



# **TOWNSHIP OF WILMOT**

## **Council Meeting Agenda**

**Monday, March 26, 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 March 5, 2018**

#### **Recommendation**

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

Council Meeting March 5, 2018.

- 7. PUBLIC MEETINGS**
- 8. PRESENTATIONS/DELEGATIONS**
- 9. REPORTS**
  - 9.1 CAO – no reports**

**9.2 CLERKS – no reports****9.3 FINANCE****9.3.1 REPORT NO. FIN 2018-13****Honorariums and Expenditures of Council Members and  
Council Appointees for the Year Ended December 31, 2017****Recommendation**

THAT Report FIN 2018-13, prepared by the Manager of Accounting, outlining honorariums and expenditures of Council and Council appointees for the 2017 fiscal year, be adopted.

**9.3.2 REPORT NO. FIN 2018-14****Treasurer's Statement – Development Charges Reserve  
Funds****Recommendation**

THAT the Development Charges Statement for the year ended December 31, 2017, prepared by the Manager of Accounting, be received for information purposes.

**9.3.3 REPORT NO. FIN 2018-15****Treasurer's Statement – Cash-in-Lieu of Parkland Reserve  
Fund****Recommendation**

THAT the Cash-in-Lieu of Parkland Statement for the year ended December 31, 2017, be received for information purposes, to comply to the Smart Growth for Our Communities Act (Bill 73).

**9.4 PUBLIC WORKS****9.4.1 REPORT NO. PW-2018-03****Milton Street and Byron Street Reconstruction – Award of  
Contract**

**Recommendation**

THAT Council award Tender 2018-01 to 410754 Ontario Limited o/a Sousa Concrete, in the amount of \$1,111,245.45, plus HST, for the reconstruction of Milton and Byron Street in New Hamburg.

**9.4.2 REPORT NO. PW-2018-04****Holland Mills Road Bridge Replacement – Award of Contract****Recommendation**

THAT Council award Tender 2018-02 to Premier Concrete Inc., in the amount of \$1,350,561.39, plus HST, for the replacement of Holland Mills Road Bridge.

**9.4.3 REPORT NO. PW-2018-05****Gravel Extraction, Crushing and Stockpiling – Award of Contract****Recommendation**

THAT Council award Tender 2018-03 to Tri City Materials & Ready Mix Ltd., in the amount of \$48,000, plus HST, for gravel extraction, crushing and stockpiling at the Township pit.

**9.5 DEVELOPMENT SERVICES – no reports****9.6 FACILITIES AND RECREATION SERVICES – no reports****9.7 FIRE – no reports****9.8 CASTLE KILBRIDE – no reports****10. CORRESPONDENCE****10.1 Federation of Canadian Municipalities – Municipalities Across Canada to Receive Support for 67 New Infrastructure Initiatives ([Online Informational Video on Investing in Asset Management Available](#))**

**10.2 Grand River Conservation Authority – GRCA Current, March, 2018**

**Recommendation**

THAT Correspondence Items No. 10.1 to 10.2 be received for information.

**11. BY-LAWS**

**11.1 By-Law No. 2018-14 – Appointment By-law – Director of Clerk's Services**

**Recommendation**

THAT By-Law No. 2018-14 be read a first, second and third time and finally passed in Open Council.

**12. NOTICE OF MOTIONS**

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

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2018-15**

**Recommendation**

THAT By-law No. 2018-15 to Confirm the Proceedings of Council at its Meeting held on March 26, 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, March 5, 2018**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

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

Staff Present: Chief Administrative Officer G. Whittington, Deputy Clerk D. Mittelholtz, Director of Public Works J. Molenhuis, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Kafka, Fire Chief R. Leeson, Director of Finance P. Kelly, Curator/Director of Castle Kilbride T. Loch, Manager of Accounting A. Romany

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION (IF NECESSARY)**
- 3. MOMENT OF SILENCE**

Mayor L. Armstrong asked those in attendance to think of the Pfenning family during this time and the loss of Andreas.

- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

None declared.

**6. MINUTES OF PREVIOUS MEETINGS****6.1 Council Meeting Minutes February 26, 2018****Resolution No. 2018-037****Moved by: M. Murray****Seconded by: A. Junker**

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

Council Meeting February 26, 2018.

CARRIED.

**7. PUBLIC MEETINGS****8. PRESENTATIONS/DELEGATIONS****8.1 Kate Daley, Plan Manager, Climate Action Waterloo Region  
Reducing Emissions, Enriching Lives**

Ms. Daley introduced herself and Climate Action Waterloo Region to Council. She advised that Climate Action Waterloo Region is a partnership of REEP Green Solutions and Sustainable Waterloo Region along with their municipal partners, the Region of Waterloo and the Cities of Kitchener, Waterloo, and Cambridge. She advised Council of the 2020 target for greenhouse gas emissions to be six percent lower than 2010 levels and that the proposed target for 2050 is eighty percent lower than 2010 levels. She noted that this is an ambitious target but that it is consistent with the expressed wants of the community and consistent with long-term emission reduction targets for several other municipalities in Ontario. She further noted that the eighty percent reduction target is consistent with scientific consensus on Climate Change and targets set provincially, federally and internationally. She stated that the plan starts with approval of the target emission reduction, then the creation of an Action Plan to meet the target. She expressed that to meet the target, significant changes would be required on a macro level and in the market place. She concluded her presentation by stating that the next steps include a presentation to the Regional and City Councils in April and May followed by a public presentation of the new targets in June.

