



# **TOWNSHIP OF WILMOT**

## **Council Meeting Agenda**

**Monday, November 19, 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 November 5, 2018**

#### **Recommendation**

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

Council Meeting November 5, 2018.

### **7. PUBLIC MEETINGS**

#### **7.1 REPORT DS 2018-28**

**Zone Change Application 11/18**

**Ken Reich**

**Part of Lot 7, Concession South of Erb's Road**

**1624 Notre Dame Drive****Recommendation**

THAT Zone Change Application 11/18 made by Ken Reich, affecting Part of Lot 7, Concession South of Erb's Road, to permit one accessory apartment within an accessory structure, be approved subject to the following:

1. the lands be subject to the (H) symbol indicating that one accessory apartment within an accessory structure is not permitted until such time as the Region of Waterloo's concerns relative to the completion of a Record of Site Condition have been satisfied.

**7.2 REPORT DS 2018-29**

**Zone Change Application 12/18**

**Katy Brenneman**

**Lot 1 and Part of Lot 2, Plan 983**

**290 Huron Street, New Hamburg**

**Recommendation**

THAT Zone Change Application 12/18 made by Katy Brenneman, affecting Lot 1 and Part of Lot 2, Plan 983, to permit dwelling units on any level of the dwelling, up to a maximum of three units, without the requirement for a commercial use to be present on the property, be approved.

**7.3 REPORT DS 2018-30**

**Zone Change Application 13/18**

**Teresa Brown**

**Lot 4, Plan 633**

**50 Mill Street, Baden**

**Recommendation**

THAT Zone Change Application 13/18 made by Teresa Brown, affecting Lot 4, Plan 633, to reduce the required lot width and frontage for a dwelling containing more than one unit from 18m and 19.5m, respectively, to 12.6m and to reduce the minimum floor area for a dwelling unit from 83m<sup>2</sup> to 80m<sup>2</sup>, be approved.

**8. PRESENTATIONS/DELEGATIONS****9. REPORTS****9.1 CAO – no reports****9.2 CLERKS****9.2.1 REPORT CL 2018-19****Lottery Licence Request****Interfaith Counselling Centre****“Trip-A-Month” Raffle****Recommendation**

THAT the application from the Interfaith Counselling Centre for a raffle lottery licence for travel/vacation prizes being drawn once a month from April 4, 2019 to March 8, 2020 be approved;

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 – no reports****9.4 PUBLIC WORKS – no reports****9.5 DEVELOPMENT SERVICES****9.5.1 REPORT DS 2018-31****Billboard Sign Renewals****Recommendation**

THAT report DS 2018-31 be endorsed.

**9.6 FACILITIES AND RECREATION SERVICES – no reports****9.7 FIRE – no reports**

- 9.8 CASTLE KILBRIDE – no reports**
- 10. CORRESPONDENCE – no correspondence**
- 11. BY-LAWS**
  - 11.1 By-law No. 2018-51 – Zone Change Application 11/18**  
**Ken Reich**  
**Part of Lot 7, Concession South of Erb's**  
**Road**  
**1624 Notre Dame Drive**
  - 11.2 By-law No. 2018-52 – Zone Change Application 12/18**  
**Katy Brenneman**  
**Lot 1 and Part 2, Plan 983**  
**290 Huron Street, New Hamburg**
  - 11.3 By-law No. 2018-53 - Zone Change Application**  
**Teresa Brown**  
**Lot 4, Plan 633**  
**50 Mill Street, Baden**

**Recommendation**

THAT By-Law Nos. 2018-51, 2018-52 and 2018-53 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. 2018-54**

**Recommendation**

THAT By-law No. 2018-54 to Confirm the Proceedings of Council at its Meeting held on November 19, 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, November 5, 2018**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

Members Present: Mayor L. Armstrong, Councillors A. Junker, P. Roe, B. Fisher, 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 Kilbride Tracy Loch, Senior Municipal Law Enforcement Officer E Merritt, Manager of Planning / EDO A. Martin,

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

**Resolution No. 2018-178**

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

THAT a Closed Meeting of Council be held on Monday, November 5, 2018 at 6:30 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. 2018-179**

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

**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 October 1, 2018**

**Resolution No. 2018-180**

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

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

**Council Meeting October 1, 2018.**

**CARRIED.**

Councillor B. Fisher advised that his request for clarification regarding the Statement of Operations should be revised to include the removal of residents from the Voter's List who have also moved away.

**7. PUBLIC MEETINGS – none scheduled**

**8. PRESENTATIONS/DELEGATIONS**

**8.1 Arts & Culture Master Plan**

**TCI Management Consultant**

**Jon Linton**

The Director / Curator of Castle Kilbride introduced the consultants. Mr. Linton thanked the Mayor and members of Council for the opportunity to present.

Mr. Linton provided an overview of the Arts & Culture Master Plan process, including the phases of plan development and comparisons from other communities of similar size. He reviewed the timelines and the recommendations.

Council Junker advised this plan has been highly anticipated and he had been involved with several arts and culture outlets within the Township. He advised that he is pleased to see this come forward before his term of Council ended.

Councillor Fisher thanked staff and the consultant for the extensive report and noted that volunteerism was identified as an area for improvement and asked what other communities are doing to address this issue. Mr. Linton advised that other communities develop recruitment and reward programs that are specific to supporting volunteers. Some communities are focusing on engaging youth, there are volunteer fairs and other avenues for use to draw larger numbers of volunteers.

Councillor Roe asked what the review plans are at the end of the five year Master Plan and Mr. Linton advised that the report suggests a review process begin in year four of the plan.

Mayor Armstrong advised that it is important to look at what has been done and what can be done to support the plan.

**8.1.1 REPORT NO. CK 2018-04****Approval of the Arts & Culture Master Plan****Resolution No. 2018-181**

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

THAT as per the recommendation of the Master Plan Steering Committee, the Arts and Culture Master Plan dated November 5, 2018 prepared by TCI Management, be endorsed.

CARRIED.



The Director / Curator of Castle Kilbride outlined the report.

## **9. REPORTS**

### **9.1 CAO – no reports**

### **9.2 CLERKS**

#### **9.2.1 REPORT NO. CL 2018-19**

##### **By-Law Quarterly Activity Report**

**July 1<sup>st</sup> to September 30<sup>th</sup>, 2018**

#### **Resolution No. 2018-182**

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

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

CARRIED.

The Senior Municipal Law Enforcement Officer outlined the report.

Councillor Fisher noted that the first six items listed are all up significantly.

Councillor Fisher asked for an update on the Parking and Traffic By-law regarding trailers and asked that construction trailers be included in the review. The Senior Municipal Law Enforcement Officer advised that staff are looking at all trailers and potential time frames for allowable parking.

