



# TOWNSHIP OF WILMOT

## **Council Meeting Agenda Monday, February 13, 2017 Regular Council Meeting Council Chambers 7:00 P.M.**

### **1. MOTION TO CONVENE INTO CLOSED SESSION**

#### **Recommendation**

THAT a Closed Meeting of Council be held on Monday, February 13, 2017 at 6:30 p.m. in accordance with Section 239 (2) (c) of the Municipal Act, 2001, for the purposes of considering the following matters:

- 2 (c) a proposed or pending acquisition or disposition of land.

### **2. MOTION TO RECONVENE IN OPEN SESSION**

### **3. MOMENT OF SILENCE**

### **4. ADDITIONS TO THE AGENDA**

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

### **6. MINUTES OF PREVIOUS MEETINGS**

#### **6.1 Council Meeting Minutes January 16, 2017.**

#### **Recommendation**

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

Council Meeting January 16, 2017.

**7. PUBLIC MEETINGS**

**7.1 REPORT NO. DS 2017-03**

**Zone Change Application 01/17**

**Alessandra Perolli**

**Part of Lot 6, Concession North of Erb's Road**

**1694 Erb's Road, St. Agatha**

**Recommendation**

THAT Council approve Zone Change Application 01/17 made by Alessandra Perolli, affecting Part of Lot 6, Concession North of Erb's Road to pass a temporary use by-law to permit a garden suite (a mobile home) for retirement purposes for a period of 10 years.

**8. PRESENTATIONS/DELEGATIONS**

**9. REPORTS**

**9.1 CAO – no reports**

**9.2 CLERKS**

**9.2.1 REPORT NO. CL 2017-05**

**Consideration of Drainage Engineer's Report**

**For the Weiss Municipal Drain 2016**

**North Part of Lots 7 & 8, Concession South of Bleams Road**

**Township of Wilmot, Regional Municipality of Waterloo**

**Recommendation**

THAT the revised Drainage Engineer's Report dated December 2016 for the Weiss Municipal Drain 2016, to provide a subsurface outlet for tile drainage waters within the watershed for Part of Lots 7 & 8, Concession South of Bleams Road, Township of Wilmot, Region of Waterloo, be adopted, and further;

THAT the Provisional By-law be given first and second reading; and further,

THAT the date for the Court of Revision be scheduled for Monday, March 6th, 2017 at 7:00 pm and that: Mayor L. Armstrong, Councillors M. Murray, J. Gerber and B. Fisher (as alternate member), be appointed to the Court of Revision.

**9.2.2 REPORT NO. CL 2017-06**

**Landowner's Withdrawal from Municipal Drain Petition**

**Petition from Wiebe Nauta**

**Lot 15, Concession North of Bleam's Road**

**1748 Wilmot Centre Road, Baden**

**Township of Wilmot**

**Recommendation**

THAT Report No CL2017-06, dated February 13, 2017 and prepared by the Deputy Clerk, be received for information purposes.

**9.2.3 REPORT NO. CL 2017-08**

**By-law Enforcement**

**Quarterly Activity Report**

**October 1, 2016 to December 31, 2016**

**Recommendation**

THAT the Enforcement Activity Report for October 1, 2016 to December 31, 2016 be received for information purposes.

**9.3 FINANCE**

**9.3.1 REPORT NO. FIN 2017-11**

**Bag Tag Program Agreement**

**Recommendation**

THAT Report FIN 2017-11, prepared by the Supervisor of Revenue, regarding the agreement between the Regional Municipality of Waterloo and the Corporation of the Township of Wilmot pertaining to the sale of garbage tags be approved;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the Memorandum of Understanding with the Regional Municipality of Waterloo for the sale of garbage bag tags.

**9.3.2 REPORT NO. FIN 2017-12**

**Lichti Municipal Drain – Actual Cost By-Law**

**Recommendation**

THAT Report FIN 2017-12, prepared by the Manager of Accounting, relative to the Lichti Municipal Drain, be received for information purposes.

**9.3.3 REPORT NO. FIN 2017-13**

**Canada 150 Community Infrastructure Program  
Amending Agreement #1**

**Recommendation**

THAT the amending agreement for funding under the Canada 150 Community Infrastructure Program be approved;

THAT the amending agreement covers the Improvement of Wilmot Recreation Complex Lighting and Rehabilitation of New Dundee Tennis Court; and

THAT \$66,666 and \$46,666 in grant funding be approved under this program for Improvement of Wilmot Recreation Complex and Rehabilitation of New Dundee Tennis Court respectively.

**9.3.4 REPORT NO. FIN 2017-14**

**2017 Municipal Budget**

**Recommendation**

THAT the 2017 Municipal Budget dated February 6, 2017, as recommended by the Ad Hoc Budget Advisory Committee, be approved; and

THAT the Director of Finance be authorized to prepare the necessary levying by-law to raise \$7,505,405 for Township purposes from general taxation.

**9.4 PUBLIC WORKS****9.4.1 REPORT NO. PW-2017-01****2016 Summary Water Distribution Report and  
Drinking Water Quality Management System****Recommendation**

That report PW-2017-01 be received for information purposes.

**9.4.2 REPORT NO. PW-2017-02****Public Works Activity Report  
October - December 2016****Recommendation**

That the Public Works Department Activity Reports for the months of October, November and December 2016 be received for information.

**9.5 DEVELOPMENT SERVICES****9.5.1 REPORT NO. DS 2017-02****Delegation of Planning Approvals****Recommendation**

THAT the Township of Wilmot formally requests delegation of the following Planning Act approvals from the Region of Waterloo for reasons as set out in Report DS 2017-02:

- i) Plans of subdivision
- ii) Plans of condominium
- iii) Part Lot Control exemptions

AND THAT the Region of Waterloo be requested to modify the criteria for delegated approval as set out in Report DS 2017-02;

AND THAT the Region of Waterloo address these requests and issue the requested delegated approval authority within its jurisdiction by May 1 2017;

AND THAT the Region of Waterloo work with the area municipalities and the Province of Ontario regarding delegation of local official plan amendments to seek full delegation of approval authority by the end of 2017

## **9.6 FACILITIES AND RECREATION SERVICES**

### **9.6.1 REPORT NO. PRD 2017-02**

#### **Facilities & Recreation Services Quarterly Activity Reports**

#### **Recommendation**

THAT the Facilities & Recreation Services Activity Reports for the fourth quarter of 2016 be received for information.

## **9.7 FIRE**

### **9.7.1 REPORT NO. FD 2017-01**

#### **Fire Tanker Truck Replacement – Station 3**

#### **Recommendation**

THAT ResQTech Systems Inc. be awarded the contract for supply and delivery of one (1) 2500 gallon, Conventional Cab Tanker Truck c/w Hose and Accessories for Station 3 (New Hamburg), as per their updated proposal, dated January 13, 2017, in the amount of \$404,616.08 (net of HST rebate).

### **9.7.2 REPORT NO. FD 2017-02**

#### **Quarterly Activity Report**

#### **Recommendation**

THAT the Fire Department Activity Report for the fourth quarter of 2016 be received for information purposes.

## **9.8 CASTLE KILBRIDE – no reports**

## **10. CORRESPONDENCE**

### **10.1 Castle Kilbride Advisory Committee – Meeting Minutes November 17, 2016**

**10.2 Heritage Wilmot Advisory Committee – Meeting Minutes November 2 and December 7, 2016 and January 11, 2017**

**Recommendation**

THAT Correspondence Items 10.1 to 10.2 be received for information.

**10.3 Township of McKellar – Resolution Concerning Designation of Municipal Fire Services as Critical Infrastructure**

**Recommendation**

WHEREAS the Fire Protection and Prevention Act, 1997, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility;

AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;

AND WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;

AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure;

AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Wilmot hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward;

AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Michael Harris, MPP for Kitchener-Conestoga, the Association of Municipalities of Ontario (AMO) and the Rural Ontario Municipal Association (ROMA).

**11. BY-LAWS**

**11.1 By-law No. 2017-04 – Water and Sanitary Fees By-law**

**11.2 By-law No. 2017-05 – Lichti Municipal Drain Actual Cost By-law**

**11.3 By-law No. 2017-06 – By-law to Authorize the Execution of the Agreement Regarding Garbage Bag Tags with the Regional Municipality of Waterloo**

**11.4 By-law No, 2017-07 – Provisional By-law for the Weiss Municipal Drain 2017**

**11.5 By-law No. 2017-08 – Zone Change Application 01/17, Alessandra Perolli, Part of Lot 6, Concession North of Erb's Road, 1694 Erb's Road, St. Agatha**

**Recommendation**

THAT By-law Nos. 2017-04, 2017-05, 2017-06, 2017-07 and 2017-08 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. 2017-09**

**Recommendation**

THAT By-law No. 2017-09 to Confirm the Proceedings of Council at its Meeting held on February 13, 2017 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, January 16, 2017**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

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

Staff Present: Chief Administrative Officer G. Whittington, Director of Clerk's Services B. McLeod, Director of Public Works G. Charbonneau, Director of Facilities and Recreation Services S. Nancekivell, Curator/Director of Castle Kilbride T. Loch, Fire Chief M. Raine, Manager of Accounting P. Kelly, Supervisor of Revenue A. Romany

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

None disclosed.

**6. MINUTES OF PREVIOUS MEETINGS****6.1 Council Meeting Minutes December 5, 2017.****Resolution No. 2016-233**

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

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

Council Meeting December 5, 2016.

CARRIED.

**7. PUBLIC MEETINGS****8. PRESENTATIONS/DELEGATIONS**

**8.1 Deanna Dakin, Waste Management Coordinator  
Dave Johnstone, Supervisor of Contracts and Service  
Region of Waterloo Waste Management**

Ms. Dakin introduced herself and Mr. Johnstone and provided a presentation regarding the new curbside collection rules, limits and schedules commencing in the Township of Wilmot beginning the week of March 6, 2017. She advised that a calendar will be delivered to homes the end of January and that a downloadable app ('My Waste') is available as well for people to check their calendar. In addition, there is information on the Region's website relative to the waste collection changes. There will be 10 free garbage tags supplied with the calendars for garbage that is beyond the limits which are also available online and in person (5 for \$10) at the Regional landfill or the Township office. The final details for the bag tags location are still in progress to be confirmed later in February). The tags may not be used for large items or at transfer stations. For families with unavoidable waste generated by a medical condition, there is an application process/form available for an exemption to the garbage limit and that eligible households will receive a free supply of bag tags for extra set-out.

She encouraged the use of the green bins and blue boxes to reduce garbage and advised of programs provided by the Region to assist families in maximizing diversion.

The weekly collection of garbage in the main street (business) corridor of New Hamburg will continue to occur as well as the weekly recycling collection. Green bin delivery will occur to remote rural residents the end of January.

In response to Councillor P. Roe's question, Ms. Dakin advised that lightbulbs and batteries may be dropped off at places such as Rona's and through 'orangedrop.ca' wherein business sign up to take such items.

In response to Councillor A. Junker's question, Ms. Dakin confirmed that the lightbulbs and batteries may also be taken to the hazardous waste section of the landfill. Habitat for Humanity also takes used (building) material as well.

Councillor A. Junker stated that there are five homes in New Dundee that take their waste to one location and questioned if with the new waste collection contractor, this would remain unchanged. Mr. Johnstone indicated that the Region should be advised of any anomalies such as this. Councillor A. Junker questioned how residents are to address emergency situations such as extra waste resulting from flooding incidents, etc.

Ms. Dakin responded that extra tags could be used on the items, the material could be transported to the landfill or placed at curbside on 'double up days'.

In response to Councillor A. Junker's question of why there is no weekly yard waste collection in late fall, Mr. Johnstone indicated that yard waste collection dates are based around the timing of other contracts.

In response to Councillor P. Roe's question, Ms. Dakin confirmed that a garbage container is considered the same as a garbage bag with a limit of up to 120 litres and 23 kgs (50 lbs.)

## **8.2 Steve Barker, 249 Perth Street, New Hamburg Perth Street Speed Limit Request**

### **Resolution No. 2016-234**

**Moved by: Councillor M. Murray**

**Seconded by: J. Gerber**

That staff further investigate the speed limit request for Perth Street.

CARRIED.

Mr. Steve Barker introduced himself and advised Council that he was appearing before them on behalf of a delegation of residents who reside on Perth Street, New Hamburg. Mr. Barker stated that 81% of the residents (22 signatures) that were polled are in agreement with him to request that the speed limit on Perth Street be reduced to 40 km/hr to 150 metres northwest of the bridge over the railway and to reduce the speed limit to

60 km/hr from 150 metres northwest of the bridge over the railway to the Wilmot Eashope Boundary Road. Mr. Barker cited that there are approximately 20 homes in this area and a number of pedestrians who use the road. He stressed safety concerns and was of the opinion that the existing speed limit is inappropriate.

The Mayor summarized that the request has been referred to staff and that a follow-up report will be brought forward to Council in the near future.

The Director of Public Works acknowledged the referral and advised that Mr. Barker, as the spokesperson for the delegation, will be advised as to when the report to Council will be available.

### **8.3 REPORT NO. PRD 2017-01**

#### **Approval of the Parks, Facilities and Recreation Services Master Plan**

#### **Resolution No. 2016-235**

**Moved by: Councillor M. Murray**

**Seconded by: B. Fisher**

THAT as per the recommendation of the Master Plan Steering Committee, the Parks, Facilities and Recreation Services Master Plan dated January 2017 prepared by Monteith Brown Planning Consultants, be endorsed.

CARRIED.

The Director of Facilities and Recreation Services briefly highlighted the Master Plan and introduced Todd Brown from Monteith Brown Planning Consultants.

#### **8.3.1 Monteith Brown Planning Consultants**

Mr. Brown highlighted the Parks, Facilities and Recreation Services Master Plan. He echoed the Director's statements that a considerable amount of research, data and public consultation had been undertaken in the preparation of the Plan.

In response to Councillor B. Fisher's question relative to whether the existing parkland in Baden (excluding the Wilmot Recreation Site/woodlot) was sufficient considering the ongoing development in Baden, Mr. Brown indicated that the available municipal parkland is sufficient and that there are also opportunities for the public to utilize lands owned by the school boards and the Grand River Conservation Authority.

Councillor B. Fisher referred to the statistics in the Plan which indicate that seniors over the age of 70 was the category showing the greatest number during the time period of the census and questioned if amenities such as shelters, park benches and trees are being recommended to assist with the older demographics accordingly.

Mr. Brown responded that the older age cohort will experience the greatest growth over the next 10 years and that operating budgets would take the aforementioned amenities into consideration.

Councillor P. Roe questioned the omission of outdoor recreational skating opportunities in the Plan as an alternative to address the perceived need for another indoor ice facility. He was of the opinion that by providing more outdoor artificial ice skating such as at Kitchener City Hall, this would satisfy a need for parents and tots who wish to skate recreationally, lessen their costs, free up ice time at WRC and alleviate the costs to revamp the former arena for a third ice pad.

Mayor L. Armstrong responded that outdoor skating rinks require ongoing maintenance to which there are costs and that in 3 years time, the need for a third ice pad will be reassessed. Consideration was given to this in the Plan. The consultant confirmed that there was no sense of additional demand for outdoor recreational skating (there are already a few existing outdoor rinks) and that basing a Plan on what some people might want but didn't request, is not a good concept.

Councillor J. Gerber noted that there were several opportunities for members of Council to express their opinions during the development of the Master Plan.

## **9. REPORTS**

### **9.1 CAO – no reports**

### **9.2 CLERKS**

#### **9.2.1 REPORT NO. CL 2017-01**

**Appointment of Engineer**

**Petition for Municipal Drainage Works**

**From Ross Roth Sand and Gravel Inc. / Greg Ramseyer**

**For North Part of Lot 22, Concession 3, Block A, 1029 Bean Road, Township of Wilmot, Regional Municipality of Waterloo**

**Resolution No. 2016-236****Moved by: Councillor A. Junker    Seconded by: Councillor M. Murray**

THAT Dietrich Engineering of 155 Frobisher Drive, Waterloo be appointed as the Engineer relative to the Petition for Drainage Works from Ross Roth Sand and Gravel Inc. / Greg Ramseyer for North Part of Lot 22, Concession 3, Block A, 1029 Bean Road, Township of Wilmot, Regional Municipality of Waterloo and be authorized to prepare a report under Section 8 (4) of the Drainage Act, R.S.O. 1990, Chapter D. 17.

CARRIED.

The Director of Clerk's Services highlighted the report.

In response to Councillor M. Murray's question as to why both the previous and current owners' names of the property are included on the petition naming the drain, the Director stated that she would reference this with the Drainage Superintendent and follow-up with Council on the matter.

**9.2.2 REPORT CL 2017-02****Appointment of Members and Amendment of Terms of Reference****Grand River Accessibility Advisory Committee****Resolution No. 2016-237****Moved by: Councillor M. Murray    Seconded by: Councillor A. Junker**

THAT Council approve the Terms of Reference for the Grand River Accessibility Advisory Committee (GRAAC) as amended, as outlined in Report CL 2017-02, dated January 16, 2017.

AND FURTHER THAT Council appoint Jason Angel, Keri Cameron, Jolene MacDonald, Greg Moore, a staff representative from the Canadian Hearing Society, and a staff representative from Carizon to the Grand River Accessibility Advisory Committee for a 4-year term ending December 31, 2020.

CARRIED.

The Director of Clerk's Services highlighted the report.

**9.2.3 REPORT CL 2017-03**

**Petition from James Otto / Century Oak Holdings Inc.  
for Municipal Drainage Works  
Part of Lot 25, Concession 3, Block A  
Township of Wilmot**

**Resolution No. 2016-238**

**Moved by: Councillor P. Roe      Seconded by: Councillor B. Fisher**

THAT the Township of Wilmot accept the Petition for Municipal Drain Improvements received from James Otto for Part of Lot 25, Concession 3, Block A, Township of Wilmot; and,

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

CARRIED.

The Director of Clerk's Services highlighted the report.

**9.2.4 REPORT CL 2017-04**

**Consideration of Drainage Engineer's Report  
For the Weiss Municipal Drain 2016  
North Part of Lots 7 & 8, Concession South of Bleams Road,  
Township of Wilmot, Regional Municipality of Waterloo**

**Resolution No. 2016-239**

**Moved by: Councillor M. Murray      Seconded by: Councillor A. Junker**

THAT the Drainage Engineer's Report dated October 2016/Revised December 2016 for the Weiss Municipal Drain 2016, to provide a subsurface outlet for tile drainage waters within the watershed for Part of Lots 7 & 8, Concession South of Bleams Road, Township of Wilmot, Region of Waterloo, be received, and further;

THAT the date for the Consideration of the Report be scheduled for Monday, February 13th, 2017 at 7:00 pm.

CARRIED.

The Director of Clerk's Services highlighted the report.

**9.3 FINANCE – no reports**

**9.4 PUBLIC WORKS – no reports**

**9.5 DEVELOPMENT SERVICES**

**9.5.1 REPORT NO. DS 2017-01**

**2016 Fourth Quarter Building Statistics Summary**

**Resolution No. 2016-240**

**Moved by: Councillor P. Roe      Seconded by: Councillor M. Murray**

THAT the 4th Quarter 2016 Building Statistics Summary be received for information.

CARRIED.

**9.6 FACILITIES AND RECREATION SERVICES – no additional reports**

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE**

**9.8.1 REPORT NO. CK2017-01**

**Quarterly Activity Report – October, November & December 2016**

**Resolution No. 2016-241**

**Moved by: Councillor P. Roe      Seconded by: Councillor A. Junker**

THAT the Castle Kilbride Activity Report for the months of October, November & December of 2016 be received for information purposes.

CARRIED.

The Director/Curator highlighted the report.

In response to Mayor L. Armstrong, the Director/Curator advised that CBC will be filming an episode of Anne of Green Gables at Castle Kilbride beginning this Monday, January 20th for 3 days and that there will be lots of exciting activity occurring during this event.



**10. CORRESPONDENCE****10.1 Grand River Conservation Authority – GRCA Current, December 2016****10.2 Robert Williams, Integrity Commissioner – Annual Report 2016****Resolution No. 2016-242****Moved by: Councillor J. Gerber    Seconded by: Councillor B. Fisher**

THAT Correspondence Items 10.1 and 10.2 be received for information.

CARRIED.

**10.3 Harold Albrecht MP, Kitchener-Conestoga****Resolution No. 2016-243****Moved by: Councillor J. Gerber    Seconded by: Councillor M. Murray**

WHEREAS, Camping is about celebrating the great outdoors and is an integral part of our nation's history and our identity as Canadians:

WHEREAS, nearly 5.8 million Canadians go camping each year, along with numerous international visitors who want to experience the natural wonder of our country;

WHEREAS, Campgrounds are active, labour-intensive, recreational, hospitality businesses that provide affordable vacationing options for middle-class Canadian families and international visitors with many campgrounds in Canada being family-run small businesses that have been around for generations;

WHEREAS, Campgrounds across Canada have begun receiving notices from the Federal Government warning them of reassessments as they are deemed to be TOO SMALL to qualify for the small business tax deduction, because many family-run campgrounds do not have the required number of employees to qualify for the small business tax rate:

WHEREAS, some family-run campgrounds will be taxed at triple the rate of other small businesses – rates higher than even Canada's BIGGEST BILLION DOLLAR BUSINESSES, with penalties and interest, back tax bills will be in the tens of thousands of dollars, crippling otherwise healthy businesses and leading to ruin for others:

WHEREAS, the 2016 Federal budget abruptly concluded a promised 2015 review of these tax rules:

NOW THEREFORE the Council of The Township of Wilmot hereby respectfully urges the Federal government to set-aside these audits until the unclear and unfair application of these rules can be resolved.'

CARRIED AS AMENDED.

Councillor P. Roe noted that the 3<sup>rd</sup> last paragraph of the resolution should be revised to remove the word 'not' from the first sentence and also suggested that the wording 'urges the Federal government' be changed to 'requests the Federal government'.

## **11. BY-LAWS**

### **11.1 By-law No. 2017-01 – Interim Tax Levy By-law**

### **11.2 By-law No. 2017-02 – Fees and Charges By-law Amendment**

#### **Resolution No. 2016-244**

**Moved by: Councillor A. Junker    Seconded by: Councillor J. Gerber**

THAT By-law Nos. 2017-01 and 2017-02 be read a first, second and third time and finally passed in Open Council.

CARRIED.

## **12. NOTICE OF MOTIONS**

## **13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

Mayor L. Armstrong announced that the Director of Public Works, Gary Charbonneau has advised of his upcoming retirement this spring from the Township after 27 years of service. Council and the Management Team expressed their appreciation to Mr. Charbonneau for his dedication with a round of applause.

Mayor L. Armstrong made referene to the Highway Traffic Act which states that "no person shall drive a motor vehicle at a rate of speed greater than 50km/hr on a highway within a city, town village or built-up area" and that signs are not required.

## **14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2017-03**

**Resolution No. 2016-245**

**Moved by: Councillor A. Junker    Seconded by: Councillor M. Murray**

THAT By-law No. 2017-03 to Confirm the Proceedings of Council at its Meeting held on January 16, 2017 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**16. ADJOURNMENT ( 9:00 P.M.)**

**Resolution No. 2016-246**

**Moved by: Councillor B. Fisher    Seconded by: Councillor P. Roe**

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

CARRIED.

---

Mayor

---

Clerk



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

---

**REPORT NO.** DS 2017-03  
**TO:** Council  
**PREPARED BY:** Andrew Martin, Planner/EDO  
**DATE:** February 13, 2017  
**SUBJECT:** Zone Change Application 01/17  
Alessandra Perolli  
Part of Lot 6, Concession North of Erb's Road  
1694 Erb's Road, St. Agatha

---

### **Recommendation:**

That Council approve Zone Change Application 01/17 made by Alessandra Perolli, affecting Part of Lot 6, Concession North of Erb's Road to pass a temporary use by-law to permit a garden suite (a mobile home) for retirement purposes for a period of 10 years.

### **Background:**

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on January 19, 2017. The following is a summary of comments received prior to the Public Meeting.

Public: none at time of writing report

Agencies: Region: no objections

### **Discussion:**

The subject lands are designated Agricultural Resource Area in the Township Official Plan and are zoned Zone 2a (Residential) within the Township Zoning By-law. The property is developed with a single detached dwelling, detached garage, and a temporary garden suite (mobile home).

The mobile home was originally permitted to be located on the property in 2005 by way of a temporary use by-law. At that time a garden suite agreement was executed outlining the name of the occupant. The applicant has indicated the dwelling unit is still required for retirement purposes.