In response to Councillor J. Gerber, Ms. K. Daley clarified that 2010 is used as the base year as there is no data available locally from 1990 regarding greenhouse gas emissions

but that data collected on emissions province wide indicates very little change from 1990 to 2010.

Ms. K. Daley concurred with Councillor J. Gerber that significant technological changes can be expected over the next few years that will impact emissions and the ability to achieve the target reductions.

Ms. K. Daley clarified for Councillor B. Fisher that the data collected does not separate the potential impact of electric vehicles. She further advised that the Climate Action Waterloo Region website has resources to help extrapolate additional data on such shifts in the market place.

Further to Councillor P. Roe's comments on the high percentage of rural homes heated with carbon burning fuel, Ms. K. Daley advised that new homes are expected to have net neutral emissions in the future. She stated that existing homes are not expected to have any emissions related requirements but that retrofitting options are available with the potential for rebate programs.

Councillor A. Junker spoke about his experience with geothermal heating and noted that it requires sufficient space and additional education to the public about available options. He commented on the need to make geothermal more attractive by finding alternatives to power the system other than with electricity. He noted his support of the aggressive target and suggested that additional promotion is needed for mass transit.

Mayor L. Armstrong noted that Grand River transit is exploring a route to Ayr and a possible door-to-door program for transit to Wellesley. He suggested an increase in lobbying efforts to the province for using the money allocated to High Speed Rail to improve GO Transit and lessen the gridlock on the 401 between the Region of Waterloo and Toronto. He suggested further that a provincial commitment to fully fund the LRT Phase II would support the goals of Climate Action Waterloo Region.

## **9. REPORTS**

### **9.1 CAO**

#### **9.1.1 REPORT NO. CAO 2018-01**

#### **2018 Municipal Work Program**

### **Resolution No. 2018-038**

**Moved by: J. Gerber**

**Seconded by: B. Fisher**

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

CARRIED.

The Chief Administrative Officer highlighted the report.

The Curator/Director of Castle Kilbride confirmed for Councillor B. Fisher that phase two of the Arts and Culture Master Plan will be starting shortly to gain more input from the public.

The Director of Finance clarified for Councillor B. Fisher that no additional information on the status of the Discover Your Wilmot program is expected until the Kitchener Waterloo Community Foundation has completed their strategic plan.

Councillor P. Roe expressed his concerns for the surface treatment of the Wilmot Line and his ongoing requests to have its standing on the Ten Year Capital Forecast advanced. He noted that traffic counts on the Wilmot Line were completed in 2009 and indicated it had higher traffic counts than other roads that are being hard-surfaced sooner.

Mayor L. Armstrong reminded Council of the EA process required by the Region prior to consideration of hard-surfacing in the Environmentally Sensitive Landscape area.

The Director of Public Works confirmed the process that is required for hard-surfacing and the need for the collection of traffic count data to maintain a reliable Asset Management Plan and evaluate placement within the Ten Year Capital Forecast.

Councillor P. Roe advised that the City of Waterloo conducts traffic counts on the Wilmot Line every two years.

The Manager of Accounting confirmed for Councillor P. Roe that the Nith Valley EcoBoosters were contacted about anti-idling, that signage has been obtained and that locations for the signage have been identified.

The Director of Facilities and Recreation Services confirmed for Councillor A. Junker that some lighting fixtures in Township parks and parking lots are on the streetlighting grid and were included in the LED program. He noted that budgeting information is being gathered to consider conversions at other locations.



In response to Councillor B. Fisher's request, the Director of Facilities and Recreation Services advised that the extension of the greenspace at the Beck Street lot will need to be further investigated as other works are being planned to improve drainage on the property.

The Director of Facilities and Recreation Services clarified for Councillor B. Fisher that the replacement of the Sir Adam Beck Park sign was not included on the Work Program as it is a minor capital item but is scheduled for 2018.

The Director of Facilities and Recreation Services confirmed for Councillor J. Gerber that he will be in attendance at the meeting taking place on March 9 at Waterloo-Oxford District Public School to discuss the potential artificial turf sports field project. Councillor J. Gerber expressed his hope for the project to be approved by the School Board.

The Director of Facilities and Recreation Services confirmed for Councillor P. Roe that minor capital items are scheduled for the parks in St. Agatha and Petersburg and were identified in the Operating Budget.

In response to Councillor P. Roe's inquiry regarding pavement on the Petersburg Park parking lot, The Director of Facilities and Recreation Services confirmed that the Township undertook the reclaimed asphalt from the Notre Dame Drive project from the Region of Waterloo to resurface the Petersburg Park parking lot.

The Director of Facilities and Recreation Services confirmed for Mayor L. Armstrong that the driveway portion of the parking lot was part of the works completed by the Region.

The Manager of Accounting confirmed for Councillor B. Fisher that the number of participants in eBilling for taxes is lower than the number using the service for water bills. He further noted that offering a contest as an incentive for registering for eBilling is something that may be explored as the rate of registration slows down.

**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**

**Resolution No. 2018-039**

**Moved by: P. Roe**

**Seconded by: M. Murray**

THAT Report DS 2018-07 be received for information.

CARRIED.

The Director of Development Services highlighted the report.

**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**

13.1 Councillor A. Junker reminded Council that the New Dundee pancake breakfast will be taking place on Sunday, March 11, 2018.

13.2 Councillor A. Junker advised Council on the success of the annual Heritage Day that took place on Saturday, February 24, 2018. He noted that several organizations are invited to take part in Heritage Day which helps to contribute to the success of the day. One organization reached out to Councillor A. Junker to express their appreciation of the event and for being asked to participate.

