



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, November 6, 2017

Regular Council Meeting

Council Chambers

7:00 P.M.

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION (IF NECESSARY)**
- 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 October 23, 2017.

Recommendation

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

Council Meeting October 23, 2017.

7. PUBLIC MEETINGS

7.1 REPORT NO. DS 2017-21

Zone Change Application 07/17

Nith River Campground Ltd.

Part of Lot 22 and 23, Concession North of Snyder's Road

4417 Wilmot-Easthope Road

Recommendation

THAT Report DS 2017-21 be received for information.

7.2 REPORT NO. DS 2017-22

Zone Change Application 08/17

Dean Pomerleau

Lot 7, Plan 628

46 Main Street, New Dundee

Recommendation

THAT Council approve Zone Change Application 08/17 made by Dean Pomerleau, affecting Lot 7, Plan 628, to change the zoning of the subject property from Zone 5 (Commercial) to Zone 2a (Residential).

7.3 REPORT NO. DS 2017-23

Zone Change Application 09/17

Tri-City Lands

Part of Lot 2, Concession North of Snyder's Road

2264 Snyder's Road East

Recommendation

THAT Report DS 2017-23 be received for information.

8. PRESENTATIONS/DELEGATIONS

8.1 REEP, Executive Director, Mary Jane Patterson

8.2 Tarana Persaud, Member Engagement Coordinator

Matthew Day, Program Manager

Sustainable Waterloo Region

Green House Gas Reduction Target Report

8.2.1 REPORT NO. FIN 2017-36**Green House Gas Reduction Target****Recommendation**

THAT The Corporation of The Township of Wilmot establish a Green House Gas reduction target of 25% by the year 2027 with a 2012 base year.

9. REPORTS**9.1 CAO – no reports****9.2 CLERK'S SERVICES – no reports****9.3 FINANCE****9.3.1 REPORT NO. FIN 2017-37****FCM – Municipal Asset Management Program (MAMP)****Recommendation**

THAT Council direct staff to apply for the grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for asset management capacity building; and further

THAT the Township of Wilmot commits to conducting the following activities in its 2018 Work Program submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Asset Management Data Gap Analysis,
- Establish Strategic Asset Management Policy,
- Create Condition Assessment Protocols, and
- Develop Data Collection Templates for Field staff; and further

THAT the Township of Wilmot commit \$10,800 from the 2018 Capital Budget toward the costs of these works.

9.4 PUBLIC WORKS – no reports**9.5 DEVELOPMENT SERVICES – no reports**

9.6 FACILITIES AND RECREATION SERVICES**9.6.1 REPORT NO. PRD 2017-12****Facilities & Recreation Services Quarterly Activity Reports****Recommendation**

THAT the Facilities & Recreation Services Activity Reports for the third quarter of 2017 be received for information.

9.7 FIRE**9.7.1 REPORT NO. FD 2017- 08****Automatic Aid Agreement – City of Waterloo****Recommendation**

THAT Wilmot Township enter into a 5 year Automatic Aid agreement with the City of Waterloo whom will provide first response fire suppression services as noted in report FD 2017-04;

THAT the Wilmot Fire Department report to Council with a formal review and evaluation of the automatic aid agreement between Wilmot Township and the City of Waterloo, on or before July 1st, 2021.

9.8 CASTLE KILBRIDE – no reports**10. CORRESPONDENCE****11. BY-LAWS****11.1 By-law No. 2017-48 – Zone Change Application 08/17, Dean Pomerleau, Lot 7, Plan 628, 46 Main Street, New Dundee****11.2 By-law No. 2017-49 – By-law to Execute the Automatic Aid Agreement with the City of Waterloo****Recommendation**

THAT By-law Nos. 2017-48 and 2017-49 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. 2017-50

Recommendation

THAT By-law No. 2017-50 to Confirm the Proceedings of Council at its Meeting held on November 6, 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, October 23, 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 Clerk's Services B. McLeod, Deputy Clerk D. Mittelholtz, Director of Public Works J. Molenhuis, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Fire Chief R. Leeson, Director of Finance P. Kelly, Curator/Director of Castle Kilbride T. Loch, Manager of Planning/EDO A. Martin, Manager of Accounting A. Romany

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Council Meeting Minutes September 25, 2017.

Resolution No. 2017-164

Moved by: A. Junker

Seconded by: B. Fisher

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

Council Meeting September 25, 2017.

CARRIED.

7. PUBLIC MEETINGS

7.1 REPORT NO. DS 2017-20

Proposed OPA 9 – Conformity Review (2017)

**Proposed OPA 10 – Settlement Boundary Rationalization
Review**

Resolution No. 2017-165

Moved by: M. Murray

Seconded by: J. Gerber

That Report DS 2017-20 be received for information.

CARRIED.

Mayor L. Armstrong declared the public meeting open, advising that this is a Public Meeting held in accordance with the provisions of the Planning Act to hear input on Proposed Official Plan Amendment #9 which is a Conformity Review (2017) to bring the Township Official Plan into conformity with the new Regional Official Plan and Provincial Planning Policies, and Proposed Official Plan Amendment #10 a Settlement Boundary Rationalization Review. He advised that Council would hear all interested people who wish to speak.

Mayor L. Armstrong advised that persons attending as delegations at this meeting are required to leave their names and addresses which will become part of the public record

and advised that this information may be posted on the Township's official website along with email addresses, if provided.

The Director of Development and the Manager of Planning/EDO highlighted the report.

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

Registered Delegations

Justin Hanson, 254 Laschinger Blvd

Mr. Hanson thanked Council for the opportunity to speak on this matter and advised them that he is representing several neighbours in the Laschinger Boulevard area. He noted their concern for the change of designation for parcel number 30 from agriculture to residential. He noted that the parcel is currently an active organic farm on prime agricultural land. He spoke about the promotion and protection of such lands in accordance with the provincial standards and priorities, and in the text of the Regional and Township Official Plans. He stated that if expansion is needed, these lands should be avoided where possible. He also addressed their concerns with traffic which he described as already being a concern and that additional residential development in the area would over-tax Waterloo Street and potentially cause people to by-pass the arterial roads through residential areas. He expressed concerns by the merging together of New Hamburg and Baden which could cause the loss of the country/small-town feel most residents are attracted to. He quoted the Township's Vision and Mission Statements and stated that this proposed change undermines that vision.

Stewart Snyder, 2919 Bleams Road

Mr. Snyder advised Council that he has spoken with staff regarding the proposed changes, specifically with regards to the property he owns in Baden, Master Feeds. He stated his endorsement of the change and using the property for infilling as it is a sound practice for adding higher density housing. He requested that the silos be preserved where possible, as they are a historical feature in Baden. He noted his agreement that farmland should be maintained but that the newer developments in the area, such as Laschinger Boulevard, which he farmed not long ago.

Douglas Stewart, 410 Albert St in Waterloo

Mr. Stewart advised Council that he is addressing them on behalf of NH Properties Inc., one of the owners affected by the proposed changes. He stated that the proposed changes are consistent with the Provincial Policy Statement, the Regional Official Plan and Provincial priorities. He noted how each of these documents have certain common elements including the balancing of infilling with the preservation of agricultural land. He provided Council with a map of parcel 30, which is owned by his clients, and highlighted a small portion of the lands which was excluded from the re-designation. He suggested that this portion be included within the urban boundary suggesting that it may be an ideal location for a storm water management pond. He requested that staff's recommendations for the Official Plan be endorsed and that this portion be included. He noted that the process for the lands to become residential would be lengthy and that process should begin now. He advised that consultation with the public would be a part of the process and that concern would be addressed during that process.

Mayor L. Armstrong asked if anyone wished to address Council on this matter.

Sean Smith, 246 Laschinger Boulevard

Mr. Smith advised that Mr. Hanson explained the concerns of his neighbours well but that he wished to expand on the very serious traffic concerns he has for the area, which he feels will only become worse with new development. He noted that the residential area in question only has one main exit/access to Waterloo Street. He spoke of the potential safety concerns for children walking in the area.

Michael Bender, 105 Michael Myers Road

Mr. Bender advised Council of an area of land north of the GRCA area which is in the early stages of a grassland habitat. He expressed concerns with this area being developed and the potential destruction of an important eco-system. He questioned how this designation will impact future generations when developers will develop the land to its maximum profit generation abilities. He concluded his presentation by stating that development of area at the expense of grasslands is not what he moved to Wilmot for.

Laurie McDonald, 56 Beechim Drive

Ms. McDonald requested that staff explain the brown coloured section of the New Dundee map and what it signifies.

The Manager of Planning/EDO advised that the section in question is currently designated as residential but due to servicing constraints, the land cannot be developed at required densities. He further explained that the area will be removed from the residential designation and be designated as agricultural land outside of the settlement area.

Marcia Schmidt, 1617 Erb's Road

Ms. Schmidt noted that she looked at the proposed Plan and noted that the proposed changes seemed to protect agriculture and the environment. She suggested Council review a report she submitted on wetlands relative to another matter as it may provide further context for keeping wetlands outside of settlement areas.

Jim Groothuis, 48 Hastings Court

Mr. Groothuis expressed his concern for the designation of parcel 45 near Gingerich Road and how an industrial designation may cause negative affects on traffic congestion for Gingerich Road. He would like the lands to be kept as agricultural. He further noted his concerns that the Noise By-law exempts industrial business and that depending on the industrial businesses constructed on this area, could create a lot of noise for the area.

Mayor L. Armstrong clarified that the types of industrial businesses that can be developed on the lands would be subject to the zone change process which provides for public consultation.

The Director of Development Services clarified that there is no net loss of agriculture through any of the proposed changes.

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

Councillor J. Gerber thanked the public for their interest in this matter and noted his appreciation for the engagement that has taken place. He further noted that he understand the balancing act that must occur when proposing such changes.

The Director of Development Services noted that the proposed changes do not include an expansion of the settlement area boundaries, rather there is a net gain of agricultural lands.

The Director of Development Services confirmed for Councillor P. Roe that the section of land discussed by Mr. Stewart will be addressed in a future report.

8. PRESENTATIONS/DELEGATIONS

8.1 Jim Rogers, Createscape Waterloo Region

Sir Robert Borden...Is Coming to Baden

The Prime Ministers Path

Mr. Rogers thanked Council for allowing him to provide them with an update on the newest statue being unveiled on the Prime Ministers Path. He announced that the unveiling will be on November 6, 2017 at 5:00 pm. He noted that the unveiling of the Sir Robert Borden statue in the days leading up to Remembrance Day is timely given his leadership of Canada during the First World War. He spoke of Sir Robert Borden's many achievements as a Prime Minister and in life outside of National politics. He advised Council that the statue created by British Columbia sculptor Nathan Scott is entitled "The Confident Patriot" and is currently on route to Baden.

Councillor B. Fisher thanked Mr. Rogers for his presentation and expressed his appreciation for having another statue along the Prime Ministers Path. He inquired about the educational component to the project. Mr. Rogers advised that each statue has prepared lesson plans for teachers and information for parents and the public as well.

Mayor L. Armstrong noted that he has received favourable comments on the project from around the Region.

In response to Councillor P. Roe, Mr. Rogers advised that plans have been made to continue the project into 2018 but that all future components are dependent on fundraising and the artist's schedules.

9. REPORTS

9.1 CAO – no reports

9.2 CLERK'S SERVICES – no reports

9.3 FINANCE

9.3.1 REPORT NO. FIN 2017-33

Removal of 1/3 Tax Exemption for Council Remuneration

Resolution No. 2017-166**Moved by: P. Roe****Seconded by: M. Murray**

THAT beginning January 1, 2019, the 1/3 tax free portion of Council remuneration be eliminated in compliance with Federal legislation as outlined in staff report FIN 2017-33.

AND FURTHER, THAT the Council remuneration be adjusted to ensure that net pay after taxes remains consistent, using the lowest marginal tax rate.

CARRIED.

The Director of Finance highlighted the report.

In response to Councillor P. Roe, the Director of Finance confirmed that the effective date for this change in Council Remuneration in January 1, 2019.

9.3.2 REPORT NO. FIN 2017-34**Statement of Operations as of September 30, 2017
(un-audited)****Resolution No. 2017-167****Moved by: A. Junker****Seconded by: P. Roe**

THAT the Statement of Operations as of September 30, 2017 as prepared by the Manager of Accounting, be received for information purposes.

CARRIED.

The Director of Finance highlighted the report.

9.3.3 REPORT NO. FIN 2017-35**Capital Program Review as of September 30, 2017
(un-audited)****Resolution No. 2017-168**

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

THAT the Capital Program Review as of September 30, 2017 as prepared by the Manager of Accounting, be received for information purposes.

CARRIED.

The Director of Finance highlighted the report.

The Director of Public Works advised Councillor B. Fisher that approximately eighty-five percent of the LED street light conversion has been completed and that the contract will remain open into 2018 to finish the remaining portion.

The Director of Finance confirmed for Councillor P. Roe that the project costs associated with municipal drains are incurred by the municipality until it is completed, an actual cost by-law can be prepared and the affected owners are levied their portion of the drainage costs.

9.4 PUBLIC WORKS

9.4.1 REPORT NO. PW-2017-19

Public Works Activity Report July-September

Resolution No. 2017-169

Moved by: P. Roe**Seconded by: J. Gerber**

THAT the Public Works Department Activity Reports for the months of July, August and September 2017 be received for information.

CARRIED.

The Director of Public Works highlighted the report.

The Director of Public Works clarified for Councillor J. Gerber that the deployment of the speed signs are based on a three week program. He advised that for the first week, the sign is recording data but not displaying speeds, in the second week the sign is recording and displaying data, and in the third week the sign is only recording data again. He further

advised that the Township collects the data but does not have the resources to manage the data.

9.4.2 REPORT NO. PW-2017-20

Municipal Parking Lot Winter Maintenance – RFT Results

Resolution No. 2017-170

Moved by: A. Junker

Seconded by: M. Murray

THAT RFT 2017-24 Municipal Parking Lots Winter Maintenance be awarded as follows:

Part A to KK&J Snow Removal (New Hamburg) and
Part B, C, D and E to Greenhaze Landscape & Snow Removal (Ayr)

For the period of October 2017- October 2020, with options for renewal in October 2020 and October 2021 for two additional one-year terms.

CARRIED.

The Director of Public Works highlighted the report.

Councillor B. Fisher inquired about the rate differences with Greenhaze for the different locations and the size of the company in relation to expectations for lot maintenance. The Director of Public Works clarified that the different rates would be relative to the resources required to maintain the parking lot and he confirmed that Greenhaze has been contracted with the Township previously with no negative feedback.

The Director of Public Works confirmed for Councillor A. Junker that Greenhaze has previously maintained the sidewalks in Mannheim and New Dundee. Councillor A. Junker added that they provided good service and attended to municipal property early in the day.

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT NO. DS 2017-19

2017 Third Quarter Building Statistics Summary

Resolution No. 2017-171

Moved by: M. Murray

Seconded by: P. Roe

That the 3rd Quarter 2017 Building Statistics Summary be received for information.

CARRIED.

The Director of Development Services highlighted the report.

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE

9.7.1 REPORT NO. FD 2017-07

Quarterly Activity Report

Resolution No. 2017-172

Moved by: A. Junker

Seconded by: B. Fisher

THAT the Fire Department Activity Report for the third quarter of 2017 be received for information purposes.

CARRIED.

The Fire Chief highlighted the report.

9.8 CASTLE KILBRIDE

9.8.1 REPORT NO. CK2017-06

Quarterly Activity Report – July, August & September 2017

Resolution No. 2017-173

Moved by: B. Fisher

Seconded by: J. Gerber

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

CARRIED.

The Curator/Director of Castle Kilbride highlighted the report.

10. CORRESPONDENCE

10.1 Grand River Conservation Authority – GRCA Current, October, 2017 Resolution No. 2017-174

Moved by: M. Murray

Seconded by: J. Gerber

THAT Correspondence Item 10.1 be received for information.

CARRIED.

11. BY-LAWS

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

- 13.1 Councillor J. Gerber commented that the new all-way stops installed throughout the Township may benefit from the addition of flashing signal lights. He also questioned the location for the installation of the stop signs at Sanhills Road and Erb's Road which seem to be too far into the intersection.

Councillor P. Roe noted that he witnessed the first accident he had ever seen at Sandhills Road and Erb's Road after the installation of the all-way stop.

Councillor A. Junker concurred that flashing signal lights would benefit the intersections and questioned what rationale is used in determining when they are used. He noted that when he had previously inquired about flashing signals, that the cost was reported as being relatively low.

Mayor L. Armstrong concurred with the statements made by Council and advised that he will make inquiries with Regional staff.

- 13.2 Councillor J. Gerber requested that Township staff be considered for providing support services to the Wilmot Healthy Communities Coalition.

Mayor L. Armstrong directed staff to review this need and their ability to provide support.

