



# TOWNSHIP OF WILMOT

## **Council Meeting Agenda**

**Monday, June 8, 2020**

**Regular Council Meeting**

**Virtual**

**7:00 P.M.**

This meeting is open to the public and is available through an online platform. Please subscribe to the [Township of Wilmot You Tube Channel](#) to watch the live stream or view after the meeting.

Delegations must register with the [Information and Legislative Services Department](#). The only matters being discussed at this meeting will be those on the Agenda.

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION (IF NECESSARY)**
- 3. MOMENT OF SILENCE**
- 4. LAND ACKNOWLEDGEMENT**
- 5. ADDITIONS TO THE AGENDA**
- 6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 7. MINUTES OF PREVIOUS MEETINGS**

### **7.1 Council Meeting Minutes May 25, 2020**

#### **RECOMMENDATION**

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

Council Meeting May 25, 2020.

**8. PUBLIC MEETINGS**

**9. PRESENTATIONS/DELEGATIONS**

**10. CONSENT AGENDA**

**10.1 REPORT NO. CK 2020-002**

**Quarterly Activity Report – January, February & March 2020**

**10.2 REPORT NO. COR 2020-15**

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

**10.3 REPORT NO. COR 2020-17**

**Honorarium and Expenditures of Council and Committee Members  
for the Year Ended December 31, 2019**

**10.4 REPORT NO. ILS 2020-10**

**Waterloo Area Municipal Ombuds Office Extension of Agreement**

**10.5 REPORT NO. PFRS 2020-004**

**Parks, Facilities and Recreation Services First Quarter Activity  
Reports**

**RECOMMENDATION**

THAT Report Nos. CK 2020-002, COR 2020-15, COR 2020-17, ILS 2020-10 and PFRS 2020-004 be received for information purposes.

**11. REPORTS**

**11.1 FACILITIES AND RECREATION SERVICES**

**11.1.1 REPORT NO. PFRS 2020-005**

**Emergency Procurement Pool Tile Grout Project**

**RECOMMENDATION**

THAT Report PFRS 2020-005, regarding Emergency Procurement for the Pool Tile Grout Project, be received for information purposes only.

**12. CORRESPONDENCE**

**13. BY-LAWS**

**14. NOTICE OF MOTIONS**

**15. ANNOUNCEMENTS**

**16. BUSINESS ARISING FROM CLOSED SESSION**

**17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2020-18**

**RECOMMENDATION**

THAT By-law No. 2020-18 to Confirm the Proceedings of Council at its Meeting held on June 8, 2020 be introduced, read a first, second, and third time and finally passed in Open Council.

**18. ADJOURNMENT**

**RECOMMENDATION**

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



# TOWNSHIP OF WILMOT

## **Council Meeting Minutes**

**Monday, May 25, 2020**

**Regular Council Meeting**

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- 6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 7. MINUTES OF PREVIOUS MEETINGS**

- 7.1 Council Meeting Minutes May 4, 2020 and Special Council Meeting Minutes May 12, 2020**

### **RESOLUTION NO. 2020-61**

**Moved by: Councillor A. Hallman      Seconded by: Councillor J. Pfenning**

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

Council Meeting May 4, 2020 and Special Council Meeting May 12, 2020.

CARRIED.

**8. PUBLIC MEETINGS**

**9. PRESENTATIONS/DELEGATIONS**

**10. CONSENT AGENDA**

**10.1 REPORT NO. COR 2020-16**

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

**10.2 REPORT NO. DS 2020-007**

**1<sup>st</sup> Quarter 2020 Building Statistics Summary**

**10.3 REPORT NO. DS 2020-09**

**Proposed Amendments to O.Reg 244/97**

**Aggregate Resources Act**

**10.4 REPORT NO. FD 2020-02**

**Fire Service Boundary Agreements Extension**

**10.5 REPORT NO. ILS 2020-13**

**By-law Establishing a Highway**

**Queen Street**

**RESOLUTION NO. 2020-62**

**Moved by: Councillor B. Fisher**

**Seconded by: Councillor J. Pfenning**

THAT Report No. COR 2020-16, DS 2020-007, FD 2020-02 and ILS 2020-13 be received for information purposes.

CARRIED. AS AMENDED.

Item 10.3 was removed from the Consent Agenda as there is a registered delegation for that item.

In response to questions from Council, the Director of Development Services advised the sceptic inspection program is mandatory for systems that are identified as potential threats. Staff was directed to circulate a sample letter to Council of what the public receives.

### **10.3 REPORT NO. DS 2020-09**

#### **Proposed Amendments to O.Reg 244/97**

#### **Aggregate Resources Act**

### **RECOMMENDATION**

**Moved by: Councillor J. Pfenning**

**Seconded by: Councillor B. Fisher**

THAT Report DS 2020-09 be received for information.

CARRIED.

Ms. Samantha Learnout provided a presentation to Council on behalf of the Citizens for Safe Groundwater in support of the staff report. (Attached as Appendix A)

The Director of Development Services outlined the report.

Staff was asked to comment on the delegations mention of neighbouring municipal policies and the Director of Development Services noted he would investigate and advise Council.

## **11. REPORTS**

### **11.1 PUBLIC WORKS AND ENGINEERING**

#### **11.1.1 REPORT NO. PW 2020-09**

#### **Annual Concrete Sidewalk Program – Award of Contract**

### **RESOLUTION NO. 2020-63**

**Moved by: Councillor A. Hallman**

**Seconded by: Councillor J. Gerber**

THAT RFT 2020-08 be awarded to Vista Contracting Ltd. of Cambridge, Ontario for the Annual Concrete Sidewalk Program, as per their bid submission dated May 14, 2020, in the amount of \$ 73,770.00, plus HST.

CARRIED.

The Director of Public Works and Engineering outlined the report.

Council advised of their support for this project and asked how accessibility issues will be addressed, the Director of Public Works and Engineering advised there may further considerations under the additional budget allocations.

#### **11.1.2 REPORT NO. PW 2020-10**

##### **Award of Contract – Utilities Service Vehicle**

#### **RESOLUTION NO. 2020-64**

**Moved by: Councillor J. Pfenning      Seconded by: Councillor A. Hallman**

THAT RFP 2020-16 be awarded to Oxford Dodge Chrysler to supply and deliver one (1) Rear Dual Wheel Truck Cab and Chassis c/w Aluminum Utility Body as per their proposal dated April 21, 2020, in the amount of \$83,255.00 plus HST.

CARRIED.

The Director of Public Works and Engineering outlined the report.

#### **11.2 DEVELOPMENT SERVICES**

##### **11.2.1 REPORT NO. DS 2020-08**

##### **Proposed Donation of Lands – Schmidt Estate**

#### **RESOLUTION NO. 2020-65**

**Moved by: Councillor B. Fisher      Seconded by: Councillor J. Pfenning**

THAT Report DS 2020-08 be received for information; and,

THAT Council accept the generous donation of lands from the Schmidt Estate with the costs of preparing and registering the deeds being borne by the proponents including any legal costs incurred by the Township in reviewing same.

CARRIED.

The Director of Development Services outlined the report.

**12. CORRESPONDENCE**

**13. BY-LAWS**

- |                                |   |
|--------------------------------|---|
| <b>13.1 By-law No. 2020-14</b> | <b>Agreement with Blandford-Blenheim for Boundary Fire Services</b> |
| <b>13.2 By-law No. 2020-15</b> | <b>Agreement with Wellesley for Boundary Fire Services</b>          |
| <b>13.3 By-law No. 2020-16</b> | <b>Establishment of a Highway known as Queen Street</b>             |

**RESOLUTION NO. 2020-66**

**Moved by: Councillor J. Gerber**

**Seconded by: Councillor B. Fisher**

THAT By-laws 2020-14, 2020-15 and 2020-16 be read a first, second and third time and finally passed in Open Council.

CARRIED.

**14. NOTICE OF MOTIONS**

**15. ANNOUNCEMENTS**

- 15.1** Councillor A. Hallman thanked the New Dundee community for participating in the Dragon Run.
- 15.2** Councillor A. Hallman acknowledged the 75<sup>th</sup> Anniversary of the New Dundee Band Shell and that the community was looking forward to a concert series that will not happen due to the pandemic.



- 15.3** Councillor A. Hallman noted that Canada Day events will be announced through social media.
- 15.4** Councillor J. Pfenning echoed the acknowledgement of the Band Shell anniversary and thanked Castle Kilbride staff for their collaborative work with the committee.
- 15.5** Councillor J. Pfenning acknowledged that the Stratford Festival would have held their opening night; however, the season was cancelled and noted that The Community Players have also had to cancel their season. Councillor J. Pfenning thanked the organizations for doing their part for the safety of the community, noting that with the numbers of 2019 Novel Coronavirus cases on the rise again, everyone should stay home and stay apart.
- 15.3** Mayor L. Armstrong echoed the sentiments of Councillor J. Pfenning and also acknowledged that the community has done a great job and difficult the community is experiencing with the number of activities being cancelled.
- 15.4** Mayor L. Armstrong advised that the Dog Park survey is on the website and initial response has been strong with over 100 responses received to date.
- 15.5** Councillor C. Gordijk advised that the 100 Women of Wilmot cancelled their event; however, the Men of Wilmot donated over \$14,000 to the Wilmot Family Resource Centre

**16. BUSINESS ARISING FROM CLOSED SESSION**

**17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2020-17**

**RESOLUTION NO. 2020-67**

**Moved by: Councillor A. Hallman**

**Seconded by: Councillor J. Pfenning**

THAT By-law No. 2020-17 to Confirm the Proceedings of Council at its Meeting held on May 25, 2020 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**18. ADJOURNMENT**

**RESOLUTION NO. 2020-68**

**Moved by: Councillor B. Fisher**

**Seconded by: Councillor J. Gerber**

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

CARRIED.