**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.

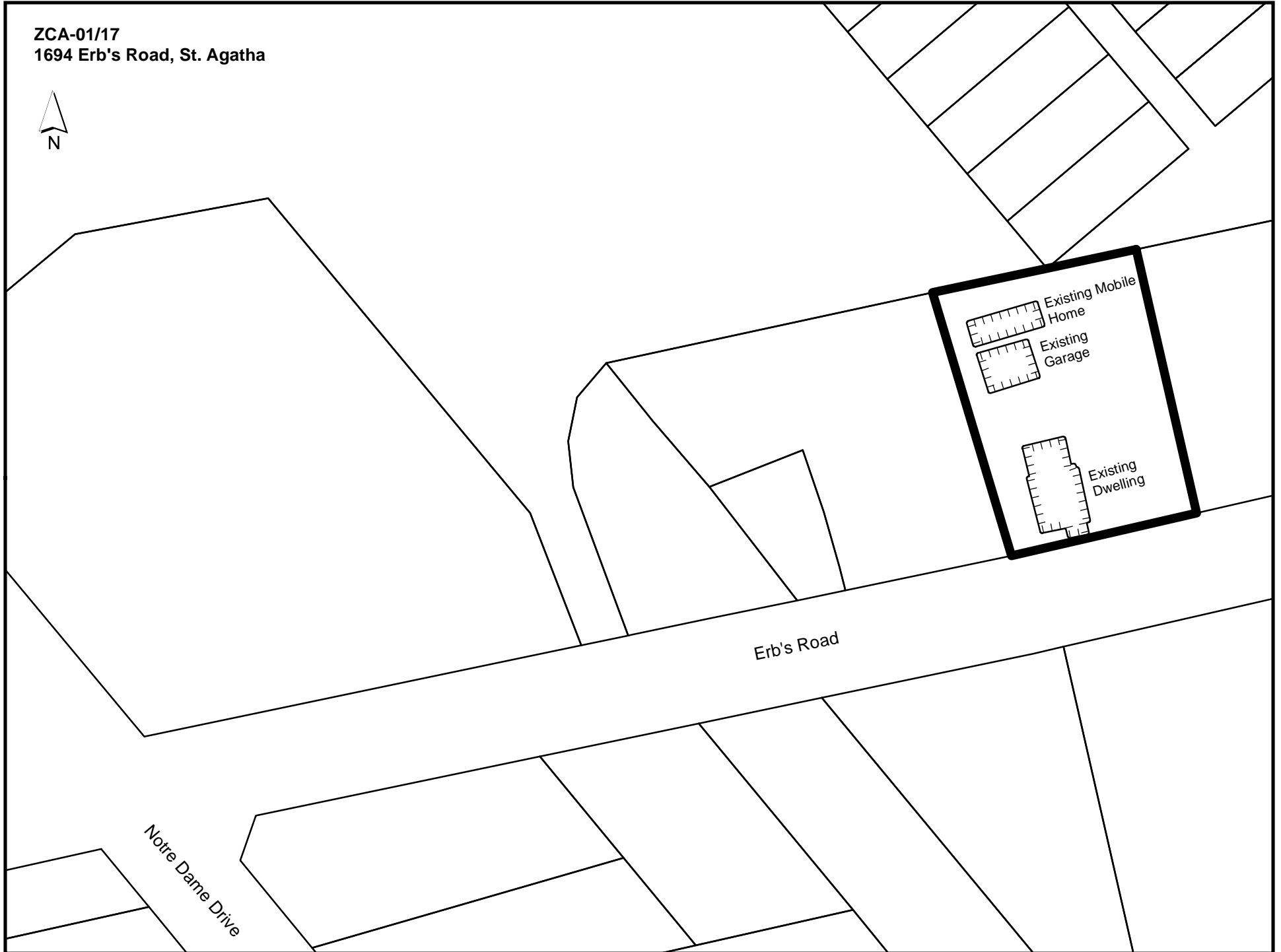
**Conclusion:**

The Temporary Use By-law and agreement provide the necessary tools to ensure that the mobile home remains a temporary use on the property in accordance with the policies of the Township Official Plan. Staff support approval of the application.

Andrew Martin, MCIP RPP  
Planner/EDO

Grant Whittington  
Reviewed by CAO

ZCA-01/17  
1694 Erb's Road, St. Agatha



Erb's Road

Notre Dame Drive

Existing Mobile Home  
Existing Garage

Existing Dwelling



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

**REPORT NO.** CL2017-05

**TO:** Council

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

**DATE:** February 13, 2017

**SUBJECT:** Consideration of Drainage Engineer's Report  
For the Weiss Municipal Drain 2016  
North Part of Lots 7 & 8, Concession South of Bleams Road  
Township of Wilmot, Regional Municipality of Waterloo

### **Recommendation:**

**THAT** the revised Drainage Engineer's Report dated December 2016 for the Weiss Municipal Drain 2016, to provide a subsurface outlet for tile drainage waters within the watershed for Part of Lots 7 & 8, Concession South of Bleams Road, Township of Wilmot, Region of Waterloo, be adopted, and further;

**THAT** the Provisional By-law be given first and second reading; and further,

**THAT** the date for the Court of Revision be scheduled for Monday, March 6th, 2017 at 7:00 pm and that: Mayor L. Armstrong, Councillors M. Murray, J. Gerber and B. Fisher (as alternate member), be appointed to the Court of Revision.

### **Background:**

As Council is aware, the revised Drainage Engineer's Report for the abovementioned municipal drain was filed with the Clerk on December 21, 2016. As per Council resolution on January 16, 2017, the date to consider the Report was scheduled for a Council Meeting on Monday, February 13, for 7:00 p.m.

### **Discussion:**

Pursuant to the requirements of the Drainage Act, copies of the Report have been mailed to all persons and affected agencies entitled to receive them, along with a Notice that the Engineer's Report will be considered by Council.

At this meeting to consider the Report, the Drainage Engineer will review the Report for Council, comment on the revision made and answer any questions that may arise. The landowners and all other affected parties will be given the opportunity to voice their concerns relating to any aspect of the Report. At the conclusion of the meeting, the owners affected will be given an opportunity to add or withdraw their names from the petition.

If Council wishes to proceed to adopt the Report, a By-law known as the Provisional By-law for drainage works is given first and second reading only. (By-law is attached to this Report), Council sets the date for the Court of Revision wherein any appeals to the assessments are reviewed, and members appointed to the Court. All affected parties will be mailed a notice of the date and time of the Court of Revision.

**Strategic Plan Conformity:**

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

**Financial Considerations:**

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule and levied by by-law upon completion of the project. The Township of Wilmot is not included in the "Schedule of Net Assessment for Construction" for this particular drain.

**Conclusion:**

It is staff's recommendation that based on the findings of the Engineer's Report, that Council proceed with the adoption of the Weiss Municipal Drain 2016 Report by giving two readings to the provisional by-law and that the Court of Revision be set and members appointed

Dawn Mittelholtz  
Deputy Clerk

Barbara McLeod  
Director of Clerk's Services

Grant Whittington  
Reviewed by CAO





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

---

**REPORT NO.** CL2017-06

**TO:** Council

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

**DATE:** February 13, 2017

**SUBJECT:** Landowner's Withdrawal from Municipal Drain Petition  
Petition from Wiebe Nauta  
Lot 15, Concession North of Bleam's Road  
1748 Wilmot Centre Road, Baden  
Township of Wilmot

---

### **Recommendation:**

**THAT Report No CL2017-06, dated February 13, 2017 and prepared by the Deputy Clerk, be received for information purposes.**

### **Background:**

Council received a petition from Mr. Weibe Nauta for Municipal Drainage Works on May 26, 2014 and subsequently appointed Bill Dietrich of Dietrich Engineering Limited as the Engineer for the abovementioned municipal drain. Site meetings were held relative to this proposed drain on December 10, 2014 and August 31, 2015.

### **Discussion:**

Mr. Nauta is the sole petitioner for this project and has decided to withdraw his petition. Dietrich Engineering Limited has provided the Township with a Section 40 Report (attached as Schedule A) advising on this matter and how the costs incurred to date are to be paid. Staff wish to advise Council that the file on this project is therefore closed and that the petitioner will be invoiced accordingly.

### **Strategic Plan Conformity:**

Not applicable.

**Financial Considerations:**

The total costs for the works completed with regards to this petition shall be borne by the petitioner, there is no financial impact to the Township.

**Conclusion:**

THAT Report No CL 2017-06 be received for information.

Dawn Mittelholtz  
Deputy Clerk

Barbara McLeod  
Director of Clerk's Services

Grant Whittington  
Reviewed by CAO



515 Dotzert Crt., Unit 8, Waterloo, ON, N2L 6A7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

Waterloo, Ontario

January 19, 2017

**Nauta Municipal Drain Petition  
Township of Wilmot**

**Ms. Barb McLeod  
Director of Clerk's Services  
Township of Wilmot**

**Dear Barb:**

The "Nauta Municipal Drain Petition", serves parts of Lots 14 and 15, Concession North of Bleams Road in the Township of Wilmot, Region of Waterloo.

Authority to prepare this report was obtained by a resolution of the Township of Wilmot Council at its July 21, 2014 meeting to appoint Dietrich Engineering Limited to prepare an Engineer's Report.

In accordance with your instructions pursuant to a petition received by Council under Section 4 of the Drainage Act, R.S.O. 1990, signed by Wiebe Nauta, we submit herewith our Report under Section 40 of the Drainage Act, which states the following:

*"Where the engineer finds that a drainage works is not required or is impractical, or cannot be constructed under this Act, the engineer shall forthwith file with the clerk of the initiating municipality a report to that effect, stating the reasons therefor, the amount of the engineer's fees and other charges and by whom they shall be paid, and the clerk shall forthwith send a notice of the filing of such report to all persons who signed the petition and the matter shall not be further proceeded with unless the decision of the engineer is reversed on appeal."*

The sole petitioner, Wiebe Nauta, has determined that he no longer wishes to proceed with this drainage project at this time due to a change in priorities. We have determined that our fees in the amount of \$5,000 + HST as shown in the enclosed invoice shall be borne by Wiebe Nauta (Roll No. 7-170).

A notice of filing of this report and a copy of the report should be forwarded to Wiebe Nauta at your earliest convenience.

If you have any questions, or if we can be of any further assistance, please let us know.

Respectfully submitted,

**DIETRICH ENGINEERING LIMITED**

W. J. Dietrich, P.Eng.

WJD:sb



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

**REPORT NO.** CL 2017- 08

**TO:** Council

**PREPARED BY:** Derek Wallace, Senior Municipal Law Enforcement Officer

**DATE:** February 13, 2017

**SUBJECT:** By-law Enforcement  
Quarterly Activity Report  
October 1, 2016 to December 31, 2016

---

**RECOMMENDATION:**

That the Enforcement Activity Report for October 1, 2016 to December 31, 2016 be received for information purposes.

**BACKGROUND:**

Type of Call	Oct./Dec. 2016	Oct./Dec 2015
- Property Standards	5	2
- Parking	43	25
- Animal Control Complaints	27	27
- Noise	6	6
- Fire Complaints	0	1
- Sidewalk Complaints ice/snow	30	4
- Graffiti	5	0
- Livestock Evaluation	0	0
- Signs	3	0
- General Inquiries	49	61
- Pools	0	0
- Fences	0	0
- Dumping	6	1
- Zoning	2	2
- Discharge of Firearms	0	0

**Breakdown of Activities:**

Property Standards and Clean Yard:

- 5 properties were investigated by the Township
- 3 are in compliance under the bylaw
- 2 are still working towards compliance

Parking:

- 43 inquiries regarding the Traffic by-law
- 96 parking tickets were issued – majority from overnight parking enforcement

Animal Control:

- 4 dogs were impounded
- 1 ticket issued for dog running at large

Noise Complaints:

- 6 complaints investigated and appropriate warnings have been issued
- no tickets issued

Sidewalk Complaints Ice/snow

- 30 complaints investigated
- 6 properties cleaned by Township contractor.
- 24 complied with the bylaw

Signs:

- 3 complaints received
- ongoing monitoring of illegal signage is occurring and removal carried out on a regular basis by By-law
- 31 signs removed by By-law Officers

Dumping

- 6 illegal dumping calls investigated and cleaned up by property owners

Zoning

- 2 complaints investigated, no issues

Derek Wallace  
Senior Municipal By-Law Enforcement Officer

Barbara McLeod  
Director of Clerk's Services

Grant Whittington  
Reviewed by CAO



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

---

**REPORT NO.** FIN 2017-11  
**TO:** Council  
**PREPARED BY:** Ashton Romany, Supervisor of Revenue  
**DATE:** February 13, 2017  
**SUBJECT:** Bag Tag Program Agreement

---

### **Recommendation:**

**That Report FIN 2017-11, prepared by the Supervisor of Revenue, regarding the agreement between the Regional Municipality of Waterloo and the Corporation of the Township of Wilmot pertaining to the sale of garbage tags be approved;**

**And further that the Mayor and Clerk be authorized to execute the Memorandum of Understanding with the Regional Municipality of Waterloo for the sale of garbage bag tags.**

### **Background:**

On April 20, 2016 Regional Council approved a \$2.00 fee be set for tags that are to be attached to garbage bags and/or receptacles that are over the prescribed bag limit effective March 6, 2017.

### **Discussion:**

Subsequent to the aforementioned Regional Council report, Regional staff have been in contact with the Township and other area municipalities to establish additional locations for the sale of garbage tags.

Through these discussions, two (2) locations were identified in the Township, which are at the following:

- 60 Snyder's Rd West (Administration Complex – Finance Counter)
- 1291 Nafziger Road (Wilmot Recreation Complex – Customer Service Desk)

These locations will sell garbage bag tags in bundles of five (5) at the price \$10.00 per bundle (HST is exempt with the sale of garbage bag tags).

The Region of Waterloo will be responsible for providing the Township with the garbage bag tags, and communication materials to assist in answering questions from residents.

Through leveraging the Township's resources and facilities, this service provides additional locations for residents to attain garbage bag tags.

**Strategic Plan Conformity:**

This report is aligned with the goal of being an engaged community through the enhancement of customer service by providing additional locations for the purchase of garbage bag tags.

**Financial Considerations:**

Per the Memorandum of Understanding, the sale of the garbage tags allows the Township to retain 15% (\$1.50) per bundle sold. The retained portion will be utilized to offset the administrative costs associated with the sale of garbage bag tags.

**Conclusion:**

Staff will commence the sale of garbage bag tags at the identified locations once the Agreement has been signed by the Mayor and Director of Clerk Services.

Ashton Romany  
Supervisor of Revenue

Rosita Tse CPA, CMA  
Director of Finance

Grant Whittington  
Reviewed by Chief Administrative Officer



**MEMORANDUM OF UNDERSTANDING (MOU) REGARDING THE SALE OF  
GARBAGE TAGS**

**THIS AGREEMENT** made on the 1st day of February, 2017 (the “Effective Date”) BETWEEN:

**THE REGIONAL MUNICIPALITY OF WATERLOO**  
(hereinafter called the “Region”)

-and-

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
(hereinafter called the “Vendor”)

**WHEREAS** on June 3, 2015, the Region adopted a four Bag Limit per single-family residential unit per bi-weekly collection day and on June 3, 2015, the Region adopted a 10 Bag Limit per bi-weekly collection day for each multi-residential building having three to six units with such bag limits to be effective on March 6, 2017, pursuant to the Waste By-Law;

**AND WHEREAS** the By-Law to Govern the Provision of Waste Management Services under the Jurisdiction of the Region provides that no Occupier/Owner shall set out garbage receptacles that are in excess of the Bag Limit, unless those excess receptacles have an attached garbage Tag;

**AND WHEREAS** on April 20, 2016, Regional Council approved Report TES-WMS-16-03 providing that a \$2.00 per Tag fee for garbage Tags be introduced effective March 6, 2017;

**AND WHEREAS** pursuant to this MOU, the parties desire to outline how the Vendor will sell garbage Tags to its residents on the Region’s behalf subject to the terms and conditions contained herein;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that for good and valuable consideration, the receipt and sufficiency of which are acknowledged and the mutual promises herein, the parties agree as follows:

**1.0 DEFINITIONS**

The following definitions apply to the interpretation of this MOU:

- 1.1 “Bag Limit” means the specified number of garbage receptacles per single family residential unit and the specified number of garbage receptacles per multi-unit building having 6 or fewer units, that an Occupier/Owner may set out per collection day without needing a Tag as specified by the Waste By-Law;
- 1.2 “By-Law” means the Waste By-Law of the Region of Waterloo.
- 1.3 “Garbage Tag Program” or “Bag Tag Program” means the program in force under the By-law pursuant to which no Occupier/Owner shall set out more than

- the permitted Bag Limit, unless those excess receptacles have an attached Region of Waterloo garbage Tag.
- 1.4 “Commissioner” means the Commissioner of Transportation and Environmental Services for the Region, or his or her designate, authorized to act on his or her behalf.
  - 1.5 “Designated Financial Contact” means the person at the Region’s Treasury Services to whom communications related to this Agreement are directed
  - 1.6 Designated Waste Management Contact” means the person at the Region’s Waste Management Division to whom communications related to this Agreement are directed.
  - 1.7 “Distribution Location” means those locations owned and operated by the Vendor that sell the Tags to the public listed in Schedule “A” attached hereto, as amended from time to time pursuant to this Agreement.
  - 1.8 "Occupier/Owner" includes both any person who is an owner and any person who is an occupier of any land or building within Waterloo Region.
  - 1.9 “Order Request” means a communication from the Vendor to the Designated Waste Management Contact that includes the date, time, vendor name or number, and specific quantity of Tags and/or promotion and education information.
  - 1.10 “Tag” or “Tags” means a sticker, tab, tie, label approved by the Commissioner for the purpose of identifying garbage receptacles for collection.
  - 1.11 “Vendor” means The Corporation of the Township of Wilmot.

## **2.0 THE REGION’S OBLIGATIONS**

- 2.1 The Region reserves the right to change, including reduce, the Bag Limit, and shall notify the Vendor within ninety (90) days of passing a By-Law to change the Bag Limit.
- 2.2 The Region shall be responsible for the design and the printing of the Tags. Initial inventory of the Tags will be available December 2016.
- 2.3 The Region shall be responsible for creating and supplying communication material on the Garbage Tag Program. For clarity, the Vendor is to disseminate information and material to the public as supplied by the Region as per 3.15.
- 2.4 The Region shall be responsible for advertising the availability of the Tags and endeavour to educate the public as to the Distribution Location of all Tag Vendors through various forms of media as deemed necessary by the Region.
- 2.5 The Region shall confirm with the Vendor the contact information for the Designated Financial Contact and Designated Waste Management Contact and will notify the Vendor should these contact(s) change.
- 2.6 The Region will issue the Vendor a vendor number and will confirm the Vendor Tag delivery address and contact person.
- 2.7 The Region reserves the right to establish and revise minimum and/or maximum Tag quantities for Order Requests, and shall notify the Vendor within thirty (30) days of becoming aware of such change.
- 2.8 The Region reserves the right to establish an electronic Order Request form, which would be confirmed in writing by the Region.

- 2.9 The Region will bear the cost of delivery of the Tags to the Vendor.
- 2.10 The Region shall invoice the Vendor for Tags:
  - (a) for the total number of Tags in a bulk order by sending an electronic invoice to the Vendor; or
  - (b) for the total monthly sales as confirmed by the Vendor.
- 2.11 The Region will arrange delivery of Tags to the Vendor within five business days of receiving the Order Request.
- 2.12 The Region shall sell Tags to the Vendor at a cost of \$1.70 each, allowing for \$0.30 administration and distribution fee totaling \$2.00 each. For greater clarity, Tags are HST exempt.

### **3.0 THE VENDOR'S OBLIGATIONS**

- 3.1 The Vendor shall confirm with the Region the person responsible for communicating about the Garbage Tag program and will notify the Region should this contact change.
- 3.2 The Vendor shall be responsible for ordering supplies of Tags and promotion and education information from the Region, as required, by submitting an Order Request to the Designated Waste Management contact at the Region via email, or electronic form as required by the Region.
- 3.3 The Vendor shall confirm with the Designated Waste Management Contact the location to which Tags and promotion and education information, as ordered, will be delivered. The Region will deliver to one Vendor location. The Vendor will distribute to the different Distribution Locations for which it is responsible.
- 3.4 The Vendor will confirm delivery in writing to the Designated Waste Management Contact and be responsible for the inventory once delivery has been received from the Region. Any Tags deemed damaged upon delivery to the Vendor will be returned to the Region without payment.
- 3.5 The Vendor shall purchase Tags from the Region at a cost of \$1.70 per Tag or \$8.50 per sheet of five (5).
- 3.6 The Vendor shall keep 15 per cent of the cost of each Tag being \$0.30 for administration and distribution.
- 3.7 The Vendor shall pay the Region for Tags:
  - (a) within thirty (30) days of receiving the electronic invoice produced and sent by the Region to the Vendor for all Tags in a bulk order; or
  - (b) by submitting a monthly report of total sales from all Distribution Locations to the Region and in a form satisfactory to the Region. The Region will produce and send an electronic invoice to the Vendor based on the monthly sales, and the Vendor will remit payment within thirty (30) days of receiving the invoice.
- 3.8 The Vendor shall store the Tags in an office setting, in a climate-controlled environment to assure that the Tags will function as required.
- 3.9 The Vendor will provide a list of Distribution Location(s) including addresses and hours of operation for which it is responsible. Appendix A is the list of Distribution Location at the time of this MOU.
- 3.10 The Vendor shall notify the Region in writing of any changes in the address or hours of operation of its current Distribution Location(s), and of any new

Distribution Location(s) responsible for selling Tags in writing, thirty (30) days prior to change implementation. Upon any renewal of this Agreement, the parties shall review Schedule "A" and update it, if needed. To give effect to the new Schedule "A" the parties shall sign an Acknowledgment confirming the new Schedule "A".

- 3.11 The Vendor shall have Tags available for purchase at all times that the Distribution Location(s) are open to the public, save and except during rentals and private functions, starting February 2017. Quantities of Tags are to be monitored by each Distribution Location to ensure a sufficient supply. The Vendor will make every effort to keep an adequate supply so that it does not run out of Tags.
- 3.12 The Vendor shall sell Tags to an Occupier/Owner at \$2.00 each. Tags are HST exempt. Tags shall not be sold for more or less than the aforementioned price.
- 3.13 The Vendor shall sell Tags in sheets of five (5) only. Sales of individual tags will not be permitted. The Vendor will not limit the number of sheets of Tags sold to each Occupier/Owner.
- 3.14 The Vendor shall not accept Tags for refund from an Occupier/Owner requesting such.
- 3.15 The Vendor shall provide promotion and education information to the public to address inquiries from the public. The Vendor shall have communication material as approved and supplied by the Region available for free distribution to the public at all times that the Distribution Location(s) are open to the public, save and except during rentals and private functions. Quantities of communication material are to be monitored by each Distribution Location to ensure a sufficient supply so that it does not run out. As well, the Vendor can direct the public to the Region's Service First Call Centre at (519) 575-4400 for assistance.
- 3.16 The Vendor shall keep track of the number of Tags sold at each Distribution Location. The distribution record is to be forwarded by email to the Designated Waste Management Contact by the 5th business day of the following month end, in a form satisfactory to the Region for the first year of Term of this Agreement. After such time, the Region shall re-assess the distribution record requirements and notify the Vendor in writing of such new requirements for the distribution records. Upon receipt by the Vendor, in writing, of the new distribution record requirements, those requirements shall replace the distribution requirements listed in this section 3.16 of the Agreement.
- 3.17 The Vendor shall direct inquiries related to the administration and operation of the Garbage Tag program to the Designated Waste Management staff.
- 3.18 In the event that Tags are lost due to theft, fire or other circumstance, the Vendor shall notify the Region within forty-eight (48) hours. The Vendor shall have in place commercially reasonable security system at each Distribution Location to prevent theft, fire or other loss of the Tags.

#### **4.0 TERM AND TERMINATION**

- 4.1 This MOU is effective from the Effective Date that this MOU is made as set out above for a term of one (1) year, and shall be automatically renewed for

successive one (1) year periods unless one party provides written notice to the other party of its intention not to renew, no later than sixty (60) days prior to the end of the then current term.

- 4.2 This MOU replaces any previous agreements regarding Tags between the Region and the Vendor. All previous agreements are declared null and void at the time of signing this MOU.
- 4.3 Both the Vendor and the Region can terminate this MOU upon written notice to the other party with immediate effect without prejudice. Non-compliance with any of these conditions may result in the removal of the Vendor or specific Distribution Location(s) as determined by the Region of Waterloo. The Vendor agrees and will relinquish all unsold Tags to the Region immediately upon MOU cancellation. The Region will buy back at the same cost to the Vendor any unsold, pre-paid Tag inventory.