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2018-13**

**Resolution No. 2018-040**

**Moved by: A. Junker**

**Seconded by: M. Murray**

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.

CARRIED.

**16. ADJOURNMENT (8:51 P.M.)**

**Resolution No. 2018-041**

**Moved by: B. Fisher**

**Seconded by: P. Roe**

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

CARRIED.

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Mayor

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Clerk



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

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<b>REPORT NO.</b>	<b>FIN 2018-13</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Ashton Romany, CPA Manager of Accounting</b>
<b>DATE:</b>	<b>March 26, 2018</b>
<b>SUBJECT:</b>	<b>Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2017</b>

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### **Recommendation:**

**That Report FIN 2018-13, prepared by the Manager of Accounting, outlining honorariums and expenditures of Council and Council appointees for the 2017 fiscal year, be adopted.**

### **Background:**

In accordance with Section 284 of the Municipal Act, the Treasurer is required to submit to Council, by March 31<sup>st</sup> of the following year, an itemized statement of remuneration and expenses paid to each member of Council, and to each person appointed to local boards, for the preceding year.

This statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. [2001 c. 25 s 284(2)].

### **Discussion:**

The attached statement summarizes remuneration and expenses for Members of Council and Council Appointees for the year ended December 31, 2017. By-law number 2000-42 authorized remuneration paid to Members of Council of the Township of Wilmot. The statement was circulated to Members of Council for their review and comment.

### **Strategic Plan Conformity:**

This report is aligned with the goal of being an engaged community through the communication of municipal matters. The provision of this information to Council and the community is done in accordance with the Municipal Act, as well as the Township's Accountability and Transparency Policy.

**Financial Considerations:**

Honorariums and expenditures of Council Members and Council Appointees were included within the approved 2017 budget. These expenses shown within the attached statement were included under the ad hoc Budget Advisory Committee Report FIN 2018-01, which summarized 2017 Municipal Operations.

**Conclusion:**

Staff will continue to report to Council the Honorariums and Expenditures of Council Members and Council Appointees in accordance with Section 284 of the Municipal Act. As well, quarterly updates will continue to be posted on the Township website.

Ashton Romany, CPA  
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Manager of Accounting

Patrick Kelly CPA, CMA  
\_\_\_\_\_  
Director of Finance

Grant Whittington  
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Reviewed by Chief Administrative Officer

**The Corporation of the Township of Wilmot**  
**Treasurer's Statement - Remuneration and Expenses**  
**Paid to Members of Council and Committees**

For the Year Ended December 31, 2017

Members of Council	Salary	Benefits (CPP/EI/EHT)	Conference and Training	Mileage Parking	Meals, Mobile Phones, Other	Total
Mayor Les Armstrong	\$ 26,045	\$ 1,025		\$ 1,619	\$ 215	\$ 28,904
Councillor Al Junker	13,023	426			620	14,069
Councillor Peter Roe	13,023	169		485	629	14,306
Councillor Barry Fisher	13,023	426			623	14,072
Councillor Jeff Gerber	13,023	426			902	14,351
Councillor Mark Murray	13,023	426			634	14,083
<b>Totals</b>	<b>\$ 91,160</b>	<b>\$ 2,898</b>	<b>\$ -</b>	<b>\$ 2,104</b>	<b>\$ 3,623</b>	<b>\$ 99,785</b>

Committee of Adjustment	Honorarium	Mileage	Total
Karin Demerling	\$ 500	\$ 61	\$ 561
Louise Lalonde	500	75	575
Steve Miller	500	56	556
Wayne Roth	500		500
<b>Totals</b>	<b>\$ 2,000</b>	<b>\$ 192</b>	<b>\$ 2,192</b>



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

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<b>REPORT NO.</b>	<b>FIN 2018-14</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Ashton Romany, CPA Manager of Accounting</b>
<b>DATE:</b>	<b>March 26, 2018</b>
<b>SUBJECT:</b>	<b>Treasurer's Statement – Development Charges Reserve Funds</b>

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### **Recommendation:**

**That the Development Charges Statement for the year ended December 31, 2017, prepared by the Manager of Accounting, be received for information purposes.**

### **Background:**

In accordance with By-law 2014-34, the Treasurer is required to furnish Council with an annual statement, in respect to the Development Charge Reserve Funds. Section 43 (3) of the Development Charges Act, 1997, requires the Treasurer to give a copy of this statement to the Ministry of Municipal Affairs and Housing (MMAH) within 60 days of reporting to Council.

### **Discussion:**

Development Charges were collected during the year from developers at the issuance of building permits. Expenses were disbursed to growth related capital projects based on the Development Charges Study. Attached is a summary of the development charge collections and disbursement for the year ended December 31, 2017.

### **Strategic Plan Conformity:**

This report is aligned with the goal of being an engaged community through the communication of municipal matters. Staff provide Council and the community with an update on the status of Development Charge Reserve Funds in accordance with the Development Charges Act.

**Financial Considerations:**

Funding towards growth based capital projects from Development Charges was included within the approved 2017 capital budget. Upon completion of capital projects, any unused funds from these projects were returned to their respective Development Charges Reserve Funds. As noted in prior reports, the total balance of DCs currently sits in deficit due to the funding of the Employment Lands project. It is anticipated that future year DC collections will allow for growth to return to a surplus.

**Conclusion:**

Staff will forward a copy of the attached Development Charges Statement to the Ministry of Municipal Affairs and Housing (MMAH) following approval from Council.

