Council Meeting Agenda

Monday, August 27, 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 July 23, 2018

Recommendation

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

Council Meeting July 23, 2018.

7. PUBLIC MEETINGS

7.1 REPORT NO. DS 2018-17

Zone Change Application 07/18

Allyson Straus

Part of Lot 4, Concession North of Bleams Road

Part 1, Plan 58R-4385

1330 Bleams Road

Recommendation

THAT Zone Change Application 07/18 made by Allyson Straus, affecting Part of Lot 4, Concession North of Bleams Road being Part 1, Plan 58R-4385, to pass a temporary use by-law to permit three dwellings for a period of twelve months be approved, subject to the following:

1) That the implementing by-law specifically limit occupancy to only two dwellings at any time.

7.2 REPORT NO. DS 2018-18

Zone Change Application 08/18

David and Sharon Eenkooren

Part of Lot 2, Concession North of Bleams Road

Part 1, Plan 58R-9923

2428 Bleams Road

Recommendation

THAT Zone Change Application 08/18 made by David and Sharon Eenkooren, affecting Part of Lot 2, Concession North of Bleams Road being Part 1, Plan 58R-9923, to allow, as a temporary use, a mobile home used for retirement purposes for a period of 10 years, be approved subject to the following:

1) That, prior to the issuance of a building permit for the mobile home, the applicant shall enter into an agreement with the Township to state the following:
    a. The occupant(s) of the garden suite;
    b. That the period of occupancy of the garden suite shall be a maximum of ten years or until such time as the specified occupant no longer lives in the garden suite; and,
    c. That if a subsequent extension is required, the applicant shall be responsible for applying for such an extension prior to expiry of the temporary use by-law
2) That the applicant shall be responsible for all costs related to the preparation and registration of the agreement.

8. PRESENTATIONS/DELEGATIONS

8.1 Discover Your Wilmot – Cheque Presentation

8.2 Nigel and Cheryl Gordijk, Co-Chairs

Wilmot Terry Fox Run

8.3 Mark Cameron, Secretary and Event Chair for the Soap Box Derby Optimist Club of New Dundee

Soap Box Derby in Cooperation with the Wilmot Fire Department, Station 2, New Dundee

9. REPORTS

9.1 CAO

9.1.1 REPORT NO. CAO 2018-03

Updated 2018 Municipal Work Program

Recommendation

THAT the updated 2018 Municipal Work Program, as per the report dated August 27, 2018, prepared by the Chief Administrative Officer, be endorsed.

9.2 CLERKS

9.2.1 REPORT NO. CL2018-16

Lottery Licence Request

Optimist Club of New Hamburg

Moparfest Car Raffle

Recommendation

THAT the application from the Optimist Club of New Hamburg be authorized for a raffle lottery licence for an automobile to be awarded at the annual Moparfest event on August 18, 2019 in addition to two early bird prizes with a total value of $47,609.08;

AND FURTHER THAT the authorization to grant this raffle licence be conditional that the lottery be conducted in accordance with the Ministry of Consumer and Commercial Relations, the Lottery Licensing Policy Manual Guidelines on lotteries and raffles and Township of Wilmot Lottery Licensing Policies.

9.3 FINANCE

9.3.1 REPORT NO. FIN 2018-27

Wilmot Township Water and Sanitary Financial Plan

Recommendation

THAT Report FIN 2018-27 regarding the Wilmot Township Water and Sanitary Financial Plan, prepared by the Manager of Accounting be approved.

9.3.2 REPORT NO. FIN 2018-28

Server Upgrades

Recommendation

THAT RFT 2018-27 be awarded to Acrodex Inc DBA PCM Canada for the supply of two (2) core servers, one (1) SAN ad requisite client access licensing in the amount of $43,044.00, plus applicable taxes.

9.3.3 REPORT NO. FIN 2018-29

Ontario Community Infrastructure Fund (OCIF) Application Based Component – 2018 Intake

Recommendation

THAT Finance Report FIN 2018-29, prepared by the Director of Finance, regarding the Ontario Community Infrastructure Fund (OCIF) Application-Based Component be received for information purposes;

AND further, that the Director of Finance / Treasurer be delegated authority to submit an application for the funding towards the Hannah and Lewis Street Reconstruction project.

9.4 PUBLIC WORKS

9.4.1 REPORT NO. PW-2018-14

Public Works 2nd Quarter Activity Report

April – June 2018

Recommendation

THAT the Public Works-Operations 2nd Quarter Activity Report for the months of April, May and June 2018 be received for information.

9.4.2 REPORT NO. PW 2018-15

Bridge Street Structure (34/B-T9) – Award of Contract

Recommendation

THAT the RFT 2018-23 be awarded to Theo Vandenberk Construction Inc., in the amount of $173,390.00, plus HST, for the structural repairs and rehabilitation of the Bridge Street Structure (34/B-T9)

9.4.3 REPORT NO. PW 2018-16

Traffic & Parking By-Law Amendments

Stuckey Avenue / Isaac Shantz Drive / Jacob Cressman Drive, Baden

Recommendation

THAT staff be directed to make the amendments to the Traffic and Parking By-Law as outlined within this report for Stuckey Avenue, Isaac Shantz Drive and Jacob Cressman Drive.

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT DS 2018-19

Draft Plan of Condominium Application 30CDM-18602

320 Waterloo Street, New Hamburg

Dixie Developments Inc.

Recommendation

THAT Draft Plan of Condominium Application 30CDM-18602 (Dixie Developments Inc,) be recommended to the Regional Municipality of Waterloo for draft approval subject to the following conditions:

1. That this approval applies to Draft Plan of Condominium 30CDM-18602 prepared by Guenther Rueb Surveying Limited and with a Surveyor's Certificate of May 31, 2018;
2. That prior to or concurrent with the registration of the plan, the owner shall grant any additional easements or rights of access required for utility or municipal services purposes to the satisfaction of the Director of Public Works;
3. That, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a parkland dedication fee of $9375.

9.6 FACILITIES AND RECREATION SERVICES

9.6.1 REPORT NO. PRD 2018-04

Facilities and Recreation Services Quarterly Activity Reports

Recommendation

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

9.7 FIRE

9.7.1 REPORT NO. FD-2018-05

Award of Tender 2018-05 Auto Extraction Equipment

Recommendation

THAT Tender 2018-05 be awarded to Code 4 Fire and Rescue (Hurst Jaws of Life) in the amount of $167,085 (plus HST) for the supply and delivery of a Battery/Electro Operated Auto Extrication Equipment complete with required training.

9.8 CASTLE KILBRIDE

9.8.1 REPORT CK 2018-03

Quarterly Activity Report – April, May & June 2018

Recommendation

THAT the Castle Kilbride Activity Report for the months of April, May and June 2018 be received for information purposes.

10. CORRESPONDENCE

10.1 Grand River Conservation Authority - Grand Actions – July 2018

10.2 Grand River Conservation Authority - 2017 Report on Actions, Grand River Water Management Plan

10.3 Grand River Conservation Authority – GRCA Current August 2018

Recommendation

THAT Correspondence Items 10.1, 10.2 and 10.3 be received for information.

10.4 Howick Township – Resolution Concerning the Use of Care and Maintenance Trust Fund for Township Cemeteries

Recommendation

WHEREAS Ontario Regulation 30/11 states the Capital portion of the Care and Maintenance Trust Fund cannot be accessed, the only exception is to purchase land adjacent to the cemetery to increase the capacity of the cemetery;

AND WHEREAS some municipalities within Ontario may not have a need to purchase land to increase cemetery capacity at this time or in the near future;

AND WHEREAS only the interest generated from the Care and Maintenance Trust Fund can be used for the care and maintenance of the lots, markers and grounds of the cemetery;

AND WHEREAS the ability use the Care and Maintenance Trust Fund to fund capital projects for cemeteries would ensure ongoing, necessary capital improvements for municipally owned cemeteries in Ontario can be completed when the cemetery reserve funds are depleted;

THEREFORE BE IT RESOLVED THAT Council petition the Bereavement Authority of Ontario to amend Ontario Regulation 30/11 to allow borrowing of funds from the Care and Maintenance Trust Fund for capital improvements and purchases.

11. BY-LAWS

11.1 By-Law No. 2018-37 - Zone Change Application 07/18, Allyson Straus, Part of Lot 4, Concession North of Bleams Road, Part 1, Plan 58R-4385, 1330 Bleams Road

11.2 By-Law No. 2018-38 - Zone Change Application 08/18, David and Sharon Eenkooren, Part of Lot 2, Concession North of Bleams Road, Part 1, Plan 5R-9923, 2428 Bleams Road

11.3 By-Law No. 2018-39 Traffic & Parking By-Law Amendments

Recommendation

THAT By-Law Nos. 2018-37, 38 and 39 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. 2018-40

Recommendation

THAT By-law No. 2018-40 to Confirm the Proceedings of Council at its Meeting held on August 27, 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.

Council Meeting Minutes

Monday, July 23, 2018

Ad Hoc Budget Advisory Committee Meeting

Wilmot Community Room

6:40 P.M.

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, Deputy Clerk T. Murray, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Fire Chief R. Leeson, Manager of Planning / EDO, A. Martin, Financial Analyst / Accounts Payable J. Vincent, Senior MLEO D. Wallace, MLEO E. Merritt

1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)

2. MOTION TO RECONVENE IN OPEN SESSION (IF NECESSARY)

3. MOMENT OF SILENCE

4. **ADDITIONS TO THE AGENDA**

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Council Meeting Minutes June 25, 2018

Resolution No. 2018-121

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

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

Council Meeting June 25, 2018.

CARRIED.

7. PUBLIC MEETINGS

7.1 REPORT NO. DS 2018-16

Zone Change Application 06/18

Natalie McAleese, Lot 7, Plan 58M-203

39 Laschinger Boulevard, New Hamburg

Resolution No. 2018-122

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

THAT Zone Change Application 06/18 made by Natalie McAleese, affecting Lot 7, Plan 58M-203, to reduce the rear yard setback for accessory buildings and structures from 15.0m to 7.0m, be approved.

CARRIED.

Mayor Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Ontario Municipal Board, the Board has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

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

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

The Manager of Planning/EDO outline the report.

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

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

8. PRESENTATIONS/DELEGATIONS

9. REPORTS

9.1 CAO – no reports.

9.2 CLERKS

9.2.1 REPORT NO. CL 2018-16

By-law Enforcement Quarterly Activity Report

April 1st to June 30th, 2018

Resolution No. 2018-123

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

THAT the Enforcement Activity Report for April 1, 2018 to June 30, 2018 be received for information purposes.

CARRIED.

The Municipal Law Enforcement Officer outlined the report.

Councillor A. Junker asked for clarification as to why there has been a noticeable increase in some of the items, the By-law Enforcement Officer responded that the Fire complaints increased due to a blitz that was done jointly with the Fire Department. She stated that the case for an increase in the other types of calls is unknown.

Mayor L. Armstrong asked for an update on the trailers parked on roadways and the Director of Clerk's Services advised that staff are currently conducting research and a report will be coming forward to Council. The Sr. Law Enforcement Officer confirmed that he has been in touch with ten similar sized municipalities and that information will be used to find an appropriate solution for Wilmot.

Councillor J. Gerber complemented staff on the number of issues being resolved through constructive dialogue with residents.

9.2.2 REPORT NO CL 2018-15

Noise By-law Exemption

Tyler Yenson

1684 Nafziger Road

Resolution No. 2018-124

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

THAT a Noise By-Law Exemption for Tyler Yensen on August 18,2018 from 7:00 pm to 12:00 midnight for a private event located on their property at 1684 Nafziger Road be approved.

CARRIED.

The Deputy Clerk outlined the report.

9.3 FINANCE – no reports

9.4 PUBLIC WORKS – no reports

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT NO. DS 2018-15

2nd Quarter Building Statistics

Resolution No. 2018-125

Moved by: J. Gerber Seconded by: M. Murray

THAT Report DS 2018-15 be received for information.

CARRIED.

The Director of Development Services highlighted the report.

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE

9.7.1 REPORT NO. FS 2018-04

Quarterly Activity Report

Resolution No. 2018-126

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

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

CARRIED.

The Fire Chief highlighted the report.

Councillor J. Gerber noted there appeared to be an increase from 2017 to 2018 with calls assisting other Fire Departments and asked for clarification on what types of calls these would have been. The Fire Chief advised that typically those are mutual aid system calls and they can fluctuate yearly. He advised there has also been a slight change in the procedures for medical services calls and the method for tracking calls.

Councillor A. Junker asked for clarification surrounding the new paramedic facility and whether or not there will there be ambulances responding from that location. Mayor L. Armstrong advised that at this time it is unclear if there will be units stationed there or not, but the hope is that it will increase response times.

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE

10.1 Grand River Conservation Authority – GRCA Current July 2018

10.2 Ombudsman Ontario – 2017-2018 Annual Report (Hard copy in Clerk's Library)

Resolution No. 2018-127

Moved by: B. Fisher Seconded by: M. Murray

THAT Correspondence Item Nos. 10.1 and 10.2 be received for information.

11. BY-LAWS

11.1 By-law No. 2018-33 – Dundee Recycling H Zone Removal

11.2 By-law No. 2018-34 – By-Law to Extend Appointment of Municipal Enforcement Officer

11.3 By-law No. 2018-35 – Zone Change Application 06/18
Natalie McAleese
Lot 7, Plan 58M-203
29 Laschinger Boulevard, New Hamburg

Resolution No. 2018-128

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

THAT By-Law Nos. 2018-33, 2018-34 and 2018-35, be read a first, second and third time and finally passed in Open Council.

CARRIED.

Councillor A. Junker asked for clarification regarding By-law 2018-33, Dundee Recycling H Zone Removal, and if this By-Law now brings Dundee Recycling into compliance. The Director of Development Services advised that it does legalize the use. As well as there is an ongoing site plan approval for continued efforts to protect the environment and maintain a clean site.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

13.1 Councillor J. Gerber requested that, in response to an inquiry from a resident and the upcoming Zoning By-law Review that the discussion surrounding backyard chickens be part of that review.

13.2 Councillor J. Gerber thanked Clerk's staff for ensuring the digital signs were advertising the upcoming Stanley Cup visit to New Hamburg.

13.3 Councillor A. Junker advised there is a concert on August 15 at the Bandshell by the Ayr Paris Band hosted by the New Dundee Women's Institute.

13.4 Councillor B. Fisher noted that Corn Fest is taking place on August 11 and the supper is returning this year, hosted by EJs and will include live bands performing on the patio.

13.5 Mayor L. Armstrong noted the Terry Fox Run concerts are occurring this coming Saturday, July 28, at St. George's Anglican Church starting at 11:00 am

14. BUSINESS ARISING FROM AD HOC BUDGET ADVISORY COMMITTEE

14.1 REPORT NO FIN 2018-26

DISCOVER YOUR WILMOT MATCHING GRANT PROGRAM

Resolution No. 2018-129

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

THAT Council approve the Discover Your Wilmot Matching Grants allocations as per Schedule A, Report FIN 2018-26; and further,

THAT these funding allocations be funded from the existing 2018 operating budget.

CARRIED.

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2018-36

Resolution No. 2018-130

Moved by: B. Fisher Seconded by: M. Murray

THAT By-law No. 2018-36 to Confirm the Proceedings of Council at its Meeting held on July 23, 2018 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT (7:27 P.M.)

Resolution No. 2018-131

Moved by: J. Gerber Seconded by: M. Murray

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

CARRIED.

_____
Mayor

_____
Clerk

Township of Wilmot
REPORT

REPORT NO. **DS 2018-17**

TO: **Council**

PREPARED BY: **Andrew Martin, Manager of Planning/EDO**

DATE: **August 27, 2018**

SUBJECT: **Zone Change Application 07/18**
Allyson Straus
Part of Lot 4, Concession North of Bleams Road
Part 1, Plan 58R-4385
1330 Bleams Road

Recommendation:

That Zone Change Application 07/18 made by Allyson Straus, affecting Part of Lot 4, Concession North of Bleams Road being Part 1, Plan 58R-4385, to pass a temporary use by-law to permit three dwellings for a period of twelve months be approved, subject to the following:

1. **That the implementing by-law specifically limit occupancy to only two dwellings at any time.**

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on July 26, 2018. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

Region, GRCA, WRDSB: no objections

Discussion:

The subject lands are comprised of approximately 6.75ha, 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 two single detached dwellings and farm buildings. The applicant proposes to construct a new single family dwelling to replace the older of the two dwellings on the property, but retain that home during construction. Upon occupancy of the new home, the applicant will demolish the existing dwelling.

Section 39 of the Planning Act allows the Council of a municipality to pass a by-law to authorize a temporary use of land, building or structure for a period of not more than three years.

This application proposes to allow, as a temporary use, a third dwelling on the property for a period of not more than twelve months from the date of issuance of a building permit for the new dwelling. The temporary use by-law would include a clause prohibiting the occupancy of more than two dwellings at the same time.

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:

Section 39 of the Planning Act allows the Council of a Municipality to pass a by-law to authorize a temporary use of land, building or structure. The implementing by-law clearly establishes a time frame for removal of the dwelling being replaced and limits occupancy to only two dwellings at any time.

Andrew Martin, MCIP RPP
Prepared by Manager of Planning/EDO

Harold O'Krafka, MCIP RPP
Submitted by Director of Development Services

Grant Whittington
Reviewed by Chief Administrative Officer

ZCA-07/18
1330 Bleams Road
hydro corridor
Proposed
new house
Existing house
to be demolished
Existing
drive sheds
Existing shed
and house
Bleams Rd
Hwy 7/8
Hwy 7/8
Trussler Rd
Bleams Rd
Mannheim Rd
N

Township of Wilmot
REPORT

REPORT NO. **DS 2018-18**

TO: **Council**

PREPARED BY: **Andrew Martin, Manager of Planning/EDO**

DATE: **August 27, 2018**

SUBJECT: **Zone Change Application 08/18**
David and Sharon Eenkooren
Part of Lot 2, Concession North of Bleams Road
Part 1, Plan 58R-9923
2428 Bleams Road

Recommendation:

That Zone Change Application 08/18 made by David and Sharon Eenkooren, affecting Part of Lot 2, Concession North of Bleams Road being Part 1, Plan 58R-9923, to allow, as a temporary use, a mobile home used for retirement purposes for a period of 10 years, be approved subject to the following:

1. That, prior to the issuance of a building permit for the mobile home, the applicant shall enter into an agreement with the Township to state the following;
   a) the occupant(s) of the garden suite;
   b) that the period of occupancy of the garden suite shall be a maximum of ten years or until such time as the specified occupant no longer lives in the garden suite; and,
   c) that if a subsequent extension is required, the applicant shall be responsible for applying for such an extension prior to expiry of the temporary use by-law.

2. That the applicant shall be responsible for all costs related to the preparation and registration of the agreement.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on August 3, 2018. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

WRDSB: no objections
GRCA: no objections but indicating requirement for permit and payment of review fee.

Discussion:

The subject lands are comprised of approximately 10.8ha, 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 single detached dwellings and farm buildings. The applicant proposes to install a mobile home on the property to provide living accommodations for an aging member of the family. This application therefore proposes to allow a garden suite (mobile home) to be located on the property for a period of 10 years.

Section 39.1 of the Planning Act allows the Council of a municipality to pass a by-law to authorize temporary use of a garden suite as well as to enter into an agreement to include such criteria as period of occupancy of the garden suite, specific occupants, and requirements for removal.

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:

In accordance with the policies of the current Township Official Plan this application requests that the Township pass a temporary use by-law to permit a mobile home on the subject lands for a period of 10 years. In addition to the by-law, staff recommend that the applicant be required to enter into an agreement with the Township to specify the occupants and period of occupation in accordance with the Planning Act.

Andrew Martin, MCIP RPP
Prepared by Manager of Planning/EDO

Harold O'Krafka, MCIP RPP
Submitted by Director of Development Services

Grant Whittington
Reviewed by Chief Administrative Officer

Grand River Conservation Authority

Date: Aug 01, 2018

2428 BLEAMS RD

EENKOREN

Legend

- Regulation Limit (GRCA)
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
  - Special Policy Area
- Slope Valley (GRCA)
  - Steep
  - Oversteep
  - Steep
- Slope Erosion (GRCA)
  - Oversteep
  - Toe
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)

This legend is static and may not fully reflect the layers shown on the map. The text of Ontario Regulation 150/06 supercedes the mapping as represented by these layers.

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The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to: https://maps.grandriver.ca/Sources-and-Citations.pdf

Map Centre (UTM NAD83 z17): 530,388.68 4,803,823.75

This map is not to be used for navigation | 2015 Ortho (ON)

0 3.75 7.5 15 22.5 Metres

NAD 1983 UTM Zone 17N

Scale: 638

N

WILMOT TERRY FOX RUN

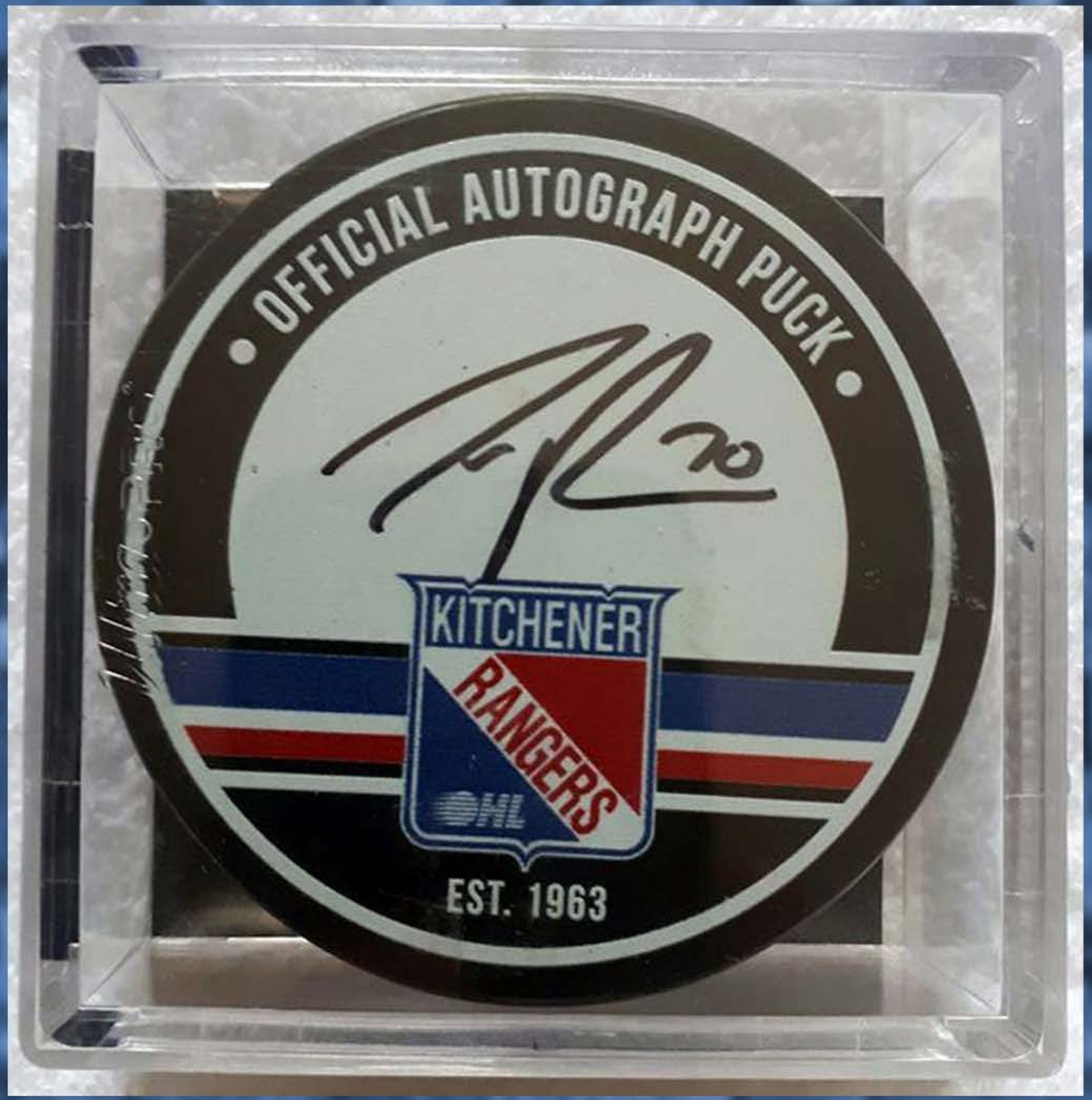
NIGEL GORDIJK & CHERYL GORDIJK

RUN ORGANIZERS

KUTTER

DONATIONS
Charity Auction
PERFORMANCE SCHEDULE
TERRY FOX RUN
CONCERT FOR TERRY

TERRY FOX RUN
TERRYFOX.ORG
NDAY SEPT 16
OFFICIAL 2018
TERRY FOX RUN
T-SHIRT
COTTON Kids $15
Adults $20
DRI-FIT Adults $30
TERRY FOX RUN 2018
JOURNEE TERRY FOX 2018
RUN 2018


OFFICIAL AUTOGRAPH PUCK
KITCHENER
RANGERS
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EST. 1963

COURAGE
TERRY FOX RUN 2018
JOURNÉE TERRY FOX 2018

BLACK
DONNELLY'S
BREWING CO.
DONT FORGET
to sign up for
karaoke idol
for your chance at
$500!
Coors LIGHT
HEINZ
KETCHUP
RICKARD'S

www.wilmotterryfox.ca/join/

This section of the
Wilmot Terry Fox Run
is dedicated to

Dorothy Chan

MOTHER. GRANDMOTHER.
GREAT-GRANDMOTHER. AUNTIE.

Optimist
club of
New Dundee

Soap Box Derby

#1
SAGE
Photos by Scott Hunsberger

70
FIRE DEPT
Photos by Scott Junsberger

Photos by Scott Hunsberger

Photos by Scott Hunsberger

Photos by Scott Hu

Photos by Scott Hunsberger

MAIN
Photos by Scott Hunsberger

70
Photos by Scott Plunkett

BA

Photo by Scott Lindenau

SOAP BOX DERBY WINNERS — Eleven soap box derby drivers tore up the main street in New Dundee on Labour Day. When the dust settled, three racers shared a spot on the derby trophy, which will be on display at the library in New Dundee. With the trophy are Nolan Good (left) best designed soap box derby car decked out in New Dundee Fire Dept. red with a flashing red light; Warren Cordon (centre) best time in the derby and Grace Mohr, best derby car in show. The New Dundee Optimist members in the back are Mark Cameron (left), who announced the races for the afternoon and Mark Hammer, Optimist Club president. Other racers are pictured in the photo as well.

9-1-1
FIRE DEPT.

30

Township of Wilmot
REPORT

REPORT NO: **CAO 2018-03**

TO: **Council**

PREPARED BY: **G. Whittington**
Chief Administrative Officer

DATE: **August 27, 2018**

SUBJECT: **Updated 2018 Municipal Work Program**

Recommendation:

That the updated 2018 Municipal Work Program, as per the report dated August 27, 2018, prepared by the Chief Administrative Officer, be endorsed.

Background:

On March 5, 2018, Council approved the overall 2018 Municipal Work Program, which included each of the departments' 2018 work programs. As noted, within the previous report, the CAO will provide an updated report to Council, after 6 months, to confirm the status of the listed tasks and accomplishments. At that time, the update would provide the ability to review and initiate further tasks and new priorities of Council and staff.

As noted within the departmental work programs, various further tasks have been incorporated.

Discussion:

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

A wide range of tasks for the first half of year 2018 have been completed. The actions not completed are noted and revised accordingly. Staff have been undertaking the tasks outlined for the second half of 2018. The highlights include the extensive work undertaken by all staff and Council in the preparation and approval of the 2018 budget, which included the implementation of a number of municipal policies, capital budgets and departmental and corporate procedures.

As noted previously, the working relationship with Council and municipal staff has been very productive and continues to show leadership and positive attitude towards completing the tasks that are necessary to improve customer service, respond to provincial/federal initiatives and maintain a strong and vibrant local community.

The attached updated 2018 Work Program has been prepared, outlining the projects to be undertaken by each department, for the second half of 2018. The Work Program indicates only projects or major tasks and does not list the day-to-day activities of the departments.

The updated list of actions provides a continued focus towards improvements of the municipal organization and services. The list provides the ability of measuring the successful resolution of these matters and a clear understanding between both staff and Council, as to the priorities of the municipality.

