, Lyle	Signature 	Date (yyyy/mm/dd) 2015/09/21
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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	I have the authority to bind the Corporation. Date (yyyy/mm/dd)
Position Title	

Number	Property Description

Ward or Geographic Township	Parcel Roll Number
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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)
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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	I have the authority to bind the Corporation. Date (yyyy/mm/dd)
Position Title	

Check here if additional sheets are attached Clerk initial

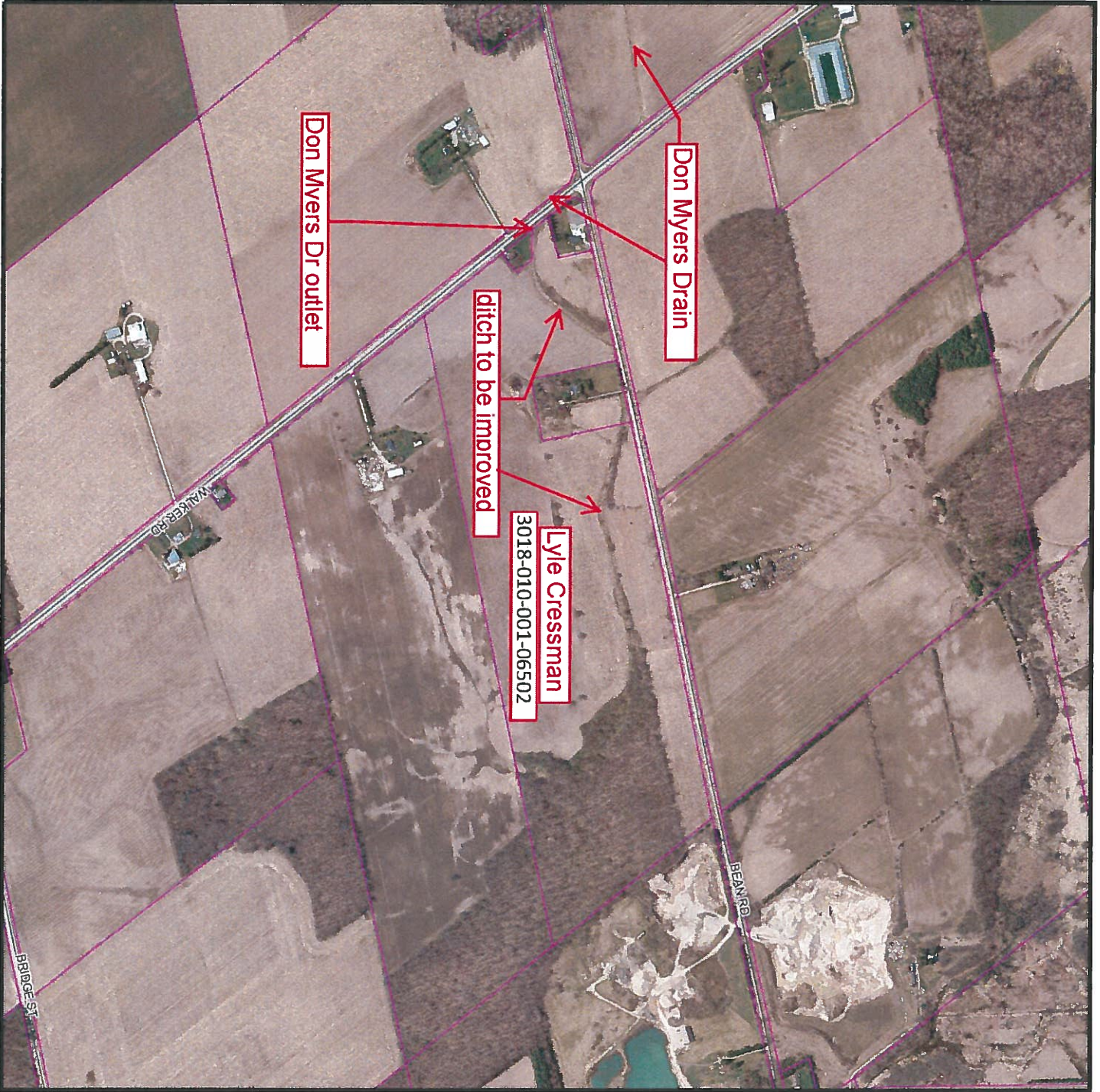
Petitioners become financially responsible as soon as they sign a petition.

- 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*)

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.



Don Myers Dr outlet

Don Myers Drain

ditch to be improved

Lyle Cressman
3018-010-001-06502

WALKER RD

BEAN RD

BRIDGE ST



On center part of farm looking east (downstream)
Existing ditch is on left in grass area - new ditch being created to south of existing ditch



On east part of farm - standing in existing ditch area looking east (downstream)
New ditch being created on north side of existing ditch



Looking downstream from Walker Road - culvert is outlet for Don Myers Drain



Looking downstream (northeast) toward Bean Road - existing ditch is to right
New ditch being created on northwest side of existing ditch



Township of Wilmot **REPORT**

REPORT NO. FIN 2015-29

TO: Council

PREPARED BY: Patrick Kelly CPA, CMA
Manager of Accounting

DATE: October 5, 2015

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

Recommendation:

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

Background:

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

Discussion:

Attached is the statement of operations as of September 30, 2015. The report is divided into sections outlining revenues and expenses from general government, protective services, transportation services, recreation and cultural services and development services.

Net General Levy Expenditure

One of the key performance indicators for municipal operations is reflected within the net expenditures from general levy. The total section of the report outlines revenues and expenses from all municipal operations, and how they relate to the Council approved operating budget. As of the statement date, YTD revenues and expenses are within the budgetary guidelines, and the net effect on general levy is 74.0% of budget.

Wilmot Recreation Complex

The WRC represents approximately 25.0% of all operating expenses from the general levy. Staff are pleased to continue reporting that as of the statement date, operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 71.0% of the annual budget.

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

current receipts at approximately 67.1%. Receipts at the WRC are historically higher in Q4 with increased activity levels.

Strategic Plan Conformity:

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

Financial Considerations:


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

Conclusion:

The preceding report is presented to Council for information purposes. The next report outlining operations will occur during the 2016 Budget Process, and including activities for all of fiscal 2015.



Patrick Kelly CPA, CMA
Manager of Accounting



Rosita Tse CPA, CMA
Director of Finance



Reviewed by Grant Whittington, CAO

**TOWNSHIP OF WILMOT
2015 OPERATING**

Description	2015 Budget	YTD Actual	Variance %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees ¹	(43,210)	(48,855)	113.1%
Licenses and Fines ²	(88,500)	(72,685)	82.1%
Penalties & Interest Revenue	(290,000)	(202,116)	69.7%
	<u>(421,710)</u>	<u>(323,656)</u>	<u>76.7%</u>
<u>EXPENSES</u>			
Council ³	134,770	114,875	85.2%
CAO, Clerks	485,590	364,842	75.1%
Insurance ⁴	278,160	244,250	87.8%
Municipal Law Enforcement/Animal Control	215,220	160,581	74.6%
Municipal Election ⁵	15,250	15,430	101.2%
Financial Services	580,590	421,910	72.7%
IT Services	156,020	117,931	75.6%
	<u>1,865,600</u>	<u>1,439,820</u>	<u>77.2%</u>
<u>PROTECTIVE SERVICES</u>			
<u>REVENUE</u>			
Fire Services Revenues ⁶	(36,710)	(22,466)	61.2%
Ambulance Station Rental Income ⁷	(5,870)	(3,915)	66.7%
	<u>(42,580)</u>	<u>(26,381)</u>	<u>62.0%</u>
<u>EXPENSES</u>			
Fire Services Administration	833,810	632,595	75.9%
Fire Services Operating Expenses ⁸	261,180	183,719	70.3%
	<u>1,094,990</u>	<u>816,314</u>	<u>74.5%</u>

**TOWNSHIP OF WILMOT
2015 OPERATING**

Description	2015 Budget	YTD Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges ⁹	(42,380)	(11,037)	26.0%
Aggregate Resource Fees ¹⁰	(73,000)	(81,299)	111.4%
Municipal Drainage Grant Funding ⁹	(7,000)	-	0.0%
	<u>(122,380)</u>	<u>(92,336)</u>	<u>75.5%</u>
<u>EXPENSES</u>			
Engineering	156,410	115,407	73.8%
Roads	562,760	413,293	73.4%
Roads Maintenance ¹¹	477,910	361,893	75.7%
Winter Control Expenses ¹²	428,590	294,630	68.7%
Municipal Drainage Operating Expenses	14,000	3,982	28.4%
Street Lighting Operating Expenses	126,000	94,588	75.1%
Crossing Guards Operating Expenses	43,360	27,600	63.7%
	<u>1,809,030</u>	<u>1,311,392</u>	<u>72.5%</u>
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ¹³	(1,349,100)	(905,120)	67.1%
Park, Facility and Community Centre Rental Revenue	(150,550)	(116,364)	77.3%
	<u>(1,499,650)</u>	<u>(1,021,484)</u>	<u>68.1%</u>
<u>EXPENSES</u>			
Recreation Administration	622,750	453,092	72.8%
Wilmot Recreation Complex Administration	1,399,950	1,008,619	72.0%
Wilmot Recreation Complex Operating Expenses ¹⁴	876,990	617,709	70.4%
Parks & Facilities Administration	490,650	357,337	72.8%
Parks and Community Centre Operating Expenses ¹⁵	325,550	214,676	65.9%
Municipal Facilities Operating Expenses	133,600	103,949	77.8%
Abandoned Cemetery Operating Expenses	3,000	2,250	75.0%
	<u>3,852,490</u>	<u>2,757,633</u>	<u>71.6%</u>