## **5.0 GENERAL PROVISIONS**

- 5.1 The validity and interpretation of this MOU, and of each clause and part thereof, shall be governed by the laws of the Province of Ontario.
- 5.2 In the event that any provision of this MOU is held invalid, illegal or unenforceable, the remaining provisions of the MOU will not be affected and shall continue in full force and effect.
- 5.3 This MOU shall not be assigned in whole or in part by the Vendor.
- 5.4 This MOU shall not be varied, altered, amended or supplemented except in writing signed by the authorized representatives of both parties. No waiver of a breach by a party under this MOU shall constitute a consent to or waiver of any other different or subsequent breach.
- 5.5 Any notice or other communication required or permitted to be given by this MOU shall be in writing and shall be effectively given if (i) delivered personally; or (ii) sent by prepaid courier services; or (iii) sent by facsimile or other similar means of electronic communication.
- 5.6 Both parties shall comply with all applicable federal, provincial and municipal laws, rules, orders, regulations, and by-laws in respect of the performance of this Agreement. Without limitation, if applicable: (i) pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*, both parties shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of the goods and services contemplated herein to persons with disabilities; and (ii) pursuant to section 7 of Ontario Regulation 191/11, Integrated Accessibility Standards made under the *Accessibility for Ontarians with Disabilities Act, 2005*, both parties shall ensure that training is provided on the requirements of the accessibility standards referred to in such Regulation and on the Human Rights Code as it pertains to persons with disabilities, as set out in such Regulation.
- 5.7 This MOU shall continue to the benefit of and be binding upon each party's respective successors and permitted assigns.

5.8 Each of the parties is an independent contractor retaining complete control over and complete responsibility for its own operations and employees. The Vendor is not and shall not hold itself out to be an agent, legal representative, partner, subsidiary, joint venturer or employee of the Region, and the Vendor shall have no right or power to and shall not bind or obligate the Region in any way, manner or thing whatsoever or represent that it has any right to do so.

## **6.0 DISPUTE RESOLUTION**

6.1 The parties agree that if any dispute or claim arising out of or in connection with this MOU that is solely as between the parties hereto cannot be resolved through good faith negotiation to the satisfaction of the parties within thirty days (or such longer period as may be agreed upon in writing) from the date that either party notifies the other in writing that such dispute or claim exists, then the parties agree to the fullest extent permitted by applicable law that any dispute relating to this MOU and/or all of the matters contemplated herein shall be exclusively and finally resolved by binding arbitration before a single arbitrator selected by the parties. If the parties cannot agree on an arbitrator, each party shall select one arbitrator and said arbitrators shall then select a third arbitrator, and all three arbitrators shall then arbitrate the dispute. The arbitrator(s) shall take all reasonable steps to render his decision in writing within ninety (90) days after the commencement of the arbitration proceeding. The decision of the arbitrator(s), or any two of the three arbitrators, shall be final and binding on the parties and all of their respective heirs, executors, administrators, successors and assigns. Judgment rendered by the arbitrator(s) may be entered in any court having jurisdiction. Any requirement for arbitration in accordance with this MOU shall be governed by the Arbitration Act, 1991 (Ontario), or any successor legislation thereto, and the arbitration shall be held in the Regional Municipality of Waterloo, Ontario, Canada.

## **7.0 CONFIDENTIALITY**

7.1 Each party acknowledges and agrees that the other party shall be bound and comply with all applicable privacy laws, including but not limited to the *Municipal Freedom of Information and Protection of Privacy Act* in the performance of this Agreement

7.2 Each of the Region and the Vendor agrees to disclose to the other all such information as may be required to facilitate and complete the Services pursuant to the terms of this Agreement.

7.3 The provisions of this MOU and any information disclosed by the Region or the Vendor to the other in furtherance of this Agreement shall be regarded as confidential. Such information may only be disclosed to individuals within the Vendor and the Region with a "need to know" in order to carry out the services under this MOU, and may only be disclosed to a third party upon the written consent of the other party; provided, however, that the obligation to keep information confidential shall not apply to information which:

(i) is already known to the recipient when disclosed;

- (ii) becomes part of the public domain without breach of this MOU;
- (iii) is developed by the recipient independently and without reference to the received confidential information; or
- (iv) is required to be disclosed under operation of law.

The provisions of this section shall survive the expiration or termination of this MOU.

## **8.0 INDEMNIFICATION**

Both parties, both during and after the term of this MOU, shall at all times, and at its own cost, expense and risk, indemnify, defend and hold harmless the other party, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the services required to be performed by the other party, its agents, employees and sub-consultants on behalf of the other party, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the other party its agents, employees or sub-consultants.

**IN WITNESS WHEREOF** the parties have shown their agreement by affixing hereto the signatures of their duly authorized signing officers.

### **THE REGIONAL MUNICIPALITY OF WATERLOO**

Per:

Name:

Title:

Document Execution No. \_\_\_\_\_

I/We Have Authority To Bind the Corporation

**THE CORPORATION OF THE TOWNSHIP OF WILMOT - MAYOR**

Per:

Name:

Title:

I/we have the authority to bind the Corporation.

**THE CORPORATION OF THE TOWNSHIP OF WILMOT - CLERK**

Per:

Name:

Title:

I/we have the authority to bind the Corporation.



**APPENDIX A: List of Vendor Distribution Locations**

NAME OF FACILITY	ADDRESS
Township Office	60 Snyder's Road West, Baden N3A 1A1
Wilmot Recreational Complex	1291 Nafziger Road, Baden N3A 0C4



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

---

**REPORT NO.** FIN 2017-12  
**TO:** Council  
**PREPARED BY:** Patrick Kelly, Manager of Accounting  
**DATE:** February 13, 2017  
**SUBJECT:** Lichti Municipal Drain – Actual Cost By-Law

---

### **Recommendation:**

That Report FIN 2017-12, prepared by the Manager of Accounting, relative to the Lichti Municipal Drain, be received for information purposes.

### **Background:**

By-Law 2016-38, authorized the completion of drainage works known as the Lichti Municipal Drain, as per the Engineer's Report dated August 24, 2016 prepared by Dietrich Engineering Limited.

Subsequent to the passing of this by-law, a court of revision was held on October 24, 2016. Through this process, the assessments contained within the Engineer's Report were upheld.

The Township issued a tender for the construction, which was awarded to A.G. Hayter Contracting Ltd., as per Council Report PW 2016-19.

### **Discussion:**

The engineering and construction works for the Lichti Municipal Drain have now been completed. Dietrich Engineering Limited has provided all necessary documentation on final costs and the assessment schedule for the final cost levy on the drain.

As per the Drainage Act, Council is required to pass an actual cost by-law, included in this agenda package, and submit to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA), in order to levy costs on landowners and receive any eligible grant funding.

### **Strategic Plan Conformity:**

This report is aligned with the strategy having a prosperous economy through thriving agriculture and agri-business.

**Financial Considerations:**

The actual costs for construction and engineering totaled \$195,706.79, net of the HST rebate. The majority of this cost has been assessed to the Ministry of Transportation (\$162,752.43). The Township was not allocated any costs under the assessment schedule attached to the by-law. All assessments will be billed to property owners listed in the by-law upon passage.

**Conclusion:**

Upon Council's approval of by-law 2017-05, staff will prepare and issue billing to the benefitting property owners.

Patrick Kelly CPA, CMA  
\_\_\_\_\_  
Manager of Accounting

Grant Whittington  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer



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

---

**REPORT NO.** FIN 2017-13  
**TO:** Council  
**PREPARED BY:** Rosita Tse, Director of Finance  
**DATE:** February 13, 2017  
**SUBJECT:** Canada 150 Community Infrastructure Program  
Amending Agreement #1

---

### **Recommendation:**

**That the amending agreement for funding under the Canada 150 Community Infrastructure Program be approved;**

**That the amending agreement covers the Improvement of Wilmot Recreation Complex Lighting and Rehabilitation of New Dundee Tennis Court; and**

**That \$66,666 and \$46,666 in grant funding be approved under this program for Improvement of Wilmot Recreation Complex and Rehabilitation of New Dundee Tennis Court respectively.**

### **Background:**

On May 24, 2016, the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) announced the launch of Intake Two of the Canada 150 Community Infrastructure Program (CIP 150) in Southern Ontario.

In June 2016, the Township submitted two (2) applications: Wilmot Recreation Complex LED Lighting Upgrades and Rehabilitation of the New Dundee Tennis Court.

### **Discussion:**

In December 2016, the Township received formal notification from FedDev Ontario that both applications were approved, with \$66,666 allocated to the WRC LED Lighting and \$46,666 allocated to the New Dundee Tennis Court rehabilitation.

As the Township is currently a funding recipient under Canada 150 Intake One Program, we are required to pass a council resolution and sign the requisite amending agreement. This agreement is required to update the overall funding requirement.

**Strategic Plan Conformity:**

This report is aligned with the Strategic Plan goal of providing recreational opportunities for everyone (Rehabilitation of New Dundee Tennis Court) and in protecting our natural environment and natural resources (Wilmot Recreation Complex LED Lighting).

**Financial Considerations:**

The total funding of \$113,332.00 from the Canada 150 Community Infrastructure Program has been incorporated into the 2017 capital budget for the Improvement of Wilmot Recreation Complex Lighting and New Dundee Tennis Court.

Under the Canada 150 Community Infrastructure Program, the Township is responsible for two-thirds of the project costs. As such, the 2017 Capital budget has included \$133,334 (including saveONenergy Rebates) towards WRC LED Lighting and \$93,334 towards the New Dundee Tennis Court retrofit.

**Conclusion:**

Upon adoption of the council resolution, staff will submit to FedDev Ontario the requisite Canada 150 Community Infrastructure Program Amending Agreement #1.

Rosita Tse CPA,CMA  
\_\_\_\_\_  
Director of Finance

Grant Whittington  
\_\_\_\_\_  
Reviewed by CAO



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

---

**REPORT NO.** FIN 2017-14  
**TO:** Council  
**PREPARED BY:** Patrick Kelly, Manager of Accounting  
Rosita Tse, Director of Finance  
**DATE:** February 13, 2017  
**SUBJECT:** 2017 Municipal Budget

---

### **Recommendation:**

**That the 2017 Municipal Budget dated February 6, 2017, as recommended by the Ad Hoc Budget Advisory Committee, be approved; and**

**That the Director of Finance be authorized to prepare the necessary levying by-law to raise \$7,505,405 for Township purposes from general taxation.**

### **Background:**

The Ad Hoc Budget Advisory Committee held meetings on December 12, 2016, January 16, January 30, and February 6, 2017 to consider the following aspects of the proposed 2017 Municipal Budget:

- Taxation Policy, User Fees and Service Level Requests
- Municipal Grant and Discover Your Wilmot Program for 2017
- Capital Program & Infrastructure Reserve Funds Allocations
- 10-Year Capital Forecast
- Departmental Operating Budgets
- User-Pay Operating Budgets
- Water and Wastewater Operating Budget and Rates Analysis

### **Discussion:**

The Committee directed staff that the 2017 Budget be prepared to reflect an inflationary levy increase of 1.70%. Based on the review and analysis of departmental budget proposals, and the input of Committee Members and staff during these meetings, the Committee has recommended approval of the proposed 2017 Municipal Budget.

**Budget Highlights:**

- Tax increase limited to 1.70% (inflationary factor) (2016 – 2.10%)
- General Tax Levy of \$7,505,405 (2016 - \$7,327,930)
- Net Operating Expenditures of \$7,488,220 (2016 - \$7,204,160)
- Capital Program valued at \$8,949,690 (2016 - \$4,857,050)
- Capital Expenditures funded from taxation of \$1,714,214 (2016 - \$1,685,100)
- Infrastructure Reserve Funds Allocations, including OMPF of \$578,895 (2016 - \$550,570)
- New Water and Wastewater Rates effective April 1, 2017, with an average increase of 6.51% (based on 31m<sup>3</sup> consumption)

**Strategic Plan Conformity:**

This report is aligned with the strategic plan in *providing quality of life* through offering recreational opportunities for everyone; and *engaging community* through communicating municipal matters, and *building a prosperous economy* by reviewing long term capital planning to ensure adequate funding exists to maintain our infrastructure; and protecting our natural environment through using resources responsibly.

**Financial Considerations:**

The tax rate calculations will be completed based upon the levy requirement and will be incorporated into the final property tax bills to be distributed in early June. The impact of 1.70% levy increase will be \$11.70, based on an average assessment of \$374,600.

**Conclusion:**

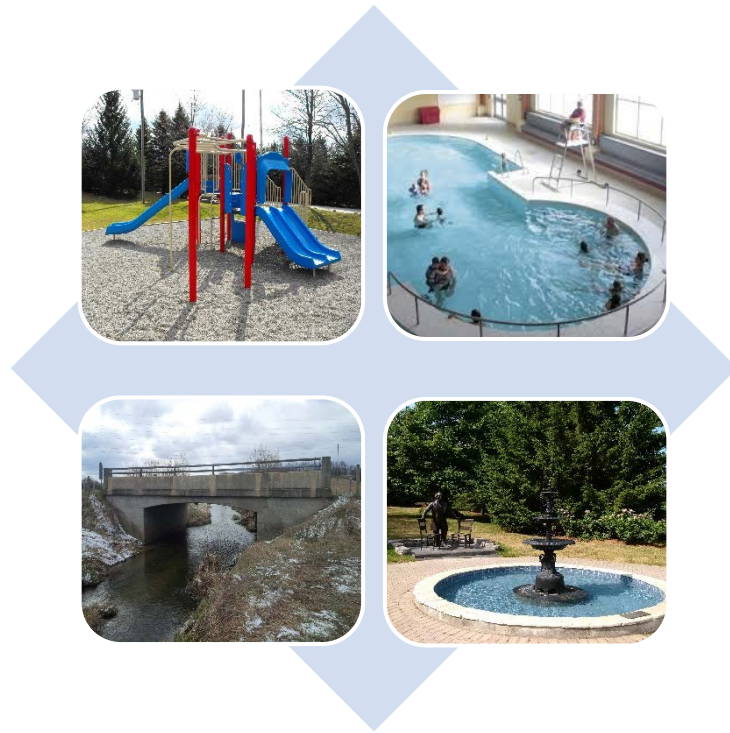
Upon Council's approval, a press release will be distributed to various media outlets, and the final 2017 Budget Package posted to the Township's website.

Patrick Kelly CPA, CMA  
Manager of Accounting

Rosita Tse CPA, CMA  
Director of Finance

Grant Whittington  
Reviewed by CAO

# TOWNSHIP OF WILMOT

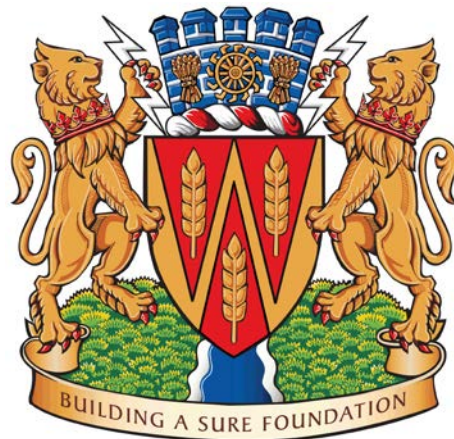


## 2017 MUNICIPAL BUDGET



# The Corporation of the Township of Wilmot

## Council



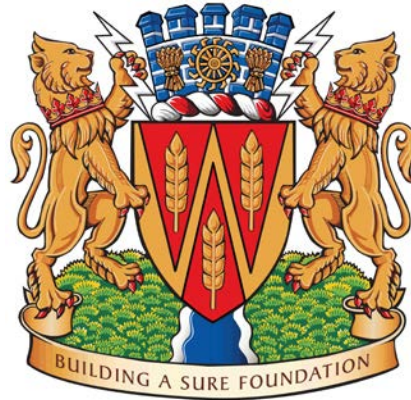
Mayor Les Armstrong

## Councillors

Ward 1	Al Junker
Ward 2	Peter Roe
Ward 3	Barry Fisher
Ward 4	Jeff Gerber
Ward 4	Mark Murray

# The Corporation of the Township of Wilmot

## Township Officials



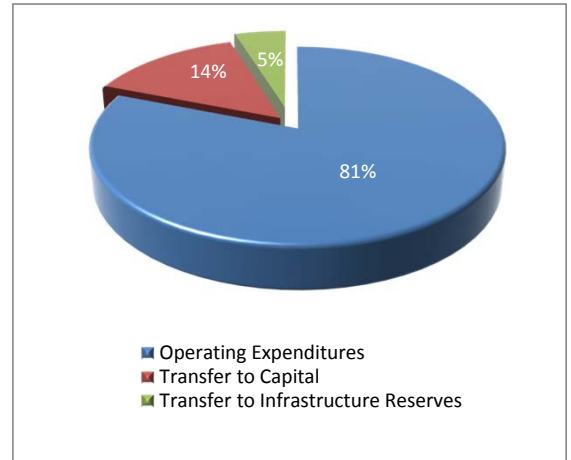
Chief Administrative Officer	Grant Whittington
Director of Finance	Rosita Tse
Director of Public Works	Gary Charbonneau
Curator/Director of Castle Kilbride	Tracy Loch
Director of Clerk's Services	Barb McLeod
Director of Facilities and Recreational Services	Scott Nancekivell
Director of Development Services	Harold O'Krafka
Fire Chief	Michael Raine

# Township of Wilmot

## 2017 Municipal Budget

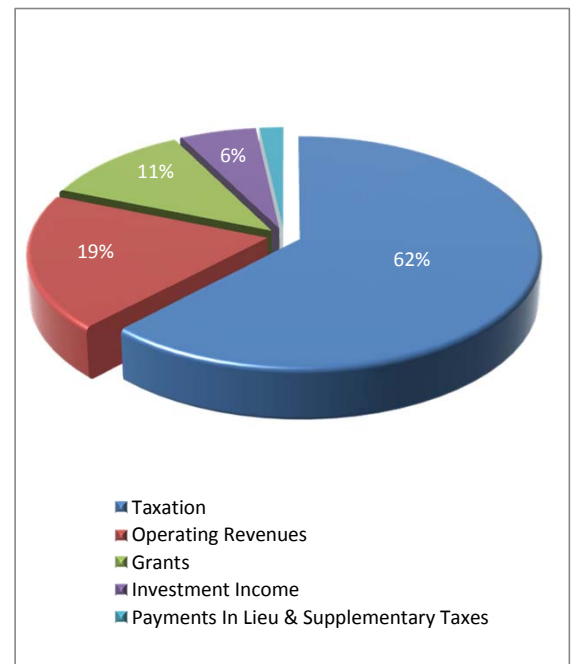
### Total Expenditures (excluding user-pay)

Operating Expenditures	\$ 9,779,550
Capital Expenditures Funded from General Levy	1,714,200
Transfer to Infrastructure Reserve Funds	578,895
<b>Total Expenditures</b>	<b><u>\$ 12,072,645</u></b>



### Total Revenues (excluding user-pay)

<b>TAXATION</b>	
2016 General Levy	\$ 7,327,918
Assessment Growth (0.71%)	52,028
Tax Increase (1.70%)	125,459
2017 General Levy	<u>\$ 7,505,405</u>
Payment in Lieu of Taxes	186,610
Supplementary Taxes (net of Write Offs)	<u>30,000</u>
<b>Total Taxation</b>	<b><u>\$ 7,722,015</u></b>
Operating Revenues	2,291,330
Ontario Municipal Partnership Fund	1,364,300
Investment Income	695,000
<b>Total Revenues</b>	<b><u>\$ 12,072,645</u></b>

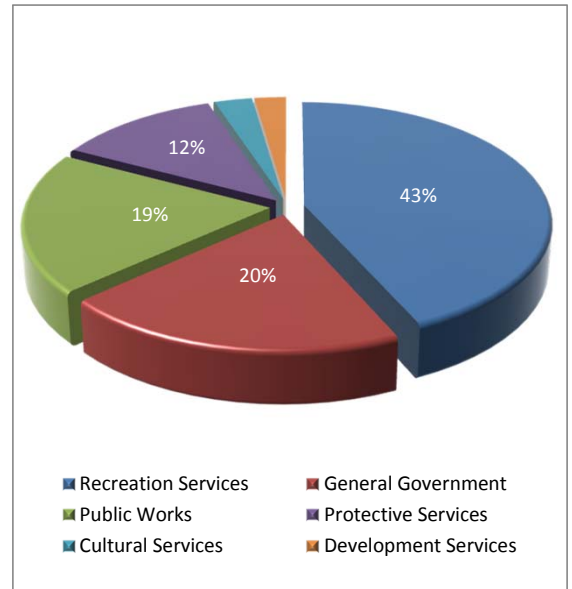


# Township of Wilmot

## 2017 Municipal Budget

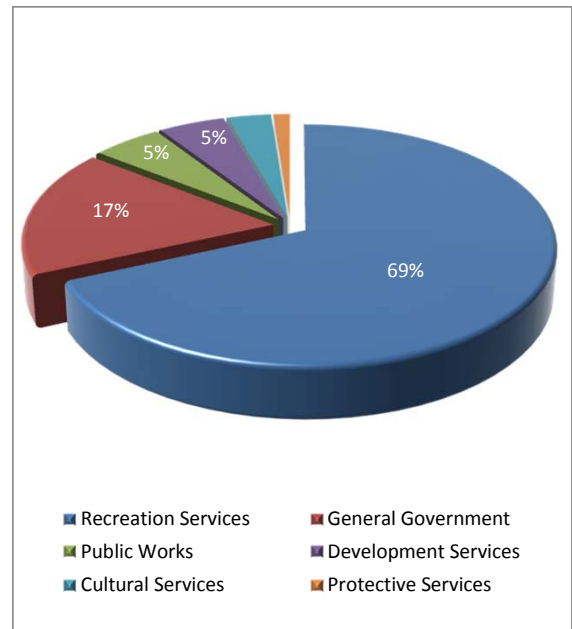
### Operating Expenditures

General Levy Operations	
General Government	\$ 1,970,150
Protection to Persons and Property	1,187,060
Transportation Services	1,887,640
Recreation Services	4,231,490
Cultural Services	274,880
Planning and Development Services	228,330
	<u>\$ 9,779,550</u>
User-pay Operations	
Cemetery	\$ 73,350
Water and Sanitary	5,204,230
Building	597,770
	<u>\$ 5,875,350</u>
	<u>\$ 15,654,900</u>



### Operating Revenues

General Levy Operations	
General Government	\$ 395,210
Protection to Persons and Property	27,850
Transportation Services	117,850
Recreation Services	1,565,970
Cultural Services	73,050
Planning and Development Services	111,400
	<u>\$ 2,291,330</u>
User-pay Operations	
Cemetery	\$ 73,350
Water and Sanitary	5,204,230
Building	597,770
	<u>\$ 5,875,350</u>
	<u>\$ 8,166,680</u>
	<u>\$ 7,488,220</u>



# Township of Wilmot

## 2017 Operating Budget

### GENERAL GOVERNMENT

Revenues	
Administration Fees/Sale of Surplus Assets	\$ 48,580
Grant Funding - General Government	2,230
Licenses and Fines	82,900
Penalties & Interest Revenue	261,500
	<u>\$ 395,210</u>
Expenses	
Council	\$ 130,220
CAO, Clerk's	611,140
Insurance	311,450
Municipal Law Enforcement/Animal Control	215,230
Municipal Election	15,780
Financial Services	493,870
Information Technology Services	192,460
	<u>\$ 1,970,150</u>

### PROTECTIVE SERVICES

Revenues	
Fire Services	<u>\$ 27,850</u>
Expenses	
Fire Department Administration	\$ 928,740
Fire Department Operating Expenses	258,320
	<u>\$ 1,187,060</u>

# Township of Wilmot

## 2017 Operating Budget

### TRANSPORTATION SERVICES

Revenues	
Roads/Engineering Service Charges	\$ 16,850
Aggregate Resource Fees	92,000
Grant Funding - Public Works	9,000
	<u>\$ 117,850</u>
Expenses	
Engineering Administration	\$ 162,250
Roads Administration	604,680
Roads Operating Expenses	509,620
Winter Control Operating Expenses	401,930
Municipal Drainage Operating Expenses	16,000
Street Lighting Operating Expenses	145,000
Crossing Guards Operating Expenses	48,160
	<u>\$ 1,887,640</u>

### RECREATION SERVICES

Revenues	
Wilmot Recreation Complex Revenues	\$ 1,415,320
Park, Facility and Community Centre Rental Income	132,150
Grant Funding - Recreation Services	18,500
	<u>\$ 1,565,970</u>
Expenses	
Recreation Administration	\$ 689,680
Wilmot Recreation Complex Administration	1,565,870
Wilmot Recreation Complex Operating Expenses	969,100
Parks and Facilities Administration	487,450
Parks and Community Centre Operating Expenses	345,440
Municipal Facilities Operating Expenses	170,950
Abandoned Cemetery Operating Expenses	3,000
	<u>\$ 4,231,490</u>

# Township of Wilmot

## 2017 Operating Budget

### CULTURAL SERVICES

Revenues		
Castle Kilbride Admissions & Events	\$	47,740
Castle Kilbride/Heritage Wilmot Grant Funding		25,310
	\$	<u>73,050</u>
Expenses		
Castle Kilbride Administration	\$	216,960
Castle Kilbride Operating Expenses		46,530
Archives Operating Expenses		1,550
Heritage Wilmot Operating Expenses		9,840
	\$	<u>274,880</u>

### PLANNING AND DEVELOPMENT SERVICES

Revenues		
Planning Application Fees	\$	106,900
Business Licensing		4,500
	\$	<u>111,400</u>
Expenses		
Planning	\$	173,330
Economic Development		55,000
	\$	<u>228,330</u>