- 13.3 Councillor B. Fisher expressed his appreciation to the Region for replacing the asphalt on the boulevard in front of the Baden Library.
- 13.4 Councillor B. Fisher requested that Mayor L. Armstrong speak with Regional staff concerning the pooling that occurs at the Foundry Street Bridge during heavy rain.

Mayor L. Armstrong advised that he can speak with Regional staff but noted that signage has been installed at the location to advise drivers of the potential for pooling.

- 13.5 The Director of Public Works noted to Councillor B. Fisher that he received information from Grand River Transit concerning ridership for Route 77 late last week but that he has not had sufficient time to review it in detail. The Director stated that he will follow-up with Council on this matter.
- 13.6 Councillor A. Junker announced that the Wilmot Healthy Communities Coalition will be working with Waterloo-Oxford District Secondary School to provide a joint coffee house event. The date for the event has not been set but will take place in the fall.
- 13.7 Councillor P. Roe expressed his appreciation for the works completed by Public Works in repairing the asphalt along the shoulder of the Wilmot Line. He inquired if Mayor L. Armstrong has made progress with the Region concerning rationale for having the gravel portion of the Wilmot Line tar and chipped.

Mayor L. Armstrong noted that a special Environmental Assessment needs to be completed due to the Environmentally Sensitive Landscape designation in the area.

Councillor P. Roe clarified that the requirement is for a Statement of Environmental Impact, which has no specific criteria for what would be considered admissible. He requested that Mayor L. Armstrong address this matter at Regional Council.

- 13.8 Mayor L. Armstrong requested that members of Council and staff give consideration to any family farms they may know of that may qualify for the Canada 150 Farm Family Recognition Program being offered by the Provincial government. The program will recognize family farms that have been in operation for one-hundred-fifty years in Ontario.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2017-47

Resolution No. 2017-175

Moved by: P. Roe

Seconded by: M. Murray

THAT By-law No. 2017-47 to Confirm the Proceedings of Council at its Meeting held on October 23, 2017 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT (8:36 P.M.)

Resolution No. 2017-176

Moved by: B. Fisher

Seconded by: J. Gerber

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

CARRIED.

Mayor

Clerk



Township of Wilmot **REPORT**

REPORT NO. DS 2017-21

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: November 6, 2017

SUBJECT: Zone Change Application 07/17
Nith River Campground Ltd.
Part of Lot 22 and 23, Concession North of Snyder's Road
4417 Wilmot-Easthope Road

Recommendation:

That Report DS 2017-21 be received for information.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on September 29, 2017. The following is a summary of comments received prior to the Public Meeting.

Public:
None

Agencies:
Region: no objections
GRCA: no objections, but highlighting that a permit is required for the new dwelling

Discussion:

The subject lands are designated Agricultural Resource Area and Major Recreation in the Township Official Plan, and are zoned Zone 1 (Agricultural) and Zone 11 (Open Space) with site specific provisions within the Township Zoning By-law allowing a seasonal campground and accessory uses on portions of the property.

As illustrated on the attached sketch, the applicant proposes modifications to the zoning as follows:

1. to allow the existing dwelling on the property to be used solely for the campground office and a store for campers within the campground;

2. to allow the existing dwelling to be occupied while a new residence is constructed on the property prior to the existing dwelling's conversion to an office and store; and
3. to allow an existing temporary mobile home on the property to be retained permanently on the property for the purpose of housing individuals assisting in the campground operations.

The applicant is presently pursuing comments from the Ministry of Environment and Climate Change (MOECC) with respect to the onsite sewage works on the property to determine whether modifications will be required to service the proposed new residence and the campground office.

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:

After reviewing any comments received during the Public Meeting, and at such time as the MOECC has confirmed that the sewage works are sufficient or provided an updated approval, staff will return to Council with a detailed report and recommendation on the application.

Andrew Martin, MCIP RPP
Manager of Planning/EDO

Grant Whittington
Reviewed by CAO

ZCA-07/17
Nith River Campground
4417 Wilmot-Easthope Road

Line 40

Township of Perth East

Wilmot-Easthope Rd

campground access road

Temporary mobile home proposed to remain permanently

Proposed new dwelling

Area B
Present zoning: agriculturally zoned with site specific provisions allowing a maintenance compound and sewage works for a campground; temporary permission for a second dwelling unit (mobile home)

Proposed zoning:
Legalize location of campground office and permit a small campground store within the existing dwelling.
Allow the temporary mobile home to remain on the property permanently as a use accessory to the campground.
Allow the existing dwelling to be lived in during construction of a new house after which the existing dwelling will be completely converted to the campground office and campground store

Existing dwelling and campground office to be converted entirely to campground office and store

Existing maintenance buildings / compound

Area A
Existing zoning permits campground and accessory uses; no changes proposed

Hydro Corridor





Township of Wilmot REPORT

REPORT NO. DS 2017-22

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: November 6, 2017

SUBJECT: Zone Change Application 08/17
Dean Pomerleau
Lot 7, Plan 628
46 Main Street, New Dundee

Recommendation:

That Council approve Zone Change Application 08/17 made by Dean Pomerleau, affecting Lot 7, Plan 628, to change the zoning of the subject property from Zone 5 (Commercial) to Zone 2a (Residential).

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on September 29, 2017. The following is a summary of comments received prior to the Public Meeting.

Public:

None

Agencies:

Region: no objections

GRCA: no comments

Discussion:

The subject lands are designated Settlement Core in the Township Official Plan and are zoned Zone 5 (Commercial).

The property was previously used as a church. The current owner has indicated that most interest in potential purchasers of the property has been to convert the church to a dwelling.

Given the size of the property, there is little to no potential to convert the church to any other commercial use given the space that would be required for a septic system and adequate off-street parking. The size of the property does lend itself more logically to residential use. Zone 2a, the residential zoning found on surrounding properties, would permit conversion of the church to a single detached dwelling or duplex.

No comments or concerns were raised through notice of the public meeting.

Strategic Plan Conformity:

Changing the zoning of the property to establish uses that can be supported on the property and remain compatible with the neighbourhood assists in supporting a continued enjoyment of quality of life in the community and assists in protecting the natural environment.

Financial Considerations:

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

Conclusion:

Mixed residential and commercial use of this property is constrained given the limited ability to provide off-street parking and space for a septic system. The proposed zoning of the subject property better reflects land uses that are compatible with the site.

Andrew Martin, MCIP RPP
Manager of Planning/EDO

Grant Whittington
Reviewed by CAO

ZCA-08/17
46 Main Street, New Dundee

North St

56

46

28

1191

12

Main St

Queen St

1177





Township of Wilmot **REPORT**

REPORT NO. DS 2017-23

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: November 6, 2017

SUBJECT: Zone Change Application 09/17
Tri-City Lands
Part of Lot 2, Concession North of Snyder's Road
2264 Snyder's Road East

Recommendation:

That Report DS 2017-23 be received for information.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on September 29, 2017. The following is a summary of comments received prior to the Public Meeting.

Public:
None

Agencies:
Region: indicating supporting materials are still being reviewed
GRCA: indicating supporting materials are still be reviewed

Discussion:

The subject lands are designated Agricultural Resource Area and identified as a Mineral Aggregate Resource Area in the Township Official Plan, and are zoned Zone 1 (Agricultural) and Zone 14 (Extractive Industrial) in the Township Zoning Bylaw.

This application proposes to change the zoning of a portion of the northern extent of the subject property (approximately 5.3ha) from Zone 1 (Agricultural) to Zone 14 (Extractive Industrial) to allow the extension of the existing gravel pit to the south.

The applicant has also filed an aggregate license application with the Ministry of Natural Resources and Forestry (MNRF).

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:

After reviewing any comments received during the Public Meeting, and at such time as outstanding agency comments have been received, staff will return to Council with a detailed report and recommendation on the application.

Andrew Martin, MCIP RPP
Manager of Planning/EDO

Grant Whittington
Reviewed by CAO

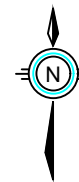


FIGURE 1 SITE LOCATION

GERMIT PIT EXTENSION
TOWNSHIP OF WILMOT, REGION OF WATERLOO
SCALE NTS
DATE AUGUST 10, 2017
PROJECT No. 39801



IBI GROUP
101 - 410 Albert Street
Waterloo ON N2L 3V3 Canada
tel 519 585 2255 fax 519 585 2269
ibigroup.com

Tri City Lands

Germet Pit Extension

November 6th, 2017

Wilmot Township – Formal Public Meeting



Introductions



Site Location



Background Info.

Existing Germet Pit:
Licensed in 1999 (26 Ha.)
Current aggregate reserves:



Additional Background Info

Proposed License extension	5.3 Ha. [16 acres]
Area to be Extracted:	4.9 Ha. [12 acres]
Aggregate Reserves:	1.1 million tonnes

Preliminary Investigations



Pre-Submission Consultation Meeting
Hydrogeological Level 2 Assessment
Natural Environment Report / EIS
Planning / Land Use Review
Archaeological Stage 1 and 2 Assessment

Status Quo

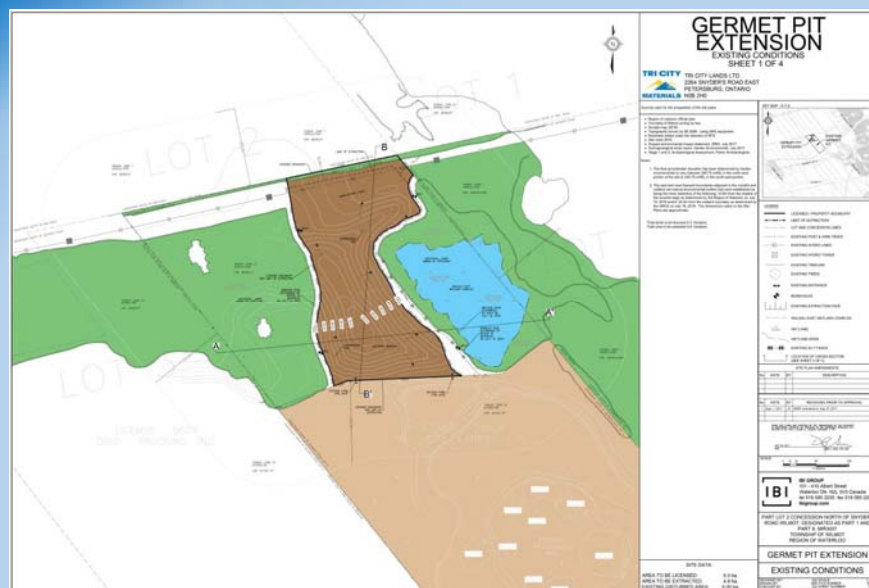
No change to:

- Annual extraction limit : 875,000 tonnes
- Number of trucks generated
- Extraction / processing equipment to be used

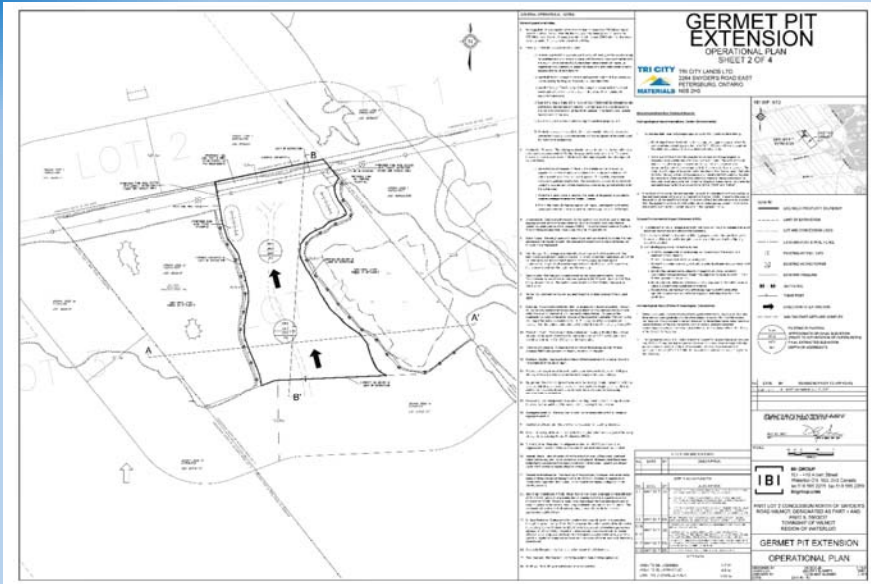
Extraction area will be further removed from Snyder's Road:

- No Traffic Impact Study required
- No Dust/Air Quality Review required
- No Noise/Acoustical Assessment required
- No Vibration/Blasting Report required

Existing Conditions Plan



Operational Plan



Pit Life Span



Natural Environment

Significant Wildlife Habitat: Eastern Wood-Pewee
Wood Thrush



Candidate Site for: Bat Maternity Colonies
Snake Hibernacula

St. Agatha Forest

Non-PSW: East Waldau Swamp

EIS Recommendations

- HydroCut to be planted with native trees/shrubs where possible
- Extraction limited to daylight hours
- Undertake regular inspection of erosion control fencing
- Ecologist be retained to;
 - Monitor surface/groundwater data
 - Monitor wetland communities for changes to structures, vegetation
 - Re-stake wetland boundary after 5 years to confirm no impact.

Hydrogeological Assessment

- G/W slopes 346.75 (NW) to 345.75 (SE)
- Waldau East Swamp - perched +/- 366.0
- Max. pond level 366.45 -terracotta outlet
- Total surface contribution: 15% from site



Hydrog. Recommendations

- Undertake semi-continuous surface and groundwater monitoring
- Contingency plan in place if threshold values approached / breached
- 1.6 ha. of lands south of the swamp to be backfilled with positive drainage toward the swamp to mirror the surface water flows from the subject lands.

Rehabilitation Plan



Questions ??





Reep Green Solutions is an environmental charity that helps people live sustainably.

Our strategic directions are:

**SHOW.
DO.
CONNECT.
BUILD SUPPORT.**



Thank you to our core funders!



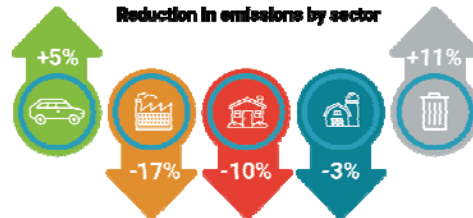
reepgreen.ca



ClimateActionWR



Reduction in emissions by sector



reepgreen.ca



Zero Waste Challenge

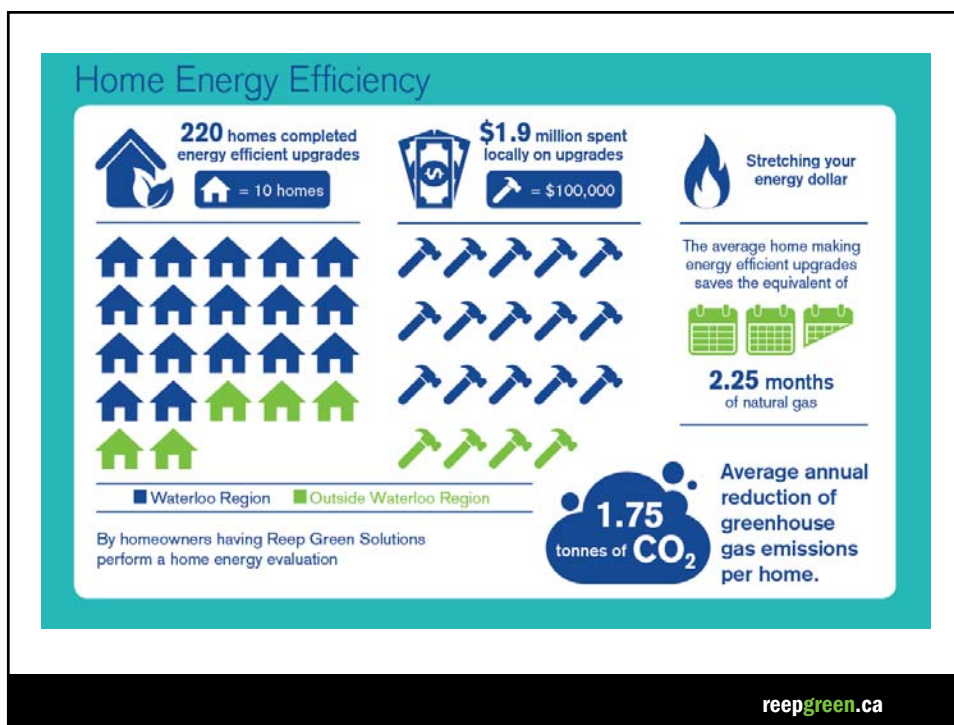
Waste reduction initiatives

reepgreen.ca



RAIN Smart Neighbourhoods

reepgreen.ca



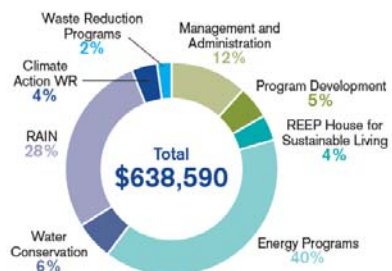


2016 Financial Snapshot

Revenue Sources



Expenses by Program






Reep House for Sustainable Living

- Electric vehicle presentation & Cruise night
- Water softeners
- The top ten benefits of trees
- Not your grandfather's heat pump
- Solar powering your home

reepgreen.ca



Coming up or under investigation

School programs

Depave Paradise

Residential Tree Planting

reepgreen.ca

How can you help?