**TOWNSHIP OF WILMOT
2015 OPERATING**

Description	2015 Budget	YTD Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events ¹⁶	(39,050)	(31,488)	80.6%
Castle Kilbride/Heritage Wilmot Grant Funding	(25,830)	(19,496)	75.5%
	(64,880)	(50,984)	78.6%
<u>EXPENSES</u>			
Castle Kilbride Administration	202,720	148,839	73.4%
Castle Kilbride Operating Expenses ¹⁷	49,480	38,908	78.6%
Archives Operating Expenses	1,050	324	30.8%
Heritage Wilmot Operating Expenses	6,940	6,618	95.4%
	260,190	194,689	74.8%
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees ¹⁸	(90,000)	(94,858)	105.4%
Business Licensing	(4,000)	(2,567)	64.2%
	(94,000)	(97,425)	103.6%
<u>EXPENSES</u>			
Planning	167,620	121,186	72.3%
Economic Development ¹⁹	30,000	26,100	87.0%
	197,620	147,286	74.5%
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	(2,245,200)	(1,612,265)	71.8%
<u>EXPENSES</u>	9,079,920	6,667,133	73.4%
<u>NET GENERAL LEVY EXPENDITURE</u>	6,834,720	5,054,868	74.0%

NOTES:

- 1 YTD revenues include sale of surplus materials and equipment of \$7,816, and refund of \$6,787 in WSIB premiums. Refund is determined by WSIB, and based upon actual claims submitted in the preceding year.
- 2 Includes Animal Licensing \$48,650; Marriage Licenses \$13,800; Parking Fines \$6,230 and other fees of \$4,005.
- 3 YTD expenditures include distributions under the 2015 Municipal Grants Program \$43,670, annual membership fees with Sustainable Waterloo Region's Regional Carbon Initiative \$3,200 and membership in AMO \$4,800.
- 4 Insurance Pool Premiums for 2015 were \$250,596, \$21,840 of this premium is re-distributed to user-pay services. YTD expenditures also include claims within the self-insurance threshold of approximately \$15,500.
- 5 Includes annual transfer of \$13,750 to cover costs associated with 2018 municipal election; and annual fees for on-going maintenance of Municipal voters' list.
- 6 YTD fees associated with billable emergency response are at \$14,212 or 53% of budget, resulting a lower than historical Fire Service revenue line.
- 7 Reflects 4 months of rental at 99 Foundry Street. Budget estimate based upon 6 months of rental income from Waterloo Region EMS.
- 8 YTD expenditures include approximately \$28,700 towards personal protective equipment (PPE), and \$3,450 in unbudgeted expenditures for Wilmot Fire Department Branding/Logo.
- 9 Billing for Boundary Road maintenance to City of Waterloo, and Grant funding from OMAFRA are historically calculated and received in Q4.
- 10 Aggregate fees are distributed based upon actual quantities of material extracted from pits within the Township in the previous year.
- 11 Boundary road billing from Oxford County of \$38,111 and City of Waterloo of \$21,876 are above historical averages of approximately \$50,000 combined.
- 12 Q1 activity levels on Winter Maintenance were less than experienced in 2014. Any savings generated from the current year would be transferred to a dedicated reserve fund established for winter maintenance. This reserve was depleted from two (2) consecutive winters of high activity levels.
- 13 Includes the following revenue streams at the WRC: Aquatics \$228,299; Ice Pads/Arena Floor \$447,471; Concession \$63,577; Programming \$100,684; Room/Field Rentals \$31,867; Other \$33,222.
- 14 Unbudgeted minor capital expenditures include floor grate repairs \$1,420; lift gate repairs \$2,868.
- 15 Unbudgeted minor capital expenditures include emergency drain repairs at Scott Park \$5,492.
- 16 Revenues include Admissions \$10,887; Gift Shop \$1,222; Programming \$9,078; Special Events \$9,719 and Other \$582.
- 17 Expenditures include \$10,000 membership with Waterloo Region Tourism Marketing Corporation (WRTMC), and \$14,240 on marketing and promotional materials.
- 18 Reflect an increase in application activity, primarily for intensification purposes.
- 19 Includes \$25,000 for Township membership in the Waterloo Region Economic Development Corporation (WREDC).

**TOWNSHIP OF WILMOT
2015 USER-PAY**

Description	2015 Budget	YTD Actual	Variance %
<u>WATER/WASTEWATER</u>			
<u>REVENUE</u>			
Utility User Fees, including Local Improvements ¹	(4,263,570)	(2,659,230)	62.4%
Utilities Sales, Service Charges	(60,350)	(31,115)	51.6%
	<u>(4,323,920)</u>	<u>(2,690,344)</u>	<u>62.2%</u>
<u>EXPENSES</u>			
Water/Wastewater Administration	496,200	344,075	69.3%
Water/Wastewater Operating Expenses	555,060	389,130	70.1%
Water Regional Charges ²	1,137,320	656,474	57.7%
Wastewater Regional Charges ²	1,141,150	705,629	61.8%
	<u>3,329,730</u>	<u>2,095,307</u>	<u>62.9%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁵</u>	<u>(994,190)</u>	<u>(595,037)</u>	<u>59.9%</u>
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees	(62,200)	(54,401)	87.5%
Cemetery Investment Income	(4,000)	-	0.0%
	<u>(66,200)</u>	<u>(54,401)</u>	<u>82.2%</u>
<u>EXPENSES</u>			
Cemetery Administration	27,290	15,084	55.3%
Cemetery Operating Expenses	31,580	29,689	94.0%
	<u>58,870</u>	<u>44,773</u>	<u>76.1%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁵</u>	<u>(7,330)</u>	<u>(9,628)</u>	<u>131.4%</u>
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ³	(505,500)	(242,344)	47.9%
Provincial Grant Funding ⁴	(48,500)	(34,117)	70.3%
	<u>(554,000)</u>	<u>(276,461)</u>	<u>49.9%</u>
<u>EXPENSES</u>			
Building Administration	375,840	248,638	66.2%
Building Operating Expenses	232,250	158,204	68.1%
	<u>608,090</u>	<u>406,842</u>	<u>66.9%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁵</u>	<u>54,090</u>	<u>130,380</u>	<u>241.0%</u>

NOTES:

- 1 Represents billing up to the end of July for New Hamburg and the end of August for all other accounts. Includes the first billing to customers on the Mannheim/Shingletown water system.
- 2 Reflects flow to/from the Region of Waterloo as of July 31, 2015.
- 3 Building activity levels are outlined within the Quarterly Building Statistics reporting from Development Services.
- 4 Represents grant funding under the Source Water Protection Implementation Funding Program. Remaining funding anticipated in Q4.
- 5 Transfers to/from reserve funds are calculated and allocated as part of year end processing. YTD percentages will fluctuate due to timing of revenues and expenditures across the three user-pay divisions.



Township of Wilmot

REPORT

REPORT NO. FIN 2015-30

TO: Council

PREPARED BY: Patrick Kelly CPA, CMA
Manager of Accounting

DATE: October 5, 2015

SUBJECT: Capital Program Review as of September 30, 2015 (un-audited)

Recommendation:

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

Background:

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

Discussion:

The key performance indicator, from a financial perspective is found in the amount of approved funding that has been spent as of the statement date. The totals section of this report indicates that as of September 30, 2015, approximately 42% of Council approved funding has been spent across the entire capital program.

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

Strategic Plan Conformity:

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

Financial Considerations:

Projects completed with excess funding, or with expenditures that exceed funding, will be offset with one another when calculating the net general levy impact at year end. This surplus or deficit

is combined with the results from general operations to determine the annual transfer to/from capital replacement reserve funds.

Conclusion:

The preceding report is presented to Council for information purposes. The next report outlining the capital program will occur after year-end, as part of the 2016 Budget process.



Patrick Kelly CPA, CMA
Manager of Accounting



Rosita Tse CPA, CMA
Director of Finance



Reviewed by Grant Whittington, CAO

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MUNICIPAL/COMMUNITY EVENTS GROUND SIGN (NEW DUNDEE)</u>			
<i>FUNDING</i>			
Contribution from General Levy	(25,600.00)	(25,600.00)	
	(25,600.00)	(25,600.00)	
<i>EXPENSES</i>			
Expenditures	25,600.00	22,030.85	Project Completed
	25,600.00	22,030.85	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		86.06%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(3,569.15)
<u>WEBSITE ACCESSIBILITY UPGRADE</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(25,000.00)	
	-	(25,000.00)	
<i>EXPENSES</i>			
Expenditures	-	18,524.17	Contract awarded to eSolutions Group Limited, under Council Report FIN 2015-17, in the amount of \$24,982.06. Concept/design works completed. Staff working to populate content for new site. Go-live date anticipated for fall 2015.
	-	18,524.17	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		74.10%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(6,475.83)
<u>ENTERPRISE ASSET MANAGEMENT SOFTWARE</u>			
<i>FUNDING</i>			
Contribution from General Levy	(30,100.00)	(30,100.00)	
Contribution from Grants	(49,900.00)	(49,900.00)	
	(80,000.00)	(80,000.00)	
<i>EXPENSES</i>			
Expenditures	80,000.00	68,932.22	Contract awarded to Public Sector Digest, under Council Report FIN 2015-15, in the amount of \$86,485.86 (net of HST Rebate). Updated and verification of Tangible Asset Inventory completed. Capital Planning/Analysis portal design and configuration on-going. GIS mapping of assets and work order system will follow. Anticipated completion in spring 2016.
	80,000.00	68,932.22	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		86.17%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(11,067.78)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>IT HARDWARE/SOFTWARE UPGRADES</u>			
<i>FUNDING</i>			
Contribution from General Levy	(25,000.00)	(25,000.00)	Contract for PCs, notebooks and tablets awarded to Powerland Computers in the amount of \$15,064.04 (net of HST Rebate). Remaining funding to cover software licensing requirements. Deployments on-going, anticipated completion in fall 2015.
Sale of Surplus Assets	-	(1,390.00)	
	(25,000.00)	(26,390.00)	
<i>EXPENSES</i>			
Expenditures	25,000.00	15,324.40	
	25,000.00	15,324.40	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		58.07%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(11,065.60)
<u>IT NETWORK INFRASTRUCTURE REPLACEMENT/UPGRADES</u>			
<i>FUNDING</i>			
Contribution from General Levy	(12,000.00)	(12,000.00)	IT staff compiling specifications for back-up server requirements. Project anticipated to be released for quotations in fall 2015.
	(12,000.00)	(12,000.00)	
<i>EXPENSES</i>			
Expenditures	12,000.00	1,043.17	
	12,000.00	1,043.17	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		8.69%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(10,956.83)
<u>PUBLIC/PRIVATE ACCESS WI-FI IMPLEMENTATION</u>			
<i>FUNDING</i>			
Contribution from General Levy	(35,000.00)	(35,000.00)	Project completed.
	(35,000.00)	(35,000.00)	
<i>EXPENSES</i>			
Expenditures	35,000.00	35,636.93	
	35,000.00	35,636.93	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		101.82%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	636.93