Strategic Plan Conformity:

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

Financial Considerations:

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

Conclusion:

Upon the approval of the updated 2018 Municipal Work Program, the CAO will again provide an updated report to Council, at year-end, to confirm the status of the listed tasks and accomplishments. At that time, a new 2019 Municipal Work Program will be established, which will reflect new tasks and priorities of Council.

The Management Team will monitor the Work Program and issues raised will be acted upon at the weekly meetings.

Grant Whittington
Prepared by / Submitted by Chief Administrative Officer

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: CAO									
	STRATEGIC PLAN								
1	Regional Economic Development Corporation / Liaison Committee	CAO, Municipal CAOs	x			x		x	Project on-going. 5 Year renewal of MOU completed.
2	Waterloo Region Tourism Marketing Committee	CAO	x			x		x	Project on-going.
3	Monitor / pursue senior government funding opportunities	Senior Management Team	x	x	x	x	x	x	Application pending to OCIF Top-up Fund & Ontario Fire Service Equipment Grant
4	Library Services Facilities Review	Steering Committee, Consultant	x	x	x	x	x	x	Pending completion of ROW Library Services Strategic Plan
5	Arts and Culture Master Plan	Steering Committee	X						
6	Review delegation of Planning Approvals	CAO, Director of Development Services							Project complete.
7	Undertaking Wilmot Branding Process (digital, social media, website etc.)	Senior Management Team	x	x	x	x	x	x	Project on-going.
8	Asset Management Plan	Senior Management Team	x	x	x	x	x	x	Update will occur over multiple years through the Asset Management Roadmap exercise.
9	Employment Lands	CAO, Dir. Development Services, Dir. Financial Services, Dir. Public Works	x	x	x	x	x	x	Staff continue working with property owners on development applications.
	CAPITAL PROGRAM								
10	Update 10 year Capital Forecast	Senior Management Team			x	x	x	x	

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	GENERAL								
11	RFP for Development Charges Background Study	CAO, Dir. Development Services, Dir. Financial Services			x	x	x	x	Co-operative purchasing RFP to be released in Q4 by Woolwich, Wellesley and Wilmot Townships.
12	Budget 2018	Senior Management Team							Project Completed.
13	Budget 2019	Senior Management Team			x	x	x	x	
14	Employee Performance Reviews	Senior Management Team			x	x	x	x	
15	2018 Work Programs and Review	Senior Management Team		x					Project Completed.
16	2019 Municipal Grants Program	CAO, Financial Services Staff			x	x	x	x	
	HUMAN RESOURCES								
17	Implement Timesheet Module Software	Manager of HR, IT Service Administrator							Project Completed.
18	Develop Formal Leave Procedure for VFF	Mgr. HR, Fire Chief	x	x	x	x	x	x	Project Anticipated for Quarter 4
19	Recruitment – Full-time, Part-time, Volunteer Firefighters and Seasonal	Managers, Department Heads	x	x	x	x	x	x	Part time recruitment in progress
20	Policy Updates (Violence and Harassment)	Mgr. HR, Senior Management Team	x						To be completed in conjunction with Health & Safety
21	Transition Training - OMERS Administration	Mgr. HR, Supervisor Procurement and Payroll, Mgr. of Accounting			x	x			Enrollments, terminations, monthly, E119 Program events completed. Leave events to be completed

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
22	Health and Safety Program	Mgr. HR, Senior Management Team	x	x	x	x	x	x	Project work has been initiated with consulting services.
23	Bill 148 Implementation	Mgr. HR, Finance Staff, Senior Management Team	x	x	x	x	x	x	Project anticipated to be completed for Quarter 4
24	Bill 148 Part-time Positions Evaluation	Mgr. HR, Senior Management Team	x	x	x	x	x	x	Positions have been submitted for evaluation and draft plan is being reviewed.
25	Part-time/full-time/Council Market Review	Mgr. HR, Consultant, Sr. Mgmt. Team	x	x	x	x	x	x	Market survey distributed, results to be collected and reviewed in Quarter 4
26	Health & Safety Program Establishment	Senior Management Team, Mgr. HR, Consultant	x	x	x	x	x	x	Project works have been initiated with consulting services from K. Blair Safety Consulting Inc.
	NEW INITIATIVES								
27	Council Orientation	Senior Management Team				x	x	x	
28	Downtown Flood Action Committee Liaison	Senior Management Team	x	x	x	x	x	x	Application submitted to Municipal Disaster Recovery Assistant (MDRA), follow-up with the Downtown Flood Action Committee on status of other funding programs completed.
29	Ontario Municipal Partnership Fund (OMPF) formula	Director of Finance, CAO		x	x				Discussion continue with Ministry regarding formula, and forecasted reductions. Briefing to be presented at AMO Conference
30	Discover Your Wilmot Grant Program	Financial Analyst, Director of Finance, CAO					x	x	
31	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: CLERK'S SERVICES									
	STRATEGIC PLAN								
1	Undertake Wilmot Branding Process	Senior Management Team	X	X	X	X	X	X	Project on-going.
	CAPITAL PROGRAM								
2	Mannheim Municipal / Community Events Grd Sign – Budget 2018	Dir. of Clerk's Services, Deputy Clerk		X	X	X			
3	Replace By-law Enforcement Truck	Dir. of Clerk's Services, Sr. Enforcement Officer	X	X					Vehicle tender awarded, awaiting delivery
	GENERAL								
4	Council for a Day Program 2018	Dir. of Clerk's Services, Deputy Clerk							Project Completed.
5	2017 Work Program year-end review	Dir. of Clerk's Services, Deputy Clerk							Project Completed.
6	2018 Work Program January – December	Dir. of Clerk's Services, Deputy Clerk							Project Completed.
7	2018 Work Program mid-Year review	Dir. of Clerk's Services, Deputy Clerk	X	X					Submitted.
8	Victoria Day Event 2018 Liaison	Dir. of Clerk's Services, By-law Enforcement staff							Project on-going.

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
9	2018 Municipal Election Preparation	Dir. of Clerk's Services, Deputy Clerk	X	X	X	X	X	X	Project on-going.
10	Community Newsletter (with interim tax bills)	Senior Management Team							Project Completed.
11	Community Newsletter (with final tax bills)	Senior Management Team							Project Completed.
12	Hire Summer student through Federal Grant	Dir. of Clerk's Services, Sr. By-Law Enforcement Officer, Mgr. of HR							Project Completed.
13	Update Township Property Inventory	Deputy Clerk						X	
14	Budget 2018	Senior Management Team, Deputy Clerk							Project Completed.
15	Budget 2019	Sr. Mgt. Team, Deputy Clerk	X	X	X	X	X	X	
16	Employee Performance Review	Director of Clerk's Services					X	X	
17	Gingerich Road Municipal Drain	Director of Clerk's Services, Drainage Engineer							Project Completed.
18	Dog Bite Prevention Program – Initiation	Dir. of Clerk's Services, By-law Enforcement							Project Completed.
20	Finnie Municipal Drain	Director of Clerk's Services, Drainage Engineer	X	X	X	X	X	X	Site meeting and survey completed.
21	Drain maintenance – Myers / Richardson / Biesel / Jantzi / Distler	Director of Clerk's Services	X	X	X	X	X	X	In progress

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
22	Conflict of Interest Form / Registry (Preparation – 2019 Compliance)	Dir. of Clerk's Services, Deputy Clerk	X	X	X	X	X	X	
23	Nachurs-Alpine Municipal Drain	Director of Clerk's Services, Drainage Engineer	X	X	X	X	X	X	Engineer consulted with staff on draft report. Final report being prepared.
24	Prime Ministers Statue / Education Resource Project – Staff Liaison	Dir. of Clerk's Service / Committee	X	X					Project On-going.
25	Official Unveiling Ceremony – 2018 Prime Minister Statue K. Campbell	Dir. of Clerk's Services / Committee	X	X					Project Completed.
26	St. Agatha Municipal Drain 2015	Dir. of Clerk's Services, Drainage Engineer			X	X	X	X	Construction completed. Final cost Levy in Fall of 2018.
26	Staff Liaison – GRAAC Meetings	Deputy Clerk	X	X	X	X	X	X	Project On-going.
27	Annual Review of GRAAC Membership	Deputy Clerk							Project Completed.
28	Digital Records Management System	Senior Management Team					X	X	
29	Update Traffic & Parking By-law Set Fine Schedules	Clerk's ServicesTeam		X	X	X	X	X	
30	Election Recount Policy	Deputy Clerk							Project Completed.
31	Lottery Licensing Quarterly Report to Ministry	Deputy Clerk	X			X			
32	Procedural By-law RE: Delegations / Electronic Participation Review	Dir. of Clerk's Services, Deputy Clerk	X	X	X	X	X	X	
33	Bill 68 – Review & Compliance	Dir. of Clerk's Services, Deputy Clerk	X	X	X	X	X	X	

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	NEW INITIATIVES								
34	Use of Municipal Resources during a Municipal Election Policy	Dir. of Clerk's Services							Project Completed.
35	Trailer Amendment to the Traffic & Parking By-law	Dir. of Clerk's Services, Sr. MLEO, MLEO	X	X	X	X	X	X	Research and review underway.
36	Hiring Deputy Clerk	CAO, Dir. of Clerk's Services, HR							Project Completed.
37	Hiring Senior MLEO	CAO, Dir. of Clerk's Services, Fire Chief, HR							Project Completed.
38	Hiring MLEO	Dir. of Clerk's Services, Sr. MLEO, HR	X	X	X				Position posted internally and externally. Beginning selection process.
39	Notice for Improvement to the St. Agatha Municpal Drain 2015	Dir. of Clerk's Services, Drainage Engineer							Engineer appointed to prepare report.
40	Council Orientation	Senior Management Team				X	X	X	
41									

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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: FINANCIAL SERVICES									
	STRATEGIC PLAN								
1	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Acct, SMT	x	x	x	x	x	x	Applications pending to OCIF Top-up Fund and Ontario Fire Services Equipment Grant
2	Asset Management Plan Update	Dir. of Finance, Dir. of Public Works, Mgr. of Acct, AM Coordinator	x	x	x	x	x	x	Update will occur over multiple years through the Asset Management Roadmap exercise
3	Sustainability Committee Meetings	Sustainability Committee			x			x	Committee continues to meet quarterly.
4	Employment Lands	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, CAO	x	x	x	x	x	x	Staff continue working with property owners on development applications.
	CAPITAL PROGRAM								
5	Library Services Review	Steering Committee, Consultants	x	x	x	x	x	x	Pending completion of RoW Library Services Strategic Plan
6	Asset Management Roadmap (Phase I - III)	Finance, Public Works, Fire, Recreation & Facilities	x	x					Project on-going. State of Maturity and data collection templates completed. Strategic Asset Management Policy currently in draft.
7	Upgrade Desktops and Notebooks	IT Systems Administrator							Project Completed.
8	Server Upgrades	IT Systems Administrator	x	x	x				Project anticipated to be complete in Q4.

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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	GENERAL								
9	Budget 2018	Dir. of Finance, Mgr. of Acct, Sup of Payroll/Procurement, Fin. Analyst, SMT							Project Completed.
10	2018 Work Program	Dir. of Finance, Mgr. of Acct, Sup of Payroll/Procurement, IT Sys. Admin							Project Completed.
11	Digitize Property Roll and Pre-Authorized Payment Plan Files	Mgr. of Acct, Rev. Clerk, Fin. Clerk	x	x	x	x	x	x	Project completed for property roll files.
12	Year End Financial Statements, FIR and Audit	Dir. of Finance, Mgr. of Acct, Sup of Payroll/Procurement							Project Completed.
13	Annual GHG Reporting to Sustainable Waterloo Region	Sustainability Committee, Sup of Payroll/Procurement							Project Completed.
14	Green Energy Act Reporting on GHG Emissions	Sustainability Committee, Sup of Payroll/Procurement							Project Completed.
15	Annual Reporting of Council Remuneration, Development Charges and Cash in-lieu of Parkland	Manager of Accounting							Project Completed.
16	Update Tangible Capital Assets Policy	Dir. of Finance, Mgr. of Acct, Auditors				x	x	x	Policy to be updated as part of year end processing with auditors.
17	Continuation of Departmental Inventory Program	Mgr. of Acct, Sup of Payroll/Procurement, Financial Analyst	x	x	x	x	x	x	Project on-going.

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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
18	Update Reserve Fund By-Law	Director of Finance				x	x	x	Project deferred to coincide with update of Asset Management Plan.
19	2018 Work Program Review	Dir. of Finance, Mgr. of Acct, Sup of Payroll/Procurement, IT Sys. Admin	x	x					Project Completed.
20	Review/Implement Recreation Financial Assistance for Seniors	Financial Analyst, Recreation		x	x				Staff to review the program in late Q3.
21	Update Wilmot Water Financial Plan	Ashton, Utilities		x					Financial Plan to be presented at August 27 Council meeting.
22	2019 Municipal Grants Program	Fin. Analyst, Dir. of Finance, CAO				x	x	x	Online application form to be released in Q3.
23	Budget 2019	Dir. of Finance, Mgr. of Acct, Sup of Payroll/Procurement, Fin. Analyst, SMT			x	x	x	x	Budget schedule established.
24	RFP for Development Charges Background Study	Dir. of Finance, Dir. of Dev Services, CAO			x	x	x	x	Co-operative purchasing RFP to be released in Q4 by Woolwich, Wellesley and Wilmot Township.
25	Develop/Implement Process for Digital Records Management in Accounts Payable	Mgr. of Acct, Rev. Clerk, Fin Clerk, Fin. Analyst							Project Completed.
26	eContracts Database	Sup of Payroll/Procurement, Purchasing Agents	x	x	x	x			Project pending implementation of new software platform.
27	Implement Water Use By-Law	Mgr. of Acct, Utilities Mgr				x	x	x	By-law currently under review by Utilities Manager.
28	Update Investment Policy	Dir. of Finance, Mgr. of Acct							Project Completed.

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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
29	Health and Safety Program Establishment	Senior Management Team	x	x	x	x	x	x	Project works have been initiated with consulting services from K. Blair Safety Consulting Inc.
30	Create Anti-Idling Education Webpage	Sustainability Committee	x	x					Project Completed.
31	DWQMS Internal Audit	Mgr. of Acct, Utilities			x	x			Project to commence in late Q3.
32	Trails Implementation Working Group Meetings	Trails Implementation Working Group			x			x	Meetings on-going.
33	Implementation of CityWide Asset Management Works Module	Mgr. of Acct, AM Coordinator	x	x	x	x	x	x	Project works on-going with third-party consultants to establish data collection protocols.
34	Internal Audit - ActiveNet Financial Database	Mgr. of Acct, Fin. Analyst, Recreation	x	x					Project Completed.
35	Township Fees and Charges Review	Mgr. of Acct, SMT		x	x	x	x	x	Project commenced with anticipated completion with the 2019 municipal budget.
36	Implementation Planning for Transition to Monthly Billing - Water	Mgr. of Acct, Rev. Clerk, Fin. Clerk			x	x	x	x	Transition currently under review by staff.
37	Update Various GIS Layers in CityWide	Mgr. of Acct, AM Coordinator		x	x	x	x	x	Project on-going.
38	Formalize Procedure for Tax Write-off	Dir. of Finance, Mgr. of Acct	x	x					Project Completed.
39	Online Timesheet Implementation	Sup of Payroll/Procurement, Mgr. of HR			x	x	x	x	Configuration and deployment completed. Staff training on-going.

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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	IT SERVICES								
40	Mobile Device Upgrades	IT Sys. Admin, Sup of Payroll/Procurement							Project Completed.
41	Network Printer Replacements (Finance, Building, Fire)	IT Sys. Admin, Sup of Payroll/Procurement							Project Completed.
42	Establish Office 365 Migration Framework	IT Sys. Admin, Mgr. of Acct				x	x	x	Project to commence in Q4 2018.
43	Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software	IT Sys. Admin, Mgr. of Acct, SMT	x	x					Project to commence in late Q3.
44	Desktop Management Software Deployment	IT Sys. Admin				x	x	x	Project to commence in Q4 2018.
45	IT Help Desk Deployment	IT Sys. Admin, Mgr. of Acct				x	x	x	Project to commence in Q4 2018.
46	Network Audit & Security Needs Review	IT Sys. Admin, Mgr. of Acct	x	x	x				Review to commence in Q4 2018.
47	Council Chambers A/V Enhancement	IT Sys. Admin	x						Project Completed.

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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	NEW INITIATIVES								
48	Downtown Flood Action Committee (DFAC) and Funding Opportunities	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, Fire Chief, CAO	x	x					Application submitted to Municipal Disaster Recovery Assistance (MDRA), follow-up with Downtown Flood Action Committee on status of other funding programs completed.
49	Ontario Municipal Partnership Fund (OMPF) Formula	Dir. of Finance, CAO	x	x					Discussions continue with Ministry regarding funding formula, and forecasted reductions. Briefing to be presented at AMO Conference.
50	Discover Your Wilmot Grant Program	Fin. Analyst, Dir. of Finance, CAO					x	x	2019 Intake to be completed in part of the 2019 Municipal Budget process.
51	Finance Security Enhancement Review	Dir. of Finance, Mgr. of Acct			x	x	x		Review anticipated to commence in late Q3.
52	Implement CityWide Capital Planning and Analysis Module	Manager of Accounting		x	x	x	x		Project to commence in late Q3.
53	Council Electronic Devices Refresh	IT Systems Administrator				x	x	x	Refresh to be performed in conjunction with new term of Council.
53	Council Orientation	Senior Management Team				x	x	x	Orientation to be performed in conjunction with new term of Council.

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: FACILITIES & RECREATION SERVICES									
	STRATEGIC PLAN								
1	Continue to research, develop and implement seniors/youth programming	Mgr. Rec. & Comm. Services, staff	x	x	x	x	x	x	Project on-going
2	Continue to review/prioritize trail projects (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	FRS, PW, DS, FIN	x	x	x	x	x	x	Project on-going
3	Sustainability Committee Meetings	Sustainability Committee			x			x	Committee continues to meet quarterly
4	Trail design process (Beckdale North, Smiths Creel Flats, Schneller/Country Creek)	TIWG, consultant	x	x	x	x	x		Project to commence following the hiring of the P&F Project Coordinator
5	Construct Schneller/Country Creek pathway linkage	FRS, consultant, contractor					x	x	Project to commence following the design of the pathway linkage
6	Assist with Healthy Communities Week	Mgr. Rec. & Comm. Services, staff							Project completed
7	Wilmot Reforestation Program - Parks	Dir. FRS			x	x	x		Preparing for fall program
8	Wilmot branding	SMT	x	x	x	x	x	x	Project on-going
9	Arts & Culture Master Plan	Curator, Consultant, Steering Committee	x	x	x	x			Phase 2 underway; anticipated October completion

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	CAPITAL PROGRAM								
10	Library Services Facility Review	Steering Committee, Consultants	x	x	x	x	x	x	Pending completion of RoW Library Services Strategic Plan
11	Asset Management Roadmap (Phase I - III)	FIN, PW, FIRE, FRS	x	x					Project on-going; state of maturity & data collection templates completed. Strategic Asset Management Policy currently in draft.
12	Castle Kilbride exterior painting	Dir. FRS, Curator, contractor	x						Project completed
13	121 Huron Street boiler replacement	HVAC Tech.	x	x	x				Equipment is being quoted/sourced
14	Purchase P&F maintenance vehicles (2)	Mgr. P&F, staff, supplier							Vehicle purchases awarded (PRD 2018-03) – awaiting delivery
15	Woodworking Shop – lot grading/drainage/re-surfacing	Mgr. P&F, staff, contractor	x	x	x	x			Work to be completed in early fall
16	Install Beck Park tennis court lighting	Mgr, P&F, P&F Project Coord.	x	x	x	x			Project specifications are being drafted
17	Complete tennis court replacement at ND Community Park	Mgr. P&F, contractor	x	x	x				Court installation has been completed – awaiting installation of court lighting
18	Bandshell façade/roof shingle replacement; picnic shelter roof shingle replacement	Mgr. P&F, contractor							Project completed
19	Replace exterior cladding on Mannheim CC	Mgr. P&F, staff, contractor	x	x	x				Staff acquiring material cost quotations
20	Replace exterior doors on Mannheim CC	Mgr. P&F, staff, contractor							Project completed

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
21	NH Arena Engineering/Re-commissioning Study	Dir. FRS, consultant	x	x	x	x	x	x	RFP 2018-24 has been issued
22	Kirkpatrick Park and area parking enhancement review/design	Dir. FRS, consultant	x	x	x				Review/design phase has been completed
23	Norm Hill Park material storage bunkers	P&F Super., staff				x	x		
24	Replace NH Arena/CC floor scrubber	Mgr. P&F							Project completed
25	NHCC fire alarm, pull station, sprinkler upgrades	Dir. FRS, Fire Chief, Mgr. P&F, contractor	x	x					Equipment installed – awaiting final testing
26	Replace D#3 backstop fence at Norm Hill Park	Mgr. P&F, contractor		x	x	x			Project completed
27	Playground component replacement at Constitution Park, NH	Mgr. P&F, P&F Project Coord., contractor	x	x	x	x			Staff are preparing the RFP
28	Scott Park fieldhouse washroom renovations	P&F Super, contractor, staff							Project completed
29	Forest Glen trail development	TIWG, P&F Project Coord.,	x	x	x	x			Ash tree removal project has been completed - design/layout to commence in the fall
30	WRC LED retrofits (twin pad arenas, pool)	Mgr. P&F, contractor	x	x	x	x			Twin pads have been completed – awaiting delivery & installation of pool fixtures
31	Re-lamp T-8 fixtures in lobbies, track, meeting & change rooms with LEDs at WRC	Ops Super., staff	x	x	x				Fixtures have been ordered

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
32	Major maintenance (WRC aquatic centre)	Mgr. P&F, Aq. Mgr., HVAC Tech, staff		x	x				Undertaken during September shut-down on a 3-year cycle
33	WRC roof repairs (Phase 1 canopy and north fire exit areas)	Dir. FRS, Mgr. P&F, consultant	x	x	x	x	x		RFQ 2018-26 awarded – early November completion
34	Install columbarium #2 at Riverside Cemetery	Dir FRS, FRS Clerk, contractor	x	x					Installation schedule for week of August 20th
	GENERAL								
35	2018 Operating & Capital Budgets	SMT							Project completed
36	Undertake comprehensive recreation facility rental rate review	Mgr. Rec. & Comm. Services, staff	x	x	x				September completion
37	Design/distribute Community Recreation Guide	Mgr. Rec. & Comm. Services, FRS Clerk, staff	x	x					Fall/winter guide to be distributed mid-August
38	Work with WRDSB to develop artificial turf field at WODSS	Dir FRS, WRDSB							Project deferred to 2019 as per WRDSB
39	Investigate/review ice allocation policy for WRC as per Rec Master Plan	Dir FRS, Mgr. Rec. & Comm. Services	x	x	x	x	x	x	Sample policies being compiled by staff
40	Complete Fire Safety Plan for NH Arena/CC	Dir. FRS, Fire Services	x	x	x	x			To commence upon the completion of the fire alarm, pull station and sprinkler upgrade project at the CC
41	Complete annual performance reviews for FT staff	Dir FRS, all Mgrs					x	x	
42	Continue the development of a departmental operating policies manual	Dir. FRS, all Mgrs	x	x	x	x	x	x	Project on-going

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	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
43	Review facility scheduling process/services as per Rec master Plan	Dir. FRS, Mgr. Rec. & Comm. Services, staff	x	x	x	x	x	x	Project on-going
44	Hire/train P&F summer students	Mgr. P&F, P&F Super.							Project completed
45	Hire P&F Project Coordinator	Dir FRS, HR							Project completed
46	Prepare 2019 Budget	SMT			x	x	x	x	
47	Update 10-year capital forecast	SMT		x	x	x	x	x	
48	2018 Work Program (FRS)	Dir FRS, all Mgrs	x	x				x	Mid-year update completed
	NEW INITIATIVES								
49	Investigate/initiate volunteer recruitment program	Mgr. Rec. & Comm. Services, staff	x	x	x	x	x		Preliminary discussions have been initiated
50	Assist H&S consultant with preparing/delivering corporate health and safety program	SMT, all staff	x	x	x	x	x	x	
51	Council orientation	SMT				x	x	x	

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: PUBLIC WORKS									
	STRATEGIC PLAN								
1	LED Streetlight Replacement Program-Deficiency work	Eng. Tech.							Complete.
2	Road Condition Survey and Traffic Counts	Eng. Tech., Director of Public Works	x	x	x	x			RFP awarded (PW-2018-13) for Condition Survey and Traffic Counts undertaken in May/June. Project on-going.
3	Asset Management Roadmap	Director of Public Works, Director of Finance, Manager of Accounting, AM Coordinator	x	x	x	x	x	x	Update will occur over multiple years through the Asset Management Road Map exercise.
4	Level of Service Implementation (2 FTE)	Director of Public Works							Complete.
5	Review/prioritize trail segments (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes.	Trails Inter-department Working Group	x	x	x	x	x	x	On-going.
6	Sustainability Committee	Sustainability Committee	x	x	x	x	x	x	Committee continues to meet quarterly.
7	Employment Lands	Director of Development Services, Director of Public Works, Director of Finance, CAO	x	x	x	x	x	x	Staff continue working with property owner on development applications.

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	CAPITAL PROGRAM								
8	Holland Mills Bridge Construction	Eng. Tech., Director of Public Works	x	x	x	x	x		RFT awarded (PW-2018-02). Construction anticipated to start in the summer.
9	Hot Mix Asphalt Program	Eng. Tech, Manager of Roads	x	x	x	x			RFT awarded (PW-2018-06).
10	Tar & Chip Program	Eng. Tech, Manager of Roads	x	x	x	x			RFT awarded (PW-2018-05).
11	Bridge Street Bridge-Repairs	Eng. Tech, Director of Public Works	x	x	x	x	x		Anticipate award August 27th meeting.
12	Sidewalk Program	Eng. Tech., Manager of Utilities	x	x	x				RFT awarded (PW-2018-12) for concrete repairs. Mud-jacking quotation awarded. Inventory and MMS inspection complete.
13	King Street - Surface Coat Asphalt	Eng. Tech.	x						Awarded with Hot Mix Asphalt contract.
14	Milton and Byron Reconstruction	Eng. Tech., Director of Public Works	x	x	x	x	x		RFT awarded (PW-2018-03)
15	Lewis & Hannah Street Reconstruction - Engineering	Eng. Tech., Director of Public Works	x	x	x	x	x	x	On-going. PIC Scheduled for September
16	Wilmot and Church Street Reconstruction-Engineering	Eng. Tech., Director of Public Works	x	x	x	x	x	x	RFP awarded (PW-2018-09).
17	Bridge Program Minor Repairs and Improvement-Engineering	Eng. Tech., Director of Public Works	x	x	x	x	x	x	
18	Snyder's Road Sanitary and Storm Reconstruction-Engineering (Region)	Eng. Tech., Director of Public Works	x	x	x	x	x	x	On-going. Construction potentially delayed to 2020-2021

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
19	Replace Articulated Loader	Manager of Roads	x	x	x	x	x	x	RFT awarded (PW-2018-11)
20	Reforestation Contract	Eng. Tech.	x	x	x	x			RFQ to be released for September bid date.
21	Rail Crossings Safety Review	Eng. Tech.							Complete.
	BUDGET								
22	2018 Budget	Director of Public Works, Manager of Roads, Manager of Utilities, Eng. Tech.							Complete.
23	2019 Budget	Director of Public Works, Manager of Roads, Manager of Utilities, Eng. Tech.		x	x	x	x	x	
24	Update 10-Year Capital Budget Forecast	Director of Public Works, Manager of Roads, Manager of Utilities, Eng. Tech.			x	x	x	x	
	ROADS								
25	Winter Sand Stockpile	Manager of Roads				x	x		
26	Prepare Roads for 2019 Hard Surfacing Programs	Manager of Roads			x	x			Anticipate early fall for work to begin.
27	Gravel Resurfacing Program	Manager of Roads							Complete.

