



# TOWNSHIP OF WILMOT

## **Council Meeting Agenda**

**Monday, February 22, 2021**

**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**
- 3. MOMENT OF SILENCE**
- 4. LAND ACKNOWLEDGEMENT – Councillor J. Gerber**
- 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 Monday February 8, 2021**

### **RECOMMENDATION**

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

Council Meeting February 8, 2021.

### **8. PUBLIC MEETINGS**

**9. PRESENTATIONS/DELEGATIONS**

**9.1 2021 Municipal Grants**

**10. CONSENT AGENDA**

**10.1 REPORT NO. COR 2021-010**

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

**10.2 REPORT NO. COR 2021-011**

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

**10.3 REPORT NO. COR 2021-012**

**Honorariums and Expenditures of Council and Committee Members  
for the Year Ended December 31, 2020**

**RECOMMENDATION**

THAT Report Nos. COR 2021-010, COR 2021-011 and COR 2021-12 be approved.

**11. REPORTS**

**11.1 DEVELOPMENT SERVICES**

**11.1.1 REPORT NO. DS 2021-004**

**Wilmot Employment Lands**

**Draft Plan of Subdivision Application 30T-19601**

**Zone Change Application 02/19**

**Badenview Developments Inc. / MHBC Planning**

**Part of Lot 20, Concession North of Bleams Road**

**Hamilton Road, Nafziger Road, Highway 7/8**

**RECOMMENDATION**

THAT Council recommend to the Region of Waterloo the following conditions of draft approval for Draft Plan of Proposed Subdivision 30T-19601:

1. That this approval applies to plan of subdivision 30T-19601 by MHBC Planning, dated January 25, 2021 which shows a total of 6 industrial development blocks, 2 stormwater management blocks, 4 drainage channels, 5 reserve blocks (0.3m) and 3 streets proposed to be developed in 2 stages.
2. That the following shall be conveyed to the Township of Wilmot for the purposes stated therein, at no cost and free and clear of all encumbrances:
  - a) Stage 1, Blocks 5 and 6 as a stormwater management facility;
  - b) Stage 1, Blocks 7, 8, 9 and 10 as overland drainage and servicing channels;  
and,
  - c) Stage 1, Blocks 11, 12, 13, 14 and 15 for 0.3m reserves
3. That prior to the registration of Stage 1 the subdivider shall provide an easement for the purposes of a temporary turning circle at the terminus of Street Two to the satisfaction of the Township of Wilmot. The Township shall release the easement concurrent with the registration of Stage 2.
4. That the subdivider shall enter into a subdivision agreement with the Township which will cover all planning and engineering aspects of the development and identify in detail applicable Township standards and specifications relative to municipal services. The agreement will further address all requirements, financial and otherwise of the Township of Wilmot concerning the provision of roads and the installation of services, facilities and drainage, landscaping, the payment of fees and provision of financial securities and deposits to ensure the proper and orderly completion of the development.
5. That the subdivider shall make satisfactory arrangements with Kitchener-Wilmot Hydro for the provision of permanent electrical services to the plan, prior to registration. The Subdivider further agrees that should permanent installations be impractical at the time, to pay all costs incurred through the provision of temporary electrical services and the removal of such services when permanent installations are possible.
6. That street lighting shall be provided at the owner's expense in accordance with the standards and specifications of the Township of Wilmot, the Region of Waterloo and Kitchener-Wilmot Hydro.
7. That prior to or concurrent with the registration of any Stage the subdivider shall grant any easements required for utility or municipal servicing purposes.

