



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, September 10, 2018

Closed Council Meeting

Wilmot Community Room

6:00 P.M.

Regular Council Meeting

Council Chambers

7:00 P.M.

1. MOTION TO CONVENE INTO CLOSED SESSION

Recommendation

THAT a Closed Meeting of Council be held on Monday, September 10, 2018 at 6:00 p.m. in accordance with Section 239 (2) (c) of the Municipal Act, 2001, for the purposes of considering the following matters:

(c) proposed or pending acquisition disposition of land by the municipality.

2. MOTION TO RECONVENE IN OPEN SESSION

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 August 27, 2018

Recommendation

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

Council Meeting August 27, 2018.

7. PUBLIC MEETINGS

7.1 REPORT DS 2018-21

Zone Change Application 09/18

Rod Lichti

Part of Lots 27 and 28, Concession 1, Block B

1335 Concession Road

Recommendation

THAT Zone Change Application 09/18 made by Rod Lichti, affecting Part of Lots 27 and 28, concession 1, Block B, to pass a temporary use by-law to permit two dwellings for a period of 24 months be approved, subject to the following:

1. That the implementing by-law specifically limit occupancy to only one dwelling at any time.

7.2 REPORT NO. DS 2018-20

2018 Building Permit Fee Increases

2017 Building Permit Enforcement Cost Summary

Recommendation

THAT Schedule A to Building By-law 2005-53 be amended to increase certain fees to ensure that the enforcement and administration of the Ontario Building code within Wilmot Township remains self funded by the building industry in accordance with the provisions of Bill 124.

8. PRESENTATIONS/DELEGATIONS

8.1 Presentation of Trails Donation

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

9.2.1 REPORT NO. CL 2018-17

Proposed 2019 Council Meeting Schedule

Recommendation

THAT the following schedule for Regular Council Meetings be adopted:

| | |
|---|--|
| January 14, 2019 | February 11, 2019 February 25, 2019 |
| March 4, 2019 March 18, 2019 | April 8, 2019 April 29, 2019 |
| May 13, 2019 May 27, 2019 | June 3, 2019 June 24, 2019 |
| July 15, 2019 | August 26, 2019 |
| September 9, 2019 September 23, 2019 | October 7, 2019 October 21, 2019 |
| November 4, 2019 November 18, 2019 | December 9, 2019. |

9.2.2 REPORT NO. CL 2018-18

Municipal Election Compliance Audit Committee

Member Appointments

Recommendation

THAT the following member appointments for the 2018-2022 Municipal Election Compliance Audit Committee be approved:

- Larry Aberle;
- Christine Joo;
- Tom Jutzi;
- John Lindsay;
- Robert Steinberg;
- Murray Stoddart;
- Rosita Tse;
- Robert Williams;

- Karen Wilson; and,
- Carl Zehr.

9.3 FINANCE – no reports

9.4 PUBLIC WORKS

9.4.1 REPORT NO. PW 2018-18

Strategic Asset Management Policy

APPENDIX A – Core Regulatory Policy Requirements

APPENDIX B – Strategic Asset Management Policy

Recommendation

THAT the Strategic Asset Management Policy be approved as per Report PW2018-18.

9.5 DEVELOPMENT SERVICES – no additional reports

9.6 FACILITIES AND RECREATION SERVICES

9.6.1 REPORT NO. PRD-2018-05

**RFP 2018-24 New Hamburg Arena Architectural/Engineering
Re-commissioning Study**

Recommendation

THAT NA Engineering Associates Inc. be hired to complete the New Hamburg Arena Architectural/Engineering Re-commissioning Study as per their proposal received on August 17, 2018 for the bid price of \$43,800.00 (including allowances), plus applicable taxes.

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE – no correspondence

11. BY-LAWS

- | | |
|--------------------------------|---|
| 11.1 By-Law No. 2018-41 | Zone Change Application 09/18, Rod Lichti, Part of Lots 27 and 28, Concession 1, Block B, 1335 Concession Road |
| 11.2 By-Law No. 2018-42 | Being a By-Law Respecting Construction, Demolition, Change of Use, Conditional Permits, Sewage Systems and Inspections |

Recommendation

THAT By-Law Nos. 2018-41 and 2018-42 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. 2018-43

Recommendation

THAT By-law No. 2018-43 to Confirm the Proceedings of Council at its Meeting held on September 10, 2018 be introduced, read a first, second, and third time and finally passed in Open Council.

16. ADJOURNMENT

Recommendation

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



TOWNSHIP OF WILMOT

Council Meeting Minutes

Monday, August 27, 2018

Regular Council Meeting

Council Chambers

7:00 P.M.

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

Staff Present: Chief Administrative Officer G. Whittington, Director of Clerk's Services D. Mittelholtz, Deputy Clerk T. Murray, Director of Public Works J. Molenhuis, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Fire Chief R. Leeson, Director of Finance P. Kelly, Director / Curator Castle Kilbrid, T. Loch, Manager of Planning / EDO A. Martin, Financial Analyst / Accounts Payable J. Vincent

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

4.1 PRESENTATIONS – Item 8.4 Wilmot Agricultural Society Fall Fair Update

Resolution No. 2018-132

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

THAT Item 8.4 be added to the agenda under PRESENTATIONS – Wilmot Agricultural Society Fall Fair Update

CARRIED.

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Council Meeting Minutes July 23, 2018

Resolution No. 2018-133

Moved by: J. Gerber Seconded by: B. Fisher

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

Council Meeting July 23, 2018.

CARRIED.

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

Resolution No. 2018-134

Moved by: A. Junker

Seconded by: P. Roe

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.

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 Land Planning Appeal Tribunal, the Tribunal 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.

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

Resolution No. 2018-135

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

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.

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 Land Planning Appeal Tribunal, the Tribunal 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.

Mayor Armstrong asked for clarification regarding the definition of a garden suite and the size limitations. The Manager of Planning/EDO advised that the definition of a garden suite is outlined in the Planning Act but there are no specific limitations in terms of size.

8. PRESENTATIONS/DELEGATIONS

8.1 Discover Your Wilmot – Cheque Presentation

Mayor L. Armstrong presented cheques to the successful applicants of this year's Discover Your Wilmot program. The recipients this year include, Canada Day

Entertainment, the William Scott Festival, the Baden Community Association and the New Dundee Optimist Club.

Mayor L. Armstrong thanked each group for their hard work and dedication to the community.

8.2 Nigel and Cheryl Gordijk, Co-Chairs

Wilmot Terry Fox Run

Nigel and Cheryl Gordijk, Co-Chairs, provided an overview of the Wilmot Terry Fox Run. It was noted that throughout the summer months, the committee has been busy doing fundraising activities leading up to the run date. Some of the highlighted events included the Chairs of Hope and the on-line auction. New for the run this year is the sign dedication initiative, which allows for anyone to purchase a sign to honour a loved one during the race, all signs will be placed along the race route.

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

Mark Cameron, Secretary and Event Chair for the Soap Box Derby was in attendance to provide an overview of the Optimist Club of New Dundee Soap Box Derby to be held on September 9, 2018. He advised that racers are between the ages of 8 and 14 and each Soap Box is designed to reach speeds up to 40 km/h. Mr. Cameron noted that this event would not be possible without the support from the community and businesses such as Bechtel Motors, Farmers Village Market and the Station 2 Fire Fighters. He also advised that new for this year is breakfast with the Fire Fighters to be held prior to the event beginning at 9:00 am.