Ashton Romany, CPA  
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Manager of Accounting

Patrick Kelly CPA, CMA  
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Director of Finance

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



**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**DEVELOPMENT CHARGES STATEMENT  
JANUARY 1, 2017 TO DECEMBER 31, 2017**

		REVENUE		EXPENDITURES	
Description	Balance January 1 2017	Contributions Received Development Charges	Interest	Transfer to (Return from) Capital Fund Schedule (A)	Balance December 31 2017
<b>Infrastructure</b>					
Sanitary Sewers	(\$259,262)	\$184,807	(\$762)	\$ 22,635	(\$97,852)
Water	(119,815)	31,308	(1,575)	427,440	(\$517,522)
Roads	625,671	235,639	(1,075)	2,519,120	(\$1,658,885)
Development Charges Studies	152,569	10,368	1,267	47,558	116,646
Parks and Recreation	281,270	235,508	1,724	437,996	\$80,505
Fire Services	467,984	17,411	4,379	-	\$489,774
<b>Total</b>	<b>\$1,148,417</b>	<b>\$715,041</b>	<b>\$3,958</b>	<b>\$3,454,750</b>	<b>(\$1,587,334)</b>

**Schedule A Transfer to /(Return from) Capital Fund**

**Infrastructure - Sanitary**

Wilmot Employment Lands \$ 22,635

**Infrastructure - Water**

Wilmot Employment Lands \$ 427,440

**Infrastructure - Roads**

Wilmot Employment Lands \$ 2,519,120

**Development Charges Studies**

Library Services Facility Review 21,600

NH Arena Engineering/Re-commissioning Study 21,600

Recreation Master Plan Update 1,953

Official Plan 2,406

\$ 47,558

**Parks and Recreation**

Artificial Turf Sports Field 382,500

Trail Design 35,900

Trail Signage 10,000

Petersburg Park Parking Lot 9,596

\$ 437,996

**Total transfer to capital projects**

**\$ 3,454,750**



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

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<b>REPORT NO.</b>	<b>FIN 2018-15</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Ashton Romany, CPA Manager of Accounting</b>
<b>DATE:</b>	<b>March 26, 2018</b>
<b>SUBJECT:</b>	<b>Treasurer's Statement – Cash-in-Lieu of Parkland Reserve Fund</b>

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### **Recommendation:**

That the Cash-in-Lieu of Parkland Statement for the year ended December 31, 2017, be received for information purposes, to comply to the *Smart Growth for Our Communities Act* (Bill 73).

### **Background:**

Under section 42 of the Planning Act, a municipality may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. Alternatively the council may require a payment in lieu, to the value of the land otherwise required to be conveyed.

The Township has been collecting cash-in-lieu of parkland funds for many years and has been maintaining a dedicated reserve fund to record and track the use of those funds.

In accordance with Bill 73, the *Smart Growth for Our Communities Act, 2015*, this statement, similar to the existing reporting requirements under the Development Charges Act (DCA), occurs in the first quarter of each fiscal year, with copies posted to the Township website, and submitted to the Ministry.

### **Discussion:**

Cash-in-Lieu of Parkland were collected during the year from developers at the issuance of plan of subdivision. Attached is a summary of the collections received for the year ended December 31, 2017.

**Strategic Plan Conformity:**

This report is aligned with the goal of being an engaged community through the communication of municipal matters. Staff will provide Council and the community with an update on the status of Cash-in-lieu of Parkland Reserve Funds in accordance with the *Planning Act*.

**Financial Considerations:**

As noted within Section 42 of the Planning Act, funds collected as “cash-in-lieu” are limited in their usage to the acquisition of land to be used for park or other recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery. Staff recognize the Park Levy Reserve Fund as one of the sources for capital funding as part of the Asset Management Planning and 10-Year Capital Forecasts.

**Conclusion:**

Staff will forward a copy of the attached Cash-in-lieu of Parkland Treasurer’s Statement to the Ministry of Municipal Affairs and Housing (MMAH) following approval from Council.

Ashton Romany, CPA  
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Manager of Accounting

Patrick Kelly CPA, CMA  
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Director of Finance

Grant Whittington  
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Reviewed by Chief Administrative Officer

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**CASH-IN-LIEU OF PARKLAND RESERVE FUND  
TREASURER'S STATEMENT  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Opening Balance - January 1, 2017		<b>\$1,330,931</b>
Cash-in-Lieu of Parkland Collections in 2017 (Schedule A)	\$31,650	
2017 Interest Earnings	12,385	44,035
Total Funds Available		44,035
Less: Funds allocated to Capital in 2017 (Schedule B)		-
Closing Balance - December 31, 2017		<b>\$1,374,966</b>

**Schedule A Cash-in-Lieu of Parkland Collections**

Riverbend Brownstones Inc.	\$21,950
Ethan and Justin Miller	2,200
Tim Wagler	7,500
<b>Total Cash-in-Lieu of Parkland Collections</b>	<b>\$31,650</b>

**Schedule B Transfer to /(Return from) Capital Fund**

<b>Total (Net) Transfer to Capital Projects</b>	<b>-</b>
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## ***Township of Wilmot REPORT***

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<b>REPORT NO.</b>	<b>PW-2018-03</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Jeff Molenhuis, Director of Public Works</b>
<b>DATE:</b>	<b>March 26, 2018</b>
<b>SUBJECT:</b>	<b>Milton Street and Byron Street Reconstruction – Award of Contract</b>

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### **Recommendation:**

**THAT Council award Tender 2018-01 to 410754 Ontario Limited o/a Sousa Concrete, in the amount of \$1,111,245.45, plus HST, for the reconstruction of Milton and Byron Street in New Hamburg.**

### **Background:**

In 2016, Council awarded engineering services for Milton and Byron Street reconstruction to AECOM Limited of Kitchener, ON. This included preliminary design, public consultation, detailed design, agency approvals and contract management services. A Public Information Centre was held on June 14, 2017 at the New Hamburg Community Centre.

