



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, March 5, 2018

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 February 26, 2018

Recommendation

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

Council Meeting February 26, 2018.

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

8.1 Kate Daley, Plan Manager, Climate Action Waterloo Region Reducing Emissions, Enriching Lives

9. REPORTS

9.1 CAO

9.1.1 REPORT NO. CAO 2018-01

2018 Municipal Work Program

Recommendation

THAT the 2018 Municipal Work Program, as per the report dated March 5, 2018, prepared by the Chief Administrative Officer, be endorsed.

9.2 CLERKS – no reports

9.3 FINANCE – no reports

9.4 PUBLIC WORKS – no reports

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT NO. DS 2018-07

Delegation of Planning Approvals – Part Lot Control

Recommendation

THAT Report DS 2018-07 be received for information.

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE

11. BY-LAWS

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2018-13

Recommendation

THAT By-law No. 2018-13 to Confirm the Proceedings of Council at its Meeting held on March 5, 2018 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, February 26, 2018

Regular Council Meeting

Council Chambers

7:00 P.M.

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

Regrets: Councillor P. Roe

Staff Present: Chief Administrative Officer G. Whittington, Deputy Clerk D. Mittelholtz, Director of Public Works J. Molenhuis, Director of Development Services H. O'Krafka, Fire Chief R. Leeson, Director of Finance P. Kelly, Financial Analyst J. Vincent

- 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 February 12, 2018****Resolution No. 2018-028****Moved by: A. Junker****Seconded by: B. Fisher**

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

Council Meeting February 12, 2018.

CARRIED.

7. PUBLIC MEETINGS**8. PRESENTATIONS/DELEGATIONS****8.1 Grants to Groups Funding Presentations**

Mayor L. Armstrong and the Financial Analyst presented to the following recipients
Municipal Grant Funding cheques:

- Wilmot Agricultural Society
- Wilmot Seniors Woodworking
- Wilmot Terry Fox Run
- Community Care Concepts
- Wilmot Family Resources Centre Inc.
- Nith Valley Ecoboosters
- New Hamburg Concert Band
- Interfaith Community Counselling Centre
- Wilmot Horticultural Society
- New Hamburg Firebirds
- Waterloo Oxford District Secondary School
- School Safety Patrollers

9. REPORTS**9.1 CAO – no reports****9.2 CLERKS – no reports**

9.3 FINANCE – no reports

9.4 PUBLIC WORKS

9.4.1 REPORT NO. PW-2018-02

2017 Annual and Summary Water Distribution Report

ATTACHMENT 1 – 2017 Water Usage

ATTACHMENT 2 – 2017 Management Review

Resolution No. 2018-029

Moved by: M. Murray

Seconded by: A. Junker

THAT report PW-2018-02 be received for information purposes.

CARRIED.

The Director of Public Works highlighted the report.

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT NO. DS 2018-04

Development Charges Rebate Program

Fair Housing Plan (2017)

Resolution No. 2018-030

Moved by: J. Gerber

Seconded by: B. Fisher

THAT Report DS 2018-04 be received for information;

THAT Council endorses the participation of the Township of Wilmot in the Development Charges Rebate Program as offered through the Province of Ontario's Fair Housing Plan (2017); and,

THAT Council designates the Housing Service Manager of the Region of Waterloo as program administrator, requests the Housing Service Manager to submit an Expression of Interest to the Ministry of Housing on behalf of the Township of Wilmot, authorizes the Service Manager to enter into a Transfer Payment Agreement with the Ministry of Housing

on the Township's behalf; and targets rebates for development projects with starting market rents not greater than 125% of the Canada Mortgage Housing Corporation's (CHMC) Average Market Rent (AMR) for the Kitchener-Cambridge-Waterloo CMA.

CARRIED.

The Director of Development Services highlighted the report.

The Director of Development Services confirmed for Councillor A. Junker that multi-unit projects could be allocated funding that is proportionate to the number of units that meet the established criteria up to the amount of funding available in Wilmot.

The Director of Development Services responded to Councillor J. Gerber's inquiry required advance notice of funding eligibility for developers by stating that the amount available for funding in Wilmot is not yet known but are expecting an announcement within the next few months. He further stated that developers will be advised on the amount available, when known, and they will have the ability to plan their projects accordingly, knowing that funding will be available on a first-come-first-served basis.

Mayor L. Armstrong advised Council that this topic is on the Agenda for the Community Services Committee at the Region.

9.5.2 REPORT NO. DS 2018-05

Protecting Water for Future Generations

Growing the Greenbelt in the Outer Ring Public Consultation

Resolution No. 2018-031

Moved by: M. Murray

Seconded by: J. Gerber

THAT Report DS 2018-05 be received for information; and,

THAT Report DS 2018-05 be forwarded to the Ministry of Municipal Affairs as the Township of Wilmot's comment on Protecting Water for Future Generations – Growing the Greenbelt in the Outer Ring Public Consultation.

CARRIED.

The Director of Development Services highlighted the report.

Registered Delegation

Kevin Thomason

Mr. Thomason reiterated for Council the historic works done Regionally to protect the environment and, more specifically, the ground water resources. He spoke of his past experiences in promoting the extension of the Greenbelt to include the Region of Waterloo as an added layer of policy protection above what local governments have established. He emphasized that legislation is required to balance the need for development and growth while protecting natural resources and that all levels of government working together will help to accomplish this.

9.5.3 REPORT NO. DS 2018-06**High Speed Rail Update****Resolution No. 2018-032**

Moved by: B. Fisher

Seconded by: J. Gerber

THAT Report DS 2018-06 be received for information.

CARRIED.

The Director of Development Services highlighted the report.

The Director of Development Services clarified for Councillor A. Junker that the Waterloo Region to London corridor would be subject to a federal Environmental Assessment (EA) study while the Waterloo Region to Toronto corridor would be subject to a provincial EA study. He stated that he does not know the rationale for the different processes and that this was not the approach that was expected for the EA.

9.6 FACILITIES AND RECREATION SERVICES – no reports**9.7 FIRE – no reports****9.8 CASTLE KILBRIDE – no reports****10. CORRESPONDENCE****10.1 Grand River Conservation Authority – Grand Actions, February, 2018**

10.2 Township of East Zorra-Tavistock – Resolution Concerning High Speed Rail

Resolution No. 2018-033

Moved by: J. Gerber

Seconded by: A. Junker

THAT Correspondence Items 10.1 and 10.2 be received for information.

CARRIED.

11. BY-LAWS

12. NOTICE OF MOTIONS

12.1 High Speed Rails Resolution

Resolution No. 2018-034

Moved by: J. Gerber

Seconded by: M. Murray

WHEREAS the Township of Wilmot understands that the proposed Ontario Government High Speed Rail Plan is in the early stages and many details are to be determined through Environmental Assessments yet to be completed;

AND WHEREAS, some urban Ontario Municipalities feel that they may benefit from High Speed Rail;

AND WHEREAS, there is general concern in rural Ontario, and the Township of Wilmot in particular, with respect to the significant loss of Prime Agricultural Land, the potential for dead-ended roads creating increased emergency response time, creating increased school transportation time, the severing of farm businesses, disruption to community cohesion, reducing local resident access to Municipal services, and the health, safety and well-being of our local residents;

THEREFORE BE IT RESOLVED THAT the Township of Wilmot does not oppose improved rail service in Southwestern Ontario;

THAT the Township of Wilmot does take the following position on the proposed High Speed Rail Plan going forward;

THAT High Speed Rail is only one viable option to improve transportation in Southwestern Ontario;

THAT the Environmental Assessment must also include other viable options to improve transportation in Southwestern Ontario;

THAT all committees created for the purpose of High Speed Rail also have representation from the Councils and community members/organizations directly affected by this proposed High Speed Rail Plan;

AND THAT, the resolution of this motion be forwarded to the Premier of Ontario, Minister of Transportation, Minister of Agriculture, Food and Rural Affairs, as well as the Association of Municipalities of Ontario.

CARRIED.

Councillor J. Gerber introduced the motion and advised that other municipalities in the study area are considering the same motion or have already approved it. He stated that he feels the adoption of the motion would be of benefit in communicating the Township's concerns. He made reference to the staff report on *Protecting Water for Future Generations, Growing the Greenbelt in the Outer Ring Public Consultation* which highlights conflicting recommendations from different Ministries within the province. He stated that the local governments and residents want to be consulted and have alternatives considered. He noted that the earlier staff report on High Speed Rail reinforces the recommendation.

Councillor A. Junker stated that he has been an advocate for integrated passenger transit since the late 1980's as what is currently available is inadequate and has been for a long time. He stated that the rail tracks are owned by the freight companies which places the needs of passenger trains secondary, resulting in slower transit times. He stressed the need for a more modern solution to efficient transit as the needs of the technological triangle grow. He spoke of the economical and environmental impacts of gridlock and how passenger rail along existing corridors is an ideal option for integrated mass transit separate from freight rails. He stressed the need for the EA to examine alternatives. He noted that he spoke to the Provincial Transit Minister who advised that the project is at least two years away from beginning. Councillor A. Junker emphasized that the Township needs to support integrated passenger transit and promote consultation throughout the process. He concluded by stating he will be supporting the motion as it states the Township supports High Speed Rail.

Mayor L. Armstrong stated that he is supporting the motion to emphasize the need for consultation on this matter. He further stated that the Waterloo Region to London corridor is not a problem in terms of gridlock and that the focus needs to be on Waterloo Region to Toronto. He stressed his opinion that the money being proposed for high speed rail would be better spent on improved GO Transit service for Waterloo Region and the completion of the second phase for the Light Rail Transit (LRT). He noted that the province provided full funding for LRT services in Hamilton and Ottawa. He questioned if high speed rail would even be affordable for those who would benefit most from having the service. He suggested using the money as an investment in the existing Waterloo Region to Toronto corridor to lessen traffic and improve safety on the 401 Highway.

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

- 13.1 Councillor B. Fisher advised that he has received comments from residents concerned about the ponding that occurs around the Baden postal kiosk.

Mayor L. Armstrong requested staff to investigate the matter.

- 13.2 Councillor A. Junker noted to Council the success of Heritage Day which took place on Saturday, February 24. He said that the attendance was higher than it had been in several years.

- 13.3 Councillor A. Junker commended the performance of staff during the recent flooding event. He inquired if any consideration is being given to water rescue training for Wilmot Firefighters.

Mayor L. Armstrong noted that he had a conversation with the Fire Chief on that matter. The Fire Chief concurred that discussions are taking place with regards to water rescue training but that several factors must be considered prior to determining if and how that service might be implemented.

Mayor L. Armstrong added that water rescue can be either surface water or swift water rescue and they require different levels of training. He suggested that the training could be quite costly to take initially and to maintain. He also commented that, since Wilmot is a volunteer Fire Department, the availability of those trained would be a factor as well. He requested that staff investigate the matter further.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2018-12

Resolution No. 2018-035

Moved by: A. Junker

Seconded by: M. Murray

THAT By-law No. 2018-12 to Confirm the Proceedings of Council at its Meeting held on February 26, 2018 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT

Resolution No. 2018-036

Moved by: B. Fisher

Seconded by: M. Murray

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

CARRIED.

Mayor

Clerk



Partnership Project of  

Kate Daley, Plan Manager



Overview

Today's Presentation

- A) The Climate Action Plan
- B) Progress to Date
- C) Proposed Long-Term Target



OUR COLLABORATIVE PARTNERS



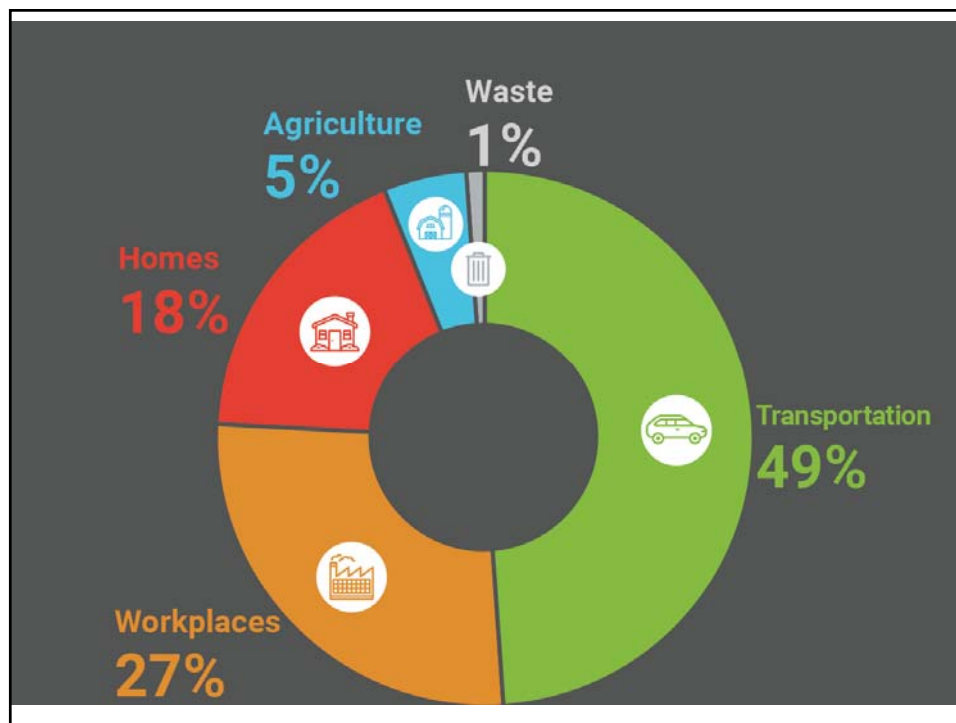
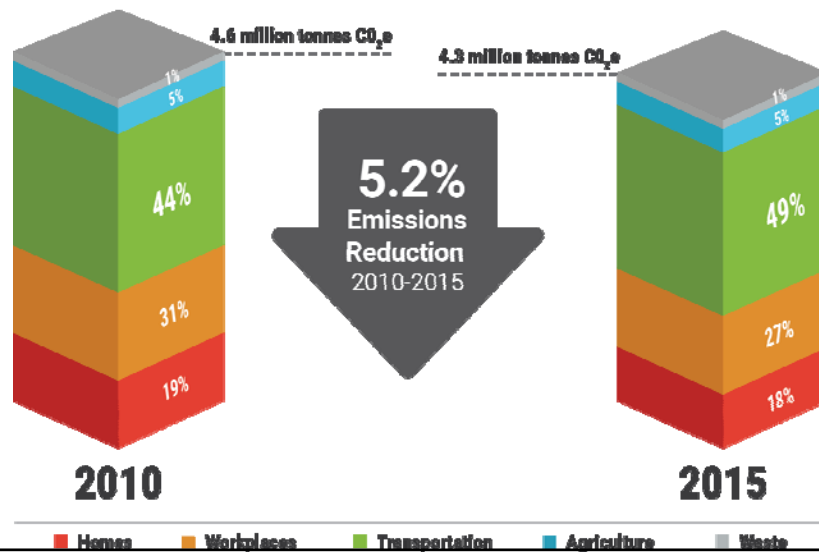
A) The Climate Action Plan

6% below
2010 levels
by 2020



A reduction of
842,000
tonnes of
GHGs

B) Progress to Date



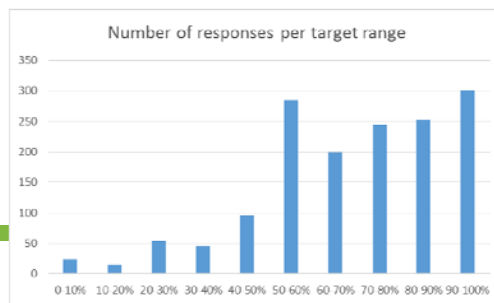
C) Proposed Long-Term Target

1) We are proposing an emissions reduction target of 80% below our 2010 levels, to be reached by 2050.

C) Proposed Long-Term Target

2) Our community wants an ambitious target.

- Local and national public opinion data shows vast majority concerned about climate change
- Consistent with our consultations:
- 1,830 people across Waterloo Region; 85% of people we consulted chose a target of 50% or more, and a majority of 53% chose a target of 70% or more.



C) Proposed Long-Term Target

3) Other Ontario communities setting 2050 targets are choosing 80%.

Municipality	Province	Reduction Targets
		Long-Term Community Target
Durham Region	ON	80% below 2007 levels by 2050
Hamilton	ON	80% below 2006 levels by 2050
London	ON	80% below 1990 levels by 2050
Peel Region	ON	80% below 1990 levels by 2050
Toronto	ON	80% below 1990 levels by 2050

C) Proposed Long-Term Target

4) 80% fits both scientific consensus and provincial, federal, and international targets.

- Current provincial target of 80% below 1990 levels by 2050, and federal government examining the possibility of similar reductions
- The Intergovernmental Panel on Climate Change has found that total emissions need to reach net-zero by 2060-2080 to keep warming to 1.5 degrees Celsius

C) Proposed Long-Term Target

5) Lower or higher targets are less appropriate.

- Conservative target
- Aggressive target

C) Proposed Long-Term Target

6) 2010 makes the most sense as a base year for Waterloo Region.

- Best data available
- Captures changes to date

C) Proposed Long-Term Target

7) This target would be an absolute target.

- Reduce emissions as population and economic activity grows
- Same as the current Climate Action Plan

C) Proposed Long-Term Target

8) We are starting with a target, and we will then work to create plans to meet it.

- Backcasting
- Different than current Climate Action Plan

C) Proposed Long-Term Target

9) Reaching an ambitious target will require significant change in Waterloo Region between now and 2050.

- Energy (CEIS)
- Transportation (RTMP)
- Land use planning
- Etc.
- Macro influences and market trends

C) Proposed Long-Term Target

10) Reaching an ambitious target brings many potential benefits for our community.

- Local energy investment
- Air quality/health
- Liveable communities
- Ready for the future
- Doing our part

C) Proposed Long-Term Target

Next Steps

- Committees: environment, economic development, active transportation, etc.
- Other Stakeholders
- Township Councils
- Councils April/May



Questions?



@ClimateActionWR



/ClimateActionWR

climateactionwr.ca

10 Things to Know about a Long-Term Target for Waterloo Region

ClimateActionWR is currently consulting with stakeholders as part of its work toward setting a long-term greenhouse gas emissions reduction target for Waterloo Region. This document has been created to support stakeholder consultations held December 2017 to March 2018. The key points made here are covered in more detail in the longer companion document entitled *Setting a long-term target: Full report for Phase 2 stakeholder consultations*.