8.4 Christine Snider, Wilmot Agricultural Society

Fall Fair Update

Christine Snider, Vice President of the Wilmot Agricultural Society presented an update on the 166th Annual Fall Fair. She noted that this is one of the longest standing fall fairs. Highlights of the fair this year include horse pulls, tractor pulls, Paw Patrol characters, and a demolition derby. This year the education day will be held off site at a live working dairy farm, set to host 350 children, volunteers are still being recruited. She thanked all the sponsors and the Township for their donation and staff assistance.

Councillor J. Gerber asked how people can sign-up to volunteer and Ms. Snider advised they can visit the webpage at newhamburgfallfair.ca or email info@newhamburgfallfair.ca.

9. REPORTS

9.1 CAO

9.1.1 REPORT NO. CAO 2018-03

Updated 2018 Municipal Work Program

Resolution No. 2018-136

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

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

CARRIED.

The Chief Administrative Officer outlined the report.

Councillor B. Fisher asked for an update on the status of the employment lands. The Chief Administrative Officer advised that the two property owners are working with Township staff and other levels of Government to satisfy development requirements.

Councillor P. Roe asked for an update on the current traffic counts and the Director of Public Works advised that although he does not have specifics at this point, they will be included in a report to Council that is anticipated before the end of the year

Councillor A. Junker asked for clarification surrounding the anti-idling initiatives and the Manager of Accounting advised that there is currently a small section on the Township's website, with plans for a more detailed description. The Director of Recreation and Facilities advised that signage will be installed at Township owned facilities as part of the fall work programs.

9.2 CLERKS

9.2.1 REPORT NO. CL 2018-16

Lottery Licence Request

**Optimist Club of New Hamburg
Moparfest Car Raffle**

Resolution No. 2018-137

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

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 Licencing Policy Manual Guidelines on lotteries and raffles and Township of Wilmot Lottery Licensing Policies.

CARRIED.

The Deputy Clerk outlined the report.

9.3 FINANCE**9.3.1 REPORT NO. FIN 2018-27****Wilmot Township Water and Sanitary Financial Plan****Resolution No. 2018-138**

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

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

CARRIED.

The Manager of Accounting outlined the report.

9.3.2 REPORT NO. FIN 2018-28**Server Upgrades**

Resolution No. 2018-139**Moved by: A. Junker Seconded by: J. Gerber**

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.

CARRIED.

The Manager of Accounting outlined the report.

Councillor B. Fisher asked if there was any risk to the Township by ordering from Edmonton and the Manager of Accounting advised that although the headquarters are in Edmonton, they do have offices locally.

9.3.3 REPORT NO. FIN 2018-29**Ontario Community Infrastructure Fund (OCIF) Application Based
Component – 2018 Intake****Resolution No. 2018-140****Moved by: P. Roe Seconded by: M. Murray**

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.

CARRIED.

The Director of Finance highlighted the report.

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW 2018-14****Public Works 2nd Quarter Activity Report**

April – June 2018

Resolution No. 2018-141

Moved by: J. Gerber Seconded by: A. Junker

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

CARRIED.

The Director of Public Works highlighted the report.

9.4.2 REPORT NO. PW 2018-15

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

Resolution No. 2018-142

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

THAT the RFT 2018-23 be awarded to Theo Vandenberg 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)

CARRIED

The Director of Public Works outlined the report.

Councillor A. Junker mentioned that it was good to see this project moving forward and asked staff how confident they are that the contractor will complete the work by the date provided. The Director of Public Works advised that the contractor is eager to start and staff are confident the work will be complete on time.

9.4.2 REPORT NO. PW 2018-16

Traffic & Parking By-Law Amendments

**Stuckey Avenue / Issac Shantz Drive / Jacob Cressman Drive,
Baden**

Resolution No. 2018-143

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

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.

CARRIED.

The Director of Public Works highlighted the report.

Councillor B. Fisher supported the amendments and noted that this is a positive start to pedestrian safety and he is confident residents will embrace the four way stop.

Councillor A. Junker noted that he was glad to see staff utilized the speed signs to assist in evidence based decision making and he would be supportive of the Township acquiring more units in the future.

Mayor L. Armstrong agreed and advised he will raise the acquisition of additional speed signs during the budget process.

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT NO. DS 2018-19

Draft Plan of Condominium Application 30CDM-18602

320 Waterloo Street, New Hamburg

Dixie Developments Inc.

Resolution No. 2018-144

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

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 with 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.

CARRIED.

The Director of Development Services highlighted the report.

9.6 FACILITIES AND RECREATION SERVICES

9.6.1 REPORT NO. PRD 2018-04

Facilities and Recreation Services Quarterly Activity Reports

Resolution No. 2018-145

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

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

CARRIED.

The Director of Facilities and Recreation Services highlighted the report.

Councillor J. Gerber asked if there has been any consideration in terms of improving retention of aquatics staff, noting that with the introduction of the new minimum wage increase. The Director of Facilities and Recreation Services advised that a review is currently underway.

9.7 FIRE

9.7.1 REPORT NO. FS 2018-05

Award of Tender 2018-05 Auto Extraction Equipment

Resolution No. 2018-146

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

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 Extraction Equipment complete with required training.

CARRIED.

The Fire Chief highlighted the report.

9.8 CASTLE KILBRIDE

9.8.1 REPORT CK 2018-03

Quarterly Activity Report – April, May & June 2018

Resolution No. 2018-147

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

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

CARRIED.

The Director / Curator of Castle Kilbride outlined the report.

Councillor B. Fisher commended Castle Kilbride staff on another highly successful year.

Mayor L. Armstrong echoed Councillor B. Fisher's comment and advised he too has received a lot of positive comments and Castle Kilbride has received very good press coverage this year.

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

Resolution No. 2018-148

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

THAT Correspondence Item Nos. 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

Resolution No. 2018-149

Moved by: J. Gerber Seconded by: A. Junker

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.

CARRIED.

Councillor J. Gerber asked staff if the Township is experiencing similar issues and the Director of Finance advised that the Township has faced similar restrictions and staff are recommending supporting the resolution.

Councillor A. Junker agreed that this makes sense since land is not needed as much as in the past due to current trends towards cremation.

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 58R-9923, 2428 Bleams Road**
- 11.3 By-law No. 2018-39 – Traffic and Parking By-Law Amendments**

Resolution No. 2018-150

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

THAT By-Law Nos. 2018-37, 2018-38 and 2018-39, be read a first, second and third time and finally passed in Open Council.

CARRIED.

12. NOTICE OF MOTIONS**13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

- 13.1** Councillor A. Junker advised of the Open House for the Arts and Culture Master Plan on September 11, 2018 in Wilmot Community Room at the Administration Office.
- 13.2** Councillor A. Junker advised of the Fire Fighters breakfast prior to the Soap Box Derby on September 9, 2018.

14. BUSINESS ARISING FROM CLOSED SESSION**15. CONFIRMATORY BY-LAW**

- 15.1 By-law No. 2018-40**

Resolution No. 2018-151

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

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.

CARRIED.

16. ADJOURNMENT (8:15 P.M.)

Resolution No. 2018-152

Moved by: B. Fisher

Seconded by: M. Murray

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

CARRIED.