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
28	SWM Facilities - Inventory and Components	Manager of Roads,, Asset Management Coordinator	x	x	x	x	x	x	GIS inventory underway for facility locations and components. Design drawings and Ministry permits for approval and maintenance obligations.
29	Pavement Marking Program	Manager of Roads			x	x			Anticipate September/October timing depending on contractor availability.
30	Minor Capital Procurement and Construction	Manager of Roads	x	x	x	x	x		Complete.
31	Gravel Hauling and Crushing Contract	Manager of Roads, Eng. Tech							Gravel hauling complete and crushing contract on-going.
32	Road Patrol Software (MMS)	Manager of Roads, Director of Public Works	x	x	x	x			Evaluating alternatives as current software program is becoming obsolete. On-going.
33	Road Sign Retro-reflectivity and Inventory (MMS)	Manager of Roads	x	x	x	x			Scheduled for fall completion.
	UTILITIES								
34	Replace Lift Pumps @ Station 2 (Milton Street)	Manager of Utilities	x	x	x	x			Pumps ordered, awaiting delivery and installation.
35	Minor Capital Procurement	Manager of Utilities	x	x	x	x	x		Generally complete. Small items to be procured.
36	Sidewalk Maintenance Unit Specifications	Manager of Utilities	x	x	x	x	x		
37	DWQMS Updates and Audit	Manager of Utilities, Eng. Tech., Finance	x	x	x	x			

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
38	Infiltration and Inflow Sourcing and Mapping	Manager of Utilities, Eng. Tech.	x	x	x	x	x	x	
39	Water Use By-Law	Manager of Utilities, Manager of Accounting					x	x	
	GENERAL								
40	2018 Work Program and Review	Director of Public Works	x				x	x	On-going.
41	Employee Performance Reviews	Director of Public Works, Manager of Utilities, Manager of Roads				x	x		
42	PW Health and Safety Program	Director of Public Works, Manager of Utilities, Manager of Roads	x	x	x	x	x	x	Working to support establishment of a corporate program, including departmental program elements.
43	GIS Inventory and Spatial Repository Updates	Asset Management Coordinator	x	x	x	x	x	x	Comprehensive review of the data and inventory in PW. Identifying gaps in the current data set and working to close those gaps.
44	Regional Coordination for DGSSMS, BMP, Road Supervisors, Traffic Coordinators Groups	Director of Public Works, Manager of Utilities, Manager of Roads, Eng. Tech., Asset Management Coordinator	x		x	x			On-going.
45	Public Works-Website updates	Director of Public Works	x	x	x	x	x	x	Updating website content related to work programs.
46	Sourcewater Protection - SWM/Roads	Director of Public Works, Manager of Roads, Eng. Tech.	x		x		x		Working with Region peer group to consolidate information for salt use or salt deposit sources from Township road and SWM infrastructure in an effort to identify sourcewater risks.

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	NEW INITIATIVES								
47	Flood Damage Repairs-Bridge Street/Oxford-Waterloo Road/Pedestrian Bridge	Director of Public Works, Manager of Utilities, Manager of Roads, Eng. Tech.		x	x	x	x		Bridge Street award at August 27th Council Meeting. Oxford-Waterloo bridge and road repairs complete. Pedestrian Bridge work being procured.
48	Work Order Implementation	Asset Management Coordinator, Finance	x	x	x	x	x	x	Staff are working to establish work order program framework. Anticipate rollout later in 2018 or into 2019.
49	Asset Management Policy Development (O. Reg. 588/17)	Asset Management Coordinator, Director of Public Works, Finance		x	x	x			Draft of policy currently underway. Anticipate Council report this fall.
50	MMS Program Review (O. Reg. 366/18)	Director of Public Works, Manager of Roads			x	x	x	x	New MMS requirements for trail/sidewalk maintenance and encroachment will require operational program and level of service review by staff.
51	Stuckey/Isaac Shantz/Jacob Cressman Corridor Review	Director of Public Works	x	x	x	x			Report on the August 27th Council Meeting agenda.
52	Salt Management Working Group (Regional/Environment Canada Road Salt Management)	Manager of Roads, Eng. Tech.	x	x	x	x	x		Reporting of salt use on roads to Statistic Canada, working with Regional partners on salt use in general.
53	Council Orientation	Senior Management Team				x	x	x	

TOWNSHIP OF WILMOT

2018 Work Program Mid-Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: FIRE SERVICES									
	STRATEGIC PLAN								
1	Fire Route Bylaw/Update	Chief		x	x	x	x		Research nearing completion
2	Review/Update By-Law to Establish a Fire Department	Chief, Fire Mgmt Team	x						Completed
3	Monitor/Pursue Senior Government Funding Opportunities	Chief, Fire Mgmt Team	x	x	x	x	x	x	
4	Asset Management Plan Update	Finance, Chief	x	x	x	x	x	x	Working directly with Finance
	CAPITAL PROGRAM								
5	Fire Tanker Truck Replacement (T35)	Chief, DC Strickler, Fire Mgmt Team							Project Completed
6	Shore Based Water Rescue Equipment and Training	Chief, Fire Mgmt Team, TO	x	x					Shore Based Training program to be implemented in July and completed by August
7	Branding – Uniforms/Station Wear	Chief, Fire Mgmt Team	x	x	x				Preferred Vendor Selected, Anticipate implementation to be complete by Sept
8	Roof Replacement Station 1 – Center Roof	Chief, DC Koenig							Project Completed.
9	Defibs – New Units	Chief	x						Purchase complete, training and equipment deployed by July 30/18

TOWNSHIP OF WILMOT

2018 Work Program Mid-Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
10	Prep Tender Rescue 27 – Station 2 – Purchase In 2019	Chief, Fire Mgmt Team, DC Koenig				x	x	x	Committee to be formed and proceed with evaluation
11	Radio Equipment Upgrades	Chief, Fire Mgmt Team, Regional Working Group	x	x	x	x	x	x	Established storage location with Kitchener Fire, Regional initiative awaiting further information
12	Auto Extrication Equipment	Chief, Fire Mgmt Team	x	x	x	x			RFT issued, results report to council in August, training and roll-out completed by Oct
	GENERAL								
13	Budget 2019	Finance, Chief, Senior Mgmt Team				x	x	x	
14	Emergency Management Training	CAO, CEMC, ECG, Chief			x				ECG team IMS 200 regional training in Sept
15	Fire Prevention Officer Recruitment/Onboarding	Chief, HR							Project completed
16	Protective Gear Replacements/Recruits	Chief, TO, Fire Mgmt Team							Project Completed.
17	Small Capital Equipment Purchases	Chief, Fire Mgmt Team	x	x	x	x	x	x	On schedule and within approved budget
18	PPE Cleaning Policy	Chief, H&S Comm, Fire Mgmt Team	x	x	x	x			Research phase nearing completion, production of working Draft
19	Burn Bylaw Review/Update	Chief, FPO, Fire Mgmt Team				x	x	x	
20	Station 3 Reno Design Drawings/Project Plan for 2019	Chief, DC Strickler, Fire Mgmt Team	x	x	x	x	x		Preliminary discussions on-going

TOWNSHIP OF WILMOT

2018 Work Program Mid-Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
21	Canned Messages Aizan	Chief, CEMC, Admin Assist							Project completed
22	Fire Prevention/Pub Ed – Schools, Rural Residence, Fall Open House	Chief, FPO		x	x	x	x		Open house date pending, preparing school visit program
23	Annual Fire Pump Testing Program	Chief, District Chief's							Project competed
24	Recruit Firefighter Training	Chief, Fire Mgmt Team, TO	x						Basic training will be complete end of July
25	Live Fire Training	Chief, Fire Mgmt Team, TO				x			All staff including 2018 recruits
26	First Aid Certification - Recruits	Chief, TO							Project completed
27	DZ Licensing	Chief, Fire Mgmt Team, TO	x	x	x	x			In discussion with company that may provide fire specific driver training and license prep instructions
28	Review Program for PTSD	Chief, HR, H&S Comm, Fire Mgmt Team	x	x	x	x			2019 program development advancing, PTSD SIT training completed first quarter 2018
29	Forcible Entry Training Program	Chief, TO			x	x	x	x	Lesson plan in research phase
30	Auto Extrication Training Program	Chief, TO							Project completed
31	Roof Ventilation Training Program	Chief, TO				x	x	x	Lesson plan design in research phase
32	SCBA Replacement Review, Create Committee (Regional)	Chief, Fire Mgmt Team, H&S Comm			x	x			Wilmot leading a regional evaluation committee

TOWNSHIP OF WILMOT

2018 Work Program Mid-Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
33	Develop Formal Leave Procedure for VFFs	Chief, HR, H&S Comm, Fire Mgmt Team	x	x	x	x			Collaborating with HR
34	Breathing Air Filling Station – Station 1	Chief, Fire Mgmt Team, H&S Comm	x	x	x				RFT approved by council, anticipate installation, training and roll-out complete by Sept
35	Revision/Review/Update Department SOG's	Chief, Fire Mgmt Team, H&S Comm	x	x	x	x	x		SOG's in various stages of development and approval
36	WRENS - Mass notification system – Everbridge – Regional System	Chief, CEMC, Admin Assist	x	x	x	x	x		Region has indicated a potential go-live rollout in November
	NEW INITATIVES								
37	Door to Door Smoke Alarm Program – Start in New Hamburg	Chief, FPO, DC Strickler	x	x	x	x	x		Staff will begin door to door visits beginning in mid-August
38	Aizan database update – mass notification system	Chief, Admin Assist, FPO		x	x	x	x		Information update and instructions will occur home visits to properties located within New Hamburg
39	Water Rescue Program Development	Chief, Senior Mgmt	x	x	x	x	x		Collaborating with Regional Fire Services to establish a uniform deliverable program
40	Council Orientation	Senior Mgmt				x	x	x	

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: DEVELOPMENT SERVICES									
	STRATEGIC PLAN								
1	Review of Delegation of Planning Approvals	Dir. of Dev Services, CAO	X	X	X	X	X	X	Part Lot Control delegation completed. Project on-going.
2	Continue to review/prioritize trails projects (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	Facilities and Rec Services, Public Works, Dev. Services, Finance	X	X	X	X	X	X	Project on-going.
3	Wilmot Employment Lands	Dev. Services / Public Works / Finance / CAO	X	X	X	X	X	X	Staff continue working with property owners on development applications
4	Health and Safety Program Establishment	Sr. Management Team	X	X	X	X	X	X	Project works have been initiated with consulting services from K. Blair Safety Consulting Inc.
	CAPITAL PROGRAM								
3	Budget 2018	Dir. of Dev Services, Sr. Mgmt. Team							Project completed.
4	Budget 2019	Dir. of Dev Services, Sr. Mgmt. Team			X	X	X	X	
5	Updated 10 yr Capital Forecast	Dir. of Dev Services, Sr. Mgmt. Team			X	X	X	X	

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	GENERAL								
6	2018 Work Program	Dir. of Dev Services, Sr. Mgmt. Team							Project completed.
7	Building Permit Fees Review	Dir. of Dev Services, Chief Building Official	X	X	X				Project on-going
8	Township Official Plan Review (Implementation)	Dir. of Dev Services, Mgr. of Planning	X	X	X	X	X	X	Project ongoing. Single appeal filed.
9	Township Zoning By-law Review (Implementation)	Dir. of Dev Services, Mgr. of Planning	X	X	X	X	X	X	Project on-going. Initiation delayed due to OP delay.
10	High Speed Rail EA – monitor, participate	Dir. of Dev Services, Mgr. of Planning	X	X	X	X	X	X	Project on-going. Awaiting impact of Provincial election.
11	Greenbelt Expansion Study Area – monitor, participate	Dir. of Dev Services, Mgr. of Planning	X	X	X	X	X	X	Project on-going. Awaiting impact of Provincial election.
12	Development Charges Rebate Program	Dir. of Dev Services							Project Completed. Application Filed. Funding not Provided.
13	2018 Work Program Review	Dir. of Dev Services		X					
14	Employee Performance Reviews	Dir. of Dev Services, Chief Building Official					X	X	
	NEW INITATIVES								
15	Council Orientation	Senior Management Team				X	X	X	

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: Castle Kilbride									
	STRATEGIC PLAN								
1	Designate a Wilmot Township Property	Curator/Director, Heritage Wilmot	X	X	X				Project on-going.
2	Update Non-Designated Register of Heritage Properties	Curator/Director, Heritage Wilmot	X	X	X	X	X		Project on-going
3	Continue Involvement with Prime Minister Statue Project Committee	Curator/Director, Clerks, Committee	X	X	X	X	X	X	Project on-going
	CAPITAL PROGRAM								
4	Coordinate Grandstand mural project	Curator/Director, Heritage Wilmot	X	X	X				Project on-going
5	Coordinate Arts and Culture Master Plan	CK Staff, Consultants	X	X	X				Project on-going
	GENERAL								
6	Write federal/provincial grants for summer youth employment	Curator/Director							Project Completed.
7	Research and establish 2018 event and exhibit schedules	Curator/Director, Assistant Curator							Project Completed.
8	Establish 2018 Work Program	Curator/Director, Assistant Curator							Project Completed.

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	GENERAL CON'T								
9	Research, develop and install spring/summer exhibits	Assistant Curator	X						
10	Solicit Colleges/universities for Internship proposals	Curator/Director					X	X	Project on-going
11	Interview, hire and train summer staff for Castle / Heritage Wilmot	Curator/Director, Assistant Curator	x	x					Project on-going.
12	Write Community Museums operation Grant (CMOG) for museum	Curator/Director, Assistant Curator							Project Completed.
13	Prepare and deliver summer programs and events	Curator/Director, Assistant Curator	X	X	X				
14	Employee Performance Reviews	Curator/Director			X	X			
15	Research, develop and install fall/winter exhibits	Assistant Curator	X	X	X	X	X		
16	Plan 2018 budget	Senior Management Team				X	X	X	
17	Research and plan draft 2019 special event and exhibit list	Curator/Director, Assistant Curator	X	X	X	X	X	X	
18	Prepare and deliver winter programs and events	Curator/Director, Assistant Curator				X	X	X	

TOWNSHIP OF WILMOT

2018 Work Program Mid Year Review
Council Report: CAO 2018-03
August 27, 2018

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	CASTLE KILBRIDE ADVISORY COMMITTEE								
19	Plan 2018 initiatives with Chairperson from Castle Kilbride	Curator/Director, CK Chairman							Project Completed.
20	Set Castle lecture Series	CK Staff, Committee							Project Completed.
	HERITAGE WILMOT ADVISORY COMMITTEE								
21	Plan 2018 initiatives with Chairperson from Heritage Wilmot	Curator/Director, HW Chairman							Project Completed.
22	Plan and deliver 2018 Heritage Day	Curator/Director, Heritage Wilmot							Project Completed.
	NEW INITATIVES								
23	Council Orientation	Sr. Management Team				X	X	X	

Township of Wilmot
REPORT

REPORT NO. **CL2018-16**

TO: **Council**

PREPARED BY: **Tracey Murray, Deputy Clerk**

DATE: **August 27, 2018**

SUBJECT: **Lottery Licence Request**
Optimist Club of New Hamburg
Moparfest Car Raffle

Recommendation:

THAT the application from the Optimist Club of New Hamburg be authorized for a raffle lottery licence for an automobile to be awarded at the annual Moparfest event on August 18, 2019 in addition to two early bird prizes with a total value of $47,609.08;

AND FURTHER THAT the authorization to grant this raffle licence be conditional that the lottery be conducted in accordance with the Ministry of Consumer and Commercial Relations, the Lottery Licensing Policy Manual Guidelines on lotteries and raffles and Township of Wilmot Lottery Licensing Policies.

Background:

A traditional and highly anticipated part of Moparfest is the Optimist Club of New Hamburg Car Raffle. In previous years there have been both new and collector vehicles and this has been a very successful fundraiser for the organization. In accordance with the Township of Wilmot Lottery Licensing Policies, for raffles with prize values from $10,001.00 up to $49,999.99, the organization must apply and receive Council approval for the lottery. The AGCO requires the organization to provide a bill of sale or letter from the dealer stating the full selling price of the vehicle which has been provided to the Lottery Licensing Officer with the application.

Discussion:

The Optimist Club of New Hamburg has submitted an application to conduct a raffle lottery for prizes totalling $47,609.08. The Optimist Club is asking for approval of the licence request.

There are two early bird draws of $500.00 each taking place on June 3 and July 15, 2019. The grand prize is a 2018 Dodge Challenger. The car draw will take place at Moparfest on August 18, 2019.

Strategic Plan Conformity:

Through the granting of this approval the Township is supporting community events and celebrations, namely, Moparfest. Customer Service is strengthened by working with the Club to assist in their fundraising efforts. The Township is also integrating the volunteers and community groups (New Hamburg Optimist Club) and contributing to a bustling, year-round tourism as the Club attends events all over Ontario to sell the tickets and they will have the opportunity to become aware of Moparfest in New Hamburg.

Financial Considerations:

The Lottery Licensing Officer will collect the lottery licence fee upon issuing the licence in accordance with the Township's Fees and Charges By-law.

Conclusion:

That the request of the Optimist Club of New Hamburg to conduct a lottery be approved subject to compliance with the Ontario Lottery Licensing Policy and the Township of Wilmot Lottery Licensing Policies.

Tracey Murray
Prepared by Deputy Clerk

Dawn Mittelholtz
Submitted by Director of Clerk's Services

Grant Whittington
Reviewed by Chief Administrative Officer

Township of Wilmot
REPORT

REPORT NO. **FIN 2018-27**

TO: **Council**

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

DATE: **August 27, 2018**

SUBJECT: **Wilmot Township Water & Sanitary Financial Plan**

Recommendation:

That report FIN 2018-27 regarding the Wilmot Township Water and Sanitary Financial Plan, prepared by the Manager of Accounting, be approved.

Background:

The Safe Drinking Water Act, 2002 requires that owners of a water distribution system be licenced by the Province of Ontario. This licencing ensures that all water distribution systems conform to the Province's quality and management standards. As the owner of three (3) water distribution systems, the Township is required to meet this licencing requirement.

Discussion:

Section 30 of the Act outlines that financial plans shall be prepared for water distribution systems covering a period of at least six (6) years; and further that these plans shall outline the system's financial sustainability.

Additional requirements are included within Ontario Regulation 453/07, which stipulates that plans must be endorsed by Council in any year in which an updated application for licencing is submitted.

The attached Projected Financial Statements represent the Township's water and wastewater financial plans. The column for 2018 summarizes the current year budget, while years 2019 through 2024 incorporate items from the Township's 10-Year Capital Plan, current growth projections, Region of Waterloo water and wastewater financial plans, and estimated future operating expenses and rate revenues, which reflect historical inflationary increases.

Strategic Plan Conformity:

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

Staff provide Council and the community with updated plans and projections for the Township's water and wastewater finances, in accordance with the Safe Drinking Water Act, 2002.

Financial Considerations:

The financial plan is an accounting document summarizing the current year budget and future year forecast. It is prepared in accordance with the requirements of the Safe Drinking Water Act, 2002 and has no direct financial implications. This report is based upon the most recent approved capital projections. The proposed Capital and Operating Budgets for Council approval will be brought forward as part of the 2019 Municipal Budget process.

Conclusion:

Upon Council approval, the financial plan will be posted to the Township's website and will continue to be updated annually as new budgets are approved and updated as future estimates become available.

Prepared by Ashton Romany, CPA
Manager of Accounting

Submitted by Patrick Kelly, CPA, CMA
Director of Finance

Submitted by Jeff Molenhuis, P.Eng.
Director of Public Works

Reviewed by Grant Whittington
Chief Administrative Officer

Corporation of the Township of Wilmot - Wilmot Water
Water Component
Projected Financial Operations
for the year ending December 31

	2018	2019	2020	2021	2022	2023	2024
Revenues							
Water Rates	$ 2,760,292	$ 2,933,725	$ 3,048,195	$ 3,193,993	$ 3,316,774	$ 3,485,479	$ 3,601,421
Other Revenues (DC's, Other Government Funding)	$ 47,850	$ 92,200	$ 72,150	$ 101,500	$ 72,150	$ 111,350	$ 109,000
Interest Revenue	$ 47,692	$ 53,697	$ 60,926	$ 68,901	$ 81,256	$ 94,145	$ 105,784
Total Revenue	**$ 2,855,834**	**$ 3,079,622**	**$ 3,181,271**	**$ 3,364,394**	**$ 3,470,180**	**$ 3,690,974**	**$ 3,816,205**
Expenses							
Water Supply Costs	$ 1,472,000	$ 1,530,000	$ 1,593,000	$ 1,659,000	$ 1,727,000	$ 1,798,000	$ 1,872,000
Other Expenses	$ 771,305	$ 783,982	$ 800,520	$ 809,990	$ 819,650	$ 836,043	$ 852,764
Amortization	$ 371,862	$ 373,449	$ 380,306	$ 381,303	$ 387,602	$ 388,744	$ 393,374
Interest Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	**$ 2,615,167**	**$ 2,687,431**	**$ 2,773,826**	**$ 2,850,293**	**$ 2,934,252**	**$ 3,022,787**	**$ 3,118,138**
Net Effect of Annual Operations	**$ 240,667**	**$ 392,191**	**$ 407,445**	**$ 514,101**	**$ 535,928**	**$ 668,187**	**$ 698,067**
Beginning Accumulated Net Assets Balance	**$ 22,483,977**	**$ 22,724,644**	**$ 23,116,835**	**$ 23,524,280**	**$ 24,038,382**	**$ 24,574,309**	**$ 25,242,497**
Net Effect of Annual Operations	$ 240,667	$ 392,191	$ 407,445	$ 514,101	$ 535,928	$ 668,187	$ 698,067
Donated Assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ending Accumulated Net Assets Balance	**$ 22,724,644**	**$ 23,116,835**	**$ 23,524,280**	**$ 24,038,382**	**$ 24,574,309**	**$ 25,242,497**	**$ 25,940,564**

Corporation of the Township of Wilmot - Wilmot Water
Water Component
Projected Financial Position
as of December 31

	2018	2019	2020	2021	2022	2023	2024
Assets							
Financial Assets							
Cash & Cash Equivalents	$ 3,286,184	$ 3,743,747	$ 4,164,743	$ 4,744,446	$ 5,433,944	$ 6,112,506	$ 6,779,720
Accounts Receivable	$ 345,037	$ 366,716	$ 381,024	$ 399,249	$ 414,597	$ 435,685	$ 450,178
	$ 3,631,221	$ 4,110,463	$ 4,545,767	$ 5,143,695	$ 5,848,541	$ 6,548,191	$ 7,229,898
Non Financial Assets							
Inventory	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Tangible Capital Assets Under Construction (Note 1)	$ 42,820	$ 69,604	$ 74,144	$ 45,360	$ 66,700	$ 74,960	$ 35,140
Tangible Capital Assets, net (Note 2)	$ 19,197,310	$ 19,088,861	$ 19,062,575	$ 19,013,296	$ 18,828,974	$ 18,795,910	$ 18,858,556
	$ 19,255,130	$ 19,173,465	$ 19,151,719	$ 19,073,656	$ 18,910,674	$ 18,885,870	$ 18,908,696
Total Assets	**$ 22,886,351**	**$ 23,283,928**	**$ 23,697,486**	**$ 24,217,351**	**$ 24,759,215**	**$ 25,434,061**	**$ 26,138,594**
Liabilities							
Other Liabilities							
Accounts Payable	$ 161,707	$ 167,093	$ 173,206	$ 178,969	$ 184,906	$ 191,564	$ 198,030
Debt Charges							
Reserve Fund Transfer	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Liabilities	$ 161,707	$ 167,093	$ 173,206	$ 178,969	$ 184,906	$ 191,564	$ 198,030
Accumulated Net Assets							
Accumulated Net Assets	$ 22,724,644	$ 23,116,835	$ 23,524,280	$ 24,038,382	$ 24,574,309	$ 25,242,497	$ 25,940,564
Total Liabilities and Accumulated Net Assets	**$ 22,886,351**	**$ 23,283,928**	**$ 23,697,486**	**$ 24,217,351**	**$ 24,759,215**	**$ 25,434,061**	**$ 26,138,594**

Corporation of the Township of Wilmot - Wilmot Water
Water Component
Projected Cash Sources and Uses
for the year ending December 31

	2018	2019	2020	2021	2022	2023	2024
Operating Activities							
Cash Collected From Revenues							
Revenue from Operations	$ 2,808,142	$ 3,024,925	$ 3,120,345	$ 3,294,493	$ 3,388,924	$ 3,591,829	$ 3,709,421
Accounts Receivable	$ (38,037)	$ (21,679)	$ (14,309)	$ (18,225)	$ (15,348)	$ (21,088)	$ (14,493)
	$ 2,770,105	$ 3,003,246	$ 3,106,036	$ 3,276,268	$ 3,373,576	$ 3,570,741	$ 3,694,928
Cash Expended from Operations							
Operating Expenses	$ (2,615,167)	$ (2,687,431)	$ (2,773,826)	$ (2,850,293)	$ (2,934,252)	$ (3,022,787)	$ (3,118,138)
Inventory	$ 85,000	$ -	$ -	$ -	$ -	$ -	$ -
Accounts Payable	$ (2,484)	$ 5,385	$ 6,114	$ 5,764	$ 5,936	$ 6,659	$ 6,466
Amortization	$ 371,862	$ 373,449	$ 380,306	$ 381,303	$ 387,602	$ 388,744	$ 393,374
	$ (2,160,789)	$ (2,308,597)	$ (2,387,406)	$ (2,463,226)	$ (2,540,714)	$ (2,627,384)	$ (2,718,298)
Cash Flow from Operating Activities	**$ 609,316**	**$ 694,649**	**$ 718,630**	**$ 813,042**	**$ 832,862**	**$ 943,357**	**$ 976,630**
Capital Asset Activities							
Tangible Capital Assets Under Construction	$ (22,820)	$ (26,784)	$ (4,540)	$ 28,784	$ (21,340)	$ (8,260)	$ 39,820
Tangible Capital Assets	$ (262,800)	$ (265,000)	$ (354,020)	$ (332,024)	$ (203,280)	$ (355,680)	$ (456,020)
Proceeds from Disposals	$ -	$ 1,000	$ -	$ 1,000	$ -	$ 5,000	$ 1,000
Cash Flow from Capital Asset Activities	**$ (285,620)**	**$ (290,784)**	**$ (358,560)**	**$ (302,240)**	**$ (224,620)**	**$ (358,940)**	**$ (415,200)**
Investing Activities							
Interest Revenue	$ 47,692	$ 53,697	$ 60,926	$ 68,901	$ 81,256	$ 94,145	$ 105,784
Cash Flow from Investing Activities	**$ 47,692**	**$ 53,697**	**$ 60,926**	**$ 68,901**	**$ 81,256**	**$ 94,145**	**$ 105,784**
Financing Activities							
Reserve Fund Transfer	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cash Flow from Financing Activities	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Changes to Cash & Cash Equivalents	**$ 371,388**	**$ 457,562**	**$ 420,996**	**$ 579,703**	**$ 689,498**	**$ 678,562**	**$ 667,214**
Beginning Cash & Cash Equivalents	$ 2,914,796	$ 3,286,184	$ 3,743,747	$ 4,164,743	$ 4,744,446	$ 5,433,944	$ 6,112,506
Ending Cash & Cash Equivalents	**$ 3,286,184**	**$ 3,743,747**	**$ 4,164,743**	**$ 4,744,446**	**$ 5,433,944**	**$ 6,112,506**	**$ 6,779,720**

Corporation of the Township of Wilmot - Wilmot Water
Water Component

Notes to Projected Financial Statements

for the year ending December 31

Note 1 - Tangible Capital Assets Under Construction

	2018	2019	2020	2021	2022	2023	2024
January 1 Balance	$ 20,000	$ 42,820	$ 69,604	$ 74,144	$ 45,360	$ 66,700	$ 74,960
Additions	$ 263,620	$ 228,784	$ 358,560	$ 240,240	$ 224,620	$ 303,940	$ 353,200
	$ 283,620	$ 271,604	$ 428,164	$ 314,384	$ 269,980	$ 370,640	$ 428,160
Transfer to Active Capital Assets	$ 240,800	$ 202,000	$ 354,020	$ 269,024	$ 203,280	$ 295,680	$ 393,020
December 31 Balance	**$ 42,820**	**$ 69,604**	**$ 74,144**	**$ 45,360**	**$ 66,700**	**$ 74,960**	**$ 35,140**

Projects Under Construction							
	Milton St.	Wilmot St.	Stone St.	Boullee St.	Victoria St.	Nafziger Rd.	Boullee St.
	Byron St.	Church St.	Centennial Cres.	Victoria St.	Webster St.	Webster St.	Seyler St.
	Hannah St.	Notre Dame Dr.	Boullee St.		Nafziger Rd.	Boullee St.	Peel St.
	Lewis St.	Stone St.	Victoria St.			Seyler St.	
	Wilmot St.	Centennial Cres.				Peel St.	
	Church St.						