Councillor Junker echoed Councillor Fisher's concern for trailers and on street parking.

Mayor Armstrong advised that the concern is not just for parking for extended time periods, there is also a safety factor to consider.

### **9.3 FINANCE**

#### **9.3.1 REPORT NO. FIN 2018-33**

**St. Agatha Drain 2015 – Actual Cost By-Law**

**Resolution No. 2018-183****Moved by: P. Roe    Seconded by: M. Murray**

THAT Report FIN 2018-33, prepared by the Director of Finance, relative to the St. Agatha Drain 2015, be received for information purposes.

CARRIED.

The Director of Finance outlined the report.

**9.3.2 REPORT NO. FIN 2018-34****Consultant Selection for the Development Charges Study****Resolution No. 2018-184****Moved by: M. Murray    Seconded by: A. Junker**

THAT the consulting services for the completion of the 2019 Development Charges Background Study be awarded to Watson & Associates Economists Ltd. For the upset limit of \$28,170, plus HST.

CARRIED.

The Director of Finance outlined the report.

**9.3.3 REPORT NO. FIN 2018-35****Drain Maintenance Levy 2017/2018****Resolution No. 2018-185****Moved by: A. Junker    Seconded by: P. Roe**

THAT Report FIN 2018-35, prepared by the Director of Finance, regarding the levy of maintenance costs for various drains, be received for information purposes.

CARRIED.

The Director of Finance outlined the report.

## **9.4 PUBLIC WORKS**

### **9.4.1 REPORT NO. PW 2018-19**

#### **Public Works 3<sup>rd</sup> Quarter Operations Activity Report July – September 2018**

#### **Resolution No. 2018-186**

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

THAT the Public Works – Operations 3<sup>rd</sup> Quarter Activity Reports for the months of July, August and September 2018 be received for information.

CARRIED.

The Director of Public Works outlined the report.

Councillor Junker asked if the second speed sign is now operable and the Director of Public Works advised that staff are waiting for hardware repairs and repairs are anticipated to be completed over the winter.

Councillor Fisher asked if there are plans within the 2019 Budget to add additional speed signs and the Director of Public Works advised that although nothing has been submitted to date; staff anticipate that will come forward through the budget process.

Councillor Fisher asked if all of the radio water meters have been installed and the Director of Public Works advised he will check with staff and respond back to Council.

Mayor Armstrong echoed the importance of speed signs and that the Township should consider this investment to add a number of them while encouraging the Region to support the initiative.

Councillor Fisher advised that there are speed signs that are more mobile and asked if staff have considered that option. The Director of Public Works acknowledged that is an option; however, the administrative component attached to those signs could be time-consuming.

Councillor Junker advised that another option that staff should consider are solar powdered units.

Councillor Roe suggested that investigating the use of 4-way stops at the larger intersections may be helpful with traffic calming measures.

## **9.5 DEVELOPMENT SERVICES**

### **9.5.1 REPORT NO. DS 2018-26**

#### **3<sup>rd</sup> Quarterly Building Statistics**

#### **Resolution No. 2018-187**

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

THAT Report DS 2018-26 be received for information.

CARRIED.

The Director of Development Services outlined the Report.

### **9.5.4 REPORT NO. DS 2018-27**

**John and Barbara Cochrane**

**152 Foxboro Drive, Foxboro Green**

#### **Resolution No. 2018-188**

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

THAT the amending agreement by Robson Carpenter LLP for John and Barbara Cochrane affecting Unit 34, Level 1 of Waterloo Standard Condominium Plan No. 365, to reduce the rear yard setback from 3.5m to 1.97m be approved and that the Mayor and Clerk be authorized to execute said agreement, subject to the following:

1. That any legal fees incurred by the Township through review and registration of the agreement be borne by the applicant.

CARRIED.

The Manager of Planning / EDO outlined the report.

**9.6 FACILITIES AND RECREATION SERVICES****9.6.1 REPORT NO. 2018-06****Award of Tender – Replace Tennis Court Lighting****Sir Adam Beck Community Park****Resolution No. 2018-189****Moved by: P. Roe Seconded by: A. Junker**

THAT Clarke Multi-Trade Contractors Inc., be awarded the tender for the supply, delivery and installation of new tennis court lighting fixtures and poles at Sir Adam Beck Community Park in Baden, for the bid price of \$40,169.39 plus applicable taxes.

CARRIED.

The Director of Facilities and Recreation Services outlined the report.

Councillor Roe asked how much of a deduction in power usage would be recognized through the new lighting and the Director of Facilities and Recreation Services advised that calculations have not been done at this point; however, the old style lighting consumed approximately 1000 watts but they have not been operational for about a year.

**9.6.2 REPORT NO. 2018-07****RFP 2018-15****Constitution Park Playground Equipment****Resolution No. 2018-190****Moved by: B. Fisher Seconded by: A. Junker**

THAT Blue Imp Recreational Products Canada be awarded the contract for the removal and replacement of playground elements and safety surface materials at Constitution Park, New Hamburg as per their proposal received on October 19, 2018 for the bid price of \$53,988.00, plus applicable taxes.

CARRIED.

The Director of Facilities and Recreation Services outlined the report.

**9.6.3 REPORT NO. 2018-08**

**Facilities & Recreation Services Quarterly Activity Report**

**Resolution No. 2018-191**

**Moved by: B. Fisher**

**Seconded by: A. Junker**

THAT the Facilities & Recreation Services Activity Report for the third quarter of 2018 be received for information.

CARRIED.

The Director of Facilities & Recreation Services outlined the report

Councillor B. Fisher asked if there are any plans to remove the graffiti at Beck Park and staff advised there has been several graffiti issues this year at the park and staff remove it as quick as staff time allows.

**9.7 FIRE**

**9.7.1 REPORT NO. FD 2018-06**

**Quarterly Activity Report**

**Resolution No. 2018-192**

**Moved by: A. Junker**

**Seconded by: P. Roe**

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

CARRIED.

The Fire Chief outlined the report.

**9.8 CASTLE KILBRIDE**

**9.8.1 REPORT NO. CK 2018-05**

**Quarterly Activity Report – July, August & September 2018**

**Resolution No. 2018-193****Moved by: P. Roe    Seconded by: A. Junker**

THAT the Castle Kilbride Activity Report for the months of July, August and September 2018 be received for information purposes.

CARRIED.

The Director / Curator of Castle Kilbride outlined the report.

Councillor Fisher congratulated staff on the video, advising the work is very impressive.

Councillor Junker also congratulated staff on the work they do.