- 1) **We are proposing an emissions reduction target of 80% below our 2010 levels, to be reached by 2050.** We are currently consulting with key stakeholders and committees of councils on this proposed target and plan to present a target to the councils of the three cities and the Region in April/May of 2018.
- 2) **Our community wants an ambitious target for 2050.** Between July and November, we heard from more than 1800 people across Waterloo Region. When asked, 85% of people chose a 2050 target of 50% or more, and a majority of 53% chose a target of 70% or more.
- 3) **Other Ontario communities setting 2050 targets are choosing 80%.** Communities like London, Durham, Peel, Hamilton, and Toronto have set 2050 targets, and all of them have chosen 80% as their reduction target.
- 4) **80% fits both scientific consensus and provincial, federal, and international targets.** The United Nations Environment Programme has found that global emissions must be net-zero by 2060-2080 to prevent global temperatures from rising more than 1.5 degrees Celsius. The provincial government has an emissions reduction target of 80% below 1990 levels by 2050, and the federal government has recently consulted on the possibility of a similar target.
- 5) **Lower or higher targets are less appropriate.** Two additional targets will be brought to councils for their consideration alongside the 80% target to serve as conservative and aggressive alternatives. A conservative target of 50% isn't enough to do our share to limit global temperature increases, and would leave us aiming much lower than comparable Ontario communities. An aggressive target of 100% is likely impossible to achieve by 2050. As a result, these two targets are not recommended by ClimateActionWR.
- 6) **2010 makes the most sense as a base year for Waterloo Region.** Different communities use different base years for their targets, depending on what data they have available. From our first Climate Action Plan, our best data is from 2010 and reinventory data from 2015. A 2010 baseline captures the changes that were made in those first five years. Some communities are using other base years, like 1990, because they have data available from other years. That is not an option for Waterloo Region, since we do not

have data from 1990, and it is not possible to recover that information now. While we do not know how much Waterloo Region was emitting in 1990, we know that provincial emissions were very similar in 1990 and 2011, so we do not have reason to think that a 2010 baseline would make our target significantly easier or harder to achieve.

- 7) **This target would be an absolute target.** Like the target in our current plan, the proposed target would be based on reducing the overall amount of greenhouse gasses produced by our community. This means we would be working to lower our overall emissions, even while our population and economic activity grows.
- 8) **We are starting with a target, and we will then work to create plans to meet it.** We call this a backcasting approach. Since we do not know how things might have changed or what technologies might be available in, for example, 2040, we are beginning with where we want to go, and will make a series of shorter-term plans to allow us to achieve that vision.
- 9) **Reaching an ambitious target will require significant change in Waterloo Region between now and 2050.** Changes to our energy generation and use, such as those proposed in the draft Community Energy Investment Strategy, currently under consideration, will be a big part of achieving significant reductions by 2050. At the same time, we will need to make changes to local policies on things like transportation and land use planning to continue to support more efficient and healthy communities. Specific initiatives will be identified as part of the work to create our next community plan, after the long-term target has been approved.
- 10) **Reaching an ambitious target brings many potential benefits for our community.** Lowering emissions comes with enormous potential benefits. Investment in local energy brings economic benefits and adds resiliency to our energy system. Reduced emissions can improve air quality and health outcomes. Building more liveable, walkable communities improves quality of life for our residents, and makes our area a more attractive location for businesses. By pursuing an ambitious target, we would be showing leadership, and helping businesses and people see Waterloo Region as a place that's ready for the future. And at the same time, we would be doing our part locally to solve the global problem of climate change.

Setting a long-term target: Full report for Phase 2 stakeholder consultations

Executive Summary

ClimateActionWR is currently consulting with stakeholders on a proposed long-term target for community greenhouse gas emissions reductions in Waterloo Region. **The proposed target is 80% below 2010 levels by the year 2050.**

At the highest level, the research in this report supports the selection of an 80% target. This is consistent with targets being set by other similar Ontario municipalities, provincial and federal targets, and current climate science. An 80% target is also consistent with the clear desire of community members to pursue ambitious greenhouse gas emissions reductions by 2050. An absolute target based on a 2010 base year is most appropriate for Waterloo Region, and significant changes will be needed to support achievement of an 80% target, including policy changes that will be needed in the near future.

Selection of a target at this time will allow us to work to build a climate action plan that reaches beyond 2020 and that can achieve our community's vision for Waterloo Region's low-carbon future.

Introduction

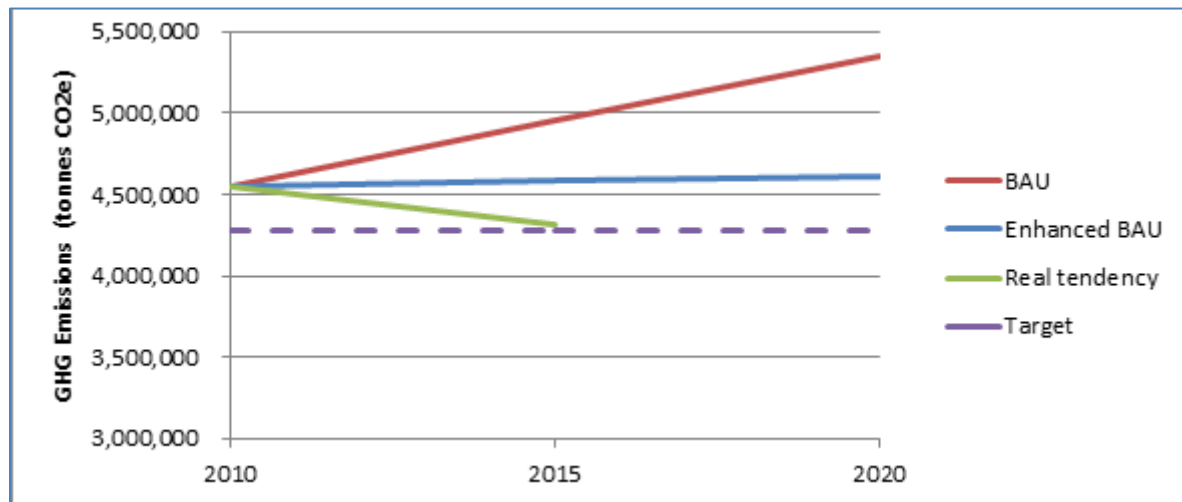
As part of our work toward setting a long-term greenhouse gas emissions reduction target for Waterloo Region, we are consulting and collecting feedback from stakeholders about a target of 80% below 2010 levels by the year 2050.

This report is intended to support these consultations with stakeholders across Waterloo Region on the proposed target. It includes an overview of targets in relevant jurisdictions, the results of our first stage of consultations, and a table of scenarios to help the reader imagine how much change would be needed to achieve various kinds of reduction targets.

Setting a long-term target for Waterloo Region

In 2013, the councils of the Region of Waterloo and the cities of Cambridge, Kitchener, and Waterloo voted in favour of Waterloo Region's Climate Action Plan to reduce locally-produced greenhouse gas (GHG) emissions. Our community's current plan aims to reduce local emissions by 6% below 2010 levels by the year 2020. A Climate Action Plan for Waterloo Region provided a foundation for action from

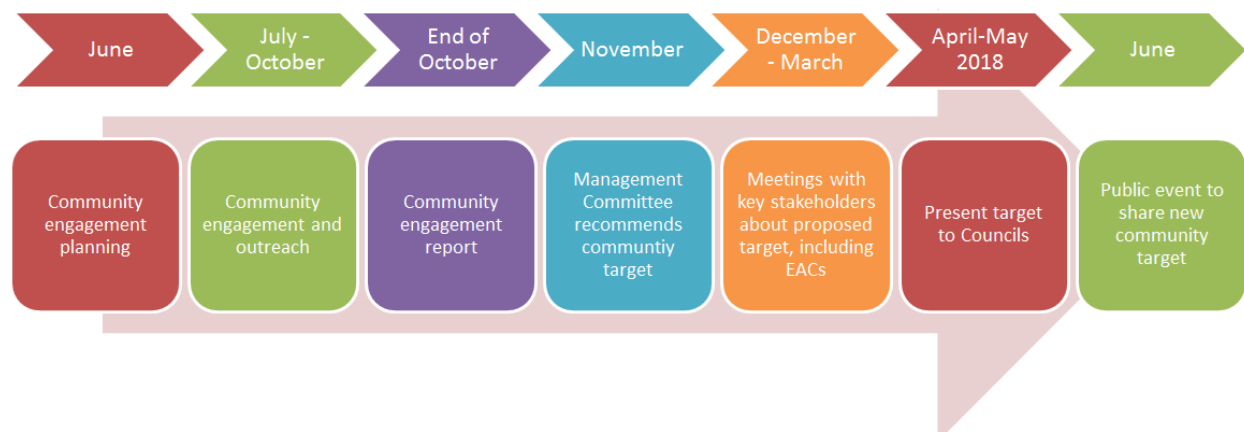
private, non-profit and municipal leaders to support that goal. To monitor our community's progress toward that goal, a re-inventory took place in the last year using estimated 2015 emissions. Total GHG emissions in Waterloo Region are estimated to have decreased by roughly 5.18% between 2010 and 2015, due to both local and provincial changes (including the phase-out of coal generation in the electricity grid).



This analysis is encouraging, and shows great progress toward our community's short-term goals. While there is still work to be done to meet our 2020 target, we are now beginning to think beyond 2020.

The next endeavor for the community is to set a long-term GHG reduction target. In the spring of 2017, the councils of the three cities and the Region of Waterloo considered and supported reports that proposed work toward a long term target. In keeping with this direction, we are engaging in a community and stakeholder engagement process to establish a community greenhouse gas emission reduction target beyond 2020, with the municipalities as collaborative partners.

The process for our long-term target-setting is as follows:



In November of 2017, the Management Committee of ClimateActionWR recommended a preferred

community greenhouse gas emissions reduction target for Waterloo Region of 80% below 2010 levels by the year 2050. In so doing, the Management Committee considered the information available in this report.

Context

International context: Reduction targets around the world

The Intergovernmental Panel on Climate Change (IPCC), in a report reviewed by thousands of experts,¹ has set 1.5 degrees Celsius above pre-industrial levels as the minimum required to limit the damage of climate change. To have a more than 50 percent chance of limiting warming to 1.5 degrees C, the United Nations Environment Programme emissions gap report² indicates that total global carbon dioxide emissions need to reach net-zero³ by 2045-2050, and all greenhouse gas (GHG) emissions need to reach net-zero by 2060-2080. For a likely chance of limiting warming to 2 degrees C, the same milestones would need to be met 15 to 20 years later.⁴

In order to achieve these targets, 197 countries (excluding the United States) have committed to the Paris agreement on climate change,⁵ showing some commitment to reducing greenhouse gas emissions.

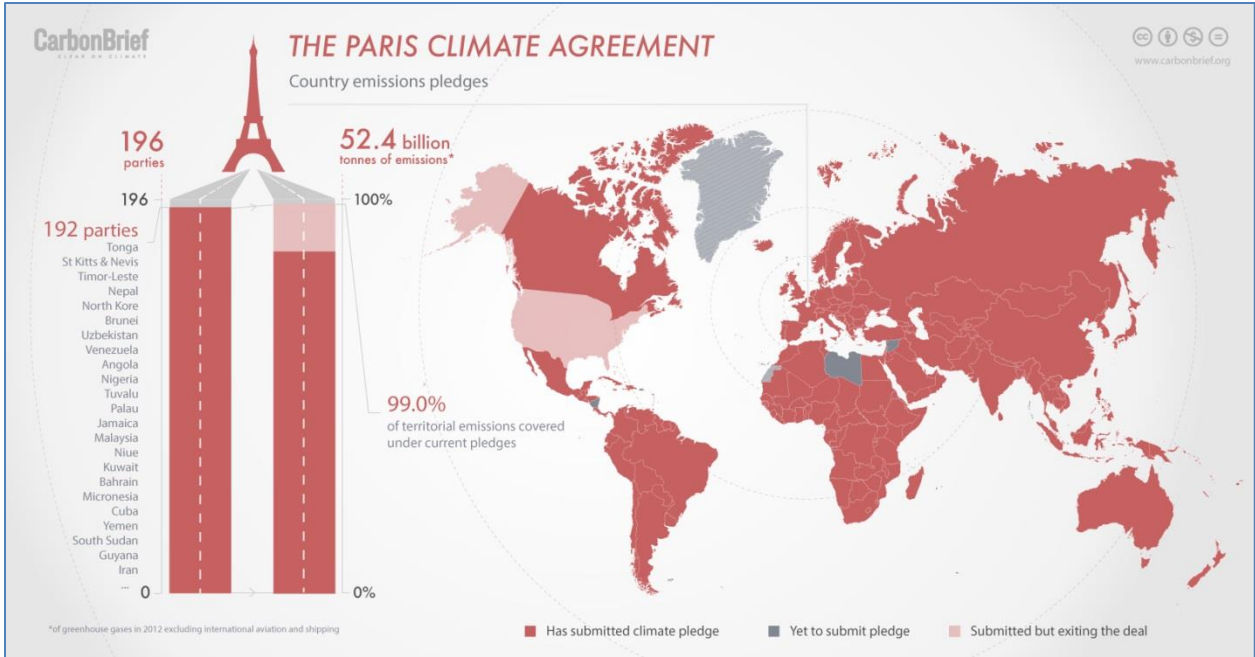
¹ [IPCC](#)

² [UNEP](#)

³ "Net-zero" means that any emissions produced are compensated for by an equivalent amount of greenhouse gases that are removed from the atmosphere.

⁴ [World Resources Institute](#)

⁵ [The Guardian](#)



Source: [Carbonbrief](#)

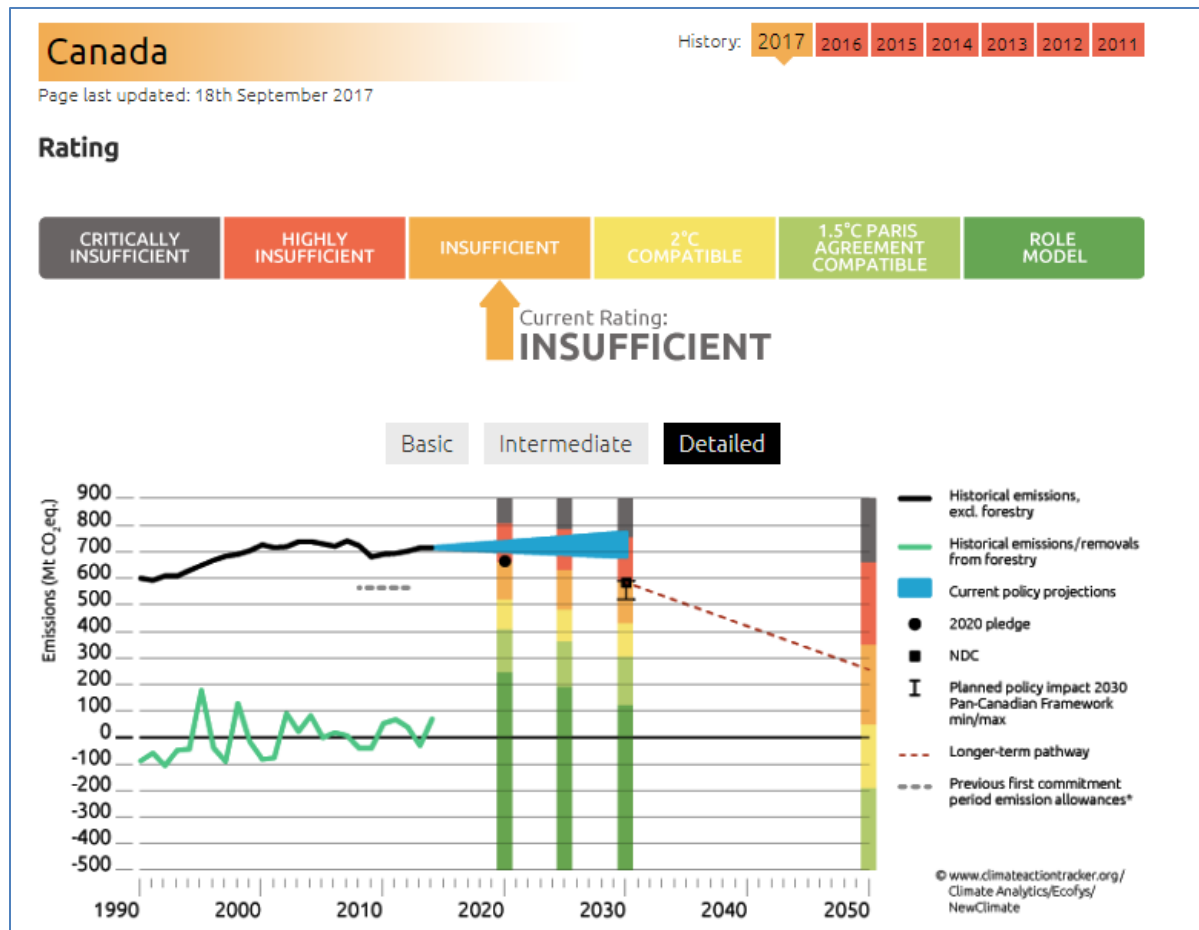
For example, the European Union⁶ has proposed reducing greenhouse gas emissions by 80% below 1990 levels by 2050. Germany⁷ has gone even further, setting a long-term strategy to approach net-zero emissions by 2050.

National context: Canada

At the national level, Canada's current international commitment is to reduce GHG emissions by 30% below 2005 levels by 2030. Canada's current path of emissions based on actual policies is far from those targets, as suggested by the graphic below.

⁶ European Commission

⁷ Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB).



Source: [Climate action tracker](https://climateactiontracker.org/)

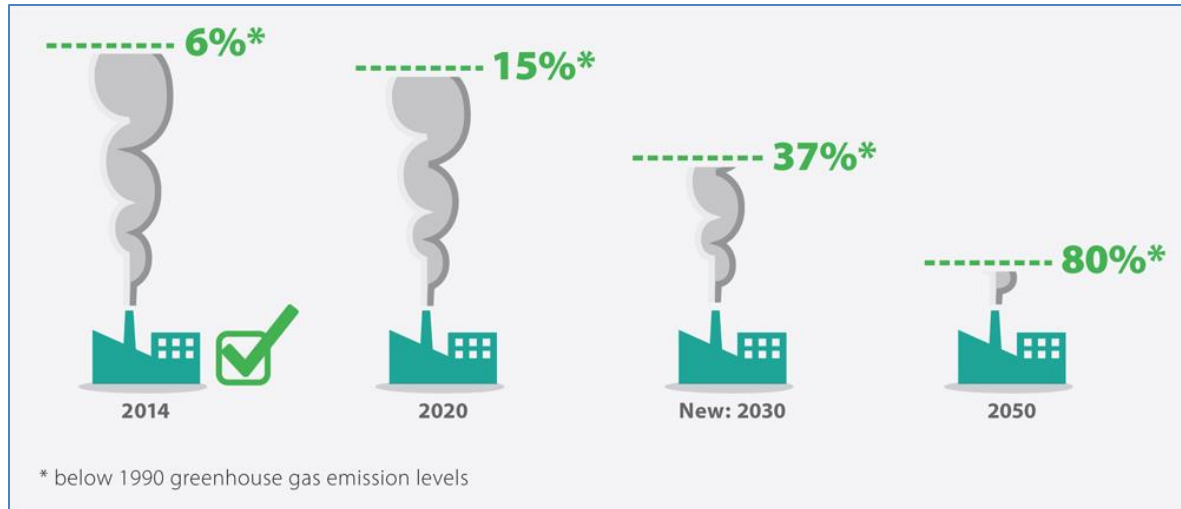
Nevertheless, the federal government is showing commitment to improving Canada's performance. Last year, the federal government released a document called the [Mid-Century Strategy report](#), in order to "to begin the conversation about what a long-term low-greenhouse gas emission society would entail." In it, the federal government examines an approach that would reduce net emissions by 80% below 2005 levels in 2050.