- Accept the Zero Waste Challenge
- Promote the Home Reno Rebates



**HOME RENO
REBATE** — GET UP TO —
\$5,000
— BACK —

This program is delivered by
Union Gas in partnership with
the Government of Ontario.



reepgreen.ca




519-744-9799

reepgreen.ca

A photograph showing several people working on a garden bed. In the foreground, a large blue watering can with the "RAIN" logo and "reepgreen.ca/rain" text is visible. In the background, people are using shovels to work with soil near a house with the number "200".

Building sustainable lives together

A photograph showing three people working on a garden bed. One person is planting a small plant into the soil, while another is holding a yellow bucket filled with plants. A third person is holding a certificate that reads "AUX JARDINS DE L'ÉCOLE SAINT-JEAN - LES CHAMARRIERS - 8800 RUE PIERRE D'ORVILLE - ALAIN & NOLAN".

2017 Report to the Community

Building a sustainable community together

From Mary Jane Patterson,
Executive Director
and Tania Del Matto, Chair,
Board of Directors

We are an
environmental
charity that helps
people live
sustainably.

Our purpose at Reep Green Solutions is to help you live sustainably. Sometimes we're surprised at how much fun that can be. It is simply a positive feeling to work towards the "vibrant, resilient, caring and sustainable" community that's at the heart of our vision.

That's probably because caring about the world we live in means also caring about each other. It connects us, building the world we want to live in together.

A great example is our RAIN Smart Neighbourhoods project, where residents take action in their own yard that helps prevent flooding for their neighbours downhill and downstream. We've had a front yard makeover contest, walking tours and work parties that have been a lot of fun, drawing neighbours together to learn how to build rain gardens and encourage each other.

The Rain project embodies our goals of SHOW, DO and CONNECT: empowering everyday people to live sustainably by SHOWing how to manage rain where it falls, by DOing the work together whenever possible, and CONNECTing friends and neighbours in sharing the knowledge and spreading the word. These three goals guide all our work, whether it's conserving water, managing rain, reducing waste or using energy more efficiently.

A fourth goal at Reep Green Solutions is to BUILD SUPPORT for sustainable living and for our work. We're beginning to recognize that we have untapped resources as an environmental charity that could help us reach more people with our programs. We invite you to make a financial contribution to Reep Green Solutions in support of local environmental action.

Read on to see some of the fun we've had this year, and the stories of people who've made a difference through their own actions, with our support. And join us in building a sustainable community together!

Vision

We believe that by acting today, we can leave our children a community that is more resilient, vibrant, caring and sustainable.

Mission

To empower the community with the practical tools, knowledge and capacity for action to make sustainable living the norm.

Values

Impact

We are mission-driven, focused on achieving documented outcomes that demonstrate a real impact.

Leadership

We lead by example in the way we live, work and travel.

We value professionalism, compassion, and a non-judgmental approach.

We work to build the capacity for leadership and change in our community.

Innovation

We recognize that creating new norms of behaviour means taking appropriate risks, learning from the results, and adjusting course as we go.

We are open to trying things differently.

Collaboration

We believe in working together to leverage our collective resources, maximize impact and build community.

Integrity

We hold ourselves accountable to deliver what we promise, be transparent and help each other succeed.

Creating Community Action

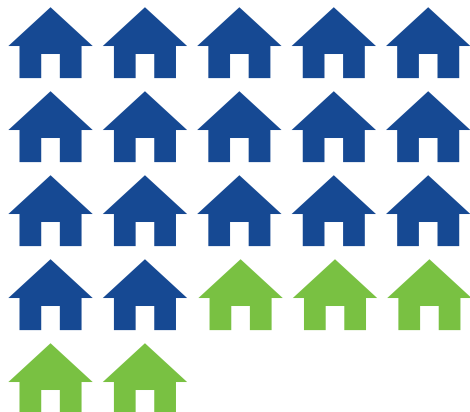
April 2016 - March 2017

Home Energy Efficiency



220 homes completed energy efficient upgrades

= 10 homes



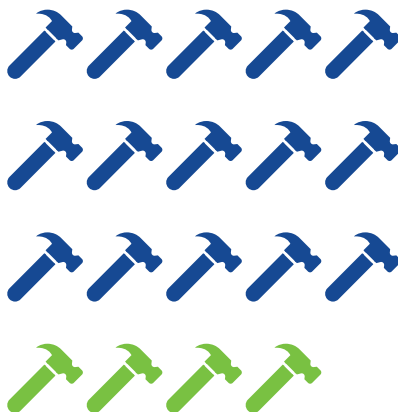
■ Waterloo Region ■ Outside Waterloo Region

By homeowners having Reep Green Solutions perform a home energy evaluation



\$1.9 million spent locally on upgrades

= \$100,000



Stretching your energy dollar

The average home making energy efficient upgrades saves the equivalent of



2.25 months of natural gas

1.75 tonnes of CO₂

Average annual reduction of greenhouse gas emissions per home.

RAIN Smart Neighbourhoods Project Outreach Summer 2016

787
conversations with homeowners

311 entries in Front Yard Makeover Contest
(192 from Lakeside, 119 from Mount Hope)

Water Conservation

290 WET Challenge Home Visits

= 10 homes



Performed on behalf of Waterloo Region

Water conserved immediately by installing:



42 Showerheads



13 Toilet Flappers



The huge response gives a clear message: many residents care about climate change, and know that taking action means not only as individuals, but also collectively as a community.

Photo credit: Thang Hoang

It takes a community to fight climate change

When the federal government consulted Canadians about climate change, Waterloo Region responded with more than 300 people participating on an August evening—one of the largest events held across Canada. Both Reep Green Solutions and ClimateActionWR staff participated in the collaborative effort of local environmental and social justice groups behind the event.

The huge response gives a clear message: many residents care about climate change, and know that taking action means not only as individuals, but also collectively as a community. Their presence sent a strong signal to governments to get serious about fighting climate change and preparing to handle its consequences.

In Waterloo Region, we have been working towards reducing local greenhouse gas (GHG) emissions for over eight years. A Climate Action Plan for Waterloo Region has guided our efforts to reduce GHG by 6% below 2010 levels by 2020.

ClimateActionWR recently released our progress report, which includes updated data on our community's carbon footprint. The report shows that despite a growing population, we are on our way to reaching our target because of the provincial government's phase-out of coal powered electricity generation, alongside the efforts of local businesses and residents to reduce their energy consumption.

Our challenge now is to go deeper, to set our own path to a low-carbon future with a target for the next 30 years, and to take action to meet that target. As residents, business owners and community leaders we each have a critical role to play. The purchasing decisions we make, and the way we live, work and play in Waterloo Region will determine the future we make for ourselves.

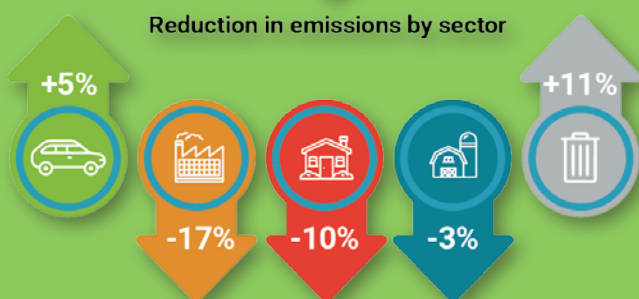
Let's make it a thriving, sustainable community with every step we take.

"Tackling climate change is important to me because I really care about future inhabitants of earth. Even though the impact of climate change is small now, it doesn't mean it won't grow. My long term goal is to increase the production of renewable energy."

Kari Richards, Grade 3 Student,
Mary Johnston Public School

-5.2%
Emissions
Reduction
2010-2015

Reduction in emissions by sector



What is ClimateActionWR?

ClimateActionWR is a collaboration between local organizations focused on supporting actions and developing new opportunities that will lead to a reduction in local greenhouse gas emissions.

Led by Reep Green Solutions, Sustainable Waterloo Region, the Region of Waterloo, and the Cities of Cambridge, Kitchener, and Waterloo, ClimateActionWR is leading implementation of the Climate Action Plan for Waterloo Region.

Learn more at climateactionwr.ca



“We found using the Mason jar made us hyper-aware and conscious of the choices we made.”

- Jackson Smith

Rethinking society's relationship with waste

For five days, use one Mason jar to hold all of your home's garbage destined to be buried in a landfill. In October 2016, 123 people across Waterloo Region accepted the Zero Waste Challenge.

For most of us, our day-to-day lives generate a lot of garbage as we live in a society where that is the norm. We generate so much waste that we need to manage it and have programs to divert it. All of that work is important and necessary, but is it really enough?

The zero waste movement says no and Reep Green Solutions agrees. It is time to go beyond managing waste and instead live sustainably by reducing waste and taking better care of our natural resources.

If participants in the Zero Waste Challenge wanted their jar to be as empty as possible they needed to think about decisions they usually make automatically. They needed to think about what to buy when grocery shopping or where to shop. They also needed to think about how they could send less waste to the landfill by improving their recycling or composting.

“Not allowing waste to come in to my home in the first place (reduce & refuse) requires thought and planning.”

Participant

Natalie Heldsinger and Jackson Smith of Waterloo took part in the challenge as a way to improve upon their commitment to reducing their environmental footprint. “We found using the Mason jar made us hyper-aware and conscious of the choices we made,” said Jackson.

The challenge motivated them to think more about their choices and participating in the challenge with other community members and sharing their progress increased their sense of commitment.

“One benefit of participating as part of a community challenge,” said Natalie, “was being able to share lessons with other participants. We were able to share our experiences and learn from others, which made a difference. We discovered that we could compost butcher paper and found that shopping at farmers markets significantly helped to reduce packaging.”

In the 2017 challenge, more people are expected to participate! And by supporting each other, we can rethink our society's relationship with waste.

The zero waste movement's 5Rs:



and in that order!

Learn more: reepgreen.ca/zerowaste



“By concentrating our efforts at a neighbourhood level, not only will individual homes be rain ready but collectively the whole neighbourhood will enjoy the benefit of being protected.”

- Patrick Gilbride, RAIN program manager

Funded by

Ontario
Trillium
Foundation



Fondation
Trillium
de l'Ontario

An agency of the Government of Ontario
Un organisme du gouvernement de l'Ontario

In partnership with

Green
Communities
CANADA

 **PARTNERS FOR ACTION**
Advancing flood resiliency in Canadian communities


KITCHENER

RAIN Smart Community Building

110 People at Launch Event in Lakeside Park

50 People at Prize Party at Guelph Street Community Garden

14 Rain Coach Consultations (May 15, 2016 - March 31, 2017)

Incentives for residents of RAIN Smart Neighbourhoods

\$25 to \$1500 for each improvement

Projects that qualify

- rain gardens
- infiltration galleries
- permeable paving
- cisterns
- rain barrels

RAIN Expert Panel

Rob Bowers [Interlocking Concrete Pavement Institute](#)

Samantha Brickman [City of Kitchener](#)

Todd Chapman [City of Waterloo](#)

Nick Gollan [City of Kitchener](#)

Jayson Innes [Stantec](#)

Angela MacLean [City of Waterloo](#)

Shawna Peddle [Partners for Action \(UW\)](#)

Rob Tester [TNT Property Maintenance](#)

Jeff Thompson [Thompson Environmental](#)

Brian Verspagen [WalterFedy](#)

Learn more:
reepgreen.ca/rainsmart

A RAIN Smart approach that builds neighbourhoods

When more than 100 people arrived to kick off the Front Yard Makeover contest in June 2016, we could see the benefits of working with neighbourhoods to manage rain. Word of the contest had spread and neighbours came together to learn about the \$30,000 in prizes available.

The event also officially launched the RAIN Smart Neighbourhoods project in Kitchener's Lakeside and Mount Hope neighbourhoods.

"As our climate changes, we're experiencing more intense rains that increase the threat of water invading our homes, flooding our neighbourhoods and carrying pollution into our lakes, rivers, and streams," said Patrick Gilbride, RAIN program manager. "By concentrating our efforts at a neighbourhood level, not only will individual homes be rain ready but collectively the whole neighbourhood will enjoy the benefit of being protected from the cumulative effort."

More than 300 people entered the contest that featured a first grand prize of a \$10,000 front yard

[Read our online series "Alexis and the RAIN Smart Home" about our first grand prize winner.](#)

makeover in each neighbourhood and a \$1,500 second grand prize.

Steven and Jessica bought their first home and moved in a little over a year ago. The choice of neighbourhood they lived in was just as important as the home itself. They wanted to live in a community where people were friendly and socially active. With that in mind, they wanted to make their front yard into a place that could be a conversation starter and where they could interact with their neighbours.

Winning the second grand prize meant that Steven and Jessica Reesor-Rempel could turn their hopes into reality. After consulting RAIN Coach Becca Robinson, they decided the best way to accomplish their goals and have a rain smart home was to install a rain garden. In spring 2017, a work party consisting of family, friends, neighbours and volunteers helped them to transform their yard.

"We've already noticed a difference. We've had some heavy rains but more of it is staying on our property instead of finding its way onto our neighbours' properties or picking up pollution on its way into the storm sewer", said Jessica Reesor-Rempel. "And hanging out in our front yard and interacting with our neighbours more has helped us to create a greater sense of belonging in our neighbourhood."

The three-year RAIN Smart Neighbourhoods project continues until the end of 2018, working with both Lakeside and Mount Hope residents. We help them manage the rain landing on their property so that it does not contribute to a neighbour's wet basement or to any flooding down the street after heavy rain. Through the project, homeowners take advantage of incentives that encourage action on their own property for the benefit of the whole community.

The Ontario Trillium Foundation, which is an agency of the Government of Ontario, funds the project. Partners in the program are Partners For Action, Green Communities Canada and the City of Kitchener, which also provides funding.



With our homes contributing 18% of our local greenhouse gas emissions, these upgrades benefit us all.

Photo credit: Thang Hoang



Home by home, together we can fight climate change

Renovating your basement usually brings greater comfort and improved living space, but it can also reduce your impact on the planet.

This was the case for St. Agatha homeowners Robyn Landers and Susan Bergey who wanted to renovate their basement last year.

The couple are among many homeowners now having home energy evaluations to inform their renovations and access incentives. Thanks to additional funding from the Province of Ontario's Green Fund, the Union Gas Home Reno Rebate program is available not only to Union Gas customers, but also to Kitchener Utilities customers, and to homes heated by oil, propane, wood or electricity. The rebates have increased, and so has participation as a result.

Robyn and Susan replaced their 17-year-old furnace and air conditioner, and significantly modified the ductwork while retaining an HRV for energy-efficient air exchange. They also had the basement gutted in order to double the stud depth to three inches, spray urethane foam insulation, and insulate the water pipes.

They received a \$3000 Home Reno Rebate as an immediate financial incentive for their upgrades.

On top of being quieter and more energy efficient, their new heating/cooling system allows for finer temperature control with better air circulation. They even converted a former storage room into a bedroom now that the space is more comfortable.

The reduced heat loss and upgrading to a 97+% efficiency furnace allowed the couple the opportunity to convert their 850-square-foot basement, that was in the past minimally heated, into a year-round livable space. With this increased space they still used 8.6% less natural gas this past winter than they did a year earlier.

Now serving
Southwestern Ontario!

In 2016, Reep Green Solutions started regularly performing home energy evaluations outside of Waterloo Region, which we have been proudly serving since 1999.

We now evaluate homes in southwestern Ontario, such as in Brantford, Guelph, London, Milton, Stratford, and Woodstock.

Learn more:
reepgreen.ca/homerenorebate

Landers found the home energy evaluation helped them to assess the cost-effectiveness of different options, as well as to identify problem spots and sources of air leakage.

As far as fighting climate change goes, these renos will allow the couple to keep 2.7 tonnes of CO₂ out of the atmosphere each year. That means the upgrades on their home are helping Waterloo Region to achieve our climate action target.

Landers found the home energy evaluation helped them to assess the cost-effectiveness of different options, as well as to identify problem spots and sources of air leakage.

Thank you to these homeowners for doing their part to create healthier, more sustainable homes. With our homes contributing 18% of our local greenhouse gas emissions, these upgrades benefit us all.



uniongas

A Spectra Energy Company

In Partnership with





“When you donate money, even a modest amount, you want to make sure that it’ll make the greatest impact possible...”