Mayor

Clerk



Township of Wilmot **REPORT**

REPORT NO. DS 2018-21

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: September 10, 2018

SUBJECT: Zone Change Application 09/18
Rod Lichti
Part of Lots 27 and 28, Concession 1, Block B
1335 Concession Road

Recommendation:

That Zone Change Application 09/18 made by Rod Lichti, affecting Part of Lots 27 and 28, Concession 1, Block B, to pass a temporary use by-law to permit two dwellings for a period of 24 months be approved, subject to the following:

1. That the implementing by-law specifically limit occupancy to only one dwelling at any time.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on August 20, 2018. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

Region: no objections

Discussion:

The subject lands are comprised of approximately 35.4ha, 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 dwelling and farm buildings. The applicant proposes to construct a new single family dwelling to replace the existing dwelling

but retain the existing 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 second dwelling on the property for a period of not more than 24 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 one dwelling 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:

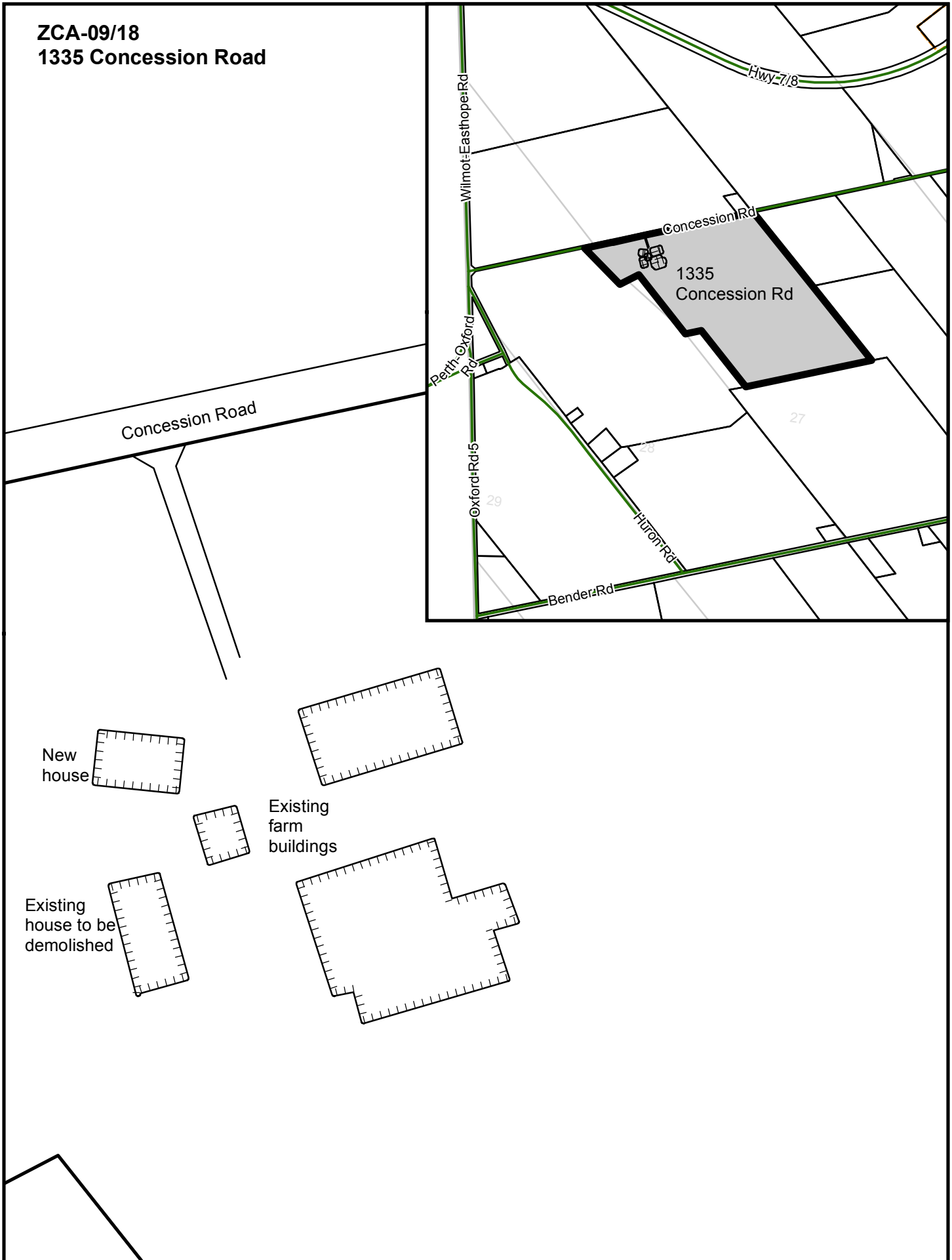
Section 39 of the Planning Act allows the Council of a Municipality to pass a by-law to authorize a temporary use of land, building or structure. The implementing by-law clearly establishes a time frame for removal of the dwelling being replaced and limits occupancy to only one dwelling at any time.

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

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

Grant Whittington
Reviewed by Chief Administrative Officer

ZCA-09/18
1335 Concession Road





Township of Wilmot **REPORT**

REPORT NO. DS 2018-20

TO: Council

PREPARED BY: Harold O'Kafka, Director of Development Services

DATE: September 10, 2018

SUBJECT: 2018 Proposed Building Permit Fee Increases
2017 Building Permit Enforcement Cost Summary

Recommendation:

That Schedule A to Building By-law 2005-53 be amended to increase certain fees to ensure that the enforcement and administration of the Ontario Building Code within Wilmot Township remains self funded by the building industry in accordance with the provisions of Bill 124.

Background:

The Building Code Act allows municipalities to recover the reasonable costs of enforcing and administering the Ontario Building Code through the charging of fees. In Wilmot Township these fees are contained within Schedule A to the Building By-law 2005-53.

In reviewing 2017 building permit revenues and preparing the 2018 operating budget for the enforcement and administration of the Ontario Building Code within Wilmot Township it was noted that while the anticipated fees to be collected from building activity at current rates may be sufficient to cover the anticipated costs of enforcement in 2018 the Bill 124 reserve fund continues to be in a deficit position.

To address the continued reserve fund deficit staff are proposing an increase to fees levied for some types of construction to ensure that the enforcement and administration of the Ontario Building Code with Wilmot Township remains self funded by the building industry.

Discussion:

In accordance with clause 7(1)(c) of the Building Code Act S.O. 1992, c23 as amended notice of the Public Meeting regarding the proposed change to Schedule A of the Building By-law 2005-53 was given in the August 21st edition of the New Hamburg Independent.

In addition, notice of the Public Meeting was placed at the Development Services Counter and on the Township of Wilmot website. Notice was also sent directly to significant residential building

contractors (Stonecroft / Carey Homes, Hearthstone Homes, Capital Homes) and septic contractors.

While permit fees are reviewed annually, permit fees have not been increased for residential, plumbing and septic permit fees for several years and the proposed changes are intended to ensure that over the long term the Building Section of the Development Services Department remains fully funded as a user pay enterprise.

In 2016 updates were made to non-residential fees and agricultural fees and these are not proposed to be modified at this time although some of the minimum permit fees and plumbing fees would apply to these classes as well.

