



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, March 1, 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

Recommendation

THAT a Closed Meeting of Council be held on Monday, March 1, 2021 at 6:00 p.m. in accordance with Section 239(2), (c) for the purposes of:

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

2. MOTION TO RECONVENE IN OPEN SESSION

Recommendation

THAT Council reconvene in open session.

- 3. MOMENT OF SILENCE**
- 4. LAND ACKNOWLEDGEMENT – Councillor J. Pfenning**
- 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 Meetings Minutes Monday February 22, 2021

RECOMMENDATION

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

Special Council Meeting February 22, 2021 and Regular Council Meeting February 22, 2021.

- 8. PUBLIC MEETINGS**
- 9. PRESENTATIONS/DELEGATIONS**

9.1 Samantha Learnout

Presentation of Peer Review for Noise and Air Quality Reports in relation to the proposed Hallman Pit.

9.2 Patricia Chevalier

Presentation of information regarding the impact on human health of dust in relation to the proposed Hallman Pit.

9.3 Ann Dupej

Presentation of information regarding the effects on our community's health and well-being from noise pollution in relation to the proposed Hallman Pit.

- 10. CONSENT AGENDA**

11. REPORTS**11.1 Parks, Facilities and Recreation Services****11.1.1 REPORT NO. PFRS 2021-03****RFP Award HVAC Systems Engineering Consultation and
Design Administration Building****RECOMMENDATION**

THAT RFP 2021-007 be awarded to BMI Engineering Inc., for engineering consultation, HVAC equipment design, and project supervision, for the Wilmot Administration Complex, as per their proposal dated February 24, 2021, in the amount of \$28,250 including HST.

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. 2021-13****RECOMMENDATION**

THAT By-law No. 2021-13 to Confirm the Proceedings of Council at its Meeting held on March 1, 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.



TOWNSHIP OF WILMOT

Special Council Meeting Minutes

Monday, February 22, 2021

Council Meeting

Electronic Online Participation

5:00 P.M.

Members Present: Mayor L. Armstrong, Councillors A. Hallman, C. Gordijk, B. Fisher, J. Gerber and J. Pfenning

Staff Present: Chief Administrative Officer G. Whittington, Director of Information and Legislative Services D. Mittelholtz, Director of Corporate Services / Treasurer P. Kelly, Fire Chief R. Leeson

1. LAND ACKNOWLEDGEMENT

1.1 Councillor B. Fisher read the Land Acknowledgement

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

2.1 None Disclosed

3. REPORTS

3.1 REPORT NO. CAO 2021-01

Joint Service Delivery Review – Final Report

Resolution No. 2021-27

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

THAT the Joint Service Delivery Review, as prepared by KPMP LLP be received for information purposes; and further

This information is available in accessible formats upon request

THAT recommendations from the Joint Service Delivery Review be referred to staff for future reporting and implementation through the Township Work Program.

CARRIED.

The CAO outlined the report and introduced Mr. Bruce Peever, KPMG to present the review.

Mr. Bruce Peever presented the findings of the Joint Service Review. He outlined the definition of shared services and outlined the potential benefits that can be achieved. He described the four (4) models used to explore the potential for shared services, those being resource sharing, centralized services, joint venture and outsourcing.

Mr. Peever provided an overview of the proposed models for each of the five (5) service areas, those being Fire Services, Emergency Management, Corporate Communications, IT Services and Library Services.

The Fire Chief confirmed that the collaborate efforts with the Townships does present positive efforts in procurement and training initiatives, of which, he fully supports. He noted that the Emergency Management component would still require a CEMC at the local level and noted that the administration and training would benefit from joint services.

The CAO advised that the same recommendation is being presented to all four (4) Townships and following the approvals, staff will continue to work towards analyzing and presenting to Council proposed implementation. It was also confirmed that current existing staff in specific areas could work with the other Townships that choose to outsource.

It was confirmed for Council that this report is being received by Council and that staff be directed to investigate the recommendations within the Joint Service Review.

Mr. Peever noted that the success of the service delivery is dependent on an agreement with all Townships and that good governance is followed.

Mr. Peever acknowledged the significant investment the Township has in Corporate Communications and noted that the other Townships have not yet reached that level. He noted that the other Townships may look to outsourcing while Wilmot may have an opportunity to partner with the same third-party provider to augment existing Communications staffing.

4. CONFIRMATORY BY-LAW

4.1 By-law No. 2021-11

Resolution No. 2021-28

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

THAT By-law No. 2021-11 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.

CARRIED.

5. ADJOURNMENT (5:45 PM)

Resolution No. 2021-29

Moved by: Councillor C. Gordijk Seconded by: Councillor A. Hallman

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

CARRIED.



TOWNSHIP OF WILMOT

Council Meeting Minutes

Monday, February 22, 2021

Council Meeting

Electronic Online Participation

7:00 P.M.