CITIZENS FOR  
**SAFE**  
**GROUND**  
**WATER**

# *Support and Recommendations For*

*10.3 REPORT NO. DS 2020-09 Proposed Amendments to O.  
Reg 244/97 ARA.*

*Delegation for Wilmot Council Meeting  
Monday, May 25th, 2020*



*Citizens for Safe Ground Water Inc  
would like to declare its support of the  
comment in the 10.3 REPORT NO. DS  
2020-09 Proposed Amendments to O.  
Reg 244/97 ARA.*

*We thank the planning department for  
their time and attention to these very  
important changes and their impact to  
Wilmot township residents and  
communities.*





*In this delegation we would like to:*

- » *Show support for this comment in the 10.3 REPORT NO. DS 2020-09 Proposed Amendments to O. Reg 244/97 ARA.*
- » *Provide clear communication to Wilmot Residents*
- » *Draw attention to some missing considerations*

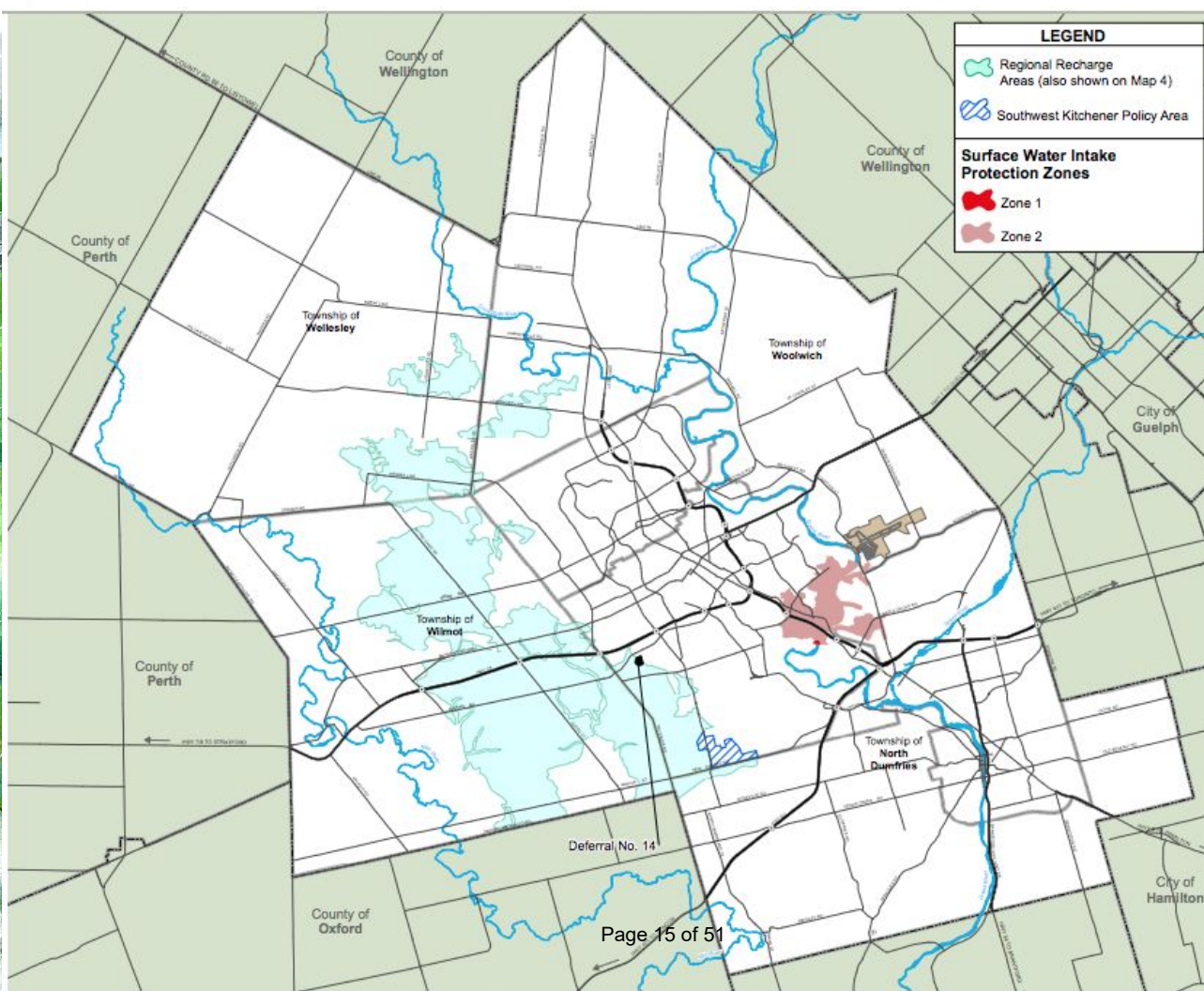




# Aggregate and Wilmot

- » Wilmot Is rich in both aggregate (sand and gravel) and sensitive groundwater recharge areas (Waterloo Moraine)





Region of Waterloo

## Regional Official Plan SHAPING OUR FUTURE

**MAP 6g**

### OTHER SOURCE WATER PROTECTION AREAS

#### LEGEND

- Provincial Highway
- Regional Road
- River
- Region of Waterloo International Airport
- Municipal Boundary
- Railway

0 1 2 4 Km



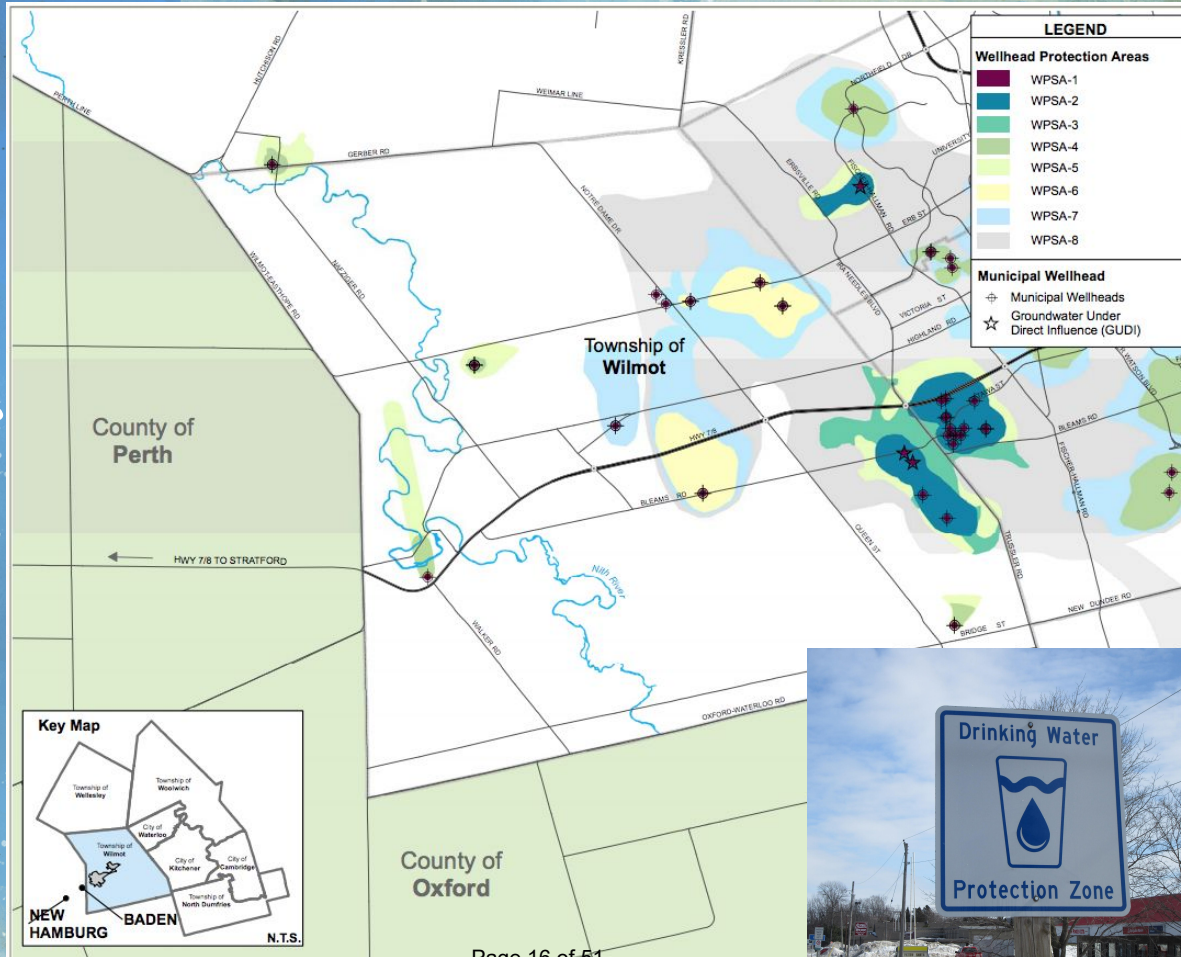
Sources: Region of Waterloo

**2015**

Note: This map forms part of the Official Plan of the Regional Municipality of Waterloo and must be read in conjunction with the policies of this Plan.