The proposed amendment would see the following increases to permit fees:

Group C: Dwelling Units from \$1.20/ft² to \$1.40/ft²

Group C: Garage, Carport, Shed, Deck from \$0.30/ft² to \$0.45/ft²

Miscellaneous: Portables from \$250 to \$500

Miscellaneous: Inground Pool from \$100 to \$250

Miscellaneous: Change of Use from \$100 to \$250

Interior Finishes: Finishes to previously unfinished space from \$0.25/ft² to \$0.45/ft²

Alterations / Renovations: from \$0.25/ft² to \$0.45/ft²

Plumbing: Each Fixture from \$12.00 to \$15.00

Plumbing: Each Service from \$20.00 to \$40.00

Plumbing: Back Flow Preventor from \$100 to \$250

Sewage Systems: Conventional from \$500 to \$750

Sewage Systems: Tertiary from \$750 to \$1000

Sewage Systems: Minor Repair from \$100 to \$250

Sewage Systems: Major Repair from \$300 to \$500

Revision to Approved Plans: From \$0.02/ft² to \$0.05/ft²

Minimum Permit Fee: From \$100 to \$250 save and except those fees specifically defined at a lower rate (ie tents, above ground pools, signs, fireplaces \$100)

Alternative Solutions: from no fee to \$500/proposal

Site Services: from minimum permit fee to \$0.75/ft per service (eg condominium servicing)

Rationale for Increases:

In general, Residential and Residential Accessory permits represent the most significant portion of day to day activity within the department. As such Residential permit fees should be set at such a level so as to ensure that the base operations of the department are funded through these permit fees.

Primarily, increases are necessary to residential dwelling unit fees to reflect the actual cost to the Township of reviewing permits and inspecting them. Further, the current minimum permit fees

for decks and sheds at \$100 do not adequately recover the costs expended. In general many of these permits require substantively more time to assist residents in navigating the code requirements and good building practices and staff want to ensure that resources exist to allow effective customer service on these permits. By increasing the permit fee to \$250 a truer cost of enforcing and administering the code is realized. Within that category there is also a need to differentiate between the wide variety of decks and as such it is recommended that deck fees be calculated on a square footage basis to ensure that the large multi-tier decks pay a fee reflective of their complexity.

With respect to septic permits the Province, via the Clean Water Act, downloaded the requirement for a mandatory septic inspection program on the municipality. While the Province did provide funding to assist with the first round of inspections no further funding is available as we move into the second round of inspections. As such, the Township is faced with two options.

The first would be to require home owners to pay a fee for their mandatory inspection. Staff believe gaining compliance from residents for the mandatory inspection in round two will be difficult already, in the absence of incentives, and would be only complicated further by requiring payment of a fee as well.

As such, staff are recommending that the entire septic inspection program cover the expense of the mandatory inspection program by increasing septic permit fees across the board. In particular the fees for tertiary treatment systems need also to reflect the increased workload on staff to track and obtain annual maintenance testing on these systems as required by the Province.

Impact of Fee Increase on Budget Moving Forward:

In addition to advising as to the rationale for the change to the fees, Clause 1.9.1.2(d) of the Building Code requires the Township to make available an estimate of the costs of administering and enforcing the Act.

In accordance with subsection 7(4) of the Building Code Act S.O. 1992, c23 as amended the municipality is required to prepare a report on the permit fees received and the direct and indirect costs to administer and enforce the Building Code Act in its area of jurisdiction.

2017 Costs of Administering and Enforcing the Building Code in Wilmot Township:

| | | |
|----|---|-----------------|
| 1. | a) Total Building Permit, Septic Permit and SPMIF fees received: | \$ 565,926.11 |
| | b) Total Transferred from Bill 124 Reserve: | \$ 33,530.12 |
| 2. | Total costs to deliver services related to the administration and enforcement of the Building Code Act: | \$ 599,456.23 |
| | a) Total Direct Costs to administer and enforce the Building Code Act including the review of applications for permits and inspection of buildings: | \$ 518,087.23 |
| | b) Total Indirect Costs of administration and enforcement of the Building Code Act including support and overhead costs: | \$ 81,369.00 |
| 3. | Amount of Bill 124 Reserve Fund on Dec 31/17 | (\$ 759,971.37) |

The proposed increases in fees, based on recent activity levels, generate approximately \$100,000 of annual additional revenue assuming a base residential construction of 100 units.

If implemented, this will allow the Township to begin returning the Building Reserve to a positive position over the next several years. As activity increases with development activity resulting from the expansion of the New Hamburg wastewater treatment plant (NHWTP) and new residential subdivision and intensification projects the Building Reserve should move into a surplus position which should be sufficient to offset the next downturn/slowdown in activity without drawing the fund into deficit.

Strategic Plan Conformity:

Reporting annual statistics and holding public meetings to gain input on fees and charges promotes an engaged community. Ensuring that the enforcement of the Building Code is self funded through activity maintains and sustains the Township's strong fiscal position.

Financial Considerations:

Administration and enforcement of the Ontario Building Code is a user pay enterprise and is not funded by general levy. Increasing permit fees will provide the opportunity for the Bill 124 Reserve Fund to recover from its current deficit position.

Conclusion:

Staff believe that the proposed increases are reasonable and will ensure that the enforcement and administration of the Ontario Building Code within Wilmot Township is fully self funded by the building industry.

The proposed fee increases assists the municipality to ensure the administration and enforcement of the Building Code Act as a user pay system in accordance with the provisions of Bill 124.

As building activity increases in the coming years with the expansion of the New Hamburg Sewage Treatment Plant and development of both residential greenfield and intensification projects the Bill 124 Reserve Fund will continue to grow to a positive position to offset future downturns in the industry.

Harold O'Krafka

Harold O'Krafka, MCIP RPP

Prepared and Submitted by Director of Development Services

Grant Whittington

Reviewed by Chief Administrative Officer

| SCHEDULE "A" | | | |
|--|---|---------------------|--------------|
| To By-Law No. 2005-53 | | | |
| CLASSES OF PERMITS | | Permit Fee | |
| | | Fee Per Square Foot | Fee Per Unit |
| GROUP A: | Assembly | \$2.40 | |
| | Portable Classroom | | \$500.00 |
| GROUP B: | Institutional | \$2.50 | |
| GROUP C: | Residential | | |
| | Dwelling (SFD, Semi, Row, Duplex, Triplex, etc) | \$1.40 | |
| | Garage, Carport, Shed, Deck | \$0.45 | |
| GROUP D: | Business and Personal Service | | |
| | Shell | \$1.50 | |
| | Finished | \$1.75 | |
| | Finishing of Existing Shell | \$0.25 | |
| GROUP E: | Mercantile | | |
| | Shell | \$1.25 | |
| | Finished | \$1.50 | |
| | Finishing of Existing Shell | \$0.25 | |
| GROUP F: | Industrial | | |
| | Shell | \$0.60 | |
| | Finished | \$0.80 | |
| | Finishing of Existing Shell | \$0.20 | |
| AGRICULTURAL | | | |
| | Farm Building | \$0.35 | |
| | Silo, Manure Tank / Pit, Hoop Storage | | \$250.00 |
| MISCELLANEOUS | | | |
| | Fireplace/Woodstove | | \$100.00 |
| | Retaining Wall | \$2.00/ft | |
| INTERIOR FINISHES: All Classifications | | | |
| | Interior finishes to previously unfinished areas (including finishing of residential basements) | \$0.45 | |
| ALTERATIONS/RENOVATIONS: All Classifications | | | |
| | Minor | \$0.45 | |
| | Major | \$0.45 | |
| PLUMBING PERMIT: | | | |
| | Each Fixture | | \$15.00 |
| | Each Service | | \$40.00 |
| SEWAGE SYSTEM PERMIT: | | | |
| | New - Conventional | | \$750.00 |
| | New - Secondary / Tertiary | | \$1,000.00 |
| | Major Repair | | \$500.00 |
| | Minor Repair | | \$250.00 |
| CHANGE OF USE PERMIT: | | | \$250.00 |
| DEMOLITION PERMIT: | | | |
| | Demolition of a building or part thereof | | \$100.00 |
| | Demolition of a building or part thereof which requires a P. Engineer | | \$150.00 |
| FINAL INSPECTION DEPOSIT: | | | |
| | Each Dwelling Unit | | \$400.00 |
| | Deposit returned if Permit completed within 12 months of Occupancy | | |
| REVISION TO EXAMINED PLANS: | | | |
| | Per Square Foot (Minimum Fee \$100.00) | | \$0.05 |
| BUILDING PERMIT TRANSFER: | | | \$200.00 |
| CONSTRUCTION WITHOUT A PERMIT: | | | |
| | Normal fee will be doubled | | Fee x 2 |
| ADDITIONAL INSPECTIONS | | | |
| | Fee per inspection deemed necessary by the Chief Building Official or for call-back inspections where the work was not complete (applicable to existing buildings or defective/deficient new/altered buildings) | | \$150.00 |
| MINIMUM FEE FOR ALL CLASSES OF PERMITS: | | \$250.00 | |
| ABOVE GROUND SWIMMING POOL: | | | \$100.00 |
| INGROUND SWIMMING POOL: | | | \$250.00 |
| SIGN PERMIT: | | | \$100.00 |
| ALTERNATIVE SOLUTIONS: | | | \$500.00 |
| SITE SERVICES: | | 0.75/ft | |
| HERITAGE PERMIT: Per \$1000/Value Min Fee \$10 | | \$10.10 | |