Note 2 - Tangible Capital Assets

	2018	2019	2020	2021	2022	2023	2024
January 1 Balance, gross	$ 25,789,507	$ 26,052,307	$ 26,261,150	$ 26,615,170	$ 26,884,124	$ 27,087,404	$ 27,391,244
Donations	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additions	$ 262,800	$ 265,000	$ 354,020	$ 332,024	$ 203,280	$ 355,680	$ 456,020
	$ 26,052,307	$ 26,317,307	$ 26,615,170	$ 26,947,194	$ 27,087,404	$ 27,443,084	$ 27,847,264
Write Downs	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Disposals	$ -	$ 56,157	$ -	$ 63,070	$ -	$ 51,840	$ 61,110
December 31 Balance, gross	**$ 26,052,307**	**$ 26,261,150**	**$ 26,615,170**	**$ 26,884,124**	**$ 27,087,404**	**$ 27,391,244**	**$ 27,786,154**
January 1 Accumulated Amortization	$ 6,483,135	$ 6,854,997	$ 7,172,289	$ 7,552,595	$ 7,870,828	$ 8,258,430	$ 8,595,334
Disposals	$ -	$ (56,157)	$ -	$ (63,070)	$ -	$ (51,840)	$ (61,110)
Annual Amortization*	$ 371,862	$ 373,449	$ 380,306	$ 381,303	$ 387,602	$ 388,744	$ 393,375
December 31 Accumulated Amortization	$ 6,854,997	$ 7,172,289	$ 7,552,595	$ 7,870,828	$ 8,258,430	$ 8,595,334	$ 8,927,598
December 31 Balance, net	**$ 19,197,310**	**$ 19,088,861**	**$ 19,062,575**	**$ 19,013,296**	**$ 18,828,974**	**$ 18,795,910**	**$ 18,858,556**

*Amortization Periods (*based on PSAB and GAAP Standards*):

Machinery & Equipment = 10 years
Vehicles = 10 years
Water System = 75 years

Corporation of the Township of Wilmot - Wilmot Water
Wastewater Component
Projected Financial Operations
for the year ending December 31

	2018	2019	2020	2021	2022	2023	2024
Revenues							
Wastewater Rates	$ 2,608,980	$ 2,885,747	$ 3,070,532	$ 3,290,482	$ 3,487,054	$ 3,720,319	$ 3,898,387
Other User Fees (Local Improvement Charges)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Revenues (DC's, Other Government Funding)	$ 12,150	$ 515,633	$ 641,504	$ 641,504	$ 1,372,069	$ 734,330	$ 12,150
Interest Revenue	$ 31,215	$ 19,353	$ 6,943	$ 4,291	$ 5,273	$ 6,125	$ 13,080
Total Revenue	**$ 2,652,345**	**$ 3,420,733**	**$ 3,718,979**	**$ 3,936,277**	**$ 4,864,396**	**$ 4,460,774**	**$ 3,923,617**
Expenses							
Wastewater Supply Costs	$ 1,718,608	$ 1,832,625	$ 1,945,629	$ 2,065,659	$ 2,193,105	$ 2,310,044	$ 2,429,605
Other Expenses	$ 570,252	$ 592,604	$ 570,879	$ 605,987	$ 584,529	$ 618,560	$ 630,931
Amortization	$ 317,033	$ 311,209	$ 319,876	$ 319,860	$ 338,025	$ 399,576	$ 442,961
Interest Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	**$ 2,605,893**	**$ 2,736,438**	**$ 2,836,384**	**$ 2,991,506**	**$ 3,115,659**	**$ 3,328,180**	**$ 3,503,497**
Net Effect of Annual Operations	**$ 46,452**	**$ 684,295**	**$ 882,595**	**$ 944,771**	**$ 1,748,737**	**$ 1,132,594**	**$ 420,120**
Beginning Accumulated Net Assets Balance	**$ 16,243,182**	**$ 16,289,634**	**$ 16,973,929**	**$ 17,856,524**	**$ 18,801,295**	**$ 20,550,032**	**$ 21,682,626**
Data Entry Point (for above)							
Net Effect of Annual Operations	$ 46,452	$ 684,295	$ 882,595	$ 944,771	$ 1,748,737	$ 1,132,594	$ 420,120
Donated Assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ending Accumulated Net Assets Balance	**$ 16,289,634**	**$ 16,973,929**	**$ 17,856,524**	**$ 18,801,295**	**$ 20,550,032**	**$ 21,682,626**	**$ 22,102,746**

Corporation of the Township of Wilmot - Wilmot Water
Wastewater Component
Projected Financial Position
as of December 31

	2018	2019	2020	2021	2022	2023	2024
Assets							
Financial Assets							
Cash & Cash Equivalents	$ 1,672,693	$ 431,151	$ 292,169	$ 222,143	$ 625,490	$ 589,732	$ 1,440,659
Accounts Receivable	$ 326,123	$ 360,718	$ 383,817	$ 411,310	$ 435,882	$ 465,039	$ 487,298
	$ 1,998,816	$ 791,869	$ 675,986	$ 633,453	$ 1,061,372	$ 1,054,771	$ 1,927,957
Non Financial Assets							
Inventory	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Tangible Capital Assets Under Construction (Note 1)	$ 150,000	$ 1,045,040	$ 2,372,940	$ 3,679,240	$ 4,985,540	$ 26,355	$ 26,355
Tangible Capital Assets, net (Note 2)	$ 14,310,910	$ 15,315,701	$ 14,995,825	$ 14,686,965	$ 14,712,240	$ 20,820,504	$ 20,377,543
	$ 14,460,910	$ 16,360,741	$ 17,368,765	$ 18,366,205	$ 19,697,780	$ 20,846,859	$ 20,403,898
Total Assets	**$ 16,459,726**	**$ 17,152,610**	**$ 18,044,751**	**$ 18,999,658**	**$ 20,759,152**	**$ 21,901,630**	**$ 22,331,855**
Liabilities							
Other Liabilities							
Accounts Payable	$ 170,092	$ 178,681	$ 188,227	$ 198,363	$ 209,120	$ 219,004	$ 229,109
Debt Charges							
Reserve Fund Transfer	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Liabilities	$ 170,092	$ 178,681	$ 188,227	$ 198,363	$ 209,120	$ 219,004	$ 229,109
Accumulated Net Assets							
Accumulated Net Assets	$ 16,289,634	$ 16,973,929	$ 17,856,524	$ 18,801,295	$ 20,550,032	$ 21,682,626	$ 22,102,746
Total Liabilities and Accumulated Net Assets	**$ 16,459,726**	**$ 17,152,610**	**$ 18,044,751**	**$ 18,999,658**	**$ 20,759,152**	**$ 21,901,630**	**$ 22,331,855**

Corporation of the Township of Wilmot - Wilmot Water
Wastewater Component

Projected Cash Sources and Uses

for the year ending December 31

	2018	2019	2020	2021	2022	2023	2024
Operating Activities							
Cash Collected From Revenues							
Revenue from Operations	$ 2,621,130	$ 3,401,380	$ 3,712,036	$ 3,931,986	$ 4,839,123	$ 4,454,649	$ 3,910,537
Accounts Receivable	$ (53,623)	$ (34,595)	$ (23,099)	$ (27,493)	$ (24,572)	$ (29,157)	$ (22,259)
	$ 2,567,507	$ 3,366,785	$ 3,688,937	$ 3,904,493	$ 4,814,551	$ 4,425,492	$ 3,888,278
Cash Expended from Operations							
Operating Expenses	$ (2,605,893)	$ (2,736,438)	$ (2,836,384)	$ (2,991,506)	$ (3,115,659)	$ (3,328,180)	$ (3,503,497)
Inventory	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accounts Payable	$ 57,772	$ 8,589	$ 9,547	$ 10,136	$ 10,757	$ 9,884	$ 10,105
Amortization	$ 317,033	$ 311,209	$ 319,876	$ 319,860	$ 338,025	$ 399,576	$ 442,961
	$ (2,231,088)	$ (2,416,640)	$ (2,506,961)	$ (2,661,510)	$ (2,766,877)	$ (2,918,720)	$ (3,050,431)
Cash Flow from Operating Activities	**$ 336,419**	**$ 950,145**	**$ 1,181,976**	**$ 1,242,983**	**$ 2,047,674**	**$ 1,506,772**	**$ 837,847**
Capital Asset Activities							
Tangible Capital Assets Under Construction	$ (150,000)	$ (895,040)	$ (1,327,900)	$ (1,306,300)	$ (1,306,300)	$ 4,959,185	$ -
Tangible Capital Assets	$ (192,300)	$ (1,316,000)	$ -	$ (11,000)	$ (363,300)	$ (6,507,840)	$ -
Proceeds from Disposals	$ -	$ -	$ -	$ -	$ 20,000	$ -	$ -
Cash Flow from Capital Asset Activities	**$ (342,300)**	**$ (2,211,040)**	**$ (1,327,900)**	**$ (1,317,300)**	**$ (1,649,600)**	**$ (1,548,655)**	**$ -**
Investing Activities							
Interest Revenue	$ 31,215	$ 19,353	$ 6,943	$ 4,291	$ 5,273	$ 6,125	$ 13,080
Cash Flow from Investing Activities	**$ 31,215**	**$ 19,353**	**$ 6,943**	**$ 4,291**	**$ 5,273**	**$ 6,125**	**$ 13,080**
Financing Activities							
Reserve Fund Transfer	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Cash Flow from Financing Activities	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Changes to Cash & Cash Equivalents	**$ 25,334**	**$ (1,241,541)**	**$ (138,981)**	**$ (70,026)**	**$ 403,347**	**$ (35,758)**	**$ 850,927**
Beginning Cash & Cash Equivalents	$ 1,647,358	$ 1,672,692	$ 431,150	$ 292,169	$ 222,143	$ 625,490	$ 589,732
Ending Cash & Cash Equivalents	**$ 1,672,692**	**$ 431,151**	**$ 292,169**	**$ 222,143**	**$ 625,490**	**$ 589,732**	**$ 1,440,659**

Corporation of the Township of Wilmot - Wilmot Water
Wastewater Component

Notes to Projected Financial Statements

for the year ending December 31

Note 1 - Tangible Capital Assets Under Construction

	2018	2019	2020	2021	2022	2023	2024
January 1 Balance	$ -	$ 150,000	$ 1,045,040	$ 2,372,940	$ 3,679,240	$ 4,985,540	$ 26,355
Additions	$ 330,300	$ 2,195,040	$ 1,327,900	$ 1,306,300	$ 1,306,300	$ 1,548,655	$ -
	$ 330,300	$ 2,345,040	$ 2,372,940	$ 3,679,240	$ 4,985,540	$ 6,534,195	$ 26,355
Transfer to Active Capital Assets	$ 180,300	$ 1,300,000	$ -	$ -	$ -	$ 6,507,840	$ -
December 31 Balance	**$ 150,000**	**$ 1,045,040**	**$ 2,372,940**	**$ 3,679,240**	**$ 4,985,540**	**$ 26,355**	**$ 26,355**
Projects Under Construction:	Snyder's Rd.	Sanitary Expansion	Sanitary Expansion Victoria St.	Sanitary Expansion Victoria St.	Sanitary Expansion Victoria St.	Boullee St. Seyler St. Peel St.	Boullee St. Seyler St. Peel St.

Note 2 - Tangible Capital Assets

	2018	2019	2020	2021	2022	2023	2024
January 1 Balance, gross	$ 20,107,120	$ 20,287,420	$ 21,587,420	$ 21,587,420	$ 21,587,420	$ 21,587,420	$ 28,095,260
Donations	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additions	$ 180,300	$ 1,300,000	$ -	$ -	$ -	$ 6,507,840	$ -
	$ 20,287,420	$ 21,587,420	$ 21,587,420	$ 21,587,420	$ 21,587,420	$ 28,095,260	$ 28,095,260
Write Downs	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Disposals	$ -	$ -	$ -	$ -	$ -	$ -	$ -
December 31 Balance, gross	**$ 20,761,376**	**$ 22,077,376**	**$ 22,077,376**	**$ 22,077,066**	**$ 22,110,566**	**$ 28,618,406**	**$ 28,618,406**
January 1 Accumulated Amortization	$ 6,133,433	$ 6,450,466	$ 6,761,675	$ 7,081,551	$ 7,390,101	$ 7,398,326	$ 7,797,902
Disposals	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Annual Amortization*	$ 317,033	$ 311,209	$ 319,876	$ 319,860	$ 338,024	$ 399,576	$ 442,961
December 31 Accumulated Amortization	$ 6,450,466	$ 6,761,675	$ 7,081,551	$ 7,390,101	$ 7,398,326	$ 7,797,902	$ 8,240,863
December 31 Balance, net	**$ 14,310,910**	**$ 15,315,701**	**$ 14,995,825**	**$ 14,686,965**	**$ 14,712,240**	**$ 20,820,504**	**$ 20,377,543**

*Amortization Periods (*based on PSAB and GAAP Standards*):

Land = N/A
Buildings = 50 years
Machinery & Equipment = 10 years
Vehicles = 10 years
Wastewater System = 75 years

Township of Wilmot
REPORT

REPORT NO. **FIN 2018-28**

TO: **Council**

PREPARED BY: **Ashton Romany, Manager of Accounting**
Karl Jeffreys, IT Systems Administrator

DATE: **August 27, 2018**

SUBJECT: **Server Upgrades**

Recommendation:

That RFT 2018-27 be awarded to Acrodex Inc DBA PCM Canada for the supply of two (2) core servers, one (1) SAN and requisite client access licensing in the amount of $43,044.00, plus applicable taxes.

Background:

During the 2018 budget process, Council approved funding towards Server Upgrades. The Township endeavors to maintain current and reliable information technology infrastructure, to ensure the efficient and dependable operation of data related tasks and responsibilities. To that end, server equipment and network hardware are maintained on a regular five-year cycle to ensure a reliable and serviceable data infrastructure.

Discussion:

On August 1, 2018 a Request for Tender (RFT) was made available online through the Township's e-bidding site. There was a total of 16 plan takers, with 6 submissions at the time of closing on August 17, 2018. The lowest bid received was from Acrodex Inc DBA PCM Canada of Edmonton, AB at a cost of $43,044.00 plus HST.

Results of the bids received are summarized below (excluding HST):

Bidder	Location	Bid Amount
Acrodex Inc DBA PCM Canada	Edmonton, AB	$43,044.00
Telehop Business Services	Toronto, ON	$43,431.88
CDW Canada Corp.	Etobicoke, ON	$43,676.97
Wise Tech Group Inc.	Concord, ON	$44,469.87
Canada Computers Inc.	Richmond Hill, ON	$46,372.00
SiRON Technologies Group Inc.	Georgetown, ON	$52,523.30

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 $60,000.00 of General Levy funds for the purchase of two (2) core services, one (1) SAN and requisite Client Access licensing. The bid price, net of HST rebate is $43,801.57. The lowest bid meets all tender specifications and is within the approved capital budget allocation.

Conclusion:

Based on the aforementioned information, it is recommended that Acrodex Inc DBA PCM Canada be awarded the contract for Server Upgrades. Upon approval of Council, staff will issue the order, with target installation/configuration completed in the fall 2018.

Ashton Romany, CPA
Prepared by Manager of Accounting

Karl Jeffreys
Prepared by IT Systems Administrator

Patrick Kelly, CPA, CMA
Submitted by Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer

Township of Wilmot
REPORT

REPORT NO. **FIN 2018-29**

TO: **Council**

PREPARED BY: **Patrick Kelly, Director of Finance**

DATE: **August 27, 2018**

SUBJECT: **Ontario Community Infrastructure Fund (OCIF) Application Based Component – 2018 Intake**

Recommendation:

That Finance Report FIN 2018-29, prepared by the Director of Finance, regarding the Ontario Community Infrastructure Fund (OCIF) Application-Based Component be received for information purposes;

And further, that the Director of Finance/Treasurer be delegated authority to submit an application for funding towards the Hannah and Lewis Street Reconstruction project.

Background:

The OCIF consists of two (2) streams: the Application-based Component; and the Formula-Based Component. In 2018, the Township received funding of $470,127 under the formula-based component. This will increase to $724,648 in 2019, and $725,168 in 2020. Eligibility for Intake 5 of the OCIF top-up component is limited to municipalities whose combined formula based grants in 2019 and 2020 equal to less than $2 million. As well, the applicant municipality cannot have received funding under OCIF top-up application for Intake 4.

Given the combined formula funding in 2019 and 2020, the Township was advised of our community's eligibility for $546,587 in top-up funding through the competitive application process.

Discussion:

Members of the Senior Management Team (SMT) initiated a review of the existing 10-year Capital Forecast and Asset Management Plan, to identify the most critical infrastructure projects that would be eligible for this program.

Through this process it was determined that the reconstruction works on Hannah and Lewis Streets and 160 metres of Milton Street in New Hamburg were the most suitable for this funding application.

The preliminary design and engineering works for this project were awarded to AECOM, and based on preliminary findings, the total costs of engineering and construction are anticipated to increase from early projections. The increased cost is attributable to needing to establish a new outlet for stormwater flows.

Given the unforeseen increase in project construction costs, a successful application to the OCIF top-up component for $546,587 would allow the project to move ahead in 2019/2020 as scheduled, without impacting other infrastructure plans or general levy funding requirements.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of ensuring a prosperous economy through maintaining our infrastructure, and providing quality of life through ensuring people's safety.

Financial Considerations:

The 10-year capital forecast has included project estimates of $989,250 for the design, engineering and reconstruction of Hannah and Lewis Streets and 160 metres of Milton Street. This funding was anticipated to cover the road, sidewalk, watermain and storm water works. As noted previously, preliminary engineering works have identified the need for additional storm water infrastructure. The funding allocation from the OCIF top-up program could provide up to $546,587 in funding to offset the cost increases expected through the tendering process.

The remaining costs will be funded from Federal Gas Tax, Water and Sanitary Reserve Funds and the General Levy.

Staff will update the 10-year capital forecast as part of the 2019 Municipal Budget and may require phasing the project in multiple years. Upon notification of the success or denial of this funding application, the 10-year capital may be adjusted with respect to phasing.

Applications must be submitted by 5:00pm EST on August 28, 2018 to be eligible for funding. Staff from Public Works-Engineering and Finance have prepared a strong application that aligns with all seven (7) of the goals outlined under OCIF top-up program guidelines:

- Addressing public health and/or safety issues;
- Reducing the probability of asset failure and/or service interruptions;
- Achieving service levels and key performance indicators within the AMP;
- Reducing lifecycle costs

- Promoting safe active transportation and/or transit supportive policies;
- Supporting Climate Change adaptation and/or mitigation; and
- Supporting enhanced environmental protection

Conclusion:

This report was prepared for information purposes and to delegate authority to the Director of Finance to submit this application on behalf of the Township.

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

Jeff Molenhuis, P. Eng
Submitted by Director of Public Works

Grant Whittington
Chief Administrative Officer

Township of Wilmot
REPORT

REPORT NO.	**PW-2018-14**
TO:	**Council**
PREPARED BY:	**Jeff Molenhuis, Director of Public Works**
DATE:	**August 27, 2018**
SUBJECT:	**Public Works 2nd Quarter Operations Activity Report April – June 2018** **ATTACHMENT 1 – Operations Activity Report (UT)** **ATTACHMENT 2 – Operations Activity Report (RDS)**

Recommendation:

THAT the Public Works-Operations 2nd Quarter Activity Reports for the months of April, May and June 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 2nd Quarter of 2018. Public Works-Operations departments have been focused on spring maintenance programs, preparation for summer/fall construction schedules and advancing the minor capital work in each department.

As a follow-up to the Q1 Activity Report, Bridge Street structure repairs have been tendered and recommendation for award is before Council at the August 27th meeting. The Oxford-Waterloo Road structure underwent repairs in July/August.

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 2018-14 be received for information.

Jeff Molenhuis
Prepared/Submitted by Director of Public Works

Grant Whittington
Reviewed by Chief Administrative Officer

TOWNSHIP OF WILMOT

Public Works-Operations
Activity Report – 2018 2nd Quarter (April-June)

UTILITIES

Training	• Regulatory, operational, H&S Training is carried out routinely • Traffic Control awareness and safety course attended by staff • Trench and shoring awareness and safety course attended by staff • BMP Meetings attended by staff with other Regional W/WW groups
Operations & Maintenance	• Main valve maintenance program completed May/June • Dead end water main flushing program undertaken in June • Hydrant maintenance program commenced in June
Claims Investigations	• One formal claim submissions sent to Utilities for investigation for sanitary sewer lateral blockage on Waterloo Street.
Locates Processed	• 94 underground locate requests completed for 360 Feedback per regulation
Meter installs/change-outs/inspections	• Water meter performance – 15 repairs • Water meter inspections – 11
Water Quality/ Adverse Reports	• Routine daily/weekly sampling, testing and reporting • One TC water quality adverse, flushed and resampled • One Chlorine Booster, flushed and sampled
Water Main Breaks/Excavation	• Main break response and repairs – 4 • Water service investigation and repair – 3
Sanitary Main/Lateral Blockages	• Service lateral /blockage repairs – 1 • Routine flushing maintenance, preventative maintenance on sanitary mains
Lift Stations	• Routine high level event response – 4 • Sustained high level event with relief – 1 • Routine pump maintenance and repair – 2
Fleet & Equipment	• Routine and preventative maintenance by staff (oil changes, washing) • Vehicle safety inspections by staff • Working on specs for sidewalk unit
DWQMS	• Implemented continuous improvement elements from external audit • Continued water quality testing, result analysis and integration into reporting
Winter Control (Sidewalks and Parking Lots)	• Damage repair completed to the walking bridge under 7/8 highway from snow removal from the deck surface

Submitted/Prepared by: JM/SM

Township of Wilmot
REPORT

REPORT NO.	**PW 2018-15**
TO:	**Council**
PREPARED BY:	**Mark Jeffery, Engineering Technician**
DATE:	**August 27, 2018**
SUBJECT:	**Bridge Street Structure (34/B-T9) – Award of Contract**

Recommendation:

THAT the RFT 2018-23 be awarded to Theo Vandenberk Construction Inc., in the amount of $173,390.00, plus HST, for the structural repairs and rehabilitation of the Bridge Street Structure (34/B-T9).

Background:

The Bridge Street Structure (34/B-T9) was scheduled for concrete abutment repairs as noted in the approved 2018 Ten Year Capital Budget. In the Township's 2017 OSIM Report, completed by K. Smart & Associates Limited, this structure was identified to be replaced or significant repairs completed within a 1-to-5 year time horizon. However, the flood event on February 21, 2018 damaged the super structure and abutments, which required it to be closed to traffic. As a result, K. Smart & Associates Limited was retained by the Township to inspect the structure, assemble design drawings and provide contract administrative services as required to complete the necessary structural repairs to re-open the bridge.

Discussion:

On July 12th, 2018, the tender documents and supporting information were made available online through the Township's e-bidding site. There was a total of twenty-one (21) plan takers, with five (5) bids received at time of close on August 9th, 2018. The lowest bid received was Theo Vandenberk Construction Inc. of Denfield, Ontario at a cost of $173,390.00, plus HST.

The low bidder has provided the appropriate bid bond documentation. References have been checked and appear to be satisfactory. The tenders were reviewed by K. Smart & Associates and appear to be generally balanced and satisfactory.

Results of the bids received are summarized below:

Bidder	Location	Bid Amount
Theo Vandenberk Construction Inc.	Denfield, ON	$ 173,390
Jarlian Construction Inc.	Burlington, ON	232,800
Maloney and Pepping Construction Ltd.	Stratford, ON	245,647
Clearwater Structures Inc.	Ajax, ON	312,000
National Structures Inc	Napanee, ON	647,163
AVERAGE BID		*$ 322,200*

The above figures do not include HST. All bids contain a $10,000 contingency allowance.

Theo Vandenberk Construction Ltd. is a well-known bridge contractor who has completed several bridge repairs and replacements and most recently, successfully completed the structural repairs and rehabilitation for the Oxford-Waterloo Bridge Structure (37/B-OXF).

Theo Vandenberk Construction Inc. have committed to completing the repairs by November 16, 2018 as specified in the contract documents.

Strategic Plan Conformity

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

Financial Considerations:

The 2018 Capital Budget allocation for this project included $100,000 in funds primarily for abutment repairs, resulting in the following funding sources:

Funding Source	Amount
General Levy	$ 100,000
Total Budget	**$100,000**

As outlined in report FIN 2018-23, Council passed a resolution identifying the additional costs resulting from the flood event on February 21, 2018, and further directed staff to pursue the necessary repair works, at an estimated incremental cost of $130,000, including engineering fees.

Based on the tender results and review by K. Smart and Associates, it is currently estimated that the incremental costs attributable to flood damage is in the order of $80,000, leaving the costs associated with the original proposed scope of work at approximately $96,000 or aligned with the 2018 Municipal Budget.

Conclusion:

Based on the foregoing, it is recommended that Theo Vandenberk Construction Inc., be awarded the contract for the Bridge Street Structure (34/B-T9), and further that the incremental costs attributable to flood damages be submitted to the Municipal Disaster Recovery Assistance (MDRA) program, in accordance with the existing application.

Mark Jeffery
Prepared/Submitted by Engineering Technician

Jeff Molenhuis
Submitted by Director of Public Works

Grant Whittington
Reviewed by Chief Administrative Officer

Township of Wilmot
REPORT

REPORT NO. **PW-2018-16**

TO: **Council**

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

DATE: **August 27, 2018**

SUBJECT: **Traffic & Parking By-Law Amendments**
Stuckey Avenue/Isaac Shantz Drive/Jacob Cressman Drive, Baden

ATTACHMENT 1 – LOCATION FIGURE
ATTACHMENT 2 – THIRD PARTY RECOMMENDATION
ATTACHMENT 3 – SCHEDULE REVISIONS

Recommendation:

THAT Staff be directed to make the amendments to the Traffic and Parking By-Law as outlined within this report for Stuckey Avenue, Isaac Shantz Drive and Jacob Cressman Drive.

Background:

This report is a follow-up report to PW-2018-10 recommending a mid-block pedestrian crossover installation on Stuckey Avenue. The crossover was installed during the week of May 7th. Township Staff and Waterloo Regional Police were on-site during the first days of operation. The recommendation was based on preliminary warrant review conducted by Staff on Stuckey Avenue where such things as accident history and traffic and pedestrian volumes were analyzed at the intersection of Stuckey Avenue and Isaac Shantz Drive. At that time, vehicle volumes did not warrant stop treatments at the intersection. However, Staff were in support of providing a pedestrian crossover mid-block on Stuckey Avenue to help divert pedestrians crossing Stuckey Avenue away from the intersection noted.

In April 2018, Staff and Council members met with a small resident group on the matter, and staff committed to further review of speed and safety concerns in the area. On June 25th, Staff met as a follow-up with the same small resident group.

Temporary all-way stop installation at Stuckey Avenue and Isaac Shantz Drive was discussed, pending operational, scheduling and monitoring details. Following the meeting, Staff undertook a more in-depth review of the Stuckey/Isaac Shantz intersection, including geometric conditions and operational function as a basis for further recommendation to Council. Staff took additional traffic count data, measured sight-lines and roadway characteristics, and observed the general

function of the intersection. Staff also engaged GHD Ltd. through the Roads Needs Study to conduct a third-party review because of the potential for multi-corridor impacts and future growth.

Discussion:

Stuckey Avenue/Isaac Shantz Drive and Stuckey Avenue/Jacob Cressman Intersection Operation Review

As noted in previous reports, Staff reviewed the intersection and collected site operations information in September 2017, at which time Stuckey Avenue/Isaac Shantz Drive did not meet all of the typical warrants for an all way stop. Staff again attended the intersection in June 2018 to collect site warrant and operations information, which again did not meet the full warrants. The data set overall did not meet for peak or sustained volume, but did appear to meet the Total Volume Split warrant for the peak period of one hour.

	Warrant Threshold	Observed September 2017	Observed September 2018
Vehicle Volume during peak	350 vehicles on all approaches for highest hour recorded	207	169
Combined vehicle/pedestrian	200 vehicle/pedestrian units per hour for 8 sustained hours with average minor street delay greater than 30s	272 at AM peak, average of 30 thereafter	218 at AM peak, average of 25 thereafter
Total volume split	65/35 split of vehicles on major and vehicles/pedestrians on minor	162/86 during AM peak	138/100 during AM peak

Staff additionally considered operational function and geometric conditions of the intersection during this review. The road platform for each intersecting leg is similar width (approximately 10.5m asphalt width or 3 full lanes of traffic), which is approximately collector or arterial width. It would appear that both roads are designed to operate under similar volume scenarios.