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>FIRE PREVENTION/TRAINING PUBLIC EDUCATION VEHICLE</u>			
<i>FUNDING</i>			
Contribution from Development Charges	-	(16,415.00)	
Contribution from General Levy	-	(18,585.00)	
	-	(35,000.00)	
<i>EXPENSES</i>			
Expenditures	-	36,692.86	
	-	36,692.86	Project completed.
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		104.84%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		1,692.86	
<u>EMERGENCY BACKUP POWER SUPPLY - STATION 3 (NEW HAMBURG)</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(52,250.00)	(52,250.00)	
Contribution from General Levy	-	(26,000.00)	
	(52,250.00)	(78,250.00)	
<i>EXPENSES</i>			
Expenditures	52,250.00	6,105.60	
	52,250.00	6,105.60	Final generator design and tendering anticipated to be completed in fall 2015.
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		7.80%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		(72,144.40)	
<u>FIRE STATION DOOR OPENERS/CLOSERS</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<i>EXPENSES</i>			
Expenditures	-	19,056.00	
	-	19,056.00	Project completed. Additional costs associated with hydro electrical upgrades required for functionality of automatic opener/closer system.
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		158.80%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		7,056.00	

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>INFRASTRUCTURE IMPROVEMENTS/BACK-UP POWER SUPPLY - STATION 1 (BADEN)</u>			
<i>FUNDING</i>			
Contribution from Baden Volunteer Fire Fighters	-	-	
Contribution from General Levy	-	(20,000.00)	
Contribution from Reserve Fund	(63,500.00)	(63,500.00)	
Contribution from Development Charges	(110,000.00)	(110,000.00)	
	(173,500.00)	(193,500.00)	Contract awarded to Dakon Construction in the amount of \$237,866 (net of HST rebate), under Council Report FD 2015-08. Project works anticipated to be completed late Q4.
<i>EXPENSES</i>			
Expenditures	173,500.00	21,797.61	
	173,500.00	21,797.61	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		11.26%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(171,702.39)
<u>REAR APRON PAVEMENT STATION 1 (BADEN)</u>			
<i>FUNDING</i>			
Contribution from Development Charges	(45,000.00)	(45,000.00)	
	(45,000.00)	(45,000.00)	
<i>EXPENSES</i>			
Expenditures	45,000.00	-	
	45,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	Project deferred pending completion of on-site infrastructure improvements.
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(45,000.00)
<u>DIESEL EXHAUST EXTRACTION SYSTEM STATION 2 (NEW DUNDEE)</u>			
<i>FUNDING</i>			
Contribution from General Levy	(46,000.00)	(46,000.00)	
	(46,000.00)	(46,000.00)	
<i>EXPENSES</i>			
Expenditures	46,000.00	-	
	46,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	On-site works completed. Staff training on new system scheduled for early Q4, prior to going into service.
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(46,000.00)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>STRUCTURAL ENGINEERING ASSESSMENT STATION 3 (NEW HAMBURG)</u>			
<i>FUNDING</i>			
Contribution from General Levy	(25,000.00)	(25,000.00)	
	(25,000.00)	(25,000.00)	
<i>EXPENSES</i>			
Expenditures	25,000.00	1,628.16	Contract awarded to K. Smart & Associates. Project works on-going throughout Q3 and Q4.
	25,000.00	1,628.16	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		6.51%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(23,371.84)	
<u>FIRE PUMP TRUCK REPLACEMENT STATION 3 (NEW HAMBURG)</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(425,000.00)	(425,000.00)	
	(425,000.00)	(425,000.00)	
<i>EXPENSES</i>			
Expenditures	425,000.00	-	Contract awarded to Dependable Emergency Vehicles, under Council Report FD 2015-03, in the amount of \$427,123.35 (net of HST Rebate). Anticipated delivery fall 2015.
	425,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(425,000.00)	
<u>SCBA REPLACEMENTS/UPGRADES</u>			
<i>FUNDING</i>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	(30,000.00)	(30,000.00)	
<i>EXPENSES</i>			
Expenditures	30,000.00	30,000.00	Project completed. Expenditures represent Year 3 of 5-year payment cycle.
	30,000.00	30,000.00	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		100.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	-	

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

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

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SIDEWALK REPAIRS, REMOVALS AND REPLACEMENTS</u>			
<i>FUNDING</i>			
Contribution from General Levy	(85,000.00)	(85,000.00)	Contract for replacement of sidewalks awarded to Vista Contracting in the amount of \$45,896.81 (net of HST rebate). Contract for mudjacking works awarded to Pioneer North Concrete, in the amount of \$10,317.85 (net of HST rebate). Project works on-going at this time.
	(85,000.00)	(85,000.00)	
<i>EXPENSES</i>			
Expenditures	85,000.00	176.91	
	85,000.00	176.91	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.21%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(84,823.09)
<u>GRAVEL CRUSHING PROGRAM</u>			
<i>FUNDING</i>			
Contribution from General Levy	(50,000.00)	(50,000.00)	Contract awarded to Joe Kerr Ltd., in the amount of \$58,130.40 (net of HST rebate). Crushing activities on-going in Q4.
	(50,000.00)	(50,000.00)	
<i>EXPENSES</i>			
Expenditures	50,000.00	178.53	
	50,000.00	178.53	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.36%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(49,821.47)
<u>GRANT & WILLIAMS STREET ENGINEERING & RECONSTRUCTION</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(107,500.00)	(120,500.00)	Project completed.
Contribution from General Levy	(497,000.00)	(562,000.00)	
	(604,500.00)	(682,500.00)	
<i>EXPENSES</i>			
Expenditures	604,500.00	606,811.37	
	604,500.00	606,811.37	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		88.91%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(75,688.63)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>MAIN STREET ENGINEERING & RECONSTRUCTION</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(102,000.00)	
	-	(102,000.00)	
<i>EXPENSES</i>			
Expenditures	-	48,112.35	
	-	48,112.35	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		47.17%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(53,887.65)
<u>KING STREET ENGINEERING & RECONSTRUCTION</u>			
<i>FUNDING</i>			
Contribution from General Levy	(34,000.00)	(34,000.00)	
Contribution from Reserve Fund	(10,000.00)	(10,000.00)	
	(44,000.00)	(44,000.00)	
<i>EXPENSES</i>			
Expenditures	44,000.00	8,566.66	
	44,000.00	8,566.66	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		19.47%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(35,433.34)
<u>HOT MIX PAVING PROGRAM (INCLUDING BIKE LANES ON GINGERICH ROAD)</u>			
<i>FUNDING</i>			
Contribution from General Levy	(143,000.00)	(143,000.00)	
Contribution from Development Charges	(66,000.00)	(66,000.00)	
Contribution from Grants	(260,000.00)	(260,000.00)	
	(469,000.00)	(469,000.00)	
<i>EXPENSES</i>			
Expenditures	469,000.00	339,005.92	
	469,000.00	339,005.92	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		72.28%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(129,994.08)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>SURFACE TREATMENT PROGRAM</u>			
<i>FUNDING</i>			
Contribution from General Levy	(84,529.00)	(84,529.00)	Contract awarded to Cornell Construction for \$371,838.52 (net of HST rebate), under Council Report PW 2015-11. Project works completed. Budget includes funding of \$45,000 for works on Oxford-Waterloo Road (Hallman Road to Pinehill Road), to be completed and invoiced by Blandford-Blenheim.
Contribution from Grants	(385,471.00)	(385,471.00)	
	(470,000.00)	(470,000.00)	
<i>EXPENSES</i>			
Expenditures	470,000.00	210.03	
	470,000.00	210.03	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.04%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(469,789.97)
<u>STEEL BEAM GUIDERAILS - PINEHILL ROAD</u>			
<i>FUNDING</i>			
Contribution from General Levy	(25,500.00)	(25,500.00)	Project completed.
	(25,500.00)	(25,500.00)	
<i>EXPENSES</i>			
Expenditures	25,500.00	21,123.18	
	25,500.00	21,123.18	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		82.84%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(4,376.82)
<u>REPLACE 2005 ROADS PICK-UP TRUCK</u>			
<i>FUNDING</i>			
Contribution from General Levy	(36,000.00)	(36,000.00)	Contract awarded to Oxford Dodge in the amount of \$36,244.88 (net of HST rebate). Delivery anticipated in early Q4.
Contribution from Sale of Vehicle	(1,000.00)	-	
	(37,000.00)	(36,000.00)	
<i>EXPENSES</i>			
Expenditures	37,000.00	176.91	
	37,000.00	176.91	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.49%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(35,823.09)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE 2005 SINGLE AXLE DUMP TRUCK</u>			
<i>FUNDING</i>			
Contribution from General Levy	(180,000.00)	(180,000.00)	
Contribution from Sale of Vehicle	(20,000.00)	-	
	<u>(200,000.00)</u>	<u>(180,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	200,000.00	327.56	
	<u>200,000.00</u>	<u>327.56</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.18%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(179,672.44)
<u>PIPE AND POLE MOUNTED CAMERA</u>			
<i>FUNDING</i>			
Contribution from General Levy	(9,250.00)	(9,250.00)	
Contribution from Reserve Fund	(9,250.00)	(9,250.00)	
	<u>(18,500.00)</u>	<u>(18,500.00)</u>	
<i>EXPENSES</i>			
Expenditures	18,500.00	19,690.56	
	<u>18,500.00</u>	<u>19,690.56</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		106.44%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	1,190.56
<u>REPLACE GRADER TIRES</u>			
<i>FUNDING</i>			
Contribution from General Levy	(12,000.00)	(12,000.00)	
	<u>(12,000.00)</u>	<u>(12,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	12,000.00	8,594.04	
	<u>12,000.00</u>	<u>8,594.04</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		71.62%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(3,405.96)