# Township of Wilmot

## 2017 User-Pay Budget

### CEMETERY OPERATIONS

Revenues	
Cemetery User Fees	\$ 69,850
Cemetery Investment Income	3,500
	<u>\$ 73,350</u>
Expenses	
Cemetery Administration	\$ 23,720
Cemetery Operating Expenses	32,940
Transfer to Reserve Fund	16,690
	<u>\$ 73,350</u>

### WATER AND SANITARY OPERATIONS

Revenues	
User Fees	\$ 5,144,230
Utilities Sales, Service Charges	60,000
	<u>\$ 5,204,230</u>
Expenses	
Water/Sanitary Administration	\$ 521,690
Water/Sanitary Operating Expenses	646,890
Regional Water Charges	1,328,000
Regional Sanitary Charges	1,412,170
Transfer to Reserve Funds	1,295,480
	<u>\$ 5,204,230</u>

### BUILDING SERVICES

Revenues	
Building Permit Fees	\$ 503,000
Transfer from Reserve Fund	94,770
	<u>\$ 597,770</u>
Expenses	
Building Administration	\$ 394,480
Building Operating Expenses	203,290
	<u>\$ 597,770</u>



# Township of Wilmot

## 2017 Capital Budget

### CAPITAL FUNDING

Capital Grants	
Kitchener Wilmot Hydro Grant	\$ 186,660
Federal Gas Tax	612,270
Ontario Community Infrastructure Fund	395,880
Canada 150 Community Infrastructure Program	113,332
Clean Water and Wastewater Fund (CWWF)	830,035
Ministry of Agriculture, Food and Rural Affairs	37,000
	<u>\$ 2,175,177</u>
Capital Transfers	
Development Charges	<u>\$ 3,454,595</u>
Infrastructure Reserve Fund - Facilities	\$ 394,324
Infrastructure Reserve Fund - Equipment	30,000
Infrastructure Reserve Fund - Transportation	305,420
Infrastructure Reserve Fund - Street Lights	129,000
	<u>\$ 858,744</u>
Transfer from User-Pay Reserve Funds	
Infrastructure Reserve Fund - Water	\$ 48,620
Infrastructure Reserve Fund - Water Meter	22,500
Infrastructure Reserve Fund - Sanitary	28,000
Infrastructure Reserve Fund - Cemetery	42,000
Building Services Reserve Fund	-
	<u>\$ 141,120</u>
Contributions from Landowners / Other Municipalities	<u>\$ 573,240</u>
Contribution from Trust Funds	<u>\$ 26,600</u>
Sale of Surplus, Redundant Assets	<u>\$ 6,000</u>
2017 Capital Financing Provided	<u>\$ 7,235,476</u>
Capital Expenditures Financed from General Levy	<u>\$ 1,714,214</u>
<b>TOTAL CAPITAL FUNDING</b>	<u><b>\$ 8,949,690</b></u>

# Township of Wilmot

## 2017 Capital Program

### GENERAL GOVERNMENT

Information Technology		
IT Hardware and Software Upgrades	\$	27,000
Network Infrastructure Updates and Replacements		22,000
FlexNet Wireless Meter Reading Upgrades		90,000
GPS/AVL System Upgrades		25,000
	\$	<u>164,000</u>
<b>Total General Government</b>	<b>\$</b>	<b><u>164,000</u></b>

### PROTECTION TO PERSONS AND PROPERTY

Facilities		
Station 1 Roof Replacement	\$	18,000
Station 2 Floor Drain Repairs		17,500
Station 3 Diesel Exhaust Extraction System		36,000
	\$	<u>71,500</u>
Other Equipment		
SCBA Replacements/Upgrades	\$	30,000
Radio Equipment Upgrades		400,000
	\$	<u>430,000</u>
<b>Total Protection to Persons and Property</b>	<b>\$</b>	<b><u>501,500</u></b>

# Township of Wilmot

## 2017 Capital Program

### TRANSPORTATION SERVICES

Streetlighting	
LED Streetlighting Conversion	\$ 204,000
Sidewalks	
Repair/Replacement Program	\$ 85,000
Gravel Pit Operations	
Gravel Crushing Program	\$ 50,000
Roads - Vehicles & Equipment	
Replace Disc Mower	\$ 18,000
Roads - Engineering/Studies/Reconstruction	
Wilmot Employment Lands	\$ 3,157,370
King Street (Waterloo St. - Webster St.)	280,000
Hannah Street (Waterloo St. - Milton St.)	40,000
Lewis Street (Hannah St. - End)	33,000
	\$ 3,510,370
Roads - Hot Mix Paving Program	
Sandhills Road (Bridge St. - Bethel Rd.)	\$ 126,500
Sandhills Road (Bethel Rd. - Huron Rd.)	126,500
	\$ 253,000
Roads - Surface Treatment Program	
Bridge Street (Diamond Rd-Oxford Rd 5)	\$ 162,000
Bethel Road (Sandhills Rd-Pinehill Rd)	173,000
Bethel Road (Sandhills Rd-Queen St)	75,000
Bethel Road (Trussler Road - Queen Street)	61,000
Wilmot-Easthope Road (Christner Rd-Perth St)	13,000
Wilmot-Easthope Road (Perth St-Huron St)	40,000
Christner Road (Waterloo St-Wilmot-Easthope Rd)	54,000
Oxford-Waterloo Road (Trussler Rd-Queen St)	44,500
	\$ 622,500
Roads - Storm Sewers and Drainage	
Cressman Municipal Drain	\$ 208,600
Roads - Bridges	
Wilmot-Easthope Road #42/B-ESH	\$ 330,000
Bethel Road #31/B-T8	10,000
Holland Mills Road #17/B-T13	281,300
Bridge Inspection Program	20,000
	\$ 641,300
<b>Total Transportation Services</b>	<b>\$ 5,592,770</b>

# Township of Wilmot

## 2017 Capital Program

### ENVIRONMENTAL SERVICES

Facilities	
Replace Lift Pumps - PS #4 Charlotta Street	<u>\$          12,000</u>
Vehicles and Equipment	
Repairs to Flusher Truck (T19)	<u>\$          16,000</u>
Sanitary Sewer Engineering/Construction	
Wilmot Employment Lands	<u>\$          90,540</u>
Watermain Engineering/Construction	
Wilmot Employment Lands	\$          854,880
King Street (Waterloo St. - Webster St.)	85,000
Hannah Street (Waterloo St. - Milton St.)	10,500
Lewis Street (Hannah St. - End)	9,500
	<u>\$          959,880</u>
<b>Total Environmental Services</b>	<u><b>\$          1,078,420</b></u>

### HEALTH SERVICES

Cemetery	
Columbarium	<u>\$          42,000</u>
<b>Total Health Services</b>	<u><b>\$          42,000</b></u>

# Township of Wilmot

## 2017 Capital Program

### RECREATION AND CULTURAL SERVICES

Reforestation	\$	45,000
Township Facilities		
Administration Complex - Carpet Replacement	\$	30,000
Administration Complex - Window/Glass Repairs		31,000
Seniors Woodworking Parking Lot Resurfacing/Drainage		28,000
	\$	89,000
Studies		
NH Arena Engineering / Re-commissioning Study	\$	30,000
Library Facility Review		30,000
	\$	60,000
Vehicles and Equipment		
Replace 2005 Tractor/loader	\$	65,000
Replace WRC Floor Machine		12,000
	\$	77,000
Other Recreation Capital		
Artificial Turf Field	\$	500,000
Wilmot Recreation Complex		
LED Lighting Retrofit	\$	200,000
New Hamburg Parks and Facilities		
Kirkpatrick Park - Review Parking Facility Enhancements	\$	58,000
Scott Park - Playground Replacement		88,000
	\$	146,000
New Dundee Parks and Facilities		
Backup Power Supply	\$	99,750
Replace Tennis Court		140,000
Replace Bandshell Roof & Wingwall Facade		12,000
	\$	251,750
St. Agatha Parks and Facilities		
Backup Power Supply	\$	83,500
Mannheim Parks and Facilities		
Community Centre - Door Replacement	\$	15,750
Petersburg Parks and Facilities		
Resurface Parking Lot	\$	18,000
Future Parks and Trails		
Trail Design (Beckdale North, Smiths Creek Flats, Schneller/C Creek)	\$	50,000
Trail Signage (Christner Trail, Morningside Trail)		10,000
	\$	60,000
<b>Total Recreation Services</b>	<b>\$</b>	<b>1,546,000</b>

# Township of Wilmot

## 2017 Capital Program

### RECREATION AND CULTURAL SERVICES (continued)

Castle Kilbride	
Arts and Culture Master Plan	<u>\$          25,000</u>
<b>Total Recreation and Cultural Services</b>	<b><u>\$      1,571,000</u></b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b><u>\$      8,949,690</u></b>



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

---

**REPORT NO.** PW-2017-01

**TO:** Council

**PREPARED BY:** Gary Charbonneau, Director of Public Works

**DATE:** February 13, 2017

**SUBJECT:** 2016 Summary Water Distribution Report and  
Drinking Water Quality Management System

---

### **Recommendation:**

**That report PW-2017-01 be received for information purposes.**

### **Background:**

The municipality is required under the Safe Drinking Water Act (SDWA), 2002 - O. Reg. 170/03 – Schedule 22 to submit to Council an annual summary report for the large municipal residential and small municipal residential water systems owned by the municipality. The report must include any orders against the systems as well as information regarding the quantity of water supplied to the system.

### **Discussion:**

#### **Summary Water Distribution Report**

The information in the attached chart has been gathered using Region of Waterloo pumpage reports attached to monthly invoices sent to the Township. Baden and New Hamburg are considered one system however, we have shown them separately based on the Regional reports.

#### **Drinking Water Quality Management System (DWQMS)**

The Drinking Water Quality Management Standard (DWQMS), under the Safe Drinking Water Act, 2002 and Regulation 188/07, requires the Township of Wilmot to become licensed to operate and maintain the various Water Distribution Systems within the

Township. One of the licensing requirements is the preparation of a Quality Management System (QMS).

The Township has received drinking water permits and licences to operate each of the water distribution systems. The licences and permits are posted for information on the Township website.

There were no orders issued against any of the systems. There were four adverse water quality tests in 2016:

- January 15<sup>th</sup> Low chlorine residual
- June 8<sup>th</sup> Total coliform exceedance
- July 15<sup>th</sup> Total coliform exceedance
- October 25<sup>th</sup> Total coliform exceedance

All adverse test results were remediated by flushing and re-sampling.

Section 19 of the Safe Drinking Water Act imposes a statutory standard of care on persons who oversee the municipal drinking water system, which includes Council since they have authority over decision-making. Element 20 of the QMS states that the results of the management review be communicated to the Owner and therefore we have attached the minutes from November 22, 2016.

#### **Strategic Plan Conformity**

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

#### **Financial Considerations:**

N/A

#### **Conclusion:**

That Report PW-2017-01, 2016 Summary Water Distribution Report and Drinking Water Quality Management System, be received for information purposes.

\_\_\_\_\_  
Gary Charbonneau  
Director of Public Works

\_\_\_\_\_  
Grant Whittington  
Reviewed by CAO



16-Jan-17

### 2016 WATER USAGE

	<b>BADEN</b>	<b>NEW HAMBURG</b>	<b>NEW DUNDEE</b>	<b>ST. AGATHA</b>	<b>TOTAL</b>
<b>January</b>	16,295	65,182	5,186	2,821	89,484
<b>February</b>	15,330	61,318	4,689	2,510	83,847
<b>March</b>	16,040	64,158	5,076	2,748	88,022
<b>April</b>	16,616	66,463	5,521	2,822	91,422
<b>May</b>	19,045	76,180	8,089	3,354	106,668
<b>June</b>	20,382	81,528	8,059	4,067	114,036
<b>July</b>	20,291	81,164	8,599	4,066	114,120
<b>August</b>	19,339	77,358	7,555	3,646	107,898
<b>September</b>	17,748	70,993	6,931	3,189	98,861
<b>October</b>	17,266	69,062	6,934	3,134	96,396
<b>November</b>	16,373	65,492	6,686	3,204	91,755
<b>December</b>	16,880	67,520	7,392	3,146	94,938
<b>TOTAL</b>	211,605	846,418	80,717	38,707	1,177,447

Volumes are recorded in cubic metres. (1 cubic metre = 220 imperial gallons)  
Volumes taken from monthly Regional invoices.

NH and Baden do not have separate meters and therefore split is calculated at 80/20 by Region.

## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

<b><sup>1</sup>Meeting Date:</b>	November 22 2016	<b>Next Meeting: TBD</b>
<b>Attendees:</b>	Gary Charbonneau, Sean Montgomery, Chris Thorne	
<b>Absent:</b>	None	
<b>Minutes by:</b>	Chris Thorne	

### MEETING TOPICS AT A GLANCE

- a) Incidents of regulatory non-compliance:
- b) Incidents of adverse drinking water tests:
- c) Deviations from critical control point limits and response actions:
- d) The effectiveness of the risk assessment process:
- e) Results of internal and 3rd party audits:
- f) Results of relevant emergency response testing:
- g) Operational performance :
- h) Water quality trends:
- i) Follow-up on actions items from previous management reviews:
- j) Status of management action items (if any) identified between reviews:
- k) Changes that could affect the QMS:
- l) Consumer feedback:
- m) The resources needed to maintain the QMS:
- n) The results of the infrastructure review:
- o) Operational Plan currency, content and updates:
- p) Staff suggestions:

## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

Item	Discussed	Action By	Timing
A	<p>Incidents of regulatory non-compliance:</p> <ul style="list-style-type: none"> <li>• No incidents of regulatory non-compliance as inspected by the Ministry of the Environment January 2016.</li> </ul>		
B	<p>Incidents of adverse drinking water tests:</p> <ul style="list-style-type: none"> <li>• There were 4 incidents of adverse drinking water tests in 2016. The first was a low Chlorine residual which occurred on January 15<sup>th</sup> at 1694 Nafziger rd. The second was a total coliform exceedance which occurred on June 8<sup>th</sup> at the WID 10 sample port in the New Hamburg/Baden system. The third was also a total coliform exceedance which occurred on July 15<sup>th</sup> at the WID 57 sample port in the Mannheim section of the New Hamburg/Baden system. The fourth was a total coliform exceedance which occurred on October 25<sup>th</sup> at the WID 45 sample port in the Mannheim section of the New Hamburg/Baden system. All adverse test results were remedied by flushing and resampling.</li> </ul>		
C	<p>Deviations from critical control point limits and response actions:</p> <ul style="list-style-type: none"> <li>• No deviations from critical control points limits in 2016.</li> </ul>		
D	<p>The effectiveness of the risk assessment process:</p> <ul style="list-style-type: none"> <li>• On July 21<sup>st</sup> 2016 a review of the risk assessment process was conducted. During this review assigned values for likelihood, severity and detectability were reviewed. Minor modifications were made to the table including the modification of the water main break section of all systems to bring us in line with the modifications made by the ministry of the environment. All changes were made based on current events and past experiences.</li> </ul>		
E	<p>Results of internal and 3rd party audits:</p> <ul style="list-style-type: none"> <li>• There were two corrective action requests and three opportunities for improvement identified during the internal audit. <ul style="list-style-type: none"> <li>○ CAR #1. “Essential Equipment and Suppliers – Control devices in place however when inspections occurred, control devices where missing (Sign out chart)”. The inventory control chart was found. An inventory of all essential supplies was conducted and training on the importance of the chart was completed.</li> <li>○ CAR #2. “Internal Audit – Standard Operating Procedure dictates once audit has been completed it must be forward to the QMS Representative and Top Management within 7 days. This was not achieved”. The procedure was amended to allow time for the report to be completed. It now reads “the Auditor shall submit a completed report, including the QMS checklist (if used), to the QMS Representative and Top Management within 7 days of the closing meeting”.</li> <li>○ OFI #1. “Review Table of Content in QMS document,</li> </ul> </li> </ul>		

## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	<p>missing number 6". The table of contents was revised.</p> <ul style="list-style-type: none"> <li>○ OFI #2. "Potential to streamline standard operating procedures to on-site staff through hyperlinks on work order, and other documents provided to field staff". This recommendation was brought to the management review. It was determined that the "City Works" program may be able to provide this and should be deferred until further notice.</li> <li>○ OFI #3. "Investigate measure to protect Documents and Records from a potential flood". This recommendation was brought to the management review. It was recommended that the files be lifted off the floor or an inexpensive alarm may be purchased.</li> <li>● There was 1 Corrective action requests and 3 opportunities for improvement identified during the external audit.             <ul style="list-style-type: none"> <li>○ CAR #1. "There is no evidence available to demonstrate that the required Water Quality Complaint Investigation form was completed for the customer complaint received on January 15, 2016. There is no evidence available to demonstrate that the operator debrief relating to the above complaint was conducted as planned". A training session will be conducted to emphasize the importance of completing paperwork and how it helps track trends.</li> <li>○ OFI #1. "Consideration could be given to requiring that 'as found' status be clearly indicated on HACH instrument calibration certificates". This will be brought to the attention of the HACH representative in April 2017</li> <li>○ OFI #2. "Consideration could be given to clarifying requirement for mapping sample location points in procedure 1.31.; 2. Consideration could be given to retaining fax / email printouts to clearly demonstrate that reporting timelines are followed for AWQI events". The Sampling and monitoring procedure has been modified to remove the requirement of a map.</li> <li>○ OFI #3. "An opportunity exists to better clarify the description of Mannheim distribution system in the operational plan (part of New Hamburg / Baden DWS)". The Description of the New Hamburg / Baden distribution system will be modified to more accurately describe the Mannheim portion of that system.</li> </ul> </li> </ul>	Sean Montgomery	ASAP
		Sean Montgomery	ASAP
		Sean/Chris	April 2017
		Chris Thorne	ASAP
F	<p>Results of relevant emergency response testing:</p> <ul style="list-style-type: none"> <li>● Emergency response testing is scheduled to be completed on November 28<sup>th</sup>. Staff will be trained on policies regarding Terrorism/vandalism, Adverse results reporting, and Power outage.</li> </ul>	Chris Thorne	November 28 <sup>th</sup>
G	<p>Operational performance:</p> <ul style="list-style-type: none"> <li>● The full flush of the New Hamburg / Baden system was put on</li> </ul>		

## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	<p>hold this year due to issues with the Regional well in New Hamburg. Flushing of dead ends and known trouble spots were completed periodically throughout the year.</p> <ul style="list-style-type: none"> <li>• Valve turning has been completed in the New Hamburg / Baden, and St Agatha systems.</li> <li>• Hydrant maintenance is scheduled to be completed in the New Hamburg / Baden system by December.</li> <li>• Water meter change out / MXU installation program is ongoing with approximately 150 left to be changed out.</li> <li>• There were 6 water main breaks, 0 frozen services, and a total of 32 excavations.</li> </ul>		
H	<p>Water quality trends:</p> <ul style="list-style-type: none"> <li>• No relevant water quality trends noted.</li> <li>• Low pressure and dirty water comprise the majority of complaints.</li> </ul>		
I	<p>Follow-up on actions items from previous management reviews:</p> <ul style="list-style-type: none"> <li>• An Inventory control spreadsheet was completed as per staff suggestion to help control the supplies of all essential items</li> </ul>		
J	<p>Status of management action items (if any) identified between reviews:</p> <ul style="list-style-type: none"> <li>• No action items were identified between management reviews.</li> </ul>		
K	<p>Changes that could affect the QMS:</p> <ul style="list-style-type: none"> <li>• The Township is still waiting on the completion of a pressure reducing valve on Nafziger Road. At which time the Township will be required to submit for reclassification of the New Hamburg / Baden system.</li> </ul>		
L	<p>Consumer feedback:</p> <ul style="list-style-type: none"> <li>• No trends have been noted from customer complaints.</li> </ul>		
M	<p>The resources needed to maintain the QMS:</p> <ul style="list-style-type: none"> <li>• The external audit for 2019 is scheduled to be an onsite audit. Additional funds will be required to support the requirement.</li> </ul>		
N	<p>The results of the infrastructure review:</p> <ul style="list-style-type: none"> <li>• The results of the infrastructure review consist of the Manager's report and the 10 year capital plan.</li> <li>• Principals of an engineering report provided to the director of public works has been used to forecast the 10 year capital plan</li> </ul>		
O	<p>Operational Plan currency, content and updates:</p> <ul style="list-style-type: none"> <li>• The operational plan is current and up to date.</li> <li>• Through the external audit an opportunity to better describe the Mannheim portion of the New Hamburg / Baden system</li> </ul>		
P	<ul style="list-style-type: none"> <li>• No staff suggestions to date.</li> <li>• The idea of bringing elements of the QMS into staff meetings is being investigated.</li> </ul>		



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

---

**REPORT NO.:** PW-2017-02  
**TO:** Council  
**PREPARED BY:** Gary Charbonneau, Director of Public Works  
**DATE:** February 13, 2017  
**SUBJECT:** Public Works Activity Report  
October - December 2016

---

### **Recommendation:**

That the Public Works Department Activity Reports for the months of October, November and December 2016 be received for information.

### **Background:**

N/A

### **Discussion:**

The attached summaries highlight the activities of the Public Works Department for the fourth quarter of 2016.

### **Strategic Plan Conformity:**

Communicating municipal matters.

### **Financial Considerations:**

N/A

### **Conclusion:**

That report PW 2017-02 be received for information.

\_\_\_\_\_  
Gary Charbonneau  
Director of Public Works

\_\_\_\_\_  
Grant Whittington  
Reviewed by CAO

# **Road Dept. Report**

**Oct.2016**

## **Structures**

- Removed and repaired section of railing on the pedestrian bridge over the Nith River in NH after a vehicle attempted to drive across the bridge.

## **Roadside**

- Removed tree from Catherine St, NH; identified to be hollow in the bottom.
- Started going around on the rural roads at intersections and stop signs to trim any trees or brush that restricts visibility in all directions.
- Removed a dead tree @ 78 Mannheim Cr.

## **Drainage**

- No report.

## **Loose top**

- Three days of widening Bethel Rd for hard surface in 2017.
- Graded Wilmot Line (twice) and Holland Mills Road

## **Hardtop**

- Paved speed humps on WRC driveway as directed by Parks and Rec. staff.
- Pothole patching identified from road patrol.
- Using our resources we painted “ Drive Slow” on Huron Rd. at each end of Haysville

## **Gravel Pit**

- No report.

## **Winter Control**

- Installed plow harnesses.
- Hauled winter sand from our pit to the yard.

## **Safety**

- Confined space training for all staff.
- Replaced signs identified during annual reflectivity inspection
- Working at heights training for all staff.
- Weekly road patrol inspections four – six hours every Wednesday.

### **Vehicles and Equipment**

- Emergency repair to Grader # 9; rear differentials would not lock in; Nortrax removed and disassembled the complete rear axle/differential at their shop (\$13,000)
- Dump truck # 22 annual safety inspection (\$2,516)
- Dump truck # 12 extensive damage caused by a piece of the valve guide breaking in cylinder # 6 (\$7,738)

### **Building and Grounds**

- No report



# **Road Dept. Report**

**Nov 2016**

## **Structures**

- Installed additional bridge closed signs on Holland Mills Road at the bridge over the Nith River

## **Roadside**

- Roadside dumping cleanup on various rural roads.

## **Drainage**

- Vacuum truck cleaned out 279 storm catch basins in NH. Part of a regular rotation to remove material from the bottom

## **Loose top**

- Eight days of widening Bethel Rd for hard surface in 2017.
- Graded Waterloo /Oxford boundary.

## **Hardtop**

- Pothole patching identified on road patrols.

## **Winter Control**

- Nov 24 was the first day required to place salt on the roads.

## **Gravel pit**

- No report.

## **Safety Devices**

- Sign repairs.
- Weekly road patrol

## **Vehicles and Equipment**

- Repaired steering on Grader # 9
- Replaced hydraulic dump box hoist on T#3 (\$2,300).
- Hook up plows on Nov 23.
- Annual safety inspection on Dump truck# 2 (\$1,998)

## **Building and Grounds**

- Cleaning garages

## **Other**

- Two roads department staff assisted Regional staff with distributing new blue boxes
- Approximately 1,000 boxes were distributed on Nov 30

# **Road Dept. Report**

**Dec 2016**

## **Structures**

- No report

## **Roadside**

- Cleaned up roadside dumping on Carmel-Koch Rd.
- Graveling shoulder of Puddicombe Rd at Bethel Rd.

## **Drainage**

- Cleaned leaves off the top of catch basins on streets in downtown NH
- Repaired broken catch basin frame on Victoria St., NH

## **Loose top**

- No report.

## **Hardtop**

- Pothole repairs.

## **Winter Control**

- Twenty days of winter control; ice bladed the gravel roads with our grader
- Two days using snow blower to load trucks and remove snow from streets in NH and Baden.

## **Gravel Pit**

- No report.

## **Safety**

- No report.

## **Vehicles and Equipment**

- David Tomlinson drove grader in the Baden and NH Santa Claus parades.
- Wash trucks regularly after plowing.