8. That prior to any grading or construction on site and prior to registration of the plan, the owners or their agents submit the following plans and reports to the satisfaction of the Grand River Conservation Authority, the Region of Waterloo and the Township of Wilmot:
  - a) A detailed stormwater management report in accordance with the 2003 Ministry of the Environment Report entitled "Stormwater Management Planning and Design Manual";
  - b) A detailed Lot Grading, Servicing and Storm Drainage Plan;
  - c) An Erosion and Sedimentation Control Plan in accordance with the Grand River Conservation Authority's Guidelines for sediment and erosion control indicating the means whereby erosion will be minimized and sediment maintained on-site throughout all phases of grading and construction; and,
  - d) The approval and issuance of a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit from the GRCA prior to the construction in a wetland and/or grading in a regulated area and/or construction of the Stormwater Management outlet in a regulated area.
9. That the subdivider agree to complete and maintain the above works in accordance with the approved plans and reports noted in condition 8.
10. That prior to registration the subdivider shall confirm that a legal outlet for post development stormwater flows has been secured to the satisfaction of the Township.
11. That the subdivider agrees to obtain and comply with all necessary Environmental Compliance Approval (ECA) requirements from the Ministry of Environment, Conservation and Parks (MECP) for stormwater management and Form 1 for Township and Region for watermain works.
12. That, prior to the issuance of any building permits, the owner of any lot or block on which the building is proposed shall pay the applicable development charge in force at the time of building permit issuance.
13. That the subdivider agrees to provide all prospective purchasers with a copy of the grading control plan and a copy of the subdivision agreement.
14. That the subdivider shall submit a landscaping plan prepared by a qualified landscape architect for boulevard tree plantings, the noise attenuation berm and Blocks 5, 6, 7, 8, 9 and 10 to be approved by the Township.
15. That the Subdivider shall landscape the noise attenuation berm and Blocks 5, 6, 7, 8, 9 and 10 in accordance with the approved plan required in condition 14 above.

16. That all streets shall be constructed by the subdivider in accordance with the specifications and requirements of the Township and as identified within the Subdivision Agreement.
17. That the streets shall be named to the satisfaction of the Township of Wilmot and said names shall be assigned by the Township of Wilmot within the Subdivision Agreement.
18. That the subdivider shall pay, prior to registration, 100% of the cost of regulatory street signs.
19. That the road allowances linking Street One to Hamilton Road and Nafziger Road are to be rebuilt to urban industrial standards and that the Township will repay the subdivider for the actual costs of the works to a maximum of 100% of the preliminary estimate (MTE, 2019) which shall be further and specifically defined within the subdivision agreement.
20. That a separated asphalt boulevard multi-use trail (MUT) with a minimum width of 3.0m shall be constructed along the north/east side of Street One and a concrete sidewalk with a minimum width of 1.5m shall be constructed along the south/west side of Street One from Hamilton Road to Nafziger Road. The Township shall repay the developer for the portions of the MUT and sidewalk within the limits of the unopened road allowances linking Street One to Hamilton Road and Nafziger Road. The developer shall be responsible for the costs within the limits of Street One.
21. That sidewalks on all other streets shall be constructed to the standard, in the location and of the width specified by the Township of Wilmot.
22. That the subdivider will provide a master utility locate plan for all services to the specifications and satisfaction of the Township of Wilmot.
23. That all lands abutting Blocks to be conveyed to the ownership of the Township of Wilmot, adjacent lands owned by the Township of Wilmot and the westerly property line of the development which abuts residential development shall be fenced or otherwise appropriately delineated to the satisfaction of the Township of Wilmot.
24. That prior to the review of detailed engineering designs and prior to release of the plan for registration, the subdivider shall pay the Township fees to cover Township administration, planning, engineering and legal fees related to the processing, approval and monitoring of this plan in accordance with the fees and charges Bylaw of the Township of Wilmot.

25. That, prior to the issuance of any building permits in Stage 1, a 2.5m landscaped earthen berm shall be installed along the western edge of Block 2, Stage 2 in accordance with recommendations contained in the Badenview Industrial Subdivision Air Quality & Noise Compatibility Study (Novus Environmental Inc, December 19, 2018).
26. That, prior the construction of the earthen berm required by condition 24 above, detailed design drawings, including grading and landscaping plans, shall be prepared for the berm to the satisfaction of the Township of Wilmot.
27. That, the subdivider convey an easement to the Township of Wilmot over the lands containing the earthen berm required by condition 25 above, to ensure the berm is retained and landscaping maintained for the lifetime of the development.
28. That, the subdivider enter into an agreement with the Township of Wilmot that, prior to the issuance of a building permit on Block 1 or 2, Stage 2, or future parts thereof, the owner shall have a noise assessment prepared by a qualified professional engineer, to determine if individual lot mitigation measures are required and that said assessment be prepared and reviewed to the satisfaction of the Township of Wilmot and the Region of Waterloo.
29. That, prior to the final approval of Stage 1, the owner shall complete or secure the completion of the necessary extensions of southbound left turn lanes on Hamilton Road (5m) and Nafziger Road (15m) in accordance with the approved Traffic Impact Study (TIS) to the satisfaction of the Township of Wilmot, the Region of Waterloo and the Ministry of Transportation.
30. That prior to final approval of Stage 2, the owner shall submit to the Ministry of Transportation for their review and approval, a copy of a Traffic Impact Study prepared in accordance with Ministry of Transportation requirements, indicating the anticipated traffic volumes and their impact upon the intersection of Highway 7/8 at Hamilton Road and Highway 7/8 at Nafziger Road.