Councillor Roe echoed Councillor Junker's remarks and added the work Castle Kilbride staff do extends to Heritage Wilmot as well.

**10.    CORRESPONDENCE**

**10.1    AMO – The Federal Gas Tax Fund 2017 Annual Report Part One**

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

**Resolution No. 2018-194****Moved by: B. Fisher      Seconded by: P. Roe**

THAT Correspondence 10.1 & 10.2 be received for information purposes.

CARRIED.

**11.    BY-LAWS**

**11.1    By-law No. 2018-48 –      St. Agatha Drain 2015**  
**Being a By-Law to Amend By-Law No. 2015-54**

**11.2 By-law No. 2018-49 – To Provide for the Levy of Drain  
Maintenance Costs on Various Drainage  
Works in the Township of Wilmot in the  
Regional Municipality of Waterloo**

**Resolution No. 2018-195**

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

THAT By-Law Nos. 2018-48 and 2018-49, 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 advised he is unable to attend the Remembrance Day Services.

**13.2** Councillor A. Junker advised of the Remembrance Day services on November 10, 2018 in New Dundee. He advised that those interested are to meet at the school for 10:30 am. Following the services, an informal gathering will be hosted at the Church.

**13.3** Mayor L. Armstrong advised on the New Hamburg Remembrance Day ceremony on Sunday November 11, 2018, which will leave the funeral home at 10:00 am and the service will be held at 11:00 am at the New Hamburg Arena.

**14. BUSINESS ARISING FROM CLOSED SESSION**

**14.1 Confidential Report No. DS 2018-25**

**Employment Lands Woodlots Donation**

**Resolution No. 2018-194**

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

THAT Council accept the generous donation of lands from Badenvue Developments Inc. and new Hamburglrs Inc. for the Baden – New Hamburg Trailway, with the costs



associated with preparing and registering the reference plans and preparing and registering the deeds being borne by the proponents.

CARRIED.

Councillor A. Junker commented that this is good news for several reasons, one in particular being acquiring the woodlot to complete the trail corridor from Baden to New Hamburg.

## **15. CONFIRMATORY BY-LAW**

### **15.1 By-law No. 2018-50**

#### **Resolution No. 2018-197**

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

THAT By-law No. 2018-50 to Confirm the Proceedings of Council at its Meeting held on November 5, 2018 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

## **16. ADJOURNMENT (8:25 P.M.)**

#### **Resolution No. 2018-198**

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

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

CARRIED.

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Mayor

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Clerk



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

**REPORT NO.** DS 2018-28

**TO:** Council

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

**DATE:** November 19, 2018

**SUBJECT:** Zone Change Application 11/18  
Ken Reich  
Part of Lot 7, Concession South of Erb's Road  
1624 Notre Dame Drive

### **Recommendation:**

That Zone Change Application 11/18 made by Ken Reich, affecting Part of Lot 7, Concession South of Erb's Road, to permit one accessory apartment within an accessory structure, be approved subject to the following:

1. the lands be subject to the (H) symbol indicating that one accessory apartment within an accessory structure is not permitted until such time as the Region of Waterloo's concerns relative to the completion of a Record of Site Condition have been satisfied.

### **Background:**

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on October 22, 2018. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies: GRCA, WRDSB: no objections  
RMOW: requiring a Record of Site Condition

### **Discussion:**

The subject property is currently developed with a single detached dwelling and accessory structures. One of the structures, identified on the attached sketch, presently has living accommodations within it which is not permitted by the current zoning. This application, therefore, proposes to amend the zoning of the subject property to allow for one accessory apartment within an accessory structure.

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

The Strong Communities through Affordable Housing Act requires municipalities to establish official plan policies and zoning by-law provisions allowing additional dwelling units in detached, semi-detached and row houses, as well as ancillary structures. In considering additional dwelling units the Act recognizes that there may be inherent constraints in the introduction of additional dwelling units; the constraints contemplated are related to flood-prone areas and inadequate servicing.

Should this application be approved, the applicant would then need to obtain a building permit for to ensure the apartment meets the requirements of the Building Code as well as a septic permit to ensure the apartment is connected to an approved private septic system.

The property has more than sufficient area to provide adequate parking and space for sewage disposal. Given the building containing the proposed apartment is located within relatively close proximity to the existing house, there are no anticipated impact on agricultural operations on the subject lands or abutting properties.

The applicant identified that a carwash equipment and supplies business previously operated on the property. The property is also flagged on the Region's Threats Inventory Database as a High Threat Level for potential contamination associated with machinery and equipment industry. The Region of Waterloo considers the legalization of a residential unit within the building to be a more sensitive land use and therefore, given the identified history of the property, initiates a requirement for a Record of Site Condition in the Region's Implementation Guideline for the Review of Development Applications on or Adjacent to Known or Potentially Contaminated Sites. To provide the applicant an opportunity to satisfy the Region's concerns, either by providing more information about previous uses on the property to demonstrate that it is not a high risk or, if necessary, to complete a Record of Site Condition, the proposed zoning includes an (H) symbol. This symbol would be lifted, and the proposed dwelling unit be permitted, once the Region's concerns have been addressed by the applicant.

No objections or concerns were raised through the public circulation process.

**Strategic Plan Conformity:**

The approval of infilling residential uses maximizes the use of existing infrastructure and reduces the demand for additional greenfield lands to accommodate all residential development which are both strategies in achieving the Township's goal to protect the natural environment.

**Financial Considerations:**

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

**Conclusion:**

The Township Official Plan promotes a mix of housing types and densities. The creation of an accessory apartment represents a compatible and appropriate land use for the subject property. Staff support approval of the application.

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-11/18  
1624 Notre Dame Dr



Existing  
shop containing  
dwelling unit

Existing  
shed

Existing  
house

Hydro Corridor

Notre Dame Dr



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

**REPORT NO.** DS 2018-29

**TO:** Council

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

**DATE:** November 19, 2018

**SUBJECT:** Zone Change Application 12/18  
Katy Brenneman  
Lot 1 and Part of Lot 2, Plan 983  
290 Huron Street, New Hamburg

### **Recommendation:**

That Zone Change Application 12/18 made by Katy Brenneman, affecting Lot 1 and Part of Lot 2, Plan 983, to permit dwelling units on any level of the dwelling, up to a maximum of three units, without the requirement for a commercial use to be present on the property, be approved.

### **Background:**

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on October 22, 2018. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies: GRCA, RMOW, WRDSB: no objections

### **Discussion:**

The subject property is currently developed with a single detached dwelling. The application proposes to convert the dwelling into three residential units.