## **Building and Grounds**

- Cleaning garages

**Township of Wilmot  
Utilities Manager Report  
October 1 to October 31, 2016**

**Water Main Breaks/Excavations**

- 270 Shephard Pl – Day lighted and replaced service box and rod
- 83 Hostetler – Day lighted and replaced service box and rod
- 24 George St - Day lighted and replaced service box and rod
- 319 Good St - Day lighted and replaced service box and rod
- 162 Snyder's Rd E - Day lighted and replaced service box and rod
- 145 Milne Dr - Day lighted and replaced Yard Hydrant
- 110 Astor Cres - Day lighted and relocated service box and rod

**Locates:**

- 101 individual/project locates

**Meter - New/Old Installations:**

- 133 Installations/inspections/change outs

**Water Quality Issues**

- None

**General**

- Chlorine residual monitoring
- Bacti sampling - weekly
- Final Reads
- Hydrant Maintenance
- Water meter repairs/Replacements/Inspections
- High consumption complaints/Investigation
- Plumbing sound outs - high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- Pressure related complaints
- Valve box repairs
- N/H & Baden Fountain cleaning and maintenance

## **Sanitary Main/Lateral Blockages/Investigation/Maintenance**

- None

### **Lift Stations**

#### **#1 - Lift station - Waterloo Street**

- Regular checks and monthly maintenance

#### **#2 - Lift station - Milton Street**

- Regular checks and monthly maintenance
- Tyco alarm communication not responding due to telephone line failure; repairs completed by Bell

#### **#3 - Lift station - Marvin Street**

- Regular checks and monthly maintenance

#### **#4 - Lift station - Charlotta Street**

- Regular checks and monthly maintenance

#### **#5 - Lift station - Milne Drive**

- Regular checks and monthly maintenance

### **Building & Grounds**

- Regular cleaning and maintenance
- Genset Installation

### **Fleet**

- Regular maintenance/oil changes
- Safety inspections and repairs

### **Snow Operations**

- None

**Township of Wilmot  
Utilities Manager Report  
November 1 to November 30, 2016**

**Water Main Breaks/Excavations**

- 110 Astor Cres – service leak
- Prepped Utility cut for paving

**Locates:**

- 69 individual/project locates

**Meter - New/Old Installations:**

- 83 Installations/inspections/change outs

**Water Quality Issues**

- Regional communication failure at Erb Street – flushed and sampled in St. Agatha

**General**

- Chlorine residual monitoring
- Bacti sampling – weekly
- Final Reads
- Valve Maintenance
- Water meter repairs/Replacements/Inspections
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- Pressure related complaints
- Valve box repairs
- Hydrant maintenance and repair

## Sanitary Main/Lateral Blockages/Investigation/Maintenance

- None

### Lift Stations

#### **#1 - Lift station - Waterloo Street**

- Regular checks and monthly maintenance

#### **#2 - Lift station - Milton Street**

- Regular checks and monthly maintenance

#### **#3 - Lift station - Marvin Street**

- Regular checks and monthly maintenance

#### **#4 - Lift station - Charlotta Street**

- Regular checks and monthly maintenance

#### **#5 - Lift station - Milne Drive**

- 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  
December 1 to December 31, 2016**

**Water Main Breaks/Excavations**

- Mannheim Road – Hydrant branch valve repair.

**Locates:**

- 16 individual/project locates

**Meter - New/Old Installations:**

- 59 Installations/inspections/change outs

**Water Quality Issues**

- None

**General**

- Chlorine residual monitoring
- Bacti sampling - weekly
- Final Reads
- Valve Maintenance
- Water meter repairs/Replacements/Inspections
- High consumption complaints/Investigation
- Plumbing sound outs - high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- Pressure related complaints
- Valve box repairs
- Hydrant dipping
- Thawing frozen blow offs



## **Sanitary Main/Lateral Blockages/Investigation/Maintenance**

- None

## **Lift Stations**

### **#1 - Lift station - Waterloo Street**

- Regular checks and monthly maintenance

### **#2 - Lift station - Milton Street**

- Regular checks and monthly maintenance

### **#3 - Lift station - Marvin Street**

- Regular checks and monthly maintenance

### **#4 - Lift station - Charlotta Street**

- Regular checks and monthly maintenance

### **#5 - Lift station - Milne Drive**

- Regular checks and monthly maintenance

## **Building & Grounds**

- Regular cleaning and maintenance

## **Fleet**

- Regular maintenance/oil changes
- Safety inspections and repairs

## **Snow Operations**

- Sidewalk plowing and salting



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

---

**REPORT NO.** DS 2017-02  
**TO:** Council  
**PREPARED BY:** Harold O’Krafka, Director of Development Services  
**DATE:** February 13, 2017  
**SUBJECT:** Delegation of Planning Approvals

---

### **Recommendation:**

THAT the Township of Wilmot formally requests delegation of the following Planning Act approvals from the Region of Waterloo for reasons as set out in Report DS 2017-02:

- i) Plans of subdivision
- ii) Plans of condominium
- iii) Part Lot Control exemptions

And That the Region of Waterloo be requested to modify the criteria for delegated approval as set out in Report DS 2017-02;

And That the Region of Waterloo address these requests and issue the requested delegated approval authority within its jurisdiction by May 1 2017;

AND THAT the Region of Waterloo work with the area municipalities and the Province of Ontario regarding delegation of local official plan amendments to seek full delegation of approval authority by the end of 2017.

### **Background:**

The Region of Waterloo has indicated that consideration of delegation for various Regional planning approvals to the area municipalities will be considered. The purpose of this report is to respond to that offer and Region’s proposed criteria for delegation of various planning approvals, requested refinements to the Region’s criteria, and this municipality’s request for delegated approval authority for certain Planning Act approvals.

Streamlining processes to allow the area municipalities to issue various forms of planning approvals which currently rest with the Region will:

- i) provide a significant time and cost savings for developers;
- ii) reduce confusion for the public about which level of government is the approval authority; and
- iii) reduce current duplication of some steps in application processing.

Township Development Services staff is requesting delegation of various Planning Act approvals, including local official plan amendments, the latter of which will require additional action by the Region of Waterloo and Province of Ontario.

The current staff complement in the Township's Development Services Department is considered sufficient to deal with the delegated planning decisions from the Region of Waterloo. Eventually modest planning application fee increases may be required to address additional administrative duties related to delegation. Based upon this change in responsibility, the Region may eventually choose to review its planning application fees and adjust accordingly to reflect the Region's revised role in planning applications which would in theory result in a neutral impact in terms of fees for the development industry.

This report has been prepared in consultation with all the area municipalities in the Region of Waterloo and discussed with Region of Waterloo staff. Based upon discussion with Regional staff it is understood that many of the criteria outlined in the Region's February 2016 report and responded to in this report can be addressed through follow up discussion between the Region and area municipalities collectively. This can result in a common administrative agreement with the area municipalities that are seeking delegation of various planning approvals.

**Discussion:**

On February 23, 2016, Regional Planning & Works Committee considered a report about potential delegation of additional Planning Act approval authority by Regional Council to interested municipalities. Because of that report, Regional Council endorsed the following resolution on March 2, 2016:

*That the Regional Municipality of Waterloo advise the Area Municipalities that the Region will consider the delegation of additional Planning Act approval authority upon the receipt of formal requests from an Area Municipal Council, in accordance with the terms and conditions approved by Regional Council, as described in Report PDL-16-01, dated February 23, 2016;*

*And That Regional staff report back with delegation requests made by Area municipalities for formal consideration by Regional Council.*

On June 20, 2016 Wilmot Council passed the following resolution:

*That the Township of Wilmot supports obtaining the following Planning Act approvals from the Region of Waterloo in principle for reasons as set out in Report DS 2016-14.*

- i) *Local Official Plan amendments*
- ii) *Plans of Subdivision*
- iii) *Plans of Condominium*
- iv) *Part Lot Control exemptions;*

*That Township of Wilmot staff be directed to proceed with analysis of the implications of delegation of the above Planning Act approvals; and,*

*That Township of Wilmot staff report back to Council regarding the financial, resource and any other implications of those Planning Act approvals.*

This report provides an overview of the implications of delegation for the Township of Wilmot, responds to the Region's criteria for delegation and outlines possible next steps leading to delegation of the requested planning decisions. Specific comments relating to delegation of local official plan amendments are also provided.

### **Current Township Planning Approvals**

The Planning Act provides the Township of Wilmot with the authority to deal with the following types of planning approvals:

- i) Zoning by-law amendments
- ii) Consents/severances and Minor Variances (by Committee of Adjustment)
- iii) Site Plans

These approvals permit the Township to work with partner agencies (including the Region of Waterloo) to deal with review and approvals in a streamlined manner.

Delegation of additional planning approvals to the Township would in theory further streamline the processing of applications and reduce duplication that currently exists between the two levels of government. This will benefit the applicants and the general public in the processing of planning applications. The Region will still have an important role in providing comments and conditions relating to Regional issues and Regional Official Plan conformity – just as it does in the current processing of Zoning by-law amendments, consents, variances and site plan approvals.

### **Planning Act**

Subsections 4.1, 17.10 and 17.11 of the Planning Act provide the basis for delegating any approval authority under that Act to any municipal council, except approval for the municipality's official plan or official plan amendments. The wording in the legislation is as follows:

#### **Local Official Plan Amendment Approval Delegation**

##### **Delegation of Minister's powers**

4. (1) The Minister, on the request of the council of any municipality, may, by order, delegate to the council any of the Minister's authority under this Act, other than the authority to approve or the authority to exempt from approval the official plan or amendments to the official plan of the municipality of which it is the council and, where the Minister has delegated any such authority, the council has, in lieu of the Minister, all the powers and rights of the Minister in respect thereof and the council shall be responsible for all matters pertaining thereto.

In addition, Subsections 17.10 and 17.11 of the Planning Act provides the ability for an upper tier municipality to delegate approval authority for local official plan amendments:

### **Authority to exempt**

- (10) The Minister may by order authorize an approval authority to pass a by-law,
- (a) exempting any or all plans or proposed official plan amendments from its approval under this section; and
  - (b) exempting a plan or proposed official plan amendment from its approval under this section.

### **Conditions**

- (11) An exemption under subsection (9) or (10) or an authorization under subsection (10) may be subject to such conditions as the Minister or the approval authority may provide in the order or by-law.

By way of Ontario Regulation 699/98, eight upper-tier municipalities, excluding the Region of Waterloo, were authorized to pass by-laws to exempt lower-tier official plan amendments from requiring the approval of the upper-tier municipality. An amendment to the Provincial regulation is necessary to authorize the Region of Waterloo to delegate local official plan amendment approval to the area municipalities.

### **Plans of Subdivision and Condominium Approval Delegation**

Subsection 51.2(2) Planning Act and Subsection 9(2) of the Condominium Act, which refers to Section 51.2 of the Planning Act as also applying to condominiums, provides the basis for delegating authority for plans of subdivision and condominium to the area municipalities.

#### **Delegation to lower-tier municipality**

- (2) If an upper-tier council is the approval authority under section 51 in respect of the approval of plans of subdivision, the council may, after the prescribed notice is given, by by-law delegate all or any part of the authority to approve plans of subdivision to a lower-tier municipality in respect of land situate in the lower-tier municipality.

The Township of Wilmot currently has qualified planning staff providing regular review and processing of a variety of planning applications and related recommendations to Wilmot Council. In considering Wilmot application volumes, for applications requiring a Regional decision, the overall volumes are not high, but many of the applications are complex and require a significant level of review and analysis. Any streamlining measures for these types of applications can improve their market readiness and respond to growth needs in a timely manner.

The current staff complement is considered sufficient to deal with the delegated planning decisions from the Region of Waterloo. This is because there is currently duplication in some steps in the application processing and some duplication of comments and conditions between the Township and Region that can be streamlined through delegation.

Because there would be additional service provided by Wilmot planning staff to deal with the administration associated with decisions, there may be recommendations about anticipated modest increases in planning application fees after an implementation period allows further

assessment of the work required. Based upon this change in responsibility, the Region may choose to eventually review its planning application fees as well.

### **City of Kitchener's Current Delegated Approval Authority**

The City of Kitchener received delegated approval authority on January 1, 1998 for plans of subdivision, plans of condominium, part lot control exemption and reconfirmation of consents.

As noted in report PDL-16-01, the respective obligations of the Region of Waterloo and the City of Kitchener were established through both an implementing by-law and through an Administrative Agreement. The obligations include a formal commitment by the City of Kitchener to ensure that "... all matters of Regional and Provincial interest... are addressed". To date, delegation to the City of Kitchener has generally worked well, and is also founded on a strong, collaborative working relationship.

The remaining area municipalities would like the same level of delegated approval authority as the City of Kitchener, plus approval authority for local official plan amendments.

### **Region's Recommended Criteria for Delegation**

Regional report PDL-16-01 included the following criteria (terms and conditions) for delegation of various Planning Act approvals. The area municipal responses to the criteria are set out below:

- a) The maintenance of adequate and high quality professional resources to support delegation services. In this regard, Regional lawyers are precluded from providing legal advice to local municipalities;

*Response:* All of the area municipalities have qualified in house planning and legal staff or, access to qualified external planning or legal resources, or a combination of both. The reference to "adequate and high quality professional resources" is subjective. Therefore the Region only needs to be assured that qualified professional resources are available at the area municipal level and each of the area municipalities are confident that this assurance can be given.

#### *Recommendation:*

That this criterion be revised to read, "The maintenance of adequate qualified professional resources, either in house, externally, or a combination of both, to support delegation services. In this regard, Regional lawyers are precluded from providing legal advice to local municipalities;

- b) Conformity (existing and ongoing) of Area Municipal Official Plans to the Regional Official Plan and an up to date comprehensive zoning by-law;

*Response:* All of the area municipalities are at various stages in updating their Official Plans to conform to the Region of Waterloo's Official Plan and updating their area municipal zoning by-laws. The Township of Wilmot's Official Plan is currently being reviewed and amendments to bring it into conformity with the Region of Waterloo's Official Plan will begin the approvals process in the coming months. Upon completion of the conformity amendments a comprehensive zoning by-law update will be completed in 2018.

*Recommendation:* Review and updating of the Official Plan and Zoning By-law are done on a regular basis in response to changing legislation or upper tier Official Plan policy. A municipality cannot control whether its adopted official plans and passed zoning by-laws will be appealed to the Ontario Municipal Board, and how long it will take to resolve those appeals.

It is recommended that each of the area municipalities be required to enter into a separate Memorandum of Understanding or Administrative Agreement (“Agreement”) with the Region of Waterloo regarding completion of those exercises. The Agreement would include the anticipated timing of completion of the area municipal official plan conformity exercise and municipal zoning by-law update, excluding appeals. The area municipalities, with assistance from legal counsel, can assist in preparing a generic template for the Agreement for the Region and area municipalities to use. This recognizes the ongoing process of the Region updating its Regional Official Plan and the area municipalities updating their local official plans and zoning by-laws after that.

Delegation of various planning approvals should not be delayed until area municipal conformity exercises are completed.

- c) Ensuring that all matters of Regional and Provincial interest, as identified by the Region of Waterloo, are addressed to the satisfaction of the Region. In the event that such matters are not addressed, delegation will be revoked;

*Response:* Once delegation of various Planning Act approvals is provided by the Region to the area municipalities, the area municipalities will continue to be required to circulate those types of planning applications to the Region of Waterloo for comment. Regional comments can clearly explain matters of Regional and Provincial interest and how to address them. For planning applications that require a formal pre-consultation proposal to be considered prior to submission of a formal planning application, Regional staff are circulated and given opportunity to provide comments about pre-consultation proposals and potential conditions. Matters of Regional and Provincial interest can be identified at that time.

The reference above in this criterion to: “in the event that such matters are not addressed, delegation will be revoked”, is authority that the Region maintains under the Planning Act after delegation and that would be emphasized in the delegation agreement referenced above.

*Recommendations:* A key component to the success of delegated approval and addressing matters of Regional and Provincial interest is the timely provision of comments and clearances by all applicable agencies during the review and approvals process for planning applications. The Memorandum of Understanding or Administrative Agreement (“Agreement”) noted above between the Region and each area municipality include reasonable timelines in accordance with legislation, for providing comments and clearances that can be used as benchmarks for application processing. It should also be acknowledged in the Agreement that it may be difficult for some complex applications to set timelines for providing comments.

It is recommended that prior to finalization of delegation of approvals, procedures be developed for each of the area municipalities in consultation with Regional staff clearly setting out how the Region will be given an opportunity to participate in the review of planning applications where the Region was the approval authority prior to delegation.

- d) Circulation of all notices of applications, decisions, appeals, and any other associated notices or circulation materials in a timely manner;

*Response:* This is a reasonable request which can be clearly laid out in procedures for each of the area municipalities in consultation with Regional staff prior to finalization of delegation approvals. The procedures can specify required timeframe for the required circulations based upon legislated requirements.

- e) Provision of all information required by the Region of Waterloo in a timely manner;

*Response:* This is a reasonable request which can be clearly laid out in procedures for each of the area municipalities in consultation with Regional staff prior to finalization of delegation approvals. The procedures can specify required timeframe for providing required information.

- f) Collection of Regional fees;

*Response:* This is a reasonable request and will require the assistance of Regional staff to advise area municipal planning staff of all required Regional fees at the pre-consultation stage for planning applications. Township staff can collect these fees at the application stage and forward them to the Region.

- g) Annual reporting of delegated activities to allow the Region of Waterloo to plan for service capacity and capital forecasts and to review the effectiveness of delegation with the involved Area Municipalities;

*Response:* This is a reasonable request. It is recommended that the Region and all area municipalities agree upon a simple method for annual reporting so that a consistent, easy to prepare approach to reporting can be provided.

*Recommendation:* In order to assist the area municipalities in dealing with delegation effectively, it is recommended that if Regional staff has concerns about delegation with an area municipality, that Regional staff discuss those concerns in a timely manner with applicable area municipal staff to determine an appropriate method of response.

This form of communication can be addressed in a Memorandum of Understanding or Administrative Agreement ("Agreement") between the Region and each area municipality.

- h) A comprehensive review of delegation with the Region of Waterloo every five years;

*Response:* This is a reasonable criterion.

*Recommendation:* Similar to the recommendation above for criterion g) above, it is requested that Regional staff's draft findings and recommendations about delegation be shared with the area municipalities prior to consideration by Regional Council and that the area municipalities be given the opportunity to respond.

- i) Ensuring clear principles of appropriate accountability for legal liability associated with exercising delegated authority are in place; and



- j) Additional implementation details as required by the Region and established in the delegating by-law and through an associated Administrative Agreement.

*Response:* Criteria I and J can be addressed through a Memorandum of Understanding or Administrative Agreement (“Agreement”) between the Region and each area municipality. The area municipalities can assist in preparing a generic template for the Agreement for the Region and area municipalities to use.

### **Delegation of Local Official Plan Amendments**

As noted above, through Ontario Regulation 699/98 the following upper tier municipalities have received the authority through a Minister’s Order to delegate some or all local official plan amendments: Regional Municipality of Halton, Regional Municipality of York, Regional Municipality of Peel, Regional Municipality of Durham, Regional Municipality of Niagara, County of Grey (Owen Sound only), County of Dufferin (Mono and Orangeville only), and County of Northumberland (Cobourg, Port Hope and Trent Hills only)

Regional report PDL-16-10 notes in part that:

there are a variety of real and perceived advantages and disadvantages of delegation. Reasons to support delegation include vesting the full approval process with one level of government for greater public simplicity, and optimizing the use of Area Municipal resources that already exist and are capable of administering delegation. Real or perceived disadvantages of delegation include multiple systems to achieve the same goal, the costs of creating a system that already exists at the Regional level, no guarantee that the review process will be any more efficient (i.e. faster).

Any process that removes a second level of approval authority and removes duplication will be more efficient and faster.

Delegation of approval for some or all local official plan amendments should also be provided as soon as possible because the advantages of delegating approval for other forms of planning applications also apply for local official plan amendments. Regional staff will still be involved in pre-consultations for local official plan amendments and providing subsequent comments and conditions for complete applications for such amendments. The Region’s comments will be considered along with those of other circulated municipal departments and agencies during the area municipality’s review of planning applications. Proposals that are of regional significance and not in conformity with the Regional Official Plan would still require amendments to the Regional Official Plan and be subject to a Regional decision. Regional staff would be able to identify if there are issues of regional significance at the pre-consultation stage.

The advantage of delegating locally based official plan amendment approvals to area municipalities is that it permits true neighbourhood or locally focused matters to be processed in a much more streamlined manner than currently exists.

Accordingly it is also requested that the Region of Waterloo work with the area municipalities and the Province of Ontario regarding delegation of local official plan amendments to seek full delegation of approval authority by the end of 2017.

**Strategic Plan Conformity:**

Delegation of planning approvals to the local level increases the transparency of decision making and promotes community engagement.

**Financial Considerations:**

It is anticipated that some measure of additional work load will be realized through delegation of approval authority. Having said that the amount of additional work load and the impacts of same are not anticipated to be significant and as such will be reviewed on an annual basis through the departmental level of service review process.

**Conclusion:**

In conclusion, the delegation of additional planning approvals to the local municipalities has been a long standing discussion and it is encouraging to see the collaboration between the area municipalities and the Region to make progress in this regard.

Streamlining processes to allow the area municipalities to issue various forms of planning approvals which currently rest with the Region will:

- i) provide a significant time and cost savings for developers;
- ii) reduce confusion for the public about which level of government is the approval authority; and
- iii) reduce current duplication of some steps in application processing.

Harold O’Krafka, MCIP RPP  
Director of Development Services

Grant Whittington  
Reviewed by CAO



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

---

**REPORT NO.** PRD 2017-02  
**TO:** Council  
**PREPARED BY:** Scott Nancekivell  
**DATE:** February 13, 2017  
**SUBJECT:** Facilities & Recreation Services Quarterly Activity Reports

---

**Recommendation:**

That the Facilities & Recreation Services Activity Reports for the fourth quarter of 2016 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 fourth quarter of 2016. 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.

Scott Nancekivell, B.Sc.  
\_\_\_\_\_  
Director of Facilities & Recreation Services

Grant Whittington  
\_\_\_\_\_  
Reviewed by CAO

**FACILITIES & RECREATION SERVICES**  
**Aquatics Division**  
**Quarterly Activity Report (October - December 2016)**

- We currently have 4 full time staff members and 40 active part-time staff members. We also have 4 staff members at university who are on our substitution list; 4 staff members resign this quarter and we hired 5 new part-time staff for the winter session, (2 new Instructor/ Guards; Fabio Cipolletti and Katarina Dyck Steinmann and 3 new Assistant Instructors; Sami Gibbons, Laura Martin and Julia Needham).
- In the Fall session we began teaching the Lifesaving Society Swim program. The training of the staff and the transition to the new program seemed to run smoothly.
- Our Fall 2016 session had a total of 788 Learn-to-Swim participants, 66 Leadership participants and 311 private lessons. During the Fall 2015 session, we had a total of 977 Learn-to-Swim participants and 67 Leadership participants and 274 private lessons
- In 2016 we instructed a total of 4650 swimming lesson and leadership participants. Of those, 3568 were Township of Wilmot residents and 1082 were non-residents. In 2015, we instructed a total of 4370 swimming lesson and leadership participants. Of those, 3529 were Township of Wilmot residents and 841 were non-residents.
- There were 9037 admissions for our recreational swim programs during the fourth quarter in 2016. These programs include length swims, open/family swims and Aquafit classes. In 2015 we had 8094 admissions for our recreational swims during the same period.
- In 2016 we had 34,433 swimmers attend our recreational swims. In 2015 we had 31,802 recreational swim participants. Year over year, our numbers were slightly lower in 2016 due to the issues with the lap pool filter. The lap pool was closed for 2 weeks in May during the initial break down and then 2 weeks for the replacement in December. Some cancelled programs were restructured into a leisure pool program during both times.
- There were 8202 pool rental participants during this fourth quarter. These programs include ACES, Board of Education and private rentals. In 2015 we had 6304 participants during the same period.
- In 2016 we had a total of 18,079 rental participants. In 2015 we had 16,424 rental participants.
- Three regular rental groups receive a discounted rental rate for use of the Wilmot Aquatic Centre. This does not take into account free or subsidised use of meeting

rooms. In 2016 these groups received a subsidy in the amount of \$32,211.74 and the breakdown of the amounts is as follows:

- The Wilmot ACES swim team received \$ 26,682.36 in pool time subsidies. They utilized 730.5 hours of pool time. Swim meets utilized 68 hours and their swim practices utilized 662.5 hrs. Due to the filter tank repairs the ACES had several bookings cancelled in the spring and in December. Due to the uncertainty with the filter tank, the ACES booked time elsewhere in June to ensure they had practice time for their swimmers. Once the pool was fully operational, they did return for their previous times.
- Waterloo Region District School Board received \$ 3,537.09 in subsidy. They utilized 54.5 hours of pool time. (WO – 14 hours - \$785.96, Swim 2 Survive (Forest Glen and Grandview) – 12 hours - \$893.64 other Board schools –28.50 hours \$1857.49)
- Waterloo Region District Catholic School Board received \$1,992.29 in subsidy. They utilized 29 hours of pool time.