Contract awarded to Team Truck Centres, under Council Report PW 2015-04, in the amount of \$205,555.20 (net of HST rebate). Delivery anticipated in early Q4.

Project completed.

Project completed.

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>BRIDGE APPRAISALS</u>			
<i>FUNDING</i>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
	(20,000.00)	(20,000.00)	
<i>EXPENSES</i>			
Expenditures	20,000.00	-	
	20,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(20,000.00)	
<u>WATER METER REPLACEMENT & RADIO READ PROGRAM</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(173,000.00)	(673,000.00)	
	(173,000.00)	(673,000.00)	
<i>EXPENSES</i>			
Expenditures	173,000.00	365,389.44	
	173,000.00	365,389.44	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		54.29%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(307,610.56)	Multi-year project to install and configure meter inventory with radio read technology. Contract for the supply of water meter radio reading devices was awarded to Corix Water Products, as per their proposal, under Council Report PW-12-07. As of statement date, 2,660 homes have now fully implemented the radio read solution. An additional 2,164 homes remain to be completed.
<u>WATER METER REPLACEMENTS MANNHEIM/SHINGLETOWN</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(200,000.00)	(200,000.00)	
	(200,000.00)	(200,000.00)	
<i>EXPENSES</i>			
Expenditures	200,000.00	-	
	200,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(200,000.00)	Contract awarded to Corix Water Products for the supply and install of water meters and MXU's to Mannheim/Shingletown properties, in the amount of \$115,410 (net of HST rebate). Supply and installation works completed, awaiting invoicing from vendor.

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE SERVICE VEHICLE (UTILITIES)</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	-	(62,000.00)	
Contribution from Sale of Vehicle	-	(5,375.79)	
	<u>-</u>	<u>(67,375.79)</u>	
<i>EXPENSES</i>			
Expenditures	-	61,429.04	
	<u>-</u>	<u>61,429.04</u>	Project completed
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		91.17%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(5,946.75)
<u>UPGRADE ELECTRICAL PANEL & LIFT HATCHES - PUMP STATION 3</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(21,000.00)	(21,000.00)	
	<u>(21,000.00)</u>	<u>(21,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	21,000.00	-	
	<u>21,000.00</u>	<u>-</u>	Contract awarded to Ibbotson Electric. Project works anticipated to be completed in Q4.
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(21,000.00)
<u>ANNUAL TREE PLANTING PROGRAM</u>			
<i>FUNDING</i>			
Contribution from Others	-	(1,769.91)	
Contribution from K-W Hydro	(40,000.00)	(85,000.00)	
	<u>(40,000.00)</u>	<u>(86,769.91)</u>	
<i>EXPENSES</i>			
Expenditures	40,000.00	27,175.05	
	<u>40,000.00</u>	<u>27,175.05</u>	Annual program, with funding received from KW Hydro. Fall program awarded to John's Nursery in the amount of \$26,397 (net of HST Rebate). Planting to commence in early October.
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		31.32%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(59,594.86)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE 2004 PARKS & FACILITIES STAKE TRUCK</u>			
<i>FUNDING</i>			
Contribution from General Levy	(55,000.00)	(55,000.00)	
Contribution from Sale of Vehicle	(5,000.00)	-	
	(60,000.00)	(55,000.00)	
<i>EXPENSES</i>			
Expenditures	60,000.00	60,304.38	
	60,000.00	60,304.38	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		109.64%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		5,304.38	Project completed. Surplus vehicle to be sold at auction in the fall.
<u>RECREATION MASTER PLAN UPDATE</u>			
<i>FUNDING</i>			
Contribution from General Levy	(10,000.00)	(10,000.00)	
Contribution from Development Charges	(40,000.00)	(40,000.00)	
	(50,000.00)	(50,000.00)	
<i>EXPENSES</i>			
Expenditures	50,000.00	-	
	50,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		(50,000.00)	RFP was released in late September. Anticipate consultant selection in Q4 to begin project works.
<u>ADMINISTRATION BUILDING - CARPET REPLACEMENT</u>			
<i>FUNDING</i>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	(15,000.00)	(15,000.00)	
<i>EXPENSES</i>			
Expenditures	15,000.00	-	
	15,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		(15,000.00)	Project anticipated to be completed in Q4.

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>ADMINISTRATION BUILDING - ATRIUM GLASS REPAIRS</u>			
<i>FUNDING</i>			
Contribution from General Levy	(13,000.00)	(13,000.00)	
	(13,000.00)	(13,000.00)	
<i>EXPENSES</i>			
Expenditures	13,000.00	12,786.14	Project completed.
	13,000.00	12,786.14	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		98.35%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(213.86)	
<u>NEW HAMBURG LIBRARY - MAIN FLOOR BARRIER FREE WASHROOM</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<i>EXPENSES</i>			
Expenditures	-	8,429.80	Project completed. Savings generated through works completed by HVAC technician and Parks and Facilities staff.
	-	8,429.80	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		70.25%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(3,570.20)	
<u>SENIORS WOODWORKING - IMPROVE PARKING LOT DRAINAGE</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(12,000.00)	
	-	(12,000.00)	
<i>EXPENSES</i>			
Expenditures	-	-	Project anticipated to be completed in Q4.
	-	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(12,000.00)	

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>NORM HILL PARK - LOWER LOT GRADING/DRAINAGE</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(25,000.00)	
	-	(25,000.00)	
<i>EXPENSES</i>			
Expenditures	-	11,768.55	Project completed. Savings were the result of a competitive bidding environment.
	-	11,768.55	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		47.07%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(13,231.45)
<u>NORM HILL PARK - MATERIAL STORAGE BUNKERS</u>			
<i>FUNDING</i>			
Contribution from General Levy	(12,000.00)	(12,000.00)	
	(12,000.00)	(12,000.00)	
<i>EXPENSES</i>			
Expenditures	12,000.00	-	Project anticipated to be completed in Q4.
	12,000.00	-	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(12,000.00)
<u>REPLACE BALL DIAMOND LIGHTING (BECK/NORM HILL)</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(160,000.00)	
	-	(160,000.00)	
<i>EXPENSES</i>			
Expenditures	-	132,430.81	Project completed.
	-	132,430.81	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		82.77%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(27,569.19)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE BANQUET TABLES AT NHCC</u>			
<i>FUNDING</i>			
Contribution from General Levy	(15,000.00)	(15,000.00)	
	(15,000.00)	(15,000.00)	
<i>EXPENSES</i>			
Expenditures	15,000.00	15,281.30	Project completed.
	15,000.00	15,281.30	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		101.88%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	281.30
<u>WILMOT SPLASHPAD</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(18,160.00)	
Contribution from Development Charges	-	(81,840.00)	
Contribution from Grants	-	(147,000.00)	
Contribution from Fundraising	-	(154,040.57)	Project completed. Excess funding at conclusion of project will be utilized on future capital replacement/maintenance of spray features and related mechanical equipment.
	-	(401,040.57)	
<i>EXPENSES</i>			
Expenditures	-	321,497.30	
	-	321,497.30	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		80.17%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(79,543.27)
<u>EMERGENCY BACKUP POWER SUPPLY - WRC</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(219,000.00)	(219,000.00)	
Contribution from Development Charges	(81,000.00)	(81,000.00)	
	(300,000.00)	(300,000.00)	Contract awarded to Wagler Electric, in the amount of \$275,505 (net of HST Rebate), under Council Report PRD 2015-05. Anticipated completion in late Q4.
<i>EXPENSES</i>			
Expenditures	300,000.00	29,035.50	
	300,000.00	29,035.50	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		9.68%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(270,964.50)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WRC POOL PUMP CONTROLLER</u>			
<i>FUNDING</i>			
Contribution from General Levy	<u>(11,000.00)</u>	<u>(11,000.00)</u>	
	<u>(11,000.00)</u>	<u>(11,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	<u>11,000.00</u>	<u>10,321.52</u>	Project completed.
	<u>11,000.00</u>	<u>10,321.52</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		93.83%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(678.48)	
<u>WRC POOL TILE REPAIRS</u>			
<i>FUNDING</i>			
Contribution from General Levy	<u>(14,900.00)</u>	<u>(14,900.00)</u>	
	<u>(14,900.00)</u>	<u>(14,900.00)</u>	
<i>EXPENSES</i>			
Expenditures	<u>14,900.00</u>	<u>-</u>	Project completed. Awaiting final invoicing.
	<u>14,900.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(14,900.00)	
<u>WASHROOM UPGRADES AT NDCC</u>			
<i>FUNDING</i>			
Contribution from General Levy	<u>(14,000.00)</u>	<u>(14,000.00)</u>	
	<u>(14,000.00)</u>	<u>(14,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	<u>14,000.00</u>	<u>-</u>	Project anticipated to be completed in Q4 as per 2015 Work Program.
	<u>14,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>	-	(14,000.00)	

