



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, April 9, 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 26, 2018

Recommendation

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

Council Meeting March 26, 2018.

7. PUBLIC MEETINGS

7.1 REPORT NO. DS 2018-08

Zone Change Application 03/18

Keith Hallman / Craig and Brenda Swartzentruber

Part of Lot 20, Concession South of Snyder's Road

**Parts 3 & 4, 58R-3758
1140B Waterloo Street**

Recommendation

THAT Report DS 2018-08 be received for information.

8. PRESENTATIONS/DELEGATIONS

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

9.2.1 REPORT NO. CL 2018-07

Notice of Request for Drain Improvement

Leonard Haid

Part Lot 6, Concession South of Erb's Road

Township of Wilmot

Recommendation

THAT the Township of Wilmot accept the Notice of Request for Drain Improvement received from Leonard Haid for Part of Lot 6, Concession South of Erb's Road, Township of Wilmot; and,

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

9.2.2 REPORT NO. CL 2018-08

Temporary Road Designation Request

William Scott Festival

Recommendation

THAT Council designate Hunter Street (from Huron Street to William Scott Park) as closed on June 23, 2018 from 12:00 noon until 6:00 p.m. for the purposes of a soap box derby in connection with the William Scott Festival.

9.3 FINANCE**9.3.1 REPORT NO. FIN 2018-16****Statement of Operations as of March 31, 2018 (un-audited)****Recommendation**

THAT the Statement of Operations as of March 31, 2018, as prepared by the Manager of Accounting, be received for information purposes.

9.3.2 REPORT NO. FIN 2018-17**Ontario's Main Streets Revitalization Initiative****Recommendation**

THAT the Township of Wilmot enter into a Municipal Funding Agreement (MFA) with the Ministry of Agriculture, Food and Rural Affairs, under the Main Streets Revitalization Initiative; and further

THAT the Mayor and Clerk be authorized to execute said Municipal Funding Agreement, for a funding allocation of up to \$55,820.73, towards revitalization activities that support main streets.

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW-2018-06****Public Works 1st Quarter Operations Activity Report****January – March 2018****ATTACHMENT 1 – Operations Activity Report (UT)****ATTACHMENT 2 – Operations Activity Report (RDS)****Recommendation**

THAT the Public Works Operations 1st Quarter Activity Reports for the months of January, February and March 2018 be received for information.

9.4.2 REPORT NO. PW-2018-07**Surface Treatment Program – Award of Contract**

Recommendation

THAT Council award Tender 2018-05 to Cornell Construction Limited, in the amount of \$487,198.00 (plus HST), for surface treatment of Township roads.

9.4.3 REPORT NO. PW-2018-08**Hot Mix Asphalt Paving Program – Award of Contract****Recommendation**

THAT Council award Tender 2018-06 to Brantco Construction, in the amount of \$296,206.00 (plus HST), inclusive of provisional items, for the paving of Township roads with hot mix asphalt.

9.5 DEVELOPMENT SERVICES**9.5.1 REPORT NO. DS 2018-09****2018 First Quarter Building Statistics Summary****Recommendation**

THAT the 1st Quarter 2018 Building Statistics Summary be received for information.

9.6 FACILITIES AND RECREATION SERVICES**9.6.1 REPORT NO. PRD 2018-02****Facilities & Recreation Services Quarterly Activity Reports****Recommendation**

THAT the Facilities & Recreation Services Activity Reports for the first quarter of 2018 be received for information.

9.7 FIRE**9.7.1 REPORT NO. FD 2018-02****Quarterly Activity Report**

Recommendation

THAT the Fire Department Activity Report for the first quarter of 2018 be received for information purposes.

9.8 CASTLE KILBRIDE**9.8.1 REPORT NO. CK 2018-02****Quarterly Activity Report – January, February & March 2018****Recommendation**

THAT the Castle Kilbride Activity Report for the months of January, February and March be received for information purposes.

10. CORRESPONDENCE**10.1 Region of Waterloo – Smart Cities Challenge – Phase One Application****Recommendation**

THAT the Township of Wilmot endorse the collaborative Smart Cities Application for Waterloo Region addressing the theme of Healthy Children and Youth as outlined in Report PDL-ECD-18-02 as prepared by the Region of Waterloo.

11. BY-LAWS**11.1 By-Law No. 2018-16 – By-law to Authorize the Execution of a Municipal Funding Agreement Under Ontario's Main Streets Revitalization Initiative****Recommendation**

THAT By-Law No. 2018-16 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. 2018-17

Recommendation

THAT By-law No. 2018-17 to Confirm the Proceedings of Council at its Meeting held on April 9, 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 26, 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, Director of Clerk's Services D. Mittelholtz, Director of Public Works J. Molenhuis, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Fire Chief R. Leeson, Director of Finance P. Kelly, Manager of Accounting A. Romany

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

Resolution No. 2018-042

Moved by: P. Roe

Seconded by: M. Murray

- 4.1 CORRESPONDENCE – Item 10.3 Oxford County – High Speed Rail Environmental Assessment Terms of Reference Notice of Commencement**

Recommendation

THAT Item 10.3 be added to the agenda under CORRESPONDENCE – Oxford County – High Speed Rail Environmental Assessment Terms of Reference Notice of Commencement.

CARRIED.

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Council Meeting Minutes March 5, 2018

Resolution No. 2018-043

Moved by: A. Junker

Seconded by: M. Murray

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

Council Meeting March 5, 2018.

CARRIED, AS AMENDED.

Councillor A. Junker clarified that he inquired whether staff had contacted the Nith Valley EcoBoosters about anti-idling efforts, not Councillor P. Roe.

Councillor P. Roe clarified that his comments regarding traffic counts also included acknowledgment that traffic counts are conducted on the Wilmot Line on a regular basis, including the counts completed in 2009.

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**

Resolution No. 2018-044

Moved by: B. Fisher

Seconded by: A. Junker

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.

CARRIED.

The Manager of Accounting highlighted the report.

9.3.2 REPORT NO. FIN 2018-14

**Treasurer's Statement – Development Charges Reserve
Funds**

Resolution No. 2018-045

Moved by: P. Roe

Seconded by: M. Murray

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

CARRIED.

The Manager of Accounting highlighted the report.

9.3.3 REPORT NO. FIN 2018-15

**Treasurer's Statement – Cash-in-Lieu of Parkland Reserve
Fund**

Resolution No. 2018-046

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

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).

CARRIED.

The Manager of Accounting highlighted the report.

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW-2018-03****Milton Street and Byron Street Reconstruction – Award of Contract****Resolution No. 2018-047****Moved by: M. Murray****Seconded by: A. Junker**

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.

CARRIED.

The Director of Public Works highlighted the report.

9.4.2 REPORT NO. PW-2018-04**Holland Mills Road Bridge Replacement – Award of Contract****Resolution No. 2018-048****Moved by: B. Fisher****Seconded by: M. Murray**

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.

CARRIED.

The Director of Public Works highlighted the report.

9.4.3 REPORT NO. PW-2018-05

Gravel Extraction, Crushing and Stockpiling – Award of Contract

Resolution No. 2018-049

Moved by: P. Roe

Seconded by: B. Fisher

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.

CARRIED.

The Director of Public Works highlighted the report.

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

10.3 Oxford County – High Speed Rail Environmental Assessment Terms of Reference Notice of Commencement

Resolution No. 2018-050

Moved by: A. Junker

Seconded by: P. Roe

THAT Correspondence Items No. 10.1 to 10.3 be received for information.

CARRIED

Mayor L. Armstrong stated that staff will be following-up with Oxford County by providing them with a copy of the staff report relative to High Speed Rail.

Councillor P. Roe added that Oxford County should also receive a copy of the resolution endorsed by Council that been brought forward by Councillor J. Gerber.

11. BY-LAWS

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

Resolution No. 2018-051

Moved by: J. Gerber

Seconded by: P. Roe

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

CARRIED.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

13.1 Councillor A. Junker advised that the movie night hosted by the Nith Valley EcoBoosters at the Wilmot Recreation Complex was very well attended. He conveyed to Council the EcoBoosters appreciation to the Township for grant funding and the space to provide the event. He expressed his hopes that the Township will be able to work with the group again.

13.2 Mayor L. Armstrong advised that he is working with the CAO, the Director of Development Services and the Director of Public Works to arrange a meeting time with the Provincial Minister of Transportation to further discuss High Speed Rail, its potential impact on Wilmot and other available options.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2018-15

Resolution No. 2018-052

Moved by: M. Murray

Seconded by: B. Fisher

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.

CARRIED.

16. ADJOURNMENT (7:19 P.M.)

Resolution No. 2018-053

Moved by: P. Roe

Seconded by: J. Gerber

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

CARRIED.

Mayor

Clerk



Township of Wilmot **REPORT**

REPORT NO. DS 2018-08

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: April 9, 2018

SUBJECT: Zone Change Application 03/18
Keith Hallman / Craig and Brenda Swartzentruber
Part of Lot 20, Concession South of Snyder's Road
Parts 3 & 4, 58R-3758
1140B Waterloo Street

Recommendation:

That Report DS 2018-08 be received for information.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on March 12, 2018. The following is a summary of comments received prior to the Public Meeting.

Public:

None at time of writing report.

Agencies:

Region of Waterloo: including no objections

Kitchener-Wilmot Hydro: outlining required setbacks to distribution lines

Grand River Conservation Authority: requiring additional information prior to providing formal comments

Discussion:

The subject lands are designated Agricultural Resource Area in the Township Official Plan, and are zoned Zone 1 (Agricultural) within the Township Zoning By-law.

The subject property is currently developed with a dwelling and farm buildings. The applicant proposes to construct a new single family dwelling containing an apartment unit (in-law suite) on the property, but live in the existing home during construction. Upon occupancy of the new home, the applicant will demolish the existing home.

This application therefore proposes the following:

1. to allow two dwellings to exist on the property for a temporary period of time (eighteen months); and
2. to add a residential building containing two dwelling units as an additional permitted use on the property.

The attached site plan illustrates the conceptual site development and renderings of the proposed building are also included.

The Grand River Conservation Authority requires that the applicant to survey the Regulatory Flood Elevation to ensure the new dwelling and any associated septic system will be outside of a 5m buffer of the flood elevation. Upon receipt of this information, the GRCA will provide further comments as to the feasibility of the proposal and as to whether a GRCA permit is required.

Strategic Plan Conformity:

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

Financial Considerations:

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

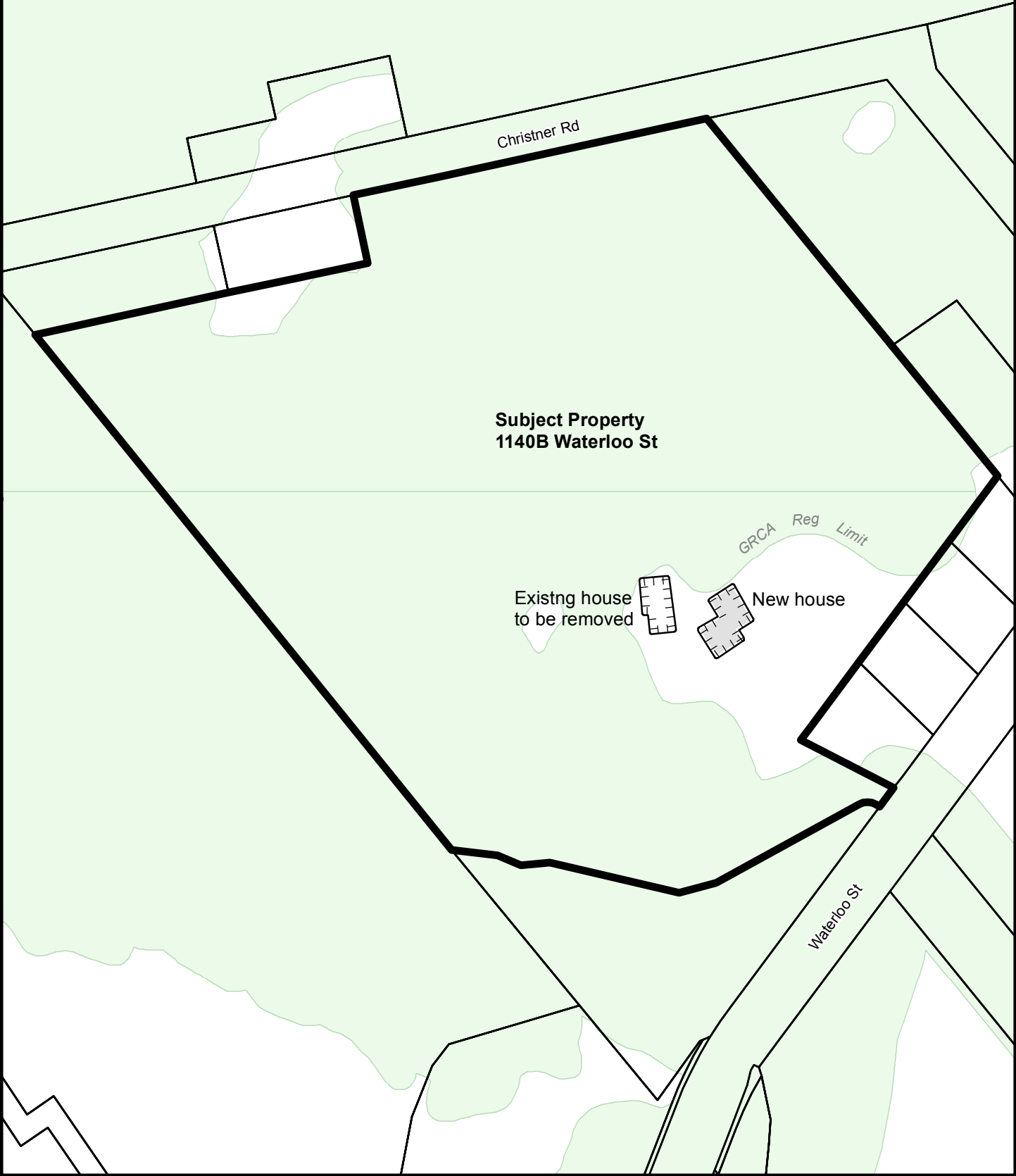
Conclusion:

At such time as any additional comments received from the Public Meeting are reviewed and updated GRCA comments are received, staff will return to Council with a detailed report and recommendation on the application.

Andrew Martin, MCIP RPP
Manager of Planning/EDO

Grant Whittington
Reviewed by CAO

ZCA-03/18
1140B Waterloo Street





Township of Wilmot **REPORT**

REPORT NO. CL2018-07

TO: Council

PREPARED BY: Dawn Mittelholtz, Director of Clerk's Services

DATE: April 9, 2018

SUBJECT: Notice of Request for Drain Improvement
Leonard Haid
Part Lot 6, Concession South of Erb's Road
Township of Wilmot

Recommendation:

THAT the Township of Wilmot accept the Notice of Request for Drain Improvement received from Leonard Haid for Part of Lot 6, Concession South of Erb's Road, Township of Wilmot; and,

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

Background:

Leonard Haid submitted and filed a petition with the Clerk on March 27, 2018 to initiate improvements to an existing municipal drain for the following lands: Part of Lot 6, Concession South of Erb's Road, Township of Wilmot. A map of the area requiring drainage accompanies the petition attached as Appendix A to this report. The proposed work involves making a new outlet for all or part of the drainage works. The Drainage Superintendent has met with the Mr. Haid and has confirmed this request.

Pursuant to the Drainage Act, once the petition is filed, it proceeds to Council for acceptance. Following acceptance of the petition, staff will forward written notice within 30 days to: the requester, the Grand River Conservation Authority, and the Ministry of Natural Resources.

As Council is aware, the St. Agatha Drain 2015 was substantially constructed in 2017. The Drainage Engineer has advised staff that the outstanding works to be completed largely consists of restoration. The contractor is committed to completing these works as soon as ground conditions are suitable. The final cost levy for the St. Agatha Municipal Drain 2015 will be completed when those works are completed.

The Drainage Engineer has confirmed that the filing of the Notice of Request for Drain Improvement will not impact the completion of the works for the St. Agatha Municipal Drain 2015

or the completion of the final cost levy. For the purposes of the Drainage Act, these will be treated as separate works and the St. Agatha Drain 2015 final cost levy can be completed prior to the completion of the report for the Section 78 Notice of Request for Drain Improvement.

Strategic Plan Conformity:

The acknowledgement of the petition supports the infrastructure within the municipality.

Financial Considerations:

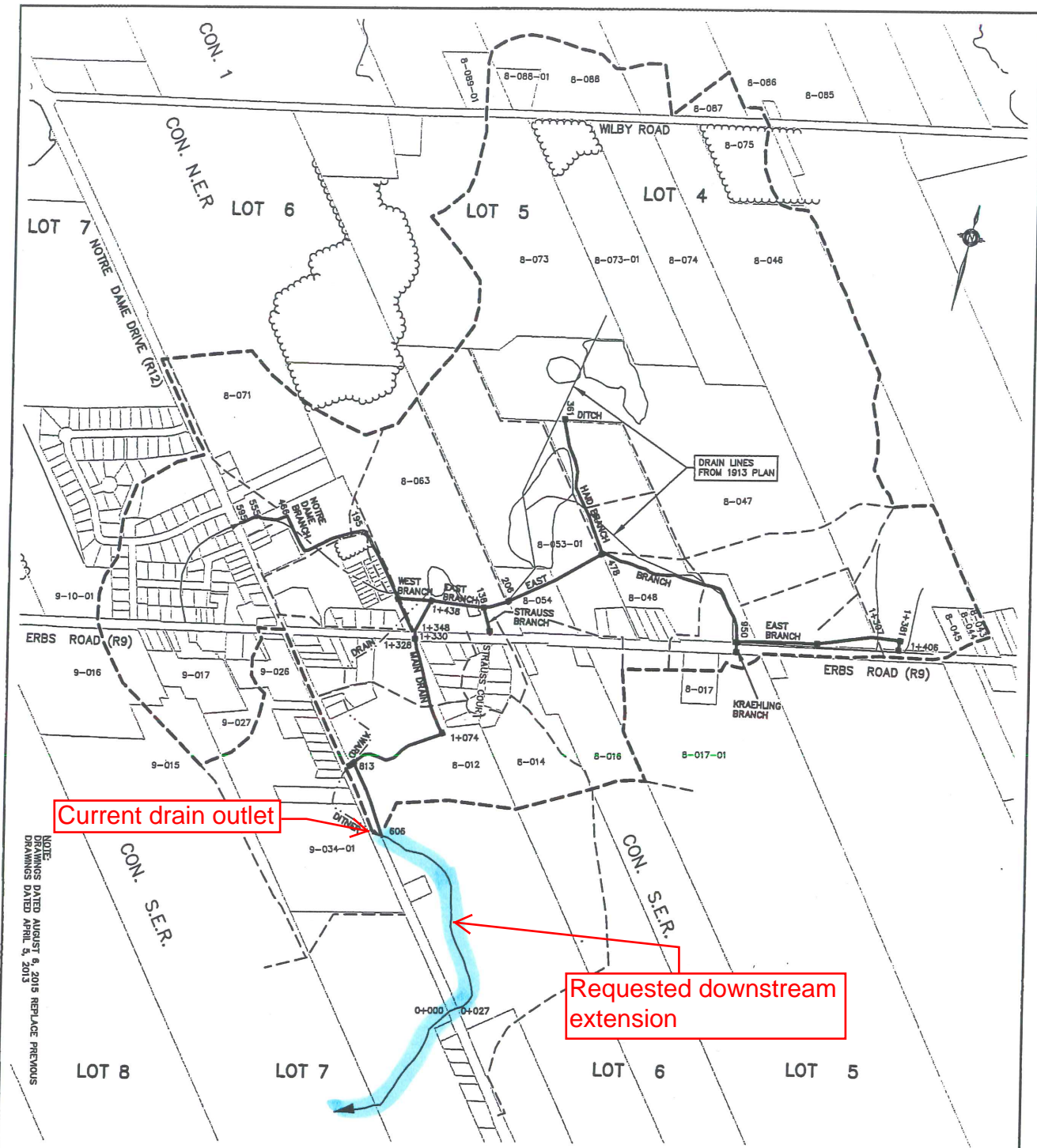
If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of his report. At this time, there are no financial considerations.

Conclusion:

It is recommended that Council accept the Notice of Request and authorize the Clerk to proceed with the process in accordance with the Drainage Act.

Dawn Mittelholtz
Prepared/Submitted by
the Director of Clerk's Services

Grant Whittington
Reviewed by the Chief Administrative Officer



NOTE:
DRAWINGS DATED AUGUST 9, 2015 REPLACE PREVIOUS
DRAWINGS DATED APRIL 5, 2013

Current drain outlet

Requested downstream extension

K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
WILLOW

ST. AGATHA DRAIN 2015
WATERSHED PLAN
TOWNSHIP OF WILLOW
AUG. 6, 2015

DESIGNED BY: J.W.K.
CHECKED BY: J.W.K.
DRAWN BY: N.A.B.
CHECKED BY: J.W.K.

SCALE
0 200 400
1:10,000
(ON 11"x17")

PLAN LEGEND

MAJOR WATERSHED
INTERMEDIATE WATERSHED
PROPOSED DRAIN
PROPOSED CATCHBASIN OR JUNCTION BOX
DITCH
SURFACE FLOW PATH OR OTHER DRAINS
PREVIOUS SURFACE FLOW PATH

- DRAWING DESCRIPTION**
1. ENLARGEMENT OF ST. AGATHA
 2. MAIN DRAIN OUTLET DETAIL
 3. MAIN DRAIN DETAIL ALONG NOTRE DAME DRIVE
 4. DETAIL NORTH OF ERB ROAD
 5. DETAIL SOUTH OF ERB ROAD
 6. DETAIL WEST OF NOTRE DAME DRIVE
 7. DETAIL EAST OF NOTRE DAME DRIVE
 8. DETAIL WEST OF NOTRE DAME DRIVE
 9. DETAIL EAST OF NOTRE DAME DRIVE
 10. DETAIL WEST OF NOTRE DAME DRIVE
 11. DETAIL EAST OF NOTRE DAME DRIVE
 12. DETAIL WEST OF NOTRE DAME DRIVE
 13. DETAIL EAST OF NOTRE DAME DRIVE
 14. DETAIL WEST OF NOTRE DAME DRIVE

THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND IS NOT NECESSARILY SHOWN. THE ACCURACY OF THE LOCATION, DEPTH, AND EXACT LOCATION OF ALL UTILITIES SHALL BE THE RESPONSIBILITY OF THE USER. THE USER SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.



Township of Wilmot **REPORT**

REPORT NO. CL2018-08

TO: Council

PREPARED BY: Dawn Mittelholtz, Director of Clerk's Services

DATE: April 9, 2018

SUBJECT: Temporary Road Designation Request
William Scott Festival

Recommendation:

THAT Council designate Hunter Street (from Huron Street to William Scott Park) as closed on June 23, 2018 from 12:00 noon until 6:00 p.m. for the purposes of a soap box derby in connection with the William Scott Festival.

Background:

The Township of Wilmot hosts several annual festivals and events that focus on culture, heritage and recreation. Many of these events have put Wilmot on the map as a tourism destination and continue to grow every year. Township Council and staff work with residents and community organizations to ensure a fun, successful and safe event. Road closures are often needed for the event to ensure traffic flow, emergency access and, sometimes, for parts of the event itself.

In November of 2013, Council approved Report No. CL2013-31 to delegate the authority to staff for the approval for any temporary road designations that had been previously approved by Council. Council retains the exclusive authority to approve temporary road designations that are new or have been altered from what had previously been approved.

Discussion:

The Township received a temporary road closure request from the organizers of the new William Scott Festival. The event is planning to include a soap box derby on Hunter Street. A map has been attached as Appendix A. The organizers have contacted Public Works to begin the process and to ensure all permits and insurance requirements were met. The Fire Department has reviewed the request and ask that the organizers have plans in place to ensure emergency access if required.

At the request of staff, the organizers contacted the Jutzi Funeral Home about the event and road closure. The funeral home's main parking lot access is on Hunter Street and may be affected by the event. The funeral home appreciated being contacted, but due to the nature of their business, cannot comment on whether or not they would be using the parking lot on the day of the event. They have stated they will attempt to work around the schedule of the event.

Strategic Plan Conformity:

The report implements the following goals from the Strategic Plan:

Ensuring people's safety and supporting community events and celebrations.

Financial Implications:

None.