Submitted by:

Angela Bylsma Anderson  
Aquatics Manager, Wilmot Aquatic Centre  
February 2017

# FACILITIES & RECREATION SERVICES

## Parks and Facilities Division

### Quarterly Activity Report (October – December 2016)

- Facilities staff were called out as a result of a stolen car that was abandoned on the pedestrian walking bridge near Riverside Park. The vehicle was towed and part of the railing was repaired by Cress Ridge Welding.
- Worked with Bramalea Fencing at Petersburg Park to remove the old fencing and install a new backstop and outfield fence at D#2. Met with the contractor's lead hand and helped lay out the outfield fence circumference to maximize the field of play.
- Met with Brantco Construction at Baden Park to commence tennis court grading operations, square up the courts and ensure all of the dimensions were correct for the installation of the tennis net posts. One lift of asphalt was installed for the courts, however due to unfavorable weather conditions, the project will have to be completed in the spring.
- PlayPower Lt Canada Inc. was hired to replace the playground equipment at 4 parks throughout the Township. This company was responsible for both the removal of the old equipment and installation of the new equipment.
- Schmidt Woods Trail was opened to the public in October. Staff ensured that the gates, signage and trail markers were in place and monitored conditions during the fall. The residents of Wilmot Township appear to love the new trail system, as staff have received a great deal of positive feedback.
- Attended a seminar in Waterloo – Innovation and Diversity.
- Vic's contracting installed snow guard rails on the NE roof at WRC. This will address large amounts of ice and snow sliding off the metal roof.
- Park buildings throughout the Township were hit hard in November with "tagging" (spray painting). Parks staff worked to remove the vandalism as it occurred, and Police were notified of the areas where larger scale vandalism was observed.
- Brick and Co. was hired to repair the NW side of the NDCC foundation wall. The area was excavated, the foundation was repaired, rigid insulation was added and the mortar around the bricks was re-pointed.
- WRC was the site for the Region blue box giveaway. Boxes were distributed from the parking lot, and the program ran smoothly overall.

- Attended an Emergency Response training session administered by the Township (IMS Training).
- Working on 2017 Capital budget with the Director to identify priority items for the upcoming year.
- Wilmot Family Resource Centre ran their annual Food Hamper drive at the NH Arena.

Submitted by:  
Geoff Dubrick  
Parks and Facilities Manager

# FACILITIES & RECREATION SERVICES

## Recreation and Community Services Division

### Quarterly Activity Report (October – December 2016)

- Staff started working with a new Youth Action Council again in September.
- Staff began working on the Spring/Summer Community Recreation Guide. It will be distributed to residents the third week in February.
- Staff continued planning the recreation and fitness programs for the 2017 Spring/Summer sessions.
- Received correspondence from two of the three funding streams available for Canada/Ontario's 150. Unfortunately, we were not successful in obtaining two of the three funding streams. We are still waiting to be contacted about the third funding application.
- Online program registration for the aquatics, recreation and fitness programs for the Winter programs began on December 8th. In-person and Non-resident registration began on December 15<sup>th</sup>.
- Attended meetings and continued to work with the Director and the consultant on the Parks, Facilities & Recreation Services Master Plan.
- Continued to meet with Wilmot Family Resource Centre and Community Care Concepts regarding programming partnership at the Wilmot Recreation Complex.
- Attended initial meeting with the Active Network regarding implementation of ActiveNet the software program that will be replacing the CLASS software system we currently use for facility bookings, program registration and POS. Implementation of the new software is scheduled to begin in January 2017. It will be a six month process.
- Continued to work with the Region and other municipal staff in the Region on the Healthy Kids Community Challenge.
- Participated in the hiring process to replace one of the part-time CSR's at WRC
- Staff completed the implementation of the new cemetery software system. Use of the system will begin in January 2017.
- Coordinated staffs' involvement in the setup of the outdoor rink in Sararas Park in St. Agatha. A local family volunteered, once again, to undertake the maintenance of the rink which is enjoyed by numerous residents each season.
- Met with the new Chairperson of the New Hamburg Neighbourhood Association to discuss reporting relationships and ongoing activities.
- Assisted with operating budget preparation.

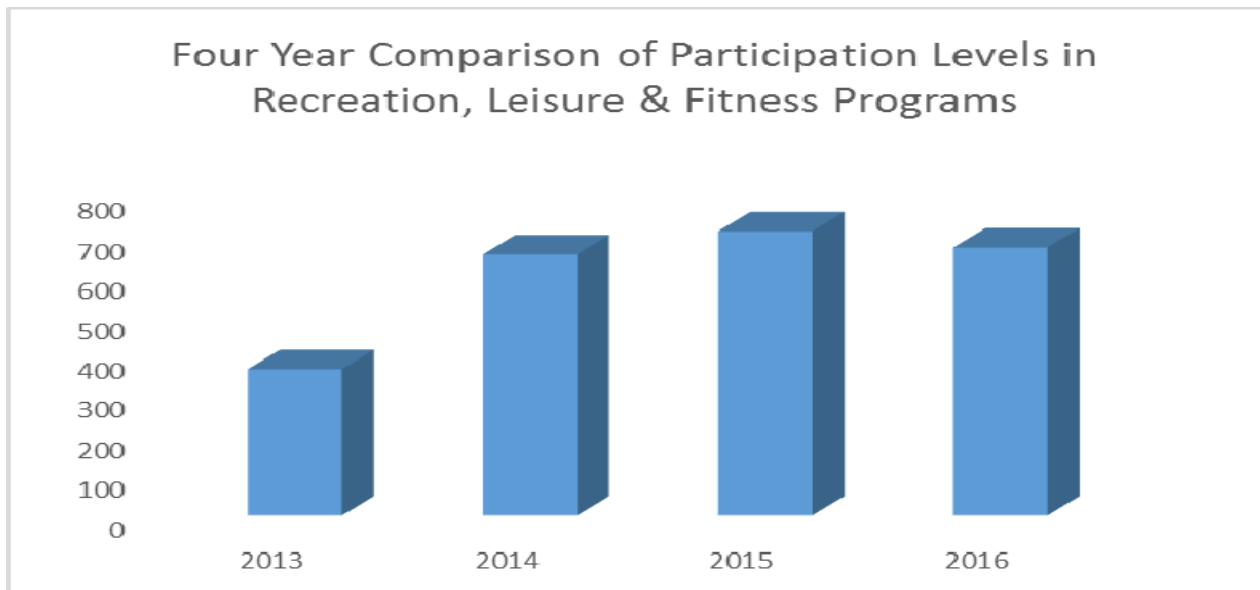
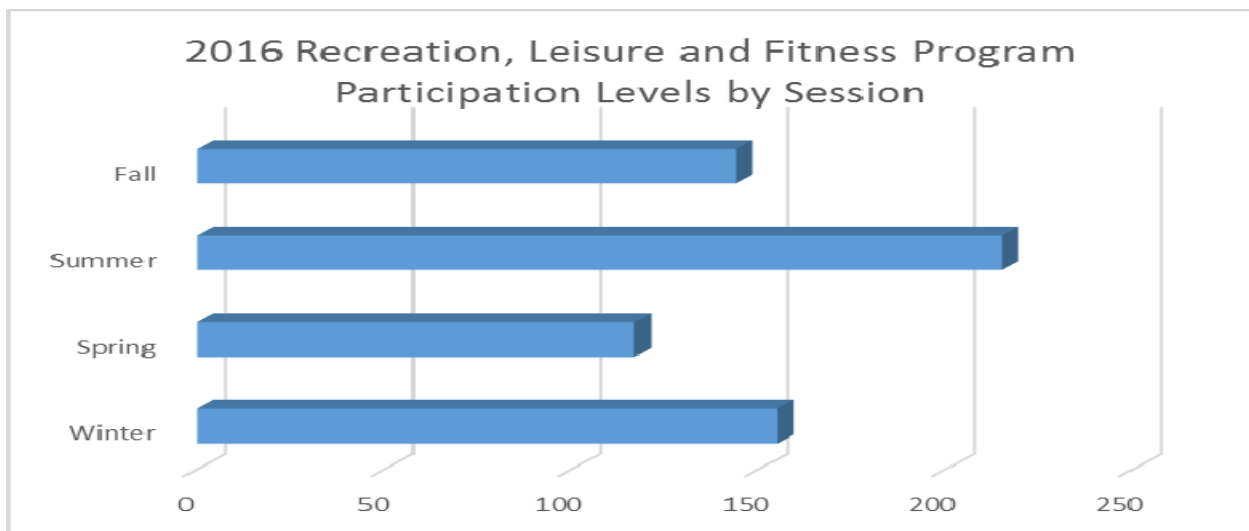
Submitted by:

Vicky Luttenberger  
Manager of Recreation and Community Services

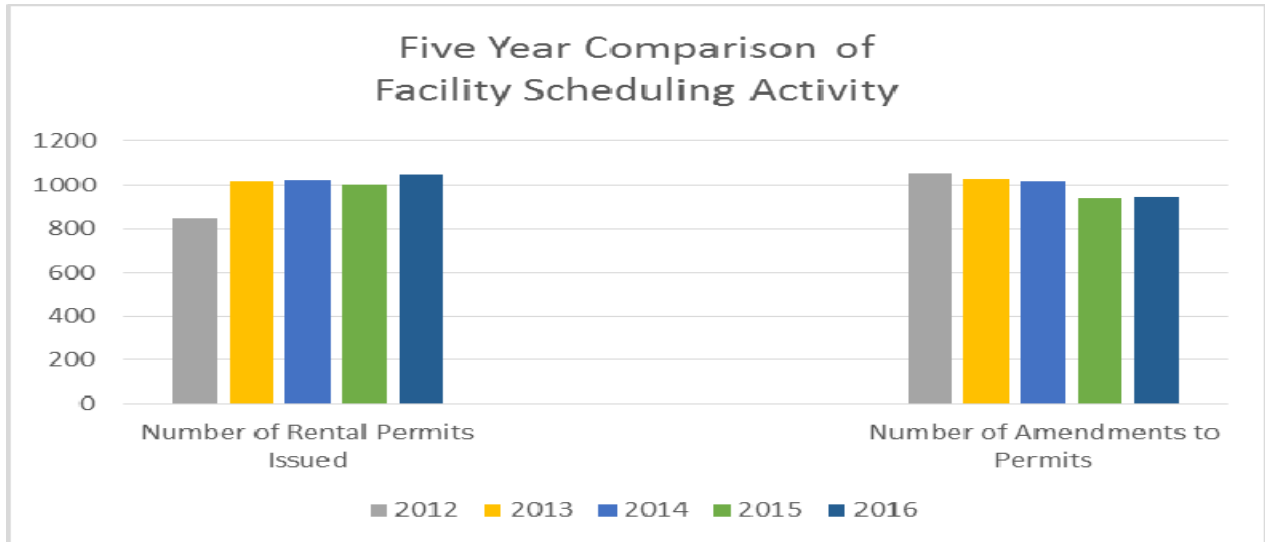


## RECREATION AND COMMUNITY SERVICES DIVISION 2016 ACTIVITY LEVELS

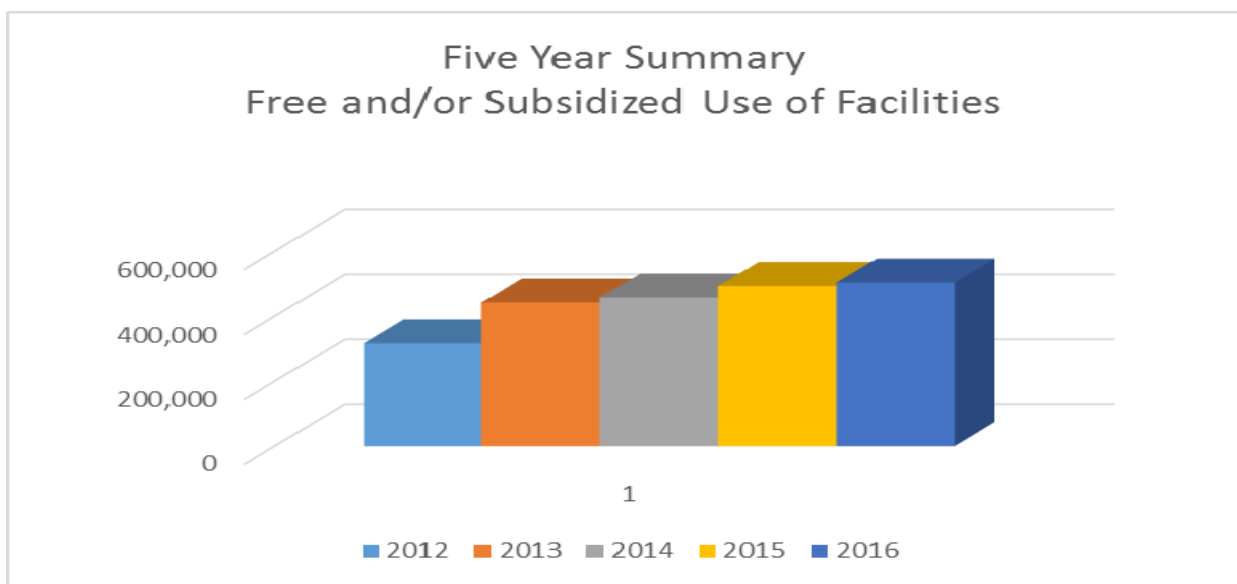
- **Programming** - Overall, there were 671 participants in the Recreation, Leisure & Fitness programs offered by the Township in 2016. This compares to 711 participants in 2015. The participation variance from 2015 to 2016 was caused by the departure of a contracted instructor who taught multiple fitness programs. Unfortunately, we have not been able to find replacements to instruct all of her programs. Staff are still engaged in finding suitable replacements. As shown in the first chart, the summer session had the highest level of participation. This is attributed to the Township running a summer day camp program in addition to regular programming.



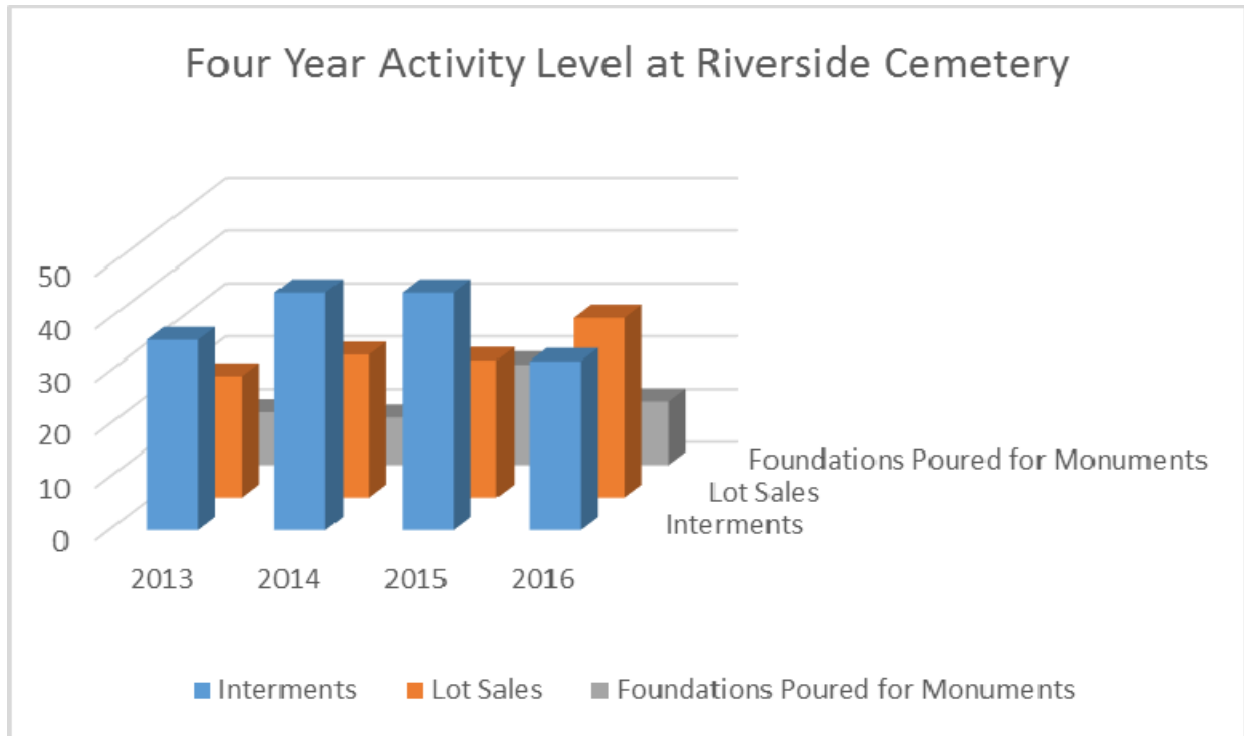
- **Facility Scheduling** – In 2016, staff issued 1046 rental permits and made an additional 948 amendments to those rental permits for facility usage. In comparison, staff issued 1004 rental permits and made 948 amendments to rental permits in 2015, which indicates a slight increase in facility scheduling activity.



- **Subsidized Facility Use** – The chart below provides a five year comparison of subsidized use of facilities provided to Wilmot community groups, service clubs, minor sports and non-profit organizations. As indicated below, there was approximately a 2.3 % increase, in subsidized facility use from 2015 to 2016. In 2016, the amount of free and/or subsidized use of facilities provided to the community was equivalent to \$503,370 (this does not include the amount of subsidize given to minor sports and community groups for the use of the Aquatic Centre which is equivalent to an additional \$32,212).



- **Cemetery Services** – The chart below depicts the level of activity for the administration of Riverside Cemetery over the past four years. In 2016, there were 32 interments (burials), 34 lots/niches were sold and 12 foundations were poured.





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

**REPORT NO.** FD 2017-01

**TO:** Council

**PREPARED BY:** Michael Raine, Fire Chief  
Patrick Kelly, Manager of Accounting

**DATE:** February 13, 2017

**SUBJECT:** Fire Tanker Truck Replacement – Station 3

### **Recommendation:**

**That ResQTech Systems Inc. be awarded the contract for supply and delivery of one (1) 2500 gallon, Conventional Cab Tanker Truck c/w Hose and Accessories for Station 3 (New Hamburg), as per their updated proposal, dated January 13, 2017, in the amount of \$404,616.08 (net of HST rebate).**

### **Background:**

The replacement of the existing Tanker truck (T35) at Station 3 in New Hamburg, was included within the 2016 Capital Program.

This purchase was noted within the Fleet Replacement Schedule (Section 8.6) of the Council approved Fire Master Plan.

### **Discussion:**

A formal request for tender was released in late November 2016 for the supply and delivery of one (1) 2,500 gallon Tank Truck, complete with fire hose, appliances and accessories. The bids results for a 2-door, conventional cab tanker were as follows:

Dependable Emergency Vehicles, Brampton	\$510,209.00
ResQtech Systems Inc., Woodstock	493,751.00

Following the formal bidding, a number of optional items were removed from the specifications resulting in a lower final cost of \$397,618.00 (excluding HST).

The final tender specifications included approximately \$17,600 (excluding HST) worth of hose and appliances, which were not included in the original capital justification sheet. The tanker truck, excluding hose and appliances, was also impacted by the US exchange rate, resulting in a cost

of \$380,000 (excluding HST). This exchange rate impact was similar to tenders approved earlier in 2016 for single and tandem axle dump trucks in Public Works.

A meeting was held on February 2<sup>nd</sup> with members of the Fire Management Team, Financial Services and the CAO to discuss the specifications of the replacement tanker. Through this discussion, all parties endorsed the recommendation to proceed with the original specifications proposed within the 2016 justification sheet for this project.

**Strategic Plan Conformity:**

The replacement of fire apparatus is consistent the strategic plan goal of enjoying our quality of life through ensuring peoples safety.

**Financial Considerations:**

The 2016 Capital Budget included \$360,000 for the replacement of Tanker 35. As noted, due to the inclusion of hose and appliances, and the US exchange rate the final cost impact is approximately \$404,600 (net of HST rebate).

To ensure the purchase is fully-funded, additional funds of approximately \$45,000 will be sourced from the Infrastructure Reserve Fund - Equipment.

**Conclusion:**

Upon approval, staff will initiate a formal purchase order to ResQtech Systems Inc. for the supply and delivery of the Tanker Truck for Station 3 (New Hamburg).

Brad Otterbein for  
Michael Raine, Fire Chief

Patrick Kelly CPA,CMA  
Manager of Accounting

Grant Whittington  
Reviewed by Chief Administrative Officer



# Township of Wilmot REPORT

**REPORT NO.** FD 2017-02  
**TO:** Council  
**PREPARED BY:** Michael Raine, Fire Chief  
**DATE:** February 13, 2017  
**SUBJECT:** Quarterly Activity Report

## Recommendation:

That the Fire Department Activity Report for the fourth quarter of 2016 be received for information purposes.

## Background:

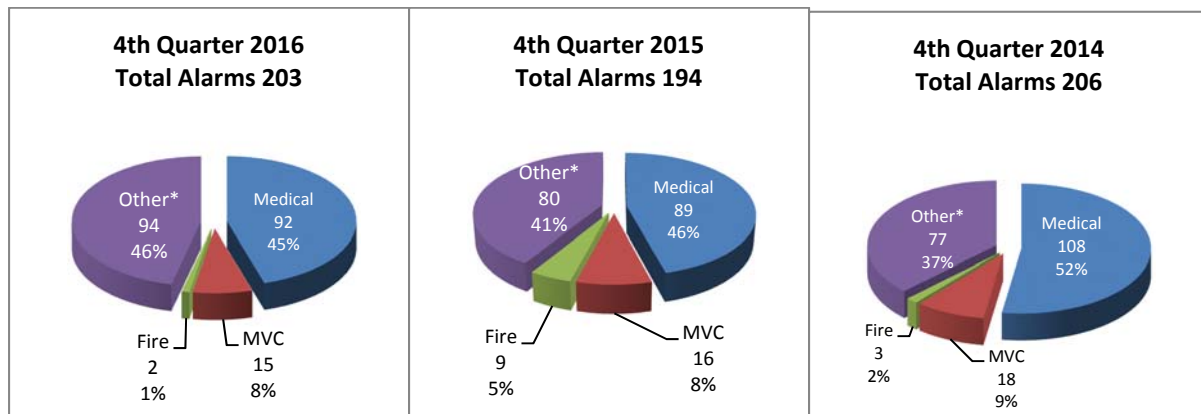
Not applicable.

## Discussion:

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

In total during the fourth quarter, the Fire Department responded to a total of 203 alarms. For the same period in 2015, the number was 194 and 206 in 2014 respectively.

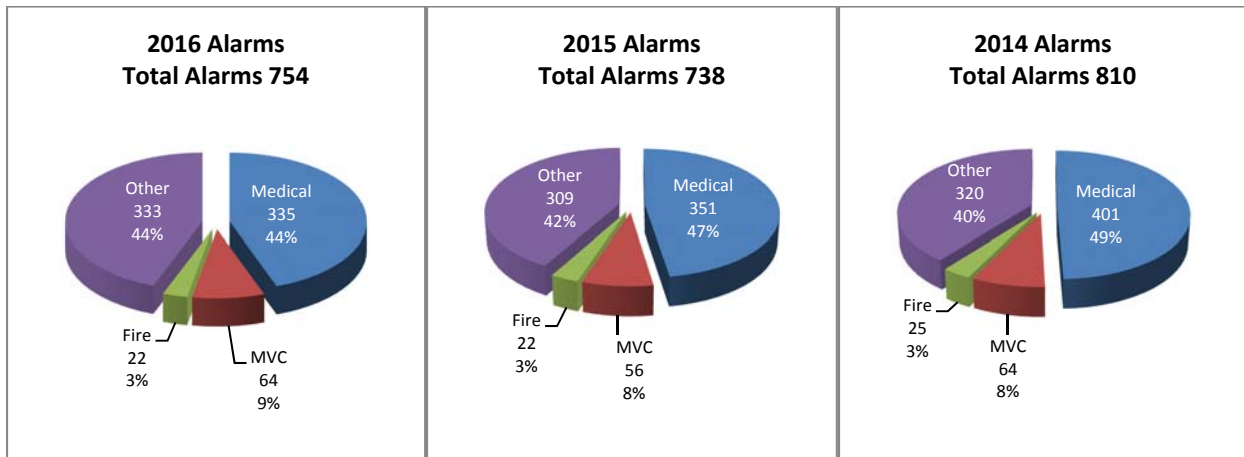
### Fourth Quarter Alarm Stats comparison



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

### Yearly Alarm Stats

Comparing the yearly alarm stats, in 2016, the Fire Department responded to a total of 754 alarms. In 2015, the department responded to 738 alarms and in 2014, they responded to 810 alarms.



**Strategic Plan Conformity:**

Communicating municipal matters.

**Financial Considerations:**

Not applicable.

**Conclusion:**

That the report be received for information.