Township of Wilmot **REPORT**

REPORT NO. CL2018-17

TO: Council

PREPARED BY: Tracey Murray, Deputy Clerk

DATE: September 10, 2018

SUBJECT: Proposed 2019 Council Meeting Schedule

Recommendation:

THAT the following schedule for Regular Council Meetings be adopted:

| | |
|---|--|
| January 14, 2019 | February 11, 2019 February 25, 2019 |
| March 4, 2019 March 18, 2019 | April 8, 2019 April 29, 2019 |
| May 13, 2019 May 27, 2019 | June 3, 2019 June 24, 2019 |
| July 15, 2019 | August 26, 2019 |
| September 9, 2019 September 23, 2019 | October 7, 2019 October 21, 2019 |
| November 4, 2019 November 18, 2019 | December 9, 2019. |

Background:

Annually, Council adopts by resolution a Regular Council Meeting schedule in accordance with the Procedural By-law.

Discussion

As in previous years, the members of the Senior Management Team review the proposed schedule before recommendation to Council. The schedule is reviewed for potential conflicts with various events that would affect the availability of Council and/or staff. Such events would include the 2019 Budget process, statutory holidays, municipal conferences and spring break.

Strategic Plan Conformity:

Upon approval, the schedule is subsequently posted on the Township website thereby communicating current municipal matters and further facilitating future communications for residents and other interested parties.

Financial Considerations:

None.

Conclusion:

Staff recommends that the above schedule for Regular Council Meetings be adopted.

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. **CL 2018-18**

TO: **Council**

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

DATE: **September 10, 2018**

SUBJECT: **Municipal Election Compliance Audit Committee
Member Appointments**

Recommendation:

THAT the following member appointments for the 2018-2022 Municipal Election Compliance Audit Committee be approved:

- Larry Aberle;
- Christine Joo;
- Tom Jutzi;
- John Lindsay;
- Robert Steinberg;
- Murray Stoddart;
- Rosita Tse;
- Robert Williams;
- Karen Wilson; and,
- Carl Zehr.

Background:

The Municipal Elections Act requires all municipalities in Ontario to establish a Compliance Audit Committee. Since 2010, the Township of Wilmot has participated in a joint Municipal Election Compliance Audit Committee to fulfill the requirements of the Act. On June 25, 2018, Council approved Report No. CL2018-14 relative to the revised Terms of Reference which added the City of Guelph to the joint Committee.

Discussion:

The Clerks of the participating municipalities reviewed the submitted applications for the Municipal Election Compliance Audit Committee and unanimously agreed to recommend the individuals listed as follows for appointment:

- Larry Aberle;
- Christine Joo;
- Tom Jutzi;
- John Lindsay;
- Robert Steinberg;
- Murray Stoddart;
- Rosita Tse;
- Robert Williams;
- Karen Wilson; and,
- Carl Zehr.

The proposed Committee members were evaluated based on their professional expertise in the areas of accounting, legal and municipal government, availability for day and night meetings, decision-making skills, and previous committee experience.

Strategic Plan Conformity:

Though the establishment of the Municipal Election Compliance Audit Committee is a legislated requirement, communications about MECAC, the opportunity to serve on MECAC and the work completed by MECAC aids in the communication of municipal matters and strengthen customer service which help create an engaged community.

Financial Considerations:

The costs associated with the Municipal Election Compliance Audit Committee are paid by the host municipality when, or if, MECAC is needed to consider an application for a compliance audit. The host municipality would be required to pay the \$175.00 per meeting remuneration, mileage and any other costs associated with the conduct of the meeting. If MECAC finds no reasonable grounds for the application, the host Council is entitled to recover the costs. Also, if an audit is granted by MECAC and no apparent contravention is found, the host Council is entitled to recover the auditor's costs.

Conclusion:

Staff recommends that the above noted applicants be appointed as members to the Municipal Election Compliance Audit Committee.

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

Grant Whittington
Reviewed by
Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. PW 2018-18

TO: Council

PREPARED BY: Leslie Nanibush, Asset Management Coordinator

DATE: September 10, 2018

SUBJECT: Strategic Asset Management Policy

APPENDIX A – Core Regulatory Policy Requirements
APPENDIX B – Strategic Asset Management Policy

Recommendation:

THAT the Strategic Asset Management Policy be approved as per Report PW2018-18.

Background:

The Township is responsible for the maintenance and operation of assets valuing approximately \$231 million. In 2013, the Township completed its first iteration of the Asset Management Plan (AMP). This document was built with the assistance of external consultants, in accordance with the 2012 Building Together: Guide for Municipal Asset Management Plans.

Since 2013, staff have been working to build and enhance the existing Asset Management Plan to become a more strategic document that promotes evidence-based decision making and risk management in long-term infrastructure planning.

Under the updated legislation of Ontario Regulation 588/17, (core principles attached as Appendix A), Asset Management Planning for Municipal Infrastructure, municipal Councils are required to approve a Strategic Asset Management Policy by July 1, 2019. This Policy must be reviewed and updated at least every five (5) years following.

Discussion:

The Strategic Asset Management Policy is the first requirement in a staged process in order to comply with Ontario Regulation 588/17. The next stage will be to complete an Asset Management Plan for core infrastructure assets by July 1, 2021, all other infrastructure assets by July 1, 2023, and all municipally owned assets by July 1, 2024.

The Strategic Asset Management Policy for the Township of Wilmot (attached as Appendix B) was prepared by the Asset Management Coordinator, in consultation with staff from Finance and Public Works. The draft policy was forwarded to our consultants at Public Sector Digest, to ensure the language and content were consistent with the requirements of the regulation.

This policy applies to all identifiable municipally owned infrastructure assets such as roads, sidewalks, bridges, water mains, sewers, fleet, buildings and parks. Assets will be evaluated based on their full lifecycle costs, including the costs of acquiring, operating, maintaining, renewing and disposing of assets.

This policy was circulated to Senior Management Team, who endorsed the document for presentation to Council. Along with supporting documents such as the Strategic Plan and departmental Master Plans, the Township Asset Management Plan will guide the on-going maintenance, rehabilitation and replacement of corporate infrastructure.

Strategic Plan Conformity:

This preceding report is aligned with the Strategic Plan by ensuring we have a prosperous economy through maintaining our infrastructure.