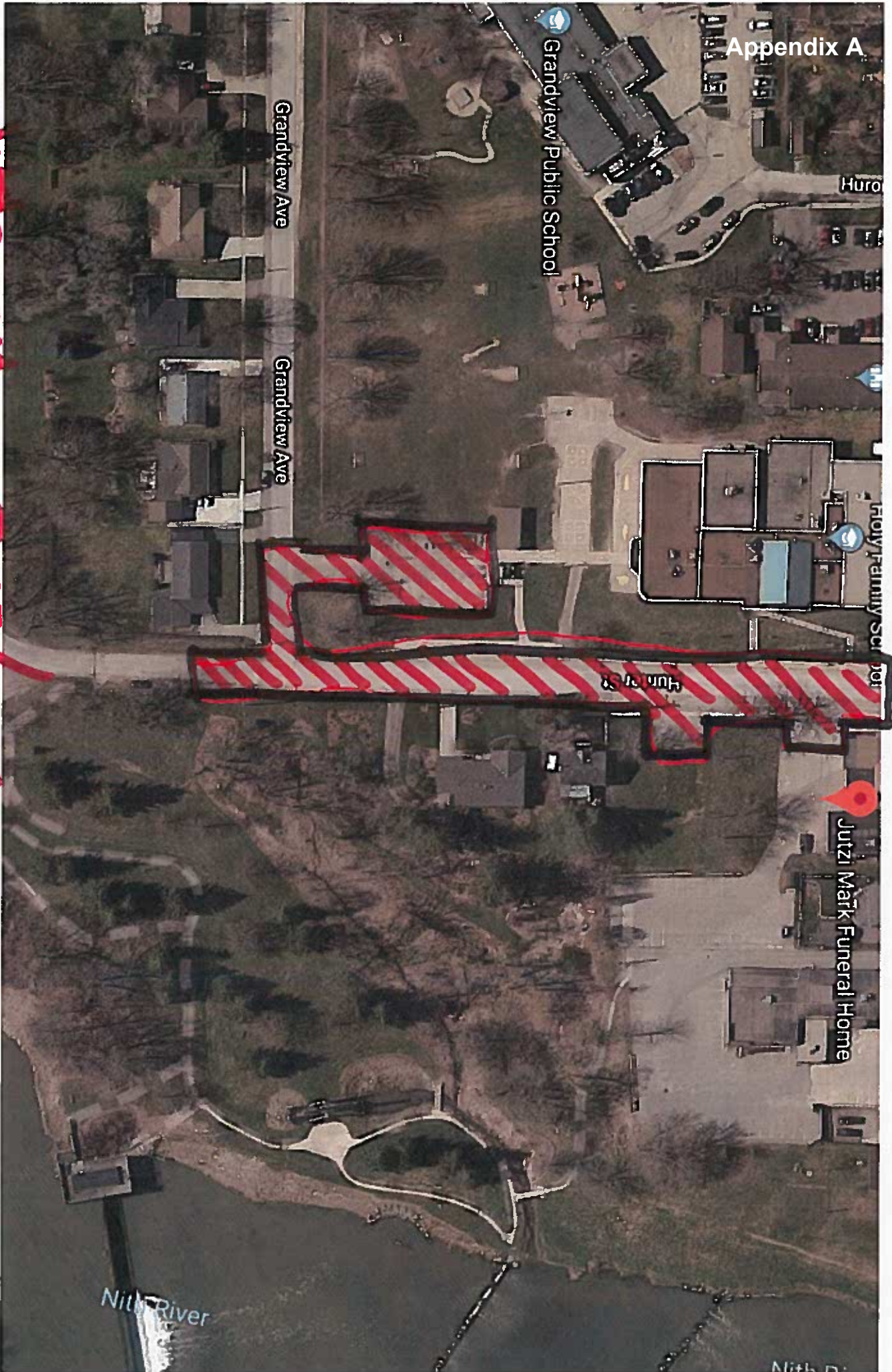
Conclusion:

Staff recommends that Council approves the temporary road designation for the soap box derby at the William Scott Festival.

Dawn Mittelholtz
Prepared/Submitted by the
Director of Clerk's Services

Jeff Molenhuis
Submitted by the Director of Public Works

Grant Whittington
Reviewed by the Chief Administrative Officer



JUNE 28RD / 2018 12^{PM} - 6^{PM}



Township of Wilmot REPORT

REPORT NO. **FIN 2018-16**

TO: **Council**

PREPARED BY: **Ashton Romany, Manager of Accounting**

DATE: **April 9, 2018**

SUBJECT: **Statement of Operations as of March 31, 2018 (un-audited)**

Recommendation:

That the Statement of Operations as of March 31, 2018, as prepared by the Manager of Accounting, be received for information purposes.

Background:

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

Discussion:

Attached is the statement of operations as of March 31, 2018. The report is divided into sections outlining revenues and expenses from general government, protective services, transportation services, recreation and cultural services and development services.

Net General Levy Expenditure

The total section of the report outlines revenues and expenses from all municipal operations, and how they relate to the Council approved operating budget. As of the statement date, YTD revenues and expenses are within the budgetary guidelines, and the net effect on general levy is 25.3% of budget (Q1 2017 – 28.0%).

Wilmot Recreation Complex

The WRC represents approximately 25% of all operating expenses from the general levy. Staff are pleased to continue reporting that as of the statement date, operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 25.8% of the annual budget (Q1 2017 – 26.5%).

The WRC also represents approximately 60% of the budgeted operating revenues to the general levy. As of the statement date, WRC revenues are on target to meet budget projections, with current receipts at approximately 29.2% (Q1 2017 – 30.3%).

Winter Maintenance Operations

Winter maintenance activity levels for Q1 2018 were similar to Q1 2017. YTD expenditures of \$329,882 represent 81.0% of the annual budget (Q1 2017 – 74.9%). The capacity of this expense line to stay within the total budget of \$407,390 will be contingent upon weather events in early Q2, and the last few months of 2018.

In the event that annual operating expenditures exceed the budget allocation for the winter maintenance program, funds will be allocated from the dedicated winter maintenance reserve fund to offset any overage.

User Pay Divisions

The second section of the attached statements outlines financial performance from the user pay divisions. Each of these divisions is independent of the levy, and any surplus/deficit from current year operations is transferred to/from dedicated reserve funds at year end.

Each division is well below the projected year-end transfers to reserve funds, for a number of reasons. Water/Sanitary rate increases came into effect on March 1, 2018 and consumption peaking during the summer season. Building activity levels and cemetery burials historically peak in the second and third quarter of the fiscal year.

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:

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

Conclusion:

The preceding report is presented to Council for information purposes. The next report outlining operating results will occur in July to include activities up to the end of Q2.

Ashton Romany, CPA

Manager of Accounting

Patrick Kelly CPA, CMA

Director of Finance

Grant Whittington

Reviewed by Chief Administrative Officer

**TOWNSHIP OF WILMOT
2018 OPERATING**

	2018 Proposed	2018 Actual	Variance %
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Administration Fees / Sale of Surplus Assets	(53,000)	(10,979)	20.7%
Grant Funding - General Government	(2,940)	-	0.0%
Licenses and Fines ¹	(85,260)	(48,260)	56.6%
Penalties & Interest Revenue	(275,000)	(56,019)	20.4%
	<u>(416,200)</u>	<u>(115,258)</u>	<u>27.7%</u>
<u>EXPENSES</u>			
Council ²	132,430	68,479	51.7%
CAO, Clerks	593,560	163,098	27.5%
Insurance ³	309,600	20,385	6.6%
Municipal Law Enforcement/Animal Control	209,670	62,825	30.0%
Municipal Election ⁴	15,780	1,933	12.2%
Financial Services	499,300	140,154	28.1%
IT Services	227,420	67,659	29.8%
	<u>1,987,760</u>	<u>524,532</u>	<u>26.4%</u>
<u>REVENUE</u>			
Fire Services Revenues ⁵	(47,260)	(5,660)	12.0%
	<u>(47,260)</u>	<u>(5,660)</u>	<u>12.0%</u>
<u>EXPENSES</u>			
Fire Services Administration	903,350	199,942	22.1%
Fire Services Operating Expenses	319,000	49,117	15.4%
	<u>1,222,350</u>	<u>249,060</u>	<u>20.4%</u>

**TOWNSHIP OF WILMOT
2018 OPERATING**

	2018 Proposed	2018 Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges	(24,100)	(1,141)	4.7%
Aggregate Resource Fees	(97,300)	-	0.0%
Grant Funding - Public Works	(28,700)	-	0.0%
	(150,100)	(1,141)	0.8%
<u>EXPENSES</u>			
Engineering Administration ⁶	170,150	18,683	11.0%
Roads Administration ⁷	601,740	110,107	18.3%
Roads Operating Expenses ⁷	520,030	81,862	15.7%
Winter Control Expenses ⁸	407,390	329,882	81.0%
Municipal Drainage Operating Expenses	18,000	-	0.0%
Street Lighting Operating Expenses ⁹	145,000	4,055	2.8%
Crossing Guards Operating Expenses	53,970	16,262	30.1%
	1,916,280	560,851	29.3%
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ¹⁰	(1,441,330)	(421,461)	29.2%
Park, Facility and Community Centre Rental Revenue	(149,880)	(17,434)	11.6%
Grant Funding - Recreation and Facilities ¹¹	(6,020)	(6,000)	99.7%
	(1,597,230)	(444,895)	27.9%
<u>EXPENSES</u>			
Recreation Administration	740,060	177,933	24.0%
Wilmot Recreation Complex Administration	1,594,560	459,285	28.8%
Wilmot Recreation Complex Operating Expenses	918,420	189,058	20.6%
Parks & Facilities Administration	524,550	97,286	18.5%
Parks and Community Centre Operating Expenses ¹²	346,610	31,071	9.0%
Municipal Facilities Operating Expenses	144,380	18,562	12.9%
Abandoned Cemetery Operating Expenses	3,000	750	25.0%
	4,271,580	973,945	22.8%

**TOWNSHIP OF WILMOT
2018 OPERATING**

	2018 Proposed	2018 Actual	Variance %
<u>CULTURAL SERVICES</u>			
<u>REVENUE</u>			
Castle Kilbride Admissions & Events	(47,330)	(9,600)	20.3%
Grant Funding - Castle Kilbride	(28,600)	-	0.0%
	(75,930)	(9,600)	12.6%
<u>EXPENSES</u>			
Castle Kilbride Administration	223,980	55,941	25.0%
Castle Kilbride Operating Expenses ¹³	56,980	19,701	34.6%
Archives Operating Expenses	1,550	70	4.5%
Heritage Wilmot Operating Expenses	10,700	401	3.7%
	293,210	76,112	26.0%
<u>DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees	(106,900)	(8,979)	8.4%
Business Licensing	(4,000)	(525)	13.1%
	(110,900)	(9,504)	8.6%
<u>EXPENSES</u>			
Planning	174,800	53,787	30.8%
Economic Development ¹⁴	55,000	50,500	91.8%
	229,800	104,287	45.4%
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	(2,397,620)	(586,058)	24.4%
<u>EXPENSES</u>	9,920,980	2,488,787	25.1%
<u>NET GENERAL LEVY EXPENDITURE</u>	7,523,360	1,902,730	25.3%

NOTES:

- 1 Includes Dog and Kennel Licences (\$42,583); Parking Fines (\$3,730); Marriage Licences (\$1,175); Property Standards Fees (\$274); Lottery Licences (\$498).
- 2 Includes distribution of Municipal Grants (\$44,250), as per Council report FIN 2017-41.
- 3 Insurance Pool Premiums for 2018, projected at \$269,000 and is anticipated to be remitted in Q2. YTD expenditures reflect claims falling under the Township's deductible limit of \$10,000. Self-insured expenditures are anticipated to exceed budget due to the flooding experienced during Q1.
- 4 YTD Expenditures reflect annual fees for on-going maintenance of Municipal voters' list. Expenditures associated with municipal election activities will occur over the next three quarters of 2018. The 2018 budget is net of transfer from Elections Reserve Fund (\$55,000).
- 5 Includes Boundary Fire Service Agreement with Blandford-Blenheim (\$5,155).
- 6 Budget includes provision for two (2) additional FTEs. These positions are anticipated to be filled in Q2.
- 7 Roads operations and staffing costs are impacted by seasonality. The majority of focus in Q1 is on Winter Maintenance operations.
- 8 Winter maintenance activities peak in Q1 and Q4. Any savings from the program at year end are transferred to a dedicated reserve fund to offset any overages from years of higher than average snowfall.
- 9 Street Light hydro costs reflect Jan-Feb consumption and are lower than historical levels due to the LED retrofit. Savings generated will be utilized to re-build reserve funds utilized to fund capital replacements of the street lighting network.
- 10 Revenues include: Ice Rentals (\$226,510); Aquatics (\$123,080); Programming (\$8,421); Concessions (\$33,506); Room/Field Rentals (\$11,928); Advertising/Promotional Fees (\$14,000); Other(\$4,016)
- 11 Represents Grant funding provided under the Healthy Kids Community Challenge.
- 12 Activity levels at Township parks and community centres are seasonal, with majority of activities occurring in Q2/Q3.
- 13 Expenditures include membership with Waterloo Region Tourism Marketing Corporation (WRTMC) (\$10,000) and marketing/promotional materials (\$7,333).
- 14 Includes Township membership with the Waterloo Region Economic Development Corporation (\$50,000).