Wilmot Region is identified as:

- » Regional Recharge Area
- » Source Water Protected Area
- » Wellhead Protected Area

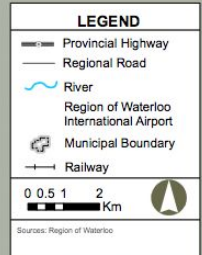


Region of Waterloo

Regional Official Plan  
SHAPING OUR FUTURE

MAP 6c

TOWNSHIP OF  
WILMOT  
SOURCE WATER  
PROTECTION  
AREAS

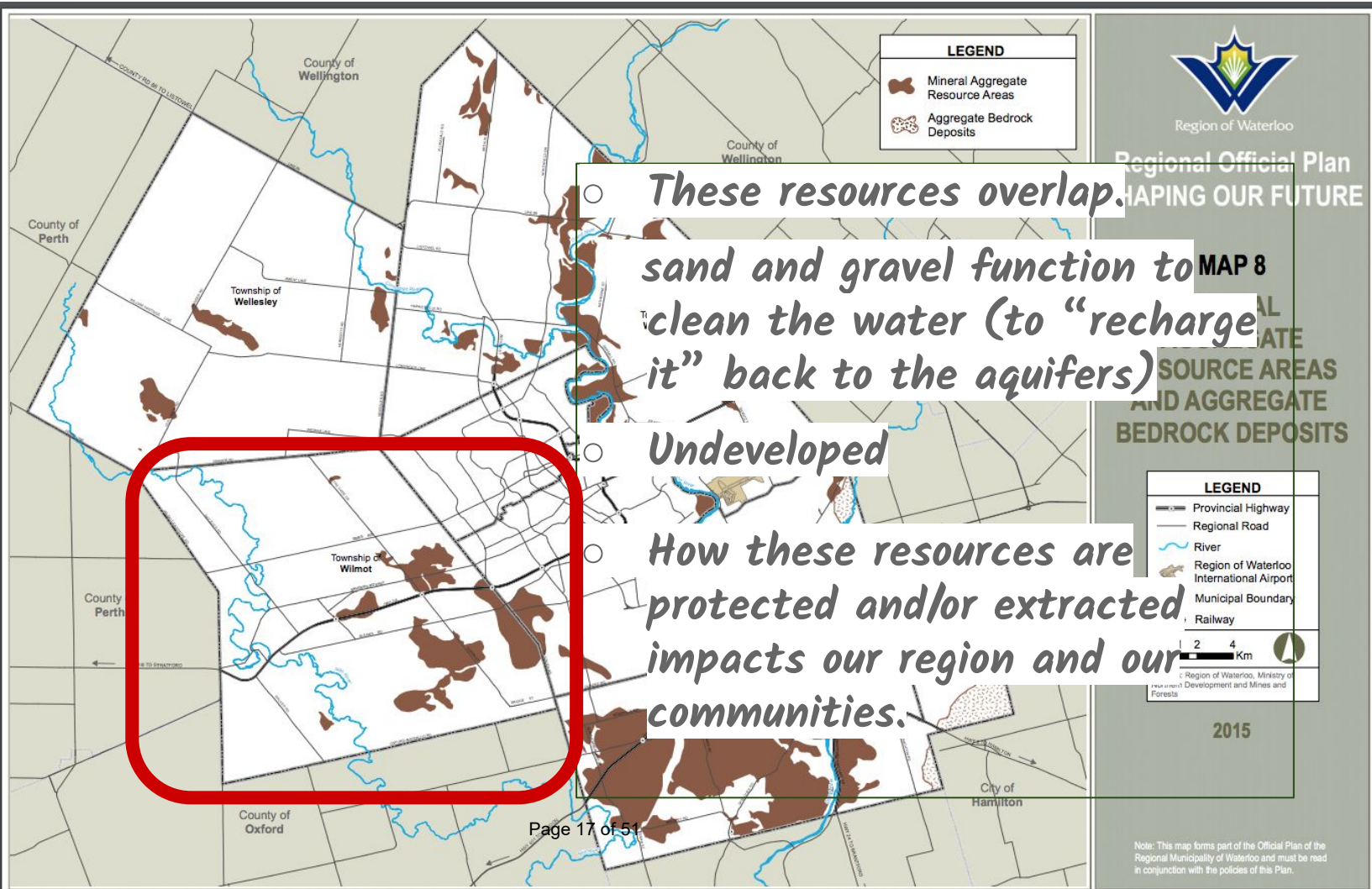


2015

Note: This map forms part of the Official Plan of the Regional Municipality of Waterloo and must be read in conjunction with the policies of this Plan.









## *Wilmot Worth Protecting*

Not only our

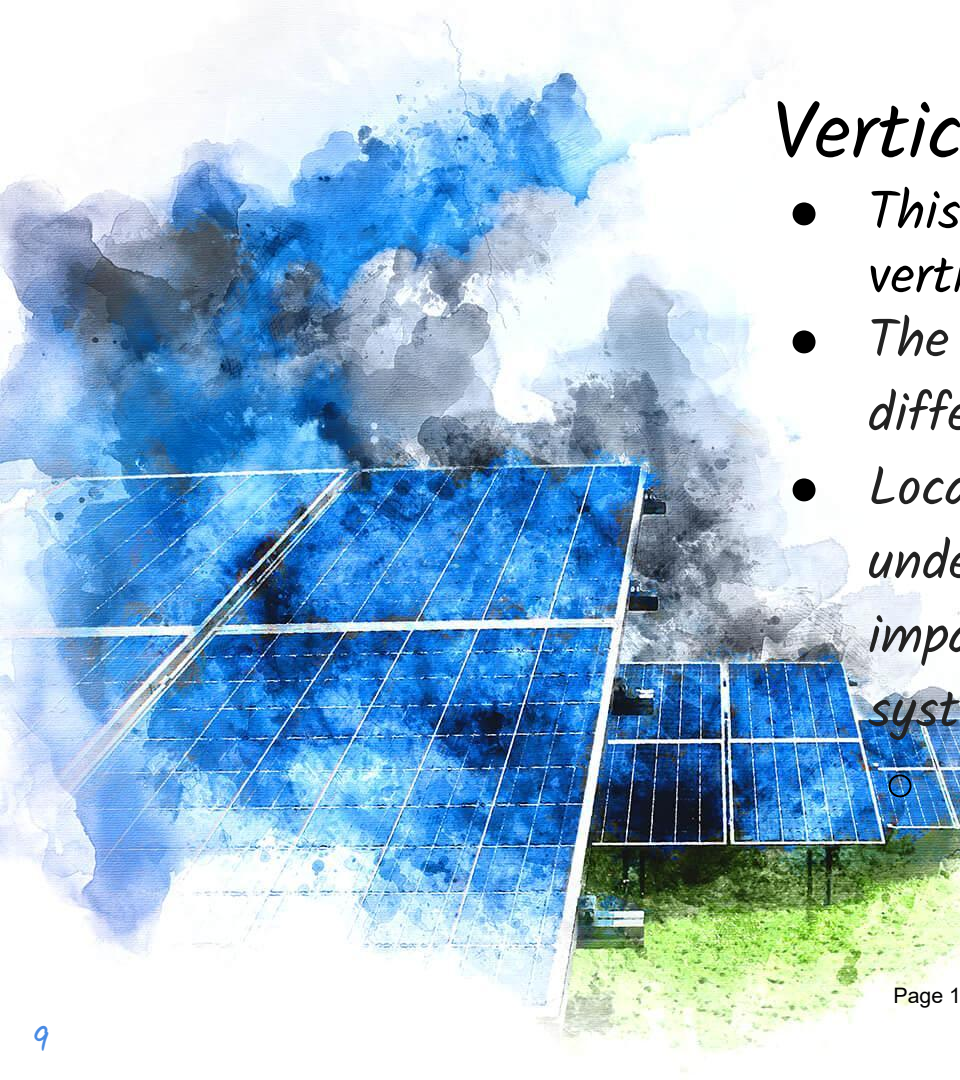
» Groundwater

But also,

» Prime Agricultural Land

» Vibrant, Healthy Communities



A watercolor illustration of solar panels on a green field under a blue and white sky. The solar panels are arranged in rows, and the sky is depicted with soft, blended blue and white washes. The overall style is artistic and painterly.