Financial Considerations:

The preparation of the Strategic Asset Management Policy was funded in part by the FCM Municipal Asset Management Program, and the Ontario Community Infrastructure Fund (OCIF).

The practice of Asset Management Planning will create efficiencies and strengthen the infrastructure decision-making processes of the Township. This will inherently lower the total-cost-of-ownership (TCO) on municipal assets.

Asset Management Plans are a mandatory requirement to access funding from senior levels of government under infrastructure programs. Municipalities must display how the proposed works under a grant application are aligned with the priorities outlined in the Asset Management Plan, including risk-based prioritization and evidence-based decision making.

Conclusion:

Overall, the goal of the asset management policy and program is to help the Township maintain its assets at appropriate levels of service by applying the right intervention, on the right assets, at the right time. The Strategic Asset Management Policy is the first step in meeting the requirements of Ontario Regulation 588/17.

Upon Council approval this Policy document will be forwarded to the Ministry for acceptance.

Prepared by Asset Management Coordinator

Prepared by Manager of Accounting

Submitted by Director of Public Works

Submitted by Director of Finance

Submitted by Director of Facilities
and Recreation Services

Submitted by Fire Chief

Submitted by Director of Development Services

Submitted by Director of Castle Kilbride

Submitted by Director of Clerk's Services

Reviewed by Chief Administrative Officer

APPENDIX A – Core Policy Principles

In accordance with the regulation, every municipality shall prepare a strategic asset management policy that includes, at minimum, twelve core items, as noted within the policy document. Each municipality is required to prepare a policy by July 1, 2019. The 12 core principles are outlined below

1. Any of the municipality's goals, policies or plans that are supported by its asset management plan.
2. The process by which the asset management plan is to be considered in the development of the municipality's budget or of any long-term financial plans of the municipality that take into account municipal infrastructure assets.
3. The municipality's approach to continuous improvement and adoption of appropriate practices regarding asset management planning.
4. The principles to be followed by the municipality in its asset management planning, which must include the principles set out in section 3 of the Act.
5. The municipality's commitment to consider, as part of its asset management planning,
 - i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality's infrastructure assets, in respect of such matters as,
 - A. operations, such as increased maintenance schedules,
 - B. levels of service, and
 - C. lifecycle management,
 - ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,
 - iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,
 - iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets, and
 - v. disaster planning and contingency funding.
6. A process to ensure that the municipality's asset management planning is aligned with any of the following financial plans:
 - i. Financial plans related to the municipality's water assets including any financial plans prepared under the *Safe Drinking Water Act, 2002*.
 - ii. Financial plans related to the municipality's wastewater assets.
7. A process to ensure that the municipality's asset management planning is aligned with Ontario's land-use planning framework, including any relevant policy statements issued under subsection 3 (1) of the *Planning Act*, any

provincial plans as defined in the *Planning Act* and the municipality's official plan.

8. An explanation of the capitalization thresholds used to determine which assets are to be included in the municipality's asset management plan and how the thresholds compare to those in the municipality's tangible capital asset policy, if it has one.
9. The municipality's commitment to coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of its upper-tier municipality, neighbouring municipalities or jointly-owned municipal bodies.
10. The persons responsible for the municipality's asset management planning, including the executive lead.
11. An explanation of the municipal council's involvement in the municipality's asset management planning.
12. The municipality's commitment to provide opportunities for municipal residents and other interested parties to provide input into the municipality's asset management planning.

POLICY NUMBER _____

SECTION: Corporate
SUBSECTION: Asset Management
SUBJECT: Strategic Asset Management Policy

Approved by:
Date approved:
Applicable By-law:
Applicable Resolution:
Applicable Staff Report:
Revision Date:

1. BACKGROUND

Asset Management can be best defined as an integrated business approach within an organization that aims to minimize the lifecycle costs of owning, operating, and maintaining assets, at an acceptable level of risk, while continuously delivering established level of service for present and future stakeholders. By implementing asset management processes, infrastructure needs can be prioritized over time, ensuring municipal asset are maintained while minimizing repair and rehabilitation costs.

The Township is responsible for the maintenance and operation of assets valuing \$231 million. These assets are critical for the delivery of service levels expected by the residents of the Township of Wilmot.

2. POLICY STATEMENT

The Township commits to meeting the regulatory requirements for core infrastructure assets by July 1, 2021, all other infrastructure assets by July 1, 2023, and all municipally owned assets by July 1, 2024.

The Township will implement a program based on lifecycle and risk management of the Township's infrastructure assets with a primary goal of achieving lowest total cost of ownership while meeting desired levels of service. In addition to a comprehensive and accurate data set, the core aspects of continuous improvement and best practices for asset management planning will be implemented, including;

- i) Condition Assessment Protocols
- ii) Risk and Criticality Models
- iii) Lifecycle Management
- iv) Financial Strategy Development
- v) Level of Service Framework

3. PURPOSE

The purpose of this policy is to meet the regulatory requirements for Asset Management Planning and ensure consistent application of the asset management program across the Township. Further, the Township's intent is to reduce risk and provide desirable levels of service to the community in a fiscally responsible and environmentally sustainable manner. Asset management planning is fundamental in achieving the Township's vision to be a cohesive, vibrant and welcoming countryside community.

4. SCOPE

This Policy applies to all identifiable municipally owned infrastructure assets such as, roads, sidewalks, bridges, water mains, sewers, fleet, buildings, and parks. Assets will be evaluated based on their full lifecycle costs, including the costs of acquiring, operating, maintaining, renewing and disposing of assets.

4.1 Capitalization Threshold*

The Township currently has a capitalization threshold of \$10,000 for the existing 10-year capital forecast, and pre-defined capitalization thresholds within the TCA policy for various asset types reported under PSAB 3150. From an Asset Management perspective, the Township includes all identifiable municipally owned infrastructure, regardless of a capitalization threshold.

Through the on-going asset management efforts at the Township, staff will endeavor to update TCA reporting thresholds to bring alignment between the implementation of O.Reg 588/17 and PSAB 3150 regulatory requirements.

5. ASSET MANAGEMENT PROGRAM

The asset management program aims to improve and sustain asset management practices across the organization. Overall, the goal of the asset management program is to help the Township maintain its assets at appropriate levels of service by applying the right intervention, on the right asset, at the right time.

5.1 Documents within the Asset Management Program:

- Township of Wilmot Strategic Plan
- Township of Wilmot Strategic Asset Management Policy
- Township of Wilmot Asset Management Plan
- Township of Wilmot Tangible Capital Assets Policy
- Township of Wilmot Park, Facilities and Recreation Services Master Plan
- Township of Wilmot Trails Master Plan
- Township of Wilmot Fire Master Plan
- Township of Wilmot Arts & Culture Master Plan (Future)

5.2 Relationship between Asset Management Plan, Budgets and Financial Plans*

The Township will utilize information from the Asset Management Program to promote evidence based decision making within the existing 10-year Capital Forecast framework and future longer term infrastructure planning. The information held within the asset registry, specifically regarding condition and risk assessments will be utilized to strengthen the foundation of capital planning and analysis. Efforts will take place to build a long term capital plan that is fully integrated on a single platform with a growing dataset on asset management.

The Township shall maintain strategic alignment between the Asset Management Plan and the legislative planning documents associated with the Safe Drinking Water Act, 2002, and the existing network of sanitary infrastructure. Efforts will ensure that the information garnered under the Asset Management Program will seamlessly flow into annual updates of Water and Sanitary Infrastructure and operational planning.

The Township will also ensure that asset management planning is also aligned with the Township's Official Plan, Development Charges Background Study, and will endeavor to align with related Master Plan documents.