Third Party Review and Future Development Context

GHD reviewed the field information, observations and data collection, as well as analyzed potential future traffic volumes.

Generally, based on the current warrants and future development context, GHD would consider an all-way stop at Stuckey Avenue and Isaac Shantz Drive as reasonable based on the operational characteristics and projected volumes. Considering the design and geometric conditions of the intersection, meeting one of the primary warrants and future development context, Staff would also consider an all-way stop as reasonable at this time.

The analysis provided by GHD included a budget figure for supplemental monitoring and data collection to review potential impacts after installation of this control treatment, in the order of $8000. Given the basis for the recommendation to introduce an all-way control, Staff are not recommending this additional cost be undertaken as the recommendation is based on reasonable

criteria and demonstrates a partial current warrant and likelihood for future warrant of an all-way stop control.

Due to the street layout and within the school-area setting, it would be recommended to install the same treatment on Stuckey Avenue and Jacob Cressman Drive so that both intersections operate with uniformity.

Speed sign data collection on Isaac Shantz Drive

Following installation of the cross-over on Stuckey Avenue during the week of May 14th, the speed sign was posted on Isaac Shantz Drive to observe and record speed data for southbound vehicles. The sign was installed from May 9th to May 25th. Data observed on southbound vehicles was as follows:

Total Southbound Vehicle Count: 15,978
Southbound Daily Average (approximate): 1,065
Max Speed: 54 km/hr
Vehicles Observed Greater than Limit: 7

Based on the data observed, it would appear that the majority of drivers are in compliance with the existing posted 50 km/hr limit, and that operating speeds observed are lower than the posted limit. It is anticipated that the speed sign will circulate again to this location in the fall; however, a sign hardware malfunction has limited the programs schedule.

Pedestrian Crossover on Isaac Shantz Drive

Based on the 2017 site review by Staff, the Isaac Shantz Drive pedestrian crossover was considered a prime candidate for this treatment and installation was considered for 2018. This location is used as a parent drop-off area for the school block, as well as a crossing location for pedestrians, particularly during morning and afternoon traffic peaks. Staff were anticipating completing field work within contracted services in sidewalks, pavement marking and signage budgets.

Due to the horizontal curve of the road in proximity to the current trail/sidewalk locations, Staff undertook a detailed review and designed a layout to meet Transportation Association of Canada (TAC) standards for sightlines and stopping distances. GHD was also engaged to review this location and provide recommendation, which included extending the sightlines within the northbound lane by channeling the lane towards the east curb. This is included within the recommended “No Stopping” restrictions presented as a result of this report.

Implementing a pedestrian crossover in this location provides for pedestrian linkage in an area that promotes as trail/walkways connect and are used as connecting linkages. The proposal removes parking/stopping in proximity to the curve to allow for sightlines and safe stopping distances, which can be obstructive during peak morning and afternoon operations.

Pedestrian Crossover on Jacob Cressman Drive

This location was reviewed as part of the work plan for Engineering in 2018. The trail/sidewalk connecting to the school site does not have a direct linkage to a crossing location. Similar to Isaac Shantz Drive, this location is used as a drop-off zone for the school block. Staff are not currently recommending a pedestrian crossover at this location due to connectivity challenges.

Strategic Plan Conformity

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

Financial Considerations:

This work will require a posted notice period before formal implementation of signage and pavement markings. The pedestrian crossover work was considered in the 2018 Operating Budget. The all-way stop work was not considered in the 2018 budget, but Staff estimate $1500 for advanced warning and signage works. Additionally, third party data collection and study of functionality was not directly considered in the 2018 Budget, but is manageable within the Capital budget for Roads Needs. This work will be initiated following Council approval, should Council wish to proceed with the recommendations.

Conclusion:

It would be considered reasonable based on the guidelines, operational conditions and anticipated future development to implement the above outlined control treatments at this time.

Based on the foregoing, it is recommended to update the Traffic and Parking By-Law schedules to include the pedestrian crossover, amend the associated parking and stopping restrictions and add intersection stop signs as follows:

1. *That the existing Schedule "4", Part V – Section 8 – No Stopping to By-Law No. 2016-52 be amended to be revised as follows:*

    - *Baden, Isaac Shantz Drive, East, From Ditner Avenue to Stuckey Avenue, 80 metres south of the pedestrian pathway, 35 metres north of the pedestrian pathway, Anytime*
    - *Baden, Isaac Shantz Drive, West, From Ditner Avenue to Stuckey Avenue, 80 metres south of the pedestrian pathway, 35 metres north of the pedestrian pathway, Anytime*

2. *That the existing Schedule "10", Part VIII – Pedestrian Crossovers to By-Law No. 2016-52 be amended to include the following:*

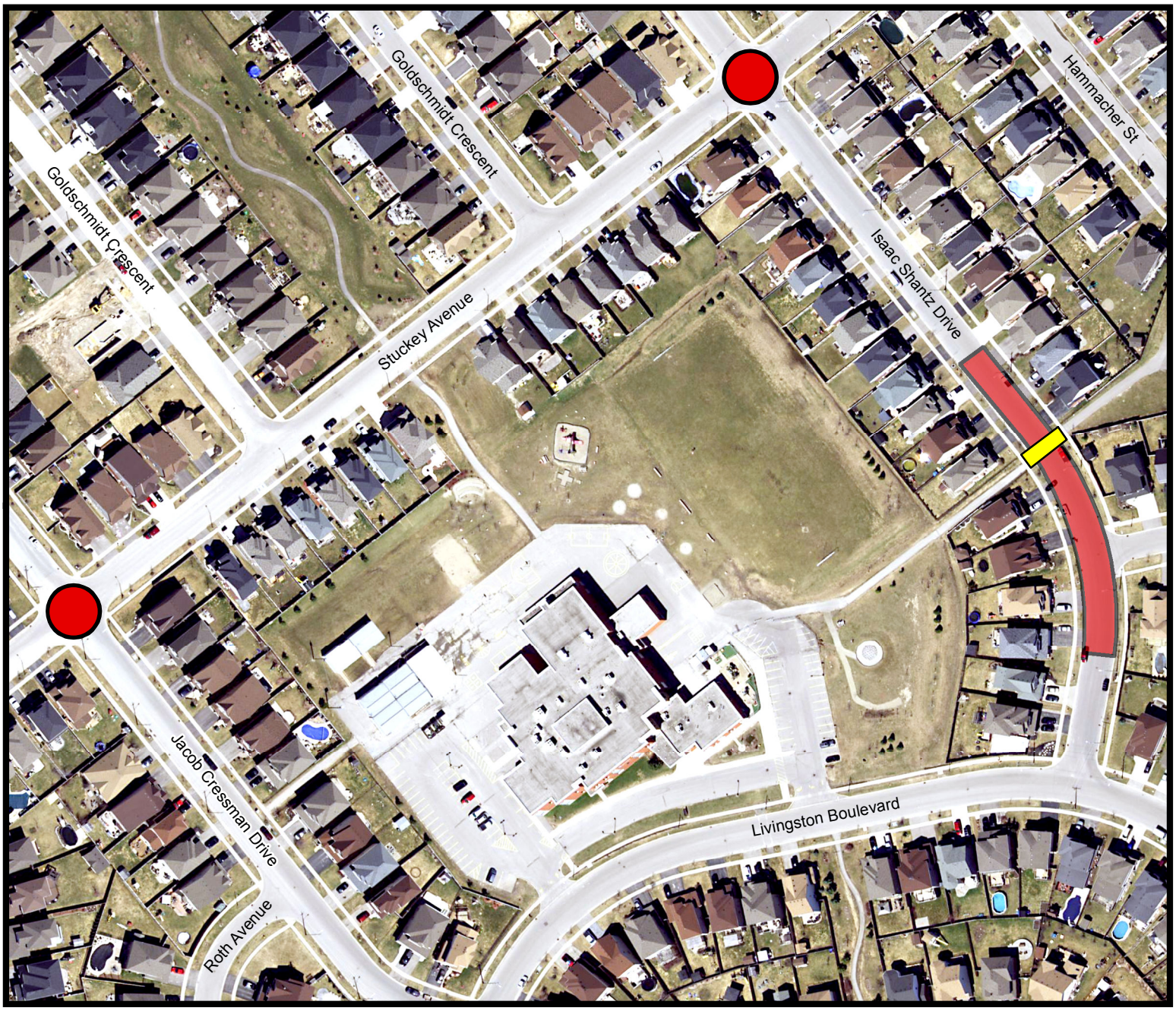
    - *Baden, Isaac Shantz Drive, at the pathway*

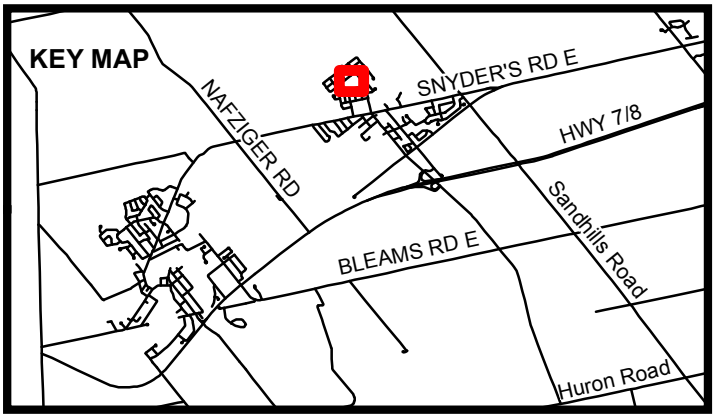
3. *That the existing Schedule "12", Part X – Intersection Stop Signs to By-Law No. 2016-52 be amended to include the following:*

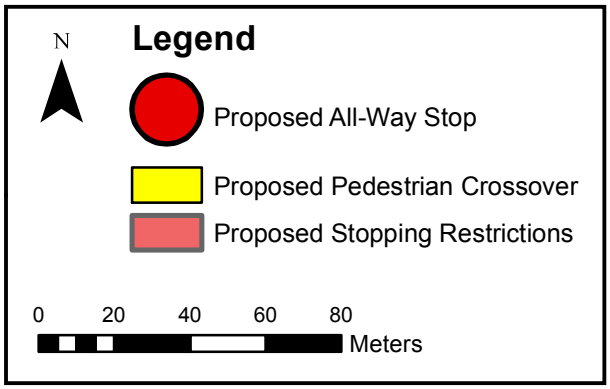
    - *Baden, Stuckey Avenue at Jacob Cressman Drive, Eastbound and Westbound*
    - *Baden, Stuckey Avenue at Isaac Shantz Drive, Eastbound and Westbound*

Jeff Molenhuis	Grant Whittington
Prepared/Submitted by Director of Public Works	Reviewed by Chief Administrative Officer

PW2018-16 TRAFFIC AND PARKING BYLAW PROPOSED SCHEDULE AMENDMENTS FIGURE







August 17, 2018 Reference No. 11180882

Jeff Molenhuis, P. Eng.
Director of Public Works
Township of Wilmot
60 Snyder's Road West
Baden, Ontario N3A 1A1

Dear Mr. Molenhuis:

Re: Baden Traffic Study
STOP Signs at Various Intersections
Pedestrian Crossing on Isaac Shantz Drive
Baden, Ontario

A review of STOP signs as intersection traffic control devices was completed in relation to possible modifications under consideration at intersections in Baden. A discussion of the use of STOP signs is presented as well as an assessment of the proposed pedestrian crossing on Isaac Shantz Drive.

1. Usage of STOP Signs

The Ontario Traffic Manuals are produced and published by the Ministry of Transportation of Ontario to provide guidance to transportation professionals in the design, installation, and operation of traffic control devices. The intent is to provide a uniform roadway system across Ontario leading to a safe driving environment where drivers will have a consistent approach to the usage of signs/signals and pavement markings.

The Ontario Traffic Manual (OTM) – Book 5 describes the use of regulatory signs including the STOP sign. According to the OTM – Book 5, "the purpose of the STOP sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions when traffic signals are not warranted". The manual also states that, "STOP signs are not intended to be used as speed control devices. Their usage should be limited to the control of right-of-way conflicts."

When considering the installation of STOP signs, it is important to complete an assessment of traffic conditions and sightline/geometric conditions. In order to provide a consistent use of the STOP sign, the OTM counsels that, "STOP signs should only be used where traffic engineering studies considering such factors as traffic speeds, traffic volumes, restricted sight lines and collision experience, indicate that the use of STOP signs is warranted."

All-way stop control should only be considered at intersections where the characteristics of both roadways are similar and where the traffic volumes on both roadways are relatively equal. The OTM – Book 5 provides volume warrants, to assist in determining where the installation of all-way stop control would be appropriate. These volume warrants are as follows:

- Total vehicle volume on all intersection approaches exceeds 350 for the highest hour recorded during a 24 hour period
- Volume split between the volumes on the major road as compared to the volumes on the minor road does not exceed a 75/25 percent split at an intersection with three approaches or 65/35 percent for an intersection with four approaches in each of the 24 hours of recorded data.

An additional warrant concerning collisions is also provided in the OTM. This warrant states that in order to meet this criterion for all-way STOP sign installation, the intersection would be subject to an average of four collisions per year over a three-year period. These collisions must be of the type to be mitigated through the installation of all-way stops, which would be right-angle or turning movement collisions.

Existing traffic data was collected in September 2017 and June 2018. Based on the traffic data from 2017 and 2018, the warrants for all-way STOP control are not met at the intersection of Isaac Shantz Drive/Stuckey Avenue. The 2018 data showed that the volume split criteria was met for one hour of the day but the total vehicular volume criteria was not met with only 169 vehicles. The total vehicular volumes collected in 2017 and 2018 fell far below the required 350 vehicles with only 207 vehicles in 2017 and 169 in 2018 during the one hour of data collected.

Projected traffic conditions were also considered with development areas to the west and the north of the existing subdivision. Assuming that the development areas will have a similar residential density to the existing neighbourhood, the number of auto trips was estimated for the full build-out condition and assigned to the intersections in the neighbourhood. Due to neighbourhood growth, future traffic patterns are expected to change with more north-south traffic than presented under current conditions. The traffic patterns are anticipated to reverse the major and minor legs, with approximately 65 percent of traffic at the intersection currently travelling in the east-west direction to a projected 65 percent of traffic expected to travel in the north-south direction.

There is a section in the OTM related to the inappropriate use of STOP signs. Among the situations where all-way stop control should not be used are:

- As a speed control device
- At intersections that are offset, poorly defined, or geometrically substandard

Generally, all-way STOP controls are expected to increase delay for vehicles approaching the intersection and may encourage motorists to roll through the intersection when there are no opposing vehicles present or increase their speed after the intersection to make up lost time.

A temporary all-way STOP control was discussed with Township staff. Based on the current operations and on the full build-out development conditions, it is reasonable to install an all-way STOP control at this location at this time. Considering the neighbourhood traffic patterns, land use, and road layout, a similar stop control would be appropriate at Jacob Cressman Drive and Stuckey Avenue. Monitoring the operations and impact may be considered. The monitoring program is estimated to cost $8000.

2. Pedestrian Crossing Locations

The Ontario Traffic Manual - Book 15 – Pedestrian Crossing Treatments provides an assessment tool to help determine whether a candidate location is appropriate for a pedestrian crossover. The assessment tool considers vehicular volume, pedestrian volume, location, and pedestrian connectivity. Based on the information provided about the potential crossing location on Isaac Shantz Drive, this location is appropriate for a pedestrian crossover.

There are several types of pedestrian crossovers that are named Type A to Type D. The various pedestrian crossovers (PXO) differ with respect to the number and location of signs and whether flashing beacons are utilised with Type A having the most prescriptive components and Type D having the least. The type of PXO to be installed in a particular location relates to the volume of vehicles, the posted speed limit, and the number of lanes on the roadway. A PXO of Type D is appropriate for Isaac Shantz Drive.

Due to the curvature in the road on Isaac Shantz Drive, there is approximately 50 m of sight distance for a northbound vehicle to the location of the proposed pedestrian crossover. Drivers would be unlikely to see a pedestrian in the pedestrian crossing in enough time to stop before a collision. To increase the sight distance and improve the ability for vehicles to stop for pedestrians in the PXO, parking should be prohibited on both sides of the street to the north of the Canada Post box location. Also, a centre line should be painted 3.5 m from the east curb to shift northbound traffic to the east. With these changes, the sight distance is increased to approximately 70 m which is related to a design speed of 53 km/h.

Sincerely,

GHD

Vanessa Skelton, P.Eng.

VS/al/1

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2016 - 52

SCHEDULE "4"

PART V - SECTION 8

NO STOPPING

REFERENCE	HIGHWAY	SIDE (S)	FROM	TO	TIMES/DAYS	AMENDING BY-LAW NO.
New Hamburg	Hamilton Road	West	Highway 7/8	Boullee Street	Any time	2001-14
New Hamburg	Hamilton Road	East	Highway 7/8	138 metres northerly	Any time	2001-14
New Hamburg	Hunter Street	West	South curb line of Huron Street	33 metres southerly	Any time	2004-01
New Hamburg	Boullee Street	Both	Jacob Street	Asmus Street	Any time	2005-96
New Hamburg	Jacob Street	East	Boullee Street	30 metres southerly	Any time	2007-41
Baden	Sandhills Road	West	Snyder's Road East	Gingerich Road	Any time	2006-29
Baden	Livingston Boulevard	South	Jacob Cressman Drive	Isaac Shantz Drive	7:30am to 3:30pm	2006-46
Baden	Livingston Boulevard	North	155 Livingston west driveway	155 Livingston east east driveway	7:30am to 3:30pm	2006-46
Baden	Stuckey Avenue	Both	Jacob Cressman Drive 35 metres on either side of the pedestrian pathway	Isaac Shantz Drive	Anytime	2018-20
Baden	Isaac Shantz Drive		Ditner Avenue	Stuckey Avenue	Anytime	
		East	80 metres south of the pedestrian pathway, 35 metres north of the pedestrian pathway			
		West	80 metres south of the pedestrian pathway, 35 metres north of the pedestrian pathway			

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2016 - 52

SCHEDULE "10"

PART VIII

PEDESTRIAN CROSSOVERS

REFERENCE	HIGHWAY	LOCATION	AMENDING BY-LAW NO.
Baden	Stuckey Avenue	at the pedestrian pathway	2018-20
Baden	Isaac Shantz Drive	at the pedestrian pathway	

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2016 - 52

SCHEDULE "12"

PART X

INTERSECTION STOP SIGNS

REFERENCE	HIGHWAY	INTERSECTING AT	FACING TRAFFIC TRAVELLING	AMENDING BY-LAW NO.
Baden	Stuckey Avenue	Jacob Cressman Drive	Eastbound	
Baden	Stuckey Avenue	Jacob Cressman Drive	Westbound	
Baden	Stuckey Avenue	Isaac Shantz Drive	Eastbound	
Baden	Stuckey Avenue	Isaac Shantz Drive	Eastbound	

Township of Wilmot
REPORT

REPORT NO.	**DS 2018-19**
TO:	**Council**
PREPARED BY:	**Andrew Martin, Manager of Planning/EDO**
DATE:	**August 27, 2018**
SUBJECT:	**Draft Plan of Condominium Application 30CDM-18602 320 Waterloo Street, New Hamburg Dixie Developments Inc.**

Recommendation:

That Draft Plan of Condominium Application 30CDM-18602 (Dixie Developments Inc.) be recommended to the Regional Municipality of Waterloo for draft approval subject to the following conditions:

1. That this approval applies to Draft Plan of Condominium 30CDM-18602 prepared by Guenther Rueb Surveying Limited and with a Surveyor's Certificate of May 31, 2018;

2. That, prior to or concurrent with the registration of the plan, the owner shall grant any additional easements or rights of access required for utility or municipal services purposes to the satisfaction of the Director of Public Works;

3. That, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a parkland dedication fee of $9375.

Background:

Plan 30CDM-18602 is a proposed condominium plan for a 6 unit residential building developed at 320 Waterloo Street in New Hamburg.

Development of the property with 6 dwelling units was approved through Zone Change Application 04-17 and implemented by By-law 2017-24. A detailed site plan approval process was undertaken which implemented the public input received through the zoning process. A site plan agreement was registered as instrument number WR1075927 and implements all aspects of the development.

Discussion:

Upon registration, the condominium application will allow the developer to convey title/interest of each unit to separate purchasers. The development is substantially completed. The completion

of all remaining site works approved through the site plan process is secured through a letter of credit.

The property has already been subject to significant review and public process; this application simply facilitates the final stage in development allowing units to be conveyed individually.

Strategic Plan Conformity:

The approval of alternative housing forms of greater density then traditional single family homes enables the amount of land required to accommodate growth to be minimized, in return protecting farmland and green space.

Financial Considerations:

The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application and the parkland dedication fee will be collected prior to registration of the condominium.

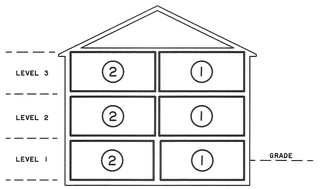
Conclusion:

Subject to the conditions outlined in the recommendation, staff recommend that Township Council support draft approval of the condominium plan.

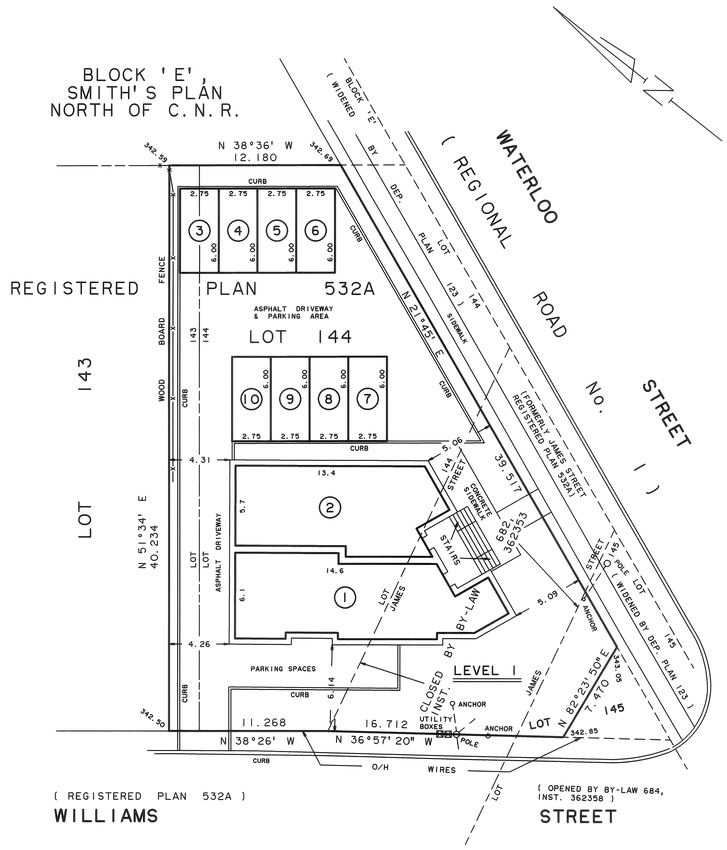
Andrew Martin, MCIP RPP
Prepared by Manager of Planning/EDO

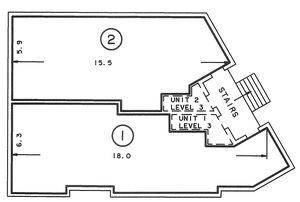
Harold O'Krafka, MCIP RPP
Submitted by Director of Development Services

Grant Whittington
Reviewed by Chief Administrative Officer



PROFILE DIAGRAM
ILLUSTRATING RELATIONSHIP OF LEVELS
(NOT TO SCALE)





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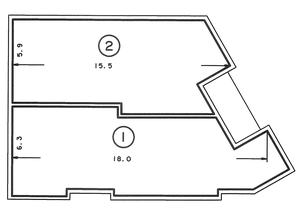
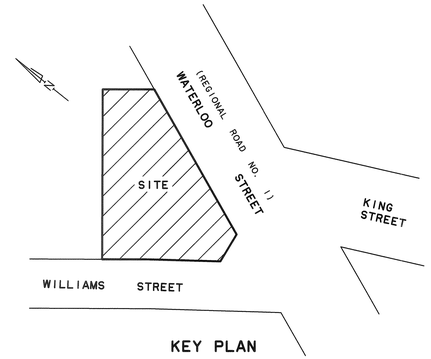


LEVEL 3



KEY PLAN
(NOT TO SCALE)

DRAFT PLAN OF CONDOMINIUM

ON PART OF LOTS 143, 144 & 145
& PART OF JAMES STREET (CLOSED BY BY-LAW 682, INST. 362353)
REGISTERED PLAN 532A

TOWNSHIP OF WILMOT

REGIONAL MUNICIPALITY OF WATERLOO

SCALE = 1 : 200 (0 2 4 6 8 10 m)

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES & CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

RELEVANT INFORMATION

ZONING	- 3
PARCEL AREA	- 937 square metres
NUMBER OF APARTMENT UNITS	- 6
OUTDOOR PARKING UNITS	- 8

NOTES

1. FINAL UNIT BOUNDARIES WILL BE PER REGISTERED DECLARATION AND UNIT DIMENSIONS SHOWN ARE APPROXIMATE ONLY; PHYSICAL BOUNDARIES AS CONSTRUCTED WILL GOVERN.
2. UNITS 3 TO 10, LEVEL 1, ARE OUTDOOR PARKING SPACES.

UNIT NUMBERS DESIGNATED THUS (2)

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 OF THE PLANNING ACT.

2. A,B,C	-	AS SHOWN
D	-	CONDOMINIUM APARTMENT DEVELOPMENT
E,F,G	-	AS SHOWN
H	-	MUNICIPAL PIPED WATER
I	-	LOAM
J	-	AS SHOWN
K	-	MUNICIPAL SEWERS & STORM DRAINS SUPPLIED, POLICE, FIRE & SANITATION SERVICES ARE AVAILABLE.

OWNER'S CERTIFICATE

I HEREBY AUTHORIZE GUENTHER RUEB SURVEYING LIMITED TO SUBMIT THIS DRAFT PLAN OF CONDOMINIUM.

JULY 3, 2018

HEIDI FAUL

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATED AT KITCHENER
MAY 31, 2018

ERICH R. RUEB
ONTARIO LAND SURVEYOR

GUENTHER RUEB SURVEYING LIMITED
KITCHENER, ONTARIO

Job No. 18-8

Township of Wilmot
REPORT

REPORT NO. **PRD 2018-04**

TO: **Council**

PREPARED BY: **Scott Nancekivell**

DATE: **August 27, 2018**

SUBJECT: **Facilities & Recreation Services Quarterly Activity Reports**

Recommendation:

That the Facilities & Recreation Services Activity Reports for the second 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 second 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.
Prepared/Submitted by Director of Facilities & Recreation

Grant Whittington
Reviewed by Chief Administrative Officer

FACILITIES & RECREATION SERVICES
Recreation and Community Services Division
Quarterly Activity Report (April – June 2018)

- Staff began working on the compilation of the Fall/Winter Community Recreation Guide.
- Continued to meet with Wilmot Family Resource Centre and Community Care Concepts regarding the programming partnership at the Wilmot Recreation Complex.
- Partnered with Community Care Concepts and Wilmot Family Resource Centre to offer the second annual Seniors Health Fair at the Wilmot Recreation Complex on May 24th. Once again the event was fully booked.
- Continued to work with the activity leaders of the Seniors Shuffleboard Program.
- Started offering Pickleball at the St. Agatha Community Centre on Mondays from 1-3 pm.
- Staff completed the program plan for the for summer day camp. Day Camp staff were hired and trained; and youth volunteers were recruited. This year the summer day camp program will be offered at the Wilmot Recreation Complex in July and August. Weekly program themes include: Classic Day Camp (2 – 1 week sessions), Nature Nut Camp, Spy Camp, Our Camp Has Talent, Sports Camps (3-1 week sessions) and Water & Sport Camp will be offered four times during the summer.
- Staff began planning the Fall/Winter program session. Two fitness instructors are no longer offering their services. Staff are trying to recruit new instructors to take over their programs.
- Continued to work with Regional staff and other municipal staff in the Region on the Healthy Kids Community Challenge. The year 2018 is the fourth and final year of the program. The theme this year is Power Off and Play. The goal is to get youth to turn off the computers, tablets/Ipads, video games, cell phones, etc. and participate in other non-screen activities.
- Summer program registration for the aquatics, recreation and fitness programs for Township residents was held on June 5th; Non-resident registration began on June 12th.
- Staff continued to supervise and work with the Youth Action Council. In June they held their season finale on the front lawn of Castle Kilbride. It was an outdoor family movie night. The event was well attended and a lot of positive feedback was received about the evening.
- Met with reps from William Scott Festival to discuss the logistics of the event. The event was held on June 23, 2018 in Scott Park. Despite the weather, the event went well. Organizers plan to offer it again next year.
- Continued to work with the Canada Day Committee on the organization of the Canada Day Celebrations. Although, attendance was slightly down, the event attracted more than 5000 people.
- Continued discussions with the New Dundee Victoria Day Committee relative to the logistics and support needed from the Township.
- Continued to work with the volunteers of the Civic Beautification Committee of the Wilmot Horticultural Society. This year is the Wilmot Horticultural Society's 50th Anniversary. In recognition of their anniversary a daylily was grown especially for the event and named "Wilmot

Summer Sunset." The special lily is being planted across the Township in municipal flowerbeds and the Township also purchased some to be planted at the Township Administration Office.