The subject lands are designated Urban Core in the Township Official Plan, and are zoned Zone 6 (Commercial) within the Township Zoning By-law. Zone 6 presently permits dwelling units above a permitted commercial use and not more than one dwelling unit on the main floor attached to a permitted commercial use.

The applicant wishes to create two additional dwelling units in the existing home, but at this time, does not propose any commercial uses. This application would therefore preserve the existing

zoning to provide for the potential for commercial uses in the future, but allow the three dwelling units proposed to exist without the presence of a commercial use.

The present zoning does not permit basement dwelling units and limits the main floor to one unit. This application would allow for the creation of dwelling units on any level. Given the property is not located within the regulation limit of the Grand River Conservation Authority, subject to compliance with the Building Code, the creation of basement and main floor apartments is logical for this property.

The creation of residential units on this property is already contemplated by the zoning by-law, this application deals more with the permitted configuration of the building. The property provides sufficient space to accommodate necessary off-street parking.

No objections or concerns were raised through the public circulation process.

**Strategic Plan Conformity:**

The approval of infilling residential uses maximizes the use of existing infrastructure and reduces the demand for additional greenfield lands to accommodate all residential development which are both strategies in achieving the Township's goal to protect the natural environment.

**Financial Considerations:**

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

**Conclusion:**

Given the existing zoning contemplates residential uses and the subject property provides sufficient space for off-street parking, staff support that the proposed zoning amendment represents an appropriate land use for the subject property. Staff support approval of the application.

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-12/18  
290 Huron Street, New Hamburg



Nelson St

Huron St

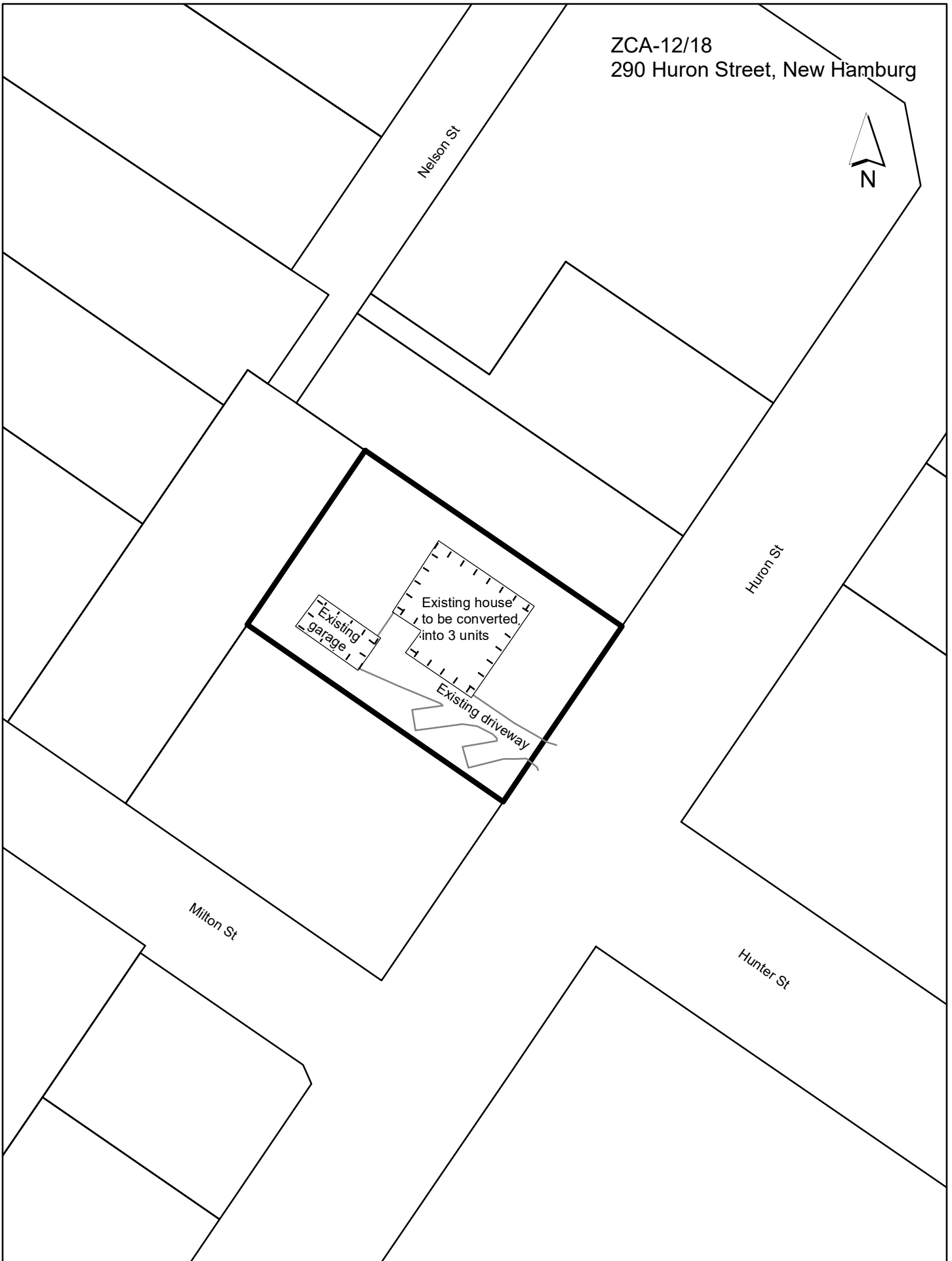
Hunter St

Milton St

Existing  
garage

Existing house  
to be converted  
into 3 units

Existing driveway







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

**REPORT NO.** DS 2018-30

**TO:** Council

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

**DATE:** November 19, 2018

**SUBJECT:** Zone Change Application 13/18  
Teresa Brown  
Lot 4, Plan 633  
50 Mill Street, Baden

### **Recommendation:**

That Zone Change Application 13/18 made by Teresa Brown, affecting Lot 4, Plan 633, to reduce the required lot width and frontage for a dwelling containing more than one unit from 18m and 19.5m, respectively, to 12.6m and to reduce the minimum floor area for a dwelling unit from 83m<sup>2</sup> to 80m<sup>2</sup>, be approved.

### **Background:**

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on October 22, 2018. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies: GRCA, RMOW, WRDSB, CN: no objections

### **Discussion:**

The subject property is currently developed with a single detached dwelling. The applicant wishes to convert the existing dwelling into four dwelling units.

The subject lands are designated Urban Core in the Township Official Plan, and are zoned Zone 3 (Residential) within the Township Zoning By-law. The present zoning permits up to four residential units based on specified minimum lot area, width and frontage requirements. While the subject property's area of 615.6m<sup>2</sup> exceeds the minimum lot area requirement of 560m<sup>2</sup>, the lot is deficient in width and frontage. The minimum lot width is presently 18.5m and the minimum lot frontage is 19.5m. The width and frontage of the subject property is approximately 12.68m.