Provincial context: Ontario

At the provincial level, [Ontario](#) has set a GHG emissions reduction target of 80% below 1990 levels by 2050.

The province is also a signatory to the Subnational Global Climate Leadership Memorandum of Understanding ([Under 2 MOU](#)) that aims to limit global warming to less than 2°C, and which has a goal of reducing emissions by 80 to 95% by 2050.

To achieve this target, the province has set intermediate targets for different years, as can be seen in the graphic below.



Source: [Ontario climate change strategy](#)

The provincial government has begun to use community-level targets as a scoring factor when considering applications for provincial funding. In August of 2017, the [Municipal GHG Challenge Fund requirements](#) noted that “A higher score will be given to municipalities that have a comprehensive GHG reduction plan that meets or exceeds the province’s 2020, 2030 and 2050 targets.” It is thus reasonable to expect that long-term community targets will continue to play a role in determining which municipalities’ projects receive funding, particularly for climate change-related projects.

Municipal context: Other Canadian and Ontario municipalities

[Cities, towns, and regions in Canada](#) have the jurisdiction to influence activities accounting for 44% of our GHG emissions, according to a study by the Federation of Canadian Municipalities (FCM).

Based on the data they have available and the stage of their process, municipalities are using various base years for their targets with various timelines.⁸ Some, like Waterloo Region, have set short-term targets using years up to 2020.

⁸ Municipal target data from this section is based on an initial list from the Federation of Canadian Municipalities’ Partners in Climate Protection (PCP) program, which has been updated and maintained by David Roewade and Stephanie Poirier at the Region of Waterloo.

Municipality	Prov	Reduction Targets
		Short-Term Community Target
Delta	BC	33% below 2007 levels by 2020
Vancouver	BC	33% below 2007 levels by 2020
Toronto	ON	30% below 1990 levels by 2020
Regional Municipality of Halifax	NS	20% below 2002 levels by 2012
Hamilton	ON	20% below 2006 levels by 2020
Calgary	AB	20% below 2005 levels by 2020
Ottawa	ON	20% below 1990 levels by 2012
Saskatoon	SK	15% below 2014 levels by 2023
North Vancouver	BC	15% below 2007 levels by 2020
London	ON	15% below 1990 levels by 2020
Richmond Hill	ON	6% below 2000 levels by 2009
Fredericton	NB	6% below 2000 levels by 2010
Region of Waterloo	ON	6% below 2010 levels by 2020
Niagara Region	ON	6% below 2006 levels by 2016
Ajax	ON	6% below 2005 levels by 2020
Durham Region	ON	5% below 2007 levels by 2015
Prince George	BC	2% below 2002 by 2012
Surrey	BC	33% below/capita 2007 levels by 2020

Yet municipalities across Canada have also been setting long-term targets for emissions reductions. Municipalities using 2030 or 2040 as a target date have reduction targets ranging from 10% to 43%.

Municipality	Prov	Reduction Targets
		Long-Term Community Target
Edmonton	AB	35% below 2005 levels by 2035
Halton Hills	ON	35% below/capita 2011 levels by 2030
Nelson	BC	43% below 2007 levels by 2040
Niagara Region	ON	10-15% below 2006 levels by 2030
Quebec City,	QC	35.7% below 1990 levels by 2030

All but one Canadian municipality examined that is using a 2050 date has selected an 80% target.

Municipality	Prov	Reduction Targets
		Long-Term Community Target
Calgary	AB	80% below 2005 levels by 2050
Delta	BC	80% below 2007 level by 2050
North Vancouver	BC	50% below 2007 levels by 2050
Surrey	BC	80% below/capita 2007 levels by 2050
Vancouver	BC	80% below 2007 levels by 2050
Durham Region	ON	80% below 2007 levels by 2050
Hamilton	ON	80% below 2006 levels by 2050
London	ON	80% below 1990 levels by 2050
Peel Region	ON	80% below 1990 levels by 2050
Toronto	ON	80% below 1990 levels by 2050
Saskatoon	SK	80% below 2014 levels by 2050

Notably, all of the Ontario municipalities using a 2050 date have chosen 80% as their reduction target, which is in keeping with the provincial 2050 target. This includes single-tier municipalities that are often compared to Waterloo Region, such as London and Hamilton, as well as other regional governments like Durham and Peel.

Municipality	Prov	Reduction Targets
		Long-Term Community Target
Durham Region ⁹	ON	80% below 2007 levels by 2050
Hamilton ¹⁰	ON	80% below 2006 levels by 2050
London ¹¹	ON	80% below 1990 levels by 2050
Peel Region ¹²	ON	80% below 1990 levels by 2050
Toronto ¹³	ON	80% below 1990 levels by 2050

Community consultation

In the summer of 2017, ClimateActionWR started a series of conversations with community members across Waterloo Region. As we work toward setting a long-term greenhouse gas emissions reduction target, we wanted to hear from a broad range of people across Waterloo Region, with various perspectives on the environment and climate change.

⁹ [Durham Region](#)

¹⁰ [Hamilton Community Climate Change Action Plan](#)

¹¹ [City of London community energy action plan](#)

¹² [Peel Climate Change strategy](#)

¹³ [Toronto climate change action plan](#)

Four ways of starting conversations

The consultation process involved four methods to start the conversation about our long-term emissions reduction target:

- our “Street Team” of volunteers travelled to events and public venues across Waterloo Region to speak to people where they were, beginning in July and ending in early November;
- we ran an online survey from mid-September to early November;
- a version of the online survey was placed on the Region’s Engage consultation platform from late September to early November; and
- paper forms were given to participants in various meetings and less formal settings in various locations during September, October, and November.

Using these diverse methods, we heard from **1,830 people** between July and mid-November.

Method	Number
Street Team	985
Online	487
Engage Region of Waterloo	101
Paper	257
Total	1,830

Voices from across Waterloo Region

In-person consultation took place in all three cities, and in the two largest townships. Since many of our Street Team volunteers were students at the two universities who did not drive or own their own vehicles and who had difficulty travelling beyond their own city, a disproportionate number of Street Team events took place in the City of Waterloo. Fortunately, attendees at events do not necessarily live in the municipality where the event is taking place, so perspectives of those from various areas were captured during the in-person consultations.

Event Name	Event Date	City/Township
Eco Summit	12-Jul-17	Waterloo
Open Streets	16-Jul-17	Waterloo
Campfire	19-Jul-17	Waterloo

Ted Talk	20-Jul-17	Waterloo
Policy Hackathon	24-Jul-17	Waterloo
Uptown Waterloo Market	03-Aug-17	Waterloo
Conestoga Mall Booth	10-Aug-17	Waterloo
Open Tuesday	15-Aug-17	Waterloo
Campfire	16-Aug-17	Waterloo
Open Streets	20-Aug-17	Waterloo
Waterloo Uptown Market	24-Aug-17	Waterloo
Laurier Get Involved Fair	08-Sep-17	Waterloo
Hold The Line Festival	16-Sep-17	Woolwich
Sustainability Day	19-Sep-17	Waterloo
What YOUTH Can Do	20-Sep-17	Waterloo
Green Energy Open Doors	22-Sep-17	Waterloo
St.Paul's Pow Wow	23-Sep-17	Waterloo
Get Involved Fair @ Conestoga College	27-Sep-17	Cambridge
Chamber BA5 Event	03-Oct-17	Kitchener
Sustainability at Home Hardware event	05-Oct-17	Kitchener
Neighbourhood association meeting	11-Oct-17	Kitchener
Conestoga Mall Booth	12-Oct-17	Kitchener
Wellbeing Waterloo Region meeting	12-Oct-17	Kitchener
Conestoga Mall Booth	13-Oct-17	Waterloo
2017 Business Expo	17-Oct-17	Kitchener
Kitchener's Urban Forest at Kitchener Public Library	18-Oct-17	Kitchener

WCDSB teacher training	20-Oct-17	Waterloo
University of Waterloo class	23-Oct-17	Kitchener
Cambridge Centre Mall	25-Oct-17	Cambridge
Nith Valley Ecoboosters meeting	25-Oct-17	Wilmot
Cambridge Idea Exchange	28-Oct-17	Cambridge
City of Waterloo all staff meetings	30-Oct-17	Waterloo
ECOLOO	07-Nov-17	Waterloo
Elmira Sugar Kings Game	12-Nov-17	Woolwich

To ensure broad representation from across the region, online surveys were shared through municipal websites of the cities of Cambridge, Kitchener, and Waterloo, in addition to the Engage Waterloo Region platform. Online outreach using social media and email to share the survey focused on targeting residents of municipalities that had fewer in-person events.

While it was particularly difficult to secure event locations in the region's four townships, online methods aided with hearing from rural residents. Between in-person township events and those reporting that they live in a township in our online survey, 145 people from the townships were reached.

Vision for the future

Participants in the online and Engage Region of Waterloo consultations were initially asked to select one of four descriptions that best fit their vision for the future of Waterloo Region.

The descriptions provided were intended to suggest a continuum between the "status quo" and "big transformations," or between no change and enormous change. The wording of the descriptions, which were to allow participants to visualize the scale of change discussed, varied slightly between the two options:

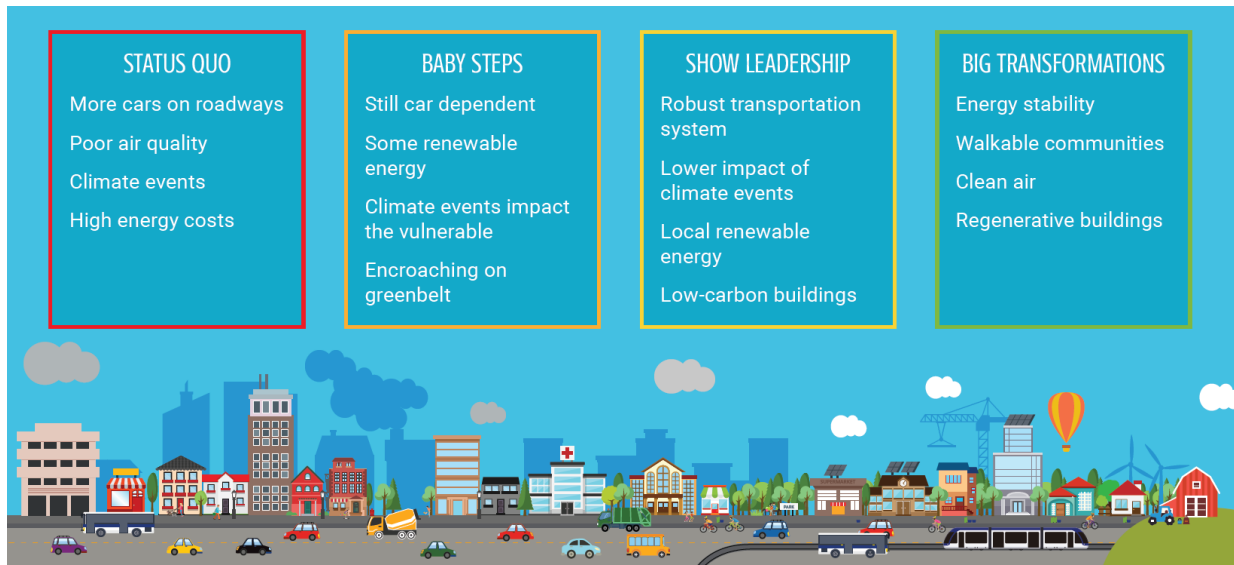
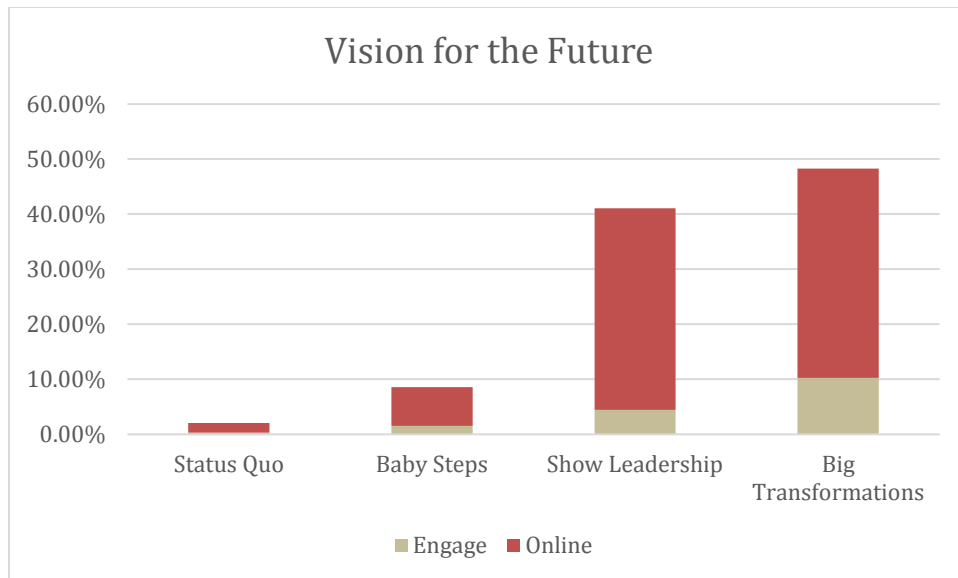


Figure 1: Wording for Online Consultation



Figure 2: Wording for Engage Region of Waterloo

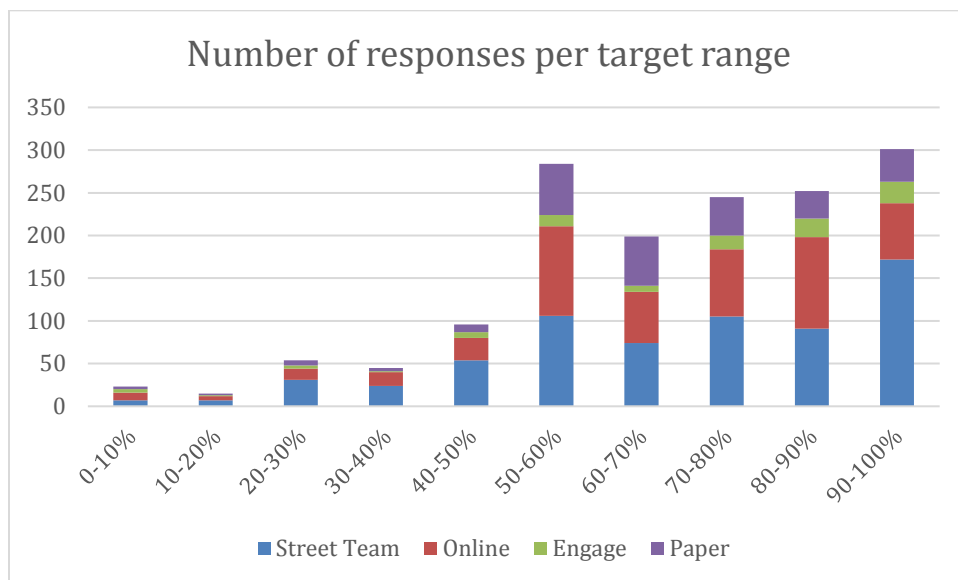
Participants in both versions overwhelmingly chose the two most ambitious visions of change: “big transformations” and “show leadership.” Overall, 89% of people chose these two options to express their desire for change.



What sort of target do community members want?

Overwhelmingly, community members chose ambitious emissions reduction targets for 2050.

Strikingly, 85% of people we consulted chose a target of 50% or more, and a majority of 53% chose a target of 70% or more.



Initial themes

Participants in the online and Engage Region of Waterloo versions of the consultation were also asked why they thought it was important for Waterloo Region to take action on climate change.

These are a few selected quotes from the online version:

“It is the right thing to do and we have to protect our environment and future.” – Bonnie Cobb, North Dumfries resident

“I don’t want my children to fight for energy. They didn’t create this mess...they shouldn’t have to pay for it.” – Kelly Meissner, Woolwich resident

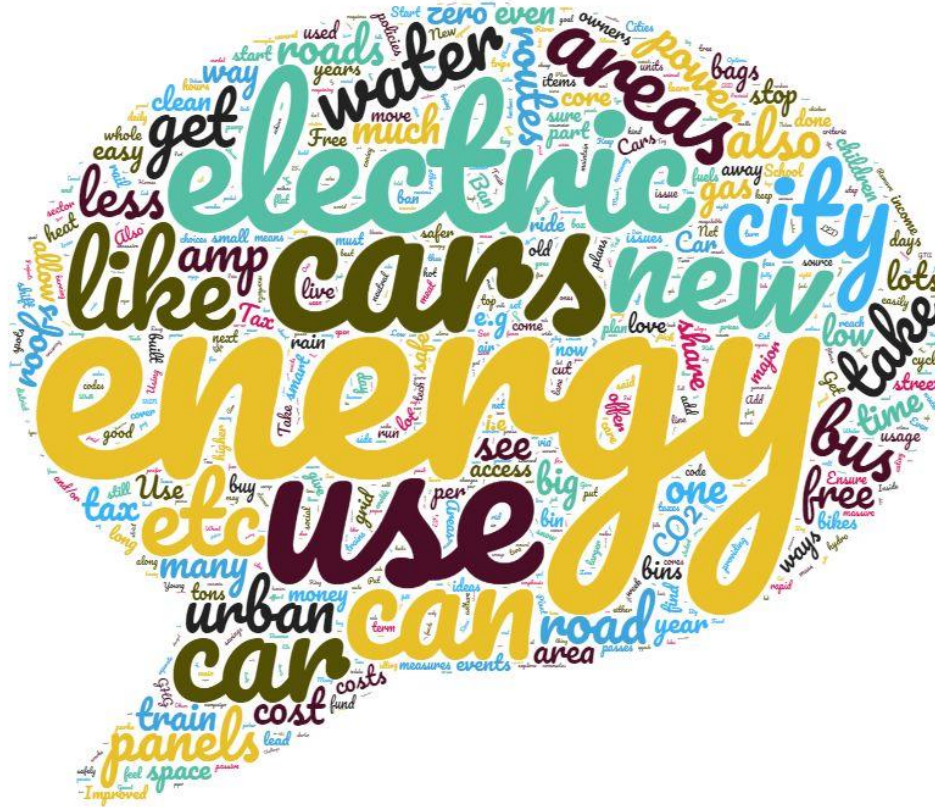
“Everyone needs to take action on climate change in order to have a better tomorrow - Waterloo Region needs to lead by example in creating this change.” – Anonymous Kitchener resident

This word cloud highlights the words used most often in response to this question across both the online and Engage Region of Waterloo versions (responses as of November 1):



Respondents in all four methods were asked what steps we should be taking locally to achieve their vision for Waterloo Region in 2050 and the target they selected. This information will be evaluated in more detail at later stages of this process, as we work toward establishing plans to support a long-term target that has been recommended and chosen.