# Vertical Zoning

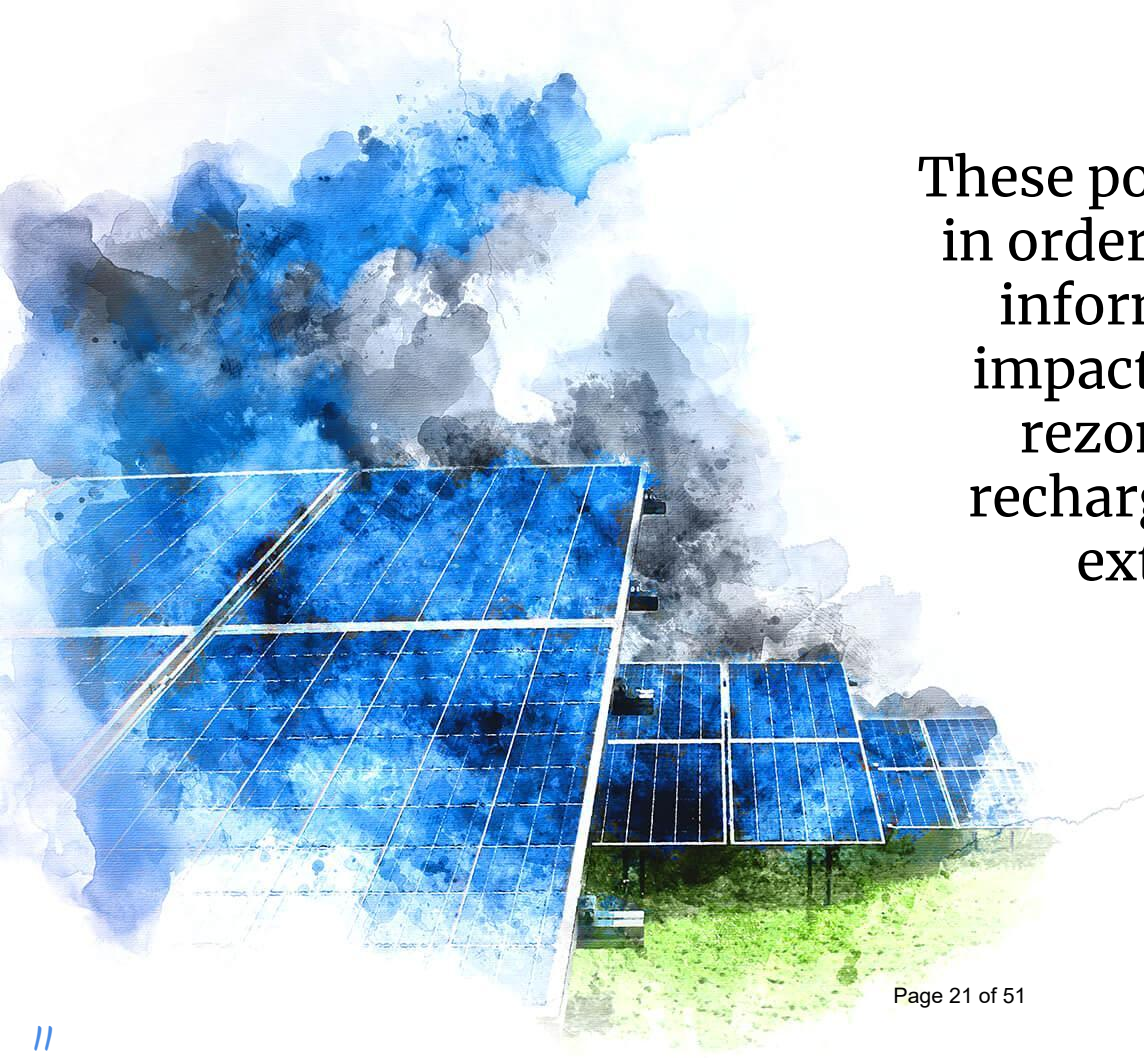
- This is the ability to control zoning vertically
- The depth of extraction has a significantly different risk
- Local municipalities have the best understanding of the risk and possible impacts of extraction on their water systems.
  - Our local experts should be the ones to decipher and comment on the risks involved because they have a vested interest in protecting our groundwater.



# Why is this important now?

- The Provincial Policy Statement (PPS) and consequently ARA changes state that once land is rezoned to aggregate extractive, **there is a loss of municipal ability to protect our groundwater without a policy specifically written to protect it.**
- Jig's Hollow LPAT decision April 2020
- Policy is unclear
- Source (Water) Protection Plan (2016)





These policies must be clarified in order for council to be fully informed of the potential impacts of their decision to rezone land in sensitive recharge areas to aggregate extractive land use.

A watercolor illustration on the left side of the slide. It depicts a pair of hands, rendered in warm, earthy tones of brown and orange, cupping a mound of dark, rich soil. From the center of the soil, a small green seedling with two leaves and a thin stem grows upwards. The background around the hands and soil is a soft, abstract wash of light green and blue, suggesting a natural, outdoor environment. The overall style is artistic and gentle, emphasizing themes of growth, care, and the environment.

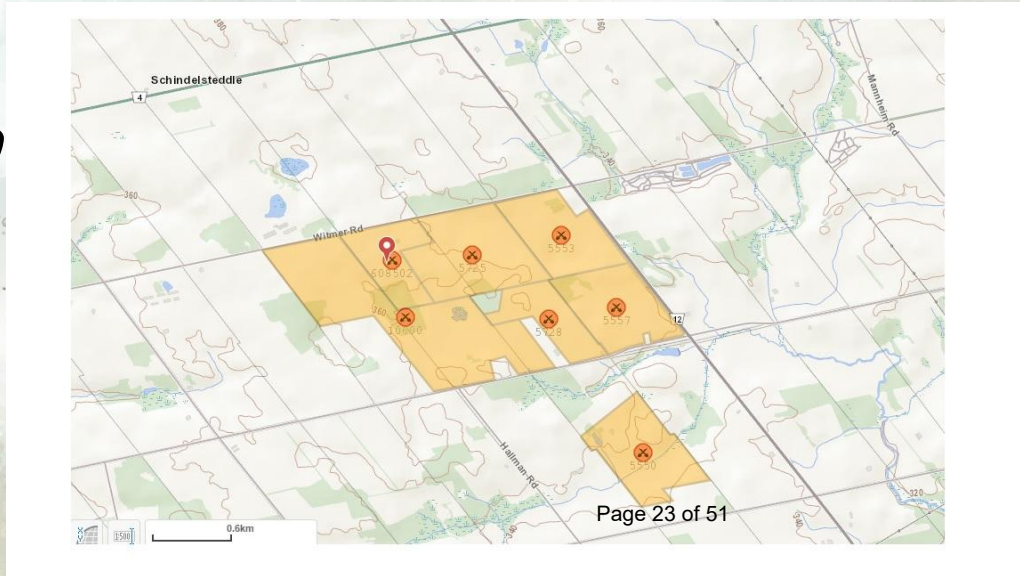
# Cumulative Impacts

- Cumulative impacts, can be defined as changes to the environment caused by the combined impact of past, present and future human activities and natural processes
- Identifying the collective impact of past, present, and future gravel pits gravel pits



## Aggregate extraction sites in Puslinch →

## Licensing of Pits in Wilmot Region



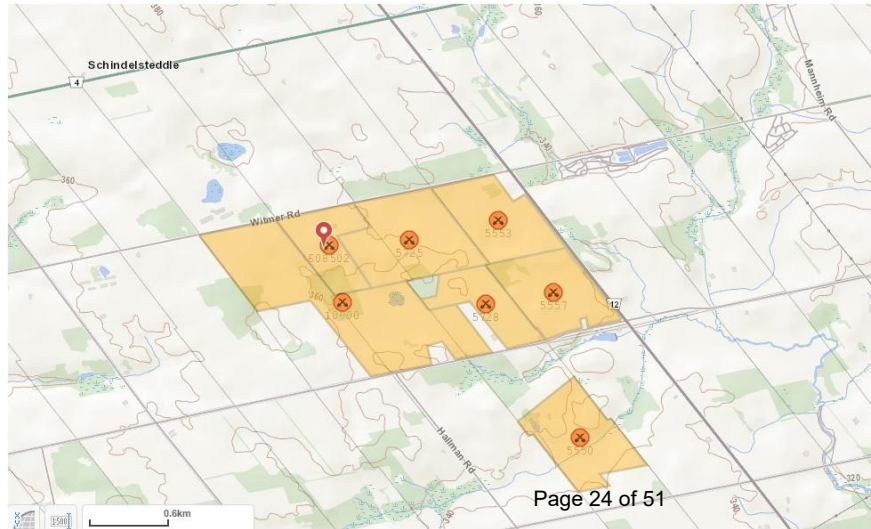


## Aggregate extraction sites in Puslinch →

When these pits end their life, we may be looking at a scene like Puslinch without municipal/township control over vertical zoning. The risk is the creation of a “dead community”

- Sue Foxton, Mayor of North Dumfries, TAPMO, OSSGA.

## Licensing of Pits in Wilmot Region







# Policy for Cumulative Impacts

- *Cumulative impacts to be considered with new aggregate applications:*
  - *Water*
  - *Dust*
  - *Noise*
  - *Traffic*
  - *Agriculture*
- *We have a policy to address cumulative impacts (Wilmot Official Plan 7.2.4.3)*
- *We support the Region exploring and using this policy to make informed decisions about future aggregate extraction in our region.*

*Wilmot Region-Our community for generations to come*



*We want to work with Wilmot Township to “evolve and grow as a community of caring people working together to build upon a sure foundation.”*

*Adapted from Wilmot Township Mission Statement*

Page 26 of 51



*Thank you*



# TOWNSHIP OF WILMOT

## CASTLE KILBRIDE *Staff Report*

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**REPORT NO:** CK 2020-002

**TO:** COUNCIL

**SUBMITTED BY:** Tracy Loch, Curator/Director

**PREPARED BY:** Tracy Loch, Curator/Director

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** June 8, 2020

**SUBJECT:** Quarterly Activity Report – January, February & March 2020

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**RECOMMENDATION:**

That the Castle Kilbride Activity Report for the months of January, February and March 2020 be received for information purposes.