5.3 Relationship between Asset Management Plan and Regulatory Policies and Plans*

The Township shall take into account any applicable budgets or fiscal plans released under the following:

1. Fiscal Transparency and Accountability Act, 2004
2. Budgets adopted under part VII of the Municipal Act, 2001
3. Ontario's Land Use Planning Framework
4. Any relevant policy statements issued under subsection 3(1) of the Planning Act, any provincial plans as defined in the Planning Act and the Township's Official Plan.

6. ASSET MANAGEMENT GOALS AND PRINCIPLES

6.1 Asset Management Goals:

| Goal | Definition |
|---------------------|--|
| Financial Stability | Continuously demonstrate fiscal responsibility while ensuring Township owned infrastructure is maintained to an appropriate level of service. |
| Risk Reduction | Achieve a balance between desired levels of service and the amount of acceptable risk, while managing resources and infrastructure priorities. |
| Levels of Service | Provision and maintenance of defined service quality for a particular activity or service area, against which service performance may be measured. |

6.2 Asset Management Principles

| Principle | Definition |
|------------------------|---|
| Value-Based/Affordable | The Township will choose practices, interventions and operations that aim at reducing the lifecycle cost of asset ownership, while satisfying levels of service. Decisions are based on balancing service levels, risks and costs. |
| Prioritizing* | The Township shall clearly identify infrastructure priorities which will drive investment decisions. |
| Economic Development* | The Township shall promote economic competitiveness, productivity, job creation, and training opportunities. |
| Transparency* | <p>The Township shall be evidence-based and transparent. Additionally, subject to any prohibitions under an act or otherwise by law on the collection, use, or disclosure of information, the Township shall:</p> <ul style="list-style-type: none"> - Make decisions with respect to infrastructure based on information that is publicly available or make available to the public, and - Share information with implications on infrastructure and investment decisions with senior levels of Government and broader public sector entities. |

| Principle | Definition |
|----------------------------|---|
| Consistency* | The Township shall ensure the continued provision of core public services. |
| Innovation* | The Township shall create opportunities to make use of the innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario. |
| Risk-based | The Township will manage the asset risk associated with attaining the levels of service by focusing resources, expenditures, and priorities based upon risk assessments and the corresponding cost/benefit recognizing that public safety is the priority. |
| Integration* | The Township shall, where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them. |
| Health and safety* | The Township shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected. |
| Stakeholder focused | The Township will have clearly defined levels of service and apply asset management practices to maintain the confidence of stakeholders in how Township assets are managed. |
| Forward looking* | The Township shall take a long-term view while considering the impacts of demographic and economic trends on infrastructure needs. |
| Environmentally Conscious* | <p>The Township shall minimize the impact of infrastructure on the environment by:</p> <ol style="list-style-type: none"> 1. Respecting and helping maintain ecological and biological diversity, 2. Augmenting resilience to the effects of climate change, and 3. Endeavoring to make use of acceptable recycled aggregates & materials. |

| Principle | Definition |
|------------------------------|---|
| Climate Change Adaptability* | <p>The Township's is committed to include, as part of its asset management planning:</p> <ul style="list-style-type: none"> ○ The actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality's infrastructure assets, in respect of such matters, as, <ul style="list-style-type: none"> ▪ Operations, such as increased maintenance schedules, ▪ Levels of services, ▪ Lifecycle management, ○ The anticipated costs that could arise from the vulnerabilities described in subparagraph above, ○ Adaptation opportunities that may be undertaken to manage the vulnerabilities described above, ○ Mitigation approaches to climate changes, such as previously established greenhouse gas emission reduction goals and targets, and ○ Disaster planning and contingency funding. |
| Community Focused* | <p>The Township shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the quality of life of a community affected by the project, such as:</p> <ol style="list-style-type: none"> 1. Local job creation and training opportunities (including for apprentices, within the meaning of section 9 of the Infrastructure for Jobs and Prosperity Act, 2015) 2. Improvement of public space within the community, and 3. Promotion accessibility for persons with disabilities. |
| Service Focused | <p>The Township will consider all the assets in a service context and take into account their interrelationship as opposed to optimizing individual assets in isolation.</p> |
| Collaboration* | <p>The Township is committed to coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of our upper-tier municipality, neighbouring municipalities or jointly-owned municipal bodies.</p> <p>The Township is committed to provide opportunities for municipal residents and other interested parties to provide input in to the Township's asset management planning.</p> |

6. RESPONSIBILITIES

| ROLES | RESPONSIBILITIES |
|---|--|
| Council* | <ul style="list-style-type: none"> • Approve Strategic Asset Management Policy and Plan • Approve asset funding to ensure required financial stability to Asset Management through the Annual Budget. • Conduct an annual review of the Township's asset management progress on or before July 1 in each year, starting the year after the Township's asset management plan is completed.* |
| Executive Lead* Chief Administrative Officer | <ul style="list-style-type: none"> • Communicate the vision of asset management at a corporate level • Review and approve documents and strategies proposed by the Asset Management Working Group. • Endorse asset management plan and policy. |
| Asset Management Working Group Senior Management & Asset Management Coordinator | <ul style="list-style-type: none"> • Create, review, approve and implement Asset Management documents and strategies, where the implications are organization wide or external • Endorse every asset management policy and plan • Participate in the process of aligning asset management strategies and plans with organizational strategies and objectives • Communicate the vision of asset management at a corporate level, encourage engagement with the processes, and provide the guidance necessary to ensure alignment and integration across the organization. |
| Residents & Stakeholders | <ul style="list-style-type: none"> • Provide feedback related to levels of service, service experience, and service expectations. • Notify the Township, via appropriate means, when service deficiencies or failures are observed |

8. REVIEW PERIOD*

The Policy is to be reviewed by the Asset Management Working group every 5 years.

In addition, Council will conduct an annual review of the Township's asset management progression on or before July 1 each year, starting the year after the Township's asset management plan is completed.

The annual review process will address:

- (a) The Township's progress in implementing its asset management plan;
- (b) Any factors impeding the municipality's ability to implement its asset management plan; and
- (c) A strategy to address factors described in (b).

9. PERSON(S) RESPONSIBLE FOR ASSET MANAGEMENT:**Executive lead:**

- Chief Administrative Officer



Township of Wilmot **REPORT**

| | |
|---------------------|---|
| REPORT NO. | PRD-2018-05 |
| TO: | Council |
| PREPARED BY: | Scott Nancekivell, Director of Facilities & Recreation Services |
| DATE: | September 10, 2018 |
| SUBJECT: | RFP 2018-24 New Hamburg Arena Architectural/Engineering Re-commissioning Study |

Recommendation:

That NA Engineering Associates Inc. be hired to complete the New Hamburg Arena Architectural/Engineering Re-commissioning Study as per their proposal received on August 17, 2018 for the bid price of \$43,800.00 (including allowances), plus applicable taxes.

Background:

The hiring of an architectural/engineering firm to undertake a condition assessment of the existing New Hamburg Arena facility and determine the magnitude of remedial works required to re-commission the building as an artificial ice facility, or alternatively, a permanent warm floor multi-purpose facility, was approved as part of the 2017 budget process.

As recommended in the approved Parks, Facilities & Recreation Services Master Plan (2017), the study will produce pertinent technical data and cost information to support future decisions on locating an additional ice surface within the municipality.

Due to the work load within the department in 2017, the project budget was carried forward, and the project was re-scheduled for completion in 2018.