The reconstruction will involve the installation of new watermain, sanitary forcemain, storm sewer, road base and asphalt road surface, including curb, gutter and sidewalk. Approvals are in place from the Ministry of the Environment and Climate Change and the Grand River Conservation Authority.

### **Discussion:**

On February 15, 2018, the tender document was made available online through the Township's e-bidding site. There was a total of thirty-one (31) plan takers, with six (6) bids received at time of close on March 12, 2018. The lowest bid received was 410754 Ontario Limited o/a Sousa Concrete from Branchton, Ontario at a cost of \$1,111,245.45 plus HST. The low bidder has provided the appropriate bid bond documentation. References have been checked and appear to be satisfactory. The tenders were reviewed by AECOM and appear to be generally balanced and satisfactory.

Results of the bids received are summarized below:

<b>Bidder</b>	<b>Location</b>	<b>Bid Amount</b>
410754 Ontario Limited o/a Sousa Concrete	Branchton, ON	\$ 1,111,245.45
Regional Sewer and Watermain Ltd	Cambridge, ON	\$ 1,298,734.02
Oxford Civil Group Inc.	Woodstock, ON	\$ 1,358,261.99
Steed and Evans Limited	St. Jacobs, ON	\$ 1,487,000.00
Sierra Infrastructure Inc	Woodstock, ON	\$ 1,629,983.30
Nabolsy Contracting Inc.	Mississauga, ON	\$ 1,724,314.05
<b>AVERAGE BID</b>		<b>\$ 1,434,923.14</b>

The above figures do not include HST. The reconstruction works are scheduled to be completed this summer.

### **Strategic Plan Conformity**

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

### **Financial Considerations:**

Through the 2018 Budget process, the reconstruction project estimate unit rates were increased to address current market conditions. As such, the 2018 Capital Budget allocation for Milton Street and Byron Street reconstruction was \$1,312,800, with an additional \$104,000 carried forward from 2016, resulting in the following funding sources:

<b>Funding Source</b>	<b>Amount</b>
Federal Gas Tax	\$584,440
General Levy	\$307,260
Infrastructure Reserve Fund – Transportation	\$71,000
Infrastructure Reserve Fund - Water	\$261,300
Infrastructure Reserve Fund - Sanitary	\$192,800
<b>Total Budget</b>	<b>\$1,416,800</b>

The project as tendered, including engineering work previously awarded to AECOM in the amount of \$107,757.55 (net of HST rebate), is anticipated to stay within the total allocated budget for this project.

### **Conclusion:**

Based on the foregoing, it is recommended that 410754 Ontario Limited o/a Sousa Concrete be awarded the contract for Milton Street and Byron Street reconstructions.

Jeff Molenhuis  
Submitted by Director of Public Works

Grant Whittington  
Reviewed by Chief Administrative Officer



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

**REPORT NO.** PW-2018-04

**TO:** Council

**PREPARED BY:** Jeff Molenhuis, Director of Public Works

**DATE:** March 26, 2018

**SUBJECT:** Holland Mills Road Bridge Replacement – Award of Contract

### **Recommendation:**

**THAT Council award Tender 2018-02 to Premier Concrete Inc., in the amount of \$1,350,561.39, plus HST, for the replacement of Holland Mills Road Bridge.**

### **Background:**

At the September 25, 2017 Council Meeting, Report PW 2017-18 was submitted to Council summarizing the Environmental Assessment (EA) process to review and evaluate alternatives for the Holland Mills Road Bridge, with a recommendation for the preferred alternative. Council approved the following recommendation:

*“THAT the Township of Wilmot take the following actions with respect to the Class Environmental Assessment for the Holland Mills Road Bridge – Structure No. 17B/B-T13:*

- i) Approve the preliminary design for construction of the preferred alternative – Concrete Box Girder as described in Report PW-2017-18, dated September 25, 2017;*
- ii) Direct staff to file the Notice of Study Completion for this Class Environmental Assessment Schedule “B” Study by means of advertisements in the local newspapers, Township website and direct mailings, and place the Project File Report on the public record for a period of 45 days;*

*AND THAT, following the 45-day waiting period, that K. Smart & Associates be instructed to complete the detailed design and contract document preparation for the replacement structure.”*

The Class EA Notice of Study Completion was placed on the public record for the 45-day waiting period after the above resolution was passed. No objections to the project were registered during the 45-day period. As such, the project proceeded with detailed design and was tendered in early February.

Through the course of design, the Heritage Committee was consulted for selection of the railing type. The Committee preferred “Railing Option #1” due primarily to the open nature of its design. This matches the open nature of the existing bridge, thereby meeting the sympathetic design requirement as recommended within the Environmental Assessment Report. A sample of the railing type can be found below.



Through the course of removal for the existing structure, Staff will work with the contractor to salvage elements, where possible, for future conservation work or a commemorative display.

### **Discussion:**

On February 15, 2018, the tender document was made available online through the Township’s e-bidding site. There was a total of thirty-eight (38) plan takers, with seven (7) bids received at time of close on March 12, 2018. The lowest bid received was Premier Concrete Inc. of Londesborough, Ontario at a cost of \$1,350,561.39, plus HST. The low bidder has provided the appropriate bid bond documentation. References have been checked and appear to be satisfactory. The tenders were reviewed by K. Smart & Associates and appear to be generally balanced and satisfactory.