**BACKGROUND:**

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

**REPORT:**

**Curator/Director's Summary:**

- Concluded the Castle Kilbride Christmas season which ended on January 5<sup>th</sup>. This holiday season for the museum is always well received by the public and very well attended. For a 7-week period, we welcomed 1,989 visitors.
- Wrote grant applications (two federal and one provincial) for summer youth employment with Castle Kilbride and Heritage Wilmot.
- Distributed tour operator information and themed tours offered at Castle Kilbride in 2020 to area tourism organizations.
- Distributed information to college/university museum program administrators to advertise of internship opportunities with Castle Kilbride for Spring of 2020.
- Coordinated the design and installation of a new exterior sign highlighting the historic Castle Kilbride privy.
- Finalized 2020 exhibit and event schedule in conjunction with Assistant Curator.
- Met with MPP Mike Harris to discuss the Ontario government's support of museums, cultural tourism and provincial museum funding. Mr. Harris congratulated the museum on receiving funding and a photo op followed the discussion along with the Mayor.

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\*\*\*This information is available in accessible formats upon request\*\*\*

- Met with the Chairs of Heritage Wilmot and Castle Kilbride to establish meeting schedules and committee initiatives for 2020.
- Advertised for the Museum Assistant position as approved during the 2020 Budget process. (Note: with the closure of municipal facilities (March 17) and State of Emergency declared (March 25), the hiring of this position has been suspended until further notice).
- Met with Mr. John English to assist with the coordination and presentation of a new event that would be hosted on site to support the initiatives of the Prime Ministers Path committee. (Note: this event was scheduled for June 19 and has been suspended until further notice).
- Continue to be an active member of the Prime Ministers Path Committee assisting with the coordination of the next prime minister statue unveiling and associated marketing. (Note: this event was scheduled for June 20 and has been suspended until further notice).
- Coordinated Heritage Wilmot's annual Heritage Day with the planning, marketing, exhibitor set up, and presentations of Heritage Day 2020: Celebrating Places of Worship. The event was hosted on February 22 at the New Dundee Community Centre and was very well received.
- Coordinated the layout and installation of all new municipal signage for interior/exterior. Museum wayfinding signage will follow in Q3
- Began coordination of the Castle historic floor reproduction project.
- Provided content assistance to the New Hamburg Independent pertaining to 2020 Heritage Edition newspaper.
- Began coordination of the 2020 Castle Summer Concert Series line up of entertainment. Concerts will start one week earlier and will run from June 13 to August 29. (Note: as of April 14, 2020 all concerts have been cancelled for the month of June with remaining concerts pending further direction as part of the coordinated efforts from the Region of Waterloo and area municipalities to decrease the spread of COVID-19).
- Provided assistance to Heritage Wilmot members as they begin updating the non-designated heritage register.
- Created altered project list for the Castle Kilbride department; ensured continued work flow with work-from-home officially implemented; created new initiatives with Assistant Curator to engage the public.
- \*For further details, please see the attached report for the Assistant Curator's summary

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#### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

The report implements the following goals from the Strategic Plan:

We are an engaged community through strengthening communicating municipal matters.

#### **FINANCIAL CONSIDERATIONS:**

n/a

#### **ATTACHMENTS:**

1. Castle Kilbride Assistant Curator's Report – January, February, March 2020

### **Castle Kilbride Assistant Curator's Report**

**SUBJECT:** Quarterly Report for January, February, March 2020

**SUBMITTED TO:** Tracy Loch, Curator/Director

**SUBMITTED BY:** Sherri Gropp, Assistant Curator

**DATE:** June 8, 2020

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#### **Education:**

During the first week of January Castle Kilbride remained open to the public to coincide with school holidays which brought in many families. We welcomed 225 guests from Jan 2-5, 2020.

- Ghost Walks -hosted a Valentine's Day Ghost Walk. It is the first time we have hosted a ghost walk during the winter months and it was very successful with 126 participants.
- Conestoga College – we welcomed 12 students from the Woodworking program at Conestoga College for an in-depth tour of the Castle highlighting the furniture and historical design influences of the Victorian era.
- March Break- this was to be the third year that we offered specialty drop-in programming for March Break, however due to Covid-19 the museum was closed to the public on March 17<sup>th</sup>.
- Summer Camp- created the 2020 summer camp program. Marketed the camp, processed payment and registration forms. Currently further details with camp has been suspended due to Covid-19.
- Bus Tours- unfortunately due all group tours scheduled for the end of March through to June 30<sup>th</sup> had to be cancelled. Groups are encouraged to book at another time.

#### **Collection & Castle Maintenance**

- Catalogue- continued to catalogue new or outstanding artifacts according to museum standards.
- Database- entered pieces into the *PastPerfect* database.
- Collection projects- prepared projects for volunteers and PT Staff.
- Maintenance- full cleaning of house while closed to the public. Washed floors, baseboards, fireplaces, glassware and wood trim. Each artifact was carefully dusted, cleaned and displayed.
- Security- inspected rooms and insured security of their contents.
- Environmental control -daily temperature and humidity readings.

#### **Special Events & Exhibits**

- Christmas exhibit- disassembled the Christmas interior and exterior decorations of the Castle. Organized and carefully stored decorations.
- 2019 exhibit- dismantled the "A Jubilee of Silver" exhibit. Returned loans to proper museum location or back to lender.
- New 2020 exhibit – Created and installed "My Dearly Departed" to be ready for re-opening which was scheduled for March 17<sup>th</sup>. Theme: Victorian funeral customs.
- Council Chamber Display Case- created and installed two themed displays (Feb & March)
- **Self-guided tour for children-** prepared activities for March Break drop in.

#### **Marketing/Promotion**

- Website- Maintained hours, exhibit and event listings.
- Social media- regularly updated our Facebook page and prepared tweets.
- Special events marketing- began to promote 2020 events (Ghost Walks/ Tea & Tour)
- Tourism- Created forms and sent all of our 2020 events to Tourism Stratford, WRTMC.



### **Administration**

- Visitor statistics- Collected, input, and evaluated information
- Inquires- handled inquires for archival material, research requests, artifacts in the collection, weddings etc.
- Bookings- handled bus tours, school programs, camp registration and special events.
- Staff scheduling - prepared staff schedules for all part time staff.
- Assigned work projects- prepared updates and responsibilities for weekend supervisors, museum attendants and volunteers

### **Working from home**

During the shutdown due to COVID-19 mid-March and staff began working from home, the focus became creating a greater social media presence. The intent was to bring the museum to people through positive stories and messaging.

- Social Media- prepared social media posts on behalf of Castle Kilbride Museum, Township of Wilmot Archives and Heritage Wilmot. Created additional posts to raise our profile in the community.
- Staff Procedures Manual - updated the manual to reflect current information and procedures. Connected with Cody from facilities to get accurate info.
- PastPerfect database- compiled list of artifacts to be photographed as a project for students or volunteers to complete work resumes.

### **Visitor Statistics for January, February & March 2020**

Month	School	Bus	Regular	Event	Total
January	0	27	198	0	225
February	138	0	0	0	138
March	Closed	Closed	Closed	Closed	Closed
<b>Total</b>	<b>138</b>	<b>27</b>	<b>198</b>	<b>0</b>	<b>363</b>
2019	127	21	412	36	<b>597</b>
2018	58*	0	322	80	<b>460</b>
2017	106	43	390	105	<b>644</b>



**REPORT NO:** COR 2020-15

**TO:** Council

**SUBMITTED BY:** Patrick Kelly CPA, CMA Director of Corporate Services / Treasurer

**PREPARED BY:** Ashton Romany, CPA Manager of Finance / Deputy Treasurer

**REVIEWED BY:** Grant Whittington, Chief Administrative Officer

**DATE:** June 8, 2020

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

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**RECOMMENDATION:**

That the Development Charges Statement for the year ended December 31, 2019, prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

**SUMMARY:**

This report outlines the Development Charges Statement for the year ended December 31, 2019.

**BACKGROUND:**

In accordance with By-law 2019-42, the Treasurer is required to furnish Council with an annual statement, in respect to the Development Charge Reserve Funds. Section 43 (3) of the Development Charges Act, 1997, requires the Treasurer to give a copy of this statement to the Ministry of Municipal Affairs and Housing (MMAH) within 60 days of reporting to Council.

**REPORT:**

Development Charges were collected during the year from developers at the issuance of building permits. Expenses were disbursed to growth related capital projects based on the Development



Charges Study. Attached is a summary of the development charge collections and disbursement for the year ended December 31, 2019.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

This report is aligned with the goal of being an engaged community through the communication of municipal matters. Staff provide Council and the community with an update on the status of Development Charge Reserve Funds in accordance with the Development Charges Act.