**TOWNSHIP OF WILMOT
2018 OPERATING**

	2018 Proposed	2018 Actual	Variance %
<u>WATER/SANITARY</u>			
<u>REVENUE</u>			
Utility User Fees, including Local Improvements ¹	(5,367,270)	(592,619)	11.0%
Utilities Sales, Service Charges	(64,000)	(10,090)	15.8%
	<u>(5,431,270)</u>	<u>(602,709)</u>	<u>11.1%</u>
<u>EXPENSES</u>			
Water/Sanitary Administration	603,610	144,358	23.9%
Water/Sanitary Operating Expenses	788,960	177,489	22.5%
Water Regional Charges ²	1,472,000	199,475	13.6%
Sanitary Regional Charges ²	1,718,610	330,610	19.2%
	<u>4,583,180</u>	<u>851,932</u>	<u>18.6%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁴</u>	<u>(848,090)</u>	<u>249,223</u>	<u>-29.4%</u>
<u>CEMETERY</u>			
<u>REVENUE</u>			
Cemetery User Fees	(64,430)	(8,934)	13.9%
Cemetery Investment Income	(4,000)	-	0.0%
	<u>(68,430)</u>	<u>(8,934)</u>	<u>13.1%</u>
<u>EXPENSES</u>			
Cemetery Administration	20,650	1,087	5.3%
Cemetery Operating Expenses	36,350	5,478	15.1%
	<u>57,000</u>	<u>6,564</u>	<u>11.5%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁴</u>	<u>(11,430)</u>	<u>(2,370)</u>	<u>20.7%</u>
<u>BUILDING</u>			
<u>REVENUE</u>			
Building Permit Fees ³	(503,000)	(75,952)	15.1%
	<u>(503,000)</u>	<u>(75,952)</u>	<u>15.1%</u>
<u>EXPENSES</u>			
Building Administration	306,250	74,847	24.4%
Building Operating Expenses	220,450	57,181	25.9%
	<u>526,700</u>	<u>132,028</u>	<u>25.1%</u>
<u>TRANSFER (TO)/FROM RESERVE FUNDS ⁴</u>	<u>23,700</u>	<u>56,076</u>	<u>236.6%</u>

NOTES:

- 1 The new water/sanitary rates came into effect on March 1, 2018. YTD fees represent January billing for New Hamburg Residents and January/February billing for the remainder of the Township.
- 2 Reflects flows to/from the Region of Waterloo for the Months of January and February.
- 3 YTD permit fees are outlined within the Building Statistics reporting from Development Services.
- 4 Transfers to/from reserve funds are completed as part of year end processing.



Township of Wilmot **REPORT**

REPORT NO.	FIN 2018-17
TO:	Council
PREPARED BY:	Patrick Kelly CPA, CMA Director of Finance
DATE:	April 9, 2018
SUBJECT:	Ontario's Main Streets Revitalization Initiative

Recommendation:

That the Township of Wilmot enter into a Municipal Funding Agreement (MFA) with the Ministry of Agriculture, Food and Rural Affairs, under the Main Streets Revitalization Initiative; and further

That the Mayor and Clerk be authorized to execute said Municipal Funding Agreement, for a funding allocation of up to \$55,820.73, towards revitalization activities that support main streets.

Background:

The Main Street Revitalization Initiative is a \$26 million fund to help municipal governments undertake main street revitalization activities that support and benefit small businesses. AMO has agreed to administer the funding on behalf of the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). AMO signed the Agreement with OMAFRA on March 12, 2018, with an effective date of April 1, 2018.

All lower and single tier municipal governments are eligible for the allocation based funding. The formula for funding was established by OMAFRA without the need for an application or matching funding. It empowers municipalities to make investment decisions within the program's parameters.

Discussion:

As of April 1, 2018, municipal governments can invest in revitalization activities that will support small businesses through activities undertaken to revitalize main streets. Funding can be used in a number of areas, including: signage, streetscaping and landscape improvements, lighting, parking, active transportation infrastructure or marketing/promotional items.

Eligible costs must be incurred on or after April 1, 2018 up to and including March 31, 2020 for construction, renewal or material enhancement activities in main street areas, as defined through a Community Improvement Plan (CIP) or other municipal land use planning policies.

Under the agreement, municipalities are required to notify AMO of the types of projects Council wishes to undertake in 2018. In addition, annual reports are required to be submitted similar to Federal Gas Tax in May 2019.

Members of the Senior Management Team discussed this new funding initiative in March, and established priorities for use of these funds. Staff propose to utilize funding to support two (2) initiatives: boulevard enhancements within the downtown core of New Hamburg; and parking improvements scheduled for Wilmot Street and Kirkpatrick Park.

Based on the total funding allocation, it is proposed that \$10,000.00 be allocated towards boulevard works, with the remainder assisting in the funding Wilmot Street and Kirkpatrick Park parking enhancements.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of having a prosperous economy through investing in our downtowns and commercial areas.

Financial Considerations:

Once municipalities have fully executed an Agreement with AMO, and provide the appropriate information regarding projects for the transfer of funds, the one-time allocation of \$55,820.73 will be paid out.

Conclusion:

Upon approval of Report FIN 2018-17 and By-Law 2018-16, the Mayor and Clerk will execute the Municipal Funding Agreement (MFA) with the Ministry.

Patrick Kelly CPA, CMA
Prepared/Submitted by Director of Finance

Jeff Molenhuis
Submitted by Director of Public Works

Scott Nancekivell
Submitted by Director of Facilities and Recreation

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. PW-2018-06

TO: Council

PREPARED BY: Jeff Molenhuis, Director of Public Works

DATE: April 9, 2018

SUBJECT: Public Works 1st Quarter Operations Activity Report
January – March 2018

ATTACHMENT 1 – Operations Activity Report (UT)
ATTACHMENT 2 – Operations Activity Report (RDS)

Recommendation:

That the Public Works Operations 1st Quarter Activity Reports for the months of January, February and March 2018 be received for information.

Background:

Public Works staff report Operations activity to Council on a quarterly basis.

Discussion:

The attached summaries highlight the activities of Public Works-Operations for the 1st Quarter or 2018. The Public Works department in general has been busy with seasonal operations activity, including routine maintenance, preventative maintenance, winter event response and weather emergency response. This included front-line flood response for road closures, culvert thawing and general drainage support in both the Roads and Utility departments for two events.

Note that the Bridge Street structure and the Oxford-Waterloo Road structure have been closed as a result of damage from the flood/ice events in February. These two (2) structures, alongside nine (9) other structures, were inspected to assess structural damage. The resulting recommendation was to maintain closure of the two structures noted. The Bridge Street structure was included in the 2018 Capital budget for abutment repairs. This work will be proceeding; however, the bridge will remain closed until this is completed as it is unsafe for use until this work is done. The Oxford-Waterloo Road structure will remain closed until further notice, subject to additional discussion with Blandford-Blenheim and further reporting to Council.

Strategic Plan Conformity

The Township of Wilmot is an engaged community through communication of municipal matters.

Financial Considerations:

There are no financial considerations as a direct result of this report.

Conclusion:

That report PW 2018-06 be received for information.

Jeff Molenhuis

Prepared/Submitted by Director of Public Works

Grant Whittington

Reviewed by Chief Administrative Officer

Public Works-Operations Quarterly Activity Report – 2018 1st Quarter (January-March)

UTILITIES

Training	<ul style="list-style-type: none"> Regulatory, operational, H&S Training is carried out routinely BMP Water/Wastewater Regional meeting attended by staff
Operations & Maintenance	<ul style="list-style-type: none"> Hydrant flagging and access in January/February Dead end watermain flushing program undertaken in February Lead Sampling Winter Session completed February 2018
Claims Investigations	<ul style="list-style-type: none"> No formal claim submissions sent to Utilities for investigation
Locates Processed	<ul style="list-style-type: none"> 294 underground locate requests completed for 360 Feedback per regulation
Meter installs/change-outs/inspections	<ul style="list-style-type: none"> 2600 water meters reprogrammed and converted units Water meter performance – 2 repairs Water meter inspections – 21
Water Quality/Adverse Reports	<ul style="list-style-type: none"> Routine daily/weekly sampling, testing and reporting No adverse quality events noted
Water Main Breaks/Excavation	<ul style="list-style-type: none"> Main break response and repairs – 8 Water service investigation and repair – 4
Sanitary Main/Lateral Blockages	<ul style="list-style-type: none"> Service lateral frozen/blockage repairs – 2 Routine flushing maintenance, preventative maintenance on sanitary mains
Lift Stations	<ul style="list-style-type: none"> Routine high level event response – 4 Sustained high level event with relief – 1 Routine pump maintenance and repair – 2 Pump failure response and repair – 1
Fleet & Equipment	<ul style="list-style-type: none"> Routine and preventative maintenance by staff (oil changes, washing) Vehicle safety inspections by staff
DWQMS	<ul style="list-style-type: none"> Implemented continuous improvement elements from external audit Continued water quality testing, result analysis and integration into reporting Report format revisions and consideration to future Wastewater QMS
Winter Control (Sidewalks and Parking Lots)	<ul style="list-style-type: none"> Routine winter event response for sidewalks maintained by Township staff Inspection and review of sidewalks and parking lots completed by contracted forces

Public Works-Operations Quarterly Activity Report – 2018 1st Quarter (January-March)

ROADS

Training	<ul style="list-style-type: none"> Regulatory, operational, H&S Training is carried out routinely Regional winter maintenance operations meeting was attended by staff
Minimum Maintenance Standards (MMS)	<ul style="list-style-type: none"> Weekly road patrol with road patrol management system completed by staff per regulatory requirements, including identifying and rectifying deficiencies Claims investigations forwarded and processed for MMS – 4
Bridges and Culverts	<ul style="list-style-type: none"> Township staff and equipment was used to clear ice from bridge decks Closed bridges on Oxford/Waterloo Road and Bridge Street due to damage from flood and ice
Roadside	<ul style="list-style-type: none"> Cutting trees in our road allowance that are dead Shoulder and washout repairs on rural roads due to heavy rain
Drainage	<ul style="list-style-type: none"> Culvert thawing – Various locations throughout the Township in January/February in preparation for thaw/rain events Clearing catchbasin lids in urban storm drainage system in preparation for thaw/rain events Ditch cleanouts – Various locations throughout the Township in January/February in preparation for thaw/rain events
Loose Top	<ul style="list-style-type: none"> Damage repair from flood events including retrieval of gravel from washed out roads on Oxford/Waterloo Road, Carmel Koch Rd, Berletts Rd. and Holland Mills Road
Hardtop	<ul style="list-style-type: none"> Cold patch potholes from work orders generated on Road patrol system
Safety Devices and Signage	<ul style="list-style-type: none"> Damage repairs for signs/posts Damage repair for guiderails Replace road signs to maintain retro-reflectivity tests requirements per regulations
Fleet & Equipment	<ul style="list-style-type: none"> Routine and preventative maintenance by staff (oil changes, washing) Vehicle safety inspections by staff Suspension repairs for Truck 12.
Gravel Pit	<ul style="list-style-type: none"> Pit run and gravel needed to make repairs to the Oxford/ Waterloo Rd
Building and Grounds	<ul style="list-style-type: none"> Repairs completed for sign and storage shed doors
Winter Control & Event Response	<ul style="list-style-type: none"> Road segments closed due to flooding events in January/February – 20 Winter Event Responses (Plowing/Salting) – 37 Ice Blading activities completed for loosetop road sections



Township of Wilmot **REPORT**

REPORT NO. PW-2018-07

TO: Council

PREPARED BY: Jeff Molenhuis, Director of Public Works

DATE: April 9, 2018

SUBJECT: Surface Treatment Program – Award of Contract

Recommendation:

THAT Council award Tender 2018-05 to Cornell Construction Limited, in the amount of \$487,198.00 (plus HST), for surface treatment of Township roads.