- Mary Louise Kattides

Giving locally for a global impact

When we asked the community if they thought of Reep Green Solutions as a charity, 58% said no.

That is probably because a number of our services, such as home energy evaluations, operate as social enterprises. Like many charities, Reep Green Solutions looks for ways to fulfill our mission that also help cover costs. Charging a fee for some services helps us offer others at no cost, such as workshops at the Reep House for Sustainable Living.

Simply put, **Reep Green Solutions is a registered environmental charity that helps people live sustainably.**

We have a great appreciation for our supporters who recognize how their financial gifts enhance our capacity to fulfill that mission.

Mary Louise and Evange Kattides of Waterloo donate to REEP because they believe we all need to minimize our environmental footprint. They recognize that Reep Green Solutions offers the community many valuable hands-on services that help people to become more environmentally responsible and it does so effectively and in a way that's easy for people to access and understand.

“... And much like its messages on energy and water efficiency, Reep Green Solutions itself is a highly efficient organization. They manage to make a dollar go a long way.”

Mary Louise Kattides

“When you donate money, even a modest amount, you want to make sure that it'll make the greatest impact possible,” said Mary Louise. “And much like its messages on energy and water efficiency, Reep Green Solutions itself is a highly efficient organization. They manage to make a dollar go a long way.”

She continued, “While Reep Green Solutions is a local organization and is particularly relevant to our homes and this region, its impact reaches far beyond by addressing issues relating to climate change. It is exactly this kind of effort at the community level that collectively will make the greatest difference globally.”

Caring about the environment means caring about each other and the world we live in. That is why Reep Green Solutions helps you to live sustainably and why your gifts of time and money are so important. For example, with your help we are making the Reep House for Sustainable Living available as a showcase of ideas for your home, and bringing people together to learn at informative workshops and tours.

Together, we can make a difference.

Thank you!

Support our work as a local
environmental charity on

 **GIVING TUESDAY**
WATERLOO REGION

31 donors

\$120 Average gift

\$6,200 in total donations

We greatly appreciate your support!

Give online today!

reepgreen.ca/give

Artists raising funds and awareness at Summer Lights Festival

Current Board

Tania Del Matto	St. Paul's University College	Chair
Michael Wood	University of Waterloo	Vice-Chair
Paul Parker	University of Waterloo	Secretary
Ira Chen	Sun Life Financial	Treasurer
Melissa Durrell	Durrell Communications	Director
Janek Jagiellowicz	Theonera Inc.	Director
Priyanka Lloyd	Sustainability CoLab	Director
Chander Sharma	BizXL Solutions	Director

Staff

as of March 31, 2017

Andrea Bale	Customer Engagement & Outreach Coordinator
Dave Blake	Associate Director
Katharine Clarkson	Waste Reduction Programs Coordinator
Patrick Gilbride	RAIN Program Manager
James Howe	Communications Manager
Danielle Laperriere	ClimateActionWR Plan Manager
Mary Jane Patterson	Executive Director
Rebecca Robinson	RAIN Coach
Siewyee Sai	Office & Human Resources Coordinator
Torrie Santucci	Energy Programs and Customer Service Coordinator
Brendan Schaefer	REEP House Facility Manager and IT Systems Consultant
Laurella Woodcock	RAIN Business Development Assistant

Field Staff

Susan Bryant	Well Aware Water Guide
Jim Carnegie	Certified Energy Advisor / W.E.T. Auditor
Brent Cooper	Certified Energy Advisor
Philip Drader	Home Energy Coach
Richard Gillespie	Certified Energy Advisor
Bruce Mitchell	Certified Energy Advisor
Brendan Schaefer	Certified Energy Advisor / RAIN Guide / W.E.T. Auditor
David Wood	Certified Energy Advisor / W.E.T. Auditor

Contract Staff

Scott Albrecht	Bookkeeper, Great Scott Bookkeeping
----------------	-------------------------------------

Volunteers

Phil Asta	Josh Lee	Bikramjit Singh Suri
Devin Bettencourt	Binesh Lohi	Lauren Smith
Sarah Brown	Beining Ma	Juan Sotés
Elena Christy	Nicole Maynard-Li	Russell Stairs
Valerie Chong	Ericha Moores	Naomi Sunu
Stacey Danckert	Cory Pembleton	Holly Sun Xiaohui
Martin Espina	Barbara Pinto	George Sutherland
Thanh Hoang	Dan Shaver	Ivan Zeng
Kristin Koetsier	Sarah Sinasac	

Mentor

Tom Jutzi	Legal mentor
-----------	--------------

Caring
about the
environment
means caring
about each
other and the
world we
live in.

Thank you!

We greatly appreciate the following individuals for their contributions as staff during this year.

David Alton
Gurpreet Badesha
Adam Dietz
Martin Espina
Sharita Henry
Yi Hong
Lydia Howlett
Liz Hilgers
Daniel Jordan
Sharmalene Mendis-Millard
Andreas Mertes
Peter Speckner
Janet Szydlowski
Michael Turman
Scott Willms
Scott Wilson

2016 - 17 Financial Report

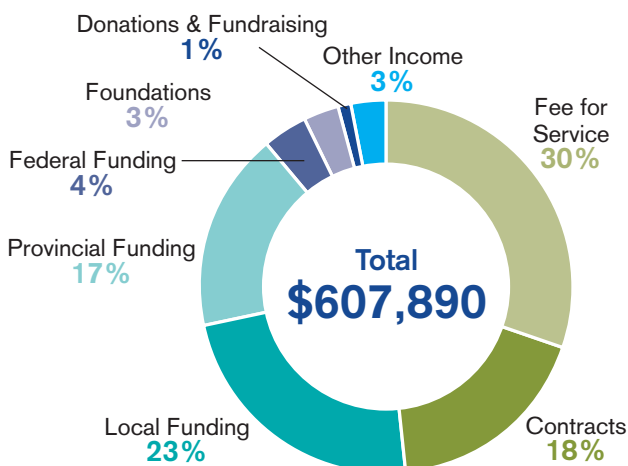
The financial information on this page is derived from the financial statements for April 1, 2016 to March 31, 2017 which were audited by **Clarke Starke & Diegel LLP.**

Our conservative financial practices have allowed us to invest in organizational capacity through a small deficit, in order to seek new program opportunities and greater financial stability.

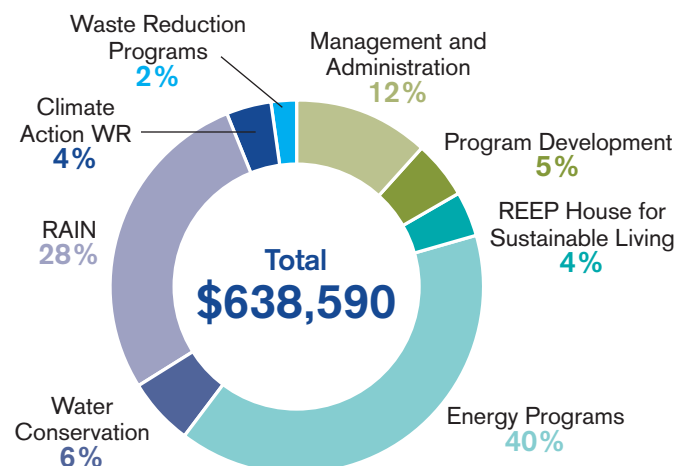
Statement of Revenue and Expenses

	2016 - 2017	2015 - 2016
Revenue		
Grants (Local, Provincial, Federal & Foundations)	290,518	293,453
Fee for Service	179,691	79,032
Contracts	110,695	298,805
Donations	6,167	3,001
Other Income	20,820	9,033
Total Revenue	607,890	683,324
Expenses		
Salaries & Benefits	492,686	485,870
Contracted Services - Program Delivery	42,782	115,556
Outreach & Community Training	12,741	20,283
Occupancy	33,811	33,112
Professional Fees	22,350	23,987
Staff & Organizational Development	9,428	1,971
Office	5,801	4,492
Insurance	6,660	6,289
Amortization	2,244	2,508
Communications	4,406	4,072
Interest & Bank Charges	2,837	2,680
Travel	2,839	1,158
Total Expenses	638,585	701,978
Excess (Deficiency) of Revenue of Expenses	- 30,695	-18,654

Revenue Sources



Expenses by Program





738 Visits in 2016/17 including
277 visits during Doors Open Waterloo Region and
135 students on tours

Photo credit: Thang Hoang

REEP House: A community hub for sustainable living

The Reep House for Sustainable Living, our model home on how you can live sustainably, features technology, techniques and ideas that you can apply in your own home. Come to get ideas on making your home more energy efficient, managing rainwater, conserving water and electricity, reducing waste and more.

When can you visit Reep House?

We normally offer two presentations a month followed by an open house open to anyone.

Reep House Series

Our facility manager, Brendan Schaefer, focusses on a different aspect of the house with a presentation and first-hand look.

Sustainable Living Series

Guest speakers share advice to help you live more sustainably such as how to green your summer vacation or reduce your carbon footprint.





You can also drop by weekdays 8:30 – 4:30 for a self-guided tour.

We're working on adding more opportunities for the community to gather, share and learn at Reep House.

Stay in touch!

Sign up for our enews at reepgreen.ca

Connect with
our online
communities

 ReepGreenSolutions
 @reepgreen
 /company/reep-green-solutions
 ReepOutreach



Main Office

222 Frederick Street
Kitchener, ON N2H 2M8

Reep House for Sustainable Living

20 Mill Street
Kitchener, ON N2G 2Y3

Charitable Registration Number:
81585 2348 RR0001

519-744-9799
reepgreen.ca

Thank you
to our core funders that provide
a foundation we can build upon!



Township of Wilmot Council Meeting

Monday, November 6th 2017



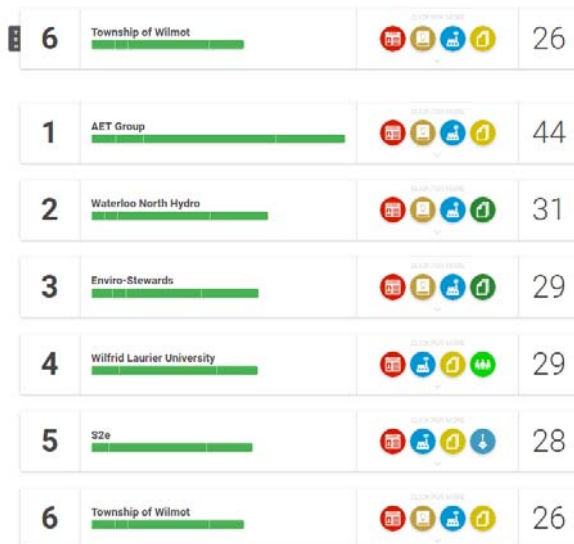
Sustainable Waterloo Region



- Launched in 2009
- 2016 - Regional Sustainability Initiative
- Currently 70+ members
- Tracking Greenhouse Gas, Water and Waste
- Environmental Impact Assessment
- Part of a Larger Sustainability Network

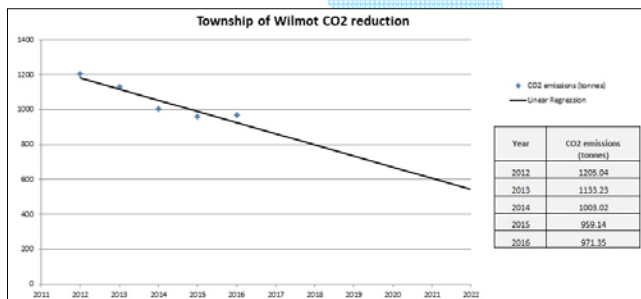
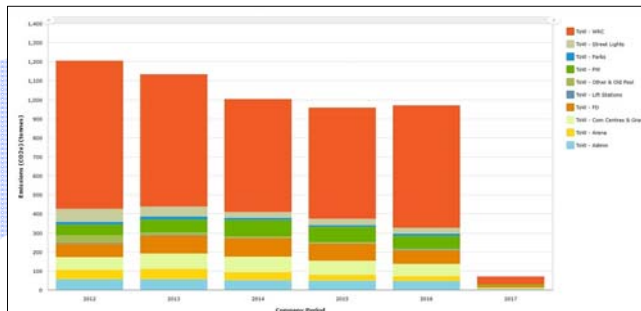


Township of Wilmot's Progress



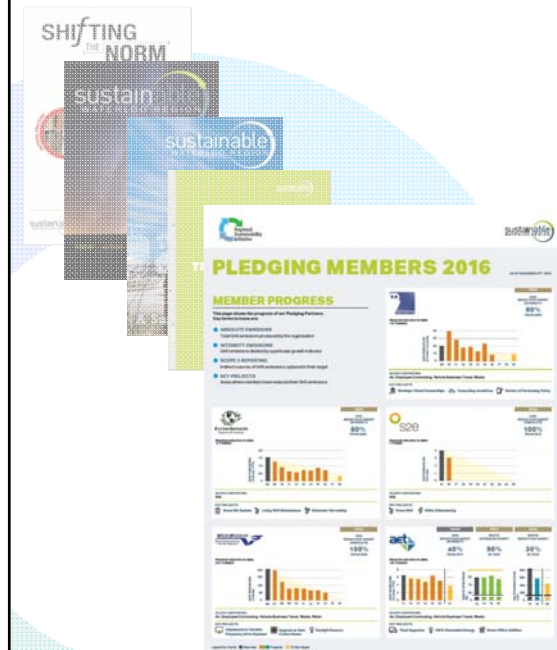
- Member of the Regional Sustainability Initiative since 2015
- In the Top 10 on Leaderboard
- One of two members who have not set a target in the Top 10

Setting a GHG Reduction Target



- Since 2012, there has been a **19%** reduction.
- Lighting efficiency **alone** would amount to a minimum 21% reduction.
- **25% reduction** target over 10 years is feasible.

Additional Benefits



Leading by Example

Township of Wilmot would be the first Township to set a Greenhouse Gas Reduction Target.

Progressive Thinking

Prepare for pending regulations (Reg. 20/17) and public reporting (2019).

Recognition

Township of Wilmot would be highlighted alongside Pledging Partners in the Annual Year End Report.

In Good Company

Green Champion Award – Municipal: Federation for Canadian Municipalities.

Questions



Tarana Persaud
Member Engagement Coordinator
tarana.persaud@sustainablewr.ca

Matthew Day
Program Manager
matthew.day@sustainablewr.ca



Township of Wilmot

REPORT

REPORT NO.	FIN 2017-36
TO:	Council
PREPARED BY:	Ashton Romany, CPA Manager of Accounting
DATE:	November 6, 2017
SUBJECT:	Green House Gas Reduction Target

Recommendation:

That The Corporation of the Township of Wilmot establish a Green House Gas reduction target of 25% by the year 2027 with a 2012 base year.

Background:

The Township is a member with Sustainable Waterloo Region (SWR). SWR is a dedicated team, motivated by a shared passion for progress towards sustainability across Waterloo Region. Their shared vision is an environmentally and economically resilient community that prioritizes the well-being of current and future generations. The mission of SWR is to foster collaborations that enable local organizations to convert their sustainability interest into action.

In 2015, Township staff formed a Sustainability Committee (SC). As per the approved Terms of Reference, the mission of this staff committee is to “move existing sustainability initiatives forward for the Corporation, while identifying new opportunities to cost effectively protect our natural environment.”

The SC acts in a supportive/consultative manner; as such, the SC will focus on supporting recommendations and initiatives that fit municipal goals in relation to sustainability.

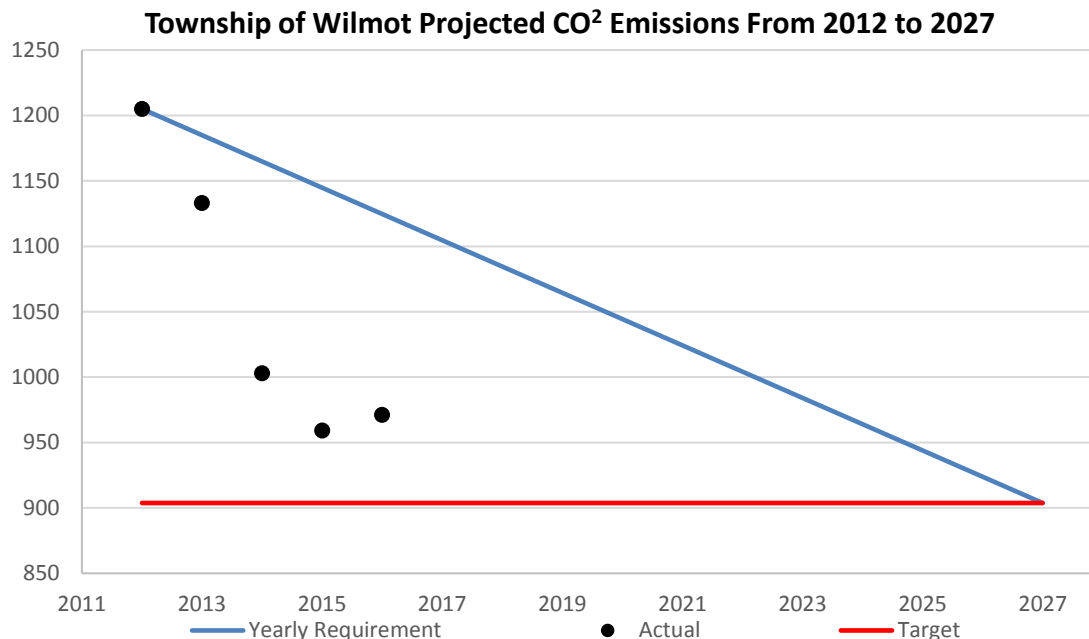
In the summer of 2017, SWR approached Township staff to propose formally establishing a target reduction rate in the Township’s Green House Gas (GHG) emissions. This target was evaluated by the SC and Senior Management Team.