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>PARKING LOT EXPANSION AT PETERSBURG PARK</u>			
<i>FUNDING</i>			
Contribution from Development Charges	-	(12,263.00)	
Contribution from General Levy	-	(2,737.00)	
	-	(15,000.00)	
<i>EXPENSES</i>			
Expenditures	-	8,978.28	
	-	8,978.28	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		59.86%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(6,021.72)
Project completed. Savings were the result of competitive bidding environment.			
<u>ST AGATHA COMMUNITY CENTRE - ROOF DRAINAGE REPAIRS</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(25,000.00)	
	-	(25,000.00)	
<i>EXPENSES</i>			
Expenditures	-	631.43	
	-	631.43	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		2.53%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(24,368.57)
HVAC Technician working with NW Roofing to finalize specifications for drainage works.			
<u>SARARAS PARK (ST AGATHA) - PLAYGROUND REPLACEMENT</u>			
<i>FUNDING</i>			
Contribution from General Levy	(26,000.00)	(26,000.00)	
	(26,000.00)	(26,000.00)	
<i>EXPENSES</i>			
Expenditures	26,000.00	1,220.10	
	26,000.00	1,220.10	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		4.69%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(24,779.90)
Project completed. Awaiting invoicing from vendor.			

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>CASTLE KILBRIDE - BOOK PUBLISHING</u>			
<i>FUNDING</i>			
Contribution from Castle Kilbride Trust Fund	-	(11,000.00)	
Contribution from Grants	-	-	
	<u>-</u>	<u>(11,000.00)</u>	Project being undertaken by Once Upon Your Memory Publishing. Research conducted in 2014 delayed book completion. Manuscript and printing to be completed in Q4.
<i>EXPENSES</i>			
Expenditures	-	3,070.90	
	<u>-</u>	<u>3,070.90</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		27.92%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(7,929.10)
<u>HERITAGE WILMOT - GRANDSTAND MURALS</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(20,000.00)	
Contribution from Grants	(20,000.00)	-	
	<u>(20,000.00)</u>	<u>(20,000.00)</u>	Heritage Wilmot passed resolution to award project works to Lance Russworm. Artist's renderings to be completed in winter 2015. Project anticipated to be completed in May 2016.
<i>EXPENSES</i>			
Expenditures	20,000.00	-	
	<u>20,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(20,000.00)
<u>TRAILS MASTER PLAN IMPLEMENTATION STRATEGY</u>			
<i>FUNDING</i>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	
	<u>-</u>	<u>(20,000.00)</u>	Project completed.
<i>EXPENSES</i>			
Expenditures	-	15,945.79	
	<u>-</u>	<u>15,945.79</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		79.73%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(4,054.21)

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>WILMOT WOODLOT MANAGEMENT PLAN</u>			
<i>FUNDING</i>			
Contribution from General Levy	-	(2,310.00)	
Contribution from Development Charges	-	(12,690.00)	
	<u>-</u>	<u>(15,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(15,000.00)
As a result of the completion of the Trails Master Plan Implementation Strategy, staff are currently reviewing the scope of work for this project.			
<u>WRC WOODLOT TRAIL DESIGN</u>			
<i>FUNDING</i>			
Contribution from Forest Glen Trail Trust Fund	(24,000.00)	(24,000.00)	
	<u>(24,000.00)</u>	<u>(24,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	24,000.00	-	
	<u>24,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(24,000.00)
Contract awarded to Seferian Design Group, in the amount of \$26,442 (net of HST Rebate), under Council Report PRD 2015-06.			
<u>FOREST GLEN TRAIL DEVELOPMENT</u>			
<i>FUNDING</i>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	
	<u>-</u>	<u>(20,000.00)</u>	
<i>EXPENSES</i>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(20,000.00)
Project timeline currently under review by the Trails Interdepartmental Working Group (TIWG).			

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

Project	2015 Total Budget	Total Funding Available / Actuals to Date	Comments
<u>REPLACE DEVELOPMENT SERVICES 2004 JEEP</u>			
<i>FUNDING</i>			
Contribution from Reserve Fund	(34,000.00)	(34,000.00)	
Contribution from Sale of Vehicle	<u>(1,000.00)</u>	<u>(650.00)</u>	
	<u>(35,000.00)</u>	<u>(34,650.00)</u>	
<i>EXPENSES</i>			
Expenditures	35,000.00	22,286.46	
	<u>35,000.00</u>	<u>22,286.46</u>	Project completed.
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		64.32%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(12,363.54)
<u>OFFICIAL PLAN UPDATE</u>			
<i>FUNDING</i>			
Contribution from General Levy	(18,400.00)	(27,608.00)	
Contribution from Development Charges	<u>(21,600.00)</u>	<u>(22,392.00)</u>	
	<u>(40,000.00)</u>	<u>(50,000.00)</u>	Draft of conformity amendment currently under staff review. Report to Council in Fall to initiate settlement boundary review.
<i>EXPENSES</i>			
Expenditures	40,000.00	-	
	<u>40,000.00</u>	<u>-</u>	
<i>PERCENTAGE OF FUNDING SPENT TO DATE</i>		0.00%	
<i>UNFUNDED / (UNEXPENDED) CAPITAL</i>		-	(50,000.00)

TOTAL FUNDING CAPITAL PROGRAM	(4,150,250.00)	(5,938,376.27)
TOTAL EXPENDITURES	4,150,250.00	2,490,712.39
(UNEXPENDED)/UNFUNDED CAPITAL	<u>-</u>	<u>(3,447,663.88)</u>
% of Funding Spent		41.94%



Township of Wilmot REPORT

REPORT NO.: PW-2015-17
TO: Council
PREPARED BY: Gary Charbonneau, Director of Public Works
DATE: October 5, 2015
SUBJECT: Public Works Activity Report
July - September

Recommendation:

That the Public Works Department Activity Reports for the months of July, August and September 2015 be received for information.

Background:

N/A

Discussion:

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

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:

N/A

Conclusion:

That the report be received for information.



Director of Public Works



Reviewed by CAO

Road Dept. Report

July 2015

Structures

- No report.

Roadside

- Trimmed brush at intersections of Stonecroft Village.
- Roadside mowing with tractor.
- Clean up downed tree on Huron Rd.
- Fixed wash outs on Bean Rd. near Diamond Rd.
- Stump grinding in urban areas.

Drainage

- Repaired a sinkhole beside a catch basin @ 28 Clarence Ave.
- Repaired around a catch basin @ 89 Milne Cr.

Loose top

- Spot graded Wilmot line.

Hardtop

- Three days of asphalt padding Wilmot/ Easthope Rd.
- Hot asphalt patching potholes generated from the road patrol.

Gravel Pit

- No Report.

Winter Control

- No Report.

Safety

- One day of sign repair generated from road patrol.

Vehicles and Equipment

- Grease and wash vehicles.

Road Dept. Report

August 2015

Structures

- No report.

Roadside

- High winds – tree branches down on the roads.
- Steel guide rails installed on Pinehill Rd. just south of Huron Rd.
- Removed dead trees on Huron Rd. west of Trussler Rd.
- Removed dead ash trees on Schneller and Stiefelmeyer .

Drainage

- Full crew cutting brush and trees at the inlets and outlets on all retention ponds.
- Inspected ponds while the trimming took place.
- Replaced unexpected culvert failure on Sandhills Rd. south of Bleams Rd.
- Replaced 60 m. of culvert on drain at the end of Boullee St. and Victoria St.

Loose top

- Graded Wilmot Line.

Hardtop

- Asphalt repairs on Sandhills Rd north of the train tracks.
- Asphalt edge repairs on Mannheim Rd.
- Asphalt edge repairs on Carmel Koch Rd.
- Using our equipment we paved Nelson St in NH.

Winter Control

- No report.

Gravel pit

- No report.

Safety Devices

- Dropped off signs for the Baden Cornfest.
- Dropped off signs for Moparfest.

Vehicles and Equipment

- Wash vehicles and grease.

Building and Grounds

- No report.

Road Dept. Report

Sept 2015

Structures

- No report

Roadside

- Cleaned out the ditch on Wilby Rd. just east of Nafziger Rd ; roadside mowing.
- Contractor hired to place gravel on the shoulders of Wilmot Centre Rd.
- Level driveway approaches on Bean Rd. to match up to the new tar and chip.

Drainage

- No report.

Loose top

- Graded Holland Mills Rd. and Cedar Grove Rd.

Hardtop

- Paved road cut for culvert replacement on Sandhills Rd. south of Bleams Rd.
- Asphalt padding Wilmot /Easthope Boundary.
- Reclaim asphalt placed on Bell Dr.

Winter Control

- Winter sand hauled up from pit and stacker rented to pile up sand / salt in dome.

Gravel Pit

- Excavator to move overburden prior to extraction and crushing of gravel

Safety

- First Aid training for 2 days.

Vehicles and Equipment

- Washing and check over.