In the interim, to provide a brief sense of the themes that emerged, this word cloud is the result of these hundreds of comments across all four methods (responses as of November 1):



Representative survey of local perceptions of climate change

The four methods of consultation used in Phase 1 of our long-term target setting consultations were about starting conversations. They provided important and thoughtful data about what members of the Waterloo Region community think when asked where we should be headed on climate change. This conversation is tremendously valuable, but like all community consultations run by organizations and governments, the responses reflect the perspective of those who chose to participate.

For a representative sample of public opinion on climate change, we can turn to a survey conducted in May and June of 2017 by PMG, on behalf of the Region of Waterloo. This survey was conducted using representative residents of Waterloo Region.

In total, 89% of respondents indicated that climate change is “a significant issue.” Based on climate change, a full 50% of respondents said that they are “very concerned about the future,” while a further 35% said they are “somewhat concerned about the future.”

This representative research supports what was found through the Phase 1 consultations: climate change is a significant concern for people in Waterloo Region, who are not satisfied with the status quo

in light of climate change. As seen in our four methods of consultation, as well as in the representative survey conducted for the Region, community members across Waterloo Region support ambitious action to prevent climate change.

Considerations in target setting

Setting a backcasting target for Waterloo Region

In developing a long-term community target for Waterloo Region, we are using a “backcasting” process. This means that we are setting a target first, and then working backwards to create detailed plans to achieve that target.

This is in contrast to the process used to develop the area’s first Climate Action Plan, which was a “forecasting” approach. Because of the short timeframe to make a real change in emissions by 2020, specific local actions were identified that could be completed in the following few years, and the 6% by 2020 target was selected on this basis. This included an additional 71,625 tonnes that would need to be reduced through increased uptake of existing programs or new initiatives, which did not yet have identified sources at the time the plan was approved in 2013.

A “backcasting” approach is more suited to long-term target setting, for three reasons. First, given the considerable time between now and 2050, this is an opportunity begin with the end in mind, and to identify the kind of community we want and work to create it. Second, climate science shows us what we need to do to avoid the most dire consequences of climate change. This means we have to make significant reductions in our emissions by 2050, and a backcasting approach allows us to plan to achieve the reductions that the science shows we need. Third, there are practical reasons to use a backcasting approach when planning over such a long time period. Significant changes in technology, as well as potential changes in the economy and public policies, will take place between now and 2050, and these cannot be reliably predicted. Selecting a long-term target will allow for building shorter-term plans to achieve measurable progress in smaller time increments, to facilitate plans that are responsive to changes in conditions in the long time periods examined.

Thus, setting a long-term target is the first step, and will need to happen before a specific plan is built to achieve it. As a result, we cannot base a potential long-term target on a specific list of changes to be made by 2050. Our current focus is on the vision for the community in the year 2050, as well as on relevant information on the decisions of other jurisdictions.

Using a 2010 base year and absolute target

For our long-term target, we propose using a 2010 base year, using the revised data from the recent re-inventory. This will capture changes that have been made to date under the current plan, and use the most robust data we have available.

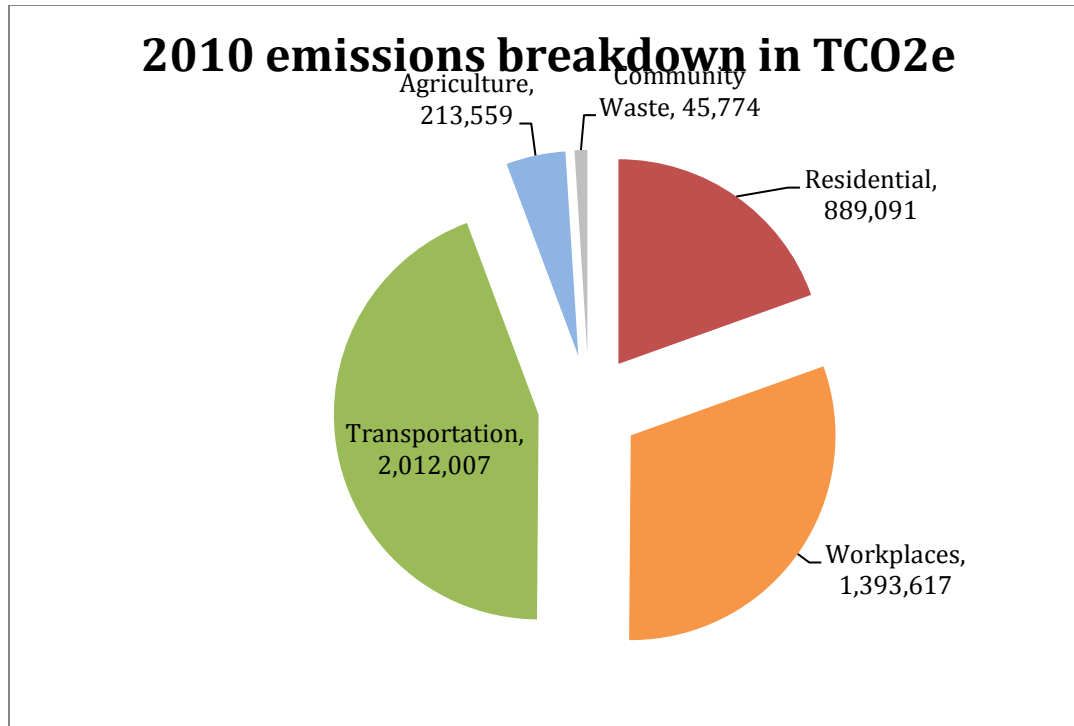
The base year used in different jurisdictions varies considerably, depending especially on what data different levels of government have available. Community targets in the table above use base years ranging from 1990 to 2014.

From our first Climate Action Plan, our best data is from 2010 and 2015, and 2010 captures the changes that were made in those first five years. Some communities are using other base years, like 1990, because they have data available from other years. That is not an option for Waterloo Region, since we do not have data from 1990, and it is not possible to recover that information now. While we do not know how much Waterloo Region was emitting in 1990, we know that provincial emissions were very similar in 1990 and 2011, so we do not have reason to think that a 2010 baseline would make our target significantly easier or harder to achieve.¹⁴

As with the first Climate Action Plan, we also recommend continuing to use an absolute target that is based on emissions levels themselves, rather than more variable measures that compare emissions to other factors like population or Gross Domestic Product. Using an absolute target focuses attention on what needs to be reduced: total emissions.

For reference, based on our best data, the total emissions for the 2010 base year were as follows:

¹⁴ [Government of Ontario](#).



Scale of change needed

While we are beginning with the target itself, in order to aid discussions about possible long-term targets, a table has been developed containing different “scenarios.” This is to help community members and decision-makers to think about the different scales of change that would be needed to achieve various potential targets by 2050.

This exercise should not be mistaken for a proposed plan to achieve any given target. It is, rather, an effort to paint a picture of what achieving such a target might look like, and how much change would be required to achieve different targets.

In considering this table, it is also important to note that some changes will happen by 2050 on a larger scale, such as provincially, nationally, or internationally, that are expected to reduce local emissions in Waterloo Region. Examples include the already completed elimination of coal from Ontario’s electricity grid between 2012 and 2016, and ongoing improvement in vehicle fuel efficiency standards. It is also important to note that actions taken here may reduce greenhouse gas emissions in other communities, and not be measurable here.

In the same vein, it should also be noted that the scenarios reflect combinations of changes at local, provincial, federal, and international levels that interact with each other.

The table displayed in the next two pages shows scenarios of potential changes to energy sources and their possible contribution to different 2050 targets:

	0%	30%	50%	80%	100% ¹⁵
Transportation	Current track (including increasing ethanol in gas supply).	Personal cars run on electricity or hydrogen.	Personal cars, private sector passenger vehicles, and light trucks run on electricity or hydrogen.	Personal cars and private sector vehicles run on electricity or hydrogen.	All vehicles run on electricity or hydrogen; no fossil fuels.
Electricity generation and consumption	Current track.	Increased use of renewables like hydro. Use natural gas for hydrogen production.	Increased use of renewables like hydro and wind. Reduced natural gas use. New buildings are more efficient.	Increased use of renewables like hydro, wind, and solar. Reduced natural gas use. Both new and existing buildings are more efficient (requires retrofits).	All electricity is produced with renewable sources. All buildings use the most efficient technologies. No fossil fuels used for energy.
Space and water heating (gas, fuel oil, propane)	Current track.	Develop solar water heating and ground-source heating and cooling.	Develop solar water heating, ground-source heating and cooling, air-source heating and cooling, and solar walls.	Further develop solar water heating, ground-source heating and cooling, air-source heating and cooling, and solar walls.	Alternative heating technologies are fully developed and implemented. No fossil fuels used for space and water heating.

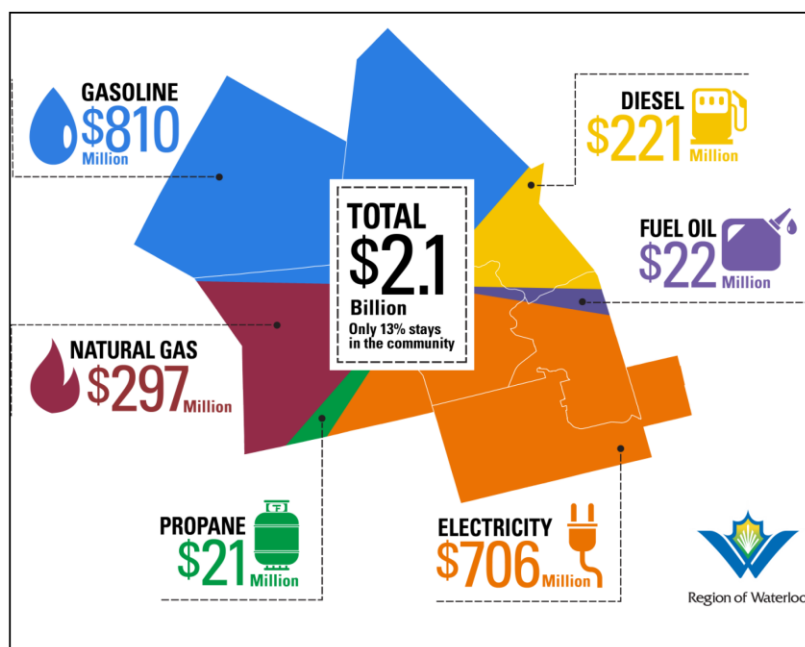
¹⁵ 100% emissions reduction would also require the elimination of all greenhouse gas emissions from animal agriculture, which could be accomplished through some combination of increasing plant-based meals, offsets, transporting manure for central processing into energy, etc.

Waste, water and wastewater	Current track	Current track	Energy is produced from waste using cogeneration.	Energy is produced from waste using cogeneration. Biosolids sent to landfill are reduced by half.	No biosolids are sent to landfill. All recyclable or compostable materials are diverted.
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Supporting policy changes and potential benefits

In order to achieve an 80% reduction below 2010 levels by 2050, significant changes will have to be made in Waterloo Region. Changes to our energy generation and use, such as those proposed in the draft Community Energy Investment Strategy (CEIS) currently under consideration, will be a big part of achieving significant reductions by 2050. We will also need to make changes soon to local policies on things like transportation and land use planning to continue to support more efficient and healthy communities. Specific initiatives will be identified as part of work to create our next community plan, after the long-term target has been approved.

At the same time, lowering emissions comes with enormous potential benefits. Investment in local energy brings economic benefits and adds resilience to our energy system. As noted in the draft CEIS, currently only 13% of the \$2.1 billion our community spends on energy stays in our community, but proposed changes would keep more energy dollars here. According to the draft CEIS, “If 10 per cent of our energy needs could be generated locally, about \$210 million would remain in our community based on local energy use in 2014.”



Source: Draft [Community Energy Investment Strategy](#), p. 16

Benefits beyond energy are also significant. Reduced emissions can improve air quality and health outcomes. Building more liveable, walkable communities improves quality of life for our residents. By pursuing an ambitious target, we would be showing leadership, and helping businesses and people see Waterloo Region as a place that's ready for the future. And at the same time, we would be doing our part locally to solve the global problem of climate change.

Choosing a 2050 community emissions reduction target will allow us to move forward and build on the progress we have made with our first Climate Action Plan.

Conclusion

This report has been intended to support the second stage of consultations with stakeholders across Waterloo Region on the proposed long-term emissions reduction target. It has included an overview of targets in relevant jurisdictions, the results of our first stage of consultations, and an assessment of a number of considerations in target-setting like backcasting, base years, and the scale of changes needed.

This report will inform consideration of the proposed 2050 target of 80% below 2010 levels, and support robust and informed discussion of the target and possible next steps to achieve it.



Township of Wilmot **REPORT**

REPORT NO.	CAO 2018-01
TO:	Council
PREPARED BY:	G. Whittington Chief Administrative Officer
DATE:	March 5, 2018
SUBJECT:	2018 Municipal Work Program

Recommendation:

That the 2018 Municipal Work Program, as per the report dated March 5, 2018, prepared by the Chief Administrative Officer, be endorsed.

Background:

On March 6, 2017, Council approved the overall 2017 Municipal Work Program, which included each of the department's 2017 work programs. On August 28, 2017, Council approved the mid-year review and the updates to the 2017 Municipal Work Program.

Discussion:

To follow up on the approval and implementation of the 2017 Municipal Work Program, the following information is provided:

Accomplishments for the Year 2017:

The status of the individual departmental work programs has been reviewed and attached to this report. Additional tasks requiring immediate attention were initiated during this time period and are acknowledged accordingly.

A majority of the wide range of tasks in the year 2017 Work Program have been completed. This achievement is worth acknowledgement as 2017 was another year of strong business activity and capital project construction.

As acknowledge; the working relationship with Council and municipal staff is very productive and continues to show leadership and positive support towards completing the tasks that are necessary to improve customer service, respond to provincial initiatives and maintain a strong and vibrant local community. This reflects well on the Township's Vision "Wilmot is a cohesive,

vibrant and welcoming countryside community” and our Township’s Mission “To evolve and grow as a community of caring people working together to build upon a sure foundation”.

2018 Municipal Work Program:

The 2018 Municipal Work Program has been prepared outlining the projects to be undertaken by each department for the full year. The work program indicates projects or major tasks and does not list the day to day activities of each of the departments.

The year 2018 represents another busy year involving a number of major studies such as the Township’s Asset Management Plan, Library Services Facility Study, Arts & Culture Master Plan, New Hamburg Arena Building Analysis Study, the continued implementation of the approved Parks, Facilities & Recreation Master Plan, Fire Master Plan and the New Hamburg Downtown Parking Study. The work program highlights a very wide range of equipment, roads, trails, utilities, building and bridge infrastructure improvements and programs, which includes the Holland Mills Bridge construction. As well, as the implementation of new and amended Provincial legislation.

The establishment of the work program provides several benefits, including:

- Implementation of the Township’s Strategic Plan;
- Focused resource planning of personnel;
- The ability to provide measurements of the completion of major tasks by each department;
- A clear understanding between both staff and Council as to the priorities of the municipality;
- Continued focus towards improvements of the overall municipal organization and services;
- The avoidance of establishing unnecessary actions and projects.

The updated list of actions provides a continued focus towards improvements of the municipal organization and services. The Management Team will monitor the work program and issues raised will be acted upon at the weekly meetings.

Upon the approval of the 2018 Municipal Work Program, the CAO will provide an updated report to Council after 6 months, to confirm the status of the listed tasks and accomplishments. At the same time, the ability to review and initiate further tasks within the Strategic Plan and new priorities of Council and municipal staff will be provided.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goals of being an engaged community through communication of municipal matters and most importantly, incorporating the Strategic Plan actions into the annual Municipal Work Program.

Financial Considerations:

The Municipal Work Program identifies the capital projects that are within the approved 2018 Budget.

Conclusion:

The approval of the 2018 Municipal Work Program is a continued important step in the implementation of the approved Township Strategic Plan, 2018 Budget, 10 year capital plan and Council approved Master Plans, (such as Trails, Fire and Parks, Facilities & Recreation).

Grant Whittington
Chief Administrative Officer

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: CAO		DATE: March 5, 2018							
	Project	Person Responsible	J	A	S	O	N	D	Comments
STRATEGIC PLAN									
1	Regional Economic Development Corporation/Liaison Committee	Grant, Municipal CAOs					X		Ongoing. Offices are relocating to the Tannery.
2	Waterloo Region Tourism Marketing Corporation	Grant	X	X	X	X	X	X	Ongoing. Offices are relocating to the Tannery.
3	Monitor/pursue senior government funding opportunities	Grant, Management Team	X	X	X	X	X	X	Successful applications to the OMCC and FCM MAMP
4	Library Services Facilities Review	Steering Committee, Consultant	X	X	X	X	X	X	Project deferred to 2018 pending results of the Library Services Strategic Plan.
5	Arts and Culture Master Plan	Steering Committee	X	X	X	X	X	X	In progress. Second phase to continue February 2018.
6	Review Delegation of Planning Approvals	Grant, Harold							Ongoing
7	Undertake Wilmot Branding Process (digital, social media, website, etc.)	Management Team	X	X	X	X	X	X	Continued awareness of Wilmot through multiple means (digital, social media, website, etc.)
8	Asset Management Plan update	Finance, Management Team	X	X	X	X	X	X	Multi-year project. Dedicated Asset Management staff position approved.
9	Parks, Facilities and Recreation Master Plan	Steering Committee and consultant							Completed. Implementation through the Ten Year Capital Plan and Work Program.
CAPITAL PROGRAM									
10	Update 10 Year Capital Forecast 2016/2017	Management Team				X	X	X	Completed.
GENERAL									
11	Budget 2017	Grant, Management Team							Completed.
12	Budget 2018	Grant, Management Team			X	X	X	X	Budget approved February 12, 2018
13	2017 Work Programs and Review	Grant, Management Team		X	X				Completed.
14	Employee Performance Review	Grant, Management Team					X	X	Ongoing.
15	Kitchener Waterloo Community Foundation - Vital Grants				X	X	X		Completed.
16	Prime Minister Statue Committee	Steering Committee	X	X	X	X	X	X	Four statues installed 2016-2017. Committee established.
17	2018 Municipal Grants Programs	Grant, Finance Staff			X	X	X	X	Budget approved February 12, 2018
18	Discover Your Wilmot Program - 2018 Intake	Grant, Finance Staff			X	X	X	X	Completed.
Human Resources									
19	Implement Timesheet Module Software	Lorena, Karl	X	X	X	X	X	X	Installed. Implementation underway.
20	Develop Formal Leave Procedure for VFF	Lorena, Rod				X	X	X	In progress.