Discussion:

Target Rate

The recommended reduction in GHG emissions of 25% by 2027, is from baseline calculated emissions in 2012 of 1,205 tonnes. This reduction would encourage the Township to emit a

maximum of 904 tonnes annually by 2027. As depicted in the graphic below, 2016 GHG emissions were 971 tonnes, which translates to a 19% reduction rate over the past 4 years.



Projects and Initiatives

Projects that are currently being undertaken that will provide a positive impact on the Township's GHG emissions include:

- LED Streetlight Conversions
- LED Lighting Retrofits at the WRC
- Ball Diamond Lighting Timer (St Agatha)
- HVAC Upgrades at Public Works Operations Centre
- Heat Exchanger Replacements at NH Arena
- Motion Censor Lighting Installations

Future initiatives currently under review by the SC include: continuation of LED lighting retrofits, plumbing and HVAC change-outs with higher efficiency products; purchase of energy efficient IT hardware; and pilot of Eco-Bee "smart" thermostats at the Administration Complex.

Given current and future initiatives, Senior Management Team and the Sustainability Committee both agree that this 25% target is attainable without deviating from the Township's current 10-year capital forecast and funding model. Sustainable Waterloo Regional Region supports this goal and feels it will be achieved based on the Township's current and past initiatives.

Regional Sustainability Initiative (RSI)

The attached appendix provides information from SWR on the Township's current progress this year within the RSI. SC members were pleased to see continued progress within the program, and further that the Township is currently situated in sixth out of seventy on the leaderboard of

participating organizations within the Region. Target setting and continued growth in Wilmot's culture of sustainability will help improve our ranking amongst peers in the RSI.

A representative from SWR will be present at the Council meeting of this report for a brief presentation on setting the GHG reduction target and to respond to any questions related to the matter.

Grant Opportunities

With the existing Federal and Provincial governments, a strong focus of infrastructure funding continues to come in areas associated with the 'Green Economy'. The SC monitors and communicates with departments on potential grant opportunities to support municipal projects that assist these GHG reduction efforts.

Carbon Accounting Tool (CAT)

Finance staff continue to utilize the Carbon Accounting Tool (CAT), provided via membership with SWR. This tool is utilized to track Township GHG emissions, and assists in determining progression towards our target. Data currently tracked in the CAT includes fuel consumption, natural gas and hydro usage, and is populated by staff from Finance.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of protecting our natural environment through using resources responsibly and considering green procurement policies.

Financial Considerations:

Cost-savings through energy reductions or process improvements will be reflected in the actual operating/capital spending moving forward. Any sustainable projects listed above are funded through departmental capital and operating budgets. In addition, project costs within Township's 10-year capital forecast are not anticipated to increase in order to meet this target rate.

Conclusion:

SC staff will continue to monitor the Township's progress towards furthering sustainability efforts, and report on progress in future annual reports to Council. In the year the target is achieved, staff will re-evaluate the Township's sustainability goals.

With the approval of the target GHG reductions, Wilmot Township will be the first Township in the Region to set such goal, and continue to show leadership in efforts to protect our environment.

Ashton Romany, CPA
Manager of Accounting

Scott Nancekivell
Director of Facilities and Recreation

Bruce Baechler
HVAC Technician

Patrick Kelly, CPA, CMA
Director of Finance

Jeff Molenhuis
Director of Public Works

Grant Whittington
Chief Administrative Officer

Your 2017 Leaderboard Rank (in bold) and Score

6

Township of Wilmot

25

Milestone in 2017



Countdown to Public Reporting

Months remaining to enter Milestone 3 or 4:

25

Don't know what we're talking about? Let's Chat!

Year-End Questionnaire

Status of 2016 year-end questionnaire

Completed



Badges Earned in 2017



Featured in Year End Report 2016

Your organization is in mentioned on:

Pgs: 16,18



Sustainability Policies

- Transportation: Business ☐
- Travel ☐
- Transportation: Commuting ☐
- Building Materials & Design ☐
- Equipment & Procurement ☒
- Waste ☐
- Water ☐

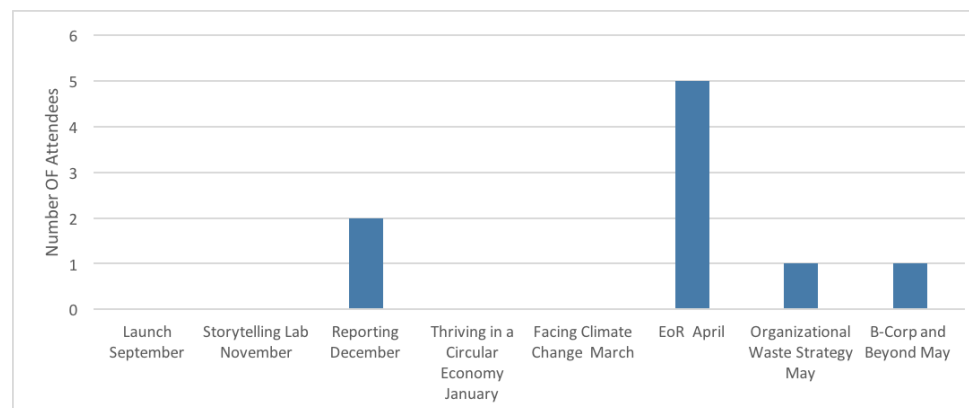
For additional policy ideas, check out the IdeaBook!

2016-2017 Sustainability Accomplishments

- ☒
- ☒
- ☒
- ☒
- ☒

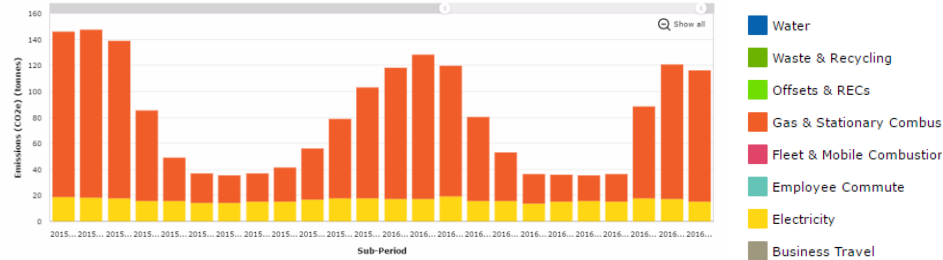
Hey Again! We're sure you're doing great things but we didn't get to hear about it! We're looking forward to chatting in 2017

Regional Sustainability Initiative Event Attendance 2016-2017



CARBON METRICS

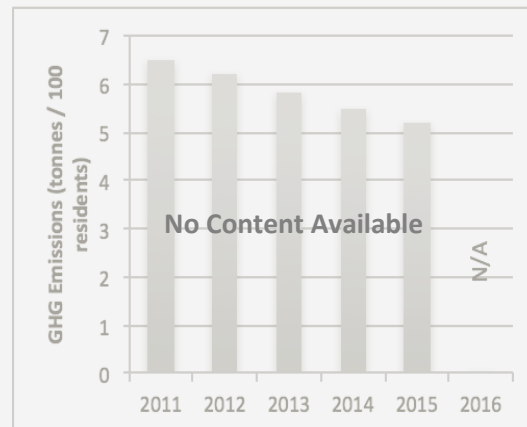
Monthly absolute GHG emissions [tonnes] Jan 2015 – Dec. 2016



Your GHG emissions by source 2016



Progress towards your GHG target



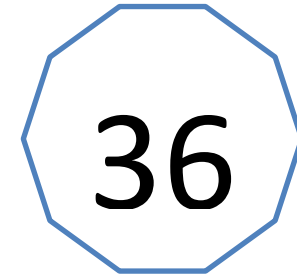
Recommendations

Suggested next steps for 2017:

- ☐ Set a GHG reduction target
- ☐ Identify E-Score improvement opportunities
- ☐ Join the 2018 Carbon Cleanse
- ☐ Complete 2017 Interview with Tarana

Environmental Reporting Assessment

Your organization has completed 96% of the Environmental Impact Assessment. Your E-Score is:

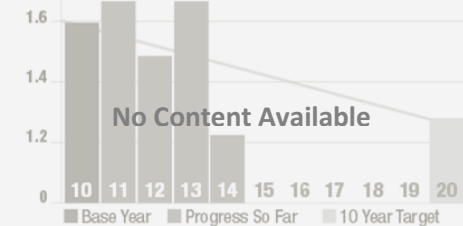


The network average E-Score is: 30

E-Score Public: ☐

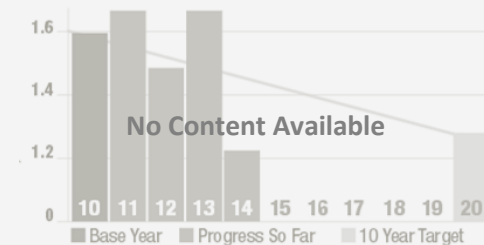
WATER METRICS

Progress towards your water target



WASTE METRICS

Progress towards your waste target





Township of Wilmot **REPORT**

REPORT NO. FIN 2017-37

TO: Council

PREPARED BY: Patrick Kelly CPA, CMA
Director of Finance

DATE: November 6, 2017

SUBJECT: FCM – Municipal Asset Management Program (MAMP)

Recommendation:

That Council direct staff to apply for the grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for asset management capacity building; and further

That the Township of Wilmot commits to conducting the following activities in its 2018 Work Program submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Asset Management Data Gap Analysis,
- Establish Strategic Asset Management Policy,
- Create Condition Assessment Protocols, and
- Develop Data Collection Templates for Field staff; and further

That the Township of Wilmot commit \$10,800 from the 2018 Capital Budget toward the costs of these works.

Background:

The Municipal Asset Management Program (MAMP) is a five-year, \$50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices.

The program offers grant funding, as well as training and capacity building activities to increase skills within municipalities to sustainably maintain their asset management programs now and in the future. Funding is focused on building strong asset management foundations by supporting activities that incorporate asset management into daily practices. Subject to funding availability, applications will be accepted on a continuous basis until June 2020. All projects must be completed and final reports submitted by March 31, 2021. The maximum MAMP contribution to a

project is \$50,000. The average contribution is expected at approximately \$35,000. The contribution shall not exceed 80-percent of eligible project costs.

Discussion:

In December 2013, Council approved the Township's first Asset Management Plan (AMP) for roads, bridges and underground infrastructure, as per guidelines from the Ministry. Over the past few years, staff developed a preliminary database of municipally owned infrastructure, and work has been undertaken to update, and assist in the creation of a comprehensive AMP.

One shortfall within the current data set deals with condition assessment/asset performance information. With the exception of bi-annual OSIM inspections of bridges and culverts, any other condition information is dated. In the absence of current, accurate condition assessments, the existing database relies on asset age to generate plans for replacement and/or rehabilitation. As such, the Township's AMP is not currently integrated within the 10-year Capital forecast. Staff from Finance and Public Works have been working with consultants from Public Sector Digest on developing an Asset Management Roadmap that will help move the existing plan from a stand-alone document to a part of daily operations in Wilmot. This roadmap will build capacity over the next few years to form the foundation for a strong AMP that can be used as a strategic document to guide capital investments.

The announcement of funding in March 2017, has made the investment in this critical work possible for our municipality, without significantly impacting the existing capital forecast, general levy or infrastructure reserve funds. The works proposed for the application include data gap analysis, strategic asset management policy establishment, condition assessment protocols and data collection templates. These works align well with program criteria and will help build a strong foundation for future AMP development.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of having a prosperous economy through maintaining our infrastructure and actively pursuing funding from senior government programs.

Financial Considerations:

In order to be successful under this specific application, the Township is required to dedicate our proportion of funds and staffing resources, prior to the formal adoption of our 2018 budget. The estimated eligible costs for these works are estimated at \$54,000, with \$43,200 or 80% anticipated from the FCM MAMP. The remaining funding will be allocated from internal resources or through other infrastructure funding programs (OCIF or Federal Gas Tax).

Conclusion:

Upon approval a copy of the Council resolution, which has been prepared based on program guidelines supplied by FCM, will be submitted along with application documents and financial cost estimates for review and approval by FCM.

Patrick Kelly CPA, CMA
Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. PRD 2017-12

TO: Council

PREPARED BY: Scott Nancekivell

DATE: November 6, 2017

SUBJECT: Facilities & Recreation Services Quarterly Activity Reports

Recommendation:

That the Facilities & Recreation Services Activity Reports for the third quarter of 2017 be received for information.

Background:

N/A

Discussion:

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Recreation/Community Services), have prepared activity reports for the third quarter of 2017. 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

Parks and Facilities Division

Quarterly Activity Report (July-September 2017)

- Canada Day events were moved to Norm S Hill this year to accommodate more activities along with larger crowds for Canada 150, and was a resounding success. The event was going very smoothly until we received 1" of rain in less than an hour. Staff worked with committee members to move into the arena for the opening ceremonies as the weather started to clear.
- Complete Tree Service was hired to remove more dead Ash trees backing onto residential properties in the Lashinger Blvd area. In the month of July, I met with 3 different home owners and identified approx. 10 large, hazardous Ash trees on municipal property that required felling ASAP. I worked with the home owners and Complete Tree Service to get this done in a timely manner.
- Ken Ertel Contracting was hired to reseal the 23 year old windows at the Admin Complex. This will eliminate water leaks during heavy wind storms.
- Union Gas, K-W Hydro and Wilmot Utilities Dept. disconnected the services at the Township's old pool building in New Hamburg, and a demolition permit was issued by the Building Dept.
- Ramseyer Excavating was hired to demolish the old pool building (PRD 2017-09) prior to Sept 1, 2017. They were successful in meeting the deadline.
- St. Agatha ball diamond received on-site push button light switching to permit ball teams to activate/deactivate the lights without having to access the storage room.
- Installed a 1.5m pathway in Beck Park, Baden (from Schneller Crt. to the parking lot). We excavated approx. 5" of topsoil and replaced with crushed asphalt.
- Wesley Paving was awarded the job to Remove/Replace the Tennis Courts at New Dundee Park (PRD 2017-07). This job went extremely well. The contractor was extremely knowledgeable and efficient. We are now waiting for a 30 day asphalt cure period before the courts are painted in October.
- Adias Impex O/A Carpet Plus was awarded RFP 2017-08 Carpet Replacement at the Baden Admin Complex. Works commenced on Friday 4:30pm – Monday at 8pm. The carpet installers worked through the Civic long weekend to get this project finished with as little disruption to office staffs' regular working days. I was the person in charge of arming/disarming the security alarms and meeting with the contractors throughout the weekend. Overall the project went well for the size and complexity of the project.
- Met with AAA Steam Cleaning to receive a quote on cleaning the carpets in the building that weren't replaced. Job is booked for the Nov 13th Stat Holiday.
- Mopar event went well this year with good weather for the most part. It rained Friday overnight but it didn't affect the show on the Sat or Sun. Some wet areas were addressed with wood shavings to help alleviate muddy areas.

- Arena staff worked on building ice and surface painting to get the Schout pad ready for Sept 5th. The weather was fairly cool during the ice building process which helped the job progress quickly.
- The splash pad was closed on Sept 10th, and facility staff prepared some features for re-painting (under warranty).
- Scott Park playground equipment structure was replaced by Open Space Solutions. They were responsible for the removal and replacement. The job went very well and the new playground looks very impressive.
- Facilities and arena staff repaired necessary items during the September pool shut down.
- The Fall Fair had the best weather in a long time. The event went very well as reported back to us.
- Ayr Turf and Trac delivered the Compact Utility Tractor (PRD 2017-04) that was budgeted under our 2017 capital projects.