Results of the bids received are summarized below:

<b>Bidder</b>	<b>Location</b>	<b>Bid Amount</b>
Premier Concrete Inc.	Londesborough, ON	\$ 1,350,561.39
Looby Builders (Dublin) Limited	Stratford, ON	\$ 1,481,404.10
2220742 Ontario Ltd o/a Bronte Construction	Oakville, ON	\$ 1,588,762.11
W.G. Kelly Construction	Mitchell, ON	\$ 1,616,520.18
Engineered Concrete Limited	Kitchener, ON	\$ 1,704,156.96
Maloney and Pepping Construction Ltd.	Stratford, ON	\$ 1,710,189.80
National Structures Inc	Napanee, ON	\$ 1,903,573.23
<b>AVERAGE BID</b>		<b>\$ 1,622,166.82</b>

The above figures do not include HST.

Due to in-water work restrictions, the bulk of the project work will not begin until mid-summer. The project is anticipated to remain on schedule to be completed within the fourth quarter of 2018 and is on target for the project budget.

### **Strategic Plan Conformity**

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

### **Financial Considerations:**

The 2018 Capital Budget allocation for this project included \$1,260,000 in newly allocated funds, with \$281,300 carried forward from 2017, resulting in the following funding sources:

<b>Funding Source</b>	<b>Amount</b>
Ontario Community Infrastructure Fund (Top-up)	\$1,198,200
Infrastructure Reserve Fund – Transportation	\$343,100
<b>Total Budget</b>	<b>\$1,541,300</b>

The 2017 funding in the amount of \$281,300 was allocated to complete the Class EA, begin design/engineering and undertake preliminary site works for the preferred design.

The project as tendered, including engineering and EA works previously approved, is anticipated to remain within the total funding allocation for this project.

### **Conclusion:**

Based on the foregoing, it is recommended that Premiere Concrete Inc., be awarded the contract for the Holland Mills Road Bridge Replacement.

Jeff Molenhuis  
Submitted by Director of Public Works

Grant Whittington  
Reviewed by Chief Administrative Officer



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

**REPORT NO.** PW-2018-05

**TO:** Council

**PREPARED BY:** Alastair Duncan, Engineering Technician

**DATE:** March 26, 2018

**SUBJECT:** Gravel Extraction, Crushing and Stockpiling – Award of Contract

### **Recommendation:**

**THAT Council award Tender 2018-03 to Tri City Materials & Ready Mix Ltd., in the amount of \$48,000, plus HST, for gravel extraction, crushing and stockpiling at the Township pit.**

### **Background:**

The Township conduct gravel road maintenance activities using material generated from the Township gravel pit. A contractor is required to extract, crush and stockpile the granular material at the site. The material is used by the Roads department to perform re-graveling maintenance and repair of the loose top road sections in the Township on a scheduled basis. In 2019, Settlement Road is scheduled for maintenance.

### **Discussion:**

On February 23, 2018, the tender document was made available online through the Township's e-bidding site. There was a total of eight (8) plan takers, with three (3) bids received at time of close on March 12, 2018. The lowest bid received was Tri City Materials & Ready Mix Ltd., from Kitchener, Ontario at a cost of \$48,000, plus HST.

Results of the bids received are summarized below:

<b>Bidder</b>	<b>Location</b>	<b>Bid Amount</b>
Tri City Materials & Ready Mix Ltd.	Kitchener, ON	\$ 48,000
Ontario Custom Crushing	Wellesley, ON	\$ 51,520
Joe Kerr Limited	Wingham, ON	\$ 53,200
<i>AVERAGE BID</i>		<i>\$ 51,173.33</i>

The above figures do not include HST.

**Strategic Plan Conformity**

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

**Financial Considerations:**

The 2018 Budget includes \$50,000 funded through the Roads Capital budget for gravel extraction, crushing and stockpiling in 2018.

The project as tendered falls within the allocated budget for extraction, crushing and stockpiling work required to support the gravel maintenance program.

**Conclusion:**

Based on the foregoing, it is recommended that Tri City Materials & Ready Mix Ltd. be awarded the contract for gravel extraction, crushing and stockpiling in 2018.

Alastair Duncan  
Prepared by Engineering Technician

Jeff Molenhuis  
Submitted by Director of Public Works

Grant Whittington  
Reviewed by Chief Administrative Officer

## **Municipalities across Canada to receive support for 67 new infrastructure initiatives (13/03/2018)**

Investing in innovative green infrastructure projects contributes to a clean growth economy and strengthens the middle class by ensuring communities are healthy and sustainable places to live.

The Honourable Amarjeet Sohi, Minister of Infrastructure and Communities, and Jenny Gerbasi, President of the Federation of Canadian Municipalities (FCM) today announced funding for 67 initiatives in communities across Canada through three programs: the Municipalities for Climate Innovation Program (MCIP), the Municipal Asset Management Program (MAMP), and the Green Municipal Fund (GMF).

Improving Canada's infrastructure lays — in large part — in the hands of the municipalities. Communities across the country want to be sure they are investing their infrastructure money wisely, and that they are ready to adapt to the potential effects of climate change as they make local infrastructure investment decisions. The projects announced today demonstrate the work being done on these fronts in municipalities large and small.

For example, the City of Montreal, Quebec, is receiving funding through MCIP for a pilot project that will create green spaces in alleyways. Rooftop drains will be disconnected from sewer systems and excess rainwater will be used to water plants and walkways between buildings, improving both public and private spaces. This project could potentially divert the equivalent of two Olympic-sized swimming pools worth of water from the city's sewers.