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: CAO		DATE: March 5, 2018							
	Project	Person Responsible	J	A	S	O	N	D	Comments
21	Implement Accommodation and Return to Work Policy	Lorena, Management Team							Completed.
22	Update All Staff on WHMIS 2015 Standard	Lorena							Completed.
23	RFP - Benefits Provider	Lorena, Grant							Completed.
24	Recruitment - Full Time, Part Time, Volunteer Fire and Seasonal	Lorena, Managers, Department Heads	X	X	X	X	X	X	Ongoing.
25	Leave of Absence Policy	Lorena	X						Completed.
26	Transition Training - Payroll	Lorena, Ashton, Marzena							Completed.
NEW INITIATIVES									
27	WSIB Audit	Lorena, Finance							Completed.
28	AODA & the Code training FT	Lorena	X						Completed.
29	PTSD Program Outline	Lorena, Gary							Completed.
30	Policy updates (Health and safety, Probationary period)	Lorena, Management Team	X						Completed.
31	Wellness initiatives (VFF & FT Nutrition, BBQ, Golf)	Lorena, Recreation and Fire			X		X		Completed.
32	Policy updates (Violence and harassment)	Lorena, Management Team				X	X	X	In progress.
33	Transition training - OMERS Administration	Lorena, Marzena, Ashton					X	X	In progress.
34	Health and Safety Program	Lorena, Jeff, Sarah, Management Team		X	X	X	X	X	In progress.

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: CLERK'S SERVICES		DATE: March 5, 2018							Comments
	Project	Person Responsible	J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Undertake Wilmot Branding Process	Management Team	X	X	X	X	X	X	Continued awareness of Wilmot through multiple means (digital, social media, website, etc.)
	CAPITAL PROGRAM								
2	Replace By-law Enforcement 2008 Vehicle	Barb/Derek					X	X	Approved through Budget Process
3	Mannheim Municipal/Community Events Grd Sign	Barb/Dawn	X	X	X	X	X	X	Approved through Budget Process
	GENERAL								
4	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/Erin	X	X	X	X	X	X	Completed
5	2018 Municipal Electrions Preparation	Barb/Dawn	X	X	X	X	X	X	Ongoing
6	2016 Work Program Year End Review	Barb/Dawn/Derk							Completed
7	2017 Work Program	Barb/Dawn/Derek							Completed
8	2017 Work Program Mid Year Review	Barb/Dawn/Derk		X					Completed
9	Community Newsletter (with interim tax bills)	Dawn							Completed
10	Community Newsletter (withfinal tax bills)	Dawn							Completed
11	Budget 2017	Barb/Management Team							Budget approved in February 2017
12	Budget 2018	Barb/Management Team				X	X	X	Budget approved in February 2018
13	Hire By-law Summer Student for 2017	Barb/Derek/Lorena							Completed
14	Update Township Property Inventory	Dawn	X	X	X	X	X	X	Ongoing
15	Employee Performance Reviews	Barb				X			Completed
16	Re-registration of 40 Year Old Easements	Dawn							Completed
17	Appoint GRAAC Members / Amend Terms of Reference	Dawn							Completed
18	Staff Liaison - GRAAC Meetings	Dawn	X	X	X	X	X	X	Ongoing Monthly Meetings
19	Stephen Lichti Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	Completed
20	Gingerich Road Drain	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Construction complete. Actual Cost levy spring of 2017
21	St. Agatha Drain 2015	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Construction 90% complete. Completion expected in spring 2017
22	Don Myers Drain	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Pending Filing of Report
23	Phillips-Doehn Drain	Barb/Dawn/B. Dietrich							Completed
24	Don Zehr Drain Petition	Barb/Dawn/B. Dietrich	X	X					Completed
25	Activa-Region-Trussler Road Municipal Drain	Barb/Dawn/B. Dietrich							Completed
26	Wiebe Nauta Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	Completed Under Sect. 40 of Act

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: CLERK'S SERVICES			DATE: March 5, 2018						
	Project	Person Responsible	J	A	S	O	N	D	Comments
27	Drain Maintenance - Various Drains	J. Kuntze	X	X	X	X	X	X	Tile and Catchbasin Repair, inspections in progress
28	Nachurs-Alpine Municipal Drain	Barb/Dawn/P. Burnside	X	X	X	X	X	X	Final Report Submission Pending
29	Hartmut Weiss Drain	Barb/Dawn/Burnside						X	Drain Constructed
30	Lyle Cressman Municipal Drain	Barb/B. Dietrich					X	X	Drain Report in 2017
31	Update Traffic and Parking By-law	Barb/Dawn/Derek/Erin	X	X	X	X	X	X	By-law Completed, Set Fine Schedules Deferred -2018
32	Staff Liaison - GRAAC Meetings	Dawn	X	X	X	X	X	X	Ongoing
33	Digital Records Management System	Management Team	X	X	X	X	X	X	RFI Completed. Implementation 2019
34	Official Unveiling - Sir Robert Borden Sculpture	Barb/Tracy/Committee	X	X	X	X	X		Completed November 6, 2017
35	Prime Ministers Path Committee Liaison	Barb/Tracy/Committee	X	X	X	X	X	X	Ongoing Communication / Meetings
36	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			Ongoing
37	Victoria Day Event Follow Up With Committee	Barb/Derek/Dawn							Completed
38	Hire Full Time MLEO	Barb/Derek/Lorena		X					Completed
39	Council for a Day Program 2017	Barb/Dawn							Completed
40	Ramseyer Petition	Dawn							Completed Under Sect. 40 of Act
NEW INITIATIVES									
41	Joint Ombudsman Annu Report / Quarterly Meetings	Barb/Dawn/Area Clerks/Agree Inc.			X				Completed / Ongoing Meetings
42	Bill 68 Review - Impact on Municipal / Mun Conflict of Interest Acts	Barb/Integrity Commissnr					X		Fall Orientation Session - Completed
43	Land Transfer/Restoration Agreement - Former Wilmot Cmty Pool	Barb/Scott/WRDSB	X	X	X	X	X	X	Completed
44	MEA Update - Area Clerk's Presentation	Barb/Area Clerks				X	X	X	Presentation at All Council Meeting
45	Bill 68 Compliance with Legislation	Barb/Dawn					X	X	Research Underway
46	Procedural By-law Re Delegations /Electronic Participation Review	Barb/Dawn/Area Clerks	X	X	X	X	X	X	Review Underway
47	Appoint Dog Designation Appeal Committee Members	Barb/Dawn/Derek/Erin					X	X	Completed
48	Election Recourt Policy	Barb/Dawn						X	Report to Council Early 2018
49	Conflict of Interest Form - Council and Committees	Barb/Dawn						X	Draft Form for Future Use
50	Dog Bite Prevention Brochure / Classroom Visits	Barb/Dawn/Derek/Erin				X	X	X	Brochures, Planning School Visits Initiated

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW												
DEPARTMENT: FINANCIAL SERVICES			DATE: March 5, 2018									
	Project	Person Responsible	J	A	S	O	N	D	Comments			
	STRATEGIC PLAN											
1	Monitor/Pursue Senior Government Funding Opportunities	Patrick, Ashton Management Team	x	x	x	x	x	x	Successful applications to the OMCC and FCM MAMP programs. Reporting and claim submissions on-going.			
2	Asset Management Plan Update	Patrick, Ashton, Marzena Management Team	x	x	x	x	x	x	Multi-year project. Progress anticipated with the on-boarding of dedicated Asset Management staffing resource.			
3	Sustainability Committee Meetings	Patrick, Ashton, Scott, Bruce			x			x	Quarterly meetings held in Q3 and Q4.			
	CAPITAL PROGRAM											
4	Migration from Class Software to Active Net Software	Vicky, Karl, Ashton	x	x	x	x			Project Completed.			
5	FlexNet Wireless Water Meter Reading Implementation	Ashton, Sue, Karl, Utilities	x	x	x				Project Completed.			
6	Library Services Review	Steering Committee, Consultants							Project deferred to 2018, pending results of Library Services Strategic Plan.			
7	GPS/AVL System Upgrades	Karl		x	x	x	x	x	Project Completed.			
8	Backup Server Deployment	Karl		x	x				Project Completed.			
9	Upgrade Desktops and Notebooks	Karl	x	x	x				Project Completed.			
	GENERAL											
10	Budget 2017	Rosita, Patrick, Ashton, Marzena, Management Team							Project Completed.			
11	2017 Work Program	Patrick, Ashton, Marzena, Karl							Project Completed.			
12	Implement full eBidding Process and Update Bid Documents	Marzena, Patrick, Purchasing Agents							Project Completed.			
13	Digitize Property Roll and Pre-Authorized Payment Plan Files	Ashton, Barb, Sue	x	x	x	x	x	x	Project on-going.			
14	Year End Financial Statements, FIR and Audit	Patrick, Ashton, Marzena							Project Completed.			
15	Annual GHG Reporting to Sustainable Waterloo Region	Sustainability Committee, Marzena							Project Completed.			
16	Hiring / On-Boarding of New Financial Analyst	Patrick, Ashton, Marzena							Project Completed.			
17	Green Energy Act Reporting on GHG Emissions	Sustainability Committee, Marzena							Project Completed.			
18	Annual Reporting of Council Remuneration, Development Charges and Cash in-lieu of Parkland	Patrick, Ashton							Project Completed.			

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: FINANCIAL SERVICES		DATE: March 5, 2018							
	Project	Person Responsible	J	A	S	O	N	D	Comments
19	Update Tangible Capital Assets Policy	Patrick, Ashton, Auditors					x	x	Policy to be updated in conjunction with completion of Asset Management Plan.
20	Upgrade Point-of-Sale Terminals (Finance, Castle, Development Services)	Ashton, Tracy, Harold							Project Completed.
21	Continuation of Departmental Inventory Program	Ashton, Marzena, Jamie		x	x	x	x	x	Project on-going. Finance work with consultants and AM Coordinator to undergo gap analysis.
22	Update Reserve Fund By-Law	Patrick					x	x	By-law to be updated in conjunction with completion of Asset Management Plan.
23	2017 Work Program Review	Patrick, Ashton, Marzena, Karl	x	x					Project Completed.
24	Update Asset Management Database with Fire Services Inventory	Marzena, Fire Management Team		x	x	x	x		Project on-going. Finance staff working in collaboration with Fire Services to produce comprehensive inventory that seamlessly integrates across software platforms.
25	Develop Asset Condition Assessment Program for Asset Management Software	Ashton, Marzena, Patrick, Jeff, Scott			x	x	x	x	Funding received from FCM Municipal Asset Management Program (MAMP) for Asset Management Roadmap (Phase I - III) anticipated to be commenced in Q1 2018.
26	Review/Implement Recreation Financial Assistance for Seniors	Jamie / Recreation Staff			x	x			Discussions to be held in Summer 2018.
27	Update Wilmot Water Financial Plan	Ashton, Utilities				x	x		Project Completed.
28	Implement eContracts Database	Marzena, Purchasing Agents							Database created. Existing and future contracts continue to be integrated onto one platform.
29	2018 Municipal Grants Program	Jamie, Patrick, Grant				x	x	x	Project Completed.
30	Discover Your Wilmot Program - 2018 Intake	Jamie, Patrick, Grant				x	x	x	Staff continue dialogue with KWCF regarding continuation of this successful funding initiative.
31	Budget 2018	Patrick, Ashton, Marzena, Management Team			x	x	x	x	Project Completed.
32	Implement the Sale of Garbage Bag Tags	Ashton, Barb, Vicky, Scott							Project Completed.

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: FINANCIAL SERVICES		DATE: March 5, 2018								
	Project	Person Responsible	J	A	S	O	N	D	Comments	
33	Develop/Implement Process for Digital Records Management in Accounts Payable / Cash Receipts	Ashton, Barb, Marzena, Jamie	x	x	x	x	x	x	Project on-going. Process being established for Cash Receipts. Accounts Payable process under review for implementation Q2 2018.	
34	Implement eBilling Solution for Tax and Water Bills	Ashton, Sue, Barb				x	x	x	Project Completed.	
35	Implement Water Use By-Law	Ashton, Sean						x	By-Law to be presented to Council in 2018.	
36	Finance Department Floor Plan Review	Patrick, Scott							Project Completed.	
37	Update Pre-Authorized Payment Forms	Ashton, Barb, Sue				x	x		Project Completed.	
38	RFP for Banking Services	Patrick, Ashton							Project Completed. Contract renewed with TD.	
39	Update Investment Policy	Patrick, Ashton				x	x	x	Staff working with area municipalities to develop consistent framework under new legislative environment.	
40	Explore Municipal Accounting Software Solutions	Patrick, Ashton, Marzena, Barb, Sue, Jamie				x	x		Project Completed.	
41	Mobile Device Upgrades	Karl, Marzena							Project Completed.	
42	Enhance Backup Power Supply and Redundancy for IT Infrastructure	Karl							Project Completed.	
43	Mobile Device Management Software Deployment	Karl							Project Completed.	
44	Design/Build Backup EOC Network/Infrastructure	Karl, CEMC							Project Completed.	
45	Network Printer Replacements (Finance, Building, Fire)	Karl, Marzena				x	x	x	Project to be completed in Q1 2018.	
46	Active Directory Migration from Server 2008 to Server 2012 R2	Karl		x	x				Project Completed.	
47	Implementation of CityWide Asset Management Works Module	Ashton, Sean, Alastair, Karl, Jeff		x	x	x	x	x	Project commenced, full deployment anticipated in late 2018.	
48	Fire Station Wireless Network Installations	Karl, Fire Management Team				x	x	x	Project Completed.	
49	Review/Impact Assessment of Exchange Migration to Microsoft Office 365	Karl, Ashton			x	x	x	x	Project Completed.	
50	Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software	Karl, Ashton, Management Team				x	x	x	Project to be completed in conjunction with IT Security review in 2018.	
	NEW INITIATIVES									
51	Investigate Digital Records Management Software	Karl, Ashton, Management Team				x	x	x	Project Completed.	

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: FINANCIAL SERVICES		DATE: March 5, 2018							
	Project	Person Responsible	J	A	S	O	N	D	Comments
52	WSIB Audit	Marzena, Lorena							Project completed. Clean report.
53	Create Anti-Idling Education Webpage	Sustainability Committee		x	x				Page to be launched in conjunction with sign installations.
54	DWQMS Internal Audit	Ashton, Utilities			x	x			Project Completed.
55	Trails Implementation Working Group Meetings	Trails Implementation Working Group			x	x	x	x	Meetings on-going.
56	Removal of 1/3 Exemption for Council Remuneration	Patrick, Area Treasurers	x	x	x	x			Project Completed.
57	Extension of Contribution Agreement under Canada 150 - Community Infrastructure Program (Intake 1)	Patrick, Scott, Grant, Howie, Jeff, Trails Implementation Working Group	x	x	x				Project Completed.
58	Health and Safety Program Establishment	Management Team	x	x	x	x	x	x	Policy statement approved in Q3. Comprehensive program to be established throughout 2017-2018.
59	Establish Policy for Unclaimed Security Deposits and Holdbacks	Patrick, Marzena		x	x	x	x		Project completed.
60	Target Setting for GHG Reductions under the Regional Sustainability Initiative (RSI)	Sustainability Committee, Grant		x	x	x	x	x	Project Completed. 25% reduction target established.
61	Water Affordability Working Group Meetings	Ashton, Area Municipalities		x	x	x	x	x	Regional working group project completed.