Geoff Dubrick
Parks and Facilities Manager

FACILITIES & RECREATION SERVICES

Aquatics Division

Quarterly Activity Report (July - September 2017)

- We currently have 4 full time staff members and 45 active part-time staff members. We hired 8 part-time staff members for the fall session, Isaac Miller is returning as an Instructor/ Guard; and 7 new Assistant Instructors; Regan Kennedy, Caitlyn Armstrong, Dana Hallman, Marley O'Connell, Narien Chenthivelnathan, Michaela Baker and Grace Cameron.
- This year we experienced a large turnover in part-time staff. In September we had 6 staff members resign as they would be going away to school. We also had 3 staff members resign prior to the summer session beginning in July. Even with our new hires, staffing our programs for the fall was difficult as we were only able to hire one fully qualified Instructor/ lifeguard. We are fortunate once again that several staff members took on one or more shifts over and above what they originally submitted in their fall hour request forms. (We ask that they give us at least two shifts per week.) This has allowed us to proceed with scheduled programs but it does not leave us with staff to "spare" in the event of illness. We do have several younger staff members who will be eligible to take courses for additional qualifications over the next few months; this will help in future sessions with our evening programs.
- Our Summer 2017 session had a total of 507 Learn-to-Swim participants, 13 Leadership participants, 20 – 5 private block participants, 16 – 4 block private participants and 116 Drop-in lesson participants. Compared to the Summer 2016 session had a total of 397 Learn-to-Swim participants, 19 Leadership participants, 15 – 5 private block participants, 9 – 4 block private participants and 150 Drop-in lesson participants.
- Over, July and August, there were 6446 admissions for our recreational swim programs. These programs include length swims, open and family swims and Aquafit classes. In 2016 we had 6547 admissions for our recreational swim programs. These programs include length swims, open and family swims and Aquafit classes.
- We had 603 rental participants during the 2017 summer session compared to the 351 rental participants during the 2016 summer session.
- We began taking registration for our Fall 2017 programs on September 7th. This was our first program registration using the new registration software. Previous participants were informed of the need to sign up for a new account via email, the Recreation Guide, and information on the newsletter given out to Spring and Summer learn to swim participants. As with any new software, we had a few hiccups with the registration but they were sorted out quickly. The fall session

began on Tuesday, September 26th. We had 137 people on wait lists for various classes for the Fall session. Of those, several are already registered in another time slot but would prefer a specific time. There are also several people who are on several different class waitlists.

- It has been one year since we switched over to the Lifesaving Society Swim program. Minor issues we have seen during the transition come from the fact that the skills between the two programs do not match 100%. We were aware of this minor issue, so we allow for the differences when suggesting registration levels to parents. Both the participants and parents seem happy with the programs as they still have the same high quality lessons that they have come to expect in Wilmot.
- The Full-time Aquatic staff led two seasonal staff training sessions for the part-time aquatic staff members. This included refreshers on AODA, Workplace Violence and Harassment, IT Policy, and WHMIS requirements, as well as aquatic skills.
- Staff completed programming for the Fall 2017 and Winter 2018 schedule and it was incorporated into the new recreation program software.
- Staff completed transferring all pool bookings into the new recreation program software.
- The pool was closed for a “maintenance shut down” September 5 until 7:00 pm on September 15th. Items that were completed were;
 - A very thorough cleaning of the deck and change rooms.
 - Washed all the windows on the viewing galleries.
 - Clean and waxed the railings around the pool deck and galleries.
 - Impeller replacement and strainer repair on the Leisure Pool pump.
 - Dry-o-tron repair.
 - Repairs to damaged tiles on lobby and change room floors.

Submitted by:

Angela Bylsma Anderson
Aquatics Manager, Wilmot Aquatic Centre
October 2017

FACILITIES & RECREATION SERVICES

Recreation and Community Services Division

Quarterly Activity Report (July - September 2017)

- Coordinated municipal support required for the beautification of municipal property by the Horticultural Society.
- Continued to meet and work with Wilmot Family Resource Centre and Community Care Concepts regarding programming at the Wilmot Recreation Complex.
- Continued to work with the activity leaders of the Seniors Shuffleboard Program.
- Staff continued to work on the compilation of the 2017/18 Fall & Winter Community Recreation Guide. The Community Recreation Guide was distributed to every household in the Township at the end of August.
- Staff began planning the recreation and fitness programs for the 2018 Winter session.
- Continued to work on the implementation of the ActiveNet Software System for program registration, facility booking, POS, etc. The new software program was implemented in two stages: Program Registration, POS and the Memberships modules were launched on September 7th; Facility Bookings was launched on October 2nd. Staff transferred nearly 1000 existing permits from the Class software system to the new ActiveNet software program in just under two weeks.
- Staff ran eight weeks of summer day camp programming at WRC. It was another successful year.
- Staff continued to work with the Region and other municipal staff in the Region on the Healthy Kids Community Challenge. The Province has approved funding for a fourth year. The fourth year theme will focus on children having “less screen time.” More details are to follow.
- Hired and trained two new CSR's and a PT Scheduler to replace departing staff.
- Staff coordinated the Citizen of the Year nominations and the associated awards which were given to the recipients at the New Hamburg Fall Fair.
- Program registration for the aquatics, recreation and fitness programs for the Fall/Winter session began on September 7th for Township residents; Non-resident registration began on September 14th.
- Staff launched the Youth Action Council again in September. We have both new and returning students participating in the program. They are very enthusiastic and have a lot of great ideas for special events and new activities.

Submitted by:

Vicky Luttenberger
Manager of Recreation and Community Services



Township of Wilmot **REPORT**

REPORT NO. FD 2017- 08
TO: Council
PREPARED BY: R. Leeson – Fire Chief
DATE: November 6, 2017
SUBJECT: Automatic Aid Agreement – City of Waterloo

Recommendation:

That Wilmot Township enter into a 5 year Automatic Aid agreement with the City of Waterloo whom will provide first response fire suppression services as noted in report FD 2017-04;

That the Wilmot Fire Department report to Council with a formal review and evaluation of the automatic aid agreement between Wilmot Township and the City of Waterloo, on or before July 1st, 2021.

Background:

As identified in the 2017 Municipal Work Program, discussions with the City of Waterloo, Township of Wilmot, and Woolwich along with Mayors, CAO's and Fire Chief's began with the goal to investigate how the Waterloo Fire Rescue Services could compliment fire suppression response within specific rural areas that are close to municipal boundaries within the Townships. After careful consideration, City of Waterloo Fire Chief presented the attached (Appendix "A" - COM2017-017) final report and recommendations which was approved by City of Waterloo Council on June 26, 2017.

Discussion:

Waterloo Fire Rescue Services conducted an analysis of area's within the Township of Wilmot that Waterloo Fire Rescue Services could deliver fire suppression and alarms ringing coverage without compromising response capabilities within the City of Waterloo. Waterloo Fire Rescue Services coverage areas within the Township of Wilmot are identified in Appendix "B" included in this report. Based on the review, additional properties were added to Appendix "B" which provides more properties than originally considered by the City of Waterloo, as identified in Report FD 2017-03 presented to Council on April 10, 2017.

Wilmot Fire Chief and Waterloo Fire Chief have agreed to authorize both departments to meet and create a cooperative training program within the defined automatic aid agreement areas. These training initiatives are scheduled to be completed by mid-November 2017 in line with the proposed go live date of November 15, 2017.

Wilmot Fire Department will increase key messaging (smoke alarms, Carbon Monoxide Alarms, Home Escape Planning), in addition to existing programs, in rural areas within the Township of Wilmot using various Public Safety Council approved fire safety marketing materials as directed by the Fire Chief. Wilmot Fire Department will increase their presence, in addition to existing programs in rural areas, utilizing home visits targeting smoke alarms, CO alarms and Home Escape planning as the primary topics.

Wilmot Fire Chief and Fire Prevention Officer will continue to provide Fire Investigation services and enforcement responsibilities within the automatic aid agreement coverage areas identified in Appendix "B".

Strategic Plan Conformity:

"We enjoy our quality of life" by ensuring peoples safety and strengthening our customer service and "We are an engaged community" through communicating municipal matters.

Financial Considerations:

A payment of \$1,000 to the City of Waterloo will be required when a confirmed structure fire occurs at a location found at the identified properties found in Appendix "B".

Conclusion:

The City of Waterloo Council and the Waterloo Fire Rescue Services have demonstrated significant cross border cooperation with the Township of Wilmot. Waterloo Fire Rescue Services has conducted their review and have provided the Township with their approved address list.

Attached to this report is the Automatic Aid agreement between the City of Waterloo and Township of Wilmot as Appendix "C" for Councils approval. A similar agreement is being executed between the Woolwich Township and the City of Waterloo.

Rod Leeson
Fire Chief

Grant Whittington
Reviewed by CAO

APPENDIX “A”



STAFF REPORT Community Services

Title:	[Title]
Report Number:	COM2017-017
Author:	Richard Hepditch, Fire Chief
Meeting Type:	Council Meeting
Council/Committee Date:	June 26, 2017
File:	N/A
Attachments:	None
Ward No.:	All

Recommendations:

1. That Council approve report COM2017-017.

2. That Council direct City of Waterloo Fire Rescue Services to complete formal planning to prepare for and operationalize independent automatic aid agreements with Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo with a commencement date for coverage effective November 1st, 2017 and expiry date of October 31st, 2021; and that the Mayor and Clerk be authorized to sign the necessary agreements, subject to the approval of the City Solicitor.

3. That Council direct City of Waterloo Fire Rescue Services to revise the Fire Department Establishing and Regulating By-law (2010-92) to reflect the provision of automatic aid agreements between Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo effective November 1st, 2017; and that the Mayor and Clerk be authorized to sign the revised document, subject to the approval of the City solicitor.

4. That Council direct City of Waterloo Fire Rescue Services to return to Council to review the experience and compatibility of the independent automatic aid agreements between Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo on, or before July 1st, 2021.

A. Executive Summary

At the Council meeting on Monday April 10, 2017, City of Waterloo Fire Rescue Services (Fire Rescue Services) presented the COM2107-010 Fire Rescue Services Automatic Aid Agreements: Wilmot Township and Woolwich Township. This report highlighted recommendations on behalf of Fire Rescue Services to return to Council to finalize independent automatic aid agreements on, or before June 26, 2017.

Additional time is required to finalize automatic aid agreements following ongoing consultation with Wilmot Township since Fire Rescue Services initial report was presented to Council. As part of the ongoing process, Wilmot Township has since requested response to alarm ringing events to all addresses in addition to confirmed fire responses; Wilmot requested that Fire Rescue Services consider further properties to be considered for automatic aid response. The aforementioned requests have required Fire Rescue Services to revisit the overall planning effort to collectively enhance public safety through automatic aid response in the Townships of Wilmot and Woolwich.

Going forward, advancements have been made with Wilmot and Woolwich Townships to finalize automatic aid agreements as identified in this report. Fire Rescue Services is requesting that Council authorize the Mayor and Clerk be authorized to sign necessary agreements (subject to the approval of the City Solicitor) to commence automatic aid agreements between Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo to be in effect from November 1st, 2017 to October 31st, 2021.

B. Financial Implications

Subject to Councils approval to finalize automatic aid agreements, Wilmot Township and Woolwich Township will be invoiced the amount of \$1,000 for services as a result of an automatic aid response to an alarm ringing and/or confirmed structure fire response to recommended addresses identified in this report. With the addresses noted in this update report, it is estimated that the City of Waterloo will recover \$3,000 per year.

C. Technology Implications

Automatic aid response requires the reconfiguration of computer aided dispatch (CAD) between the fire response boundaries of Wilmot Township, Woolwich Township and the City of Waterloo. CAD technology for the Townships of interest and the City of Waterloo is currently operated and provided under contract by the City of Kitchener communications division. It is still estimated that the City of Kitchener's CAD system update will take a minimum of three months to be completed by their communications division for the purpose of dispatching automatic aid responses to an alarm ringing and/or confirmed structure fire responses.

D. Legal Considerations

Legal Services has been consulted and will continue to work directly with Fire Rescue Services to advance planning and the proposed implementation of automatic aid agreements with Wilmot Township and Woolwich Township.

E. Link to Strategic Plan

(Strategic Priorities: Multi-modal Transportation, Infrastructure Renewal, Strong Community, Environmental Leadership, Corporate Excellence, Economic Development)

This report is linked to the strategic priority of a Strong Community.

F. Previous Reports on this Topic

COM2017-010 Fire Rescue Services Automatic Aid Agreements: Wilmot Township and Woolwich Township.

G. Approvals

Name	Signature	Date
Author: Richard Hepditch		June 14, 2017
Director: Richard Hepditch		June 14, 2017
Commissioner: Mark Dykstra		
Finance: Keshwer Patel		June 21, 2017

CAO



[Title]

COM2017-017

Section 1 – Update summary: Automatic aid planning between Wilmot Township, Woolwich Township and the City of Waterloo since April 10, 2017

Since COM2017-010 Fire Rescue Services Automatic Aid Agreements: Wilmot Township and Woolwich Township was presented to City of Waterloo Council on April 10, 2017, Fire Rescue Services has continued to work with both Townships to advance the completion of automatic aid agreements. Wilmot Fire Department also presented a report to their Council, FD 2017-03 Automatic Aid Agreement – City of Waterloo, on April 10, 2017; in keeping with the intent and planning effort between all parties, this report identified that Fire Rescue Services would provide first response to structure fires within close proximity to the municipal boundary.

Wilmot Fire Departments report also identified Fire Rescue Services would respond to confirmed structural fires and/or alarm ringing responses to 21 identified properties. In the initial planning effort, response to confirmed structural fires was requested and did not include response to alarm ringing responses to all addresses. Residents of Wilmot and Waterloo responded to the Wilmot Fire Departments report and communicated with Wilmot Fire Department and Fire Rescue Services. The Township of Wilmot continued to consult with Fire Rescue Services on the criteria for automatic aid response and requested that Fire Rescue Services consider further properties to be considered for automatic aid response.

Fire Rescue Services welcomed the opportunity to review the information identified in Wilmot Fire Departments report to their Council including follow up communication between both fire departments. The aforementioned and new requests have required Fire Rescue Services administrative and senior officer's personnel to revisit the collective automatic aid planning effort for the Townships of Wilmot and Woolwich in view of advancing automatic aid so to enhance public safety.

Going forward, advancements have been made with Wilmot and Woolwich Townships where an additional four months is required to advance automatic aid agreements. Once requirements are completed, this report requests that Council authorize the Mayor and Clerk to sign the necessary agreements to commence automatic aid agreements between Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo to be in effect from November 1st, 2017 to October 31st, 2021.

Section 2 – The continuation of Mutual Aid in the Region of Waterloo

At present, each of the seven municipalities/townships in the Region of Waterloo share a current mutual aid plan approved (2016) by the Office of the Fire Marshal and Emergency Management. The local plan is highlighted by the sharing of personnel, equipment and specialized programs. It is important to note that the current Region of Waterloo Mutual Aid Plan can and will continue to be utilized when required for emergency responses within and beyond recommended automatic aid agreements and borders.

Section 3 – Progress made to advance automatic aid agreements

Progress has been made and will continue to move forward toward finalizing automatic aid agreements in consultation with Wilmot Fire Department and Woolwich Fire Department including:

- Wilmot Township provided automatic aid criteria and address information for automatic aid through to recommended response criteria and addresses identified in this report.
- Woolwich Township provided automatic aid criteria and address information for automatic aid through to recommended response criteria and addresses identified in this report.
- Fire Rescue Services property and environmental familiarization, tactical preplanning and run card development.
- Fire Rescue Services internal automatic aid operational awareness and training.
- Stakeholder and senior officer planning and communication to advance a comprehensive inter-operability review and development of communication procedures and plans, functions of command, fire apparatus tools and equipment required through to policy development and joint training for automatic aid responses.

Section 4 – Planning and risk assessment

The planning and risk assessment effort to advance automatic aid between Fire Rescue Services administrative and senior officer personnel, Wilmot Township and Woolwich Township continues to focus on properties on, or near existing borders of each community. In order to establish an overall geographic response zone, considerate of each Township and Fire Rescues Services capacity to respond, the following factors, for example, have been utilized to establish recommended automatic aid addresses for response to confirmed fires and alarm ringing responses as identified in this report:

- Initial and subsequent requests for the type of automatic aid response and the total number of addresses requested by Wilmot Township and Woolwich Township have been reviewed and re-reviewed.
- The estimated number of automatic aid responses required by Fire Rescue Services to recommended addresses.
- The type of occupancy ie. Vulnerable occupancies, residential and commercial.
- Projected response times to recommended addresses for the first in unit and secondary units on behalf of Fire Rescue Services.
- Projected response times to recommended addresses for the first in unit and secondary units in relation to Wilmot Township, Woolwich Township and Fire Rescue Services potential for fire ground force effectiveness/capacity in contrast to existing policy, personnel, staffing, station locations and proximity to shared borders, equipment, and resources.

Section 5 –Recommended automatic aid address information between Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo

All recommended automatic aid addresses will be validated by computer aided dispatch programming prior to finalizing automatic aid agreements. It is important to note that, unless otherwise indicated, all automatic aid responses will be activated by the confirmation of a structure fire event.