Discussion:

On August 01, 2018 the Township issued a formal request for proposal for the New Hamburg Arena Architectural/Engineering Re-commissioning Study (RFP 2018-24), with the objective of having the final report completed by December 28, 2018.

An optional site visit was scheduled on August 9, 2018 for those firms that wished to view the New Hamburg Arena facility prior to submitting a proposal.

On August 17, 2018 the Township received proposals from the following four (4) engineering/architectural consulting firms:

- John MacDonald Architect Inc. (Kitchener)
- WGD Architects Inc. (Toronto)
- NA Engineering Associates Inc. (Stratford)
- J.L Richards & Associates Limited (Guelph)

An internal selection committee consisting of staff from Facilities & Recreation Services, and Finance, reviewed and evaluated the four (4) proposals based on the following criteria:

- Project Understanding and Approach
- Experience & References
- Project Manager/Team
- Cost Proposal

A detailed review of the submissions based on the first three criteria was initially completed, followed by an evaluation of the cost proposal to arrive at a final score for all submissions.

Strategic Plan Conformity:

Ensuring people's safety
Maintaining our infrastructure
Providing recreational opportunities for everyone

Financial Considerations:

The proposal from NA Engineering Associates Inc., which includes all items requested in the scope of work, including allowances, is \$43,800.00 plus applicable taxes. Fees net of the HST rebate will be \$44,570.88.

The approved budget for these works was \$30,000.00. Unfortunately, all bids were over the budgeted amount for this project. During the course of the year, the Township receives many competitive quotations, proposals and/or tenders that are over or under budgeted amounts. The additional costs associated with this project will be reconciled with the overall capital expenditure statement at year-end.

Additional funding will be sourced from the Development Charges and Facilities reserve funds, based on their proportionate funding under the original budget.

Conclusion:

The selection committee recommends that the contract for consulting services be awarded to NA Engineering Associates Inc. for the bid price of \$43,800.00 plus applicable taxes.

Scott Nancekivell, B.Sc.
Prepared/submitted by
Director of Facilities & Recreation Services

Patrick Kelly, CPA, CMA
Submitted by Director of Finance

Grant Whittington
Reviewed by Chief Administrative Officer

TOWNSHIP OF WILMOT**BY-LAW NO. 2018-41**

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 7.1 of By-law No 83-38, as amended:
 - a) a second "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 one "Residential Building – 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 twenty-four months from the date of issuance of a building permit for a second "Residential Building – One Unit".

READ a first and second time on the 10th day of **September, 2018.**

READ a third time and finally passed in Open Council on the 10th day of **September, 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 Lots 27 and 28, Concession 1, Block B, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2018-41**.

PASSED this 10th day of **September, 2018**.

MAYOR

CLERK

**THE CORPORATION OF
THE TOWNSHIP OF WILMOT
BY-LAW NO. 2018-42**

**BEING A BY-LAW RESPECTING CONSTRUCTION, DEMOLITION, CHANGE
OF USE, CONDITIONAL PERMITS, SEWAGE SYSTEMS AND INSPECTIONS**

WHEREAS Section 7 of the Building Code Act, 1992, s.o. 1992 c.23 as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, conditional permits, sewage systems and inspections;

AND WHEREAS Section 391 of the Municipal Act, S.O. 2001, c. 25, as amended, a Municipality may pass by-laws imposing fees or charges for services of activities provided or done by or on behalf of it;

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

- 1. Schedule “A” to By-law 2005-53 is hereby repealed and replaced with Schedule “A” attached to and forming part of this by-law.
- 2. This By-law shall come into force and effect on the final passing thereof by the Council of the the Corporation of the Township of Wilmot subject to compliance with the provisions of the Building Code Act, s.o.1992 c.23 as amended and the Municipal Act, S.O. 2001, c.25, as amended.

READ a First and Second Time this 10th day of September, 2018.

READ a Third Time and Finally Passed in Open Council this 10th day of September, 2018.

MAYOR

CLERK

| SCHEDULE "A" | | |
|--|---------------------|--------------|
| To By-Law No. 2005-53 | | |
| CLASSES OF PERMITS | Permit Fee | |
| | Fee Per Square Foot | Fee Per Unit |
| GROUP A: Assembly | \$2.40 | |
| Portable Classroom | | \$500.00 |
| GROUP B: Institutional | \$2.50 | |
| GROUP C: Residential | | |
| Dwelling (SFD, Semi, Row, Duplex, Triplex, etc) | \$1.40 | |
| Garage, Carport, Shed, Deck | \$0.45 | |
| GROUP D: Business and Personal Service | | |
| Shell | \$1.50 | |
| Finished | \$1.75 | |
| Finishing of Existing Shell | \$0.25 | |
| GROUP E: Mercantile | | |
| Shell | \$1.25 | |
| Finished | \$1.50 | |
| Finishing of Existing Shell | \$0.25 | |
| GROUP F: Industrial | | |
| Shell | \$0.60 | |
| Finished | \$0.80 | |
| Finishing of Existing Shell | \$0.20 | |
| AGRICULTURAL | | |
| Farm Building | \$0.35 | |
| Silo, Manure Tank / Pit, Hoop Storage | | \$250.00 |
| MISCELLANEOUS | | |
| Fireplace/Woodstove | | \$100.00 |
| Retaining Wall | \$2.00/ft | |
| INTERIOR FINISHES: All Classifications | | |
| Interior finishes to previously unfinished areas (including finishing of residential basements) | \$0.45 | |
| ALTERATIONS/RENOVATIONS: All Classifications | | |
| Minor | \$0.45 | |
| Major | \$0.45 | |
| PLUMBING PERMIT: | | |
| Each Fixture | | \$15.00 |
| Each Service | | \$40.00 |
| SEWAGE SYSTEM PERMIT: | | |
| New - Conventional | | \$750.00 |
| New - Secondary / Tertiary | | \$1,000.00 |
| Major Repair | | \$500.00 |
| Minor Repair | | \$250.00 |
| CHANGE OF USE PERMIT: | | \$250.00 |
| DEMOLITION PERMIT: | | |
| Demolition of a building or part thereof | | \$100.00 |
| Demolition of a building or part thereof which requires a P. Engineer | | \$150.00 |
| FINAL INSPECTION DEPOSIT: | | |
| Each Dwelling Unit | | \$400.00 |
| Deposit returned if Permit completed within 12 months of Occupancy | | |
| REVISION TO EXAMINED PLANS: | | |
| Per Square Foot (Minimum Fee \$100.00) | | \$0.05 |
| BUILDING PERMIT TRANSFER: | | \$200.00 |
| CONSTRUCTION WITHOUT A PERMIT: | | |
| Normal fee will be doubled | | Fee x 2 |
| ADDITIONAL INSPECTIONS | | |
| Fee per inspection deemed necessary by the Chief Building Official or for call-back inspections where the work was not complete (applicable to existing buildings or defective/deficient new/altered bldgs.) | | \$150.00 |
| MINIMUM FEE FOR ALL CLASSES OF PERMITS: | \$250.00 | |
| ABOVE GROUND SWIMMING POOL: | | \$100.00 |
| INGROUND SWIMMING POOL: | | \$250.00 |
| SIGN PERMIT: | | \$100.00 |
| ALTERNATIVE SOLUTIONS: | | \$500.00 |
| SITE SERVICES: | 0.75/ft | |
| HERITAGE PERMIT: Per \$1000/Value Min Fee \$10 | \$10.10 | |

This is Schedule “A” to By-law No. 2018-42
Passed this 10th day of September, 2018.

Mayor

Clerk