The zoning also contains a minimum floor area per dwelling unit within a multiple dwelling. The current minimum is 83m<sup>2</sup>. The smallest of the four units proposed within the dwelling is 80.2m<sup>2</sup>.

In considering whether the existing lot width and frontage requirements are appropriate for the proposed development, factors include whether the lot can accommodate the proposed building and whether the property remains of sufficient size to accommodate parking and access to parking.

The applicant proposes to convert the existing dwelling and as such the building already exists on the property. The application simply recognizes an existing deficient width and therefore is of little consequence.

The property is located on the corner of Mill Street and Beck Street with access being proposed off of Beck Street. As such, the width again does not impact the ability to provide or gain access to parking. The area of the lot is sufficient to provide space for required off-street parking.

The Township Public Works Department has indicated that they will require storm water management details to determine how surface water from a proposed parking area will be contained/controlled. These details would need to be dealt with prior to the issuance of a building permit and may be required to be implemented through a site plan control process.

With respect to the proposed reduction in floor area for dwelling units within the building, 80m<sup>2</sup> remains more than sufficient floor area for a substantial sized apartment. By comparison, within Township commercial zones, the minimum floor area for a dwelling unit ranges from 37m<sup>2</sup> to 70m<sup>2</sup>.

No objections or concerns were raised through the public circulation process.

**Strategic Plan Conformity:**

The approval of infilling residential uses maximizes the use of existing infrastructure and reduces the demand for additional greenfield lands to accommodate all residential development which are both strategies in achieving the Township's goal to protect the natural environment.

**Financial Considerations:**

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

**Conclusion:**

The creation of four residential units on this property is already permitted by the zoning by-law. This application deals only with the regulations of the zoning, not permitted uses. Given the existing zoning permits multiple units, the building is sufficiently sized to accommodate adequate sized dwelling units, and the subject property provides sufficient space for off-street parking, staff support that the proposed zoning amendment represents an appropriate land use. Staff support approval of the application.

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

PLAN  
(SUBJECT TO  
LOT



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

**REPORT NO.** CL2018-19

**TO:** Council

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

**DATE:** November 19, 2018

**SUBJECT:** Lottery Licence Request  
Interfaith Counselling Centre  
"Trip-A-Month" Raffle

### **Recommendation:**

**THAT the application from the Interfaith Counselling Centre for a raffle lottery licence for travel/vacation prizes being drawn once a month from April 4, 2019 to March 8, 2020 be approved;**

**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:**

Interfaith Counselling Centre (ICC) has had a presence in Wilmot Township for over thirty years, providing professional support and therapy to individuals, couples and families in need. ICC relies on donations from its sponsors and individuals plus fundraising events to provide services at fees based on the individual's ability to pay. The ICC website states, "Cost must never be a reason for not getting the help you need."

The Township of Wilmot has been a supporter of ICC in previous years, providing a Municipal Grant to help subsidize the fees for low income individuals and in promoting the annual Silent Auction fundraiser.

### **Discussion:**

Once again, ICC has submitted an application to conduct a raffle lottery for prizes totaling \$36,352.00. This is the second year ICC will conduct such a raffle. Township staff consulted with the Alcohol and Gaming Commission of Ontario (AGCO), to confirm compliance within the Lottery

Licence Policy Manual. The AGCO has advised that with respect to how far in advance a lottery licence can be issued, is at the discretion of the Township. Based on the past compliance and the success of the raffle, staff are recommending approval.

**Strategic Plan Conformity:**

Through the granting of this approval the Township is engaging the community through the communication of municipal matters, integrating volunteers and involving community groups.

Indirectly, the Township is helping to enhance the quality of life for its residents by ensuring people's safety during times of crisis when the services offered by ICC are greatly needed.

**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 Council approve the request from Interfaith Counselling Centre to conduct a lottery subject to compliance with the Ontario Lottery Licensing Policy and the Township of Wilmot Lottery Licensing Policies.

Tracey Murray  
Deputy Clerk

Dawn Mittelholtz  
Director of Clerk's Services

Grant Whittington  
Reviewed by CAO



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

**REPORT NO.** DS 2018-31

**TO:** Council

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

**DATE:** November 19, 2018

**SUBJECT:** Billboard Sign Renewals

### **Recommendation:**

That report DS 2018-31 be endorsed.

### **Background:**

The Township of Wilmot currently licenses four billboards. Township of Wilmot Sign By-law 2002-25 provides that, subject to an annual review, billboard licenses may be extended from year to year. This report provides a summary and recommendation with respect to renewed licenses for each of the billboards in the Township.

### **Discussion:**

#### **Werner Kuehlenborg**

**Location:** Corner of Bleams Road and Trussler Road, Mannheim

**Date of first issuance:** November 15, 2006

#### **Summary:**

The billboard has been renewed annually since November of 2006. In 2007, Council approved a variance to the sign by-law to permit 25% of the billboard to advertise non Wilmot based businesses. This percentage was further increased to 38%, subject to conditions. All sign faces are currently filled on the billboard in compliance with the sign's conditions of approval.

#### **Recommendation:**

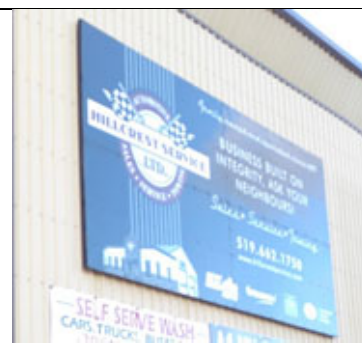
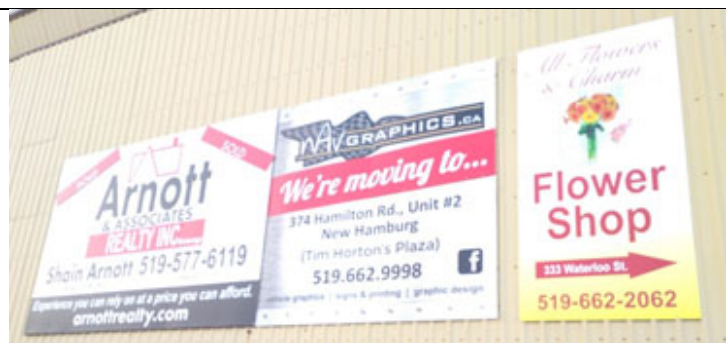
That the billboard permit be extended for an additional year, subject to receipt of payment of the required renewal fee by November 30, 2018.