Building and Grounds

- Led lighting installed on pole in yard and a new one on the building.

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

Water Main Breaks/Excavations

- 27 Beck Street – Air relief valve repair
- 91 Hinks Street – Vac Dug service box – replaced box and rod
- 264 Good Street - Vac Dug service box – replaced box and rod

Locates:

- 126 individual/project locates

Meter - New/Old Installations:

- 21 installations/inspections/change outs

Water Quality Issues

- 56 Strauss Crt – sample port - AWQI – TC Adverse (flushed and resampled)
- 60 Shadybrook Crt. - sample port – AWQI - TC adverse (flushed and resampled)

General

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

Sanitary Main/Lateral Blockages/Investigation/Maintenance

- 44 William Street - Blocked lateral
- Sewer Main flushing - New Hamburg

Lift Stations

#1 - Lift station - Waterloo Street

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

#2 - Lift station - Milton Street

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

#3 - Lift station - Marvin Street

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

#4 - Lift station - Charlotta Street

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

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None

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

Water Main Breaks/Excavations

- 212 Bergey Crt – water main break
- Casselholme Cres. – water main break
- Greenwood Dr. – water main break
- 12 Brenneman St. – vac dug – service box and rod replacement
- Lot 53 Marti Lane – service leak

Locates:

- 177 individual/project locates

Meter - New/Old Installations:

- 17 installations/inspections/change outs

Water Quality Issues

- None

General

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

Sanitary Main/Lateral Blockages/Investigation/Maintenance

- 44 Centennial – Blocked lateral
- Sewer Main flushing – New Hamburg

Lift Stations

#1 - Lift station - Waterloo Street

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

#2 - Lift station - Milton Street

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

#3 - Lift station - Marvin Street

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

#4 - Lift station - Charlotta Street

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

#5 - Lift station - Milne Drive

- Changed door locks
- Installed Township emergency signs
- Installed Tyco alarm system and bell line
- Regular checks and monthly maintenance

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None

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

Water Main Breaks/Excavations

- None

Locates:

- 126 individual/project locates

Meter - New/Old Installations:

- 40 installations/inspections/change outs

Water Quality Issues

- None

General

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

Sanitary Main/Lateral Blockages/Investigation/Maintenance

- Sewer Main flushing - New Hamburg

Lift Stations

#1 - Lift station - Waterloo Street

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

#2 - Lift station - Milton Street

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

#3 - Lift station - Marvin Street

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

#4 - Lift station - Charlotta Street

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

#5 - Lift station - Milne Drive

- Pump plugged
- Regular checks and monthly maintenance

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None



Township of Wilmot REPORT

REPORT NO. DS 2015-35
TO: Council
PREPARED BY: Harold O’Krafka, Director of Development Services
DATE: October 5, 2015
SUBJECT: Quarterly Building Statistics Summary

Recommendation:

That the 3rd Quarter 2015 Building Statistics Summary be received for information.

Background:

Building Statistics are provided to Council for information purposes.

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

Discussion:

The total number of permits issued to September 30 2015 was lower than to September 30 2014 and the historical 10yr average. The number of new home starts for the year to date is significantly lower than 2014 and the historic 10 year average notwithstanding an upswing during the month of September.

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

Inspections completed under the Septic System Mandatory Maintenance Inspection Program have remained steady over the summer months and the anticipated announcement of a Regional incentive program in the next few weeks should increase the volume of inspections this fall.

Staff are quite pleased that in the first 5 months of the program 41.2% of systems subject to the program have either been inspected or exempted from the program, with only 1 system out of requiring a Stage 2 inspection.

Strategic Plan Conformity:

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

Reporting statistics contributes to enhanced community engagement.

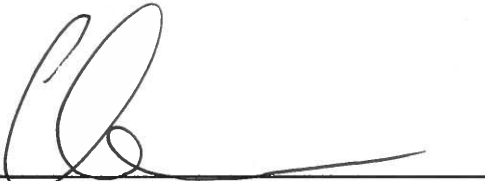
Financial Considerations:

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

Conclusion:

In conclusion, building activity rates in 2015 have slowed over the summer months and are no longer on par with 2014.

The SSMMIP has been very successful to date with 118 systems inspected and 105 systems exempted during the first five months of the program.



Harold O'Krafka, MCIP RPP
Director of Development



Reviewed by CAO

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF SEPTEMBER	10 Year Average	2014	2015
Number of Permits Issued	38	40	32
Dwelling Units Constructed	12	4	8
Dwelling Units Demolished	0	2	3
Residential - New Dwelling Units	\$ 2,511,111	\$ 990,000	\$ 2,425,000
Residential - Addition/Alteration	\$ 294,444	\$ 190,000	\$ 210,000
Residential - Accessory	\$ 170,000	\$ 330,000	\$ 170,000
Agricultural - New	\$ 305,000	\$ -	\$ 40,000
Agricultural - Addition/Alteration	\$ 47,222	\$ -	\$ 15,000
Commercial - New	\$ 66,111	\$ -	\$ -
Commercial - Addition/Alteration	\$ 43,333	\$ 420,000	\$ 15,000
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 131,111	\$ 2,900,000	\$ -
Institutional - New	\$ 590,556	\$ 1,120,000	\$ -
Institutional - Addition/Alteration	\$ 391,667	\$ -	\$ -
Miscellaneous	\$ 28,889	\$ 15,000	\$ 300,000
Total Construction Value	\$ 4,579,444	\$ 5,965,000	\$ 3,175,000
YEAR TO DATE	10 Year Average	2014	2015
Number of Permits Issued	349	318	272
Number of Dwelling Units	124	80	42
Total Construction Value	\$ 42,465,889	\$ 35,449,000	\$ 26,336,000

SEPTEMBER 2015

Residential - New		Agricultural - New
BADEN		1172 Holland Mills Rd.
88 Charles Street	51 Michael Myers Road	Agricultural - Add.
43 Kropf Drive	109 Michael Myers Road	3788 Huron Road
NEW HAMBURG		Commercial - Add.
288 Jacob Street	63 Stonecroft Way	169 Front Street
150 Piccadilly Square		Commercial - Alt.
PETERSBURG		118 Peel Street
1383 Huron Road		Commercial - Demo
Residential - Alteration		21/23 Snyder's Rd. E
26 Bettschen Lane	229-231 Jacob Street	
97 Wagler Avenue	112 Kettle Lake Drive	
1259 Bridge Street	216 Shade Street	
265 Hamilton Road	32 Smith's Creek Drive	
160 Hostetler Road	60 Weber Street	
Residential - Accessory		
62 Erhardt Wagner Place	163 Milne Drive	
93 Goldschmidt Crescent	1555 Wilby Road	
1164 Waterloo Street		
Residential - Other		
362 Fairview Street		
Residential - Demolition		
288 Jacob Street	1383 Huron Road	
1949 Berlett's Road		

SSMMIP STATISTICS

Source: Township of Wilmot
Development Services

	September 2015	Total 2015
Systems to be inspected	541	541
System Inspected	22	118
Systems not requiring Stage 2 inspection	21	117
Systems requiring Stage 2 inspection	1	1
Systems exempted from Stage 1 inspection	105	105
Systems remaining to be inspected		318



Township of Wilmot REPORT

REPORT NO. PRD 2015-08
TO: Council
PREPARED BY: Scott Nancekivell
DATE: October 5, 2015
SUBJECT: Facilities & Recreation Services Quarterly Activity Reports

Recommendation:

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

Background:

N/A

Discussion:

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

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:

N/A

Conclusion:

That the report be received for information.



Director of Facilities & Recreation Services



Reviewed by CAO

FACILITIES & RECREATION SERVICES
Recreation and Community Services Division
Quarterly Activity Report (July – September 2015)

- Continued to attend the meetings of the Township's Website Refresh Working Group and worked on writing and formatting content for the new website.
- Staff continued to work on the Fall/Winter Community Recreation Guide. It was distributed to residents during the third week in August.
- 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 ran six weeks of summer day camps at the Wilmot Recreation Complex this year.
- Staff began planning the recreation and fitness programs for the 2016 Spring/Summer sessions.
- Continued to work with the Wilmot Horticultural Society on civic beautification.
- Continued to support the activity leaders of the Seniors Shuffleboard Program.
- Staff have initiated the compilation of the 2016 Spring/Summer Community Recreation Guide. The Community Recreation Guide will be distributed to every household in the Township at the end of August.
- Attended meeting and assisted with the application to the KW Community Foundation for a Vital Grant to create a sense of belonging in Wilmot
- Completed and submitted the final reports for the funding we received from the Summer Jobs Service Program (Provincial Government) to subsidize the wages.
- Held the annual end of the season meeting with Wilmot District Soccer.
- Attended meetings regarding municipal alcohol risk management policy.
- Assisted the Mayor with Citizen of the Year nominations and the associated awards
- Online program registration for the aquatics, recreation and fitness programs for the Fall/Winter programs began on September 9th. In-person and Non-resident registration began on September 15th.