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: FACILITIES & RECREATION SERVICES		DATE: March 5, 2018							Comments
	Project	Person Responsible	J	A	S	O	N	D	
STRATEGIC PLAN									
1	Parks, Facilities and Recreation Services Master Plan	Steering Committee & Consultant							complete
2	Library Services facility review	Steering Committee and Consultant	x	x	x	x	x	x	staff are compiling info for Terms of Reference - project deferred to 2018
3	Continue to research, develop & implement seniors/youth programs	Vicky/staff	x	x	x	x	x	x	on-going
4	Continue to review/prioritize trail projects (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	FRS/PW/DS	x	x	x	x	x	x	on-going
5	Trail design process (Beckdale North, Smiths Creek Flats, Schneller/Country Creek)	TIWG/Consultant	x	x	x	x	x	x	has been initiated by TIWG
6	Design/purchase/install trail signage (Christner Trail, Morningside Trail)	TIWG/Geoff/Brandon			x	x	x		complete
7	Assist with Healthy Communities Week	Vicky/staff							complete
8	Wilmot Reforestation Program - Parks	Scott			x	x			complete
9	Wilmot Branding	Management Team	x	x	x	x	x	x	continued awareness of Wilmot through multiple means (digital, social media, website, etc.)
10	Asset Management Plan update	Finance/Management Team	x	x	x	x	x	x	on-going
11	Sustainability Committee meetings	Patrick, Ashton, Scott, Bruce			x			x	on-going
12	Arts & Culture Master Plan	Tracy/Steering Committee, CK staff	x	x	x	x	x	x	in progress; second phase to continue February 2018
CAPITAL PROGRAM									
60 Snyder's Road West									
13	Window/glass repair at Administration Complex	Geoff/contractor	x	x					complete
14	Carpet replacement at Administration Complex	Geoff/contractor	x	x					complete
121 Huron Street									
15	Complete rooftop A/C unit replacement	Bruce/contractor	x	x	x	x			complete
Parks & Facilities Operations									
16	Tender/purchase parks tractor/loader	Geoff/Brandon/supplier							complete
St. Agatha Parks & Facilities									
17	RFP for design/installation of back-up power supply at SACC	Scott/Geoff/contractor	x	x	x	x			complete
18	Parking lot grading/resurfacing	Geoff/Brandon/contractor			x	x			complete

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: FACILITIES & RECREATION SERVICES		DATE: March 5, 2018							Comments
	Project	Person Responsible	J	A	S	O	N	D	
	Baden Parks & Facilities								
19	Woodworking shop property - parking lot grading/drainage/resurfacing	Geoff/staff/contractor			x	x	x	x	project deferred to 2018
20	Complete tennis court replacement	Geoff/contractor	x	x	x	x	x	x	project complete - minor deficiencies to be rectified in spring 2018
	New Dundee Parks & Facilities								
21	RFP for design/installation of back-up power supply at NDCC	Scott/Geoff/contractor	x	x	x	x			complete
22	Replace tennis courts at ND Community Park	Scott/Geoff/contractor	x	x	x	x	x	x	project 70% complete - to be 100% complete by spring 2018
23	Complete HVAC equipment replacement at Community Centre	Geoff/Bruce/contractor	x						complete
24	Bandshell floor and roof replacement	Geoff/contractor			x	x	x	x	floor replacement complete; roof works awarded - to be completed prior to Victoria Day 2018
	Mannheim Parks & Facilities								
25	Exterior door replacements	Brandon/contractor		x	x	x	x	x	P.O. issued - awaiting delivery & installation
	New Hamburg Parks & Facilities								
26	NH Arena Engineering/Re-commissioning Study	Scott/consultant	x	x	x	x	x	x	staff working to define scope of work - project deferred to 2018
27	Kirkpatrick Park & area - parking enhancements review	Scott/consultant/staff	x	x	x	x	x	x	design initiated - awaiting GRCA review
28	Norm Hill Park material storage bunkers	Brandon/staff				x	x	x	project deferred to 2018
29	Scott Park playground replacement	Geoff/contractor			x	x			complete
30	Forest Glen Trail development	TIWG	x	x	x	x	x	x	awaiting hazardous tree removal (TIWG)
	Wilmot Recreation Complex								
31	LED lighting retrofits	Geoff/contractor	x	x	x	x	x	x	WRC twin-pad complete - materials ordered for Aquatic Centre
	Riverside Cemetery								
32	Install columbarium #2 at Riverside Cemetery	Scott/Crystal/contractor		x	x	x	x	x	Purchase Order issued to Rock of Ages for supply/installation - spring 2018 installation
	GENERAL								
	Recreation Administration								
33	2017 Operating & Capital Budget	Scott/CAO/Fin/staff							complete
34	Update 10-year capital forecast to include items from the approved Parks, Facilities & Recreation Services Master Plan	Scott/Finance	x	x	x	x	x	x	on-going

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: FACILITIES & RECREATION SERVICES										DATE: March 5, 2018									
	Project	Person Responsible	J	A	S	O	N	D		Comments									
35	Community Recreation Guide (spring/summer and fall/winter)	Crystal/staff	x	x						complete									
36	Work with WRDSB to develop artificial turf field at WODSS	Scott/WRDSB				x	x	x		project to be tendered in early 2018 as per WRDSB									
37	Complete ActiveNet software system installation	Vicky/staff/IT	x	x	x	x	x	x		complete									
38	Complete Fire Safety Plans (NH Arena/CC, Admin. Complex)	Scott/Contractor			x	x	x			Admin. Complex complete; NH Arena/CC to be completed "in-house" in conjunction with Wilmot Fire Services									
39	Complete annual performance reviews for F/T staff	Scott/Managers					x	x		complete									
40	Continue the development of a departmental operating policies manu	Scott/Managers	x	x	x	x	x	x	x	on-going									
41	Healthy Kids Community Challenge	Vicky/Lacy	x	x	x	x	x	x	x	on-going									
42	2018 Budget	Scott/Management Team		x	x	x	x	x	x	underway									
43	Update 10-year capital forecast	Scott/Management Team		x	x	x	x	x	x	underway									
44	2017 Work Program	Scott/Managers	x	x			x	x		year-end update complete									
45	Hire/train summer students	HR/Brandon								complete									
NEW INITIATIVES																			
46	Health & Safety Policy/Plan development	Management Team	x	x	x	x	x	x	x	project initiated									
47	Old Wilmot Community Pool building demolition	Scott/Geoff/contractor	x	x						complete									
48	Schmidt Woods/WRC Trail enhancements	TIWG/Geoff/Scott	x	x	x	x	x			complete - minor deficiencies to be rectified in spring 2018									

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: PUBLIC WORKS		DATE: March 5, 2018							
	Project	Person Responsible	J	A	S	O	N	D	Comments
STRATEGIC PLAN									
1	LED Streetlight Replacement Program	Alastair	x	x	x	x	x	x	Substantially complete (PW-2016-20). Minor deficiency work remaining.
2	Review/prioritize trail segments (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes.	FRS/PW/DS	x	x	x	x	x	x	Multi-year project
3	Asset Management Plan Update	Finance/Management Team	x	x	x	x	x	x	On-going.
4	Wilmot Reforestation Program - Public Works	Alastair			x	x	x		Complete.
CAPITAL PROGRAM									
5	Hot Mix Asphalt Program	Alastair/Dave	x	x					Complete (PW-2017-12)
6	Tar & Chip Program	Alastair/Dave		x	x	x			Complete (PW-2017-05).
7	Holland Mills Road - Class EA & Preliminary Design	Jeff/Alastair	x	x	x	x	x	x	Complete (PW-2017-18). Construction 2018.
8	Sidewalk Program	Alastair	x	x	x				Complete (PW-2017-11).
9	Byron & Milton Street Reconstruction - Engineering	Alastair/Dave/Sean	x	x	x	x	x	x	Construction 2018.
10	Lewis & Hannah Street Reconstruction - Engineering	Alastair/Dave/Sean	x	x	x	x	x	x	Multi-year project. Construction 2019.
11	King Street Reconstruction - Construction	Alastair/Dave/Sean	x	x	x				Surface asphalt remaining (PW-2017-07). Carry forward to 2018.
12	Replace Disc Mower (Roads)	Dave							Complete.
13	Bridge Appraisals	Alastair		x	x	x	x		Complete (PW-2017-10).
14	Wilmot-Easthope Road Culvert Replacement - Construction	Alastair/Dave	x	x	x				Complete (PW-2017-03).
BUDGET									
15	2017 Budget	Gary/Dave/Sean/Alastair Management Team							Budget approved February 2017.
16	2018 Budget	Jeff/Alastair/Dave/Sean Management Team		x	x	x	x	x	Budget approved February 2018.
17	Update 10-Year Capital Budget Forecast	Jeff/Alastair/Dave/Sean/ Management Team		x	x	x	x	x	Budget approved February 2018.
ROADS									
18	Winter Sand Stockpile	Dave				x	x		Complete.
19	Prepare Roads for 2018 Hard Surfacing Programs	Dave	x	x	x	x			Complete.
20	Gravel Resurfacing Program	Alastair/Dave							Complete.
21	SWM Facilities - Inspections/Maintenance/Repairs	Dave			x	x			Complete.

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW											
DEPARTMENT: PUBLIC WORKS						DATE: March 5, 2018					
	Project	Person Responsible	J	A	S	O	N	D	Comments		
22	Replace Culverts - Wilmot Line, Diamond Road & Puddicombe Road	Dave	x	x					Complete.		
23	Road Sign Inventory	Dave			x	x			Complete.		
	UTILITIES										
24	Implement Water Use By-Law	Sean/Ashton				x	x	x	Estimated completion in Q4 2018		
25	Replace Lift Pumps @ Charlotta Street Pump Station	Sean							Complete.		
	GENERAL										
26	2017 Work Program and Review	Jeff/Alastair		x			x	x	Complete.		
27	Employee Performance Review	Dave/Sean				x	x		Complete.		
28	Update Municipal Database	Alastair				x	x	x	Complete.		
	NEW INITIATIVES										
29	Health and Safety Program Update	Jeff/Dave/Sean	x	x	x	x	x	x	Multi-year project.		
30	FCM Municipal Asset Management Program (MAMP) Fund Application	Jeff/Patrick		x	x	x			Complete.		
31	Ontario Municipal Commuter Cycling Program (OMCCP) Fund Application	Jeff/Patrick/Scott/Harold		x	x				Complete.		
32	DWQMS Internal Audit	Utilities/Finance	x	x	x	x			Complete.		

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: FIRE SERVICES			DATE: March 5, 2018						
	Project	Person Responsible	J	A	S	O	N	D	Comments
	STRATEGIC PLAN								
1	Fire Agreement Discussions (Wilmot/Waterloo/Wellesley)	Chief, CAO	x	x	x	x	x	x	Completed
2	Review By-Law to Establish a Fire Department	Chief, Fire Mgmt Team	x	x	x	x	x	x	Reviewed, no recommended changes at this time, will continue to review annually
3	Monitor/Pursue Senior Government Funding Opportunities	Chief / FPO/TO	x	x	x	x	x	x	Ongoing, continue into 2018
4	Asset Management Plan Update	Chief/Finance	x	x	x	x	x	x	Ongoing, continue into 2018
5	Branding - Shoulder Flash Development	Chief, Fire Mgmt Team							Completed (FD 2015-05)
	CAPITAL PROGRAM								
6	Fire Tanker Truck Replacement (T-35)	Chief			x	x	x	x	In Progress, Truck Build production started (FD 2017-01) estimate delivery in May 2018
7	Fire Hose Replacement	Chief/Fire Mgmt Team							Completed
8	Roof replacement Station 1 Baden	Chief							Completed (FD 2015-09)
9	Floor Drain repairs Station 2 New Dundee	Chief							Completed
10	Diesel Exhaust Extration System - Station 3 New Hamburg	Chief/Fire Mgmt Team							Completed (Report FD 2017-04)
11	Radio Equipment Upgrades	Chief/Fire Mgmt Team	x	x	x	x	x	x	In Progress, Order placed with Region, Includes Public Works and Bylaw. Expected system go live date mid 2019
	GENERAL								
12	Budget 2018	Chief/Fire Mgmt Team	x	x	x	x			Completed
13	Emergency Management Annual Training/Exercise	CEMC/CAO/ECG/Chief	x	x	x	x			Completed, Joint regional exercise in Cambridge, Final Annual report submitted to OFMEM.
14	Fire Prevention Officer Recruitment/Onboarding	Chief/HR							Completed - Hired new FPO in May 2017. FPO resigned December 2017.
15	Protective Gear Replacements/Recruits	Chief/TO/Fire Mgmt Team	x	x	x	x	x	x	Completed
16	Tiling Repairs - Station 1	Chief/DC Koenig							Completed
17	Hose Tower Cleaning - Station 1	Chief/DC Koenig							Completed
18	Purchase/Install Truck Mounting Brackets - Station 1	Chief/DC Koenig							Completed
19	Upgrade Fire Pro 2 with Additional Modules	Chief/Karl							Completed, PTSD item installed/routine software upgrades completed
20	Develop Formal Leave Procedure for VFF	Lorena, Chief			x	x	x	x	Working with HR to complete process, moved to 2018 work program
21	Door Pressure Switches - Station 1	Chief/DC Koenig							Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: FIRE SERVICES		DATE: March 5, 2018							Comments
	Project	Person Responsible	J	A	S	O	N	D	
22	Purchase HCN Gas Monitors (3)	Chief/Fire Mgmt Team							Completed, Operating Guidelines and department training completed as well
23	Electrical Repairs - Station 2	Chief/DC Otterbein							Completed
24	Backup EOC Networking - Station 2 New Dundee	Chief/DC Otterbein/Karl	x	x	x	x	x	x	Completed
25	Reflective Striping on Fire Apparatus - Station 1	Chief/DC Koenig							Completed
26	Purchase Fire Prevention Tools/Equipment	Chief/FPO							Completed
27	Recruit Firefighter Training	TO/Recruits	x	x	x	x	x	x	Class of 2017 Completed
28	Mandatory Fire Pump Testing Program	Chief/DC's							Completed, minor repairs identified and completed
29	Mandatory Ladder Testing Program	Chief/DC's							Completed, two ladders failed and pulled out of service
30	Live Fire Training	Chief/DC's/TO	x	x	x	x	x		Completed
31	First Aid Certification	TO							Completed
32	DZ Licensing	Chief/TO/Fire Mgmt Team	x	x	x	x	x	x	Completed
33	Fire Officer III Training Program	Chief/TO/Fire Mgmt Team	x	x	x	x	x	x	Completed
34	Fire Instructor II Training Program	TO	x	x	x	x	x	x	Completed
35	Forcible Entry Training Program	TO	x	x	x	x	x	x	Completed
36	Auto Extrication Training Program	TO	x	x	x	x	x	x	Completed
37	Roof Ventilation Training Program	TO	x	x	x	x	x	x	Completed
38	Development of PTSD Mandatory Program	Chief/HR/Fire Mgmt Team	x	x	x	x	x	x	In progress, moving into next phase of mandatory requirements
39	SCBA Replacement Review	Chief/Fire Mgmt Team	x	x	x	x	x	x	In Progress
40	Review Fire Marquis for collection of fire service fees and charges	Chief/Fire Mgmt Team	x	x	x				Completed, Reviewed with Finance, Agreed to keep in house
41	Create SCBA Committee - SCBA & Filling Station	Chief/Fire Mgmt Team	x	x	x	x	x	x	On going
42	Revise Radio procedures and SOG development	Chief/Fire Mgmt Team	x	x	x	x	x	x	On going, waiting on regional radio program to move forward
43	Update and Revise Response Mapping	Chief/Fire Mgmt Team	x	x	x	x	x	x	Completed
44	Revision / Update Departmental SOG's and SOP's	Chief/Fire Mgmt Team	x	x	x	x	x	x	On going, moved into 2018 work plan for completion
45	Develop Formal Recognition Program for VFF	Lorena, Chief							Completed
NEW INITIATIVES									
46	Health and Safety Policy/Plan Development	Chief/Fire Mgmt Team	x	x	x	x	x	x	Completed
47	Review Department Rank Job Descriptions	Chief/Fire Mgmt Team	x	x	x	x	x	x	In Progress
48	Fire Route Bylaw Update	Chief/FPO	x	x	x	x	x	x	On going, moved into 2018 work plan

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW											
DEPARTMENT: DEVELOPMENT SERVICES						DATE: March 5, 2018					
	Project	Person Responsible	J	A	S	O	N	D	Comments		
	STRATEGIC PLAN										
1	Review Delegation of Planning Approvals	Harold, Grant	X	X	X	X	X	X	Ongoing		
2	Continue to review/prioritize trail segments (Trails Master Plan) with the Trails Indepartmental Working Group (TIWG) for capital planning purposes	FRS/PW/DS/FIN	X	X	X	X	X	X	Ongoing		
	CAPITAL PROGRAM										
3	Budget 2017	Harold, Management Team							Budget Approved Feb/17		
4	Budget 2018	Harold, Management Team			X	X	X	X	Budget Approved Feb/18		
5	Updated 10 year Capital Forecast	Harold, Management Team			X	X	X	X	Completed		
	GENERAL										
6	2017 Work Program	Harold							Completed		
7	Township Official Plan Review (Conformity)	Harold, Andrew	X	X	X	X	X	X	Completed (OPA 9 Adopted Dec 11/17)		
8	Township Official Plan Review (Rationalization)	Harold, Andrew	X	X	X	X	X	X	Completed (OPA 9 Adopted Dec 11/17)		
9	Digitization of Township Zoning By-law	Andrew, Harold	X	X	X	X	X	X	Completed		
10	2017 Work Program Review	Harold		X					Completed		
11	Employee Performance Reviews	Harold					X	X	Completed		

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: CASTLE KILBRIDE		DATE: March 5, 2018							Comments
	Project	Person Responsible	J	A	S	O	N	D	
STRATEGIC PLAN									
1	Designate a Wilmot Township property	Tracy, Heritage Wilmot			x	x	x	x	In progress
2	Update Non-Designated Register of Heritage Properties	Tracy, Heritage Wilmot							Completed
3	Continue involvement with Prime Minister Statue Project Committee	Tracy, Barb, Committee	x	x	x	x	x	x	In progress; Three statues were installed in 2017
CAPITAL PROGRAM									
4	Coordinate Grandstand mural project	Tracy, Heritage Wilmot	x	x	x	x	x	x	In progress; Final mural to be completed Spring 2018
5	Coordinate Arts and Culture Master Plan	CK Staff, Scott	x	x	x	x	x	x	In progress; Second phase to continue February 2018
GENERAL									
CASTLE KILBRIDE									
6	Write federal/provincial grants for summer youth employment	Tracy							Completed
7	Research and establish 2017 event and exhibit schedules	Sherri, Tracy							Completed
8	Establish 2017 Work Program	Tracy, Sherri							Completed
9	Research, develop and install spring/summer exhibits	Sherri							Completed
10	Solicit colleges/universities for Internship proposals	Tracy							Completed
11	Interview, hire and train summer staff for Castle/ Heritage Wilmot	Tracy, Sherri							Completed
12	Write Community Museums Operation Grant (CMOG) for museum	Tracy, Sherri							Completed
13	Prepare and deliver summer programs and events	Sherri, Tracy							Completed
14	Employee Performance Reviews	Tracy				x	x		Completed
15	Research, develop and install fall/winter exhibits	Sherri			x	x	x	x	Completed
16	Plan 2018 budget	Tracy, Mgt Team			x	x	x	x	In progress
17	Research and plan draft 2018 special event and exhibit list	Sherri, Tracy			x	x	x	x	In progress
18	Prepare and deliver winter programs and events	Sherri, Tracy					x	x	Completed
Castle Kilbride Advisory Committee									
19	Plan 2017 initiatives with Chairperson from Castle Kilbride	Tracy, CK Chairperson							Completed
20	Set Castle Lecture Series	CK Staff & Committee							Completed
HERITAGE WILMOT									
Heritage Wilmot Advisory Committee									
21	Plan 2017 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairperson							Completed
22	Plan and deliver 2017 Heritage Day	Tracy, Heritage Wilmot							Completed
NEW INITIATIVES									
23	Create and circulate promotional material for PM Project	Tracy, Sherri							Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2017 YEAR END REVIEW

DEPARTMENT: CASTLE KILBRIDE			DATE: March 5, 2018						
	Project	Person Responsible	J	A	S	O	N	D	Comments
24	Assist with coordination of three 2017 statue unveilings	Tracy, Sherri, PM Committee					x		Completed; Next unveiling June 28, 2018
25	Assist with MP/MPP 150th Recognition Event held at CK	Tracy, Sherri							Completed
26	Prepare updated Health & Safety Policy Statement & Program	Lorena/Mgt Team		x	x	x	x	x	In progress; To be completed in 2018
27	Coordinate three-part Christmas series with CTV News Kitchener	Tracy, Sherri					x		Completed
28	Create new Christmas event in partnership with Livingston church	Tracy, Sherri						x	Completed
29	Plan 2018 Heritage Day	Tracy, Heritage Wilmot		x	x	x	x	x	In progress