Funding through MAMP is helping Canadian municipalities make informed decisions on infrastructure investments based on sound asset management practices. In Newfoundland, seven municipalities are receiving funding to train local officials on asset management planning, preparing a local inventory of assets, and reporting on the preliminary state of infrastructure. This training will help communities make informed investment decisions for infrastructure assets that will deliver value for money, while serving their citizens' needs.

Through GMF, communities are not only improving the environment around them, they are maximizing municipal resources and improving the lives of their citizens. The Township of Douro-Dummer, Ontario will study the feasibility of constructing a net-zero energy centralized public works and emergency services building, which would produce at least as much energy as it consumes on an annual basis. This initiative will provide an example for other small rural towns that want to improve and consolidate municipal infrastructure in environmentally sustainable ways.

MCIP, MAMP, and GMF are funded by the Government of Canada and delivered by the Federation of Canadian Municipalities.

"These investments will help municipalities across the country to plan, build and maintain their infrastructure more strategically. Investments in green infrastructure projects help build healthy, liveable, cleaner, and more sustainable communities now and for future generations."

— **The Honourable Amarjeet Sohi, Minister of Infrastructure and Communities**

"Energy efficiency is one of the most effective ways to support the transition to a low-carbon economy and meet our future energy needs. Our Government is looking to achieve this by working collaboratively with provinces, territories, and industry to create a national model net-zero energy-ready code for new homes and buildings by 2022. We are proud to support projects that are charting our course to the low-carbon future."

— **The Honourable Jim Carr, Canada's Minister of Natural Resources**

"It's exciting to see so many municipalities — big and small — stepping up to do things differently. All three programs behind today's announcement are helping communities do just that and learn from each other along the way. We are proud to fund these initiatives and know that local action in communities across Canada is driving change on a national scale. Together, we're making real progress toward Canada's climate and sustainability goals."

— **Jenny Gerbasi, FCM President**

## **Quick facts**

- The Municipalities for Climate Innovation Program is a five-year, \$75-million program designed to encourage Canadian municipalities to better prepare for and adapt to the new realities of climate change as well as reduce greenhouse gas emissions.
- The Municipal Asset Management Program is a five-year, \$50-million program designed to help Canadian municipalities strengthen infrastructure investment decisions based on sound asset management practices.
- The Green Municipal Fund is a program designed to support initiatives that demonstrate innovative solutions or approaches to a municipal environmental issue that can generate new lessons and models for communities of all sizes and types across Canada. The Government of Canada endowed FCM with \$550 million to establish the program and an additional \$125 million top-up was announced in Budget 2016.

## **Related product**

**Backgrounder:** [Municipalities to receive funding for 67 infrastructure initiatives across Canada](#)

## **Associated links**

[Municipal Asset Management Program](#)

[Municipalities for Climate Innovation Program](#)

[Green Municipal Fund](#)

[FCM Funding](#)

[Government of Canada's \\$180 billion+ infrastructure plan](#)

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## GRCA General Membership

**Chair** Helen Jowett  
**Vice-Chair** Chris White

**Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley**  
Guy Gardhouse

**Townships of Mapleton and Wellington North** Pat Salter  
**Township of Centre Wellington** Kelly Linton

**Town of Erin, Townships of Guelph/Eramosa and Puslinch**  
Chris White

**City of Guelph**  
Bob Bell, Mike Salisbury

**Region of Waterloo**  
Les Armstrong, Elizabeth Clarke,  
Sue Foxton, Helen Jowett,  
Geoff Lorentz, Jane Mitchell,  
Joe Nowak, Wayne Roth,  
Sandy Shantz, Warren Stauch

**Municipality of North Perth and Township of Perth East**  
George Wicke

**Halton Region** Cindy Lunau

**City of Hamilton** George Stojanovic

**Oxford County** Bruce Banbury

**County of Brant**  
Brian Coleman, Shirley Simons

**City of Brantford**  
Dave Neumann, Vic Prendergast

**Haldimand and Norfolk Counties**  
Bernie Corbett, Fred Morison

## Major flooding in February

Three politicians attended the Annual General Meeting in February to thank the GRCA for its response to the mid-winter flood earlier that week.

Appreciation came from Cambridge MPP Kathryn McGarry, Cambridge MP Bryan May and Brant County Mayor Ron Eddy.

The winter of 2018 left snow accumulation and thick ice on local rivers. When a warm front arrived February 19 to 21, significant rainfall and snow melt resulted in heavy runoff, causing high river flows, ice jams and flooding.

GRCA staff worked to monitor watershed and weather conditions and predict flooding. They also operated dams and reservoirs to reduce flooding and issued nine flood messages related to this event. The GRCA worked with staff in the municipalities that were impacted during this event.

A report about this event will go to the GRCA board March 23, 2018.

## \$34 million GRCA budget approved by board

The GRCA will spend more than \$34 million this year on programs that protect water quality, reduce flood damages, protect natural areas, support responsible development and provide outdoor recreation and environmental education.

The budget was approved by the GRCA board at the February AGM.

Municipalities will contribute about \$11.3 million in general municipal levy to the GRCA this year, about 33 per cent of the total budget. The municipal levy portion is up 2.5 per cent this year, which works out to approximately \$10.72 per watershed resident.

Government grants totalling just over \$4.9 million represent about 15 per cent of the budget. This includes \$800,000 from municipalities towards the Rural Water Quality program. The remainder is primarily provincial grants, which include funding of over \$1.5 million for the Source

Protection Program.