- Staff met with the president and liaison of The Community Players to discuss additional facility usage needed for the upcoming season. Several ideas were discussed and will be presented back to their executive for a decision.
- Met with staff from Waterloo Region Public Health regarding the assessment of food being offered in the concession booth at the Wilmot Recreation Complex. The Region is conducting an analysis of the food being offered in all municipal facilities and encouraging municipalities to provide additional healthy snack options to facility patrons.
- Staff began gathering information for the comprehensive rate review. A report will be brought forth later this year.

Prepared by:

Vicky Luttenberger
Manager of Recreation and Community Services

FACILITIES & RECREATION SERVICES
Aquatics Division
Quarterly Activity Report (April - June 2018)

- Staffing - We had 10 staff members submit their letter of resignation by the end of June. We had 13 staff members take a leave of absence for the summer months. Most left for summer camp employment. We hired 4 new staff members for the summer; Zaccardi Ljubisic as an Assistant Instructor with Lifeguard qualifications and Isla Romano, Emily Smith and Hanna Toth as Assistant Instructor/Guards. For the summer session we will be operating with fewer staff members in order to give more hours to those remaining staff members. As in previous years, we will be required to hire additional part-time staff for the Fall program. We have been informed that several staff will be attending post-secondary education outside of the Waterloo Region and the ones attending post-secondary intuitions locally will be looking for fewer hours as they get their bearings with a new school setting.

- Our spring 2018 session had a total of 1060 Learn-to-Swim participants, 22 Leadership participants, 120 privates, 64 semi privates and 27 Drop-in lesson participants. Our spring 2017 session had a total of 1043 Learn-to-Swim participants, 47 Leadership participants (includes Pool Operation recertification), 188 privates, 84 semi privates and 32 Drop-in lesson participants.

- We had a waitlist of 174 people this spring compared to 113 in 2017. We still had a large number of people on the waitlist even though we had programmed an increase in the number of learn-to-swim lessons we offered this session over previous years. Some of those who remained on the waitlist were on the waitlist for more than one program time slot. We were able to cancel and transfer low registration number classes to other times and reassigning those time spaces to classes as well as creating some additional classes to accommodate the waitlist patrons.

- From April to June 2018 we had 9518 people participate in our recreation swims. These swims include length swims, open swims, family swims and Aquafit classes. We had 9561 people participate in our recreation swims for the same months in 2017.

- There were a total of 3895 people who participated in various pool rental programs (including 3133 Aces, 370 Board of Education participants and 392 Private rental participants) during the spring 2018 months. In comparison to 4294 people who participated in various pool rental programs (including 3246 Aces, 308 Board of Education participants and 740 Private rental participants) during the spring 2017 months.

- Attended two meetings at the Lifesaving Society in Toronto. One for an affiliate meeting to discuss Learn-to-Swim and Leadership programs, the other to discuss the Swim-to-Survive grant programs for grade 3 and 7 classes.

- Staff completed programing for the 2018/ 2019 Fall/ Winter schedule to be inputted into the Active Net registration software.

- The WRC sent 7 Head Guards to the Annual WWRAC Aquatic Symposium. Aquatic staff members from aquatic facilities in the Waterloo and Wellington Regions are given training by experts on the latest lifeguarding and swim instruction information and techniques. This year was hosted by the City of Guelph at the newly renovated Victoria Road Recreation Centre. This year Dr. Tessa Clemens presented research on Non-Fatal Drownings in Canada and introduced the Canadian Drowning prevention plan. Other sessions included changes to the Ontario Health Regulation 565 – Operations of a Public Swimming Pool, changes to Employment Standards Bill 148, Instructing Multi-level swimming lessons, and Relationship with 911 EMS services.

Prepared by:

Angela Bylsma Anderson
Aquatics Manager, Wilmot Aquatic Centre

FACILITIES & RECREATION SERVICES
Parks and Facilities Division
Quarterly Activity Report (April – June 2018)

- Assisted with the preparation of new workspace areas at the Baden Admin office (Public Works) and at the WRC (Parks & Facilities).
- Prepared for a major ice storm in April; staff were called in to close the WRC as police were closing roads around the Twp. during the storm.
- Major flooding occurred this past spring, which put our Parks and Facilities staff under a great deal of pressure. We had major field, fence and river debris issues to address at Norm Hill, Kirkpatrick and Scott Park. As staff worked toward our May 1st park opening date, we were faced with a late snow/freezing rain storm to deal with. Staff believe that 2018 was the worst spring cleanup the Dept. has ever faced. Despite our neighboring municipalities delaying their field openings by 2 weeks, we were able to open our sports fields on April 29th for our 1st rental.
- HS Fencing was hired to repair, reuse what we could salvaged, and replace the damaged fences and back stop (D#3) at Norm Hill Park. Staff worked with HS Fencing and P. Gingerich Excavating to get the repair work completed on all 3 ball diamonds before the May 1st deadline.
- Wagler Electric installed 4 new concrete pole bases, underground hydro conduit/wires and the main hydro cabinet for new light posts and LED lights that will be installed in late July at the New Dundee Park tennis courts.
- Contacted JJEI to train arena staff on how to safely remove the Engo ice resurfacer from the ice in the event of a breakdown during a scrape/flood operation. All arena operators were trained on proper procedures, including safely towing the machine off the ice and into the WRC maintenance corridor. The exercise went extremely well and staff feel very confident with the hands on training they received.
- Prepared documents and worked with Finance staff to release the tenders for 2 replacement vehicles in our department.
- Southwest Doors was hired to remove and replace 3 doors at Mannheim CC. Facilities staff worked alongside SWD to get this job completed, and Goodwin Electric was hired to wire in the electronic automatic door openers.
- Staff assisted with the Council BBQ during the Living Well Festival; once again the event was a huge success.
- Facility staff and Buddsteel worked together to remove/replace the washroom fixtures that were damaged due to vandalism at Scott Park.
- Worked with event coordinators from the Baden Road Race.
- Assisted Lance Russworm with logistics to get the final mural completed at the NH Grandstand.
- Worked with K-W Hydro and Goodwin Electric to replace the hydro meter base at Norm Hill Park that was damaged during the spring flood.

- Mennonite Relief Sale went well despite the extreme heat and humidity experienced this year. It was reported that event attendance may have suffered a little due to the heat wave.
- Worked with Simplistic Lines to make sure the soccer fields were lined for the start of the soccer season.
- Worked with P.G. Excavating to repair a few trail areas at WRC that were damaged due to heavy rain/snow melting. We added drainage tiles in some areas to help prevent issues from occurring in the future.
- Worked with Brantco Paving once the May temperatures exceeded 18c, to repair and complete the outstanding work on the twin tennis courts at Beck Park, Baden.
- Worked with Wesley Paving and Ancastor Courts at New Dundee Park to get the new twin tennis courts painted, net posts installed, and nets up once the weather was favorable to do so.
- Met and worked with event staff from the Wilmot Aquatic Aces Triathlon group, to make sure the WRC driveway area, parking lot and trail system was ready for the event.

Prepared by:

Geoff Dubrick
Parks and Facilities Manager

Township of Wilmot
REPORT

REPORT NO. **FD 2018-05**

TO: **Council**

PREPARED BY: **Rod Leeson, Fire Chief**

DATE: **August 27, 2018**

SUBJECT: **Award of Tender 2018-05 Auto Extrication Equipment**

Recommendation:

That Tender 2018-05 be awarded to Code 4 Fire and Rescue (Hurst Jaws of Life) in the amount of $167,085 (plus HST) for the supply and delivery of a Battery/Electro Operated Auto Extrication Equipment complete with required training.

Background:

On July 9, 2018 a tender for the supply and delivery of Battery/Electro Operated Auto Extrication Equipment for Wilmot Fire Department, was advertised and released for on-line bidding purposes.

Discussion:

On July 30, 2018 a total of two tenders were received for the Battery/Electro Operated Auto Extrication Equipment for Wilmot Fire Department. Code 4 Fire and Rescue met all tender specified requirements while M&L Supply, Fire & Safety did not meet the tender specified requirements, and therefore was disqualified.

The results provided in the table below and based on three (3) complete systems:

Battery/Electro Operated Auto Extrication Equipment Bidders (excluding taxes)

Code 4 Fire and Rescue (Hurst) (Hagersville)	$167,085
M&L Supply, Fire & Safety (Amkus) (Ingleside)	Disqualified

Strategic Plan Conformity:

Through an open and transparent bidding process, the Township is communicating municipal matters. The operations of the Wilmot Fire Department ensures the safety of the community.

Financial Considerations:

The approved 2018 capital budget contains $146,000 for the purchase of Auto Extrication Equipment all three (3) stations of the Wilmot Fire Department. Funding was provided from the general levy for the complete project works.

The bid price, net of the HST rebate from Code 4 Fire and Rescue, is $170,026 for all three (3) complete systems. Included within the scope of work will be a comprehensive training program for all volunteer firefighters on the effective operation of the new tools.

During the course of the year we receive many competitive quotations, proposals and/or tenders that are under or over budgeted amounts. The additional costs associated with this project will be reconciled with the overall capital expenditure statement at year-end.

Conclusion:

Staff recommend that the tender for the supply and delivery of the Battery/Electro Operated Auto Extrication Equipment for Wilmot Fire Department, be awarded to Code 4 Fire and Rescue for the bid price of $167,085 plus applicable taxes.

Rod Leeson
Prepared by Fire Chief

Rod Leeson
Submitted by Fire Chief

Grant Whittington
Reviewed by Chief Administrative Officer

Township of Wilmot
REPORT

REPORT NO.	**CK2018-03**
TO:	**Council**
PREPARED BY:	**Tracy Loch**
DATE:	**August 27, 2018**
SUBJECT:	**Quarterly Activity Report – April, May & June 2018**

Recommendation:

That the Castle Kilbride Activity Report for the months of April, May and June 2018 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:

- Promoted Castle Kilbride in "May is Museum Month" through the Ontario Museum Association; Partnered with the Waterloo-Wellington Museum Network for a full-page ad in The Record and Waterloo Regional Tourism promoting museums in Waterloo Region for the May awareness celebration. The Network created a prize package this year for museum patrons to win based on visitation during May. Castle Kilbride had a ballot box.
- Created and confirmed social media plan with Explore Waterloo Region to promote the museum during specific times during the year.
- Coordinated the final phase of the grandstand mural project with artist Lance Russwurm. The project was completed mid-May just in time for the New Hamburg Mennonite Relief Sale. The mural project has received lots of positive feedback from the community.
- Began re-organization of the Assessment and Collector Rolls for the Township of Wilmot. By the end of the summer these books will be shelved chronological and a list will be produced that entails the entire collection for easy reference and retrieval.
- Coordinated exterior painting (of all wooden surfaces) of Castle Kilbride following the maintenance program for the museum.
- Coordinated interior mural conservation/restoration as part of the care and maintenance of ensuring the longevity of the murals. This supports the national designation along with the Mission Statement of the museum. The contractor will work in two phases. First phase was March – April. Once the summer tourist season is past, the work will reconvene in September for the second phase and project completion.

- Coordinated Steering Committee meetings and updates for the Arts and Culture Master Plan; continue to plan and coordinate project time line with TCI Management Consultants.
- Assisted University of Toronto Press Editorial Assistant with a photo selected of Wilmot Township to be featured on the front cover of a book about small Ontario towns.
- Assisted the head office of New Orleans Pizza marketing department for a black and white photo of New Hamburg that will become a vinyl wall mural at their New Hamburg location.
- Coordinated the 2018 summer concert series program for Castle Kilbride. Eleven concerts will be presented from June 21 to August 30. (Note: this year the series started one week earlier to try and avoid inclement weather that seems to come late summer).
- Wrote and submitted Community Museum Operating Grant (CMOG) to Ministry of Culture for consideration.
- Welcomed travel writer Mike Keenan (via Stratford Tourism Alliance) who was writing a Stratford story for the Niagara market seniors and included Castle Kilbride in his article.
- Welcomed travel blogger Stephanie Mayo (via Stratford Tourism Alliance) from Toronto who was writing an article targeting 20-30 year olds to visit this area.
- Interviewed, hired and trained new summer students.
- Provided continued support on the Prime Ministers Path Committee; took the lead for the planning and delivery of the unveiling of the Rt. Hon. Kim Campbell statue. Included invitation design and distribution, media release development before/after event (in conjunction with PM Committee Coordinator), social media coordination for Township, photography, booking piper, town crier, concert band, special guest to assist with the unveiling, statue delivery and installation, set up and take down of event, interviews with the media.
- Met with an author from Toronto writing a non-fiction book that connects Castle Kilbride with Listowel, Ontario during the late 1800s.
- Assisted organizers of Baden Cornfest with program that includes Castle Kilbride as a feature property once again at the event. Coordinated vintage car show with Delmer Bender to be highlighted on the front property that day. Tours of the Castle will be by donation with a unique “Eye Spy” tour using the theme of corn along with heritage rug hooking demonstrators to enhance the day.
- Coordinated the distribution of marketing material for Castle Kilbride at all Ontario border crossings and OnRoute highways locations. Also included is promotion of Castle Kilbride and the Township of Wilmot with Waterloo Regional Tourism’s new social media campaigns.
- Marketed information about summer exhibits and events at Castle Kilbride to all media sources.
- Assisting the Heritage Wilmot committee with updating of the Non-Designated Heritage Register.
- Met with various owners of heritage properties to review current designation and proposed renovations. For one property owner, met and discussed a possible designation under Part IV of the Ontario Heritage Act.
- Responded to various genealogical requests and provided support to researchers.
- Accepted into the collection: records from the Baden Tennis Club, a Centennial dress made for the Haysville Women’s Institute; a Victorian crazy quit, collection of seasonal postcards (1909-1924); three New Hamburg hockey trophies via the Privacy & Records Information Management Officer at the Waterloo Region District School Board.

*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 CK2018-03 noting the activities of the Castle Kilbride department be received.

Tracy Loch
Prepared by/Submitted by Curator/Director

Grant Whittington
Reviewed by CAO

Assistant Curator's Report

SUBJECT: Quarterly Report for April, May & June 2018

SUBMITTED TO: Tracy Loch

SUBMITTED BY: Sherri Gropp

Education:
Curriculum Programming: We had **140** school children participate in our spring educational programs

- *Playing in the Past (Grade 1/2/3)*
- *A Knight at the Museum (Grade 3/4)*
- *Artifacts (Grade 5/6)*
- *General Tour with Toys program-ESL*
- *History of Furniture -Conestoga College*

Additional Educational Programming offered:

- PD Days- created special activities and crafts to coincide with school PD days on May 4
- Summer Camp–organized payment; scheduled participants; prepared outlines for activities.

Events:
Happy 100th Laura Louise! Hosted a birthday party on what would have been the 100th birthday of Laura Louise Livingston who was born at Castle Kilbride on May 24th, 1918. We gave special tours and had 40 people participate on this special day.

Twenties Tea & Tour - This was offered for the entire month of June, with more to come in August. In celebration of the special exhibits this year we introduced a new spin on our traditional Victorian tea by offering a "Twenties Tea & Tour" theme. People have responded positively to this new theme. We sold out for both June and August. We had a record 118 participants. Groups ranged from 20 people to smaller groups of 2. Accepted bookings and processed payments; scheduled and trained staff; organized tables, pressed linens, prepared food and tea; cleaned and dismantled chairs. I would like to explore on-line scheduling and payment option for 2019. This would cut down on staff time and people cancelling last minute.

Prime Ministers Path Statue Unveiling- Decorated the front of Castle and grounds. Assisted with having students in costumes interacting with guests. Designed new brochure including the new Rt. Hon. Kim Campbell information. Assisted with the concert following the unveiling.

Summer Concert Series- The series kicked off on June 21, with the T'was Now. Eleven concerts in total to be offered throughout the summer.

Exhibits:
The Roaring Twenties: Childhood Bliss (On exhibit until Jan. 6, 2019). To celebrate what would have been the 100th birthday of Laura Louise Livingston this exhibit highlights influences from her youth during the 1920s. Laura Louise lived an opulent childhood which nourished a lifelong love of the arts.

- Coordinated and installed exhibit in Wilmot museum (lower level)
- Designed text panels
- Sourced artifacts and properly mounted for display

Dramatically Deco (*On exhibit May 24 – November 11, 2018).* Laura Louise Livingston loved the Stratford Festival. She even attended the opening in 1953. This exhibition in partnership with

the Stratford Festival Archives features costumes from plays set in the 1920s. From outfits worn by Brian Bedford, Cynthia Dale to Maggie Smith.

- Arrange the loan with the Stratford Festival Archives
- Assisted with the installation
- Created coordinating panels for each room

Bouquets of Bliss *(On exhibit May 1 – September 9).* What is Victorian Floriography? The language of flowers- floriography stems from the coded messages of the Victorian era that aided the exchange of feelings through flowers. This exhibit features floral artifacts from Castle Kilbride's collection. A special exhibit in honour of the Wilmot Horticultural Society's 50th Anniversary

- Sourced artifacts
- Coordinated and installed exhibit in the Belvedere Gallery
- Created informational text panels

Museum Collection:

- Processed in-coming donations which included: accessioning, cataloguing and photographing artifacts; Entered data into PastPerfect database

Students:

- Assisted with summer student interviews; Trained and orientated students on admissions, conducting adult tour and children's tours; Prepared staff schedules and organized students for front cash coverage; Gave guidance and supplied information for summer camp activities; Prepared student collection work projects on a weekly basis

Administration:

- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Conducted routine inspections of the Castle and insured the contents were safe
- Responsible for booking for tours, school programs, camp registration, special events, weddings.
- Conducted educational and group tours.
- Greeted guests and processed admissions; handled inquiries.
- Routinely cleaned museum and artifacts; inspected rooms.
- Prepared a weekend museum staff "*To Do List"* each week.
- Social media- managed and added content Castle Kilbride's website. Prepared Facebook and entered all Facebook posts. Prepared tweets for exhibit and events.
- Maintained event listings for area tourism.
- Attended Castle Kilbride Advisory Committee meetings

Month	**School**	**Bus**	**Regular**	**Event**	**Total**
April 2018	20	21	84	30	155
May 2018	11	27	169	48	255
June 2018	140	30	316	1145	1631
Total	**171**	**78**	**569**	**1223**	**2041**
2017	142	258	557	819	**1776**
2016	159	175	508	730	**1572**
2015	52	161	568	420	**1201**
2014	152	124	447	449	**1172**
2013	59	139	482	160	**840**

GRAND Actions

The Grand River watershed newsletter

Grand River Conservation Authority

July 2018 • Volume 23, Number 3

What's Inside:

Features
Mock emergency 1
Stay safe in nature 2
Why leash dogs 3

Taking action
Cleaner wastewater 4

Nature centres
Wild Wednesdays 5
A parent's letter 6
Wild Wee Ones 6

Foundation
Groundwork laid at Guelph Lake 6

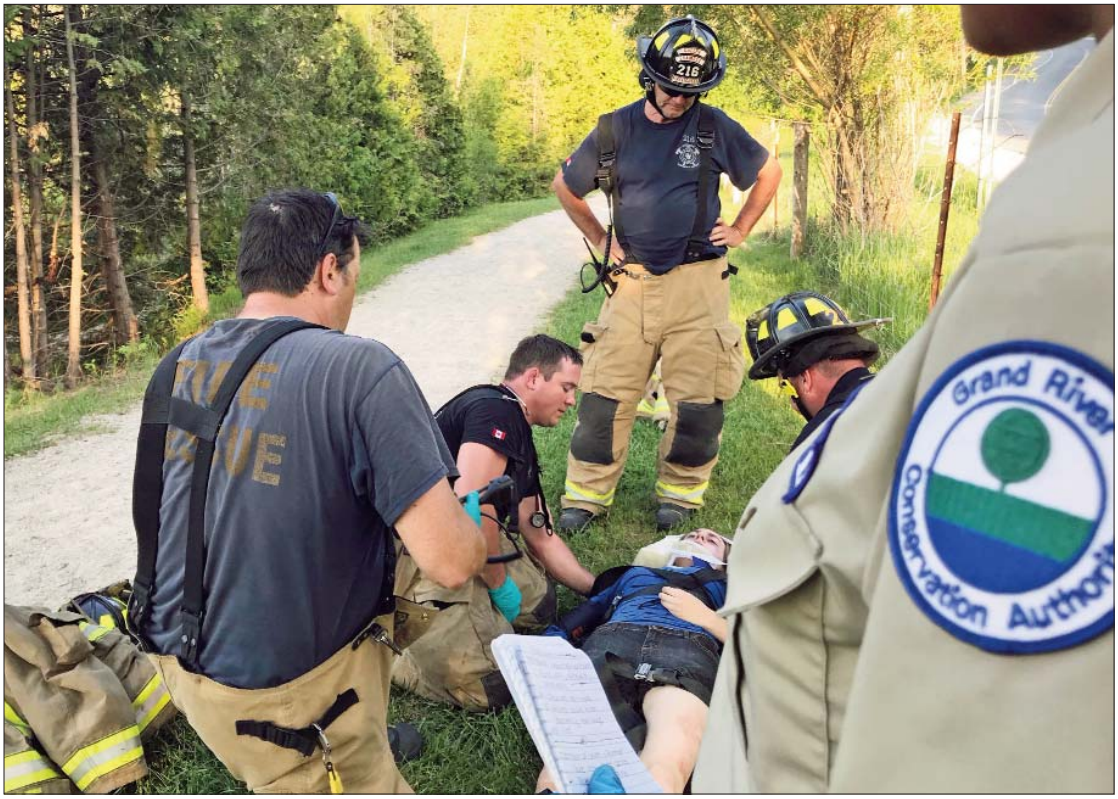
Did you know
Grand River mussels 6

Watershed award
Nature Guelph 7

Calendar 8

Cover photo

Firefighters, emergency services and GRCA staff at a mock emergency exercise. Photo by Steve Murphy



Preparing for an emergency at Rockwood Park

By Janet Baine
GRCA Communications Specialist

Campers and park visitors may have been very surprised when Rockwood Park became chaotic one balmy evening at the end of May. But fortunately it was all planned.

This was a mock emergency exercise code named "hell on wheels." It was devised to give park staff the chance to work with local emergency services personnel and to develop a co-operative approach to emergency planning.

In the scenario, a speeding truck crashed through a fence into the park from Guelph Line. It toppled over, leaving the driver unconscious and the passenger injured. The truck happened to be carrying hazardous material that then spilled into the water, so an emergency spill cleanup also had to take place right away.

If that was not enough, two fishing rods were found unattended, and this was the last known location of two children whose mother was frantic to find them.

GRCA staff receive extensive training, but this hands-on test brought it all to life. They knew an emergency exercise was being planned, but they didn't know the details.

"Everyone learned something," said Rockwood Park Superintendent David Townsend, who devised this scenario with Steve Murphy, Emergency Management and Communications Coordinator Dufferin County. While David was the lead on this exercise, he was also a participant so he could not have done it without Steve. The scenario was based on incidents that have taken place at the park.

Top: emergency exercise participants gather to debrief at the end of the evening. Left: firefighters remove a passenger from a vehicle. Right: a victim is treated.

The park staff called David right away but he waited 20 minutes to arrive, just as if he had been coming from home. For this reason, the staff took charge and called the emergency services, extinguished a small fire and started searching for the missing children.

Working with EMS

Agencies that participated in the exercise have a high interest in future partnerships, as it helps them learn their way around and know what to expect once they arrive.

Participants in the training included Dufferin Emergency Search and Rescue (DESAR), 25 members of the Guelph/Eramosa Volunteer Fire Department and staff from Wellington and Dufferin counties.

Fifteen GRCA staff members, including those who came in to play the role of victims, were also part of Rockwood's mock exercise.

One thing David learned from the exercise is to have staff clear the beach right away when someone may need to be airlifted to a hospital, because this can take time. There was a full debriefing for everyone involved.

This is the second mock emergency exercise at the park. During the first scenario in 2015, a tornado tore through the park, leaving some havoc in its wake.

Life experience

David's interest in preparing for emergencies is heartfelt, since it reflects his life experience. He received a Medal of Bravery from the Governor General for his actions when he came upon a car crash on his way home from work in 2009. He was also recognized by the provincial government and the OPP for rescuing two people from a burning car in Eramosa Township.

According to the citation from the Governor General, David broke through a door to reach an injured passenger, who was being held upside down by her seat belt. Despite flames hindering his efforts and multiple cuts he sustained, he worked quickly to free the woman and finally dragged her out. Others stepped in to help bring the woman a safe distance away, moments before the vehicle became completely engulfed in flames.

Stay safe in natural areas

Perfection can be found in the great outdoors as the sun rises, as it sets and all times in between.

Wide open sky, trails and a water-side view — what can go wrong?

It's good for physical and mental well-being to get outside and enjoy nature, but there are risks. Here are a few tips to guide you on being prepared for the curve balls that can happen during an outdoor trip on GRCA parks and properties.

Severe weather

Pay attention to weather alerts and seek safety in the event of a storm.

Get tick smart

Ticks are usually found in wooded areas. They may carry bacteria that cause Lyme disease, a serious illness. There are many things you can do to minimize exposure to ticks, such as tucking your pants into your socks and checking for ticks after visiting a natural area. Consult the local health unit or a medical professional for information.

West Nile virus

West Nile virus is primarily a disease of birds, but if a mosquito feeds on the blood of an infected bird, there is the potential for you to get this virus. Although most people don't get sick from an infected mosquito, symptoms ranging from mild to serious may develop. Check with the local heath unit or a medical professional to learn more.

Who to call in an emergency

If you find yourself or a companion in a serious emergency situation when you are in a park or natural area, call 911 for immediate assistance. Try to provide your exact location so assistance arrives quickly.

Swimming and health

Natural bodies of water are great places to play, swim and cool off on a hot sunny day. However, swimming in these areas is not risk-free. Natural water bodies, such as rivers and reservoirs, are exposed to contamination

from various sources. The conditions and quality of the water can change quickly due to a number of environmental factors, which can influence the level of bacteria in the water. Check with your health unit or **www.grandriver.ca/beaches** for more information.

Water safety

Rivers and reservoirs are a part of nature and are always changing. Whether you are fishing, boating, paddling, swimming or walking near water, please make sure you and your family members put safety first. Transport Canada has regulations for boating and human-powered crafts, such as canoes, kayaks, paddleboards and paddle boats.

Stay on trails

Severe weather and disease, such as emerald ash borer (EAB), can result in hazardous trees on and near trails. These may not be immediately visible. For this reason, please ensure that you stay on trails and respect yellow and black caution tape, fencing and signs on GRCA properties. These are in place for your protection.