* Note: CK = Castle Kilbride HW = Heritage Wilmot

TOWNSHIP OF WILMOT WORK PROGRAM - 2018														
DEPARTMENT: CAO					DATE: March 5, 2018									
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Regional Economic Development Corporation / Liason Committee	Grant, Municipal CAOs	X			X			X			X		X
2	Waterloo Region Tourism Marketing Committee	Grant	X			X			X			X		X
3	Monitor / pursue senior government funding opportunities	Management Team	X	X	X	X	X	X	X	X	X	X	X	X
4	Library Services Facilities Review	Steering Committee, Consultant							X	X	X	X	X	X
5	Arts and Culture Master Plan	Steering Committee	X	X	X	X	X	X	X					
6	Review Delegation of Planning Approvals	Grant, Harold	X	X	X	X	X	X						
7	Undertaking Wilmot Branding Process (digital, social media, website, etc.)	Management Team	X	X	X	X	X	X	X	X	X	X	X	X
8	Asset Management Plan	Management Team	X	X	X	X	X	X	X	X	X	X	X	X
9	Employment Lands	Harold, Jeff, Patrick, Grant	X	X	X	X	X	X	X	X	X	X	X	X
	CAPITAL PROGRAM													
10	Update 10 Year Capital Forecast	Management Team	X	X							X	X	X	X
	GENERAL													
11	RFP for Development Charges Background Study	Patrick, Harold, Grant									X	X	X	X
12	Budget 2018	Management Team	X	X										
13	Budget 2019	Management Team									X	X	X	X
14	Employee Performance Reviews	Management Team	X	X	X						X	X	X	X
15	2018 Work Programs and Review	Management Team		X	X					X				
16	2019 Municipal Grants Program	Grant, Finance Staff									X	X	X	X
	Human Resources													
17	Implement Timesheet Module Software	Lorena, Karl	X	X	X									
18	Develop Formal Leave Procedure for VFF	Lorena, Rod				X	X	X	X	X	X	X	X	X
19	Recruitment - Full-time, Part-time, Volunteer Firefighters and Seasonal	Lorena, Managers and Department Heads	X	X	X	X	X	X	X	X	X	X	X	X
20	Policy Updates (Violence and Harassment)	Lorena, Management Team				X	X							

TOWNSHIP OF WILMOT WORK PROGRAM - 2018

DEPARTMENT: CAO			DATE: March 5, 2018											
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
21	Transition Training - OMERS Administration	Lorena, Marzena, Ashton	X	X	X	X	X							
22	Health and Safety Program	Lorena, Jeff, Sarah, Management Team	X	X	X	X	X	X	X	X	X	X	X	X
23	Bill 148 Implementation	Lorena, Finance Staff, Management Team	X	X	X	X	X	X	X	X	X	X	X	X
24	Bill 148 Part-time Positions Evaluation	Lorena, Management Team				X	X	X	X	X	X	X	X	X
25	Part-time/Full-time/Council Market Review	Lorena, Consultant, Management Team					X	X	X	X	X	X	X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2018

DEPARTMENT: CLERK'S SERVICES			DATE: MARCH 5, 2018											
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Undertake Wilmot Branding Process	Management Team	X	X	X	X	X	X	X	X	X	X	X	X
	CAPITAL PROGRAM													
2	Mannheim Municipal/Community Events Grd Sign -Budget 2018	Director/Deputy Clerk	X	X	X									
3	Replace By-law Enforcement 2008 Truck	Director/Derek	X	X	X									
	GENERAL													
4	Council for a Day Program 2018	Director/Deputy Clerk	X	X	X	X								
5	2017 Work Program Year End Review	Director/Deputy Clerk			X									
6	2018 Work Program January - December	Director/Deputy Clerk			X					X				
7	2018 Work Program Mid Year Review	Director/Deputy Clerk												
8	Victoria Day Event 2018 Liaison	Director/Derek/Erin		X	X	X								
9	2018 Municipal Elections Preparation	Director/Deputy Clerk	X	X	X	X	X	X	X	X	X	X	X	X
10	Community Newsletter (with interim tax bills)	Deputy Clk/Management	X	X										
11	Community Newsletter (with final tax bills)	Deputy Clk/Management					X	X						
12	Hire By-law Summer Student through Federal Grant	Deputy Clk/Derek/Lorena	X	X	X									
13	Update Township Property Inventory	Deputy Clerk												X
14	Budget 2018	Director/Dpty Clk/Mngt Tm	X	X										
15	Budget 2019	Clerk/Dpty Clk/Mngmt Tm								X	X	X	X	X
16	Employee Performance Reviews	Director											X	X
17	Gingerich Road Municipal Drain	Director/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
18	Dog Bite Prevention Program - Initiation	Director/Derek/Erin	X	X	X	X	X	X						
19	Finnie Municipal Drain	Director/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
20	Drain Maintenance-Myers/Richardson/Biesel/Jantzi/Distler	Director/J. Kuntze				X	X	X						
21	Code of Conduct Review / Bill 68 Compliance with Legislation	Director/Integrity Cmssr.	X	X	X	X	X	X	X	X	X	X	X	X
22	Conflict of Interest Form/Registry (Preparation - 2019 Compliance)	Director/Deputy Clerk	X	X	X	X	X	X	X	X	X	X	X	X
23	Nachurs-Alpine Municipal Drain	Director/Engineer	X	X	X	X	X	X	X	X	X	X	X	X
24	Prime Ministers Statue/Education Resource Project -Staff Liaison	Director/Committee	X	X	X	X	X	X	X	X	X	X	X	X
25	Official Unveiling Ceremony- 2018 Prime Minister Statue	Director/Committee	X	X	X	X	X	X	X	X				
26	Staff Liaison - GRAAC Meetings	Deputy Clerk	X	X	X	X	X	X	X	X	X	X	X	X
27	Annual Review of GRAAC Membership	Deputy Clerk	X											
28	Digital Records Management System	Director/Mgmt Team				X	X						X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2018

DEPARTMENT: CLERK'S SERVICES			DATE: MARCH 5, 2018											
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
29	Update Traffic and Parking By-Law Set Fine Schedules	Dir/Dpty Clk/Derek/Erin	X	X	X	X				X	X	X	X	X
30	Election Recount Policy	Deuty Clerk	X	X										
31	Lottery Licensing Quarterly Reports to Ministry	Deputy Clerk	X			X			X			X		
32	Procedural By-law Re Delegations /Electronic Participation Review	Director/Deputy Clerk/Area Clerks	X	X	X	X	X	X	X	X	X	X	X	X
33	Bill 68 - Review & Compliance	Director/Deputy Clerk	X	X	X	X	X	X	X	X	X	X	X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2018															
DEPARTMENT: FINANCIAL SERVICES								DATE: March 5, 2018							
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D	
	STRATEGIC PLAN														
1	Monitor/Pursue Senior Government Funding Opportunities	Patrick, Ashton Management Team	x	x	x	x	x	x	x	x	x	x	x	x	
2	Asset Management Plan Update	Patrick, Jeff, Ashton, AM Coordinator	x	x	x	x	x	x	x	x	x	x	x	x	
3	Sustainability Committee Meetings	Patrick, Ashton, Scott, Bruce, Harold, Jeff			x			x			x			x	
4	Employment Lands	Patrick, Jeff, Harold, Grant	x	x	x	x	x	x	x	x	x	x	x	x	
	CAPITAL PROGRAM														
5	Library Services Review	Steering Committee, Consultants							x	x	x	x	x	x	
6	Asset Management Roadmap (Phase I - III)	Finance, Public Works, Fire, Recreation & Facilities			x	x	x	x	x	x					
7	Upgrade Desktops and Notebooks	Karl		x	x	x	x								
8	Server Upgrades	Karl							x	x	x				
	GENERAL														
	FINANCIAL SERVICES														
9	Budget 2018	Patrick, Ashton, Marzena, Jamie Management Team	x	x											
10	2018 Work Program	Patrick, Ashton, Marzena, Karl		x	x										
11	Digitize Property Roll and Pre-Authorized Payment Plan Files	Ashton, Barb, Sue	x	x	x	x	x	x	x	x	x	x	x	x	
12	Year End Financial Statements, FIR and Audit	Patrick, Ashton, Marzena	x	x	x	x									
13	Annual GHG Reporting to Sustainable Waterloo Region	Sustainability Committee, Marzena	x												
14	Green Energy Act Reporting on GHG Emissions	Sustainability Committee, Marzena			x	x									
15	Annual Reporting of Council Remuneration, Development Charges and Cash in-lieu of Parkland	Ashton			x										
16	Update Tangible Capital Assets Policy	Patrick, Ashton, Auditors										x	x	x	
17	Continuation of Departmental Inventory Program	Ashton, Marzena, Jamie		x	x	x	x	x	x	x	x	x	x	x	
18	Update Reserve Fund By-Law	Patrick										x	x	x	

TOWNSHIP OF WILMOT WORK PROGRAM - 2018

DEPARTMENT: FINANCIAL SERVICES			DATE: March 5, 2018											
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
19	2018 Work Program Review	Patrick, Ashton, Marzena, Karl								x				
20	Review/Implement Recreation Financial Assistance for Seniors	Jamie / Recreation Staff						x	x	x				
21	Update Wilmot Water Financial Plan	Ashton, Utilities										x	x	x
22	2019 Municipal Grants Program	Jamie, Patrick, Grant										x	x	x
23	Budget 2019	Patrick, Ashton, Marzena, Jamie, Management Team									x	x	x	x
24	RFP for Development Charges Background Study	Patrick, Harold, Grant									x	x	x	x
25	Develop/Implement Process for Digital Records Management in Accounts Payable	Ashton, Barb, Marzena, Jamie			x	x								
26	eContracts Database	Marzena, Purchasing Agents						x	x	x				
27	Implement Water Use By-Law	Ashton, Sean										x	x	x
28	Update Investment Policy	Patrick, Ashton										x	x	x
29	Health and Safety Program Establishment	Management Team	x	x	x	x	x	x	x	x	x	x	x	x
30	Create Anti-Idling Education Webpage	Sustainability Committee		x	x					x	x			
31	DWQMS Internal Audit	Ashton, Utilities									x	x		
32	Trails Implementation Working Group Meetings	Trails Implementation Working Group			x			x			x			x
33	Implementation of CityWide Asset Management Works Module	Ashton, Asset Management Coordinator			x	x	x	x	x	x	x	x	x	x
34	Internal Audit - ActiveNet Financial Database	Ashton, Jamie, Recreation					x	x	x	x				
35	Township Fees and Charges Review	Ashton, Management Team								x	x	x	x	x
36	Implementation Planning for Transition to Monthly Billing - Water	Ashton, Sue, Barb									x	x	x	x
37	Update Various GIS Layers in CityWide	Ashton, Asset Management Coordinator					x	x						
38	Formalize Procedure for Tax Write-off	Ashton, Patrick								x	x			
39	Online Timesheet Implementation	Marzena, Lorena, Management Team	x	x	x	x	x	x						
IT SERVICES														
40	Mobile Device Upgrades	Karl, Marzena		x	x	x								
41	Network Printer Replacements (Finance, Building, Fire)	Karl, Marzena	x	x										

TOWNSHIP OF WILMOT WORK PROGRAM - 2018

DEPARTMENT: FINANCIAL SERVICES			DATE: March 5, 2018											
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
42	Establish Office 365 Migration Framework	Karl, Ashton										x	x	x
43	Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software	Karl, Ashton, Management Team					x	x	x	x				
44	Desktop Management Software Deployment	Karl						x	x					
45	IT Help Desk Deployment	Karl, Ashton		x		x	x							
46	Network Audit & Security Needs Review	Karl, Ashton						x	x	x				
47	Council Chambers A/V Enhancement	Karl					x	x						

TOWNSHIP OF WILMOT WORK PROGRAM - 2018														
DEPARTMENT: FACILITIES & RECREATION SERVICES			DATE: March 05, 2018											
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Library Services facility review	Steering Committee and Consultant							x	x	x	x	x	x
2	Continue to research, develop & implement seniors/youth programs	Vicky/staff	x	x	x	x	x	x	x	x	x	x	x	x
3	Continue to review/prioritize trail projects (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	FRS/PW/DS	x	x	x	x	x	x	x	x	x	x	x	x
4	Trail design process (Beckdale North, Smiths Creek Flats, Schneller/Country Creek)	TIWG/consultant			x	x	x	x	x	x	x	x		
5	Construct Country Creek/Schneller Drive pathway linkage	TIWG/contractor						x	x	x	x	x		
6	Assist with Healthy Communities Week	Vicky/staff			x	x								
7	Wilmot Reforestation Program - Parks	Scott				x	x				x	x		
8	Wilmot Branding	Management Team	x	x	x	x	x	x	x	x	x	x	x	x
9	Asset Management Plan "Road map"	Finance/Management Team	x	x	x	x	x	x	x	x	x	x	x	x
10	Sustainability Committee meetings	Sustainability Team			x			x			x			x
11	Arts & Culture Master Plan	Tracy/Steering Committee, CK staff	x	x	x	x	x	x	x					
	CAPITAL PROGRAM													
	60 Snyder's Road West													
12	Castle Kilbride exterior painting	Geoff/contractor					x	x	x	x				
	121 Huron Street													
13	Boiler replacement	Bruce/contractor						x	x	x	x			
	Parks & Facilities Operations													
14	Purchase P&F maintenance vehicles (2)	Geoff/staff		x	x	x	x							
	Baden Parks & Facilities													
15	Woodworking shop property - parking lot grading/drainage/resurfacing	Geoff/staff/contractor					x	x	x					
16	Beck Park tennis court lighting	Scott/Geoff/contractor			x	x	x	x						
	New Dundee Parks & Facilities													
17	Complete tennis court replacement at ND Community Park	Scott/Geoff/contractor				x	x	x						
18	Bandshell façade and shingle replacement; picnic shelter shingle repl	Geoff/contractor			x	x	x							
	Mannheim Parks & Facilities													
19	Replace exterior cladding on community centre	Brandon/contractor						x	x	x	x			
20	Exterior door replacements	Brandon/contractor			x	x	x							

TOWNSHIP OF WILMOT WORK PROGRAM - 2018														
DEPARTMENT: FACILITIES & RECREATION SERVICES			DATE: March 05, 2018											
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
	New Hamburg Parks & Facilities													
21	NH Arena Engineering/Re-commissioning Study	Scott/consultant							x	x	x	x	x	x
22	Kirkpatrick Park & area - parking enhancements review	Scott/consultant/staff	x	x	x	x	x	x	x	x				
23	Norm Hill Park material storage bunkers	Brandon/staff										x	x	
24	Replace floor scrubber at NH Arena/CC	Geoff/supplier			x	x	x							
25	NHCC fire alarm, pull stations, sprinkler upgrades	Scott/Rod/Geoff/contractor		x	x	x	x							
26	Replace D#3 backstop fence	Geoff/contractor								x	x	x		
27	Constitution Park playground component replacement	Geoff/contractor								x	x	x		
28	Scott Park fieldhouse renovations	Geoff/Brandon/contractor			x	x	x							
29	Forest Glen Trail development	TIWG/contractor				x	x	x	x	x	x	x	x	
	Wilmot Recreation Complex													
30	Complete LED lighting retrofits (arenas, pool)	Geoff/contractor			x	x	x	x	x	x	x	x		
31	Re-lamp T-8 fixtures in lobbies, track, meeting & change rooms with L	Jason/staff					x	x	x	x				
32	Aquatic Centre major maintenance activities	Geoff/Bruce/staff								x	x			
33	TPO roof repairs (Phase 1 canopy and north fire exit areas)	Scott/Geoff/contractor				x	x	x	x	x	x			
	Riverside Cemetery													
34	Install columbarium #2 at Riverside Cemetery	Scott/Crystal/contractor				x	x							
	GENERAL													
	Recreation Administration													
35	2018 Operating & Capital Budget	Scott/CAO/Fin/staff	x	x										
36	Undertake comprehensive rental rate review (municipal sports fields & facilities)	Vicky/staff			x	x	x	x	x	x	x	x	x	x
37	Community Recreation Guide (spring/summer and fall/winter)	Crystal/staff	x	x					x	x				
38	Work with WRDSB to develop artificial turf field at WODSS	Scott/WRDSB	x	x	x	x	x	x	x	x	x			
39	Investigate/review municipal ice allocation policies as per Rec Master	Vicky/Scott				x	x	x	x	x	x	x	x	x
40	Complete Fire Safety Plan (NH Arena/CC)	Scott/Fire Services						x	x	x	x	x		
41	Complete annual performance reviews for F/T staff	Scott/Managers											x	x
42	Continue the development of a departmental operating policies manu	Scott/Managers	x	x	x	x	x	x	x	x	x	x	x	x
43	Review facility scheduling processes/services as per Rec Master Plan	Scott/Vicky/staff			x	x	x	x	x	x	x	x	x	x
44	2019 Budget	Scott/Management Team									x	x	x	x
45	Update 10-year capital forecast	Scott/Management Team								x	x	x	x	x
46	2018 Work Program	Scott/Managers	x	x	x				x	x			x	x
47	Hire P&F Project Coordinator	HR/Scott				x	x	x						
48	Hire/train parks & facilities summer students	Geoff/Brandon			x	x								