Submitted by:

Vicky Luttenberger
Manager of Recreation and Community Services

FACILITIES & RECREATION SERVICES

Aquatics Division

Quarterly Activity Report (July - September 2015)

- We currently have 3 full time staff members and 41 active part-time staff members. We also have 2 P/T staff members at university who are on our substitution list. We hired 5 new P/T staff for the fall session, 2 new Instructor/ Guards; Deyanne Sutcliffe and Heather Shurr. Vicki Whiteside has returned after a year's absence as an Instructor/Guard. We have 3 new Assistant Instructors; Dana Balzer, Katie Cameron and Ryan McIsaac.
- In September we had three staff members resign as they went away to post-secondary school. We also had three staff members resign prior to the summer session beginning in July. We received several applications, but only three applicants had their full instructor/ lifeguard certification; the rest were from applicants looking for Assistant Instructor/Guard positions. We are fortunate that several staff members took on additional shifts over and above what they originally submitted in their fall hour request forms (we request that they fill at least two shifts per week.) This has allowed us to maintain scheduled programs but it does not leave us staff to "spare" in the event of illness. In previous years, we were fortunate enough to have some staff members who decided to delay post-secondary education and were able to work close to full time hours in order to earn money to pay for their education. This year, those staff members have returned to school and we did not have any other P/T staff members take this year off school. We do have several younger staff members who will be eligible to take courses for additional qualifications over the next few months, and this should help in future sessions with our evening programs.
- Our Summer 2015 session had a total of 533 Learn-to-Swim participants, 6 Leadership participants, 24 – 5 private block participants, 20 – 4 block private participants and 236 Drop-in lesson participants. Compared to the Summer 2014 session that had a total of 522 Learn-to-Swim participants, 11 Leadership participants, 22 – 5 private block participants, 17 – 4 block private participants and 250 Drop-in lesson participants.
- Over, July and August, there were 5758 admissions for our recreational swim programs. These programs include length swims, open and family swims and Aquafit classes. Tim Horton's chose not to sponsor open swims this summer. In 2014 we had 5184 admissions for our recreational swims and Tim Horton's sponsored 3 open swims that summer.
- We once again offered daytime Aquafit throughout July and August. These classes are held during our daily learn-to-swim. This limits the space that can be used, as we are not able to impact the space required to teach the swimming lessons as well as

offering aquafit participants adequate room in which to exercise. We continued with a deep and a shallow water aquafit class each morning.

This year we added an Easy- Does-It aquafit class to Tuesday and Thursday morning time schedule in the leisure pool. Each class was 45 minutes with the shallow water class limited to 20 participants, the deep water and the Easy-Does-It classes are limited to 16 participants. The daytime classes this summer had 955 daytime participants. In 2014 we had 869 participants.

- We began taking registration for our Fall 2015 programs on September 9th. The first week of registration is reserved for Township Residents only. We do not reserve spots for in-person registration. Non-resident registration began on September 15th. The fall session begins on Friday, October 2nd. Our Preschool programs are 85% filled and our Learn-to-Swim classes are also 88% filled. Most of the remaining spaces are single spaces in classes.
- We had 105 people on wait lists for various classes for the Fall session. Of those, several are already registered in another time slot but would prefer a specific time. There are also several people who are on several different class waitlists.
- The pool was closed for a maintenance work August 29th - September 25th (7:00pm), and the following items were completed;
 - Both pool tanks were drained and tile/grout repairs were completed.
 - Tile and grout repairs were also completed on the pool deck and in each of the three change rooms.
 - Smaller mosaic tiles were installed to replace the larger 12" floor tiles adjacent to the shower area in all three of the pool change rooms to enhance the transition area between the showers and lockers.
 - A very thorough cleaning of the deck and change rooms was completed.
 - The two pool tanks were refilled and chemical balancing undertaken.
 - The viewing gallery glass was thoroughly cleaned (both sides).
 - The SS railings around the pool deck and galleries were cleaned & waxed.
 - The ACES installed their scoreboard at the north end of the lap pool.

Submitted by:

Angela Bylsma Anderson
Aquatics Manager, Wilmot Aquatic Centre
October 2015

FACILITIES & RECREATION SERVICES

Parks and Facilities Division

Quarterly Activity Report (July-September 2015)

- Splash pad is in full operation, the parents and kids are enjoying this addition to our park at the WRC.
- Hazardous trees needed to be removed beside 2 properties on Casselhome Cres. Met with Complete Tree Services to identify the hazard trees.
- Awarded Recreation Play Systems the contract to replace the Sararas Park (St. Agatha) play equipment.
- Attended the wrap up meeting with the Canada Day Committee.
- Drainage issues were repaired at Scott Park... discovered that tree roots and 12' of crushed pipe were the main reason of poor drainage on the fields.
- Expressway Ford delivered the Ford F-450 stake truck in July.
- Worked with the Aces Swim Club, to install the LED timing clock during our September maintenance shut down at the Aquatic Centre.
- Met with Brick and Co at the ND Bandshell for quotes to repair the floor.
- Worked with ODG to make sure their event went smoothly at Kirkpatrick Park.
- Received new chairs and carts for Mannheim CC.
- Received 39 round banquet tables to replace the old tables at NHCC.
- Working with Open Space Solutions on minor adjustments to the splash pad, now that it's running every day.
- Roads Dept. asphalted 3 catch basin areas at WRC that were badly deteriorated.
- Met with Mopar volunteers (2) for a pre-event walk around Norm S Hill Park.
- Mopar was well attended and the weather was perfect. Worked with Mopar staff to make sure the weekend went as smooth as possible.
- Boshart Electric completed the ball diamond light replacements in NH and Baden. Electrical conduit trenches have also been top soiled.
- New flag poles for Beck Park, Oasis-in-the-Centre and 121 Huron St. were delivered and will be installed in October. Locates have been obtained.
- Roads Dept. used the hot box to fill in some pot holes in our asphalt driveways at Kirkpatrick Park prior to the Argo EXPO.
- Ice installed in the Schout Arena (late August)... all went well during the installation.
- Pool shut down started Friday August 28th. Pool draining commenced after the last rental at 9pm. Tile crew started repairs on Monday. Epoxy grout needs minimum 6 days to air cure.
- Tiling Company repaired damaged, loose and "pin-holed" grout in the pool tank floor areas. This needed to be addressed to prevent water penetration under the tiles and substrate below. Cracked or chipped tiles were also replaced.
- Bruce removed the pool pumps for service to impellers and seals. This will be done every 3 years as part of our preventative maintenance program.

- Met with facilities staff at Sararas Park need to remove the old play equipment. Recreation Play Systems installed the new playground equipment. An engineered wood chip surface was installed, and the neighbors were very pleased.
- Met with 2 Fall Fair volunteers to complete a pre-event walk around to address any issues before the event.
- Met with Guillivan Electric to get quotes for replacing the T-12 lights at NDCC.
- Fall Fair weekend was successful; some rain on Saturday but the crowds on Sunday were excellent and the derby was highly attended.
- Re-installed the pool pumps with Bruce and filled both pool tanks with water. Pool staff and Bruce completed the water balancing for opening day.
- Assisted the Clerks Dept with set-up of the SACC for a drainage meeting. Set-up and tear down was completed by facilities staff.
- Wagler Electric installed the concrete base and electrical conduits for the standby generator at WRC.

Geoff Dubrick
Parks and Facilities Manager



Township of Wilmot **REPORT**

REPORT NO. CK2015-06
TO: Council
PREPARED BY: Tracy Loch
DATE: October 5, 2015
SUBJECT: Quarterly Activity Report – July, August & September 2015

Recommendation:

That the Castle Kilbride Activity Report for the months of July, August and September 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 :

- Oversaw summer staff who were employed under the Canada Summer Jobs (CSJ) student grant program as well as Young Canada Works (YCW) program. Ensured grant stipulations were followed and final reports submitted to each organization. For the first time in eight years Castle Kilbride's application was approved for YCW under the Canadian Museum Association which funded 75% of the student's wages.
- Oversaw student from a new museum studies program at Georgian College to fulfill a work term to assist Heritage Wilmot and Castle Kilbride operations.
- Coordinated the Castle Summer Concert Series. Each summer the concerts continue to grow in attendance. This past summer one extra concert was added for a total of ten concerts offered to the public. The weather cooperated for all but one concert. Castle staff and committee members review the performers as planning for the 2016 Castle Summer Concert Series is drafted.
- Distributed marketing material to direct cultural venues and attractions within Waterloo Region and throughout Ontario. Included a distribution of Castle brochures to all border crossings and On Route centres within Ontario.
- Created media releases and tweets promoting the Castle's summer events and exhibits.
- Discussed with WRTMC staff an upcoming travel writer in October to promote Castle Kilbride and Wilmot Township.
- Provided support to the Baden Cornfest with the coordination of a classic car show and heritage demonstrators at the Castle. The museum offered admission by donation and welcomed over 300 patrons that day.

- Provided support to the Castle Kilbride Advisory Committee Chair and Past Chair with the committee's new Castle Lecture Series initiative.
- Assisted Heritage Wilmot committee member Marg Rowell along with summer student with the re-organization and updated information pertaining to the designated and non-designated property files. Filing cabinets were re-organized and files enhanced.
- Assisted Heritage Wilmot Chair with the revised work plan for the Grandstand mural project. Coordinated meeting with committee and artist.
- Assisted with the coordination of Doors Open Waterloo Region. This year Wilmot Township was highlighted and historic walking tours were offered in New Hamburg's heritage district; In addition, the New Hamburg (Carnegie) Library was highlighted with celebrating its 100th anniversary.
- Continued website content writing for Castle Kilbride and Heritage Wilmot.
- Began coordination of Christmas event and marketing associated with the Christmas season.
- Assisted various researchers and responded to genealogical requests.

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

Strategic Plan Conformity:

The report implements the following goals from the Strategic Plan:

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

Financial Considerations:

Actions and report reflect approved budget.

Conclusion:

The report CK2015-06 noting the activities of the Castle Kilbride department be received.