Should the Traffic Impact Study identify additional improvements to accommodate Stage 2 of the subdivision, funding arrangements for the design and construction of the Highway 7/8 improvements shall be made to the satisfaction of the Ministry of Transportation and Township of Wilmot in consultation with the Region of Waterloo and Owners prior to final approval of Stage 2.

The Owners shall be responsible only for the portion of works attributable to the traffic generated from the development of their lands and the Township, Region and MTO shall be financially responsible for their respective portions of the intersection improvements attributable to the traffic from all other sources, as documented in the approved Traffic Impact Study.

31. That prior to release of the plan for registration, the subdivider will provide the Township of Wilmot with a detailed description of how each condition of draft approval has been satisfied.

and,

THAT, Zone Change Application 02/19, be approved as follows:

1. To change the zoning of a portion of the subject property from Zone 1 (Agricultural) to Zone 10a (Light Industrial), subject to the following:
  - a) That within Block 2, Stage 2, no parking area, loading facility, or outdoor storage area shall be permitted within the rear yard, between a building and rear property line, or within a side yard;
  - b) To permit and/or amend the following uses on those lands zoned Zone 10a:
    - i) Clinic or laboratory
    - ii) Light fabricating, assembly or manufacturing
    - iii) Offices
    - iv) Trade school
    - v) Veterinary clinic
    - vi) Gym/fitness facility
    - vii) Motor vehicles sales, service and repair
    - viii) Outdoor storage as an accessory use, provided storage is enclosed by a solid visual barrier, such that said storage is not visible from a public road.
    - ix) Retail sale of goods produced or stored on site as an accessory use.
2. To remove the current holding symbols (H)(R)(f) from those lands zoned Zone 10.
3. To delete subsection 22.209 of By-law 83-38, as amended.
4. To permit and/or amend the following uses on those lands Zone 10:
  - a) Offices
  - b) Gym/fitness facility
  - c) Outdoor storage as an accessory use, provided storage is enclosed by a solid visual barrier, such that said storage is not visible from a public road.

### **Registered Delegation**

Mr. Pierre Chauvin, MHBC  
Mr. Robert Sampson

**11.1.2REPORT NO. DS 2021-005**

**Wilmot Employment Lands**

**Draft Plan of Subdivision Application 30T-19602**  
**Zone Change Application 03/19**  
**New Hamburglrs Inc. / MHBC Planning**  
**Part of Lot 19, Concession North of Bleams Road**  
**Nafziger Road, Highway 7/8**

**RECOMMENDATION**

That Council recommend to the Region of Waterloo the following conditions of draft approval for Draft Plan of Proposed Subdivision 30T-19602:

1. That this approval applies to plan of subdivision 30T-19602 by MHBC Planning, dated February 2, 2021, which shows a total of 13 industrial development blocks, 1 emergency access block, 3 drainage channels, 1 walkway block, 5 reserve blocks (0.3m), 2 streets and one piece of retained land to be developed in 2 stages.
2. That the following shall be conveyed to the Township of Wilmot for the purposes stated therein, at no cost and free and clear of all encumbrances:
  - a) Stage 1, Blocks 7, 8 and 9 as overland drainage channels;
  - b) Stage 1, Block 10 as a walkway;
  - c) Stage 1, Block 11, 12, 13, 14 and 15 as 0.3m Reserves; and
  - d) Stage 2, Block 8 as an emergency access block
3. That prior to the registration of Stage 2 the subdivider shall provide or otherwise make arrangements for the connection of Street Two to Street Three in Plan 30T-19601.
4. That prior to registration the subdivider shall enter into a subdivision agreement with the Township which will cover all planning and engineering aspects of the development and identify in detail applicable Township standards and specifications relative to municipal services. The agreement will further address all requirements, financial and otherwise of the Township of Wilmot concerning the provision of roads and the installation of services, facilities and drainage, landscaping, the payment of fees and provision of financial securities and deposits to ensure the proper and orderly completion of the development.
5. That the subdivider shall make satisfactory arrangements with Kitchener-Wilmot Hydro for the provision of permanent electrical services to the plan, prior to registration. The Subdivider further agrees that should permanent installations be impractical at the time, to pay all costs incurred through the provision of temporary electrical services and the removal of such services when permanent installations are possible.



6. That street lighting shall be provided at the owner's expense in accordance with the standards and specifications of the Township of Wilmot, the Region of Waterloo and Kitchener-Wilmot Hydro.
7. That prior to or concurrent with the registration of any Stage the subdivider shall grant any easements required for utility or municipal servicing purposes.
8. That prior to any grading or construction on site and prior to registration of the plan, the owners or their agents submit the following plans and reports to the satisfaction of the Grand River Conservation Authority, the Region of Waterloo and the Township of Wilmot:
  - a) A detailed stormwater management report in accordance with the 2003 Ministry of the Environment Report entitled "Stormwater Management Planning and Design Manual";
  - b) A detailed Lot Grading, Servicing and Storm Drainage Plan;
  - c) An Erosion and Sedimentation Control Plan in accordance with the Grand River Conservation Authority's Guidelines for sediment and erosion control indicating the means whereby erosion will be minimized and sediment maintained on-site throughout all phases of grading and construction; and,
  - d) The approval and issuance of a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit from the GRCA prior to the construction in a wetland and/or grading in a regulated area and/or construction of the Stormwater Management outlet in a regulated area.
9. That the subdivider agree to complete and maintain the above works in accordance with the approved plans and reports noted in condition 8.
10. That prior to registration the subdivider shall confirm that a legal outlet for post development stormwater flows has been secured to the satisfaction of the Township.
11. That the subdivider agrees to obtain and comply with all necessary Environmental Compliance Approval (ECA) requirements from the Ministry of Environment, Conservation and Parks (MECP) for stormwater management and Form 1 for Township and Region for watermain works.
12. That, prior to the issuance of any building permits, the owner of any lot or block on which the building is proposed shall pay the applicable development charge in force at the time of building permit issuance.
13. That the subdivider agrees to provide all prospective purchasers with a copy of the grading control plan and a copy of the subdivision agreement.

14. That the subdivider shall submit a landscaping plan prepared by a qualified landscape architect for boulevard tree plantings and Stage 1, Blocks 7, 8, 9 and 10 and Stage 2, Block 8 to be approved by the Township.
15. That the Subdivider shall landscape Stage 1, Blocks 7, 8, 9 and 10 and Stage 2, Block 8 in accordance with the approved plan required in condition 14 above.
16. That all streets shall be constructed by the subdivider in accordance with the specifications and requirements of the Township and as identified within the Subdivision Agreement.
17. That the streets shall be named to the satisfaction of the Township of Wilmot and said names shall be assigned by the Township of Wilmot within the Subdivision Agreement.
18. That the subdivider shall pay, prior to registration, 100% of the cost of regulatory street signs.
19. That should the development of 30T-19602 be able to proceed prior to the development of 30T-19601, the unopened road allowance owned by the Township of Wilmot and linking Street One to Nafziger Road is to be rebuilt to urban industrial standards and that the Township will repay the subdivider for the actual costs of the works to a maximum of 100% of the preliminary estimate (MTE, 2019) which shall be further and specifically defined within the subdivision agreement.
20. That should the development of 30T-19602 be able to proceed prior to the development of 30T-19601, the subdivider shall provide any easement necessary for the purposes of a temporary turning circle to the satisfaction of the Township of Wilmot. The Township shall release the easement concurrent with the registration of 30T-19601.
21. That should the development of 30T-19602 be able to proceed prior to the development of 30T-19601, a separated asphalt boulevard multi-use trail (MUT) with a minimum width of 3.0m shall be constructed along the north side of the unopened road allowance and a concrete sidewalk with a minimum width of 1.5m shall be constructed along the south of the unopened road allowance to Nafziger Road. The Township shall repay the developer for the portions of the MUT and sidewalk within the limits of the unopened road allowance.
22. That the subdivider will provide a master utility locate plan for all services to the specifications and satisfaction of the Township of Wilmot.
23. That all lands abutting Blocks to be conveyed to the ownership of the Township of Wilmot, adjacent lands owned by the Township of Wilmot and the easterly property lines of the development which abuts existing industrial development to the east be fenced or otherwise appropriately delineated to the satisfaction of the Township of Wilmot.