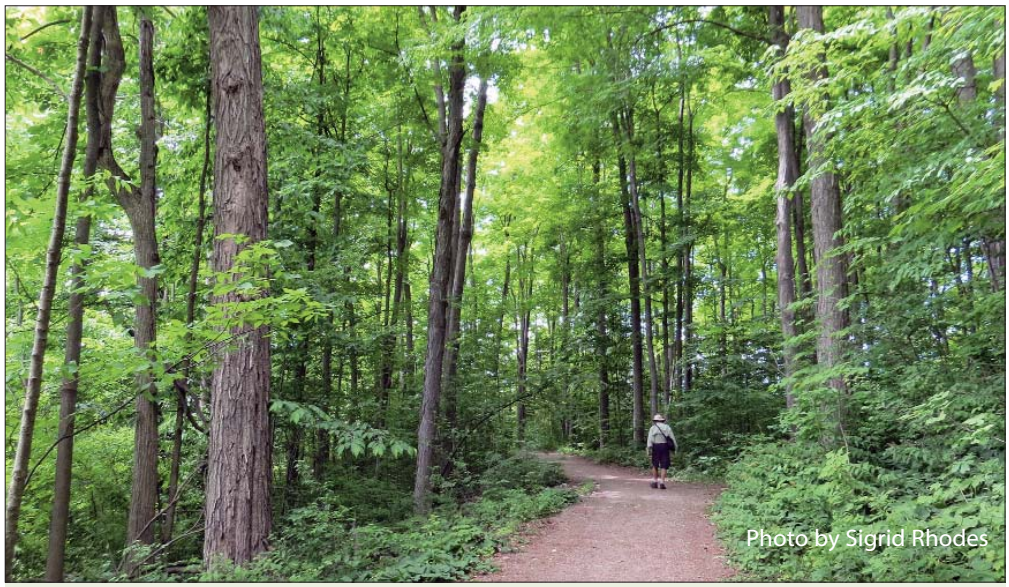
Wildlife worries

Natural areas are the home of many animals, so please recognize that you are a visitor in their home. In Ontario, the Ministry of Natural Resources and Forestry (MNRF) is the agency responsible for the management of wildlife. If you have a concern related to wildlife, please call the MNRF's Information Centre Line at 1-800-667-1940.

Have a problem or concern?

If you have a question or concern when visiting Grand River Parks, please speak to a staff member at the park; they are happy to assist.

If you have a problem or concern related to a trail or other GRCA property, please email **property@grandriver.ca**, or call the GRCA head office at 519-621-2761 and ask to speak with someone in the property department.



Shade's Mills has 12 kilometres of trails available to hikers.

Spend your summer at Shade's Mills in Cambridge

It's summer, and that means it's a great time to head outdoors to take advantage of the wonderful spaces and amenities nearby.

At Shade's Mills Park in Cambridge, families can enjoy nature and any number of outdoor activities without going far from home. Here's a quick look at some of the most popular events and activities.

For a full schedule of what's available at Shade's Mills including many nature activities, check out **granderiver.ca/events**.

Namaste in nature

Get your Downward Dog on Wednesday evenings at Shade's Mills. These popular Yoga classes are held near the Trail Shelter Wednesdays at 7 p.m. until September 5. Whether you're a beginner or advanced, everyone age 10 and up is welcome to join in. Don't forget to bring a yoga mat, water and insect repellent. In the case of rain, call the park to make sure class is on. (519-621-3697).

Paddle your own way

The reservoir at Shade's Mills is an ideal place to get on the water. Rent canoes at the gatehouse, or bring your own. New for 2018 — Shade's Mills now has kayaks and paddleboards for rent. Rentals are available during regular gatehouse hours every day throughout the summer (rentals are available on weekends only after Labour Day and until mid-October).

Fish tales

Great fishing is just minutes away at Shade's Mills! Northern pike, largemouth bass, smallmouth bass, yellow perch and black crappie are plentiful in the reservoir so cast a line and see what you reel in.

Watch movies under the stars

Come watch movies outdoors under the stars, starting at dusk every Friday night until August 31, at the new Toyota Amphitheatre at Shade's Mills. Movies start shortly before sunset, and are all family friendly. Come early and enjoy a campfire before the movie. Don't forget to bring along a lawn chair or blanket to sit on; snacks will be available for purchase.

Swimming, cycling and hikes

There's a long sandy beach on the reservoir at Shade's Mills, which makes for a perfect place to cool off on a warm, summer's day. Swim, picnic, or just enjoy the sunshine. New this year and located right at

the beach are three professional beach volleyball courts, equipped with Olympic-quality sand, that are available for public use.

Shade's Mills also features 12 kilometres of trails for both hikers and cyclists that wind through a mature hardwood forest along Mill Creek. The park brochure includes a map of all of the trails and is available online and at the gatehouse.

New natural playground

Shade's Mills continues to work to improve its offerings to the community. One of its new additions is the Shade's Mills Natural Playground, located right beside the new Toyota Amphitheatre.

The natural playground provides both active and creative play opportunities for park visitors, and learning opportunities for students visiting the nature centre. Natural playgrounds use materials that fit into the landscape, such as boulders and logs. Children enjoy creative play in nature, and over time find new ways to enjoy the playground as they grow.

This park is open year-round.

For more ways to enjoy Shade's Mills Park, visit **www.grandriver.ca/parks**.

*This originally appeared as online at **www.explorewaterlooregion.com** and has been published with permission.*

Playing on the beach is one of many favourite activities for kids at Shade's Mills.

Wastewater flowing cleaner

By Janet Baine
GRCA Communications Specialist

TAKING ACTION

Care and close scrutiny by wastewater plant operators in the Grand River watershed is leading to cleaner water flowing in the Grand River and its tributaries — an improvement that benefits aquatic life, recreational river users and taxpayers.

"This is truly a collaborative effort, because it takes all of us working together to improve the quality of the water coming out of wastewater plants. It really is making a difference," said Mark Anderson, GRCA Water Quality Engineer who oversees the watershed-wide Wastewater Optimization Program (WWOP).

Here are recent examples of the dramatic benefits of this program.

Cutting ammonia in Hespeler

Over three years, the discharge of ammonia from the Hespeler plant in Cambridge has been cut from 8.2 mg per litre to 2.0 mg per litre or less. This change resulted from better data collection that changed the way the plant was operated. Ammonia is toxic and removes oxygen that is needed by living things. The water quality in the Speed River has improved as a result of this change.

Phosphorus reduced in Brantford

Brantford has been successful in making a striking reduction in phosphorus, from as high as 1.4 mg per litre to only 0.2 mg per litre. This change resulted after a few years of background work that included an overhaul of the city's sewer use bylaw. Phosphorus is a nutrient, but when there is too much in the river, plant growth gets out of hand and uses up so much oxygen that there isn't enough left for the aquatic animals that help to clean up the river.

These successes weren't accomplished with heavy-handed threats, stringent laws and big fines. Instead, they came about thanks to collaboration and a helping hand that has been extended through the Wastewater Optimization Program, spearheaded by the GRCA.

"Our approach really focuses on people and improving their skills and knowledge to optimize the operation of their plant," Mark explained. "These are great demonstrations that the quality of the effluent can be improved simply by changing the way the plant is operated. Nothing was spent on new staff or equipment."

The program resulted from one of many recommendations made in the Grand River Water Management Plan in 2014 after the success of a pilot optimization program. It

Kelly Hagan (left) is the GRCA's Optimization Extension Specialist. She works directly with the plant operators to make improvements to wastewater effluent.

involves people from every level of the plant.

Benefits of optimization

The WWOP is a cost-effective approach to improving effluent quality with many benefits:

- Encourages stewardship within the wastewater community
- Empowers staff with tools and approaches to make good, data-based decisions
- Provides timeliness and confidence in data
- Improves water quality in the Grand River
- Improves understanding of plant capability and needs
- Builds connections among wastewater operators in the watershed

All municipalities can participate

Wastewater optimization has now received external funding from the province and other sources so that it can continue until 2022.

The funding pays for a full-time staff member at the GRCA and some consulting support. It offers workshops where wastewater operators can learn and share information. In addition, the GRCA works one-on-one with municipalities and operators to encourage continuous improvement.

The program will also look into the specific challenges of climate change on wastewater plants and incorporate climate adaptation measures. This includes finding better ways to deal with the impact of high flows during storm events.

In addition to Brantford and Waterloo Region, the GRCA is working one-on-one with Southgate Township and Centre Wellington. The WWOP program is available to all of the municipalities within the watershed that would like to participate.

"If a child is to keep alive his inborn sense of wonder, he needs the companionship of at least one adult who can share it, rediscovering with him the joy, excitement and mystery of the world we live in" and this is the premise of these two programs.

-Rachel Carson, American conservationist

Rhonda Sage (above) is one of many nature guides who share their love of nature with children.

Wild Wednesdays at Shade's Mills

By Rhonda Sage
Interpretive Program Guide

Again this fall, home schoolers will gather on Wednesday afternoons to learn about nature at Shade's Mills Park in Cambridge.

The program called Home School Wild Wednesdays was developed especially for six- to 12-year-olds who are being taught at home. It launched last year and it brings together home school families so they can participate in weekly outdoor field trips suited to their unique style of learning.

Each afternoon, children and their parents are led on an experiential journey of outdoor discovery to develop skills through nature and science. The curriculum is tied to the season and the weather. Each weekly journey builds on the last nature experience and each student stretches their comfort and knowledge through activities, core routines and hands-on experiences.

I enjoy working with youth and seeing them blossom from being unsure of their natural surroundings into children who navigate through natural areas with confidence. Seeing that transformation is why I enjoy teaching kids so much.

NATURE CENTRES

Rhonda Sage is one of the many dedicated GRCA staff members who share their love and understanding of nature in a variety of nature education programs that are offered year-round at the GRCA's five nature centres.

Kids benefit from connecting with nature in many ways

Recent research has led to a better understanding of the importance of nature for children. These are some of the findings of studies.

- improves ability to handle stress
- reduces attention disorders
- helps centre the mind
- encourages creativity
- improves understanding
- increases physical activity
- lowers stress hormones
- improves blood pressure
- increases endorphins, the feel-good neurotransmitters of the brain
- develops a life-long appreciation of nature

Letter from a parent

We feel very fortunate to have accidentally happened across the Home-School Wild Wednesdays in November of 2017 when it was just beginning. From the first class we were hooked — what a breath of fresh air (literally).

Rhonda is certainly a dedicated instructor who is passionate about nature and her students. She always strives to be better, to continually learn. She is a much needed role model in our current society.

We learned to follow the seasons; we watched the animals, plants, water and sky. We observed the changes in the woods and how this affected the animals that lived there and how this in turn affected us. New friendships were formed and a reverence for nature began to develop in the children.

The program is just the right blend of outdoor learning, skills building, quiet time, patience, laughter and smiles.

Every Wednesday we would come together around the glowing warmth of the fire pit and share our thoughts and experiences. If I may be totally honest, I looked forward to our class just as much as the children did.

In our world's present state of constant intrusion through a plethora of electronic devices, the 'Wild School' woods at Shades Mills is a safe place where children/young adults can go to learn, to imagine and to 'just be' children in nature.

I am excited to see where this unique program will take us. Looking forward to coming back in September.

Cherie Denison,
Cambridge

Wild Wee Ones for preschoolers

Have preschoolers? Sign up for Wild Wee Ones, another nature-based program for two- to five-year-olds and a parent or guardian that takes place at Shade's Mills in Cambridge. This group also meets and stays outside. At this age, the sense of exploration is uninhibited and playing is the core method of learning. Each morning is greeted with a welcome and gratitude for the day. The children learn to focus their attention, ask questions and work together to build confidence.

Register online at **www.grandriver.eventbrite.ca**.

GRCF

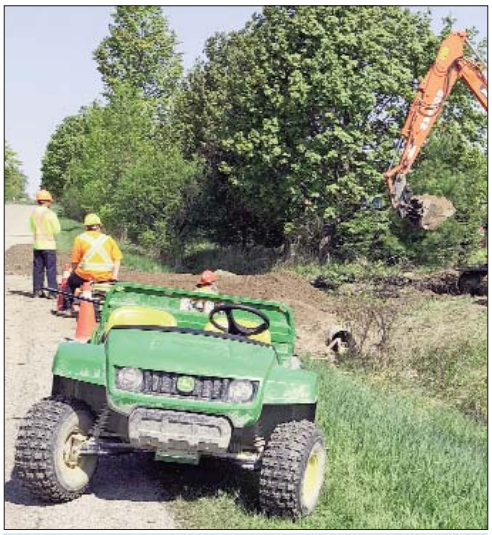
Groundwork laid for new centre

About 80 per cent of the $2.5 million goal has been committed to build the new Guelph Lake Nature Centre, and the groundwork has been laid.

Nearly 40 students from the Heavy Construction Equipment Operation program at Conestoga College in Guelph have built the road access, parking lot and school bus turning circle that will serve as the future entrance to the building once it is constructed. The nature centre, which will be inside Guelph Lake Park, is expected to open in the fall of 2020.

"This partnership is a win-win. Our students have the opportunity to get hands-on experience, and GRCA gets a lot of work done," said Paul Pacheco, coordinator of the program. "The students encountered the same challenges they will in a real-life setting, like more groundwater here than we expected. That's a reality that they will encounter on the job. No matter what, we are excited to be part of building the new nature centre and we look forward to future partnerships with the GRCA."

Student Samantha Scully said she valued the experience of working in this environment, where it was necessary not only to keep an eye out for other students and equipment, but also ensure that people in cars and joggers were safe. The work done by the students is valued at about $30,000.



Students from Conestoga College build the road access, parking lot and school bus turning circle for the new Guelph Lake Nature Centre.

"It is really exciting to see the ground getting broken as Conestoga College starts the process of getting the nature centre built," said George Lourenco, Grand River Conservation Foundation (GRCF) board member. "The donors that regularly help fundraise or do in-kind work or come out here and help plant trees are all incredibly important. Without our donors, it would not be possible."

There have been many recent donations. These include this year's four-course River Dinners held at four restaurants on June 25, which raised $15,600 for the new nature centre. Since 2011, Guelph's The Neighbourhood Group has raised more than $90,000 for the new centre through this annual event. The company operates three restaurants in Guelph — the Wooly, Mijiidaa, Borealis Grille and Bar and a second Borealis Grille and Bar in Kitchener.

Stay tuned for a special sunset concert at the Guelph Lake Nature Centre on Sunday, August 26 by Guelph band The Lifers, to conclude their Honey Suite album tour. Released in May, proceeds from the album will support the purchase of terrariums, aquariums and other homes for creatures at the new nature centre.

"It's a real thrill to see this project coming together with donors giving in so many ways," said Sara Wilbur, Executive Director of the GRCF.

DID YOU KNOW?

Facts about local mussels

By Crystal Allan
Supervisor of Natural Heritage

Freshwater mussels lie hidden in the river and stream beds in the Grand River watershed, where they are not easy to spot. But they are important for healthy rivers, streams, lakes and ponds, because they help filter the water and make it cleaner.

These soft-bodied mollusks are animals

This flutedshell mussel is common in the Grand River.

that live inside a two-part shell, and there are more than 20 species of mussels in the Grand River watershed.

Natural water filters

Mussels are natural water filters. They take in up to 40 litres of water each day, filtering it through their gills as they feed. They eat the algae and bacteria, and also filter sediment from the water.

20 mussel species in our watershed

Their names are as intriguing as their biology: flutedshell, elktoe, fatmucket, creeper and giant floater, to name a few. They can live for decades in a single spot on the bed of the river, which makes them extremely sensitive to pollution and habitat changes as they can't move easily or quickly.

10 mussels are species at risk

The main stem of the Grand River and the southern Grand are hot spots for at-risk mussel species, but tributaries such as Mackenzie Creek and the Conestogo River are also home to endangered and threatened mussels, such as rainbow and wavy-rayed lampmussel.

Boys "clamming" for mussels on the southern Grand River.

Mussels depend on fish

As part of their life cycle, tiny juvenile mussels (called glochidia) spend their first one to three months living on the gills of a host fish. The nutrients in the fish's blood develop the internal organs of the glochidia. The juvenile mussels also hitch a ride to habitat that they may not have reached if they were simply released into the water by an adult. When the juveniles fall off, they will grow into adults if they land in a suitable part of the river.

Mussels lure fish

There are several ways that a female mussel attracts fish close enough to her for the juvenile mussels to attach to the fish. Some mussels produce small packets filled with glochidia that look like tasty insects. Others produce flaps that look like minnows or display lures that wave in the current behind them like fish bait. Regardless of how the fish is tricked, when it attempts to eat the bait, the packets break releasing the glochidia.

Mussel teeth aren't for chewing

They have two types of teeth — lateral teeth and pseudocardinal teeth (pseudo means false), which keep the two shells together. When the teeth align, they lock together like a puzzle piece and prevent the two shells from slipping. Biologists use presence and size of teeth to help identify the mussel species.

Shells used in button factories

In the late 1800s and early 1900s, freshwater mussels were harvested from the rivers with pitchforks and shipped by train to button factories. In the 1940s, the button industry started using plastic instead of freshwater mussel shells to make buttons.

Zebra mussels

This invasive species from Europe was first identified in Ontario waters in the late 1980s, and there are pockets of zebra mussels in our watershed. They don't need a host fish to reproduce and can quickly out compete native mussels for food and oxygen. Report a sighting to the Invading Species Awareness program online at **www.invadingspecies.com**.

How to be a mussel scientist

There are many mysteries about freshwater mussels yet to be learned. Scientists are striving to increase our knowledge of the distribution, biology and behavior of local mussel species. This helps us to find strategies to conserve and recover them.

To learn more or report a sighting, try using the Clam Counter App developed by the Toronto Zoo and Fisheries and Oceans Canada.

WATERSHED AWARDS

GRCA award Nature Guelph

Nature lovers of all ages gather to learn about flora and fauna in all their miraculous forms thanks to Nature Guelph, an organization that received a 2017 Watershed Award from the GRCA.

Nature Guelph started back in 1966. Membership is now closing in on 200, the highest it has ever been. The club offers many programs that appeal to a wide variety of interests related to nature. The name officially changed in 2013, when it was renamed from the Guelph Field Naturalists.

"Nature Guelph has done fantastic work over the years and I'm happy to be part of it," said the new president, Brett Forsyth, a nature photographer who moved to Guelph from the west coast three years ago.

At monthly meetings, the auditorium at the University of Guelph Arboretum fills with people when experts lined up by Nature Guelph talk about topics such as bats, fossils and climate change. These meetings, like other events, are open to everyone in Guelph, not just club members.

Regular outings, both local and further afield, are also offered. Nature Guelph assists with the Christmas Bird Count, Feeder Watch and other citizen science initiatives, such as plant and wildlife inventories. There is also a wildflower group.

Working together with the Guelph Lake Nature Centre, it operates programs for younger people, including Young Naturalist

For more than 50 years Nature Guelph has been offering many programs to share their interest in nature and protect and enhance natural areas.

(six- to 10-year-olds) and Naturalist-in-Training (11- to 16-year-olds). These programs take place on Saturdays and include a camping trip each May.

Volunteers from the organization also provide a program geared to families who may not have spent a lot of time in nature. Called Nature in the City, this program takes place at the Guelph Public Library and outdoor locations. It has been gaining in popularity every year.

"The more of the Guelph community we can get into understanding and protection nature, the better," Brett explained.

The club has also raised funds for the University of Guelph Arboretum to install bird-friendly window treatments.

Over the years, Nature Guelph has built relationships with many community organizations. It also comments on developments in Guelph that may impact nature and has assisted with the City of Guelph's natural heritage strategy.

"We're going through an internal process to clarify the vision for the club over the next 50 years to engage the public in nature through education and protection. Now it's mostly through education," Brett said. "I'd love to see the club getting into engaging more youth."

They already have more university students joining and could also work more closely with high school students, he said. Visit Nature Guelph online at **www.natureguelph.ca**.

THE GRAND CALENDAR

Friday night movies under the stars at Shade's Mills until Aug. 31

Family movies take place each Friday night at Shade's Mills Park in Cambridge, weather permitting. Check the online calendar for details.

Pinehurst Discovery Day Sept. 9

The annual Discovery Day is a free open house event. There will be many activities so everyone can get up close and personal with critters, learn to fish, bring home some nature crafts and more. Adventurous visitors won't want to miss the scavenger hunt, free canoe rentals, visiting a fire truck and police cruiser, and the chance to catch a fish. Park admission and events are free. Volunteer helpers are also needed for this event.

Wild Wednesdays and Wild Wee Ones start in September at Shade's Mills Park

Both these programs start in September at Shade's Mills Park. See pages 5 and 6 for more information. Sign up online at **www.grandriver.eventbrite.ca**.

Youth Outdoors Day Sept. 15

Register now for a fun-filled day of outdoor activities at Luther Marsh Wildlife Management Area in Grand Valley. This annual event is free to youth nine to 15, but registration is limited, so sign up in advance. Details and registration available at **www.youthoutdoorsday.com.**

Run for the Toad Sept. 29

This includes12.5-km, 25-km, 50-km runs and a children's run, as well as exhibits and family activities. Park admission is free for spectators. For more information and registration visit **www.runforthetoad.com.**

For a full list of GRCA events and any updates, check or subscribe online at **www.grandriver.sa/events.** You can search events by location and by the type of event.

This newsletter is produced several times a year by the Grand River Conservation Authority.

More information:
Current and back issues as well as complete subscription information is available online at **www.grandriver.ca/GrandActions.**

Submission deadlines:
The 15th of February, April, June, August, October and December. Submissions may be edited for length or style. Photos and event information is also welcome. We do our best to publish items, but we are not able to guarantee publication.

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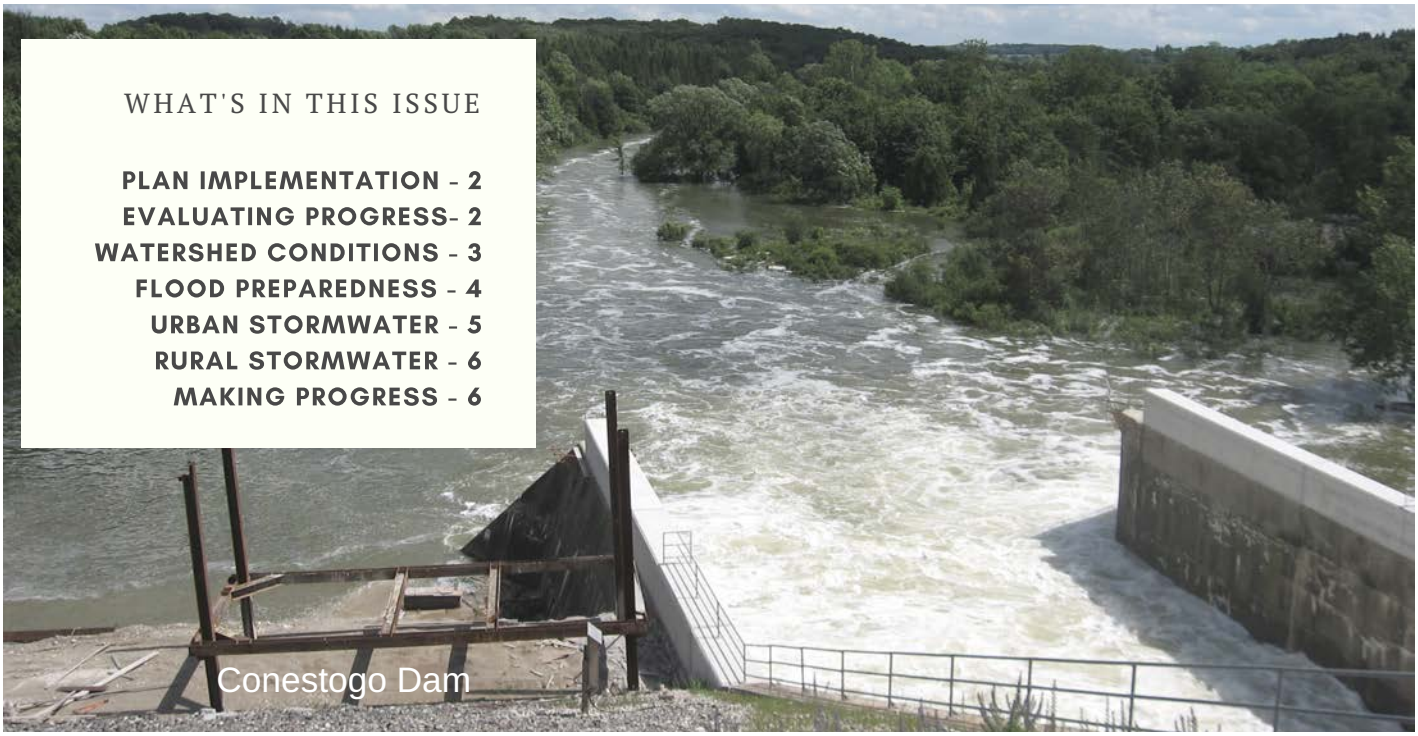
2017 REPORT ON ACTIONS

Reporting on the progress of implementing the actions in the Grand River Water Management Plan


Conestogo Dam

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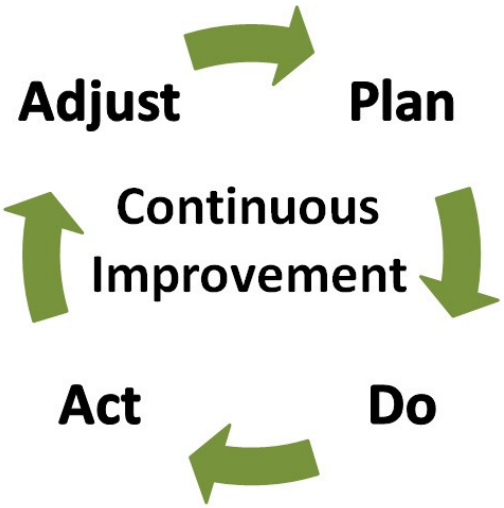
Highlighting Actions to Reduce Flood Damage Potential

Grand River Water Managers

In 2014, 16 partner organizations endorsed the Grand River Water Management Plan. Since that time, annual reports are issued to summarize the overall progress of implementing the Plan.

Each year, different water management challenges emerge for Water Managers and they must adapt and realign priorities. In June, an event north west of Grand Valley dumped over 100 mm in less than 3 hours; in August, a localized event in north-east Brantford saw 35mm fall in 20 minutes putting significant stress on their stormwater system. Extreme events like these are predicted to become more frequent in the future. Thus, flood prepardness becomes even more important now than ever before.



STATS: GRCA PERMITS

GRCA has regulations for protecting land near rivers, streams, ponds, wetlands, steep slopes, floodplains and Lake Erie shoreline to reduce damages from flooding or erosion.

In 2017, GRCA reviewed **443** permits for construction in and around wetlands while they reviewed **256** floodplain permits.

PLAN IMPLEMENTATION

Many of the Water Management Plan partners continue to meet quarterly. Competing priorities, staff retirements and promotions always challenge our ability to fully participate in activities that may go beyond our borders. Staff from our northern municipalities, including Southgate, Wellington North, Mapleton and the Town of Grand Valley have also joined the watershed conversation and see value in attending the quarterly meetings.

The Grand River Conservation Authority (GRCA) hosted four meetings in 2017 including a joint meeting with watershed policy planners in September. GRCA will continue to provide the opportunity for Water Managers to meet and discuss issues that go beyond municipal boundaries.

EVALUATING PROGRESS

All water managers have competing priorities yet over the past four years, partners have implemented actions to work toward the four goals of the Grand River Water Management Plan:

- Reduce flood damage potential
- Ensure water supplies for communities, economies and ecosystems;
- Improve water quality and reduce the Grand's impact on Lake Erie; and
- Build resilience to deal with climate change.

Water managers will continue to meet quarterly in 2018. A review of all of the actions in the Plan will take place in early 2019 concurrently with a review of the state of the water resources in the Grand River watershed.
These reports will inform Water Managers whether its time to review and update the 2014 Plan or adjust actions and continue implementation.

Flood damage to upper Belwood gauge in June

WATERSHED CONDITIONS

All of GRCA's climate stations recorded above the normal total annual precipitation in 2017. Except Woolwich and Brantford, all climate stations recorded over 1000 mm of precipitation. Normal annual precipitation varies across the watershed from 850 mm in the south to 950 mm in the north.

Average air temperature for the year was above the long term average. The year started out fairly warm with winter and early spring temperatures about 3 degrees above normal. The late spring and summer period were very close to the long term average while the fall was about 3.5 degrees above normal.

FLOOD MESSAGING IN 2017

- 5 Watershed Conditions Statements
- 6 Flood Watches
- 13 Flood Warnings
- 1 High Lake Erie Warning

JUNE 23, 2017

An extreme rainfall event

One-day rainfall total at Luther Dam is the highest daily total rainfall recorded since 1950. Two characteristics made this storm very uncommon:

(1) **High Intensity Rainfall** - 126 mm of rain fell over a 3-4 hour period - this is a very large volume of rainfall in a short period of time.

(2) **Large Area** - This storm covered a very large area (approximately one-third of the watershed).

Conestogo River, Drayton, June 23, 2017

FLOOD PREPAREDNESS

GRCA is improving forecasting and decision support tools and piloting a new flood forecasting approach for West Montrose using improved models to predict river flows five hours in advance. This will provide additional flood warning to residents of the area.