TOWNSHIP OF WILMOT WORK PROGRAM - 2018														
DEPARTMENT: PUBLIC WORKS					DATE: March 5, 2018									
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	LED Streetlight Replacement Program-Deficiency work	Alastair	x	x	x	x	x	x						
2	Road Condition Survey and Traffic Counts	Alastair, Dave, Jeff			x	x	x	x	x	x	x	x		
3	Asset Management Roadmap	Jeff, Asset Management Coordinator, Ashton, Patrick	x	x	x	x	x	x	x	x	x	x	x	x
4	Level of Service Implementation (2 FTE)	Jeff		x	x	x	x	x						
5	Review/prioritize trail segments (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes.	FRS/PW/DS	x	x	x	x	x	x	x	x	x	x	x	x
6	Sustainability Committee	FRS/PW/DS	x	x	x	x	x	x	x	x	x	x	x	x
7	Employment Lands	PW/DS	x	x	x	x	x	x	x	x	x	x	x	x
	CAPITAL PROGRAM													
8	Holland Mills Bridge Construction	Alastair, Jeff		x	x	x			x	x	x	x	x	
9	Hot Mix Asphalt Program	Alastair, Eng Tech			x	x	x	x	x	x	x	x		
10	Tar & Chip Program	Alastair, Eng Tech			x	x	x	x	x	x	x	x		
11	Bridge Street Bridge-Repairs	Eng Tech, Jeff					x	x	x	x	x	x	x	
12	Sidewalk Program	Alastair, Sean				x	x	x	x	x	x			
13	King Street - Surface Coat Asphalt	Alastair, Jeff						x	x					
14	Milton and Byron Reconstruction	Alastair, Jeff			x	x	x	x	x	x	x	x	x	
15	Lewis & Hannah Street Reconstruction - Engineering	Alastair, Jeff	x	x	x	x	x	x	x	x	x	x	x	x
16	Wilmot and Church Street Reconstruction-Engineering	Eng Tech, Jeff	x	x	x	x	x	x	x	x	x	x	x	x
17	Bridge Program Minor Repairs and Improvement-Engineering	Alastair, Eng Tech					x	x	x	x	x	x	x	x
18	Snyder's Road Sanitary and Storm Reconstruction-Engineering (Region)	Jeff, Eng Tech	x	x	x	x	x	x	x	x	x	x	x	x
19	Replace Articulated Loader	Dave			x	x	x	x	x	x	x	x	x	x
20	Reforestation Contract	Alastair					x	x	x	x	x	x		
21	Rail Crossings Safety Review	Alastair, Dave		x	x	x	x	x	x	x	x			
	BUDGET													
22	2018 Budget	Jeff, Dave, Sean	x	x										
23	2019 Budget	Jeff, Dave, Sean								x	x	x	x	x
24	Update 10-Year Capital Budget Forecast	Jeff, Dave, Sean	x								x	x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2018

DEPARTMENT: PUBLIC WORKS		DATE: March 5, 2018													
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D	
	ROADS														
25	Winter Sand Stockpile	Dave										x	x		
26	Prepare Roads for 2019 Hard Surfacing Programs	Dave						x	x	x	x	x			
27	Gravel Resurfacing Program	Dave					x	x	x	x	x				
28	SWM Facilities - Inventory and Components	Dave, Asset Management Coordinator	x	x	x	x	x	x	x	x	x	x	x	x	
29	Pavement Marking Program	Dave						x	x	x	x				
30	Minor Capital Procurement and Construction	Dave		x	x	x	x	x	x	x	x	x	x		
31	Gravel Hauling and Crushing Contract	Alastair, Dave			x	x	x	x							
32	Road Patrol Software (MMS)	Dave, Jeff				x	x	x	x	x	x	x			
33	Road Sign Retroreflectivity and Inventory (MMS)	Dave					x	x	x	x					
	UTILITIES														
34	Replace Lift Pumps @ Station 2 (Milton Street)	Sean			x	x	x	x	x						
35	Minor Capital Procurement	Sean		x	x	x	x	x	x	x	x	x	x		
36	Sidewalk Maintenance Unit Specifications	Sean, Dave, Jeff			x	x	x	x	x	x	x				
37	DWQMS Updates and Audit	Sean, Ashton		x	x	x	x	x	x	x	x	x			
38	Infiltration and Inflow Sourcing and Mapping	Alastair, Sean	x	x	x	x	x	x	x	x	x	x	x	x	
39	Water Use By-Law	Sean										x	x	x	
	GENERAL														
40	2018 Work Program and Review	Jeff		x	x			x	x				x	x	
41	Employee Performance Reviews	Jeff, Dave, Sean										x	x		
42	PW Health and Safety Program	Jeff, Dave, Sean	x	x	x	x	x	x	x	x	x	x	x	x	
43	GIS Inventory and Spacial Repository Updates	Asset Management Coordinator	x	x	x	x	x	x	x	x	x	x	x	x	
44	Regional Coordination for DGSSMS, BMP, Road Supervisors, Traffic Coordinators Groups	Eng Tech, Alastair, Dave, Sean, Jeff			x	x		x	x		x	x			
45	Public Works-Website updates	Jeff, Alastair													
46	Sourcewater Protection - SWM/Roads	Alastair, Dave			x		x		x		x		x		

TOWNSHIP OF WILMOT WORK PROGRAM - 2018

DEPARTMENT: FIRE SERVICES			DATE: March 05, 2018											
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Fire Route Bylaw/Update	Chief, Clerk, Bylaw				x	x	x	x	x	x	x	x	x
2	Review/Update By-Law to Establish a Fire Department	Chief, Fire Mgmt Team			x	x	x	x	x	x	x	x	x	x
3	Monitor/Pursue Senior Government Funding Opportunities	Chief, Finance	x	x	x	x	x	x	x	x	x	x	x	x
4	Asset Management Plan Update	Finance, Chief, Management			x	x	x	x	x	x	x	x	x	x
	CAPITAL PROGRAM													
5	Fire Tanker Truck Replacement (T35) (Currently in Production)	Chief, DC Strickler, Mgmt Team			x	x	x	x	x					
6	Shore Based Water Rescue, limited in water Rescue Equipment and Training	Chief, Fire Mgmt Team, TO			x	x	x	x	x	x				
7	Roof Replacement Station 1 - Center Roof (2018-06)	Chief, DC Koenig			x	x	x	x	x	x	x	x	x	x
8	Defibs - New Units (2018-11)	Chief			x	x	x	x	x	x				
9	Personal Protective Equipment (2018-08)	Chief, Fire Mgmt Team, TO			x	x	x	x	x	x				
10	Auto Extrication Equipment Purchase (2018-12)	Chief, Fire Mgmt Team, TO			x	x	x	x	x	x	x	x	x	x
11	Station 3 Design Drawings/Project Plan 2019 (2018-07)	Chief, DC Strickler, Fire Mgmt Team		x	x	x	x	x	x	x	x	x	x	x
12	SCBA Air Filling Station - All Stations - Station 1 Installation (2018-10)	Chief, Fire Mgmt Team			x	x	x	x	x	x	x	x	x	x
13	Branding - Uniforms/Station Wear (2018-09)	Fire Management Team			x	x	x	x	x	x	x	x	x	x
14	Radio Equipment Upgrades	Chief, Fire Mgmt Team, Regional Working Group	x	x	x	x	x	x	x	x	x	x	x	x
	GENERAL													
15	Budget 2019	Finance, Fire Mgmt Team, TO, FPO								x	x	x	x	x
16	Emergency Management Training	CEMC/CAO/ECG				x				x	x	x	x	x
17	Fire Prevention Officer Recruitment / Onboarding	Chief, HR			x	x	x							
18	Small Capital Equipment Purchases	Chief			x	x	x	x	x	x				
19	PPE Cleaning Policy	Chief, H&S Comm, Fire Mgmt Team			x	x	x	x	x					
20	Burn Bylaw Review/Update	Chief, Fire Mgmt Team		x	x	x	x	x	x	x	x	x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2018

DEPARTMENT: FIRE SERVICES			DATE: March 05, 2018												
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D	
21	Fire Prevention/Pub Ed - Schools, Rural Residence, Fall Open House	Chief, FPO					x	x	x	x	x	x	x	x	
22	Annual Mandatory Fire Pump Testing Program	Chief, District Chiefs							x						
23	Recruit Firefighter Training	Chief, Fire Mgmt Team, Gary/Recruits		x	x	x	x	x	x	x	x				
24	Live Fire Training	Chief, Fire Mgmt Team, Gary/VFFs				x					x	x	x		
25	First Aid Certification	Chief, Gary/VFFs			x	x	x	x	x	x	x				
26	DZ Licensing	Chief, Fire Mgmt Team, Gary/VFFs								x	x	x	x	x	
27	Review Program for PTSD - Prep for 2019 training	Chief, HR, H&S Comm, Fire Mgmt Team							x	x	x	x	x	x	
28	Forcible Entry Training Program	Chief, Fire Mgmt Team, Gary, VFFs				x	x	x			x	x	x	x	
29	Auto Extrication Training Program	Chief, Fire Mgmt Team, Gary, VFFs				x	x	x	x	x	x	x	x	x	
30	Roof Ventilation Training Program	Chief, Fire Mgmt Team, Gary, VFFs				x	x	x	x	x	x	x	x	x	
31	SCBA Replacement Review & Filling Station, Create Committee (Includes Township Chiefs)	Chief, Fire Mgmt Team, H&S Comm		x	x					x	x	x	x	x	
32	Develop Formal Leave Procedure for VFFs	Chief, HR, H&S Comm, Fire Mgmt Team				x	x	x	x	x	x	x	x	x	
33	WRENS Regional Mass notification System	Chief, CEMC, Fire Mgmt Team	x	x	x	x	x	x	x	x	x	x	x	x	
34	Revision / Updating of Departmental SOG's	Chief, Fire Mgmt Team, H&S Comm			x	x	x	x	x	x	x	x	x	x	

TOWNSHIP OF WILMOT WORK PROGRAM - 2018														
DEPARTMENT: DEVELOPMENT SERVICES					DATE: March 5, 2018									
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Review Delegation of Planning Approvals	Harold, Grant	X	X	X	X	X	X						
2	Continue to review/prioritize trail projects (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	FRS/PW/DS/FIN				X	X	X	X	X	X	X	X	X
	CAPITAL PROGRAM													
3	Budget 2018	Harold, Management Team	X	X										
4	Budget 2019	Harold, Management Team									X	X	X	X
5	Updated 10 yr Capital Forecast	Harold, Management Team									X	X	X	X
	GENERAL													
6	2018 Work Program	Harold	X	X	X									
7	Building Permit Fees Review	Harold, Terry	X	X	X	X								
8	Township Official Plan Review (Implementation)	Harold, Andrew	X	X	X	X	X	X	X					
9	Township Zoning Bylaw Review (Implementation)	Andrew, Harold	X	X	X	X	X	X	X	X	X	X	X	X
10	High Speed Rail EA - monitor, participate	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
11	Greenbelt Expansion Study Area - monitor, participate	Harold, Andrew	X	X	X	X	X	X						
12	Development Charges Rebate Program	Harold	X	X	X	X	X	X						
13	2018 Work Program Review	Harold								X				
14	Employee Performance Reviews	Harold, Terry											X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2018														
DEPARTMENT: CASTLE KILBRIDE					DATE: March 5, 2018									
	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Designate a Wilmot Township property	Tracy, Heritage Wilmot		x	x	x	x	x	x	x	x			
2	Update Non-Designated Register of Heritage Properties	Tracy, Heritage Wilmot			x	x	x	x	x	x	x	x	x	
3	Continue involvement with Prime Minister Statue Project Committee	Tracy, Clerks, Committee	x	x	x	x	x	x	x	x	x	x	x	x
	CAPITAL PROGRAM													
4	Coordinate Grandstand mural project	Tracy, Heritage Wilmot			x	x	x							
5	Coordinate Arts and Culture Master Plan	CK staff, Consultants	x	x	x	x	x	x	x	x				
	CASTLE KILBRIDE													
6	Write federal/provincial grants for summer youth employment	Tracy	x	x										
7	Research and establish 2018 event and exhibit schedules	Sherri, Tracy	x	x										
8	Establish 2018 Work Program	Tracy, Sherri	x	x										
9	Research, develop and install spring/summer exhibits	Sherri		x	x	x	x	x						
10	Solicit colleges/universities for Internship proposals	Tracy		x									x	x
11	Interview, hire and train summer staff for Castle/ Heritage Wilmot	Tracy, Sherri			x	x	x	x	x	x				
12	Write Community Museums Operation Grant (CMOG) for museum	Tracy, Sherri				x	x	x						
13	Prepare and deliver summer programs and events	Sherri, Tracy						x	x	x	x			
14	Employee Performance Reviews	Tracy									x	x		
15	Research, develop and install fall/winter exhibits	Sherri						x	x	x	x	x	x	
16	Plan 2019 budget	Tracy, Mgt Team										x	x	x
17	Research and plan draft 2019 special event and exhibit list	Sherri, Tracy						x	x	x	x	x	x	x
18	Prepare and deliver winter programs and events	Sherri, Tracy										x	x	x
	Castle Kilbride Advisory Committee													
19	Plan 2018 initiatives with Chairperson from Castle Kilbride	Tracy, CK Chairman		x	x									
20	Set Castle Lecture Series	CK Staff & Committee		x	x	x								
	Heritage Wilmot Advisory Committee													
21	Plan 2018 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairman	x	x	x									
22	Plan and deliver 2018 Heritage Day	Tracy, Heritage Wilmot	x	x										

* Note: CK = Castle Kilbride HW = Heritage Wilmot



Township of Wilmot **REPORT**

REPORT NO.	DS 2018-07
TO:	Council
PREPARED BY:	Harold O'Krafka, Director of Development Services
DATE:	March 5, 2018
SUBJECT:	Delegation of Planning Approvals – Part Lot Control

Recommendation:

That Report DS 2018-07 be received for information.

Background:

The Township of Wilmot requested that the Region of Waterloo delegate a number of planning approvals to the local level on February 13, 2017.

As a first step in addressing the request of Wilmot Township, and other area municipalities, the Region of Waterloo passed By-law 17-075 on December 13, 2017 delegating the approval authority for Part Lot Control Exemptions to the Township of Wilmot.

Discussion:

Part Lot Control Exemption Bylaws typically allow the title separation of semi-detached dwellings without the need for a severance application to the Committee of Adjustment.

Under the previous system the Township would pass a Part Lot Control Exemption bylaw and then it would be forwarded to the Region of Waterloo for approval. Once approved it would be returned to the Township and the by-law would be registered on the title of the properties being created by the by-law.

Under the delegated approval process the by-law will be registered upon approval by Township Council. Effectively delegation removes the requirement for the additional time and fee associated with RMOW approval of the by-law.

Staff will continue to work with the RMOW on additional delegations of authority in accordance with the resolution of Council.

Strategic Plan Conformity:

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

Financial Considerations:

Delegation of Part Lot Control approval has no financial impacts on the Township of Wilmot. No additional processes or costs will be created as a result of delegation.

Conclusion:

In conclusion, the first step in delegation of planning approvals has now been completed.

Delegation of Part Lot Control will not only reduce the cost of processing for the development industry but will also reduce the approval time by approximately one month.

Staff will continue to work with their counterparts at the Region of Waterloo on advancing the delegation of other planning approvals to the local level in accordance with the Council resolution of February 2017.

Harold O’Krafka MCIP RPP
Director of Development Services

Grant Whittington
Reviewed by CAO



PLANNING, DEVELOPMENT
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January 24, 2018

Harold O'Krafka
Director of Development Services
Township of Wilmot
60 Snyder's Road West, Baden, ON N3A 1A1

Dear Harold,

Re: Delegation of Authority for Approval of Part-Lot Control Exemption By-law

On December 13, 2017, Regional Council passed By-law 17-075. This by-law delegates the authority for approval of part-lot control exemption by-laws to the City of Cambridge, the Township of Wellesley, the Township of Wilmot and the Township of Woolwich. Please find enclosed a certified copy of By-law 17-075.

Should you have any questions regarding the delegation of authority for the approval of part-lot control exemption by-laws, please do not hesitate to contact Michelle Sergi, Director of Community Planning at 519-575-4521.

Yours truly,

A handwritten signature in black ink, appearing to read "Rod Regier".

Rod Regier
Commissioner
Planning, Development and Legislative Services

Seeley
DEPUTY REGIONAL CLERK

By-Law Number 17-075

of

The Regional Municipality of Waterloo

A By-Law to Delegate Authority for Approval of Part-Lot Control Exemption By-Laws Under section 51.2(2) the Planning Act

Whereas section 51(5) of the Planning Act, R.S.O. 1990, c.P.13, as amended, (the "Act") designates the Regional Municipality of Waterloo as approval authority for purposes of section 51 and 51.1 of the Act;

Whereas the Council of the Regional Municipality of Waterloo deems it desirable to delegate its authority under Subsection 51.2 of the Planning Act, as amended, to approve part-lot control exemption by-laws under Section 50(7.1) to certain area municipalities;

And Whereas the Councils of those area municipalities being delegated authority to give final approval to part-lot control exemption by-laws agree to implement Provincial and Regional Policy and uphold the requirements of relevant statutes and legislation in exercising the authority delegated by this By-law.

Now Therefore the Council of the Regional Municipality of Waterloo enacts as follows:

1. Subject to Sections 2 and 3 of this By-Law, the authority of the Council of the Regional Municipality of Waterloo to give final approval to part-lot control exemption by-laws under Section 50(7.1) of the Planning Act, as amended, is hereby delegated to the Council of each of the following area municipalities in respect of land situated in the area municipality:
 - (a) The Corporation of the City of Cambridge;
 - (b) The Corporation of the Township of Wellesley;
 - (c) The Corporation of the Township of Wilmot; and
 - (d) The Corporation of the Township of Woolwich.
2. The Council for each area municipality in exercising the authority delegated by Section 1 of this By-law shall ensure conformity with the Official Plan (ROP) of the Regional Municipality of Waterloo and the Official Plan of the area municipality when considering an application for part-lot control exemption by-law.
3. The Council for each area municipality in exercising the authority delegated by Section 1 of this By-Law, shall comply with the following conditions:
 - i) the applicant has prepared and deposited a reference plan illustrating how the lots or blocks are to be further divided;
 - ii) the by-law restricts the division of the lots or blocks to the Parts on the Reference Plan by citing the Parts and Reference Plan in the by-law;

- iii) the density does not exceed that which has been specifically provided for in the draft approval and registration of the plan of subdivision without prior agreement from the Regional Municipality of Waterloo;
- iv) no lot or block, existing or proposed for public purposes is altered in size or location and that no new lot or block is created for public purposes;
- v) Ensure that no conditions are required to be imposed to ensure conformity with Provincial Policy, the ROP, the Official Plan of the area municipality or the purpose and intent of the legislation under which planning decisions are made, prior to the passing of the by-law.
4. The Council for each area municipality in exercising the authority delegated by Section 1 of this By-Law, shall ensure that notice of the passing of a by-law granting an exemption from part-lot control and a copy of the by-law is given to the Regional Commissioner of Planning, Development and Legislative Services within 15 days of the date of passing.
5. The delegation of authority set out in Sections 1 of this By-Law is not terminated by reason only that the Council of the area municipality has failed to comply with the conditions set out in Sections 3 and 4 of this By-Law.
6. Notwithstanding Section 5 of this By-law, the Council of the Regional Municipality of Waterloo may revoke for cause any or all authority to approve part-lot control exemption by-laws. The Council of each area municipality may at its discretion request the Council of the Regional Municipality of Waterloo to exercise its authority to revoke any or all delegated authority to approve a part-lot control exemption.

By-law read a first, second and third time and finally passed in the Council Chamber in the Regional Municipality of Waterloo this 13th day of December, A.D., 2017.



Regional Clerk



Regional Chair