BRAD OTTERBEIN on behalf of  
Michael Raine, Fire Chief

GRANT WHITTINGTON  
Reviewed by CAO



## Township of Wilmot Fire Department

Fire Chief: Michael Raine

### 4th Quarter Alarm Stats Comparison - Baden Station

Response Type	# of Incidents		
	2016	2015	2014
1 Fire	2	3	1
22 Pot on Stove (no fire)	1	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	1	1
31 Alarm System Equipment - Malfunction	3	5	6
32 Alarm System Equipment - Accidental activation	3	2	1
34 Human - Perceived Emergency	2	1	0
35 Human - Accidental	0	1	2
37 CO false alarm - perceived emergency (no CO present)	1	1	1
38 CO false alarm - equipment malfunction (no CO present)	2	3	2
39 Other False Fire Call	1	0	0
49 Ruptured Water, Steam Pipe	0	1	0
50 Power Lines Down, Arcing	0	1	1
53 CO incident, CO present (exc false alarms)	0	1	0
58 Public Hazard call (false alarm)	2	0	0
61 Vehicle Extrication	0	1	1
62 Vehicle Collision	10	5	10
701 Oxygen administered	11	8	12
703 Defibrillator used	1	0	0
71 Asphyxia, Respiratory Condition	0	2	2
73 Seizure	0	0	1
76 Chest pains or suspected heart attack	1	2	1
82 Burns	1	0	0
84 Medical Aid Not Required on Arrival	4	3	1
85 Vital signs absent, DOA	1	0	1
86 Alcohol or drug related	0	0	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	1	0
89 Other Medical/Resuscitator Call	3	5	2
898 Medical/resuscitator call no action required	0	2	1
913 Assisting Other FD: Other	2	5	3
93 Assistance to Other Agencies (exc 921 and 922)	5	2	6
96 Call cancelled on route	11	7	5
98 Assistance not required by other agency	15	9	17
99 Other Response	1	0	1
	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Total Number of Responses</b>	86	72	80





# Township of Wilmot Fire Department

Fire Chief: Michael Raine

## 4th Quarter Alarm Stats Comparison - New Dundee Station

Response Type	# of Incidents		
	2016	2015	2014
1 Fire	0	3	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	0	1
31 Alarm System Equipment - Malfunction	0	1	0
32 Alarm System Equipment - Accidental activation	1	3	0
34 Human - Perceived Emergency	0	1	0
35 Human - Accidental (alarm accidentally activated by person)	0	0	1
36 Authorized controlled burning - complaint	1	0	0
38 CO false alarm - equipment malfunction (no CO present)	1	1	0
57 Public Hazard no action required	0	0	1
62 Vehicle Collision	1	5	0
701 Oxygen administered	4	4	8
702 CPR administered	0	0	1
73 Seizure	1	0	1
76 Chest pains or suspected heart attack	0	0	1
84 Medical Aid Not Required on Arrival	2	0	0
85 Vital signs absent, DOA	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	2	3
89 Other Medical/Resuscitator Call	2	2	0
898 Medical/resuscitator call no action required	0	0	1
911 Assisting Other FD: Automatic Aid	0	0	1
913 Assisting Other FD: Other	1	1	0
96 Call cancelled on route	3	1	4
98 Assistance not required by other agency	0	1	1
	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Total Number of Responses</b>	17	26	24



# Township of Wilmot Fire Department

Fire Chief: Michael Raine

## 4th Quarter Alarm Stats Comparison - New Hamburg Station

Response Type	# of Incidents		
	2016	2015	2014
1 Fire	0	3	2
3 No loss outdoor fire	1	0	0
22 Pot on Stove (no fire)	0	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	0	2
24 Other Cooking/toasting/smoke/steam (no fire)	3	0	0
31 Alarm System Equipment - Malfunction	5	5	1
32 Alarm System Equipment - Accidental activation	5	2	1
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	1	0	1
35 Human - Accidental (alarm accidentally activated by person)	4	0	1
36 Authorized controlled burning -complaint	0	1	0
37 CO false alarm - perceived emergency (no CO present)	1	0	0
38 CO false alarm - equipment malfunction (no CO present)	3	4	1
41 Gas Leak - Natural Gas	0	1	0
50 Power Lines Down, Arcing	0	0	1
53 CO incident, CO present (exc false alarms)	1	0	2
58 Public Hazard call false alarm	0	1	0
61 Vehicle Extrication	0	1	1
62 Vehicle Collision	4	4	6
701 Oxygen administered	35	25	21
702 CPR administered	0	1	1
71 Asphyxia, Respiratory Condition	5	1	5
73 Seizure	1	3	6
76 Chest pains or suspected heart attack	0	6	7
84 Medical Aid Not Required on Arrival	0	3	0
85 Vital signs absent, DOA	3	0	3
86 Alcohol or drug related	1	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	4	1	4
89 Other Medical/Resuscitator Call	8	14	16
898 Medical/resuscitator call no action required	3	2	8
913 Assisting Other FD: Other	1	1	0
92 Assistance to Police (exc 921 and 922)	0	1	0
93 Assistance to Other Agencies (exc 921 and 922)	1	1	0
94 Other Public Service	4	4	1
96 Call Cancelled enroute	2	8	7
98 Assistance not required by other agency	4	2	2
<b>Total Number of Responses</b>	<b>100</b>	<b>96</b>	<b>102</b>



# Township of Wilmot Fire Department

Fire Chief: Michael Raine

## 4th Quarter - Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2016	2015	2014
1 Fire	2	9	3
3 NO LOSS OUTDOOR fire (see exclusions)	1	0	0
22 Pot on Stove (no fire)	1	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	1	4
24 Other Cooking/toasting/smoke/steam (no fire)	3	0	0
31 Alarm System Equipment - Malfunction	8	11	7
32 Alarm System Equipment - Accidental activation (exc. code 35)	9	7	2
33 Human - Malicious intent, prank	0	0	1
34 Human - Perceived Emergency	3	2	1
35 Human - Accidental	4	1	4
36 Authorized controlled burning - complaint	1	1	0
37 CO false alarm - perceived emergency (no CO present)	2	1	1
38 CO false alarm - equipment malfunction (no CO present)	6	8	3
39 Other False Fire Call	1	0	0
41 Gas Leak - Natural Gas	0	1	0
49 Ruptured Water, Steam Pipe	0	1	0
50 Power Lines Down, Arcing	0	1	2
53 CO incident, CO present (exc false alarms)	1	1	2
57 Public Hazard no action required	0	0	1
58 Public Hazard call false alarm	2	1	0
61 Vehicle Extrication	0	2	2
62 Vehicle Collision	15	14	16
701 Oxygen administered	50	37	41
702 CPR administered	0	1	2
703 Defibrillator used	1	0	0
71 Asphyxia, Respiratory Condition	5	3	7
73 Seizure	2	3	8
76 Chest pains or suspected heart attack	1	8	9
82 Burns	1	0	0
84 Medical Aid Not Required on Arrival	6	6	1
85 Vital signs absent, DOA	4	1	4
86 Alcohol or drug related	1	1	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	5	4	7
89 Other Medical/Resuscitator Call	13	21	18
898 Medical/resuscitator call no action required	3	4	10
911 Assisting Other FD: Automatic Aid	0	0	1
913 Assisting Other FD: Other	4	7	3
92 Assistance to Police (exc 921 and 922)	0	1	0
93 Assistance to Other Agencies (exc 921 and 922)	6	3	6
94 Other Public Service	4	4	1
96 Call cancelled on route	16	16	16
98 Assistance not required by other agency	19	12	20
99 Other Response	1	0	1
<b>Total Number of Responses</b>	<b>203</b>	<b>194</b>	<b>206</b>



## Township of Wilmot Fire Department

Fire Chief: Michael Raine

### 2016 Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2016	2015	2014
1 Fire	22	22	25
3 NO LOSS OUTDOOR fire (see exclusions)	14	8	6
21 Overheat (no fire, e.g. engines, mechanical devices)	1	4	3
22 Pot on Stove (no fire)	1	3	5
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	6	6	12
24 Other Cooking/toasting/smoke/steam (no fire)	11	2	3
25 Lightning (no fire)	0	0	2
29 Other pre fire conditions (no fire)	2	3	0
31 Alarm System Equipment - Malfunction	31	29	28
32 Alarm System Equipment - Accidental activation (exc. code 35)	15	15	11
33 Human - Malicious intent, prank	2	2	2
34 Human - Perceived Emergency	8	8	6
35 Human - Accidental (alarm accidentally activated by person)	6	4	10
36 Authorized controlled burning - complaint	2	3	3
37 CO false alarm - perceived emergency (no CO present)	7	6	6
38 CO false alarm - equipment malfunction (no CO present)	23	18	13
39 Other False Fire Call	3	1	4
41 Gas Leak - Natural Gas	4	4	7
42 Gas Leak - Propane	0	0	2
45 Spill - Gasoline or Fuel	0	0	2
46 Spill - Toxic Chemical	0	1	0
47 Spill - Miscellaneous	0	0	2
49 Ruptured Water, Steam Pipe	1	1	3
50 Power Lines Down, Arcing	2	3	3
53 CO incident, CO present (exc false alarms)	1	6	9
57 Public Hazard no action required	2	0	4
58 Public Hazard call false alarm	3	2	0
59 Other Public Hazard	1	2	5
602 Confined space rescue (non fire)	0	0	1
61 Vehicle Extrication	1	5	3
62 Vehicle Collision	63	51	61
64 Commercial/Industrial Accident	1	0	0
701 Oxygen administered	150	161	176
702 CPR administered	1	4	6
703 Defibrillator used	2	1	4
71 Asphyxia, Respiratory Condition	24	13	22
73 Seizure	16	17	16
74 Electric Shock	0	0	1
75 Traumatic Shock	0	1	0
76 Chest pains or suspected heart attack	27	24	31
82 Burns	1	0	0
84 Medical Aid Not Required on Arrival	10	12	6
85 Vital signs absent, DOA	12	5	17
86 Alcohol or drug related	4	3	2
88 Accident or illness related - cuts, fractures, person fainted, etc.	25	20	22
89 Other Medical/Resuscitator Call	45	71	69
898 Medical/resuscitator call no action required	18	18	29
899 Medical/resuscitator call false alarm	0	1	0
910 Assisting Other FD: Mutual Aid	2	1	3
911 Assisting Other FD: Automatic Aid	0	0	1
912 Assisting Other FD: Fire Protection	1	1	0
913 Assisting Other FD: Other	21	18	19
92 Assistance to Police (exc 921 and 922)	1	5	3
93 Assistance to Other Agencies (exc 921 and 922)	18	12	16
94 Other Public Service	13	25	6
96 Call cancelled on route	54	58	51
97 Incident not found	1	2	3
98 Assistance not required by other agency	74	55	58
99 Other Response	1	1	8
<b>Total Number of Responses</b>	<b>754</b>	<b>738</b>	<b>810</b>



## **TOWNSHIP OF WILMOT FIRE DEPARTMENT** **FIRE PREVENTION REPORT**

QUARTERLY REPORT

October- December 2016

Wilmot Fire Department Fire Prevention Division has been working diligently with regards to fire safety awareness, working with business owners and tenants in gaining compliance with the Ontario Fire Code and Fire Protection and Prevention Act.

Please see the list below to see what areas the fire prevention division has been working:

- Fire code compliance inspections based on complaint, request and routine
- Fire investigations
- Fire Safety Planning review and approval
- Mandatory vulnerable occupancy inspections and fire drills
- Open air burn & contained site permits

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

- Eleven fire safety inspections were conducted.
- One fire investigation was conducted to determine the origin, cause and circumstances.
- Fire Safety Plans for five occupancies have been submitted for review and approval.
- Eighteen burn permit inspections were conducted and fourteen permits were issued
- Fire Prevention Week (Oct 9-15) an open house at Station 1 - Baden was held on October 16. Fire crews from station 1, 2 and 3 assisted with the event. During the event there were, fire extinguisher simulation, fire equipment demonstrations, station tour and public education material distributed.

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

- Ontario Municipal Fire Prevention Officer Association Training/Meeting – Fire Prevention Officers from around the region attend the Wilmot Recreation Complex for a training seminar on fire investigations

Report prepared by:

Andrew McMillan  
Fire Prevention Officer  
Wilmot Fire Department



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

QUARTERLY REPORT  
OCTOBER, NOVEMBER, DECEMBER (2016)

---

Fire Department Training/Public Education/CEMC Division:

**TRAINING:**

- Technical Rescue Operations Theory & Practical: This training supports our level of service and the training requirements to the NFPA 1670 Standard for Low Slope Rescue. (Station 1 completed in November 2016.)
- Live Fire Training: Wilmot Firefighters participated in Live Fire Training this past year with great success. Each Firefighter attended an 8 hour training day which focused on standard and newer fire attack methods. This component of our comprehensive training plan is essential on maintaining skills required for interior structure firefighting. We achieved a 93% completion for our active firefighters.
- Class B Fire Prop Training: Over this quarter Wilmot Firefighters completed two sessions of Class B Firefighter training at WRESTRC that are related to: Vehicle fires, BBQ fires, Propane tank fires, Bulk lift fires & Ground fires. Further training scheduled for 2017 has been deferred to 2018.
- NFPA 1041- Instructor 1 certification training was hosted in Wilmot with (11) firefighters in attendance. This certification will provide our supervisors with guidance and a continuation of educational opportunities.
- Wellness Training- All firefighters received training related to mental health awareness. How to access the (EAP) Employee Assistance Program if required.
- Comprehensive Training Plan also included the following (NFPA 1001 Firefighter JPR's & NFPA 1002 Pump/Aerial Operation JPR's)

**PUBLIC EDUCATION:**

- Fire Prevention Week was held at Station #1 on October 17, 2016. (Fire Station Tours, Fire Trucks & Equipment, Home Escape Planning, Smoke Alarm Video, Fire Extinguisher Prop).

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

- The Township of Wilmot Annual Exercise was conducted on December 2, 2016. A full review of the updated Emergency Response Plan was also completed.
- The Emergency Management Program Committee was formulated and reviewed the necessary action items as a result of the Annual Exercise.
- Region of Waterloo Emergency Notification System (Committee): As directed by the region and its municipalities it was requested to formulate a committee to research, develop, implement a region wide emergency notification system. The Committee is currently working on a (RFI) Request For Information to send to vendors of such systems. Further details will be available in the next quarter.
- Municipal Training Group consisting of all CEMC's was established in 2016 for Emergency Management training needs within the Region. A consistent approach to how training will be deployed to all members of Emergency Control Groups from all municipalities has been developed and will be brought to REPAC for consideration. Region wide implementation of the IMS system is the primary priority once approved.
- Public Information Officer Training: The training was conducted in November 2016 to ensure the position of PIO in all municipalities was provided in a consistent way. Wilmot Fire Department hosted this training day with the assistance of the Ontario Fire College. All PIO's will now be certified to the NFPA 1035 Public Information Officer Standard.

### Emergency Management Action Items:

- Action Items as a result of the 2016 Emergency Exercise and Training are being reviewed.
- The CEMC has submitted the Township of Wilmot Annual Compliance Documentation to Emergency Management Ontario (OFMEM).

#### **Report Prepared By:**

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

#### **Approved By:**

Michael Raine  
Fire Chief  
Wilmot Township Fire Department



# Minutes

## Castle Kilbride Advisory Committee

### Meeting of November 17, 2016

**Present:** Prema Anjaria, Doug Beesley, Teresa Brown, Leonard Kuehner, Mary-Eileen McClear and Jim Veitch

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

**Regrets:** Chairperson Carolyn Coakley, Councillor Barry Fisher and Councillor Mark Murray

1. **Welcome:**

Members were welcomed by Vice Chair Prema. Prema welcomed back Doug Beesley

2. **Festive Dinner**

3. **Review of Agenda**

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

None.

5. **Review of minutes from October 20, 2016.**

That the minutes be accepted as presented.

MOVED by Len SECONDED by Jim

CARRIED.

6. **Business:**

- a) **CK Book** Prema thanked everyone for their support and involvement in making the book a reality. Hard copies of the book arrived on Monday November 14<sup>th</sup>.
- b) **Book launch-** Prema has been working to put the marketing plan into action. She has divided it up into two phases. The first is for the media release and the second phase is the book launch, open house and potentially getting out in the public i.e. retirement homes, Indigo, Costco.
- c) **Lecture Series-** Sherri reported a dozen tickets have been sold for the last lecture.

<i>Date</i>	<i>Topic</i>	<i>Presenter</i>
November 24	Historic Christmas Cooking (Berlin Cookbook)	Carolyn Blackstock

- d) **Christmas event-** Thursday December 1<sup>st</sup> from 6 p.m. – 8:30 p.m. The evening features live entertainment, a silent auction, cider and cookies.
- e) **Castle Acquisitions** - Tracy showed the committee photos of the rocker purchased through kijiji. It is on display in Alice & Edna's Bedroom. Tracy also showed the committee a vase original to Castle Kilbride and signed by Phoebe Watson, sister of landscape artist Homer Watson. The vase is under consideration as a donation in exchange for a tax receipt. Fair market appraisals are being sought at this time.



**7. New Business:**

- a) Set 2017 Advisory Committee Schedule. All members were in agreement to host the meeting the Third Thursday of the Month at 6:30 p.m.  
Action: Staff to set the schedule and book the meeting room.
- b) Committee Chair Update: It is with deep regret that we accept the resignation of Carolyn Coakley as chair and member of the Castle Kilbride Advisory Committee. We thank Carolyn for her commitment and dedication. She will be deeply missed on our committee.  
MOVED by Len  
SECONDED by Mary-Eileen.
- c) Vacancy for Chair: Prema asked for nominations for the chair position. Teresa expressed interest as the Chair.  
MOVED by Len  
SECONDED by Jim that Teresa be appointed Chair of the Castle Kilbride Advisory Committee.  
Prema has kindly agreed to stay on as Vice-Chair.
- d) New Members: With the vacancy left by Carolyn new members can be sought. Please bring any suggestions or nominations forward to the committee.

**7. Correspondence:** none

**8. Round table:**

**9. Adjournment** at 8:15 p.m.

MOVED by Jim

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

**NEXT MEETING:**  
**Thursday, January 19 at 6:30pm**



# HERITAGE WILMOT

## Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of November 2<sup>nd</sup>, 2016

Present: Nick Bogaert, Elisia Scagnetti, Marg Rowell, Rene Eby, Yvonne Zyma, Al Junker (Councillor), Peter Roe (Councillor), Tracy Loch (Curator)

Regrets: Patty Clarke, Grant Whittington (CAO)

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 7:15 p.m.

### Welcome

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

### Review of Minutes from October 5<sup>th</sup>, 2016

MOVED by Peter

SECONDED by Rene

ALL in favour

### Business

#### **St. Peter's Church**

Nick was able to complete a letter to the owners of St. Peter's Church discussing their previously-submitted work permit. Nick included the Committee's comments discussed at the last meeting regarding the work that is planned for the restoration of the church building. Work currently planned for the building this fall includes the tie rods, with work on the roof beginning in the spring.

Heritage Wilmot provided a letter to the building owners in support of their grant application on October 26<sup>th</sup>. The Committee has also recently learned that the Waterloo Regional Heritage Foundation has reduced funds available as compared to previous years. As a result, many projects that have been submitted to ask for funds may not have the foundation's support.

## **Grandstand Mural**

Lance Russwurm has temporarily discontinued his work on the mural project due to weather and access to water. He has almost completed the Agricultural Society mural and was also able to re-outline the Count B mural.

In order to keep the project moving forward, the Committee will request Lance to submit sketches for the remaining murals in the winter months so that the sketches can be shown to Council about March, prior to work commencing in spring. The Committee will contact Lance early in the New Year in order to establish submission dates and a timeline for the remaining five mural concepts.

## **Non-Designated Register**

Marg showed the Committee members photographs of the potential properties that were researched and selected to add to the non-designated register. She still has some research to complete on some of the properties, but the majority of the information sheets have been completed at this time. In total, there could be 7 properties which the Committee would like to add to the non-designated register in 2017.

**MOTION:** To add the following seven properties to the Wilmot Township Non-Designated Heritage Register. They include:

- 1081 Settlement Road, Wellesley;
- 1107 Christner Road, New Hamburg;
- 2749 Nafziger Road, New Hamburg;
- 2994 Nafziger Road, Wellesley;
- 3166 Notre Dame, St. Agatha;
- 1785 Witmer Road, Petersburg;
- 4157 Huron Road, New Hamburg.

MOVED by Marg  
SECONDED by Al  
ALL in favour

The updates to the register will be ready to present to Council at the January or February meeting in 2017.

## **New Business**

### **90 Peel Street**

The owner of Ann Marie's Hair Salon in New Hamburg is looking to replace the shop's sign on the exterior of the building. She currently rents the unit. She has indicated that once she speaks to the owner of the building that she may also wish to replace the sign later on if the stucco work warrants this. Committee members had no concerns with that sign that is being proposed, which will also use the existing mounting hardware. The Committee would like to verify which materials will be used to create the sign. Tracy will forward the Committee's comments to the business owner for information.

**MOTION**: to approve the sign for Ann Marie's Hair Salon.

MOVED by Marg  
SECONDED by Yvonne  
ALL in favour

**Correspondence**

Heritage Wilmot Advisory Committee members have received an invitation from Marie Voisin to attend an "open house" at the Imperial Hotel on November 17<sup>th</sup>. The doors will be open from 5-7 pm for anyone interested in seeing the completed renovations (including the upstairs apartments).

**Adjournment** – 8:38 pm  
MOVED by Peter  
SECONDED by AI

**Next meeting** – December 7<sup>th</sup>, 2016 @ 6:15pm for the dinner



# HERITAGE WILMOT

## Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of December 7<sup>th</sup>, 2016

Present: Nick Bogaert, Elisia Scagnetti, Marg Rowell, Rene Eby, Yvonne Zyma, Patty Clarke, Al Junker (Councillor), Peter Roe (Councillor), Grant Whittington (CAO)

Regrets: Tracy Loch (Curator)

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 6:55 p.m.

### **Welcome**

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

### **Review of Minutes from November 2, 2016**

MOVED by Peter

SECONDED by Rene

ALL in favour

### **Business**

#### **St. Peter's Church update**

The church has submitted their application for a grant from the Waterloo Region Heritage Foundation. The application is under review, and some additional information was provided to Foundation in late November. Heritage Wilmot also submitted with the application a letter of support. Nick believes that the application submitted was restricted to the brickwork of the building and may have also included the structural component of the roof.

#### **Non-Designated Register update**

At the last meeting, the Committee passed a motion to approve seven properties for the Non-Designated Register. Nick advised that letters were sent to the owners of these properties after the meeting, informing them of the Committee's desire to include the properties. As a result of the circulation, the owner of 1107 Christner Road (the school house) replied and stated that he would not like to have his property added to the Non-Designated Register. Members of the Committee discussed the approach taken in the past where properties have been excluded from addition to the register at the owner's

request. In addition, Council typically does not approve of adding properties to the register if the property owner does not also agree to the addition.

**MOTION:** To exclude the property at 1107 Christner Road from the non-designated register at this time.

MOVED by Patty  
SECONDED by Al  
ALL in favour

The Committee then discussed plans to take the updated register to Council. Tracy has asked Nick and Marg to assist her in completing the changes that need to be made to the existing non-designated register. These changes include updating addresses, correcting settlement areas, updating roll numbers of the newest properties and other adjustments. The Committee felt that there is no rush to complete the updates, although it would be ideal to have it completed for the next televised Council meeting in March.

## **New Business**

### **Heritage Day 2017**

Heritage Day is scheduled for February and 'save the date' reminders will be sent out to all the heritage contacts from previous years. Tracy also has a list of contacts from the Waterloo Regional Heritage Foundation and will include these groups / individuals in the mail-outs or emails about Heritage Day. Tracy will also work on a poster / sign to be given to store owner's to put in their windows on the day of the event. Committee members had some concerns about parking in the area – it might be advisable to have parking information available for people if requested. Nick will ask Tracy about contacting someone about the refreshments for the day.

The Committee also discussed plans leading up to the day, including letters to property owners. Elisia is working with Tracy in this regard. To celebrate the 25<sup>th</sup> anniversary of the New Hamburg Heritage Conservation District, it was mentioned that panels could be on display depicting various aspects of the project (e.g. ads, preliminary maps, etc). Walking tours could also be made available to people who are interested. Nick also mentioned potential awards, and decided to defer this to the next meeting.

**ACTION:** Committee members are asked to come prepared to the next meeting with potential nominations for the Heritage Awards.

### **2017 Meeting Dates**

Tracy has drafted a listing of meeting dates for 2017. The dates are scheduled for the first Wednesday of every month at 7:00, as in previous years. There will be no meeting in July (or August depending on heritage matters and members' plans). The March date has been changed to Thursday, March 2<sup>nd</sup> as per Peter's request.

## **Correspondence**

## **Holland Mills EA**

Nick provided an update on the heritage component of the assessment, and reported on the information he obtained from the consultant undertaking the project. Nick has also received a copy of the “Cultural Heritage Evaluation Report and Heritage Impact Assessment” prepared as a project component, and had a copy available for review. Due to file size, it was suggested that anyone interested in reviewing the report in further detail can copy the file onto a USB stick. Nick noted will be a public information session about the assessment and the process in the New Year. Additional information will be available at the public consultation as well. It was suggested that if the bridge is not recommended for continued vehicular traffic, a pedestrian bridge be considered.