Finally, the GRCA generates more than \$15.3 million or 44 per cent of its own revenue through camping fees, park admissions, nature centre programs, hydro sales, property rentals, tree sales, planning permits, and donations raised by the Grand River Conservation Foundation (GRCF).

## Renewal of Grand River Notification Agreement

In February, the Chair of the GRCA signed the Grand River Notification Agreement (GRNA) for a five-year term.

The agreement first came into effect in 1996 and was renewed in 1998, 2003 and 2013. It sets out a protocol for the GRCA and other parties to share information about projects in the southern part of the Grand River watershed with the Six Nations of the Grand River and the Mississaugas of the New Credit. The First Nations also share information with the GRCA and other parties to the agreement, including the province, County of Brant, City of Brantford and County of Haldimand.

The agreement sets out the circumstances under which notification is given. For example, the GRCA shares decisions that are being considered in areas regulated by the GRCA.

The GRNA is not legally binding and doesn't impact the legal rights or responsibilities of any party, nor is it a substitute for direct consultation.

## Contractors to plant 127,000 trees this spring

The GRCA is hiring three contractors to plant nearly 127,000 trees across the watershed this spring on both private property and GRCA land.

The three tree planting contracts will cost \$121,000 plus HST. The contractors are Bartram Woodlands Ltd., Black River Tree Planting and Quiet Nature Ltd.

Tree planting is contracted out by the GRCA in blocks, based on the planting method and tree





size. This allows many people to work at the same time to plant trees quickly.

Plantings on private land are paid for by the individual property owners, but their costs are often offset by funding that comes from a variety of programs, including the Rural Water Quality Program, Forests Ontario and the Habitat Stewardship Program.

Plantings on GRCA land are funded through agencies such as Forests Ontario and donations made to the Grand River Conservation Foundation.

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## Chair and Vice-chair return for third year

Helen Jowett was acclaimed to a third one-year term as chair of the GRCA. Chris White was also acclaimed to a third one-year term as vice-chair.

Both Jowett and White were acclaimed by the GRCA board of directors at the general membership meeting in January. As per the GRCA by-laws, a member is eligible to be re-elected to the role of chair or vice-chair for up to a maximum of five one-year terms. The 26-member GRCA board is composed of representatives appointed by the municipalities within the Grand River watershed.

Both Jowett and White expressed their gratitude to their fellow board members and GRCA staff for their dedication and contributions in the stewardship of the natural resources within the Grand River watershed.

Jowett was elected as a Region of Waterloo councillor for Cambridge in 2014, and was subsequently appointed as a member of the GRCA board. Jowett holds an MBA and is a Certified Human Resources Professional and Mediator.

White has been a member of the GRCA board since 2014. He holds a BA in History and Economics, and is a certified ISO 9000 Lead Auditor. He was elected to the Guelph/Eramosa Township council in 2003, became mayor in 2006 and served as Wellington County warden from 2011-2014.

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## New playground equipment

Three new playground installations are planned this spring — one at Byng Island



View of the February ice jam in Brantford. GRCA staff worked to monitor watershed and weather conditions and predict flooding. They also operated dams and reservoirs to reduce flooding and issued nine flood messages.

Park and two at Guelph Lake Park.

New playground equipment will be installed in the seasonal camping area at Guelph Lake Park. Until now, this has been the only playground at Guelph Lake. A new play area will also be added at Sandy Bay for day use visitors and nightly campers. In addition, equipment in the large playground near the pool of Byng Island Park will be replaced.

Henderson Recreation Equipment Limited of Simcoe will carry out the installations for \$120,000 plus HST. The designs have been reviewed by local municipal accessibility advisory committees for compliance with provincial legislation.

In 2015, the GRCA audited all playground structures at Grand River Parks. An equipment replacement schedule was developed, based on the condition and life expectancy of equipment. These replacements are in the five-year capital forecast for Grand River Parks.

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## Reservation system opened March 1

The Grand River Parks camping reservation system opened March 1.

The reservation system at [www.grcacamping.ca](http://www.grcacamping.ca) provides 24-hour online reservation service until mid-October,

when the camping season closes.

As well, a call centre is available for those who want to reserve a campsite by phone. The call centre, which can be reached toll-free at 1-877-558-GRCA (4722), is open from 9 a.m. to 9 p.m. Monday through Friday, and 9 a.m. to 5 p.m. on Saturdays and Sundays.

This issue of *GRCA Current* was published in March, 2018.

It is a summary of the February, 2018 business conducted by the Grand River Conservation Authority board and committees, as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

### Next board meeting:

March 23 at 9:30 a.m.,  
GRCA Administration Centre

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**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NO. 2018-14**

**BY-LAW TO APPOINT A CLERK  
FOR THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**WHEREAS**, Section 228 (1) of the Municipal Act, S.O. 2001, Chapter 25, as amended, requires the Council to appoint a Clerk;

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

1. That Dawn B. Mittelholtz is hereby appointed as the Clerk of the Township of Wilmot.
2. That the powers and duties of said Clerk shall be as set out respectively under the provisions of the Municipal Act and the regulations authorized hereby and every other Act and the regulations thereby and in addition, the by-laws of the Corporation of the Township of Wilmot.
3. That in addition to the duties required to be performed under any statute the Clerk shall perform such other duties as may, from time to time, be assigned to the Clerk by by-law of Council.
4. That By-law No. 2005-01 be and is hereby repealed.
5. That this by-law shall take effect and come into force on the date of passage.

**READ** a first and second time this 26th day of March, 2018.

**READ** a third time and finally passed in open Council this 26th day of March, 2018.

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**Mayor**

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**Clerk**