A. Wilmot Township: Recommended automatic aid addresses for response to a confirmed structure fire

Road/Line	Address Number	Addresses per Road/Line
Berlett's Road	1013, 1018, 1019, 1046, 1046 (not duplicate), 1078, 1081,1100, 1130, 1135, 1145, 1146, 1172,12-1182,14-1182, 16-1182, 18-1182, 20-1182, 1201, 1204, 1204 (not duplicate), 1228, 15-1228, 17-1228, 19-1228, 21-1228, 23-1228, 1240	28
Carmel Koch Road	1127(*), 1083, 1236, 1239, 1163, 1257, 1258, 1266	8
Cedar Grove Road	1105, 1081, 1-1115, 2-115, 3-115, 4-115, 5-115, 6-115, 7-1115, 8-1115, 10-1115	11
Erb's Road	1001, 1074, 1077,1102	4
Wilby Road	1028, 1058, 1085, 1096, 1174 (Alpine Country Seasonal Trailer Park)	5
Wilmot Line	303, 489, 505, 567, 585, 763	6
Total addresses		62

Note: (*) denotes response to alarm ringing and confirmed structure fire

B. Woolwich Township: Recommended automatic aid addresses for response to a confirmed structure fire

Road	Address Number	Addresses per Road
Benjamin Road	10, 14, 20, 25, 30, 31, 39, 40, 45, 50, 100	11
Bridge Street West	827, 843, 889, 985, 999, 1021, 1027, 1057	8
Country Squire Road	380, 384, 388, 392, 400, 404, 408, 412, 416, 418, 424, 428, 432, 440, 526, 618, 720, 728, 732, 770, 786, 790	22
Erbsville Road	862, 909, 930, 939, 970, 995 (*)	6
Farmers Market Road	15, 330, 335	3
Road	Address Number	Addresses per Road
Glasgow Street South	221, 230, 283, 329	4
King Street North	713, 718, 725, 726, 730, 790, 800, 805, 820, 826, 830, 840, 885	13
Lobsinger Line	1040, 1060	2
Martin Grove Road	1060, 1085, 1154, 1175, 1183, 1198, 1343, 1347, 1369	9
Martin Grove Village Family Community: 1034 Martin Grove Road	a. Martin Grove Road: 1030, 1034 b. Clarene Avenue: 104, 107, 108, 111, 114, 115, 118 c. Colussi Lane: 5, 10 d. Ethel Road: 105, 106, 109, 110, 113, 115, 118 e. Franciscus Street: 100, 101, 103, 104, 105, 107, 108, 109, 111, 112, 113, 115, 116, 117, 119, 117, 119, 120, 124, 127, 128, 129, 131, 132, 133, 135, 136, 137, 139, 140, 141, 143, 144, 145 f. Jessie Lee Lane: 101, 103, 105, 107, 109, 111, 113, 115, 117 g. Scott Street: 100, 101, 102, 103, 104, 106, 108, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 136, 138 h. Susan Street: 100, 101, 102, 103, 104, 105, 106, 108, 110, 112 i. Wesley Crescent: 128, 132, 133, 135, 137, 138, 139, 141, 143, 150, 158, 165, 167, 169, 170, 171, 173, 175, 176, 177, 179, 180, 181, 185, 187, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199	141
Northfield Drive East	531, 535, 550	3
University Avenue East	3061, 3065, 3075	3
Weber Street East	787, 844, 845, 849, 856, 878, 881, 895	8
Total addresses		233

Note: (*) denotes response to alarm ringing and confirmed structure fire

C. Total combined addresses: Wilmot Township and Woolwich Township

Wilmot	62 (61 residential, 1 seasonal trailer/camping site)
Woolwich	233 (92 residential, 141 all season trailers)
Total combined addresses	295

Note: Woolwich Townships total addresses include 141 all season trailers at one address (1034 Martin Grove Road).

Section 6 – Continued formal preparatory requirements to establish automatic aid agreements

- The formal establishment of an operations and training fire services automatic aid committee with representation from Wilmot Township, Woolwich Township and Fire Rescue Services.
- The revision of the Fire Department Establishing and Regulating By-law (2010-92).
- The completion of computer aided dispatch mapping, response sequencing and communication procedures.
- The finalization of automatic aid agreements through to Council approval between Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo.

Upon Council's approval, over the course of next four months, Fire Rescue Services will continue to work with Wilmot Township and Woolwich Townships to complete the formal preparatory requirements identified in this report to commence automatic aid on November 1st, 2017.

Section 7 – Financial Implications

Subject to Councils approval to finalize automatic aid agreements, Wilmot Township and Woolwich Township will be invoiced the amount of \$1,000 for services as a result of an automatic aid response to an alarm ringing and/or confirmed structure fire response to recommended addresses identified in this report. With the addresses noted in this update report, it is estimated that the City of Waterloo will recover \$3,000 per year.

Section 8 – Recommendations

This report is recommending that Council direct City of Waterloo Fire Rescue Services to complete formal planning to prepare for and operationalize independent automatic aid agreements with Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo with a commencement date for coverage effective November 1st, 2017 and expiry date of October 31st, 2021; and that the Mayor and Clerk be authorized to sign the necessary agreements, subject to the approval of the City Solicitor.

This report is also recommending that Council direct City of Waterloo Fire Rescue Services to revise the Fire Department Establishing and Regulating By-law (2010-92) to reflect the provision of automatic aid agreements between Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo effective November 1st, 2017; and, similar to the advancement of automatic aid agreements, that the Mayor and Clerk be authorized to sign the revised Fire Department Establishing and Regulating By-law when completed, subject to the approval of the City Solicitor.

In keeping with principles of informed and best practices this report further recommends that Council direct City of Waterloo Fire Rescue Services to return to Council to review the experience and compatibility of the independent automatic aid agreements between Wilmot Township and the City of Waterloo and Woolwich Township and the City of Waterloo on, or before July 1st, 2021.

APPENDIX “B”

Road/Line	Address Number	Addresses per Road/Line
Berlett’s Road	1013, 1018, 1019, 1046, 1046 (not duplicate), 1078, 1081, 1100, 1130, 1135, 1145, 1146, 1172, 12-1182, 14-1182, 16-1182, 18-1182, 20-1182, 1201, 1204, 1204 (not duplicate), 1228, 15-1228, 17-1228, 19-1228, 21-1228, 23-1228, 1240	28
Carmel Koch Road	1127(*), 1083, 1236, 1239, 1163, 1257, 1258, 1266	8
Cedar Grove Road	1105, 1081, 1-1115, 2-115, 3-115, 4-115, 5-115, 6-115, 7-1115, 8-1115, 10-1115	11
Erb’s Road	1001, 1074, 1077, 1102	4
Wilby Road	1028, 1058, 1085, 1096, 1174 (Alpine Country Seasonal Trailer Park)	5
Wilmot Line	303, 489, 505, 567, 585, 763	6
Total addresses		62

APPENDIX “C”

The Township of Wilmot

By-Law Number 2017- 49

**A By-Law to authorize the execution of the Automatic Aid Agreement
between the Township of Wilmot and the City of Waterloo**

WHEREAS the Council of the Corporation of the Township of Wilmot adopts the recommendation authorizing the execution of the Automatic Aid Agreement between the Township of Wilmot and the City of Waterloo.

Therefore the Council of the Corporation of the Township of Wilmot enacts as follows:

- 1. The Mayor and Clerk are hereby authorized to execute this Automatic Aid Agreement between the Township of Wilmot and the City of Waterloo.

Passed this 6 day of November, 2017.

Mayor _____

Clerk _____

THIS AGREEMENT made this _____ day of _____,

2017. BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WILMOT

AND

THE CORPORATION OF THE CITY OF WATERLOO

WHEREAS Section 2.(6) of the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997, authorizes a municipality to enter into Automatic Aid Agreements with other municipalities to provide and/or receive Fire Protection Services;

AND WHEREAS the Township of Wilmot operates Fire Protection Services and manages assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act, through a Fire Department situated within the Township of Wilmot;

AND WHEREAS the City of Waterloo is prepared to make available Fire Protection Services to the Township of Wilmot and the Township of Wilmot is agreeable and requests the City of Waterloo to provide Fire Protection Services to a defined area of the Township of Wilmot;

NOW THEREFORE, in consideration of the mutual covenants, conditions, considerations and payments herein contained, the Township of Wilmot and the City of Waterloo mutually agree as follows:

1. In this Agreement, unless the context otherwise requires,
 - a) "Designate" means a person who, in the absence of the Fire Chief, has the same powers and authority as the Fire Chief.
 - b) "Fire Area" means the area of the Township of Wilmot defined in Schedule 'A' attached to and forming part of the Agreement.
 - c) "Fire Chief" means the Chief of the Fire Department.
 - d) "Fire Department" means the City of Waterloo Fire Rescue
 - e) "Fire Protection Services" means and includes the activities defined in the Fire Protection and Prevention Act; more particularly described as: "includes fire suppression, training of persons involved in the provision of Fire Protection Services and the delivery of those services."
2. "Automatic Aid" shall be defined as the two closest fire stations being dispatched simultaneously or as close to simultaneously as possible from Kitchener Dispatch. As determined by the Fire Chief, either Baden, New Dundee or New Hamburg fire stations of the Wilmot Fire Department and the City of Waterloo stations will be dispatched to all confirmed structure fires requiring Fire Protection Services to areas as described in Schedule 'A'. The first arriving fire unit will initiate Incident Command and when Wilmot Fire arrives on scene they may assume command at an appropriate time.

The City of Waterloo Fire Department stations will supplement Fire Protection Services to all the properties and residents situated within the geographical areas as shown in Schedule "A" as part of an Automatic Aid Agreement.

3.
 - a) The fire apparatus and personnel of the Fire Department will respond to occurrences in the Fire Area in a manner as if the response were in the City of Waterloo fire stations regular response area.
 - b) Should the Fire Chief or designate require assistance or believe assistance may be required by way of additional personnel apparatus or equipment to an occurrence in the fire area, such assistance may be summoned in the absence of Wilmot's Fire Department personnel. The Fire Chief or designate will follow Region of Waterloo's Mutual Fire Aid Plan and Program.
4.
 - a) The Fire Chief or designate may refuse to supply responses if response personnel, apparatus and/or equipment are required in the City of Waterloo or elsewhere or just not available, under the provision of the Region of Waterloo's Mutual Fire Aid Plan and Program.
 - b) The Fire Chief or designate may order the return of such personnel, apparatus and/or equipment that is responding to or is at the scene of an incident in the Fire Area. In such cases, the Fire Chief or designate may summon assistance in accordance with Section 4.

- 5. All residences as outlined in Schedule "A" of this Agreement will receive notices indicating the changes regarding Fire Department response protocols.
- 6. Kitchener Dispatch will notify Wilmot Fire Department what Waterloo vehicles are responding to the incident.
- 7. The Township of Wilmot agrees to reimburse the City of Waterloo a flat rate of \$1,000 per incident. If the City of Waterloo equipment and or staff are required for a lengthy period of time, the Fire Chief may request, that the Region of Waterloo Mutual Aid Agreement apply. Invoicing and payment shall be as Schedule "B" for Automatic Aid services to the Fire Area.
- 8. All residences as outlined in Schedule "A" in the Agreement area will receive notice indicating the changes regarding Fire Department response protocols and will be instructed to contact Kitchener Dispatch via 911 for fire related emergencies. For non-emergency Fire Department services, Wilmot Fire Department shall be contacted directly.
- 9. The Agreement shall remain in force until either party provides written notice of termination at least (90) ninety days prior to the desired date of termination.
- 10. This Agreement may be amended at any time by the mutual consent of the parties. The party desiring the amendment(s) shall give the other party a minimum of (90) ninety days written notice of the proposed amendment(s). The parties further agree to meet, at minimum, (90) ninety days prior to the completion of the (5th) fifth year of this agreement for the purpose reviewing the experience and compatibility of this report.
- 11. a) Should there be any dispute between the parties of this Agreement or with respect to any matter contained in the Agreement including but not limited to the interpretation of the Agreement, the dispute shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O 1990 c.M.48 and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement.

b) If for any reason, said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, the parties shall agree to the selection of a single arbitrator. In the absence of such Agreement, an arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, S.O. 1991 c. 17, or pursuant to any successor legislation.
- 12. Not with standing anything herein contained, no liability shall attach or accrue to the City of Waterloo for failing to supply the Township of Wilmot on any occasion or occasions any of the Fire Protection Services provided for in the Agreement.
- 13. No liability shall attach or accrue to the Township of Wilmot by reason of any injury or damage sustained by personnel, apparatus and/or equipment of the Fire Department while engaged in the provision of Fire Protection Services in the Fire Area.
- 14. In the event that any covenant, provision or term of the Agreement should at any time be held by any competent tribunal void or unenforceable, the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of the Agreement which shall remain in full force and effect.
- 15. This Agreement along with the sharing of preplan information shall be administered through a joint operating guideline developed and agreed upon by both the City of Waterloo and the Township of Wilmot.

IN WITNESS WHEREOF the said Corporations have hereunto affixed their corporate seals duly attested by the hands of their proper officers.

The Corporation of the Township of Wilmot

Mayor

Clerk

The Corporation of the City of Waterloo

Mayor

Clerk

ATTACHMENTS:

- Schedule 'A' - Automatic Aid Agreement Properties List
- Schedule 'B' - Invoicing and Reimbursement

Schedule "A"

Automatic Aid Agreement Properties

1078 Berlett's Rd
18-1182 Berlett's Rd
20-1182 Berlett's Rd
1081 Berlett's Rd
1018 Berlett's Rd
1145 Berlett's Rd
1146 Berlett's Rd
12-1182 Berlett's Rd
16-1182 Berlett's Rd
1240 Berlett's Rd
1019 Berlett's Rd
1172 Berlett's Rd
22-1204 Berlett's Rd
25-1204 Berlett's Rd
1105 Cedar Grove Rd
8-1115 Cedar Grove Rd
4-1115 Cedar Grove Rd
1239 Carmel-Koch Rd
1257 Carmel-Koch Rd
1127 Carmel-Koch Rd
10-1115 Cedar Grove Rd
1266 Carmel-Koch Rd
1258 Carmel-Koch Rd
14-1182 Berlett's Rd
1046 Berlett's Rd, Unit A
1046 Berlett's Rd, Unit B
1083 Carmel-Koch Rd
2-1115 Cedar Grove Rd
15-1228 Berlett's Rd
1201 Berlett's Rd
1163 Carmel-Koch Rd
1236 Carmel-Koch Rd
7-1115 Cedar Grove Rd
3-1115 Cedar Grove Rd
21-1228 Berlett's Rd
1013 Berlett's Rd
6-1115 Cedar Grove Rd
23-1228 Berlett's Rd
1081 Cedar Grove Rd
5-1115 Cedar Grove Rd
13-1228 Berlett's Rd
17-1228 Berlett's Rd
19-1228 Berlett's Rd
1169 Berlett's Rd
1130 Berlett's Rd
1100 Berlett's Rd
1-1115 Cedar Grove Rd
1135 Berlett's Rd
1085 Wilby Rd
1174 Wilby Rd
1096 Wilby Rd
1028 Wilby Rd
1168 Wilby Rd
1058 Wilby Rd
1102 Erb's Rd
1077 Erb's Rd

1001 Erb's Rd
1074 Erb's Rd
1083 Erb's Rd
763 Wilmot Line
303 Wilmot Line
489 Wilmot Line
505 Wilmot Line
567 Wilmot Line
585 Wilmot Line

Schedule "B"

The Township of Wilmot will compensate by remuneration to the City of Waterloo for this Automatic Aid Agreement on or before December 31st of each year this Agreement is in effect.

The City of Waterloo shall submit an invoice for services rendered as per this Fire Protection Automatic Aid Agreement on or before December 15th for the calendar year starting December 1st, 00:01 AM until December 1st, 00:01 AM of the following year. The invoice shall be sent to:

The Township of Wilmot
60 Snyders Road West
Baden, ON N3A 1A1

ATTENTION: Accounts Payable

The invoice will include the following information:

- a) Date submitted to the Township of Wilmot
- b) As per the Fire Protection Automatic Aid Agreement between the Township of Wilmot and the City of Waterloo, The Township of Wilmot shall compensate The City of Waterloo a total amount of \$_____. *(The total amount is calculated using the following rate of \$1000.00 per incident with unlimited fire department emergency vehicles.)*
- c) Date, time and location of each response in the Agreement area as outlined in Schedule "A"
- d) Types of services provided and the number of Waterloo Emergency Fire Vehicles that were on scene at each incident.
- e) The invoice shall be signed by the Clerk and Fire Chief of the City of Waterloo.