Background:

The 2018 Surface Treatment Program continues the past practice of upgrading the service level of existing gravel roads through hard surfacing. The 2018 Capital program includes the application of tar & chip surface treatment to the following road sections:

- Diamond Road from Oxford Road 5 to Bean Road (triple surface)
- Diamond Road from Bean Road to Bridge Street (triple surface)
- Bethel Road from Pinehill Road to Puddicombe Road (triple surface)

Discussion:

On March 8, 2018, the tender document was made available online through the Township's e-bidding site. There were a total of five (5) plan takers, with three (3) bids received at time of close on March 29, 2018. The lowest bid received was Cornell Construction Limited at a cost of \$487,198.00, plus HST. The low bidder has provided the appropriate bid bond documentation. Results of the bids received are summarized below:

Bidder	Location	Bid Amount
Cornell Construction Limited	Brantford, ON	\$487,198.00
Duncor Enterprises Ltd.	Barrie, ON	\$515,512.80
Norjohn Contracting and Paving Ltd.	Niagara Falls, ON	\$551,148.50
AVERAGE BID		\$517,953.10

The above figures do not include HST. The 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:

The approved 2018 Capital Budget includes \$519,000.00 for the Surface Treatment Program with funding provided as follows:

Funding Source	Amount
General Levy	\$225,573.00
Infrastructure Reserve Fund – Transportation	\$260,000.00
Ontario Community Infrastructure Fund	\$33,427.00
Total Budget	\$519,000.00

Given the projected cost of \$495,773.00, net of HST rebate, the surface treatment program will remain within the budget allocation for this year.

Conclusion:

Based on the foregoing, it is recommended that Cornell Construction Limited be awarded the contract for the 2018 Surface Treatment Program.

Jeff Molenhuis
Prepared/Submitted by Director of Public Works

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. PW-2018-08

TO: Council

PREPARED BY: Alastair Duncan CET, Engineering Technician

DATE: April 9, 2018

SUBJECT: Hot Mix Asphalt Paving Program – Award of Contract

Recommendation:

THAT Council award Tender 2018-06 to Brantco Construction, in the amount of \$296,206.00 (plus HST), inclusive of provisional items, for the paving of Township roads with hot mix asphalt.

Background:

The Hot Mix Asphalt Paving Program is established through the 10-Year Capital Forecast, and generally based upon existing road conditions and anticipated remaining useful life.

The 2018 Capital program included the hot mix paving of Puddicombe Road from Huron Road to Oxford-Waterloo Road. In addition, the 2018 work included the final surface asphalt application to King Street (Waterloo Street to Webster Street) and a section of Hillfield Drive in New Hamburg.

Discussion:

On March 8, 2018, the tender document was made available online through the Township's e-bidding site. There was a total of fifteen (15) plan takers, with six (6) bids received at time of close on March 22, 2018. The lowest bid received was Brantco Construction from Cambridge, Ontario at a cost of \$242,306.00 plus HST. The low bidder has provided the appropriate bid bond documentation. Results of the bids received are summarized below:

Bidder	Location	Bid Amount
Brantco Construction	Cambridge, ON	\$296,206.00
Coco Paving Inc.	Petersburg, ON	\$307,655.00
Steed and Evans Limited	St. Jacobs, ON	\$339,426.50
Capital Paving Inc.	Guelph, ON	\$371,612.27
E. & E. Seegmiller Limited	Kitchener, ON	\$363,997.22
Cox Construction Limited	Guelph, ON	\$454,226.46
AVERAGE BID		\$355,520.58

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

In addition to the base bid for works on Puddicombe Road, Tender 2018-06 requested pricing for items on King Street and Hillfield Drive. The pricing provided by the low bidder for these works to be completed under the same contract is \$53,900.00.

Strategic Plan Conformity

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

Financial Considerations:

The approved 2018 Capital Budget includes \$337,000.00 for the Hot Mix Paving Program with funding provided as follows:

Funding Source	Amount
Ontario Community Infrastructure Fund	\$337,000.00
Total Budget	\$337,000.00

Given the projected costs for the base contract of \$246,570.59, net of HST rebate, the hot mix paving program will remain within the budget allocation for this year. Provisional works on Hillfield Drive will also be funded from this budget line at an additional cost of \$10,583.04, net of HST rebate.

The works on King Street, at a cost of \$44,265.60, net of HST rebate, will be allocated to the King Street Reconstruction Capital Works. This project, as previously noted under Report 2018-02, has exceeded budget allocations. Road reconstruction cost estimates were adjusted accordingly, under the 2018 Capital Program and 10-Year Capital Forecast.

Conclusion:

Based on the results of Tender 2018-06, it is recommended that Brantco Construction be awarded the contract for the 2018 Hot Mix Asphalt Paving Program.

Alastair Duncan
Prepared by Engineering Technician

Jeff Molenhuis
Submitted by Director of Public Works

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO.	DS 2018-09
TO:	Council
PREPARED BY:	Harold O'Krafka, Director of Development Services
DATE:	April 9, 2018
SUBJECT:	2018 First Quarter Building Statistics Summary

Recommendation:

That the 1st Quarter 2018 Building Statistics Summary be received for information.

Background:

Building Statistics are provided to Council for information purposes.

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

Discussion:

The total number of permits issued in the first quarter of 2018 was significantly higher than the 10 year average but slightly lower than the first quarter of 2017. The number of dwelling units was slightly higher than the historical 10 year average but significantly lower than 2017.

With servicing beginning on the Herner Woods townhome development and Stonecroft actively preparing to register its 10th and final phase in 2018 staff anticipate that development levels will remain consistent through 2018.

As Council is aware, through the approval of the Official Plan and the ongoing expansion of capacity at the NH wastewater treatment plant it is expected that applications for new greenfield developments will begin their approvals process in 2018 with new supply expected on stream for 2019.

Strategic Plan Conformity:

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

Financial Considerations:

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

Conclusion:

In conclusion, building activity rates in the first quarter of 2018 were as expected and comparable to 2017. The upswing in residential activity which began in December 2016 continued through 2017 and is expected to continue well into 2018.

The SSMMIP initial five year compliance window was completed successfully with all systems now having been inspected. The elimination of RMOW incentives may hinder the success rate in the second five year window. Presentation of those quarterly stats will begin again in 2020 as we become closer to the end of the second five year window in August 2022.

Harold O'Kafka

Director of Development Services

Grant Whittington

Reviewed by CAO

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF MARCH	10 Year Average	2017	2018
Number of Permits Issued	25	36	29
Dwelling Units Constructed	9	6	9
Dwelling Units Demolished	1	2	1
Residential - New Dwelling Units	\$ 2,143,333	\$ 1,970,000	\$ 2,330,000
Residential - Addition/Alteration	\$ 328,333	\$ 545,000	\$ 275,000
Residential - Accessory	\$ 81,667	\$ 225,000	\$ 115,000
Agricultural - New	\$ 170,000	\$ 355,000	\$ -
Agricultural - Addition/Alteration	\$ 93,889	\$ 100,000	\$ 90,000
Commercial - New	\$ 5,000	\$ -	\$ -
Commercial - Addition/Alteration	\$ 214,444	\$ 70,000	\$ 60,000
Industrial - New	\$ 16,667	\$ -	\$ -
Industrial - Addition/Alteration	\$ 36,667	\$ 350,000	\$ -
Institutional - New	\$ 145,000	\$ -	\$ -
Institutional - Addition/Alteration	\$ 33,889	\$ 2,610,000	\$ -
Miscellaneous	\$ 12,778	\$ -	\$ 940,000
Total Construction Value	\$ 3,281,667	\$ 6,225,000	\$ 3,810,000
YEAR TO DATE	10 Year Average	2017	2018
Number of Permits Issued	54	84	79
Number of Dwelling Units	18	30	20
Total Construction Value	\$ 7,604,778	\$ 15,578,000	\$ 10,465,000

March 2018		
Residential - New		Agricultural - Alt.
NEW HAMBURG		4254 Sandhills Road
57 and 59 Hincks Street	100 Piccadilly Square	4106 Sandhills Road
3 Loganville Lane	54 Strauch Avenue	1081 Settlement Road
7 Loganville Lane	96 Theodore Schuler Boulevard	
104 Piccadilly Square	130 Theodore Schuler Boulevard	
		Commercial - Alt.
		1127 Carmel-Koch Road
Residential - Alteration		
37 Hunsberger Drive	100 Smith's Creek Drive	
91 Mannheim Crescent	41 Theodore Schuler Boulevard	
17 Angus Glen Lane	1907 Notre Dame Drive	
20-20 Forrest Ave Avenue W		
Residential - Accessory		
245 Livingston Boulevard	1833 Nafziger Road	
1095 Bleams Road	2056 Witmer Road	
16 Captain McCallum Drive	14 Alice Crescent	
Residential - Demolition		
3554 Erb's Road		



Township of Wilmot **REPORT**

REPORT NO. PRD 2018-02

TO: Council

PREPARED BY: Scott Nancekivell

DATE: April 9, 2018

SUBJECT: Facilities & Recreation Services Quarterly Activity Reports

Recommendation:

That the Facilities & Recreation Services Activity Reports for the first quarter of 2018 be received for information.

Background:

N/A

Discussion:

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Recreation/Community Services), have prepared activity reports for the first quarter of 2018. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational or administrative activities.

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:

N/A

Conclusion:

That the report be received for information.

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

Grant Whittington _____
Reviewed by CAO

FACILITIES & RECREATION SERVICES

Aquatics Division

Quarterly Activity Report (January – March 2018)

- ❑ We have 40 active P/T staff members and 6 staff on our substitution list for the upcoming spring session. Two new aquatic staff members were hired in March: Leah (Zippy) Boronka and Kathryn Kinzie have been hired as Instructor Guards. We had 3 staff members resign at the end of the session.
- ❑ Our winter 2018 session had a total of 852 Learn-to-Swim participants, 240 individual private lessons and 24 Leadership participants (Junior Lifeguard Club, Bronze Star, Bronze Medallion, Bronze Cross, and Assistant Instructors course). We offered the Junior Lifeguard Club camp over the March Break and had 4 participants. In comparison, our winter 2017 session had a total of 837 Learn-to-Swim participants, 214 individual private lessons and 42 Leadership participants (Junior Lifeguard Club, Bronze Star, Bronze Medallion, Bronze Cross, Standard First Aid and Assistant Instructors course). We offered the Junior Lifeguard Club camp over the March Break in 2017 and had 5 participants.
- ❑ We were able to reduce the waitlist down to 142 people this winter through cancelling and transferring low number class participants to other times and reassigning those time spaces to classes that would accommodate the waitlist patrons. Many people were on multiple waitlists and several of these people were enrolled in another class time, but remained on the waitlist for their preferred class.
- ❑ There were a total of 12,697 participants in our recreational swims during the winter months. This year Dolman Eye Care and Baden Optimists each sponsored 1 open swim and Ayr Mutual sponsored a family Swim during the March Break. The participant numbers are contained within the *rental statistics* rather than *admissions statistics*. In 2017 we had 12,688 during the same period.
- ❑ There were a total of 6129 people participate in various pool rental programs (ACES practices and 4 swim meets, birthday parties, Board of Education programs and CWOSSA swim meet, sponsored swims and private rentals) during the winter months. This included 3 sponsored March Break swims and the Wilmot Township sponsored Family Day swim with an additional hour sponsored by Michael Harris, MPP. Tim Hortons did not sponsor swims this year. In 2017 we had 7,039 people participate in various pool rental programs (ACES, birthday parties, Board of Education programs, sponsored swims and private rentals) during the winter months.
- ❑ This year we did not schedule a maintenance shutdown in March. We have found that we have been able to keep up on the extra cleaning and sanitization required after the winter months during March while our scheduled programs are less busy.
- ❑ Assisted in budget preparation and attended meetings.

- The winter session was a very difficult session for the staff of the aquatic centre due to the sudden passing of one of our staff members. I have never been more proud of a group of people than I was with our staff members during this very sad time. Through their pain, the aquatic staff showed great professionalism during the fulfillment of their duties. We found that if someone was struggling at work, there was someone stepping up to help cover their duties. We also had many patrons comment on how amazing the staff members were during this time, and how well they maintained their professionalism and focus despite having to deal with the loss of their co-worker.