GRCA applied to the *National Damage and Mitigation Program Funding* to acquire bathymetric LiDAR for reaches of the Grand River. This will complement the topographic LiDAR acquired by **OMAFRA**.

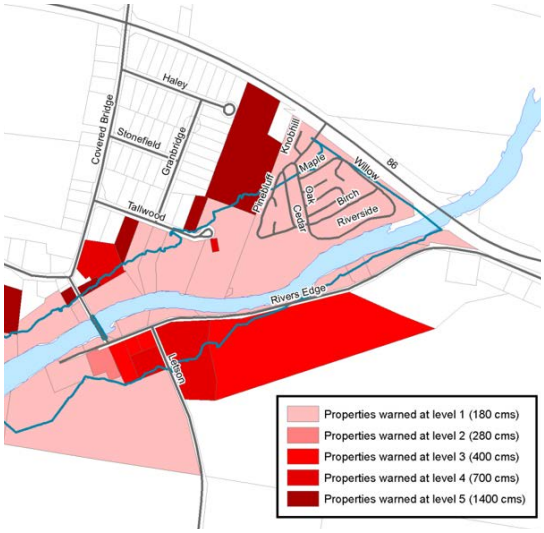
OMAFRA reached out to their clients in 2017 to encourage them to be prepared for extreme events

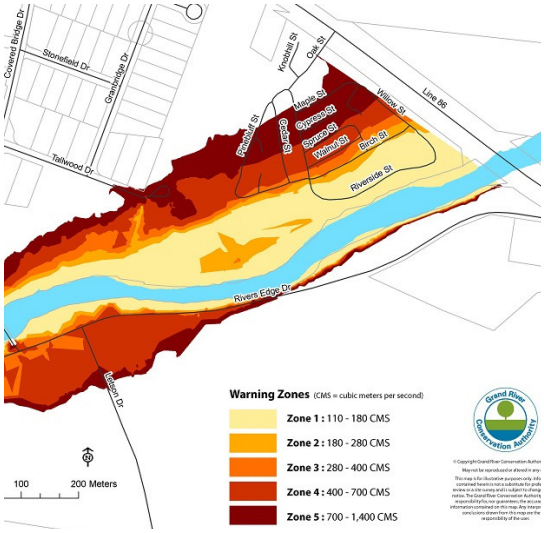
GRCA is updating hydrologic and hydraulic models to new or updated platforms (e.g. HEC-HMS and HEC-RAS, respectively) for the headwater areas of the watershed upstream of Shand Dam. This work will support updated floodline mapping.

Brantford created a flood prevention grant program for homeowners as a result of a significant rainfall event on August 11, 2017.

GRCA worked on 16 projects related to ensuring the maintenance of GRCA-owned dams

Flood risk map – West Montrose

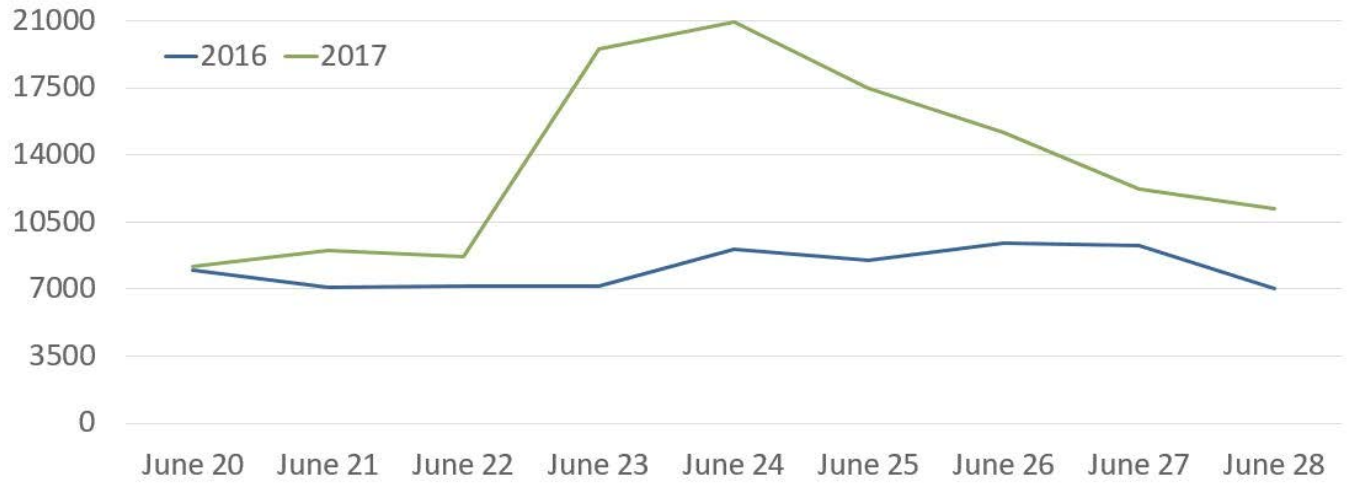




Flood Inundation Map – West Montrose

GRCA'S WEB-USER SESSIONS PER DAY TRIPLED DURING EVENT

Communications in a flood event is critical; more people are using GRCA's web-based information. 50% of web traffic is on mobile devices



URBAN FLOODING

Urban flooding is caused when heavy, intense rain saturates an urban drainage system. The urban storm system becomes overwhelmed and water flows out into streets. This differs from Riverine Flooding where excessive rainfall over an extended period of time causes a river to exceed the capacity of its banks. It can also be caused by heavy snow melt and ice jams.

STORMWATER MANAGEMENT

Stormwater system assessments are important for mitigating urban flooding. Many actions by partners are underway or completed- **Cambridge** completed condition assessments of 20 facilities and cleaned out 3. **Kitchener** has implemented a 12.5 mm rainwater volume control target to incorporate low impact development techniques in projects. **Waterloo's** Master Plan is underway.

A case study on urban monitoring was completed in partnership with **MOECC**, **Kitchener,** and **GRCA**. It highlights several key lessons learned for developing a monitoring network that is able to detect changes.

Inflow and Infiltration (I&I) is a common municipal challenge. **Cambridge** is currently developing an I&I reduction program. Others, **Wellington North,** and **Grand Valley** recently assessed the scope of I&I challenges in their municipality.

Special Policy Areas allow for limited development in the flood fringe. **Waterloo** is currently reviewing their SPA.

Haldimand piloted a basement flooding mitigation program and focused on I&I through illegal connections to the sewer system.

Blair Creek, Kitchener

Grand River, Dunnville

LAKE FLOODING

GRCA is working with **Haldimand County** and others on a project to update the Coastal Hazard Mapping along the Lake Erie shoreline in the county.

RURAL STORMWATER

OMAFRA completed the second edition of the Drainage Engineers Design and Construction Guidelines.

The Rural Water Quality Program, sponsored by the **Region of Waterloo**, **Wellington County**, **Dufferin**, **Oxford, Brant, Brantford** and **Haldimand** provided $1.1M in grant to support the completion of **377 projects** to benefit water quality in 2017. Erosion control, tree planting, wetland and naturalization projects along with practices like establishing winter cover crops all help to manage water on the landscape, improve water quality and flood resilience.

Rural water and sediment control basin

MAKING PROGRESS ...

Region of Waterloo continues on-track with the upgrades at the Kitchener wastewater plant. It will be completed by 2019; the upgrades at the Waterloo wastewater plant will be completed by 2018.

The Wastewater Optimization Program continues - **Guelph**, **Brantford** and **Region of Waterloo** and **Haldimand County** are pursuing voluntary total phosphorus targets through best practices in process control. Another annual performance report was issued.

Best practices in wastewater process control

Region of Waterloo achieved their demand management objective of 165 litres per person per day!

Centre Wellington continues with their Tier III water budget study through Source Protection Planning. This study will inform their long-term water supply strategy.

Environment and Climate Change Canada continue to support the Implementation of the Water Management Plan through their Grant and Contributions program.

Step-feed gates help manage high flows in Guelph

This progress report was prepared by the **Water Managers Working Group** - a committee of senior staff from partner organizations to report on the progress of implementing the actions in the Grand River Water Management Plan.

For more information contact:
Sandra Cooke, Chair Water Managers, Grand River Conservation Authority

GRCA Current

August, 2018 • Volume 23 Number 7

GRCA General Membership

Chair Helen Jowett

Vice-Chair Chris White

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

Townships of Mapleton and Wellington North Pat Salter

Township of Centre Wellington Kirk McElwain

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

City of Guelph Bob Bell, Mike Salisbury

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

Municipality of North Perth and Township of Perth East George Wicke

Halton Region Cindy Lunau

City of Hamilton George Stojanovic

Oxford County Bruce Banbury

County of Brant Brian Coleman, Shirley Simons

City of Brantford Dave Neumann, Vic Prendergast

Haldimand and Norfolk Counties Bernie Corbett, Fred Morison

Variable rainfall

July started out very dry and ended with heavy rainfall in parts of the watershed.

Most areas of the watershed received more than half of the normal July rainfall over the last 10 days of the month. Some of the rain came during all-day soaking events, while other rain fell during short localized thunderstorms.

The dry conditions mean the reservoirs were used to increase flows in the rivers. About 80 per cent of the flow through Kitchener and close to 40 per cent of the flow through Brantford was from reservoir discharges. On the Speed River, close to 50 per cent of the flow below Guelph was from reservoir discharge.

Temperatures were well above the long-term average during the month, with daytime highs close to 30 C on many days. At the Shand Dam climate station, the average temperature during the first half of July was 22 C, which is 2.5 C above normal.

The GRCA reservoirs were at a normal operating leval at the end of July. The level of Lake Erie continues to be above the long-term average.

Water conservation urged

A call for a voluntary 10 per cent cut in water use was made July 12 by the Grand River Low Water Response Team and this remains in effect.

The team is made up of representatives of major water users including municipalities, farmers, golf course operators, water bottlers, aggregate businesses, Six Nations and others.

Under the Ontario Low Water Response Program, the team placed the Grand River watershed in a Level 1 condition. Level 1 results in a request for a 10 per cent reduction in water consumption by all water users, including municipalities, aggregate operations, golf courses, water bottlers, farms for irrigation, as well as private users.

For residents, the most effective way to conserve water is to follow their municipal outdoor water use bylaws, which limit watering to specific days and times.

The water in the reservoirs is released gradually during the summer and fall to ensure there is enough water to support the operation of municipal drinking water plants and wastewater treatment plants. Flow augmentation also helps support the overall health of the river system. Stream flow is low in many of the smaller watercourses, as well as those that do not receive flow augmentation from the reservoirs.

Water levels in the reservoirs will continue to be monitored throughout the summer to ensure flow targets can be maintained if dry conditions persist.

More information on the Low Water Response Program is available on the GRCA website at www.grandriver.ca.

Appointments to Foundation board

The GRCA approved one new member to the Grand River Conservation Foundation board and reappointed five members at the GRCA board meeting in July.

The new member is Kathy Reston, General Manager of Finance and Corporate Compliance at Toyota Motor Manufacturing Canada (TMMC), a long-time Foundation partner.

The five reappointments are Floyd Davis of Burford, James den Ouden of Waterloo, Joel Doherty of Cambridge, Paul General of Six Nations and Joy O'Donnell of Brantford.

The Foundation has 15 volunteer board members from across the watershed. In addition, the Chair of the GRCA, Helen Jowett, sits on the board. The Chair is Malcolm Matheson, President of Steed and Evans in Heidelberg, and Wayne Fyffe of Paris, a retired health care executive, is the Vice-Chair of the board.

The Foundation was founded in 1965 and has raised more than $13 million for a variety of GRCA programs and projects. In 2017, about 90 per cent of the contributions directly supported conservation. Learn more at **www.grcf.ca**.

Preparing for flooding

GRCA staff continue to meet with Community Emergency Management Coordinators (CEMCs) in Waterloo Region.

Some municipalities in the region are updating their emergency response plans for floods. The group is developing a generic template that will be adapted to the specific needs of each township. The GRCA assists by providing technical information and advice.

A meeting is taking place with the CEMCs in August to discuss the lessons learned from recent large floods and to share information, experiences and approaches.

Flow forecasting staff from Ontario Power Generation visited the GRCA in July to see how the GRCA collects and organizes information to support flood forecasting and notification.

Cover crop funding

Applications for cover crop funding can be submitted now for payment in spring 2019. The per-acre incentive is offered to applicants in Wellington, Brant, Haldimand and Dufferin counties, as well as Waterloo Region, through the GRCA's Rural Water Quality Program (RWQP).

The benefits of cover crops are numerous — they can reduce erosion, build better soil structure and improve soil health.

Over the last five years, more than 235 producers received the cover crop incentive. The rate varies by county program and is between $20 and $100 per acre. The municipalities fund this Rural Water Quality Program and the GRCA administers it.

More information is available about the cover crop program by contacting the GRCA at **ruralwater@grandriver.ca** or calling 519-621-2761 and asking to speak to a conservation specialist.

Park survey

The GRCA is taking steps to improve your experience at Grand River Parks and we're looking for feedback.

Take a few minutes to complete a short survey that is available at the gatehouse of each park. An online version is posted on **www.grandriver.ca/parks**. Both are available until September 3.

Day campers at Laurel Creek Nature Centre in Waterloo learned about forestry as they watched GRCA arborists cut down a maple tree over a pedestrian bridge.

The survey is designed to capture the opinions of current and recent park visitors. Your feedback is important. It will help us plan improvements to facilities and park user experiences, in order to serve you better.

To thank you for your time, you will have an opportunity to enter to win a Pelican Venture 100 kayak package, which includes a kayak, paddle, life jacket and boat safety kit, valued at approximately $500. A Grand River Parks membership pass will also be awarded to one lucky winner.

Looking back to 1942

After the Shand Dam opened in August 1942, people flocked to the area to see it. It was Canada's first multipurpose dam and the biggest dam in Canada at the time.

By the late 1950s, Belwood Lake Park near Fergus had a boat launch, a picnic pavilion and a wading pool. Families would picnic at Belwood Lake and watch the motor boats and water skiers. This was still a new sport and a novelty to watch.

Now the park is very popular for day use visitors and it provides many recreational activities.

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

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

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

Next board meeting:
August 24 at 9:30 a.m.,
GRCA Administration Centre

Subscribe to GRCA Current and other news:
www.grandriver.ca/subscribe

View meeting agendas:
https://calendar.grandriver.ca/directors

View coming events:
www.grandriver.ca/events

44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 ext 2 Fax: 519-335-6208
www.howick.ca

July 19, 2018

Ontario Premier Doug Ford
Huron Bruce MPP Lisa Thompson
Bereavement Authority of Ontario
Association of Municipalities of Ontario

Dear Madam/Sir:

The Township of Howick Cemetery Boards made up of volunteers representing the Fordwich, Gorrie, Wroxeter and Lakelet Cemeteries, recently met to discuss how to cover expenses such as grass cutting, road repair and tree maintenance/removal on their limited budget. Howick cemeteries have anywhere from 10-20 burials/year and sold 12 plots in 2017. All Howick Cemetery Boards have money in a Care and Maintenance Fund which can only be used to purchase land. Interest earned from these accounts, approximately $2 - $84/month, can be used to cover operating expenses.

At its meeting held July 17, 2018, the Council of the Township of Howick passed the following resolution:

Moved by Councillor Harding; Seconded by Councillor Scott:
Whereas; Ontario Regulation 30/11 states the Capital portion of the Care and Maintenance Trust Fund cannot be accessed, the only exception is to purchase land adjacent to the cemetery to increase the capacity of the cemetery;
And whereas; none of the Howick Township Cemetery Boards have a need to purchase land to increase capacity at this time or in the near future;
And whereas, only the interest generated from the Care and Maintenance Trust Fund can be used for the care and maintenance of the lots, markers and grounds of the cemetery;
And whereas, Howick Township Cemetery Boards have minimal funds to cover the cost of minimal maintenance in their cemeteries;
And whereas; major maintenance projects such as road repair and tree maintenance/removal could be arranged if the Cemetery Boards could borrow/loan funds from the Care and Maintenance Trust Fund;
Therefore, be it resolved that Council petition the Bereavement Authority of Ontario to amend Ontario Regulation 30/11 to allow borrowing of funds from the Care and Maintenance Trust Fund for capital improvements and purchases when other municipal cemetery funds are exhausted. Carried. Resolution No. 169/18

Please accept this correspondence for your consideration and support. If you require any further information, please contact this office. Thank you.

Yours truly,
Carol Watson
Carol Watson, Clerk, Township of Howick

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2018-39

A BY-LAW TO AMEND BY-LAW NO. 2016-52
BEING A BY-LAW TO REGULATE
TRAFFIC AND PARKING ON TOWNSHIP HIGHWAYS

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, and the Highway Traffic Act, R.S.O. 1990, c. H.8., as amended, give The Township of Wilmot the power to pass by-laws respecting its highways, including parking and traffic on highways;

AND WHEREAS the Council of Corporation of the Township of Wilmot wishes to further amend the existing Traffic and Parking By-law No. 2016-52 as set forth herein;

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

1. That the existing Schedule "4", Part V – Section 8 – No Stopping to By-Law No. 2016-52 be amended to be revised as follows:

    - Baden, Isaac Shantz Drive, East, From Ditner Avenue to Stuckey Avenue, 80 metres south of the pedestrian pathway, 35 metres north of the pedestrian pathway, Anytime
    - Baden, Isaac Shantz Drive, West, From Ditner Avenue to Stuckey Avenue, 80 metres south of the pedestrian pathway, 35 metres north of the pedestrian pathway, Anytime

2. That the existing Schedule "10", Part VIII – Pedestrian Crossovers to By-Law No. 2016-52 be amended to include the following:

    - Baden, Isaac Shantz Drive, at the pathway

3. That the existing Schedule "12", Part X – Intersection Stop Signs to By-Law No. 2016-52 be amended to include the following:

    - Baden, Stuckey Avenue at Jacob Cressman Drive, Eastbound and Westbound
    - Baden, Stuckey Avenue at Isaac Shantz Drive, Eastbound and Westbound

4. THAT this By-Law shall come into force and effect on the date of final passage.

READ a first and second time this 27th day of August, 2018

READ a third time and finally passed this 27th day of August, 2018.

_____
Mayor

_____
Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT

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4. THAT this By-Law shall come into force and effect on the date of final passage.

READ a first and second time this 27th day of August, 2018

READ a third time and finally passed this 27th day of August, 2018.

_____
Mayor

_____
Clerk

TOWNSHIP OF WILMOT

BY-LAW NO. 2018-37

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

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

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

1. That the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, may be used for the following use in addition to the uses permitted in Section 7.5 of By-law No 83-38, as amended:

   a) a third “Residential Building – One Unit”

2. Notwithstanding Section 1 of this By-law, the following regulations shall apply to the lands described on Schedule “A” and illustrated on Schedule “B” attached to and forming part of this By-law:

   a) only two “Residential Buildings – One Unit” may be occupied at any time

3. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.

4. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto and shall remain in force and effect only for a period of twelve months from the date of issuance of a building permit for a third “Residential Building – One Unit”.

READ a first and second time on the 27th day of August, 2018.

READ a third time and finally passed in Open Council on the 27th day of August, 2018.

_____

MAYOR

_____

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 4, Concession North of Bleams Road, being Part 1, Plan 58R-4385, in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2018-37.

PASSED this 27th day of August, 2018.

_____

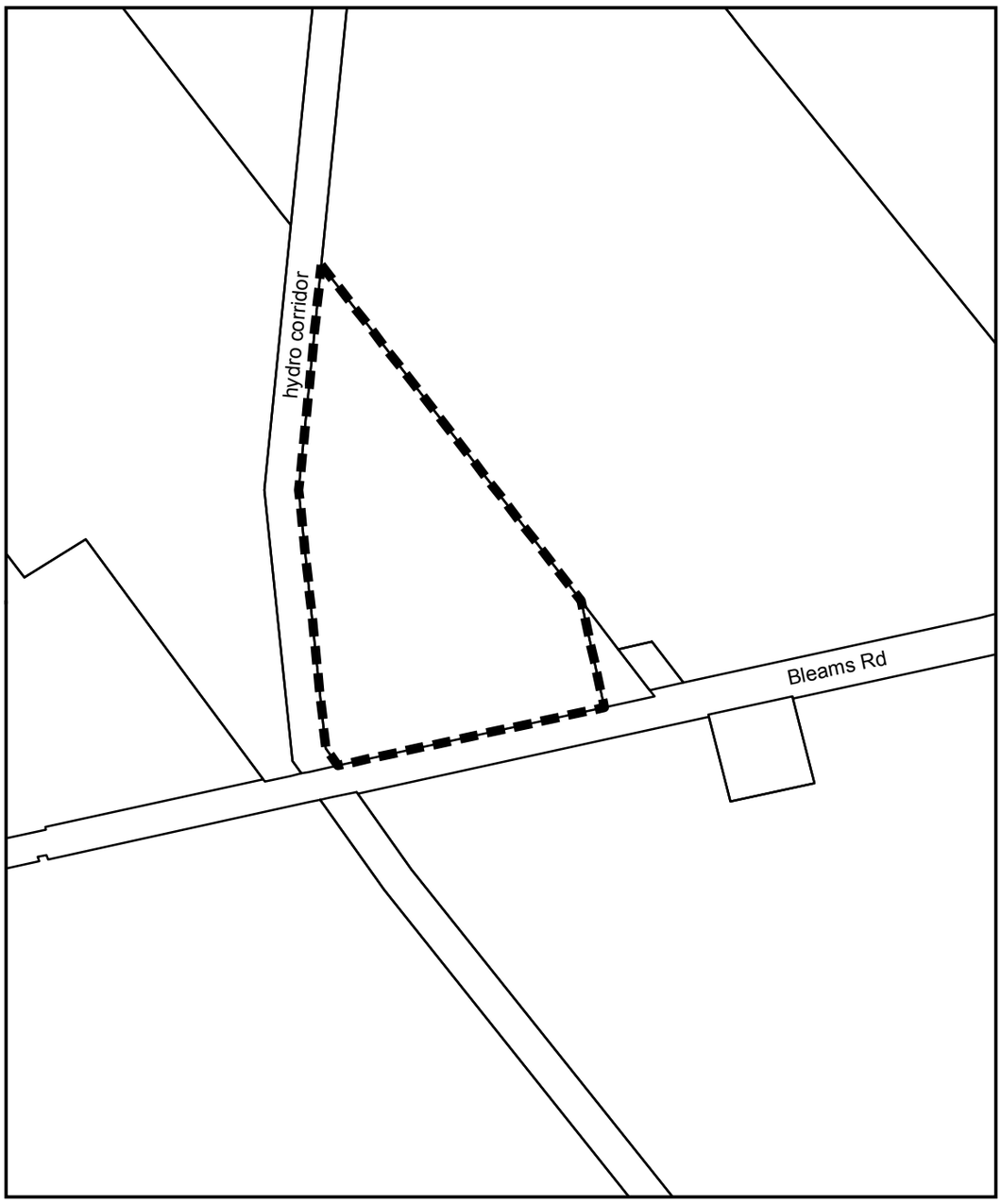
MAYOR

_____

CLERK

SCHEDULE "B"
PART OF LOT 4, CONCESSION NORTH OF BLEAMS ROAD
PART 1, PLAN 58R-4385
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS:



THIS IS SCHEDULE "B" TO BY-LAW NO. 2018-37

PASSED THIS 27TH DAY OF AUGUST, 2018.

MAYOR

CLERK

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TOWNSHIP OF WILMOT

BY-LAW NO. 2018-38

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

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

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

1. That the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, may be used for the following use in addition to the uses permitted in Section 7.5 of By-law No 83-38, as amended:

   a) a second dwelling unit by use of a mobile home.

2. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.

3. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto and shall remain in force and effect only for a period of ten years from the date of final passing thereof.

READ a first and second time on the 27th day of August, 2018.

READ a third time and finally passed in Open Council on the 27h day of August, 2018.

_____

MAYOR

_____

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 2, Concession North of Bleams Road, being Part 1, Plan 58R-9923, in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2018-38.

PASSED this 27th day of August, 2018.

_____

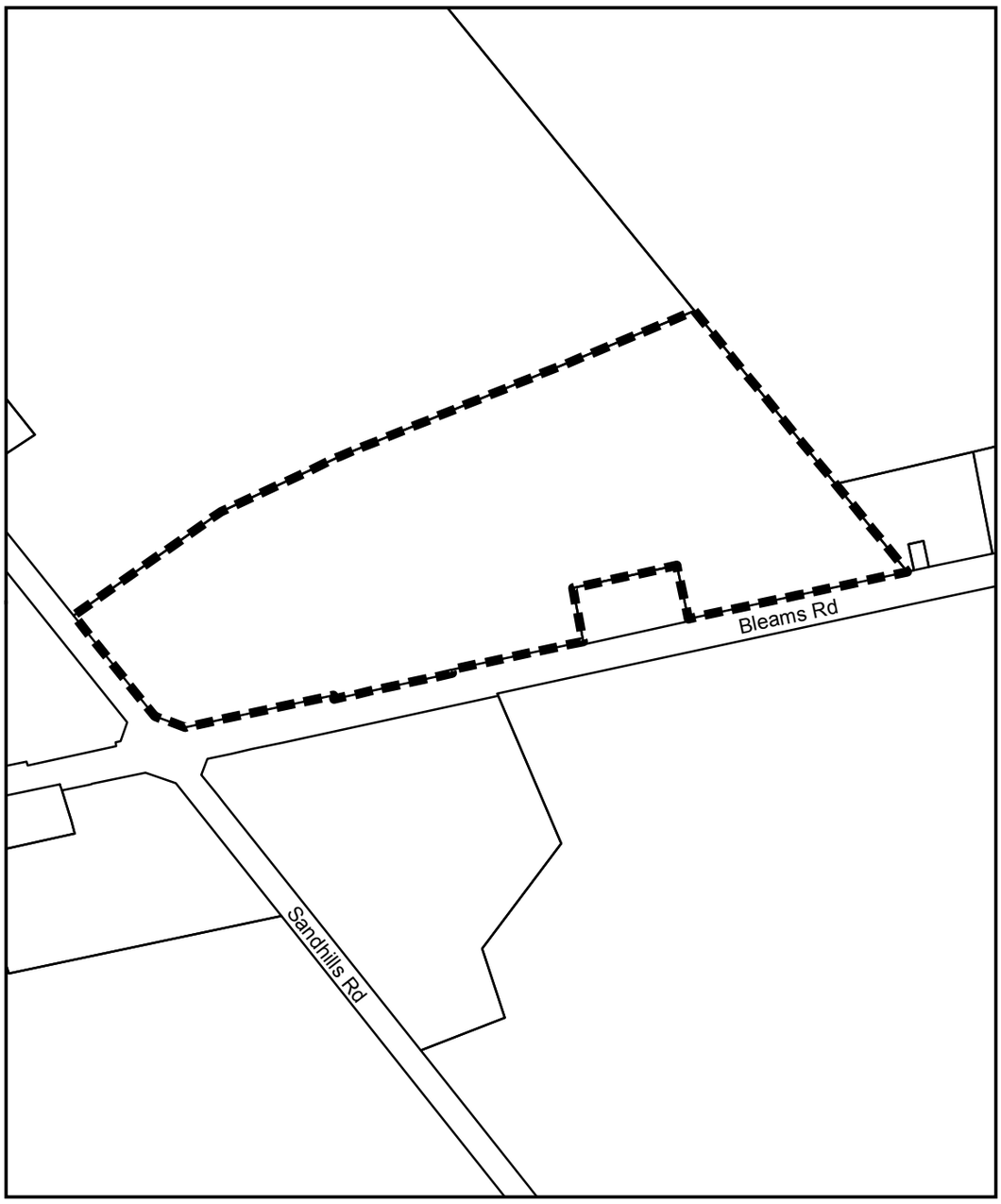
MAYOR

_____

CLERK

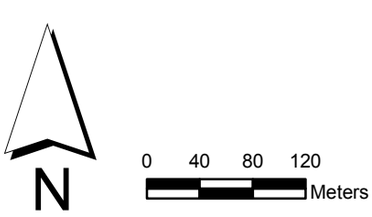
SCHEDULE "B"
PART OF LOT 2, CONCESSION NORTH OF BLEAMS ROAD
PART 1, PLAN 58R-9923
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS:



THIS IS SCHEDULE "B" TO BY-LAW NO. 2018-38

PASSED THIS 27TH DAY OF AUGUST, 2018.

MAYOR

CLERK