



**TOWNSHIP  
OF WILMOT**

**Council Meeting Minutes  
Monday, September 10, 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, Manager of Planning / EDO, A. Martin, Asset Management Coordinator, L. Nanibush

**1. MOTION TO CONVENE INTO CLOSED SESSION**

**Resolution No. 2018-153**

**Moved by: M. Murray**

**Seconded by: B. Fisher**

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**

**Resolution No. 2018-154**

**Moved by: P. Roe**

**Seconded by: A. Junker**

**THAT Council convene into Open Session of Council at 7:00 pm.**

**CARRIED.**

**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 August 27, 2018**

**Resolution No. 2018-155**

**Moved by: M. Murray**

**Seconded by: B. Fisher**

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

**Council Meeting August 27, 2018.**

**CARRIED.**

It was noted that Item 8.3 concerning the New Hamburg Soap Box Derby should have read the New Dundee Village Market and not the Farmers Village Market. The Deputy Clerk noted and the amendment will be made.

**7. PUBLIC MEETINGS**

**7.1 REPORT NO. DS 2018-21**

**Zone Change Application 09/18**

**Rod Lichti**

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

**1335 Concession Road****Resolution No. 2018-156****Moved by: M. Murray****Seconded by: A. Junker**

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.

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 Local 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 2018-20****2018 Building Permit Fee Increases****2017 Building Permit Enforcement Cost Summary**

Resolution No. 2018-157

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

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.

CARRIED.

Mayor Armstrong stated this is a public meeting in accordance with the provisions of the Building Code Act and declared the public meeting open and stated that Council would hear all interested parties who wished to speak.

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 Director of Development Services 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.

Mr. Arron Fewkes, 46 Ritz Cres, New Hamburg

Mr. Fewkes asked if this the first year that we would be running not self-funded, the first year a deficit has been run.

The Director of Development Services advised this is an annual report, the deficit, Mr. Kelly deals with through the budget process, but the Bill 124 provisions recognize that there is an ebb and a flow in permit activity over a number of years and as such some years you have a deficit and in other years you have a surplus but no, this is not the first year with a deficit. Historically building activity in the early 2000s generated significant surpluses but at that time Bill 124 wasn't in place so the Township policy at that time was those surpluses were divided between the three operating reserves being Public Works, Fire and Facilities. Bill 124 was introduced at a time when the Township permit activity was dropping and so we unfortunately hit the wrong part of the revenue curve in terms of establishing a Building Operating Reserve if you will but we anticipate with the new official

plan and the proposed subdivisions coming on stream that will cycle back up through and that over the next number of years that deficit will become a surplus and again than probably a 7-8 year cycle we will probably see that deficit start eroding back down again. It's difficult to simply set a fee to ensure each year will be a break-even, we have to plan it over a 7-10 year cycle in order to ensure that we are not having wild swings in permit rates - if you have 50 permits you can't just increase the fee to say \$10,000 for the building permit for your house then the next year it gets busier drop that fee back down to \$500, you have to maintain a steady flow, so that is the basis of that.

Mr. Fewkes advised the report makes note of spending a lot of time talking to residents and explaining the code is written with regards to decks etc., which I could understand. It was suggested that staff want to ensure that resources exist to allow affective customer service. I was just wondering, how does an increase in fees equate to affective customer service. Will it be a hiring of more staff?

The Director of Development Services responded, through you Mayor Armstrong, it's to ensure that building staff levels remain the same as they are right now, if permit fees, if permit activity rather would go up substantively then we would look to increase staff in the future but that would be the decision of Council. For right now the answer is it would be status quo but if we go back to building 250-300 houses a year, verses the 100 houses that we budget for now, then obviously we have mandatory inspections that are required we have to ensure that they get those mandatory inspections done and we would approach Council and indicate that permit levels are driving a need for more inspections and more inspections obviously equals more staff. There is a limit to the number of inspections that can be completed per staff member per day and some municipalities have systems like Kitchener where I think the last I heard is 150 homes per inspector in terms is how they budget staffing levels and I think 175 permits per plans examiner.