Sign face as of November 14, 2018

**2614235 Ontario Limited** (formerly owned by David Pauli Holdings Inc.)**Location:** 200 Waterloo Street, New Hamburg**Date of first issuance:** November 22, 2010**Summary:**

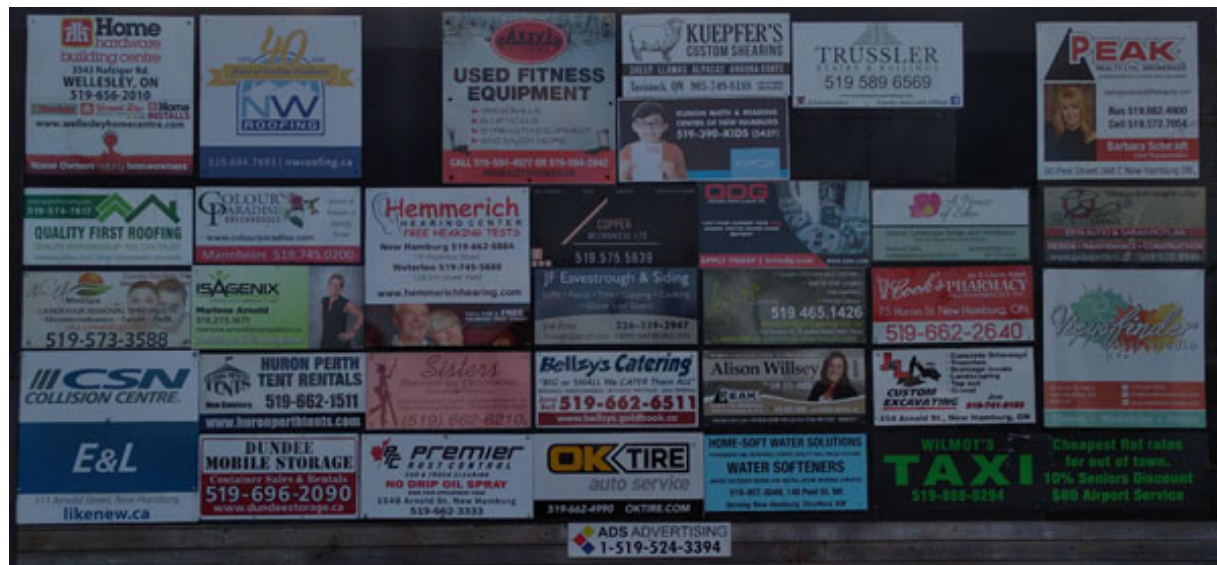
This building was first considered for licensing of a billboard in 2006. The property was sold since last year's renewal, but the new owner has indicated that they will retain the billboards. The billboard remains in compliance with the sign's conditions of approval.

*Sign faces as of November 14, 2018***Recommendation:**

That the billboard permit be extended for an additional year, subject to receipt of payment of the required renewal fee by November 30, 2018


**ADS High Impact Advertising Inc.****Location:** 374 Hamilton Road, New Hamburg**Date of first issuance:** April 14, 2011**Summary:**

Council approved licensing of this billboard on January 31, 2011. A billboard sign permit was subsequently issued on April 14, 2011. As of November 14, 2018, non-Wilmot based content in did not exceed the maximum of 20% set out in the original conditions of approval.

*Sign face as of November 14, 2018***Recommendation:**

That the billboard permit be extended for an additional year.



<b>Took-A-Look Media</b>
<b>Location:</b> Northwest corner of Nafziger Road and Waterloo Street
<b>Date of first issuance:</b> December 10, 2010
<b>Summary:</b> This billboard sign was first considered for licensing in April of 2009. The approval was given such that the license is deemed to automatically renew from year to year for a period of 10 years subject to an annual review and payment of the annual license fee. Installation was completed in the spring of 2012. In February of 2013 a variance was approved to allow one side of the sign face to advertise non-Wilmot based business subject to approval by Council. Harmony Door Service Inc. was authorized to advertise on the sign. The sign faces have not changed from last year.

<i>Sign faces as of November 14, 2018</i>
<b>Recommendation:</b> That the billboard permit be extended for an additional year.

### **Strategic Plan Conformity:**

The Township's Sign By-law requires that, except as otherwise authorized, billboards advertise businesses located within the Township of Wilmot. Billboard licensing serves to monitor advertising content to ensure it continues to promote the Township's downtowns and commercial areas in turn contributing to a prosperous economy.

### **Financial Considerations:**

Billboard owners are required to pay a license fee to cover the costs of administering, monitoring, and enforcing the sign by-law regulations as they relate to billboards. These fees are allocated to Business Licenses under Development Services.

### **Conclusion:**

Annual renewal of licensed billboards provides the continuing opportunity to review the condition, location, and ongoing appropriateness of the billboard advertisements. Staff recommend that all current licenses be extended for an additional year subject to any outlined conditions.

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

**TOWNSHIP OF WILMOT****BY-LAW NO. 2018-51**

**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) one accessory apartment within an accessory structure
2. Notwithstanding the provisions of this By-law, all lands shall be subject to the (H) symbol indicating that prior to one accessory apartment within an accessory structure being permitted the Regional Municipality of Waterloo shall be satisfied that:
  - a) a Record of Site Condition is not required; or
  - b) a Record of Site Condition has been acknowledged by the Ministry of the Environment, Conservation and Parks.
3. Council of the Township of Wilmot will remove the holding symbol identified in Clause 2, upon confirmation from the Regional Municipality of Waterloo that the requirement of Clause 2(a) or Clause 2(b) has been completed in accordance with their requirements.
4. 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.
5. 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.

READ a first and second time on the 19<sup>th</sup> day of **November, 2018**.

READ a third time and finally passed in Open Council on the 19<sup>th</sup> day of **November, 2018**.

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MAYOR

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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 7, Concession South of Erb’s Road, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2018-51**.

PASSED this **19<sup>th</sup>** day of **November, 2018**.