Submitted by:

Angela Bylsma Anderson

Aquatics Manager, Wilmot Aquatic Centre

April 2018

FACILITIES & RECREATION SERVICES

Parks and Facilities Division

Quarterly Activity Report (January – March 2018)

- Worked with Gerrie/Boshart Electric to deliver and install 90 LED lights on the East and West rinks at the WRC. Light levels were increased dramatically while reducing energy consumption by about 35%. The new lights now give us the option to turn them on/off instantly without any warm-up/cool-down interruptions to rental groups.
- The Old Crock's Hockey Tournament had an excellent turnout again this season.
- Collected information for the 2018 Parks & Facilities operating budget.
- Met with Everding Sprinkler Service. The old NH Arena facility had a frozen pot which ruptured and triggered a fire alarm. To avoid future alarms Jim was asked to heat trace some of our "problem" sprinkler pots.
- Ordered 3 new doors from Southwest Doors, to be installed at the Mannheim CC.
- Met with Chris from KW Hydro with respect to "SaveOn Energy" program. He was very impressed with the new LED fixtures that were installed on the 2 ice surfaces at WRC.
- Ordered 10 new aluminum bleacher seats that were stolen from bleachers that were stored outside 251 Jacob St.
- Contacted Complete Tree Service to remove some hazardous trees over the WRC trails; Tom and his crew identified and removed the hazards.
- Started preparing truck tenders for spring release by getting all the specifications inputted into Bids & Tenders documents.
- Ordered the pool replacement lights. These will also use LED technology to save energy and provide better light intensity at the aquatic centre.
- Met with Eloquip Manufacturing to review dump box design options for the new stake truck.
- Worked with TCP to help resolve their storage issues. With the addition of recently purchased interlocking chairs, they need space to store their stage platforms. Staff met with the president and gave approval to use a storage space in the south corner of the arena under the stands. All modifications to the dirt floor will be their responsibility.
- Met with Garland Roofing with respect to the WRC roof repair project.

- Commenced interviews for Seasonal Parks and Cemetery staff to ensure good quality staff.
- Large scale flooding occurred in New Hamburg. Staff worked with the Region to close the Library due to public safety.
- Norm Hill Park was hit hard by flooding and ice gouging. Scott Park had minor damage.
- Staff worked with Police and Fire to access Scott Park for a missing person search.
- Met with contractors at Norm Hill Park to create a work plan to ensure that damaged areas were addressed before May 1st opening.

Submitted by:
Geoff Dubrick
Parks and Facilities Manager
April 2018

FACILITIES & RECREATION SERVICES

Recreation and Community Services Division

Quarterly Activity Report (January – March 2018)

- Assisted with budget preparation and attended meetings.
- Staff worked on the compilation of the Spring/Summer Community Recreation Guide. It was distributed to residents during the third week in February.
- Continued to meet with Wilmot Family Resource Centre and Community Care Concepts regarding the programming partnership at the Wilmot Recreation Complex.
- Continued to work with the activity leaders of the Seniors Shuffleboard Program.
- Staff completed the recreation program plan for the spring/summer session and began planning the summer day camp program.
- Continued to work with the Region and other municipal staff in the Region on the Healthy Kids Community Challenge.
- Spring/Summer program registration for the aquatics, recreation and fitness programs for Township residents was held on March 13th; Non-resident registration began on March 20th.
- Staff organized the Spring & Summer Registration and Leisure Opportunities Fair. It was held on February 28th from 7 – 8:30 p.m. at WRC. Invitations to participate were forwarded to all of the minor sports organizations, service clubs and community organizations. In total, there were 6 groups that participated.
- Staff continued to work with the Youth Action Council and supervised their events.
- Interviewed and hired summer students for the day camp programs.
- Met with representative of the New Dundee Victoria Day Committee to discuss logistics and changes being made to event this year.
- Coordinated two additional days of training for staff using the new software system.
- Had numerous discussions with the representative of the Wilmot Farmers Market group relative to relocating to either the New Hamburg Grandstand or WRC parking lot. The group has decided to stay at Steinmann Church for 2018.

- Met with President and Secretary of the Wilmot Horticultural Society to review the partnership agreement regarding civic beautification. The agreement is out of date and requires updating. It will be brought forth later in the year.
- Attended the annual Civic Beautification Meeting with the civic beautification volunteers.
- Met with one of the organizers of the William Scott Festival which is being held on June 23, 2018 in Scott Park. The event will feature a Soap Box Derby, 1 mile run, a burger cook-off competition and beer garden. The event is still being organized so additional information will be provided at a later date.

Submitted by:

Vicky Luttenberger

Manager of Recreation and Community Services



Township of Wilmot **REPORT**

REPORT NO. FD 2018-02

TO: Council

PREPARED BY: Rod Leeson, Fire Chief

DATE: April 9, 2018

SUBJECT: Quarterly Activity Report

Recommendation:

That the Fire Department Activity Report for the first quarter of 2018 be received for information purposes.

Background:

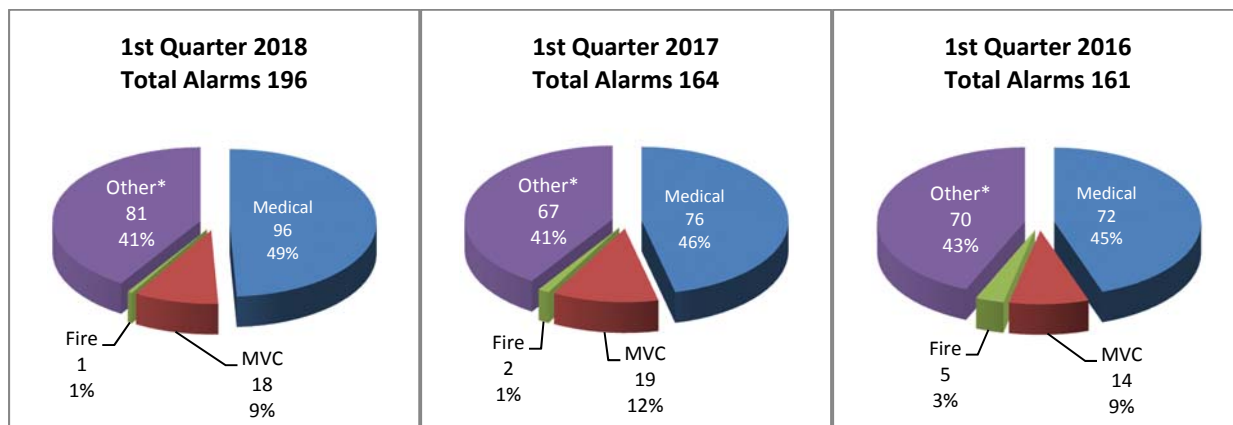
Not applicable.

Discussion:

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

In total during this period, the Fire Department responded to a total of 196 alarms. For the same period in 2017, the number was 164 and 161 in 2016.

First Quarter Alarm Stats Comparison



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

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:

Not applicable.

Conclusion:

That the report be received for information.

Rod Leeson
Fire Chief

Grant Whittington
Reviewed by CAO



Township of Wilmot Fire Department
 Fire Chief Rod Leeson
 60 Snyder's Road West, Baden N3A 1A1
1st Quarter Alarm Stats Comparison - Baden Station

Response Type

	2018	2017	2016
1 Fire	1	1	3
21 Overheat (no fire, e.g. engines, mechanical devices)	2	0	0
24 Other Cooking/toasting/smoke/steam (no fire)	1	1	0
29 Other pre fire conditions (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	1	2	10
32 Alarm System Equipment - Accidental activation	0	3	0
35 Human - Accidental (alarm accidentally activated by person)	0	3	0
37 CO false alarm - perceived emergency (no CO present)	0	0	1
38 CO false alarm - equipment malfunction (no CO present)	4	1	3
44 Gas Leak - Miscellaneous	0	1	0
45 Spill - Gasoline or Fuel	0	1	0
50 Power Lines Down, Arcing	0	1	1
53 CO incident, CO present (exc false alarms)	0	1	0
58 Public Hazard call false alarm	2	0	1
62 Vehicle Collision	8	12	10
64 Commercial/Industrial Accident	0	0	1
701 Oxygen administered	7	11	7
702 CPR administered	1	0	0
71 Asphyxia, Respiratory Condition	0	1	1
73 Seizure	3	0	0
76 Chest pains or suspected heart attack	2	0	2
84 Medical Aid Not Required on Arrival	3	3	2
85 Vital signs absent, DOA	1	0	1
86 Alcohol or drug related	1	0	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	2	2	0
89 Other Medical/Resuscitator Call	1	1	2
898 Medical/resuscitator call no action required	2	1	2
913 Assisting Other FD: Other	2	0	3
93 Assistance to Other Agencies (exc 921 and 922)	2	1	2
94 Other Public Service	0	0	1
96 Call cancelled on route	5	9	3
97 Incident not found	0	0	1
98 Assistance nor required by other agency	14	13	9
99 Other Response	3	1	0

	2018	2017	2016
Total Number of Responses	68	70	67



Township of Wilmot Fire Department

Fire Chief Rod Leeson

60 Snyder's Road West, Baden N3A 1A1

1st Quarter Alarm Stats Comparison - New Dundee Station

Response Type	# of Incidents		
	2018	2017	2016
1 Fire	0	0	1
3 No Loss Outdoor Fire	1	0	0
24 Other Cooking/toasting/smoke/steam (no fire)	0	0	1
29 Other pre fire conditions (no fire)	0	1	0
31 Alarm System Equipment - Malfunction	2	1	1
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	1	0
37 CO false alarm - perceived emergency (no CO present)	0	0	1
38 CO false alarm - equipment malfunction (no CO present)	0	3	1
50 Power Lines Down, Arcing	0	1	0
59 Other Public Hazard	0	0	1
62 Vehicle Collision	4	1	0
701 Oxygen administered	5	4	3
71 Asphyxia, Respiratory Condition	2	0	1
73 Seizure	0	1	0
76 Chest pains or suspected heart attack	0	1	0
84 Medical Aid Not Required on Arrival	1	0	0
85 Vital signs absent, DOA	1	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	1	0
89 Other Medical/Resuscitator Call	2	1	0
898 Medical/resuscitator call no action required	1	2	0
910 Assisting Other FD: Mutual Aid	0	1	0
913 Assisting Other FD: Other	1	1	0
96 Call cancelled on route	2	1	0
98 Assistance not required by other agency	2	2	2
Total Number of Responses	25	24	12



Township of Wilmot Fire Department

Fire Chief Rod Leeson

60 Snyder's Road West, Baden N3A 1A1

1st Quarter Alarm Stats Comparison - New Hamburg Station

Response Type	# of Incidents		
	2018	2017	2016
1 Fire	0	1	1
3 No Loss Outdoor Fire	1	1	1
21 Overheat (no fire)	1	0	0
24 Other Cooking/toasting/smoke/steam (no fire)	0	1	2
31 Alarm System Equipment - Malfunction	3	1	1
32 Alarm System Equipment - Accidental activation (exc. code 35)	3	1	0
33 Human - Malicious intent, prank	2	0	0
34 Human - Perceived Emergency	2	1	1
35 Human - Accidental (alarm accidentally activated by person)	1	0	1
38 CO false alarm - equipment malfunction (no CO present)	1	2	3
41 Gas Leak - Natural Gas	0	0	2
53 CO Incident, CO present (exc false alarms)	1	0	0
57 Public Hazard no action taken	0	0	1
59 Other Public Hazard	1	1	0
61 Vehicle Extrication	1	0	0
62 Vehicle Collision	5	6	4
67 Water Rescue	1	0	0
701 Oxygen administered	23	23	26
703 Defibrillator used	1	0	0
71 Asphyxia, Respiratory Condition	6	0	6
73 Seizure	3	0	2
75 Traumatic Shock	1	0	0
76 Chest pains or suspected heart attack	6	6	4
85 Vital signs absent, DOA	3	2	1
86 Alcohol or drug related	1	2	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	4	2
89 Other Medical/Resuscitator Call	13	7	7
898 Medical/resuscitator call no action required	4	2	2
913 Assisting Other FD: Other	3	0	1
92 Assistance to Police (exc 921 and 922)	2	0	0
93 Assistance to Other Agencies (exc 921 and 922)	1	1	1
94 Other Public Service	1	1	2
96 Call cancelled on route	9	5	5
98 Assistance not required by other agency	3	2	5
Total Number of Responses	2018 103	2017 70	2016 82