Key No.	Address
0	303 Wilmot Line
1	1028 Wilby Rd
2	1127 Carmel Koch Rd
3	1083 Carmel Koch Rd
4	489 Wilmot Line
5	505 Wilmot Line
6	567 Wilmot Line
7	1013 & 1019 Berlett's Rd
8	585 Wilmot Line
9	1018 Berletts Rd
10	1115 Cedar Grove Rd Unit 7
11	1115 Cedar Grove Rd Unit 5
12	1115 Cedar Grove Rd Unit 3
13	1115 Cedar Grove Rd Unit 6
14	1115 Cedar Grove Rd 2
15	1115 Cedar Grove Rd 4
16	1115 Cedar Grove Rd 8
17	1115 Cedar Grove Rd 10
18	1115 Cedar Grove Rd Unit 1
19	1105 Cedar Grove Rd
20	1081 Cedar Grove Rd
21	763 Wilmot Line
22	1046 Berlett's Rd Unit A
23	1046 Berlett's Rd Unit B
24	1201 & 1169 Berlett's Rd
25	1145 Berlett's Rd
26	1081 Berletts Rd
27	1078 Berlett's Rd
28	1130 Berlett's Rd
29	1135 Berletts Rd
30	1146 Berlett's Rd
31	1172 Berlett's Rd
32	1100 Berlett's Rd
33	1182 Berlett's Rd 18
34	1182 Berlett's Rd 16
35	1182 Berlett's Rd Unit 20
36	1182-14 Berlett's Rd
37	1182 Berlett's Rd Unit 12
38	1204 Berlett's Rd Unit 22
39	1204 Berlett's Rd Unit 25
40	1228 Berlett's Rd 13
41	1228 Berlett's Rd 15
42	1228 Berlett's Rd 17
43	1228 Berlett's Rd 19
44	1228 Berlett's Rd 21
45	1228 Berlett's Rd 23
46	1240 Berlett's Rd
47	1257 Carmel Koch Rd
48	1239 Carmel Koch Rd
49	1163 Carmel Koch Rd
50	1236 Carmel Koch Rd
51	1258 Carmel Koch Rd
52	1266 Carmel Koch Rd
53	1085 Wilby Rd
54	1058 Wilby Rd
55	1096 Wilby Rd
56	1174 Wilby Rd
57	1168 Wilby Rd
58	1083 Erb's Rd
59	1077 Erb's Rd
60	1001 Erb's Rd
61	1074 Erb's Rd
62	1102 Erb's Rd

Automatic Aid Agreement with City of Waterloo



WILMOT
FIRE DEPARTMENT

0 0.125 0.25 0.5 0.75 1 Kilometers

October 2017
Prepared by: Township of Wilmot Development Services

TOWNSHIP OF WILMOT

BY-LAW NO. 2017-48

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

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

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

1. That the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, are hereby removed from Zone 5 (Commercial) and placed within Zone 2a (Residential).
2. 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.

READ a first and second time on the 6th day of **November, 2017**.

READ a third time and finally passed in Open Council on the 6th day of **November, 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 Lot 7, Plan 628 in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2017-48**.

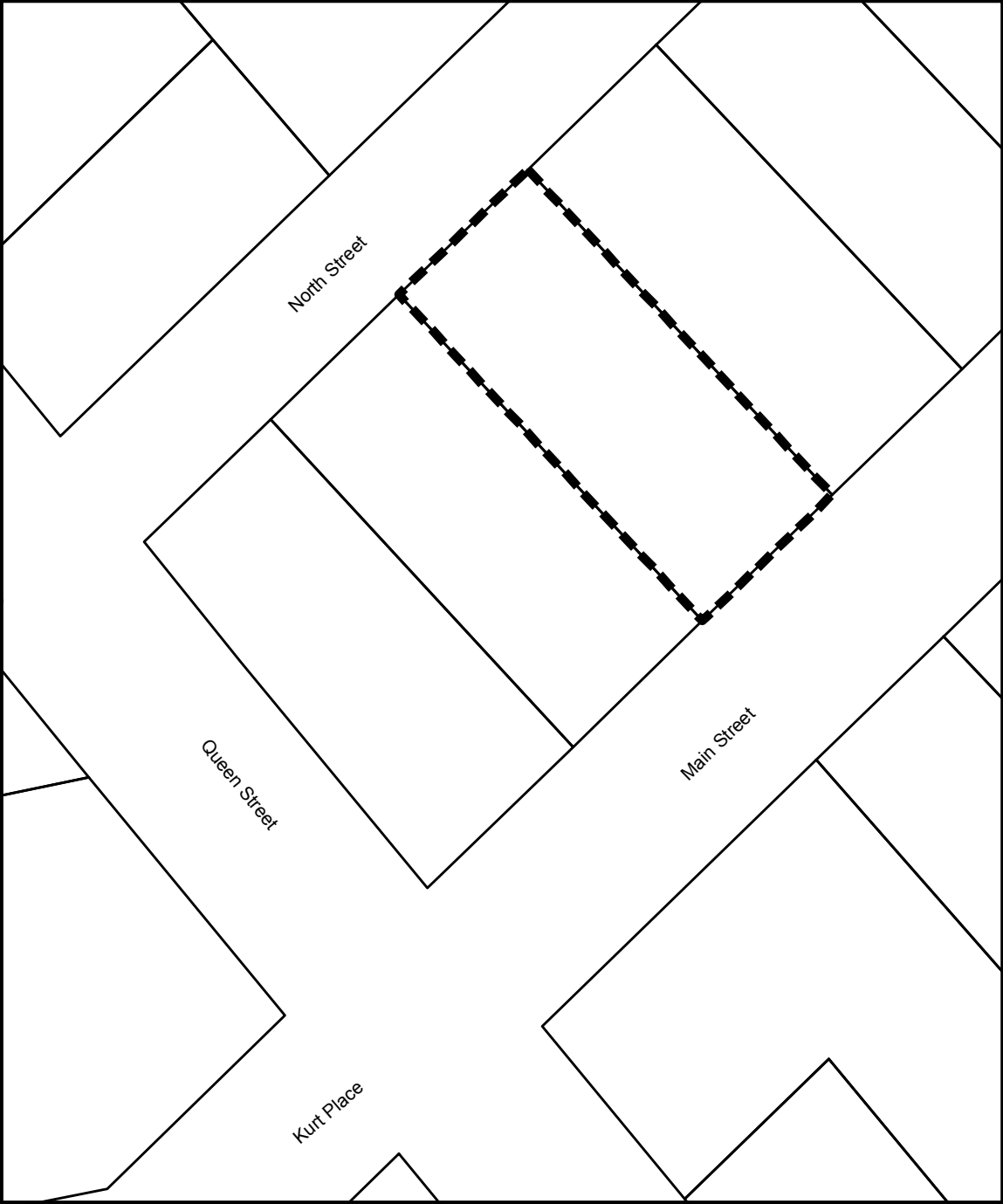
PASSED this **6th** day of **November, 2017**.

MAYOR

CLERK

SCHEDULE "B"
LOT 7, PLAN 628
TOWNSHIP OF WILMOT

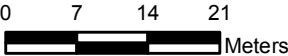
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2017-48
PASSED THIS 6TH DAY OF NOVEMBER, 2017.

MAYOR

CLERK



The Township of Wilmot

By-Law Number 2017- 49

**A By-Law to authorize the execution of the Automatic Aid Agreement
between the Township of Wilmot and the City of Waterloo**

WHEREAS the Council of the Corporation of the Township of Wilmot adopts the recommendation authorizing the execution of the Automatic Aid Agreement between the Township of Wilmot and the City of Waterloo.

Therefore the Council of the Corporation of the Township of Wilmot enacts as follows:

- 1. The Mayor and Clerk are hereby authorized to execute this Automatic Aid Agreement between the Township of Wilmot and the City of Waterloo.

Passed this 6 day of November, 2017.

Mayor _____

Clerk _____

THIS AGREEMENT made this _____ day of _____,

2017. BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WILMOT

AND

THE CORPORATION OF THE CITY OF WATERLOO

WHEREAS Section 2.(6) of the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997, authorizes a municipality to enter into Automatic Aid Agreements with other municipalities to provide and/or receive Fire Protection Services;

AND WHEREAS the Township of Wilmot operates Fire Protection Services and manages assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act, through a Fire Department situated within the Township of Wilmot;

AND WHEREAS the City of Waterloo is prepared to make available Fire Protection Services to the Township of Wilmot and the Township of Wilmot is agreeable and requests the City of Waterloo to provide Fire Protection Services to a defined area of the Township of Wilmot;

NOW THEREFORE, in consideration of the mutual covenants, conditions, considerations and payments herein contained, the Township of Wilmot and the City of Waterloo mutually agree as follows:

1. In this Agreement, unless the context otherwise requires,
 - a) "Designate" means a person who, in the absence of the Fire Chief, has the same powers and authority as the Fire Chief.
 - b) "Fire Area" means the area of the Township of Wilmot defined in Schedule 'A' attached to and forming part of the Agreement.
 - c) "Fire Chief" means the Chief of the Fire Department.
 - d) "Fire Department" means the City of Waterloo Fire Rescue
 - e) "Fire Protection Services" means and includes the activities defined in the Fire Protection and Prevention Act; more particularly described as: "includes fire suppression, training of persons involved in the provision of Fire Protection Services and the delivery of those services."
2. "Automatic Aid" shall be defined as the two closest fire stations being dispatched simultaneously or as close to simultaneously as possible from Kitchener Dispatch. As determined by the Fire Chief, either Baden, New Dundee or New Hamburg fire stations of the Wilmot Fire Department and the City of Waterloo stations will be dispatched to all confirmed structure fires requiring Fire Protection Services to areas as described in Schedule 'A'. The first arriving fire unit will initiate Incident Command and when Wilmot Fire arrives on scene they may assume command at an appropriate time.

The City of Waterloo Fire Department stations will supplement Fire Protection Services to all the properties and residents situated within the geographical areas as shown in Schedule "A" as part of an Automatic Aid Agreement.

3.
 - a) The fire apparatus and personnel of the Fire Department will respond to occurrences in the Fire Area in a manner as if the response were in the City of Waterloo fire stations regular response area.
 - b) Should the Fire Chief or designate require assistance or believe assistance may be required by way of additional personnel apparatus or equipment to an occurrence in the fire area, such assistance may be summoned in the absence of Wilmot's Fire Department personnel. The Fire Chief or designate will follow Region of Waterloo's Mutual Fire Aid Plan and Program.
4.
 - a) The Fire Chief or designate may refuse to supply responses if response personnel, apparatus and/or equipment are required in the City of Waterloo or elsewhere or just not available, under the provision of the Region of Waterloo's Mutual Fire Aid Plan and Program.
 - b) The Fire Chief or designate may order the return of such personnel, apparatus and/or equipment that is responding to or is at the scene of an incident in the Fire Area. In such cases, the Fire Chief or designate may summon assistance in accordance with Section 4.

- 5. All residences as outlined in Schedule "A" of this Agreement will receive notices indicating the changes regarding Fire Department response protocols.
- 6. Kitchener Dispatch will notify Wilmot Fire Department what Waterloo vehicles are responding to the incident.
- 7. The Township of Wilmot agrees to reimburse the City of Waterloo a flat rate of \$1,000 per incident. If the City of Waterloo equipment and or staff are required for a lengthy period of time, the Fire Chief may request, that the Region of Waterloo Mutual Aid Agreement apply. Invoicing and payment shall be as Schedule "B" for Automatic Aid services to the Fire Area.
- 8. All residences as outlined in Schedule "A" in the Agreement area will receive notice indicating the changes regarding Fire Department response protocols and will be instructed to contact Kitchener Dispatch via 911 for fire related emergencies. For non-emergency Fire Department services, Wilmot Fire Department shall be contacted directly.
- 9. The Agreement shall remain in force until either party provides written notice of termination at least (90) ninety days prior to the desired date of termination.
- 10. This Agreement may be amended at any time by the mutual consent of the parties. The party desiring the amendment(s) shall give the other party a minimum of (90) ninety days written notice of the proposed amendment(s). The parties further agree to meet, at minimum, (90) ninety days prior to the completion of the (5th) fifth year of this agreement for the purpose reviewing the experience and compatibility of this report.
- 11. a) Should there be any dispute between the parties of this Agreement or with respect to any matter contained in the Agreement including but not limited to the interpretation of the Agreement, the dispute shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O 1990 c.M.48 and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement.

b) If for any reason, said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, the parties shall agree to the selection of a single arbitrator. In the absence of such Agreement, an arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, S.O. 1991 c. 17, or pursuant to any successor legislation.
- 12. Not with standing anything herein contained, no liability shall attach or accrue to the City of Waterloo for failing to supply the Township of Wilmot on any occasion or occasions any of the Fire Protection Services provided for in the Agreement.
- 13. No liability shall attach or accrue to the Township of Wilmot by reason of any injury or damage sustained by personnel, apparatus and/or equipment of the Fire Department while engaged in the provision of Fire Protection Services in the Fire Area.
- 14. In the event that any covenant, provision or term of the Agreement should at any time be held by any competent tribunal void or unenforceable, the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of the Agreement which shall remain in full force and effect.
- 15. This Agreement along with the sharing of preplan information shall be administered through a joint operating guideline developed and agreed upon by both the City of Waterloo and the Township of Wilmot.

IN WITNESS WHEREOF the said Corporations have hereunto affixed their corporate seals duly attested by the hands of their proper officers.

The Corporation of the Township of Wilmot

Mayor

Clerk

The Corporation of the City of Waterloo

Mayor

Clerk

ATTACHMENTS:

- Schedule 'A' - Automatic Aid Agreement Properties List
- Schedule 'B' - Invoicing and Reimbursement

Schedule "A"

Automatic Aid Agreement Properties

1078 Berlett's Rd
18-1182 Berlett's Rd
20-1182 Berlett's Rd
1081 Berlett's Rd
1018 Berlett's Rd
1145 Berlett's Rd
1146 Berlett's Rd
12-1182 Berlett's Rd
16-1182 Berlett's Rd
1240 Berlett's Rd
1019 Berlett's Rd
1172 Berlett's Rd
22-1204 Berlett's Rd
25-1204 Berlett's Rd
1105 Cedar Grove Rd
8-1115 Cedar Grove Rd
4-1115 Cedar Grove Rd
1239 Carmel-Koch Rd
1257 Carmel-Koch Rd
1127 Carmel-Koch Rd
10-1115 Cedar Grove Rd
1266 Carmel-Koch Rd
1258 Carmel-Koch Rd
14-1182 Berlett's Rd
1046 Berlett's Rd, Unit A
1046 Berlett's Rd, Unit B
1083 Carmel-Koch Rd
2-1115 Cedar Grove Rd
15-1228 Berlett's Rd
1201 Berlett's Rd
1163 Carmel-Koch Rd
1236 Carmel-Koch Rd
7-1115 Cedar Grove Rd
3-1115 Cedar Grove Rd
21-1228 Berlett's Rd
1013 Berlett's Rd
6-1115 Cedar Grove Rd
23-1228 Berlett's Rd
1081 Cedar Grove Rd
5-1115 Cedar Grove Rd
13-1228 Berlett's Rd
17-1228 Berlett's Rd
19-1228 Berlett's Rd
1169 Berlett's Rd
1130 Berlett's Rd
1100 Berlett's Rd
1-1115 Cedar Grove Rd
1135 Berlett's Rd
1085 Wilby Rd
1174 Wilby Rd
1096 Wilby Rd
1028 Wilby Rd
1168 Wilby Rd
1058 Wilby Rd
1102 Erb's Rd
1077 Erb's Rd

1001 Erb's Rd
1074 Erb's Rd
1083 Erb's Rd
763 Wilmot Line
303 Wilmot Line
489 Wilmot Line
505 Wilmot Line
567 Wilmot Line
585 Wilmot Line

Schedule "B"

The Township of Wilmot will compensate by remuneration to the City of Waterloo for this Automatic Aid Agreement on or before December 31st of each year this Agreement is in effect.

The City of Waterloo shall submit an invoice for services rendered as per this Fire Protection Automatic Aid Agreement on or before December 15th for the calendar year starting December 1st, 00:01 AM until December 1st, 00:01 AM of the following year. The invoice shall be sent to:

The Township of Wilmot
60 Snyders Road West
Baden, ON N3A 1A1

ATTENTION: Accounts Payable

The invoice will include the following information:

- a) Date submitted to the Township of Wilmot
- b) As per the Fire Protection Automatic Aid Agreement between the Township of Wilmot and the City of Waterloo, The Township of Wilmot shall compensate The City of Waterloo a total amount of \$_____. *(The total amount is calculated using the following rate of \$1000.00 per incident with unlimited fire department emergency vehicles.)*
- c) Date, time and location of each response in the Agreement area as outlined in Schedule "A"
- d) Types of services provided and the number of Waterloo Emergency Fire Vehicles that were on scene at each incident.
- e) The invoice shall be signed by the Clerk and Fire Chief of the City of Waterloo.