24. That prior to the review of detailed engineering designs and prior to release of the plan for registration, the subdivider shall pay the Township fees to cover Township administration, planning, engineering and legal fees related to the processing, approval and monitoring of this plan in accordance with the fees and charges Bylaw of the Township of Wilmot.
25. That, prior to the final approval of Stage 1, the owner shall complete or secure the completion of the necessary extensions of southbound left turn lanes on Hamilton Road (5m) and Nafziger Road (15m) in accordance with the approved Traffic Impact Study (TIS) to the satisfaction of the Township of Wilmot, the Region of Waterloo and the Ministry of Transportation.
26. That prior to final approval of Stage 2, the owner shall submit to the Ministry of Transportation for their review and approval, a copy of a Traffic Impact Study prepared in accordance with Ministry of Transportation requirements, indicating the anticipated traffic volumes and their impact upon the intersection of Highway 7/8 at Hamilton Road and Highway 7/8 at Nafziger Road.

Should the Traffic Impact Study identify additional improvements to accommodate Stage 2 of the subdivision, funding arrangements for the design and construction of the Highway 7/8 improvements shall be made to the satisfaction of the Ministry of Transportation and Township of Wilmot in consultation with the Region of Waterloo and Owners prior to final approval of Stage 2.

The Owners shall be responsible only for the portion of works attributable to the traffic generated from the development of their lands and the Township, Region and MTO shall be financially responsible for their respective portions of the intersection improvements attributable to the traffic from all other sources, as documented in the approved Traffic Impact Study.

27. That prior to release of the plan for registration, the subdivider will provide the Township of Wilmot with a detailed description of how each condition of draft approval has been satisfied.

THAT, Zone Change Application 03/19, be approved as follows:

1. To remove the current holding symbols (H)(R)(f) from those lands zoned Zone 10.
2. To delete subsection 22.209 of By-law 83-38, as amended.
3. To permit and/or amend the following uses on those lands Zone 10:
  - a) Offices
  - b) Gym/fitness facility
  - c) Outdoor storage as an accessory use, provided storage is enclosed by a solid visual barrier, such that said storage is not visible from a public road.

**11.2 FIRE SERVICES****11.2.1 REPORT NO. FR 2021-02****Updated Fire Department Establishing and Regulating By-Law****RECOMMENDATION**

THAT Council approves the Updated Fire Department Establishing and Regulating Bylaw 2021-10 being a "Bylaw to Establish and Regulate a Fire Department".

**12. CORRESPONDENCE****13. BY-LAWS**

**13.1 By-law No. 2021-08      Zoning By-law Amendment - Employment Lands**

**13.2 By-law No. 2021-09      Zoning By-law Amendment -Employment Lands**

**13.3 By-law No. 2021-10      Establish and Regulate a Fire Department**

**RECOMMENDATION**

THAT By-law Nos. 2021-08, 2021-09 and 2021-10 be introduced, read a first, second and third time and finally passed in Open Council

**13.4 By-law No. 2020-46      Glen Shantz Drain 2020**

**RECOMMENDATION**

THAT By-law No. 2020-46 be read a third time and finally passed in Open Council.

**14. NOTICE OF MOTIONS****15. ANNOUNCEMENTS****16. BUSINESS ARISING FROM CLOSED SESSION****17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2021-12**

**RECOMMENDATION**

THAT By-law No. 2021-12 to Confirm the Proceedings of Council at its Meeting held on February 22, 2021 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.