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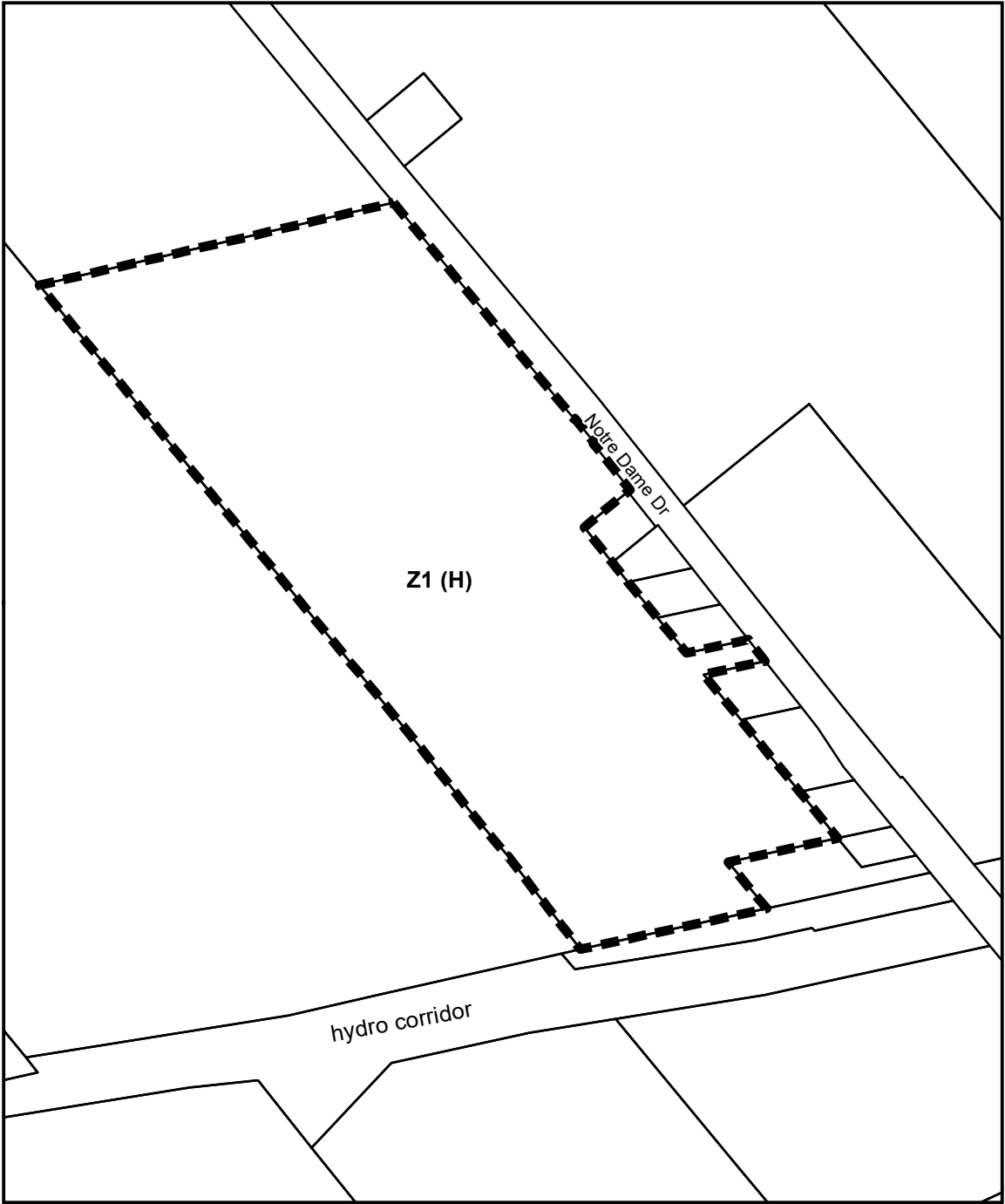
MAYOR

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CLERK

SCHEDULE "B"  
PART OF LOT 7  
CONCESSION SOUTH OF ERB'S ROAD  
TOWNSHIP OF WILMOT

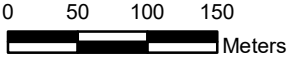
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2018-51  
PASSED THIS 19TH DAY OF NOVEMBER, 2018.

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MAYOR

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CLERK



TOWNSHIP OF WILMOT  
BY-LAW NO. 2018-52

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. Notwithstanding Section 12.1.7 of By-law 83-38, as amended, on the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, up to three dwelling units may be permitted on the property within one building and situated on any level without another permitted use being located on the property.
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.

READ a first and second time on the 19<sup>th</sup> day of November, 2018.  
READ a third time and finally passed in Open Council on the 19<sup>th</sup> day of November, 2018.

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MAYOR

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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 Lot 1 and Part of Lot 2, Plan 983, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2018-52**.

PASSED this **19<sup>th</sup>** day of **November, 2018**.

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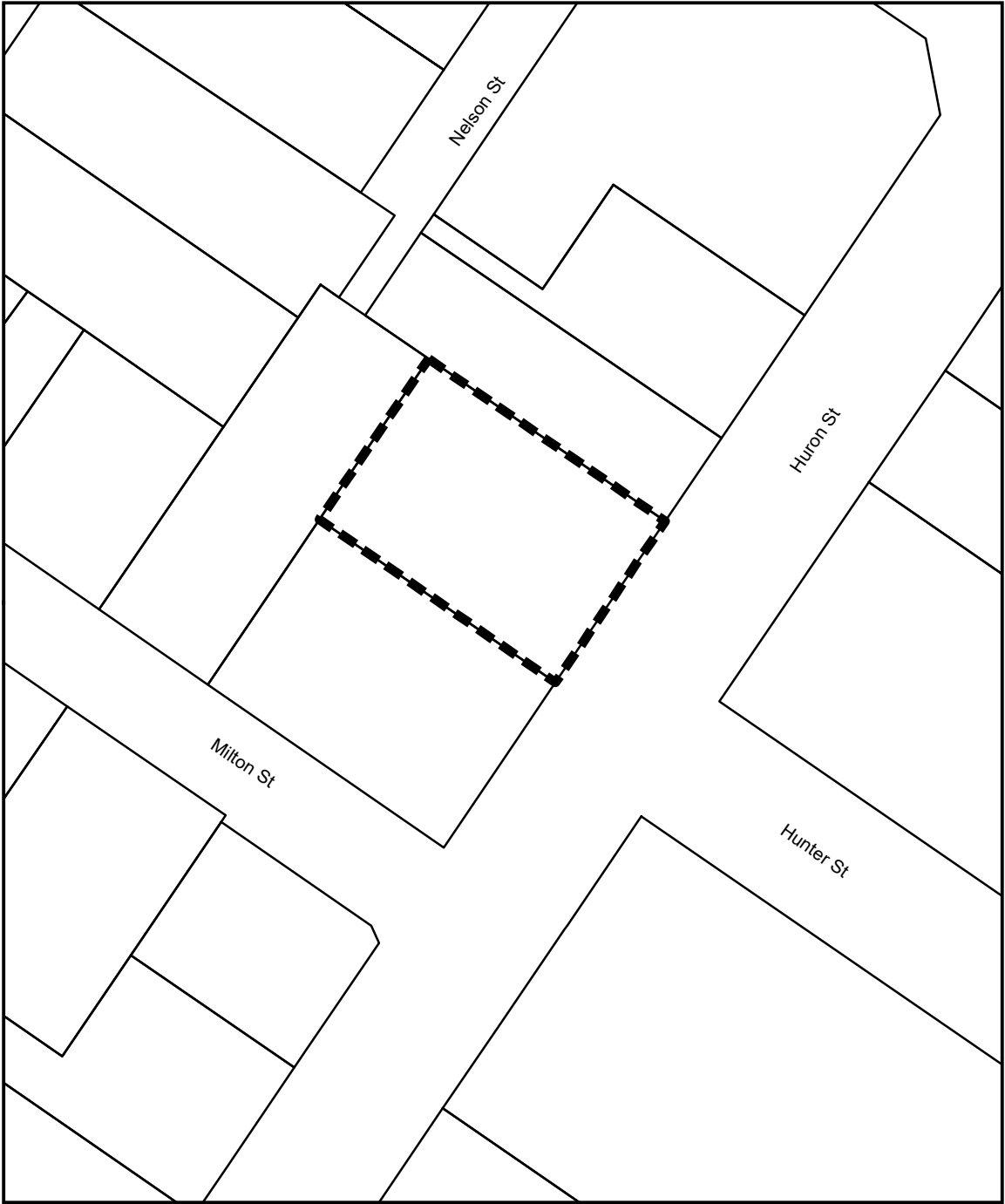
MAYOR