### **FINANCIAL CONSIDERATIONS:**

Funding towards growth based capital projects from Development Charges was included within the approved 2019 capital budget. Upon completion of capital projects, any unused funds from these projects were returned to their respective Development Charges Reserve Funds. As noted in prior reports, the total balance of DCs currently sits in deficit due to the funding of the Employment Lands project. It is anticipated that future year DC collections will allow for growth to return to a surplus.

### **ATTACHMENTS:**

Appendix A – 2019 Development Charges Statement

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**DEVELOPMENT CHARGES STATEMENT  
JANUARY 1, 2019 TO DECEMBER 31, 2019**

		<b>REVENUE</b>		<b>EXPENDITURES</b>	
Description	Balance January 1 2019	Contributions Received Development Charges	Interest	Transfer to (Return from) Capital Fund Schedule (A)	Balance December 31 2019
<b>Infrastructure</b>					
Sanitary Sewers	\$21,150	\$160,899	(\$2,747)	\$ 400,750	(\$221,448)
Water	(500,066)	28,965	(10,587)	-	(\$481,688)
Roads	(1,740,397)	162,829	(36,621)	36,564	(1,650,753)
Development Charges Studies	89,406	16,076	811	123,405	(17,112)
Parks and Recreation	145,606	182,055	3,946	56,000	\$275,606
Fire Services	486,916	18,337	5,146	495,400	\$14,999
<b>Total</b>	<b>(\$1,497,385)</b>	<b>\$569,161</b>	<b>(\$40,052)</b>	<b>\$1,112,120</b>	<b>(\$2,080,396)</b>

**Schedule A Transfer to / (Return from) Capital Fund**

**Infrastructure - Sanitary Sewers**

Morningside Trunk Sewer - Engineering \$ 400,750

**Infrastructure - Roads**

New Mid-Size Pickup Truck \$ 36,564

**Development Charges Studies**

Strategic Plan - Consulting Services \$ 13,500  
Snow Storage Review \$ 13,500  
Development Charges Background Study \$ 33,146  
Fire Master Plan \$ 56,000  
NH Arena Engineering/Re-Commissioning Study \$ 7,259  
\$ 123,405

**Parks and Recreation**

Parking Lot Design - Admin Complex 16,000  
Employment Lands Woodlot Trail Design 40,000  
\$ 56,000

**Fire Services**

Station 3 Renovation Engineering \$ 495,400

**Total transfer to capital projects** \$ 1,112,120



**REPORT NO:** COR 2020-17

**TO:** Council

**SUBMITTED BY:** Patrick Kelly CPA, CMA, Director of Corporate Services / Treasurer

**PREPARED BY:** Patrick Kelly CPA, CMA, Director of Corporate Services / Treasurer  
Ashton Romany, CPA, Manager of Finance / Deputy Treasurer

**REVIEWED BY:** Grant Whittington, Chief Administrative Officer

**DATE:** June 8, 2020

**SUBJECT:** Honorariums and Expenditures of Council and Committee Members for the Year Ended December 31, 2019

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**RECOMMENDATION:**

THAT report COR 2020-17, prepared by the Director of Finance / Treasurer, outlining honorariums and expenditures of Council and Committee Members for the 2019 fiscal year, be adopted.

**SUMMARY:**

This report outlines the Honorariums and Expenditures of Council and Committee Members for the Year Ended December 31, 2019

**BACKGROUND:**

In accordance with Section 284 of the Municipal Act, the Treasurer is required to submit to Council, by March 31st of the following year, an itemized statement of remuneration and expenses paid to each member of Council, and to each person appointed to local boards, for the preceding year.

This statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. [2001 c. 25 s 284(2)].

**REPORT:**

The attached statement summarizes remuneration and expenses for Members of Council and Council Appointees for the year ended December 31, 2019. By-law number 2000-42 authorized remuneration paid to Members of Council of the Township of Wilmot.

In addition to Members of Council, honorariums are provided for committee members, based upon the number of meetings required per year.

Mileage allocations are based upon mileage claimed by Members of Council and committees are reimbursed based on the Township's standard mileage rate.

Upon approval, the attached statement will be submitted to the Ministry of Municipal Affairs and Housing in accordance with Section 284 of the Municipal Act. Furthermore, the statement will be posted on the Township's official website.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

This report is aligned with the goal of being an engaged community through the communication of municipal matters. The provision of this information to Council and the community is done in accordance with the Municipal Act, as well as the Township's Accountability and Transparency Policy.

**FINANCIAL CONSIDERATIONS:**

Honorariums and expenditures of Council Members and Council Appointees were included within the approved 2019 budget. These expenses shown within the attached statement were included under the ad hoc Budget Advisory Committee Report FIN 2020-01, which summarized 2019 Municipal Operations.

**ATTACHMENTS:**

Appendix A – Treasurer's Statement – Remuneration and Expenses

**The Corporation of the Township of Wilmot**  
**Treasurer's Statement - Remuneration and Expenses**  
**Paid to Members of Council and Committees**

For the Year Ended December 31, 2019

Members of Council	Salary	Benefits (CPP/EI/EHT)	Conference and Training	Mileage Parking	Other (Mobile Phones, etc.)	Total
Mayor Les Armstrong	\$ 28,682	\$ 559	\$ 2,374	\$ 1,761	\$ 2,339	\$ 35,715
Councilor Angie Hallman	14,342	833	1,589		694	17,458
Councilor Cheryl Gordijk	14,342	833	1,589		614	17,378
Councilor Barry Fisher	14,342	833	-		620	15,795
Councilor Jeff Gerber	14,342	833	-		625	15,800
Councilor Jennifer Pfenning	14,342	833	1,589		623	17,387
<b>Totals</b>	<b>\$ 100,392</b>	<b>\$ 4,724</b>	<b>\$ 7,142</b>	<b>\$ 1,761</b>	<b>\$ 5,515</b>	<b>\$ 119,534</b>

Committee of Adjustment	Honorarium	Mileage	Total
Peter Roe	\$ 455	\$ -	\$ 455
Wayne Roth	450		450
Steve Miller	448		448
Louise Lalonde	522		522
Tyler Bowman	472		472
<b>Totals</b>	<b>\$ 2,347</b>	<b>\$ -</b>	<b>\$ 2,347</b>

Dangerous Dogs Committee	Honorarium	Mileage	Total
Blain Bechthold	\$ 50	\$ -	\$ 50
Brian Wolfe	\$ 50		\$ 50
Gerald Goeree	\$ 50		\$ 50
Dennis Mighton	50		50
Darlene Vorstenbosch	50		50
<b>Totals</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ 250</b>

Line Fence Viewer Committee	Honorarium	Mileage	Total
Blain Bechthold	\$ 50	\$ -	\$ 50
Brian Wolfe	\$ 50		
<b>Totals</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 50</b>



## TOWNSHIP OF WILMOT

## INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

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**REPORT NO:** ILS 2020-10

**TO:** Council

**SUBMITTED BY:** Dawn Mittelholtz, Director Information and Legislative Services  
/ Municipal Clerk

**PREPARED BY:** Dawn Mittelholtz, Director Information and Legislative Services  
/ Municipal Clerk

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** June 8, 2020

**SUBJECT:** Waterloo Area Municipal Ombuds Office  
Extension of Agreement

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### **RECOMMENDATION:**

THAT Council authorizes staff to extend the agreement between the Township and the Waterloo Area Municipal Ombuds Office, Agree Inc., for the period of June 1, 2020 to May 31, 2022.

### **SUMMARY:**

The Waterloo Area Municipal Ombuds Office has been under contract with the Township of Wilmot since 2016. The Ombuds Office is an independent third party who responds to inquiries or complaints about decisions made in the administration of the Township. This report recommends extending our contract with them for a further two years.

### **BACKGROUND:**

Pursuant to Section 223 of the Municipal Act, 2001, municipalities may appoint an Ombudsman who reports to Council and whose function is to investigate in an independent manner, any decision or recommendation made or act done or omitted in the course of the administration of the municipality.

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\*\*\*This information is available in accessible formats upon request\*\*\*

The Ombudsman Act was amended effective January 1, 2016 to expand the jurisdiction of the Ontario Ombudsman to include municipalities, municipal boards and their agencies. Further to the expanded area of jurisdiction bestowed on the Ontario Ombudsman, municipalities are also able to appoint a local ombudsman.

In the spring of 2016, Council approved the appointment of Agree Inc., who acts as the Ombudsman on behalf of The Township of Wilmot. The 'Waterloo Area Municipal Ombuds Office' is the name that has been established for the joint service and was one of the first of its kind across the Province in forming a joint partnership of municipalities in the Region.

### **REPORT:**

Annually, Council receives a report from the Waterloo Area Municipal Ombuds Office that details the number of inquiries and complaints received and investigated with regards to Township of Wilmot administrative matters. Over the past two years, the Waterloo Area Municipal Ombuds Office received two inquiries and three complaints. As described in the Ombudsman's Message in the 2018/2019 Annual Report, "an inquiry is where the office determines either that it lacks jurisdiction or refers a matter back to the Township because it is premature. A complaint is where the initial view of the matter indicates it is within jurisdiction and the Complainant files a Complaint, Consent and Confidentiality Form, allowing us to take the matter up with a municipal official."