Township of Wilmot Fire Department
 Fire Chief Rod Leeson
 60 Snyder's Road West, Baden N3A 1A1
1st Quarter Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2018	2017	2016
1 Fire	1	2	5
3 NO LOSS OUTDOOR fire (see exclusions)	2	1	1
21 Overheat (no fire, e.g. engines, mechanical devices)	3	0	0
24 Other Cooking/toasting/smoke/steam (no fire)	1	2	3
29 Other pre fire conditions (no fire)	0	1	1
31 Alarm System Equipment - Malfunction	6	4	12
32 Alarm System Equipment - Accidental activation (exc. code 35)	4	5	0
33 Human - Malicious intent, prank	2	0	0
34 Human - Perceived Emergency	2	1	1
35 Human - Accidental (alarm accidentally activated by person)	1	3	1
37 CO false alarm - perceived emergency (no CO present)	0	0	2
38 CO false alarm - equipment malfunction (no CO present)	5	6	7
41 Gas Leak - Natural Gas	0	0	2
44 Gas Leak - Miscellaneous	0	1	0
45 Spill - Gasoline or Fuel	0	1	0
50 Power Lines Down, Arcing	0	2	1
53 CO incident, CO present (exc false alarms)	1	1	0
57 Public Hazard no action required	0	0	1
58 Public Hazard call false alarm	2	0	1
59 Other Public Hazard	1	1	1
61 Vehicle Extrication	1	0	0
62 Vehicle Collision	17	19	14
64 Commercial/Industrial Accident	0	0	1
67 Water Rescue	1	0	0
701 Oxygen administered	35	38	36
702 CPR administered	1	0	0
703 Defibrillator used	1	0	0
71 Asphyxia, Respiratory Condition	8	1	8
73 Seizure	6	1	2
75 Traumatic Shock	1	0	0
76 Chest pains or suspected heart attack	8	7	6
84 Medical Aid Not Required on Arrival	4	3	2
85 Vital signs absent, DOA	5	3	2
86 Alcohol or drug related	2	2	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	2	7	2
89 Other Medical/Resuscitator Call	16	9	9
898 Medical/resuscitator call no action required	7	5	4
910 Assistance to Other FD: Mutual Aid	0	1	0
913 Assisting Other FD: Other	6	1	4
92 Assistance to Police (exc 921 and 922)	2	0	0
93 Assistance to Other Agencies (exc 921 and 922)	3	2	3
94 Other Public Service	1	1	3
96 Call cancelled on route	16	15	8
97 Incident not found	0	0	1
98 Assistance not required by other agency	19	17	16
99 Other Response	3	1	0
Total Number of Responses	2018 196	2017 164	2016 161



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

QUARTERLY REPORT
JAN, FEB, MARCH (2018)

Fire Department Training/Public Education/CEMC Division:

TRAINING:

- 12 Recruits started with the Wilmot Fire Department on January 16, 2018. They are actively participating in the Recruit Training Program. This year the recruits will be required to complete NFPA 1001 Firefighter 1- Certification.

Recruits per station:

- Station 1- (3)
 - Station 2- (7)
 - Station 3- (2)
- Recruits have completed their Red Cross Medical Certification Training for (CPR, First Aid, O2 Therapy & Defibrillation)
 - This Quarter's Comprehensive Training Plan included the following training topics:
 - Search & Rescue
 - SCBA Care & Use
 - Medical Quarter #1
 - SCBA Confidence Maze
 - Vertical Ventilation Saws
 - PTSD SITT (Supporting Individuals Through Trauma) 1- All Staff
 - Radio Communications
 - PTSD SITT (Supporting Individuals Through Trauma) 2- Officers
 - Auto Extrication (Theory)
 - Proposed changes to the Fire Protection & Prevention Act within the Province of Ontario Fire Service will be taking a dramatic change starting in 2019 with the required level of certification of firefighters to the required competencies. The table below illustrates these requirements and what it means to your fire service.

Commencement

5. (1) Subject to subsection (2), this Regulation comes into force on January 1, 2019.

(2) Subsection 4 (2) and items 6 to 11 of Table 1 come into force on January 1, 2020.

MANDATORY CERTIFICATION TABLE

Item	Column 1	Column 2
	Fire protection service	Certification standard
1.	Fire suppression activities, if the level of service provides for exterior attack only	NFPA 1001, “Standard for Fire Fighter Professional Qualifications”, 2013 Edition, Level I
2.	Fire suppression activities, if the level of service provides for exterior and interior attack	NFPA 1001, “Standard for Fire Fighter Professional Qualifications”, 2013 Edition, Level II
3.	Pump operations	NFPA 1002, “Standard for Fire Apparatus Driver/Operator Professional Qualifications”, 2017 Edition, Chapter 5
4.	Supervise other firefighters	NFPA 1021, “Standard for Fire Officer Professional Qualifications”, 2014 Edition, Level I
5.	Develop, implement or deliver a public education program and supporting materials	NFPA 1035, “Standard on Fire and Life Safety Educator, Public Information Officer, Youth Fire-setter Intervention Specialist and Youth Fire-setter Program Manager Professional Qualifications”, 2015 Edition, Chapter 4, Level I
6.	Fire prevention inspections or plans examination activities	NFPA 1031, “Standard for Professional Qualifications for Fire Inspector and Plan Examiner”, 2014 Edition, Level I
7.	Training courses for fire protection services	NFPA 1041, “Standard for Fire Service Instructor Professional Qualifications”, 2012 Edition, Level I
8.	Dispatch fire department resources (personnel and equipment)	NFPA 1061, “Professional Qualifications for Public Safety Telecommunications Personnel”, 2014 Edition, Level I
9.	Fire investigation activities	NFPA 1033, “Standard for Professional Qualifications for Fire Investigator”, 2014 Edition
10.	Technical rescue activities	NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2017 Edition, in accordance with the level of service provided
11.	Hazardous materials response at the Technician Level	NFPA 1072, “Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications”, 2017 Edition

PUBLIC EDUCATION:

- Nothing to report.

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

- WRENS – (Waterloo Regional Emergency Notification System) REPAC has approved the following two items:
 - Endorse moving forward with the vendor-of-recommendation - Everbridge
 - Commitment to the previously agreed upon WRENS Cost Sharing Model
- December 2017 - Annual Municipal Emergency Management Compliance Documentation sent to OFMEM for approval.

Report Prepared By:

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

Approved By:

Rod Leeson
Fire Chief
Wilmot Township Fire Department



Township of Wilmot **REPORT**

REPORT NO. CK2018-02

TO: Council

PREPARED BY: Tracy Loch

DATE: April 9, 2018

SUBJECT: Quarterly Activity Report – January, February & March 2018

Recommendation:

That the Castle Kilbride Activity Report for the months of January, February and March be received for information purposes.

Background:

Providing quarterly reports for informational insight and knowledge into the operations of the Castle Kilbride department.

Discussion:

Curator/Director's Summary :

- Completed the Castle Kilbride Christmas season which ended on January 7th. This is always well received by the public and well attended.
- Wrote two federal grant applications and one provincial grant application for summer youth employment with Castle Kilbride and Heritage Wilmot; coordinated and interviewed students.
- Distributed tour operator information and themed tours offered at Castle Kilbride in 2018 to area tourism organizations.
- Distributed information to college/university museum program administrators to advertise of internship opportunities with Castle Kilbride for Spring of 2018.
- Distributed Tea and Tour information to over 150 organizations and churches to promote this popular summer event.
- Distributed summer camp information to area daycares and related organizations.
- Finalized 2018 exhibit and event schedule in conjunction with Assistant Curator.
- Coordinated all aspects of the filming of "ANNE" by Northwood Anne Duo/ CBC at Castle Kilbride along with Assistant.
- Assisted the producer of "Hispanic Roots" aired on OMNI TV with short promotion of Castle Kilbride. This 60 minute Spanish language program focused on Melina's restaurant across the street from the museum with a tourism promotion of the area.
- Assisted a travel documentary series that was airing in Stratford with a short promotion of Castle Kilbride.

- Met with the Chairs of Heritage Wilmot and Castle Kilbride to establish meeting schedules and committee initiatives for 2018.
- Continue to be an active member of the Prime Ministers Statue Committee coordinating unveilings; currently assisting with branding and signage for the Prime Ministers Path.
- Assisted Heritage Wilmot with the planning, marketing and coordination of Heritage Day 2018: Celebrating Our Agricultural Past. The event was hosted on February 24 at the New Dundee Community Centre.
- Updated and provided editorial support and photographs to the Waterloo Region Tourism Marketing Corporation (WRTMC) on behalf of Wilmot Township for their annual Travel Guide.
- Provided assistance to the New Hamburg Independent pertaining to 2018 Heritage Edition newspaper and the Farm Edition.
- Assisted one owner of a designated property to seek funding from the Waterloo Regional Heritage Foundation.
- Began coordination of the 2018 Castle Summer Concert Series line up of entertainment.
- Coordinated the sign replacement of the historic Huron Road signs in Wilmot Township with support from Public Works.
- Assisted various researchers and responded to genealogical requests. They include: history of the Fenian Raid in New Hamburg, historic Wilmot bridges, Wilmot schoolhouses.

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

Strategic Plan Conformity:

The report implements the following goals from the Strategic Plan:

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

Financial Considerations:

n/a.

Conclusion:

The report CK2018-02 noting the activities of the Castle Kilbride department be received.

Tracy Loch
Curator/Director

Grant Whittington
Reviewed by CAO

Assistant Curator's Report

SUBJECT: Quarterly Report for January, February & March 2018

SUBMITTED TO: Tracy Loch

SUBMITTED BY: Sherri Gropp

Education:

During the first week of January we opened to the public to coincide with school holidays which brought in many families.

March Break- This was the third year that have we offered specialty drop-in programs for this special week. We designed crafts and brought out special games for children to play with. The theme: Toys & Games without batteries. In total we had 58 participants plus parents. The program was very well received and we plan on expanding it in 2019.

Summer Camp- created the 2018 summer camp program. Marketed the camp, processed payment and registration forms. Camps are filling up nicely.

Collection:

Castle Kilbride Collection - Re-organized artifacts on a few shelving units in collection storage. This will assist the summer students with their main project. Catalogued outstanding 2017 artifacts and entered into the PastPerfect database. Cleaned and prepared the house to re-open to the public.

Special Events & Exhibits

- Dismantled Christmas interior and exterior decorations of the Castle. Organized and carefully stored decorations.
- Dismantled the 2017 special exhibit *"To Canada with Love from Wilmot."* Properly packed artifacts and then returned to owner.
- Planned, organized and installed our major 2018 exhibition *"The Roaring Twenties: Childhood Dreams"* on exhibit until Jan.6, 2019. Arranged for items to be loaned. Designed display panels. Properly arranged artifacts for display; Created a special display case for events that were happening in 1918.
- Met with the Stratford Festival Archives staff to finalize plans for our joint exhibition "Dramatically Deco" which runs from May 24 – November 11.
- Created and installed a special exhibition for the 50th anniversary of the Wilmot Horticultural Society in the Belvedere Gallery which features floral artifacts.
- Planned events for the 2018 season. Began to market events such as the Twenties Tea & Tour.
- Moved all small items for the Northwood Anne filming inside Castle Kilbride on March 19th. Cleaned the house from top to bottom. Remained on site during filming to ensure safety of paintings and artifacts. Once filming had finished moved all small artifacts back to their home and arranged all items for proper display.

Marketing/Promotion

- Maintained hours, exhibit and events listing on the website
- Regularly updated our facebook page.
- Created forms and sent all of our 2018 events to Tourism Stratford.

- Marketed a spring educational brochure to schools, daycares and camps in Perth County and Waterloo Region.

Castle Maintenance

- Prepared the Castle for re-opening.
- Full cleaning of house and artifacts while closed to the public. Washed floors, baseboards, fireplaces, glassware and wood trim.

Administration

- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Handled inquiries for archival material, research requests, artifacts in the collection, weddings etc.
- Responsible for booking for tours, school programs, camp registration and registration for special events.
- Updated the Staff Procedures Manual for new weekend supervisors.
- Prepared staff schedules for part time staff.
- Helped to interview potential summer students.
- Inspected rooms and insured security of their contents.
- Prepared updates and responsibilities for weekend supervisors

Visitor Statistics for January, February & March 2018

Month	School	Bus	Regular	Event	Total
January	0	0	202	0	202
February	0	0	10	0	10
March	58	0	110	80	248
Total	58	0	322	80	460
2017	106	43	390	105	644
2016	173	8	290	29	500
2015	176	62	242	0	480
2014	107	32	186	9	334
2013	177	29	296	10	512
2012	165	0	217	10	392

*school visit decline as we no longer have Conestoga College students who would come with at least 100 students every March.