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CLERK

SCHEDULE "B"  
LOT 1 AND PART OF LOT 2, PLAN 983  
TOWNSHIP OF WILMOT

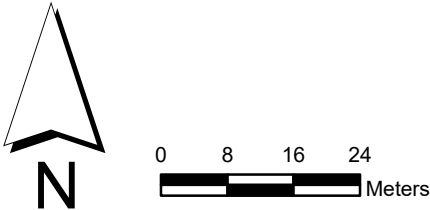
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2018-52  
PASSED THIS 19TH DAY OF NOVEMBER, 2018.

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MAYOR

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CLERK





## TOWNSHIP OF WILMOT

## BY-LAW NO. 2018-53

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. Notwithstanding the provisions of By-law 83-38, as amended, 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) the minimum lot width and lot frontage shall be 12.6m; and
  - b) the minimum floor area for a dwelling unit shall be 80m<sup>2</sup>.
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.

READ a first and second time on the 19<sup>th</sup> day of November, 2018.

READ a third time and finally passed in Open Council on the 19<sup>th</sup> day of November, 2018.

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MAYOR

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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 Lot 4, Plan 633, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2018-53**.

PASSED this **19<sup>th</sup>** day of **November, 2018**.

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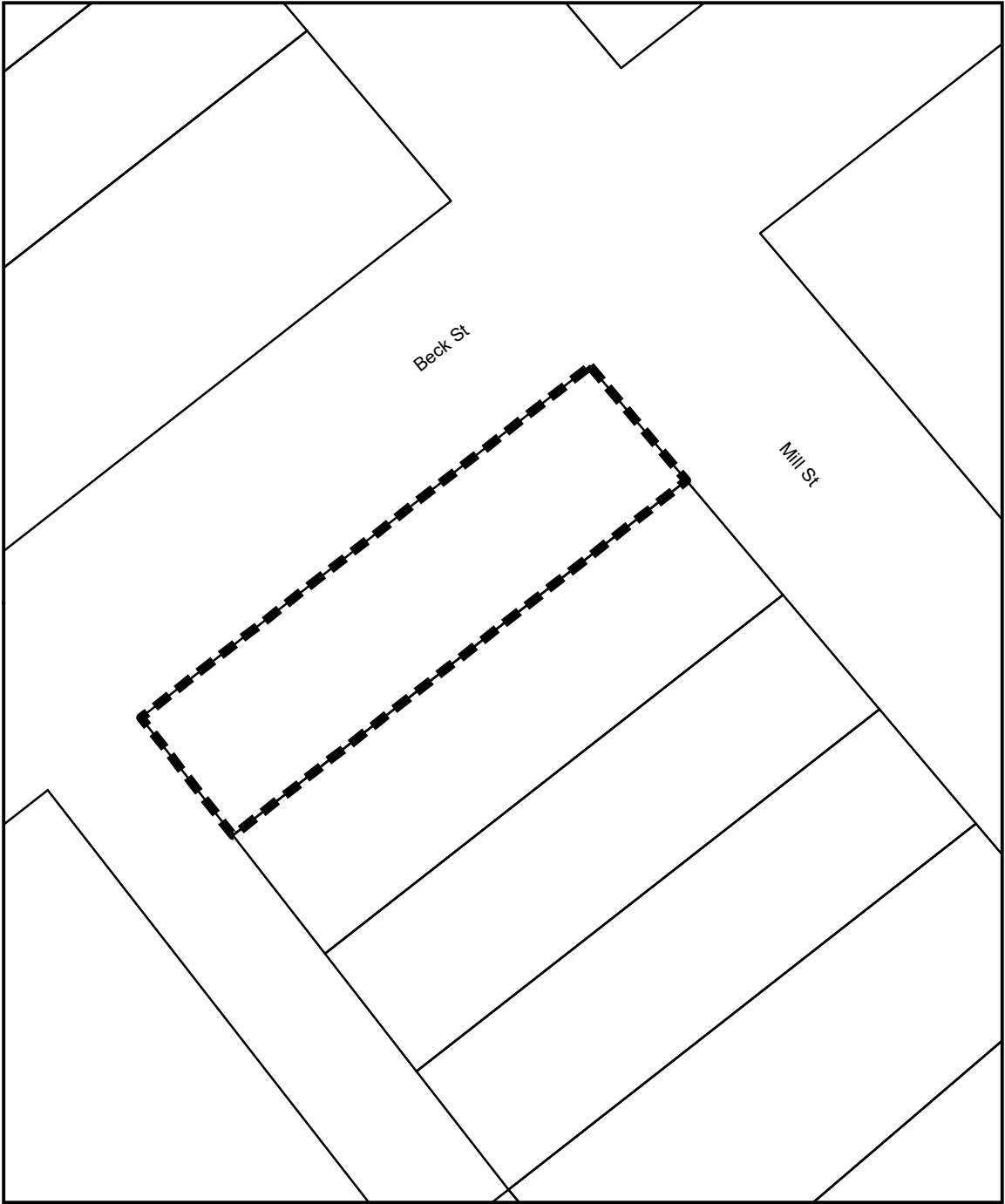
MAYOR

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CLERK

SCHEDULE "B"  
LOT 4, PLAN 633  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2018-53  
PASSED THIS 19TH DAY OF NOVEMBER, 2018.

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MAYOR

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CLERK