The Senior Management Team has been pleased with the services offered by the Waterloo Area Municipal Ombuds Office. They provide an effective avenue for the public to raise concerns or ask questions from an unbiased third party. Their communications with staff have been to seek factual information about processes, procedures and documented accounts of interactions with the public. Their advice and suggestions have been both logical and consistent with municipal industry standards for administrative matters.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

The report is in conformity with the Township's Strategic Plan by communicating municipal matters in an open and transparent matter. Retaining the services of the Waterloo Area Municipal Ombuds Office strengthens our customer service.

### **FINANCIAL CONSIDERATIONS:**

An annual retainer is provided to the Ombuds Office for their services. This retainer is shared proportionately with the participating partners, based on population count. Wilmot's portion is approximately \$300 annually. Fees for services have been adjusted based on the consumer price index, as stated in the original Agreement.

Investigations for complaints received incur an additional fee based on the nature of the resolution being sought; mediation or investigation. The 2020 Budget approved by Council included \$5,500 for Ombudsman mediation or investigation.





## TOWNSHIP OF WILMOT

## FACILITIES & RECREATION SERVICES *Staff Report*

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**REPORT NO:** FRS 2020-004

**TO:** COUNCIL

**SUBMITTED BY:** Sandy Jackson, Director of Parks, Facilities & Recreation Services

**PREPARED BY:** Sandy Jackson, Director of Parks, Facilities & Recreation Services

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** June 8, 2020

**SUBJECT:** Parks, Facilities & Recreation Services First Quarter Activity Reports

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### **RECOMMENDATION:**

That the Parks, Facilities & Recreation Services Activity Reports for the first quarter of 2020 be received for information.

### **SUMMARY:**

Parks, Facilities and Recreation Division Manager Reports for the first quarter of 2020 are attached for information.

### **BACKGROUND:**

N/A

### **REPORT:**

The Parks, Facilities and Recreation Department enjoyed a typical start to the year with excellent attendance at pools and arenas and high levels of rentals for community centres. In mid-February, Scott Nancekivell, Director of Parks and Facilities, retired from his position after

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\*\*\*This information is available in accessible formats upon request\*\*\*

many years of legacy projects and contributions to the Township including the Wilmot Recreation Complex. In mid-March after a brief warning period, all recreation facilities including community centres were closed due to COVID-19. Parks amenities including playgrounds were also closed however, trail systems and parks themselves remained open providing people used physical distancing to prevent spread of the COVID virus.

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Customer Service & Community Development), have prepared activity reports for the first quarter of 2020. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational or administrative activities.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Communicating municipal matters.

### **FINANCIAL CONSIDERATIONS:**

N/A

### **ATTACHMENTS:**

Customer Service & Community Development Quarterly Report (January – March 2020)

Aquatics Quarterly Report (January – March 2020)

Parks & Facilities Quarterly Report (January – March 2020)

## PARKS, FACILITIES & RECREATION SERVICES Customer and Community Services Division

### Quarterly Activity Report (January - March 2020)

- Continued to work with Wilmot Horticultural Society:
  - 1) Had a meeting to review what worked well in 2019 and what we could look to improve upon for 2020. Discussed plans for the upcoming season and reviewed locations that would be attended to by volunteers.
  - 2) Provided letter of support to Ontario Horticultural Society for a tree grant.
  - 3) Attended a meeting that introduced their Tree Planting Initiative to other local community groups and service clubs that was well attended (36 participants) and the desire to get the initiative going was strong among all groups attending
- Met with the New Hamburg Concert Band to discuss their storage needs and future plans for their storage after completion of renovations at 121 Huron St.
- Hired and coordinated training for new CSR Wendy Erb
- Met with representatives of the Region's Municipal Alcohol Policy working group/committee and Staff Sergeant Michael Hinsperger who provided the group with local impaired driving statistics. Had further discussions with the Directors FRS and Treasurer with respect to plans for moving forward with the MAP.
- Met with Wilmot Family Resource Centre along with Facilities Management to discuss ongoing issues. We jointly agreed on some measures that could be put into place on behalf of both the Township and WFRC that will be implemented over the next few weeks.
- Together with the Recreation Programmer, hosted the second in a series of Volunteer Workshops for Community Groups focusing on retention. Our guest speaker for this session was Ruth Millard, President, Volunteer Management Professionals of Canada. Participants representing 13 community groups attended the session.
- Organized and chaired the ball diamond user group meeting, whereby all the regular yearly user groups of the Township's ball diamonds met to discuss challenges, successes and any other issues. Wilmot Softball has requested that we consider budgeting for scoreboards in New Hamburg and Baden and clay on the infields in Baden. These requests will be deferred to the capital budget program.
- Met with representatives of Guides/Brownies and Cubs/Scouts at the Haysville Community Centre to discuss relocation of their storage and bookings to Haysville from the New Hamburg Community Centre. Together with the Parks and Facilities Project Coordinator, discussed suitable storage designs which will be constructed in Q2.
- Participated in training provided by the Municipal Insurance pool along with staff.

#### **Covid-19:**

- 1) Assisted staff in processing cancellations of facility rentals as all Township facilities were closed on March 18.
- 2) Together with the Recreation Programmer, planned Township sponsored events to be held in conjunction with the Interfaith Silent Auction including sponsored swim, skate and Council BBQ, the event was subsequently cancelled due to Covid-19

Prepared by Manuela Jones, Manager of Customer Service and Community Development

## **Recreation Programming:**

### **Programs**

- Successfully ran 10 recreation program classes with a total of 127 participants
- Several successful partnerships occurred for the Winter 2020 program session with Personally Fit; Innovative Dance and Sportball (London Franchise)
- Second session to run a program off site; rented Steinmann Mennonite Church's Gym for Sportball (\$35.00 a night x 8 weeks); will continue this partnership in the future
- The Safe Life and Home Alone Safety courses (one day programs) were cancelled over march break due to COVID; a total of approximately 35 participants were affected
- Placement students from both Conestoga College (3 first year students) and Fanshaw College (one second year student) in the Recreation and Leisure Studies Program started working on various programs development; data collection and program offering exploration for children, youth and seniors and planning of March Break Day Camps (which were cancelled due to low registration).

### **YAC**

- YAC presented to Council on February 10, 2020 about their up to date successes and plan for the remainder of their 2019-2020 term
- February 14 YAC Fundraising Dance cancelled due to lack of adult supervision availability
- Hired the new YAC Facilitator, Brandon Hancock on March 2, 2020
- Jr. YAC had planned their second event titled Painter's Spot for Wednesday March 18 which was cancelled due to COVID; the event has been pushed back to Youth Week 2020 (Tentatively scheduled for October 1-7, 2020)
- Continued hosting wellness Nights, the first Monday of each month with YAC; covered Safe Social Media Content in January; Healthy Relationships and supporting Friends in February and physical activity was supposed to be March 16; but the program was canceled due to COVID-19.

Prepared by Lacey Smith, Recreation Programmer

## **Cemetery & Recreation Services:**

- Preparation of Spring and Winter Wilmot Recreation Guide.
- Updated Cemetery Price list
- Cemetery Sales are low first quarter 4 full interments, 4 cremations interments and 3 Saturday interments
- Continuing to scan old records to add to Stone Orchard Cemetery Software to update all cemetery historical data.
- Continues maintenance with POS in the concession booth
- Assisted with procedures for COVID -19 recreation refunds

Prepared by Crystal Brenneman, Cemetery and Recreation Clerk

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## PARKS, FACILITIES & RECREATION SERVICES

### Aquatics Division

#### Quarterly Activity Report (January – March 2020)

- ❑ We had 35 active P/T staff members and 1 staff on our substitution list for the upcoming spring session, this is down 3 staff from last year at this time. Two new aquatic staff members were hired in March: Tia Bolding as an Assistant Instructor and Zhao-Yu Tam as an Instructor Guard. We had 2 staff members resign at the end of the Winter session.
- ❑ Our winter 2020 session had a total of 874 Learn-to-Swim participants, 226 individual private lessons and 19 Leadership participants (Bronze Medallion and Junior Lifeguard courses). Our Junior Lifeguard camp over the March break was cancelled due to COVID-19, this class had been full with 12 participants registered. In 2020 we were unable to add additional classes to help with waitlist numbers. This winter we cut courses prior to registration opening due to smaller staffing numbers. We reduced a full instructional shift on Monday, Wednesday and Friday evenings for a total of 15 programs lost due to staffing shortages.

In comparison, our winter 2019 session had a total of 902 Learn-to-Swim participants, 221 individual private lessons and 11 Leadership participants (Bronze Cross course). We also offered the Junior Lifeguard Club camp over the March Break and had 7 participants in 2019.