Tracy Loch, Curator/Director



Reviewed by CAO

Assistant Curator's Report

SUBJECT: Quarterly Report for July, August and September 2015

SUBMITTED TO: Tracy Loch

SUBMITTED BY: Sherri Gropp

Education:

Summer Camp: Another sold out summer camp for Castle Kilbride! We had 248 children participate in our summer day camps for the two week long programs in July. Children were aged 5 – 10 and enjoyed the themed activities and crafts that were planned and conducted by Castle summer staff. In addition, we also welcomed 20 day campers from Wellesley. They participated in our Playing in the Past program. I oversaw all aspects of the camp which included registration/payment, greeting parents and children daily, mentoring students and assessing how each camp went. At the end of camp, I coordinated and printed/mailed camp receipts to parents. We are currently reviewing our summer camp for 2016.

Exhibit/Events:

Summer Concert Series

There were ten concerts offered this year, one more than last year. Unfortunately our last concert on Sept.3 was cancelled due to bad weather. In total for the concert series, we had 3355 participate. We had some really great entertainment this year and look forward to next year. I assisted with:

- Set up and take down of the event. Organized volunteers;
- Greeted visitors, gave information about the concerts and who was playing next

Car Tour July 31

The Castle welcomed an unusually large pre-booked tour (Antique & Classic Car Tour of Canada) which filled the parking lot and streets of Baden. Some highlights:

- 100 people in total toured the Castle which included 52 vintage cars
- Organized staff and volunteers
- Conducted tour; Liaised with organizer to ensure a smooth transition between the three sites visited that day: Castle Kilbride, Wilmot Heritage Fire Brigades Museum and the Baden Hotel.

Princess Tea- August 7th

- This was the second princess tea offered which was sold out again with 51 participants.
- Organized students, actors and coordinated the arrival of the princesses.
- Decorated house; Set up lawn with themed tables, chairs and decoration
- Greeted guests and processed payments

Cornfest- August 8th

- Welcomed over 306 patrons to tour inside Wilmot's National Historic Site. Visitors through the museum had tripled compared to the previous Cornfest. Was a great day for Castle Kilbride.
- Created a special activity for children to enjoy while looking through the house.
- Coordinated students throughout the home that interacted with the public; coordinated Heritage student that was providing support at Livingston Presbyterian Church along with Heritage Wilmot committee member Marg Rowell.
- Assisted with coordination of heritage demonstrators outside of Castle Kilbride.

Lecture Series

- First time we have offered this event. First lecture was the History of Beer on September 24 at 7 p.m. In partnership with EJs Tavern. Lecture began in Council Chambers with Stacy McLennan from Waterloo Region Museum giving the talk. Afterwards, guests travelled to EJs Tavern for beer sampling. In total we had 22 participants.
- Created posters, tickets, submitted event listings, welcomed guests and processed payments

Summer students

- Supervised three students on a 12-week work term; Supervised intern (May- August)
- Created staff schedules and organized students for front cash coverage.
- Gave guidance and supplied information for summer camp activities.

Castle Maintenance & Collection

- Conducted routine cleaning of Castle.
- Guided students on using the PastPerfect software
- Input all artifacts in the Dining Room into PastPerfect complete with photographs

Website

- Content writing for Castle Kilbride and Heritage Wilmot; Sourced photographs

Castle Book

- Met with Nancy Silcox; Reviewed chapters; Sources photographs and documents.

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.

Castle Kilbride Visitor Statistics

The third quarter for Castle visitors is the highest in years. From July to September, the museum welcomed 5,290 visitors!

Month	School	Bus	Regular	Event	Total
July	268	145	402	1935	2750
August	0	43	480	1777	2300
September	0	5	213	22	240
Total	*268	193	1095	3734	5290
2014	484	116	1177	3237	5014
2013	352	77	1419	3055	4903
2012	440	287	1172	2116	4015
2011	511	209	1542	2117	4379
2010	528	250	1182	1319	3279

*School number lower in 2015 due to consolidating camp to July only. Also, the Education Day portion of the New Hamburg Fall Fair was cancelled which the museum traditionally participates in.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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#67557

SEP 25 2015

Grant Whittington
Chief Administrative Officer
Rosita Tse, CPA, CMA
Treasurer
Township of Wilmot
60 Snyder's Road W.
Baden, ON N3A 1A1

Dear Mr. Whittington and Ms. Tse:

As the Minister of Municipal Affairs and Housing, I am pleased to announce that you are one of the 15 winners of the Financial Information Return Award. I recognize your collective effort and contribution in ensuring that timely, reliable, and accurate financial information was submitted for Township of Wilmot's 2014 Financial Information Return (FIR). The Ministry is featuring the 15 winners on the FIR website <http://csconramp.mah.gov.on.ca/fir/welcome.htm>.

As you know, the FIR year-end reports capture important financial and statistical information for each municipality in the province. This assists the Ministry of Municipal Affairs and Housing in providing the most current information to the growing number of users of our municipal database.

Strong relationships and open communication are the foundation for creating strong and sustainable communities. I look forward to continuing to work together for the benefit of all Ontarians.

Best Regards,

A handwritten signature in blue ink, appearing to read "Ted McMeekin", written over a circular blue stamp.

Ted McMeekin
Minister

TOWNSHIP OF WILMOT

BY-LAW NO. 2015-58

BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.

WHEREAS The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

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

1. That the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, are hereby removed from Zone 5 (Commercial) and placed within Zone 2a (Residential).
2. Notwithstanding the provisions of By-law 83-38, as amended, only the following uses shall be permitted on the lands described on Schedule "A", and illustrated on Schedule "B" attached to and forming part of this By-law:
 - a) no more than two Dwelling units
 - b) uses accessory to the foregoing permitted use
 - c) home occupation in conformity with sub-section 6.17
3. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
4. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 5th day of **October, 2015**.

READ a third time and finally passed in Open Council on the 5th day of **October, 2015**.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Lot 9, Plan 628 in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2015-58.

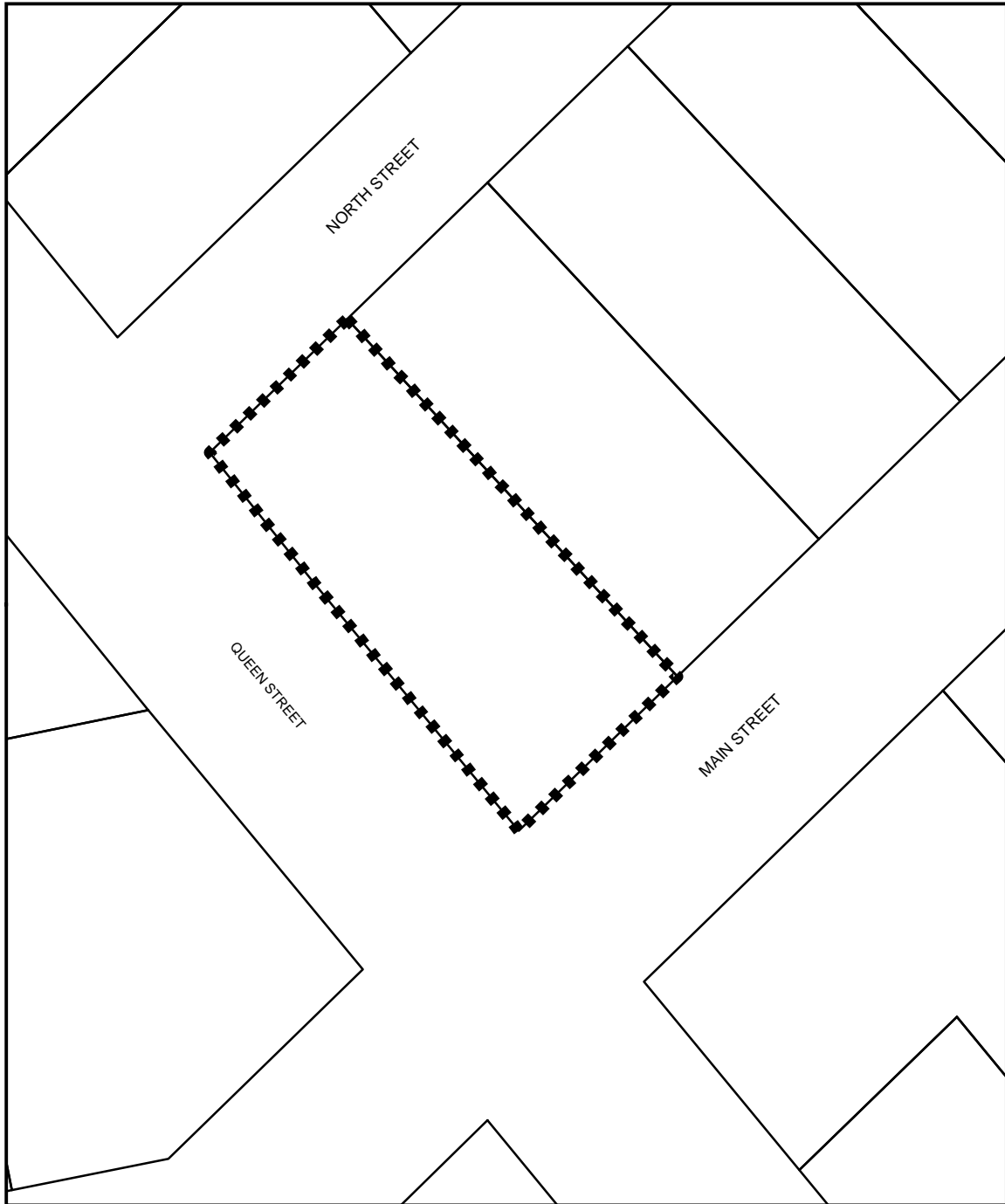
PASSED this 5th day of October, 2015.

MAYOR

CLERK

SCHEDULE "B"
LOT 9, PLAN 628
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2015-58
PASSED THIS 5TH DAY OF OCTOBER, 2015.

MAYOR

CLERK