Report: PDL-ECD-18-03

Region of Waterloo

Planning, Development and Legislative Services

Office of Economic Development

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: April 10, 2018 **File Code:** D02-01(A)

Subject: Smart Cities Challenge – Phase One Application

Recommendation:

That the Regional Municipality of Waterloo endorse the Smart Cities Application for Waterloo Region addressing the theme of Healthy Children and Youth as outlined in Report PDL-ECD-18-02.

Summary:

The Region of Waterloo, the Cities of Cambridge, Kitchener, and Waterloo, and the Townships of Wilmot, Woolwich, North Dumfries, and Wellesley are collectively responding to the Government of Canada's Smart Cities Challenge to municipalities. The Smart Cities Challenge encourages communities to leverage technology and data solutions to overcome their most pressing challenges. Phase one of the application is due on April 24, 2018, and focuses on the identification of the community challenge area based on community engagement.

The Waterloo Region smart cities team leveraged the extensive consultation and research completed by Wellbeing Waterloo Region, an initiative to further advance a more integrated, holistic approach to community wellness/wellbeing and create significant and impactful solutions. Based on the quantitative data and extensive community input Wellbeing Waterloo Region identified three areas of focus: Affordable Housing; Healthy Children and Youth; and Social Inclusion. These three areas were used as a starting point for further public consultation to inform Waterloo Region's smart cities application. Over the month of February, staff carried out consultations with the public and stakeholders to determine which challenge area would benefit the most from the application of smart technology and data solutions.

Based on the consultation and further discussions with not-for-profits and technology companies, the smart cities team is recommending that Healthy Children and Youth as the community challenge area for the Waterloo Region phase one application. Creating a connected technology and data solution will support children and youth in Waterloo Region by enhancing youth programming, literacy rates, nutrition and food programs, mental and physical health solutions, infrastructure such as connected community spaces, broader education platforms, and high school graduation rates.

Report:

Background

In late November 2017, Infrastructure Canada launched a Smart Cities Challenge to municipalities across the Country that encourages communities to leverage data and connected technology to increase the quality of life for residents. The Challenge is open to local and regional governments, and indigenous communities and offers non-repayable funding to implement smart solutions. There are four prize categories for the Challenge:

1. One prize of up to \$50 million – Open to all communities, regardless of population;
2. Two prizes of up to \$10 million – Open to communities with a population less than 500,000;
3. One prize of up to \$5 million – Open to communities with a population less than 30,000; and,
4. An Indigenous Community Prize – Amount to be determined.

Infrastructure Canada is encouraging municipalities to partner and work together on one application rather than individual municipalities in a regional area submitting individual applications. As a result, the Region of Waterloo and the seven area municipalities are partnering on Waterloo Region's application to the Smart Cities Challenge. With a population of over 500,000, Waterloo Region is only eligible to compete for the \$50 million prize along with other Region's and large cities across Canada.

The 2017 Challenge is the first of three Smart Cities Challenges Infrastructure Canada will be running over the next ten years. Municipalities that are not successful in the first round will be able to apply to the second or third rounds. The timing of the second and third rounds have not yet been announced.

The Challenge includes a two-phase application process. The phase one application is due on April 24, 2018, and is an Expression of Interest that focuses on identifying up to two community challenge areas that will be addressed through the use of data and connected technology. The top five applications in each category will be selected to proceed to the second phase to prepare a full business plan. The phase two application

will focus on the adaption and application of the smart solution by the municipalities and community partners. The final submission will be due in late 2018, or early 2019 with the winners in each category announced in the spring of 2019. A panel of experts is being established to review the applications and make recommendations to the Minister on the applications that should proceed to phase two and the selection of the winning community in each category.

The challenge area must fall within the six themes: economic opportunity; empowerment and inclusion; environmental quality; healthy living and recreation; mobility; and safety and security. The community challenge that is selected must be based on input from residents and stakeholders. Each municipality must develop a single sentence challenge statement that defines the outcomes that the community aims to achieve by implementing its smart community proposal. The challenge statement must be measurable, ambitious, and achievable through the proposed use of data and connected technology. The smart solution that is selected must leverage the benefits that data and connected technology offer:

- Openness – Making data accessible, usable, and barrier-free while supporting transparent decision-making processes;
- Integration – Using data and connected technology to break down silos within local governments and public organizations;
- Transferability – Applying the solution to communities across the Country; and,
- Collaboration – Using technology to bring traditional and non-traditional partners together.

To prepare a Smart Waterloo Region response to the Challenge, a Steering Committee made up of the Chief Administrative Officers from the Region of Waterloo and area municipalities was established to guide the application process. An Advisory Committee made up of representatives from industry associations as well as the education, health, and not-for-profit sectors was also established to provide recommendations to the Steering Committee on the phase one community engagement, the recommended community challenge area, and the application process (The Advisory Committee member are listed in Appendix A). A working group of staff from the Region of Waterloo and area municipalities has supported the community engagement and application development process.

Waterloo Region Response

Municipalities are required to select a community challenge area based on consultation with the community. The Region of Waterloo and area municipalities were able to leverage the research and consultation work already completed through the Wellbeing Waterloo Region, an initiative by a cross-section of community partners to further advance a more integrated, holistic approach to community wellness/wellbeing and

create significant and impactful solutions. Through this initiative, partners are working together to identify and address collective priorities that will improve community wellness/wellbeing so that everyone in our community can thrive.

Between February 2016 and July 2017 Wellbeing Waterloo Region hosted over 40 community engagement activities members of the community, community leaders, and service providers. Overall, these activities engaged 3608 participants on what more is needed in Waterloo Region to achieve wellbeing and what actions should be taken to help achieve wellbeing. Based on the quantitative data and extensive community input Wellbeing Waterloo Region identified three areas of focus: Affordable Housing; Healthy Children and Youth; and Social Inclusion.

Public and Stakeholder Consultation

Given the extensive consultation and research on wellbeing completed through the Wellbeing Waterloo Region initiative, the Smart Cities Advisory Committee recommended that these three focus areas be used as the foundation for the Waterloo Region smart cities consultation process. Over the month of February, the Smart Cities team asked the public and stakeholders from the not-for-profit, private, and educational sectors which one of the three community challenge areas identified through the Wellbeing Waterloo Region process would benefit the most from a smart technology and data solution.

The Region's online Engage platform was used to provide the public with background information and surveyed their opinion on the key challenge area. The survey was available for the public to fill out at four Public Consultation Centres (PCC) that were held in Cambridge, Kitchener, Waterloo, and Woolwich (in partnerships with the other three townships). Staff also participated in and held a pop-up PCC at Conestoga College's Smart Cities Hackathon. Two stakeholder sessions were held in Kitchener and designed by Overlap Associates. Approximately 150 participants worked through interactive activities that focused on visioning for a future smart technology enabled Waterloo Region and which Wellbeing Waterloo Region challenge area would benefit the most from a smart technology solution.

Recommended Challenge Area

The Smart Cities Working Group, Advisory Committee, and Steering Committee reviewed all of the input and concluded that Healthy Children and Youth was best suited as the strategic focus for the Waterloo Region Smart Cities application.

The theme of Healthy Children and Youth encompasses the potential integration of technology and data to overcome a number of different developmental challenges that children and youth are facing in Waterloo Region. Mental and physical health, nutrition and food, connected community spaces, youth programming, broader education

platforms, literacy rates, and overall children and youth wellbeing were identified as broad themes that require immediate attention in Waterloo Region. Respondents also identified how these areas are contributing factors to Waterloo Region's below average high school graduation rates.

Given the potential opportunity to build a connected technology and data framework to support children and youth in Waterloo Region, staff are recommending that Healthy Children and Youth as the challenge area for Waterloo Region's smart city application. Waterloo Region is home to a number of not-for-profit organizations that focus on the different areas of children and youth wellbeing. The Children and Youth Planning Table (CYPT) is a collaborative network of over 67 partners including the Waterloo Region Catholic School Board and the Waterloo Region District School Board that focus on children and youth in Waterloo Region. They have identified similar challenge areas to those heard through the consultation process. Waterloo Region also benefits from a cluster of technology companies with products or services that support children and youth development. The majority of these organizations have confirmed that they would like to participate in the development of an overall smart cities solution for healthy children and youth in Waterloo Region.

By selecting Healthy Children and Youth as the challenge area for Waterloo Region's Smart Cities application, any technology and data solutions that are developed will also have benefits to the other two Wellbeing Waterloo Region challenge areas.

Programming, connected community spaces, and the data framework are examples of specific solutions that could be leveraged to benefit for affordable housing and social inclusion. Healthy Children and Youth also align best with the Smart Cities Challenge program requirements and also align with a number of Federal Government priorities including a Diverse and Inclusive Canada, Healthy Canadians, and Jobs and Innovation.

Next Steps

If Waterloo Region is selected as one of the five communities in its category to proceed to phase two, the Region of Waterloo and the area municipalities will lead the development of a full application over a six month period. The full application will require the development of a detailed technology and data framework and execution plan that outlines each of the project partners, technology products and solutions, measurement framework, cost of implementation, and governance. The Region of Waterloo and area municipalities will need to undertake additional community consultation, research, and focus groups relating to Healthy Children and Youth as part of the development process. Phase two applicants are expected to be announced in the summer of 2018.

Corporate Strategic Plan:

Selecting Healthy Children and Youth as the challenge area for the Waterloo Region's

Smart City application support the “Healthy, Safe, and Inclusive Communities” focus area, in particular, it supports the objective to “support early learning and child development.”

Financial Implications:

If Waterloo Region is selected to proceed to Phase two of the Smart Cities Challenge, it will receive a \$250,000 grant to assist in completing the full application. If Waterloo Region the Smart Cities Challenge, a \$50 million grant will be awarded to assist in the implementation of the technology and data solution.

Other Department Consultations/Concurrence:

Nil

Attachments

A: List of Advisory Committee Members

Prepared By: Matthew Chandy, Manager, Office of Regional Economic Development

Approved By: Rod Regier, Commissioner, Planning, Development and Legislative Services

A: Advisory Committee Members

- Gerry Remers – Waterloo EDC
- Karl Allen-Muncey – Digital Kitchener Innovation Lab
- Tim Ellis – Grand Innovations
- Kevin Tuer – Open Data Exchange
- Vlad Loutchenok – University of Waterloo
- Elliot Fung – Waterloo Wellington LHIN
- Loretta Notten – Waterloo Catholic District School Board
- Murray Gamble – C3 Group
- Ig Kolenko – Conestoga College
- Tova Davidson – Sustainable Waterloo Region
- Elizabeth Heald – KW Community Foundation
- Don Cowan – University of Waterloo
- Ian McLean – KW Chamber of Commerce
- Greg Durocher – Cambridge Chamber of Commerce
- Scott Rose – Velocity
- Shannon Weber – Wilfred Laurier University
- Mary Chevreau - Kitchener Public Library

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2018-16

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO A
MUNICIPAL FUNDING AGREEMENT UNDER THE MAIN STREETS REVITALIZATION
INITIATIVE**

WHEREAS the Township wishes to enter into an Agreement in order to participate in Ontario's Main Streets Revitalization Initiative;

AND WHEREAS the Township acknowledges that Funds received through the Agreement must be invested in an interest bearing reserve account until the earliest of expenditure or March 31, 2020;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT, a municipal corporation pursuant to the Municipal Act, 2001;

ENACTS AS FOLLOWS:

That the Mayor, Les Armstrong and Director of Clerk's Services, Dawn Mittelholtz are hereby authorized to execute under seal this Municipal Funding Agreement (MFA) for the transfer of Main Streets Revitalization funds between the Association of Municipalities of Ontario (AMO) and the Township of Wilmot as in Schedule A attached hereto.

Schedule A shall form part of this by-law.

READ a first, second and third time this 9th day of April, 2018.

READ a third time and finally passed in Open Council this 9th day of April 2018.

Mayor

Director of Clerk's Services

SCHEDULE A to BY-LAW 2018-16

FUNDING ALLOCATION 2018	\$55,820.73
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