## **8. PRESENTATIONS/DELEGATIONS**

### **8.1 Presentation of Trails Donation**

Mr. Mike Schout presented Council with a two stage donation of \$1M for the development of the trail system in the Township. Mr. Schout spoke of the passion he has for encouraging a walkable community and advised of the ever growing support of the trail network already in existence. The donation represents a \$500,000 contribution this year and a \$500,000 contribution at the same time next year. Mayor Les Armstrong thanked Mr. Schout on behalf of Council and residents.

**9. REPORTS****9.1 CAO – no reports****9.2 CLERKS****9.2.1 REPORT NO. CL 2018-17****Proposed 2019 Council Meeting Schedule****Resolution No. 2018-158****Moved by: B. Fisher****Seconded by: M. Murray**

THAT the following schedule for Regular Council Meetings be adopted:

January 14, 2019

February 11, 2019

February 25, 2019

March 4, 2019

April 8, 2019

March 18, 2019

April 29, 2019

May 13, 2019

June 3, 2019

May 27, 2019

June 24, 2019

July 15, 2019

August 26, 2019

September 9, 2019

October 7, 2019

September 23, 2019

October 21, 2019

November 4, 2019

December 9, 2019.

November 18, 2019

CARRIED.

The Deputy Clerk outlined the report.

**9.2.2 REPORT CL 2018-18****Municipal Election Compliance Audit Committee****Member Appointments**

**Resolution No. 2018-159****Moved by: P. Roe    Seconded by: A. Junker**

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;
- Carl Zehr.

CARRIED.

The Director of Clerk's Services outlined the report.

**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**

**Resolution No. 2018-160****Moved by: M. Murray****Seconded by: B. Fisher**

THAT the Strategic Asset Management Policy be approved as per Report PW 20018-18.

CARRIED.

The Director of Public Works outlined the report.

Councillor J. Gerber thanked staff for the report and noted that it is exciting to see this happening in the Township. He asked staff if this will have a potential impact on any of the current policies, in particular, timed life span policies (i.e. vehicles). The Director of Public Works advised that there is no change at this time for current policies and practices; however, ongoing monitoring will be done as part of the role of the Asset Management Coordinator.

**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**

**Resolution No. 2018-161**

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

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.

CARRIED.

The Director of Facilities and Recreation Services outlined the report.

Councillor J. Gerber noted this report is a positive step in planning for the future needs within the Township.

**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**

**Resolution No. 2018-162**

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

THAT By-Law Nos. 2018-41 and 2018-42, 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 B. Fisher requested that staff review the Sign By-Law. Staff advised they will add it to the Work Program for 2019.
- 13.2** Councillor J. Gerber advised of the Arts and Culture Master Plan open house happening at the Township office on September 11. He also reminded everyone of the New Hamburg Fall Fair which starts on Thursday September 13 and runs to September 16, with the Terry Fox Run happening on the Sunday.
- 13.3** Councillor A. Junker noted that the Soap Box Derby was a success with 18 entries this year. He also reminded everyone of the New Dundee Board of Trade fish fry happening on September 19 and the Poor Boys Lunch on September 27, 2018.

**14. BUSINESS ARISING FROM CLOSED SESSION****14.1 Confidential Report No. PW 2018-17****Holland Mills Road Bridge Replacement – Property Acquisition**

**Resolution No.**

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

THAT the Mayor and Clerk be directed to execute a Memorandum of Agreement with the property owners of 1527 Holland Mills Road (Roll No. 3018-01-007-06301) for acquisition of property required for the construction of the Holland Mills Road Bridge.

CARRIED.

**15. CONFIRMATORY BY-LAW****15.1 By-law No. 2018-43****Resolution No. 2018-163****Moved by: B. Fisher****Seconded by: P. Roe**

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.

CARRIED.

**16. ADJOURNMENT (7:47P.M.)****Resolution No. 2018-164****Moved by: M. Murray****Seconded by: J. Gerber**

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

CARRIED.

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Mayor

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Clerk