The overall project timing was discussed, and the CAO noted that the EA would likely take approximately 6 months, followed by a decision on actions for the bridge. A funding request has also been submitted for future work.

## **Snyder’s Road improvements**

Nick advised the Committee that the Region of Waterloo is currently seeking input on proposed improvements to Snyder’s Road through Baden, and had recently hosted a public information meeting to discuss improvement plans. The main object of the improvements is to widen the road through the town to include proper bike lanes, sidewalks and on-street parking.

The Committee reviewed the large panel drawings and discussed each section of road improvements. Most sections of road do not appear to impact heritage resources, and in some cases the improvements assist in access to resources (i.e. cemetery). In the drawings of the plans, on-street parking has been included in front of the gates at Castle Kilbride as well as in front of the area in front of the designated land for the Prime Ministers statue project. The Castle Kilbride Advisory Committee is currently drafting a letter providing comments, with a focus on parking. The Heritage Wilmot Committee discussed whether or not this Committee should also draft a letter in support of the parking spaces being relocated. It was decided that the parking spots in front of Castle Kilbride could impact the reasons for designation, including the cultural heritage landscape of the property. The Committee recommended that the Region of Waterloo should consider moving the parking to a more appropriate area (perhaps in front of local business on the opposite side of the street). Nick will prepare a letter on the Committee’s behalf and submit to the Region of Waterloo.

## **Huron Road Heritage Signs**

The heritage signs that have been placed along the Huron Road through Wilmot Township are in poor condition and need to be replaced. There is some question as to who is responsible for replacement costs of the signs. After some research, Tracy found that the signs were originally purchased with grant money from several levels of government. It should also be determined which sections of the road are under Regional jurisdiction or Township jurisdiction, and then appropriate plans be made for replacement of signs. Tracy will keep the Committee up-to-date on the process.

## **St. George’s Church**

Nick reported that Tracy has received some interest from church representatives in exploring the possibility of designation. Tracy and Nick are arranging a meeting with

members of the church to discuss the possibility Part IV designation for the church building. There has been some discussion in the past, but it appears that the church is now more inclined to pursue the designation.

Regarding designations, Nick also mentioned that it might be possible for the Committee to designate 2 or 3 properties in 2017. He suggested that the Committee revisit the topic at the next meeting.

**Castle Kilbride book**

The Castle Kilbride Advisory Committee has recently published a book about the history of the building and the Livingston family. It is now available for \$26.

**Adjournment** – 8:15 pm

MOVED by Peter

SECONDED by AI

**Next meeting** – January 11<sup>th</sup>, 2017 @ 7:00pm





# HERITAGE WILMOT

Township of Wilmot  
**Heritage Wilmot Advisory Committee**

Minutes of January 11<sup>th</sup>, 2017

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

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

## **Welcome**

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

## **Review of Minutes from December 7<sup>th</sup>, 2016**

MOVED by Peter

SECONDED by Marg

ALL in favour

## **Business**

### **Heritage Day 2017**

Tracy has prepared a media release for the Heritage Day and confirmed event details with Committee members. The notice will include information emphasizing the anniversary of the New Hamburg Conservation District. The event will be held on Saturday, February 25<sup>th</sup> at the New Hamburg Community Centre from 10am – 3 pm. There will be setup time in the morning prior to the doors opening as well as the Friday evening before. Tracy, Sherri, Nick and available Committee members will setup tables, chairs, etc. on Friday during the day, provided that there is no other group who has booked the space that day.

Tracy and Nick will provide a notice about the event to the New Hamburg Board of Trade. They will also prepare a letter for the business owners to be mailed before end of January. Tracy has already prepared a letter to notify other heritage groups about the event. A poster has been designed to advertise the day, and proofs will be shared with the Committee when available.

Food – Rene has agreed to contact the New Hamburg Branch of the Legion about the possibility of providing a lunch for the event. The Committee agreed that the money raised from the sales should go directly to the Legion. The Committee also decided to provide coffee and muffins to exhibitors during the morning set-up time.

Awards – the Committee discussed the award presentation and agreed that it should be held closer to the end of the event, since most people begin to disperse and leave after the presentations. It was decided that the presentation should begin at 2 pm.

The Committee discussed possible nominations for the heritage awards. No final decisions were made about the award winners, but Committee members were asked to consider the possibilities for the next meeting.

Tracy would like to have a simple template for the downtown business that they could display in their front windows during Heritage Day. The template would include a historic image of the storefront, the date of the building as well as information the history of the building. Tracy will also inquire with Gary Beach about taking current images of the properties within the District that could be included in the slideshow presentation in the Community Centre.

### **2017 Schedule**

Tracy circulated a printed copy of the 2017 meeting dates for Heritage Wilmot. Note that the March meeting has been rescheduled for Thursday March 2<sup>nd</sup> instead of the usual Wednesday.

### **New Business**

#### **Potential Property Designations**

Tracy and Nick are planning a meeting with members of St. George's Anglican Church in New Hamburg. They are interested in receiving more information about the benefits of a heritage designation. Information about the funding resources available for heritage properties could be a good example of a benefit the church may be interested in learning more about. Tracy and Nick will also encourage a designation for St. James Church in Haysville as it is an important part of the Township's history.

Nick mentioned that there are funds available within the 2017 budget to potentially designate two properties. Marg provided the Committee with a list of properties included on the non-designated register that she thought could be candidates for designation. They are:

- Shantz House – Foxboro
- Lorentz / Miller Store – Baden
- Shrine of the Sorrowful Mother Roman Catholic Church – St. Agatha
- Zion Evangelical Lutheran Church – St. Agatha
- Kuttler/Martin Home – St. Agatha (this property approached the Committee about a designation at the 2016 Heritage Day)

Members of the Committee decided not to make a decision about a property designation until Tracy and Nick were able to report on their meeting with members of St. George's Anglican Church.

## **Information Sharing**

### **Budget**

Tracy is currently working on the 2017 budget. The budget will include the annual money for the designation of properties, Heritage Day activities, books or reference materials for the resource library and exhibiting materials.

### **Huron Road**

Tracy has been corresponding with Regional Councillor Jean Haalboom about heritage sign replacement for the Huron Road. As part of an Ontario Bicentennial project in 1984, unique Huron Road signs were installed to commemorate this history of this road as a major route for colonization. According to the records, there are three signs that were found within Wilmot Township that will need to be replaced due to fading. All the heritage signs along the entirety of the Huron Road are being replaced as part of a Canada 150 project. The signs will cost \$90 each and the Township will be responsible for the cost of the three signs within the Township borders. Members of the Committee looked at the placement of the signs on the map and wondered if there might have been more at one time. The signs seem awkwardly placed along the road through the Township. The Committee would be interested in learning if there was a possibility to move the signs to a more appropriate location. Tracy noted that she would follow-up and report back to the Committee. In the meantime, Tracy has budgeted for the replacement of the current Huron Road signs in Wilmot Township.

**Adjournment** – 8:25 pm

MOVED by Peter

SECONDED by Rene

**Next meeting** – February 1<sup>st</sup>, 2017

# Township of McKellar

---

P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

VIA EMAIL

November 22, 2016

The Honourable Kathleen Wynne  
 The Honourable Brad Duguid  
 The Honourable Bob Chiarelli  
 Norm Miller, MPP for Parry Sound-Muskoka  
 Association of Municipalities of Ontario (AMO)  
 Federation of Northern Ontario Municipalities (FONOM)  
 Rural Ontario Municipal Association (ROMA)  
 All Ontario Municipalities

---

Please be advised that at its regular meeting held, Monday November 21, 2016 the Council of the Township of McKellar passed the following resolution:

**RESOLUTION: 16-384**

**WHEREAS** the *Fire Protection and Prevention Act, 1997*, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility;  
**AND WHEREAS** there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;  
**AND WHEREAS** the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;  
**AND WHEREAS** the Municipal Fire Department and associated assets represent critical municipal infrastructure;  
**AND WHEREAS** there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Township of McKellar hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward;

**AND FURTHER** that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Norm Miller, MPP for Parry Sound-Muskoka, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

As per the above resolution, please accept this correspondence for your information and consideration.

If you have any questions please do not hesitate to contact undersigned.

Sincerely,

Shawn Boggs  
Clerk Administrator  
Township of McKellar

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NO. 2017-04**

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

---

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

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

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

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

**Definitions**

1. In this by-law:

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

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

### **Township Property**

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

### **Meters**

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

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

### **Water Supply**

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

### **Fees and Charges**

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

### **Non-Payment of Fees and Charges**

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

### **Billing Errors**

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

### **Exemption**

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

### **Severability**

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



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

**Repeal**

22. By-law 2016-06 is hereby repealed.

**Coming Into Force**

23. This by-law shall come into force and effect on April 1, 2017.

**READ** a first and second time in Open Council this 13<sup>th</sup> day of February, 2017.

**READ** a third time and finally passed in Open Council this 13<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Schedule "A"**  
Utility Service Fees

<b>Water Meters</b>	<b>Cost</b>	<b>Criteria</b>
½" & ¾" Meters ( <i>Standard Residential</i> ) – plus HST	\$145.00	per Meter
Other Size Meters – plus HST	Actual Cost	
MXU Device (includes installation) – plus HST	\$155.00	per MXU
Security Tag Replacement (Meter Sealing) – plus HST	\$50.00	per Meter
Tail Pieces – plus HST	\$15.00	per Meter
Remote/Mounting Bracket Assembly – plus HST	\$30.00	per Meter
Meter Accuracy Deposit	\$200.00	
Meter Installation Fee	Actual Cost	
Water Meter Repairs	Actual Cost	
Remote Re-Wiring	Actual Cost	
<b>Water/Sanitary Services</b>	<b>Cost</b>	<b>Criteria</b>
Service Inspections	Actual Cost	
Water Service Line Repairs	Actual Cost	
Sanitary Service Line Repairs	Actual Cost	
Water Main Line Repairs	Actual Cost	
Sanitary Main Line Repairs	Actual Cost	
Water Sampling/Testing	Actual Cost	
Water/Sanitary Services Administration – plus HST	10%	
<b>Materials</b> – plus HST	<b>Actual Cost</b>	
<b>Labour Charges</b>	<b>Cost</b>	<b>Criteria</b>
Regular Working Hours – plus HST	\$40.00	per Hour
After Working Hours (Monday – Saturday) – plus HST	\$60.00	per Hour
After Working Hours (Sunday & Holidays) – plus HST	\$80.00	per Hour
<b>Vehicle Rates</b>	<b>Cost</b>	<b>Criteria</b>
Flusher/Vacuum Truck – plus HST	\$190.00	per Hour
Stake Truck – plus HST	\$40.00	per Hour
Service Truck – plus HST	\$40.00	per Hour
Pickup Truck – plus HST	\$35.00	per Hour
<b>Miscellaneous Services</b>	<b>Cost</b>	<b>Criteria</b>
Water Disconnect/Reconnect	\$75.00	Each
Camera Inspection – plus HST	\$155.00	per Hour
Hydrant Use Permit	\$75.00	per Day
Tapping Machine (minimum \$100) – plus HST	\$35.00	per Hour
Sidewalk Clearing	\$120.00	per Hour
Non-Radio Reading Charge	\$75.00	per Bill

**Schedule “B”**  
Water Rates and Charges

<b>Consumption Rates</b>	<b>Cost per m<sup>3</sup> (1,000 L)</b>
Water Rate	\$1.9005
Water Rate – Foxboro Green	\$1.0251
<b>Service Charges</b>	<b>Annual Charge</b>
$\frac{1}{2}$ " & $\frac{3}{4}$ " Meters ( <i>Standard Residential</i> )	\$96.00
1" Meter	\$100.07
1 $\frac{1}{2}$ " Meter	\$159.52
2" Meter	\$210.58
3" Meter	\$358.65
4" Meter	\$525.95
6" Meter	\$1,060.00
<b>Other Annual Charges</b> ( <i>if applicable</i> )	<b>Annual Charge</b>
Flat Rate Water Charge ( <i>non-metered properties</i> )	\$1,079.46
Foxboro Green Administration Charge	\$760.32
Additional Meter Fee – $\frac{1}{2}$ " & $\frac{3}{4}$ " Meters	\$11.00
Additional Meter Fee – 1" Meter	\$18.00
Additional Meter Fee – 1 $\frac{1}{2}$ " Meter	\$35.00
Additional Meter Fee – 2" Meter	\$43.00
Additional Meter Fee – 3" Meter	\$122.00
Additional Meter Fee – 4" Meter	\$208.00
Additional Meter Fee – 6" Meter	\$725.00
<b>Other One-Time Fees</b> ( <i>if applicable</i> )	<b>Fee</b>
Account Setup Fee	\$30.00
Additional Water Meter Reading	\$30.00

**Water Rates and Charges Descriptions:**

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

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

**Schedule “C”  
Sanitary Rates and Charges**

<b>Discharge Rates</b>	<b>Cost per m<sup>3</sup> (1,000 L)</b>
Sanitary Rate	\$2.1728
Sanitary Rate – Morningside	\$1.6309
Sanitary Rate – Foxboro Green	\$1.0890
<b>Service Charges</b>	<b>Annual Charge</b>
½” & ¾” Meters ( <i>Standard Residential</i> )	\$96.00
1” Meter	\$100.07
1½” Meter	\$159.52
2” Meter	\$210.58
3” Meter	\$358.65
4” Meter	\$525.95
6” Meter	\$1,060.00
<b>Other Annual Charges</b> ( <i>if applicable</i> )	<b>Annual Charge</b>
Foxboro Green Administration Charge	\$760.32

**Sanitary Rates and Charges Descriptions:**

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

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

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
BY-LAW NO. 2017-05**

**LICHTI MUNICIPAL DRAIN 2016  
BEING AN ACTUAL COST BY-LAW  
TO AMEND BY-LAW NO. 2016-38**

**WHEREAS** By-law No. 2016-38 of the Corporation of the Township of Wilmot provided for executing and completing the drainage works known as the Lichti Municipal Drain 2016 at an estimated cost of \$177,300.00 and for levying the requisite sum of \$177,300.00 or such reduced sum after taking into account allowance and applicable grants;

**AND WHEREAS** the actual cost of the executing and completing the said drainage works is \$195,706.79;

**AND WHEREAS** it is expedient that By-Law No. 2016-38 be amended to provide for the raising by assessment the final amount of \$195,706.79;

**NOW THEREFORE** the Council of the Corporation of the Township of Wilmot amends By-Law 2016-38 as follows:

1. The final amount of \$195,706.79 shall be applied prorata to the assessments in "Schedule of Assessments" within the Lichti Municipal Drain report dated August 24, 2016 which formed part of by-law No. 2016-38. The prorata assessments are outlined in Schedule A" attached and forming part of this by-law.
2. The amount assessed to lands used for agricultural shall be reduced by the one-third grant available in accordance with Section 85 (a) (1) and 87 (1) (a) of the Drainage Act, R.S.O. 1990, Chapter D.17.
3. The amount assessed to lands which were granted an allowance under Sections 29 to 33 of the Drainage Act shall be reduced by the amount of the allowance as applicable in accordance with Section 62(3) of the Drainage Act.
4. This by-law shall come into force upon final passage thereof and may be cited as the Lichti Municipal Drain Amending By-Law No. 2017-05.

**READ** a first and second time in this 13<sup>th</sup> day of February, 2017.

**READ** a third time and finally passed in Open Council this 13<sup>th</sup> day of February, 2017.

---

Mayor

---

Clerk

Schedule "A" to By-Law 2017-05  
**SCHEDULE OF ACTUAL ASSESSMENT FOR CONSTRUCTION**  
**Lichti Municipal Drain 2016**  
**Township of Wilmot**

LOT OR PART	CON.	OWNER	ROLL NO.	ESTIMATED TOTAL ASSESSMENT	ACTUAL TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
Pt. 25		S.B.R. Claynook Farms Limited	7-001	\$14,369.00	\$13,761.55	\$4,587.18	\$5,960.00	\$3,214.37
Pt. 25		S.B.R. M. & I. Horvat	7-023-01				\$2,170.00	-\$2,170.00
Pt. 26		S.B.R. S. & L. Lichti	7-002	\$19,956.00	\$19,112.36	\$6,370.79	\$1,530.00	\$11,211.57
* Pt. 26		S.B.R. W. & D. Zehr	7-002-01	\$84.00	\$80.45			\$80.45
Total Assessment on Lands				<u>\$34,409.00</u>	<u>\$32,954.36</u>	<u>\$10,957.97</u>	<u>\$9,660.00</u>	<u>\$12,336.39</u>
<b><i>SPECIAL ASSESSMENT</i></b>								
Highway 7 & 8		Ministry of Transportation		<u>\$113,900.00</u>	<u>\$134,987.03</u>			<u>\$134,987.03</u>
Highway 7 & 8		Ministry of Transportation		<u>\$28,991.00</u>	<u>\$27,765.40</u>			<u>\$27,765.40</u>
Total Assessment on Roads				<u>\$142,891.00</u>	<u>\$162,752.43</u>			<u>\$162,752.43</u>
<b>Total Assessment on Lands and Roads, Lichti Municipal Drain 2016</b>				<u><u>\$177,300.00</u></u>	<u><u>\$195,706.79</u></u>	<u><u>\$10,957.97</u></u>	<u><u>\$9,660.00</u></u>	<u><u>\$175,088.82</u></u>

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
BY-LAW NO. 2017-06**

**BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT REGARDING THE SALE OF GARBAGE BAG TAGS  
WITH THE REGIONAL MUNICIPALITY OF WATERLOO**

**WHEREAS** the Municipal Council of the Corporation of the Township of Wilmot is desirous of entering into an Agreement, which forms Schedule "A" to this By-law.

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

1. That the Agreement which forms Schedule "A" to this By-law be and the same is hereby accepted as approved.
  
2. That the Mayor and Clerk are hereby authorized to execute under seal the said Agreement and all other documents and papers relating to this transaction.

**READ** a first and second time this 13<sup>th</sup> day of February, 2017.

**READ** a third time and finally passed in Open Council this 13<sup>th</sup> day of February, 2017.

---

**Mayor**

---

**Clerk**

# By-law for Municipalities Not Within a Regional Municipality, the County of Oxford or The District Municipality of Muskoka – Form 5

*Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)*

 Drainage By-law Number 2017-07

 A by-law to provide for a drainage works in the Township of Wilmot in the Regional Municipality of Waterloo.

 Whereas the council of the Township of Wilmot has procured a report under section 4 of the *Drainage Act* for the construction of the Weiss Municipal Drain 2016 drain;

 And whereas the report dated 2016/12/21 has been authored by R. J. Burnside & Associates Limited and the attached report forms part of this by-law;

 And whereas the estimated total cost of the drainage work is \$99,415.00;

 And whereas \$0.00 is the amount to be contributed by the Township of Wilmot for the drainage works;

 And whereas *(Complete this clause only if other municipalities are being assessed a share of the cost of the project.);*

_____	is being assessed in the	<u>Municipality</u>	of	_____
_____	is being assessed in the	_____	of	_____
_____	is being assessed in the	_____	of	_____
_____	is being assessed in the	_____	of	_____

And whereas the council is of the opinion that drainage of the area is desirable;

 Therefore the council of the Township of Wilmot pursuant to the *Drainage Act* enacts as follows:

**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

**2. BORROWING**

 The Corporation of the Township of Wilmot may borrow on the credit of the Corporation the amount of \$99,415.00 being the amount necessary for the construction of the drainage works.

 This project will NOT be debentured.



**6. CITATION**

This by-law comes into force on the passing thereof and may be cited as the "Weiss Municipal Drain 2016 by-law".

First reading 2017/02/13

Second reading 2017/02/13

Provisionally adopted this 13 day of February, 2017

Name of Head of Council (Last, First Name) <u>Armstrong, Les</u>	Signature
---	-----------

Name of Clerk (Last, First Name) <u>McLeod, Barbara</u>	Signature
--	-----------

Third reading \_\_\_\_\_

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2015

Name of Head of Council (Last, First Name)	Signature
--	-----------

Name of Clerk (Last, First Name)	Signature
----------------------------------	-----------



I, \_\_\_\_\_, clerk of the Corporation of the Township of Wilmot, certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)	Signature
----------------------------------	-----------



**TOWNSHIP OF WILMOT**

**BY-LAW NO. 2017-08**

**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, may be used for the following use in addition to the uses permitted in Section 8.1.2 of By-law No 83-38, as amended:
  - a) a second dwelling unit by use of a mobile home.
2. 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.
3. 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 and shall remain in force and effect only for a period of ten years from the date of final passing thereof.

READ a first and second time on the 13<sup>th</sup> day of February, 2017.

READ a third time and finally passed in Open Council on the 13<sup>th</sup> day of February, 2017.

---

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 Part of Lot 6, Concession North of Erb's Road, in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2017-08.

PASSED this 13<sup>th</sup> day of February, 2017.


---

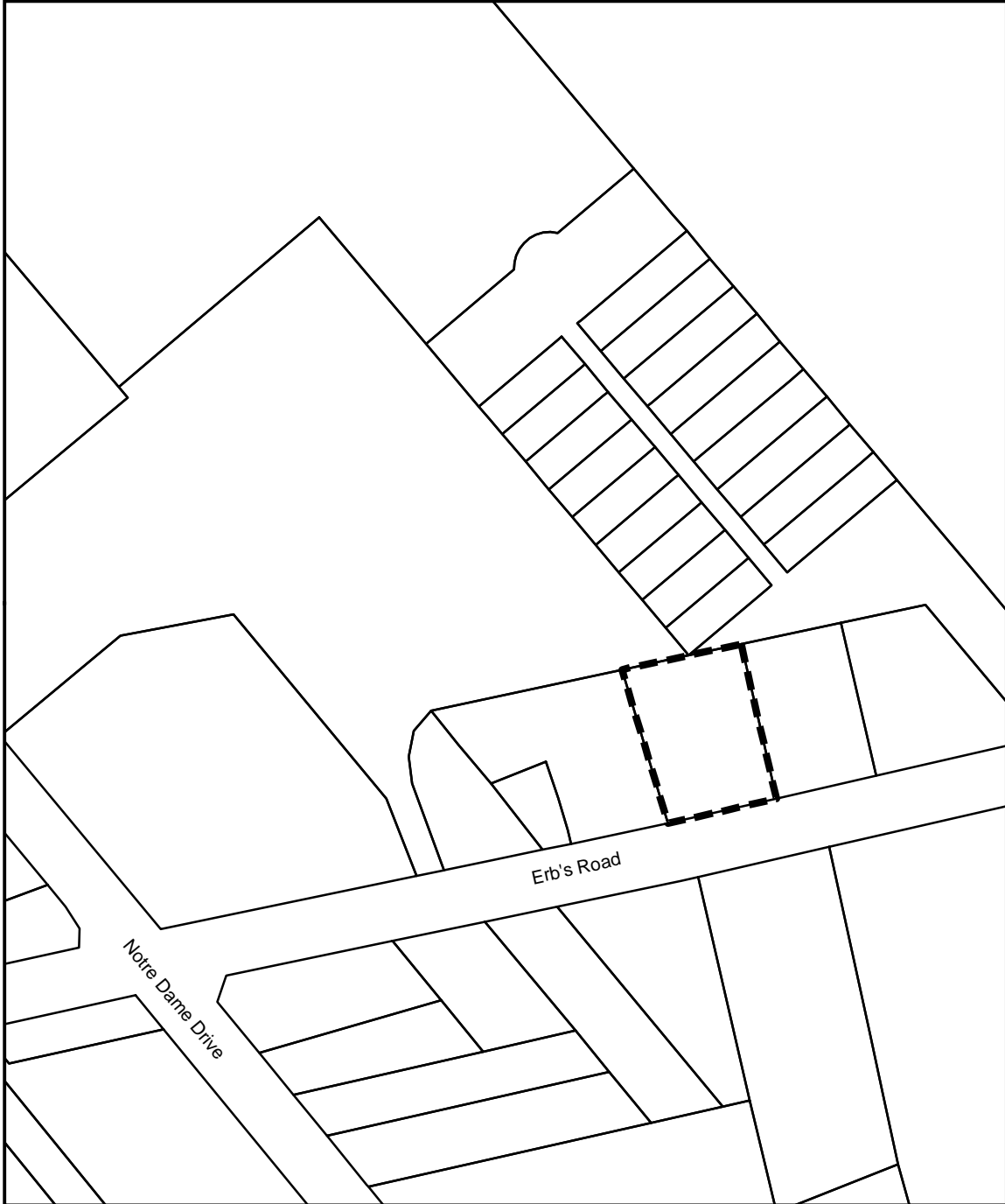
MAYOR

---

CLERK

SCHEDULE "B"  
PART OF LOT 6  
CONCESSION NORTH OF ERB'S ROAD  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: 



THIS IS SCHEDULE "B" TO BY-LAW NO. 2017-08  
PASSED THIS 13TH DAY OF FEBRUARY 2017.

---

MAYOR

---

CLERK