- ❑ Though we were unable to add additional instructors this winter session, we were able to reduce the waitlist down to 75 people through cancelling and transferring low number class participants to other times and reassigning those time spaces to classes that would accommodate the waitlist patrons. Several people were on multiple waitlists and others were already enrolled in another class time but remained on the waitlist for their preferred class.
- ❑ There was a total of 9,997 participants in our recreational swims during the winter months. This year Ayr Mutual, Dolman Eye Care, New Hamburg Optimist and Baden Optimist each sponsored 1 open swim during the March Break. Unfortunately, due to COVID-19 all March Break rentals, sponsored swims and regular swims were cancelled. In 2019 we had 14,226 during the same period.
- ❑ There was a total of 6,522 people participate in various pool rental programs (ACES practices and 4 swim meets, a swim meet held by an outside organization, birthday parties, Board of Education programs and a CWOSSA swim meet, sponsored swims and private rentals) during the winter months. This included and the Wilmot Township sponsored Family Day swim. Unfortunately, due to COVID-19 facility closures, there were 3 sponsored March break swims that were cancelled. Other cancelled aquatic

rentals included the remainder of the March Aces practice schedule and 4 birthday party rentals. In 2019 we had 7615 people participate in various pool rental programs (ACES, birthday parties, Board of Education programs, sponsored swims and private rentals) during the winter months.

- ❑ Upon notification of facility closures due to COVID-19 the work plan changed for the Aquatics department in mid-March. Full time and a few part-time Aquatic staff members worked on cleaning and sanitizing the aquatic complex until all staff were sent home on March 17, 2020. The two Aquatic Specialist's remained at home until April 7<sup>th</sup>. The Aquatic Manager and the Aquatic Supervisor have been working from home since March 18, 2020 on #recfromhome items for the website, planning for the Fall and Winter programs and updating policies and procedures. All remaining March programs and rentals were cancelled. Start dates for the Spring programs were adjusted during this time. While working from home, all Aquatic staff participated in several staff training sessions via Zoom. These included information updates, first aid practice and fitness challenges.
- ❑ Preparation of the aquatic programmes for the Spring Summer Recreation Guide.
- ❑ Aquatic budget preparation.

Submitted by:  
Angela Bylsma Anderson  
Aquatics Manager, Wilmot Aquatic Centre

## PARKS, FACILITIES & RECREATION SERVICE

### Parks & Facilities Services Division

#### Quarterly Activity Report (January – March 2020)

- Worked with Amber and Englobe Engineering, to complete Building Condition Assessments throughout our Township facilities, this was a very time-consuming project for staff as they needed to gain significant information on each site.
- Brandon accepted a job with Brant County in early January, Cody Eby was the successful candidate to take the role of Parks and Facilities Supervisor.
- Worked with Andrew and Mike Yost to gain access to Schmidt Woods forest so Mike could carve tree stump seats during the winter months
- Met with Karl Davies (Mannheim Optimist) to identify storage ideas for their group to eliminate the old Bird shed that they are currently using.
- Attended budget meetings for minor and major capital projects
- Attended Budget Ad-Hoc meetings when required
- Major flood occurred in NH again in January, the flood plain was hit hard again with raging water over 2 days. The pilot dog park area was submerged under water for 2-3 days.
- Met with Sgt Gibson and By-Law to identify areas of concern within our Township parks and how we can address in the future.
- Met with Budsteel at Beck Park, to measure up the 2 washrooms for new bathroom partitions as the old metal ones were vandalized.
- Prepared and awarded the tender for a commercial maintenance Cargo Van.
- Worked with Mohr Construction who hired an Engineering firm to address the support poles at the pole shed at Norm Hill park.
- Derek Heimpel was hired to replace Cody Eby's position.
- Justin Carrafiello was hired as Parks and Facilities Operator (New 2020 position).
- Adam Koehler was hired to replace Derek H at the Arena Operator position.
- City of Stratford came for a demo of our electric ice resurfacer, they are looking to purchase a unit in 2020.
- Attended a "Refrigeration Safety Maintenance" seminar at Conestoga College provided by Cowan Insurance and ORFA.
- Full facility tours with Sandy Jackson to show off all our Township properties.
- Met with Wilmot Hort Society to identify projects, maintenance standards, Twp staff roles vs Hort volunteers' roles throughout the season.
- COVID-19 struck with a vengeance! Shut down all facilities.
- Pilot Dog Park fencing was removed due to shut down to save Township money.
- Parks and Facility checks were being done during the initial shut down.

Geoff Dubrick  
Parks and Facilities Manager



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## Project Management Services:

Facility Services had a number of projects underway during the first quarter of 2020 including the following:

- Renovations to the New Hamburg CC Kitchen
- Order & Install Griddle Covers for the new ranges at New Hamburg CC & New Dundee CC
- Building Condition Assessments with Englobe throughout the Township
- Order & Install Roller Shutters for New Hamburg CC Kitchen server windows
- Design and Complete alterations to bar top at New Dundee CC Kitchen
- Haysville Community Centre Meeting Room pre-construction planning meetings
- St. Agatha Community Centre Kitchen pre-construction planning meetings
- Bond Seminar

On March 17<sup>th</sup>, all contractors and suppliers were cancelled and/or re-scheduled due to COVID-19. In addition, a decision to postpone hiring of the 2020 budget approved position to assist with capital projects including trail development was made due to COVID-19.

Prepared by Amber Schenk, Project Coordinator

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## TOWNSHIP OF WILMOT

## PARKS, FACILITIES & RECREATION SERVICES *Staff Report*

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**REPORT NO:** PFRS 2020-005

**TO:** Council

**SUBMITTED BY:** Sandy Jackson, Director Parks, Facilities & Recreation Services

**PREPARED BY:** Sandy Jackson, Director Parks, Facilities & Recreation Services

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** June 8, 2020

**SUBJECT:** Emergency Procurement Pool Tile Grout Project

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### **RECOMMENDATION:**

**THAT Report PFRS 2020-005, regarding Emergency Procurement for the Pool Tile Grout Project, be received for information purposes.**

### **SUMMARY:**

Due to the COVID-19 pandemic and an unplanned closure of the Wilmot Recreation Complex, a pool re-grouting project originally scheduled for a five-week aquatic facility shut-down in August was procured as an emergency project. This report provides an update to Council on the emergency procurement rationale, process and costs.

### **BACKGROUND:**

The Wilmot Aquatic Centre opened in 2012 with an 8-lane lap pool and a zero-entry leisure pool. Pools are generally tiled using an epoxy grout to ensure they can endure year-round submersion in chemically treated water. The grout began to show signs of early failure over the past few years creating a safety issue. A capital budget of \$70,500 was approved as part of the 2020 budget to remove and replace the grout in both pools and on the pool deck with new epoxy grout.

**REPORT:**

On March 16, 2020 the Region of Waterloo and the Provincial government ordered all recreation facilities including pools to close to prevent the spread of the COVID-19 virus. The closure was initially for two weeks; however, it was subsequently extended several times by the Province. The Region of Waterloo, and area municipalities then declared a State of Emergency and further extended the closure to June 30, 2020, effectively cancelling all Spring programming.

While planning for 2020 programming, a five-week facility closure was scheduled for this project from August 22 to September 25, 2020. The emergency closure of facilities in March provided the opportunity to consider moving ahead with the pool tile grouting project to avoid a second disruption in programming later in the year. By completing the project in May, the hope is that the pools will be able to reopen during the summer to avoid further revenue losses and service disruptions. With facilities currently closed, the loss of revenue is substantial, and every effort to protect future revenues is important.

During a state of emergency, the Treasurer and CAO have the authority under the Township Procurement By-law to issue a purchase order for necessary goods and services (By-law 2016-30 Procurement of Goods and Services – items 66-68). With this understanding and the need to protect the financial future of the Township and the safety of customers, an RFQ was issued to expedite the project.

Four (4) tile contractors were contacted to determine if they would be available for emergency work during the COVID-19 pandemic. Three (3) of the contractors expressed interest in a site meeting, however only one company, PPL Aquatic, Fitness and Spa Group attended. The other two companies later declined to participate in the procurement project for various reasons leaving staff with only one option.

PPL Aquatic, Fitness and Spa Group had the experience and availability to complete the project during the current shutdown and therefore, a purchase order was issued.

Re-grouting the pool basin and deck was an important safety project intended to protect customers and the integrity of the pool basin. Advancing this project to avoid a second facility closure later this year is a strategic decision that is prudent and will benefit the Township should the pools reopen in the near future.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Maintaining safe facilities for public enjoyment and maintaining Township assets improves the quality of life of residents and is a fiscally responsible approach to managing Township assets.

**FINANCIAL CONSIDERATIONS:**

The original budget of \$70,500 was based on an estimate obtained in 2019 while the pools were still filled with water, as a placeholder for this project. Until the water was drained and a detailed inspection was possible for contractors, the overall condition of the existing grout was relatively

unknown. After draining the pool, it was discovered that the condition of the grout had further declined, and there was the likelihood that the budget was not going to be sufficient.

Therefore, the RFQ was separated into two sections: Phase A – grouting of pool basins and Phase B – grouting of pool deck.

After the emergency RFQ was issued, PPL responded with price of \$95,000 for Phase A and \$75,000 for Phase B. As these prices were substantially higher than the original budget of \$70,500, only Phase A - the pool grouting project was awarded at this time.

Ideally Phase B - the pool decks, will also be completed during the existing closure to prevent a future shutdown however; a capital planning review was underway at the time of the project award, and Phase B has been deferred for now. Should the closure extend further, staff will review the cost and benefits of proceeding with the remainder of the project prior to re-opening.

### **ATTACHMENTS:**

N/A