Members Present: Mayor L. Armstrong, Councillors A. Hallman, C. Gordijk, B. Fisher, J. Gerber and J. Pfenning

Staff Present: Chief Administrative Officer G. Whittington, Director of Information and Legislative Services D. Mittelholtz, Director of Public Works J. Molenhuis, Director of Parks, Facilities and Recreation S. Jackson, Director of Development Services H. O'Krafka, Director of Corporate Services / Treasurer P. Kelly, Fire Chief R. Leeson, Director / Curator Castle Kilbride T. Loch, Manager of Information and Legislative Services / Deputy Clerk T. Murray, Manager of Planning / EDO A. Martin

1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)

2. MOTION TO RECONVENE IN OPEN SESSION

3. MOMENT OF SILENCE

4. LAND ACKNOWLEDGEMENT

4.1 Councillor J. Gerber read the Land Acknowledgement

5. ADDITIONS TO THE AGENDA

**6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL
CONFLICT OF INTEREST ACT**

6.1 None Disclosed.

7. MINUTES OF PREVIOUS MEETINGS**7.1 Council Meeting Minutes Monday February 8, 2021****Resolution No. 2021-30****Moved by: Councillor B. Fisher****Seconded by: Councillor J. Pfenning**

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

Council Meeting February 8, 2021.

CARRIED.

The CAO confirmed that he would discuss Council comments regarding the format of the minutes relative to the goals identified within the Strategic Plan for transparency.

8. PUBLIC MEETINGS**9. PRESENTATIONS/DELEGATIONS****9.1 2021 Municipal Grants**

The Director of Corporate Services / Treasurer announced the 2021 recipients and the proposed use of the grants.

Mr. Nigel Gordijk appeared as a delegation. His prepared statement is attached as Appendix A.

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**

Resolution No. 2021-31

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

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

CARRIED.

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

Resolution No. 2021-32

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

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 Badenvue 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.

CARRIED.

The Director of Development Services outlined both Report Nos. DS 2021-004 and DS 2021-005. The Director of Development Services advised Council that the Consultant, Mr. Pierre Chauvin, MHBC is in attendance to answer any questions they may have of the application.

Mr. Robert Sampson appeared as a delegation. Mr. Sampson advised Council of his concerns relating to the proposed application. Mr. Sampson noted that the traffic increase on Hamilton Road and the safety concerns crossing the road and the lack of sidewalks as well. He also noted that he had concern with the berm and lack of information regarding how those are designed, particularly in relation to drainage.

The Director of Development Services advised that in terms of traffic flow, there are possibilities; however, Hamilton Road is a collector road and designed as such. He did confirm that the sidewalk would be extended and that the crossing at Boullee Street and Hamilton Road can be investigated further and Public Works and Engineering does review such matters on a regular basis. The Director of Development Services also noted that the increase in truck traffic will be monitored throughout the stages and further discussions will occur throughout the process.

The Director of Public Works and Engineering confirmed that sidewalks and multi-use trails are constructed with different widths to conform with the standards required by the Accessibility for Ontarians with Disabilities Act.

The Director of Development Services noted that the next steps would be to forward the application to the Region of Waterloo in a timely fashion and once approved, the developer will continue to move through the process of preparing for construction and various design approvals. He noted that there is no guarantee to when construction could start. He did advise there has been a number of interested parties in this parcel.

11.1.2 REPORT NO. DS 2021-005

Wilmot Employment Lands

Draft Plan of Subdivision Application 30T-19602

Zone Change Application 03/19

New Hamburg Lrs Inc. / MHBC Planning

Part of Lot 19, Concession North of Bleams Road

Nafziger Road, Highway 7/8

Resolution No. 2021-33

Moved by: Councillor J. Gerber

Seconded by: Councillor C. Gordijk

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.

CARRIED.

11.2 FIRE SERVICES

11.2.1 REPORT NO. FR 2021-02

Updated Fire Department Establishing and Regulating By-Law

Resolution No. 2021-34

Moved by: Councillor A. Hallman Seconded by: Councillor C. Gordijk

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

CARRIED.

The Fire Chief outlined the report.

The Fire Chief advised Council that due to the pandemic, public engagement opportunities have been disrupted, therefore most public education has been moved to an online and social media platform and public education videos.

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
Resolution No. 2021-35**

Moved by: Councillor C. Gordijk Seconded by: Councillor J. Pfenning

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.

CARRIED.

**13.4 By-law No. 2020-46 Glen Shantz Drain 2020
Resolution No. 2021-36**

Moved by: Councillor J. Pfenning Seconded by: Councillor C. Gordijk

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

CARRIED.

14. NOTICE OF MOTIONS

15. ANNOUNCEMENTS

15.1 Councillor C. Gordijk acknowledged National Sex Trafficking Awareness Day and noted online events through to February 28 visit preventingcrime.ca

15.2 Councillor C. Gordijk congratulated Fisher's Esso for their 60th Anniversary in business in St. Agatha.

15.3 Councillor A. Hallman noted that tomorrow is Canadian Egg Day and advised the #canegday is being used.

15.4 Councillor A. Hallman acknowledged that Wednesday February 24th is Pink Shirt Day, also known as anti-bullying day and acknowledged the individuals that were responsible for starting the anti-bullying movement.

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2021-12

Resolution No. 2021-37

Moved by: Councillor B. Fisher

Seconded by: Councillor J. Pfenning

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.

CARRIED.

18. ADJOURNMENT (8:02PM)

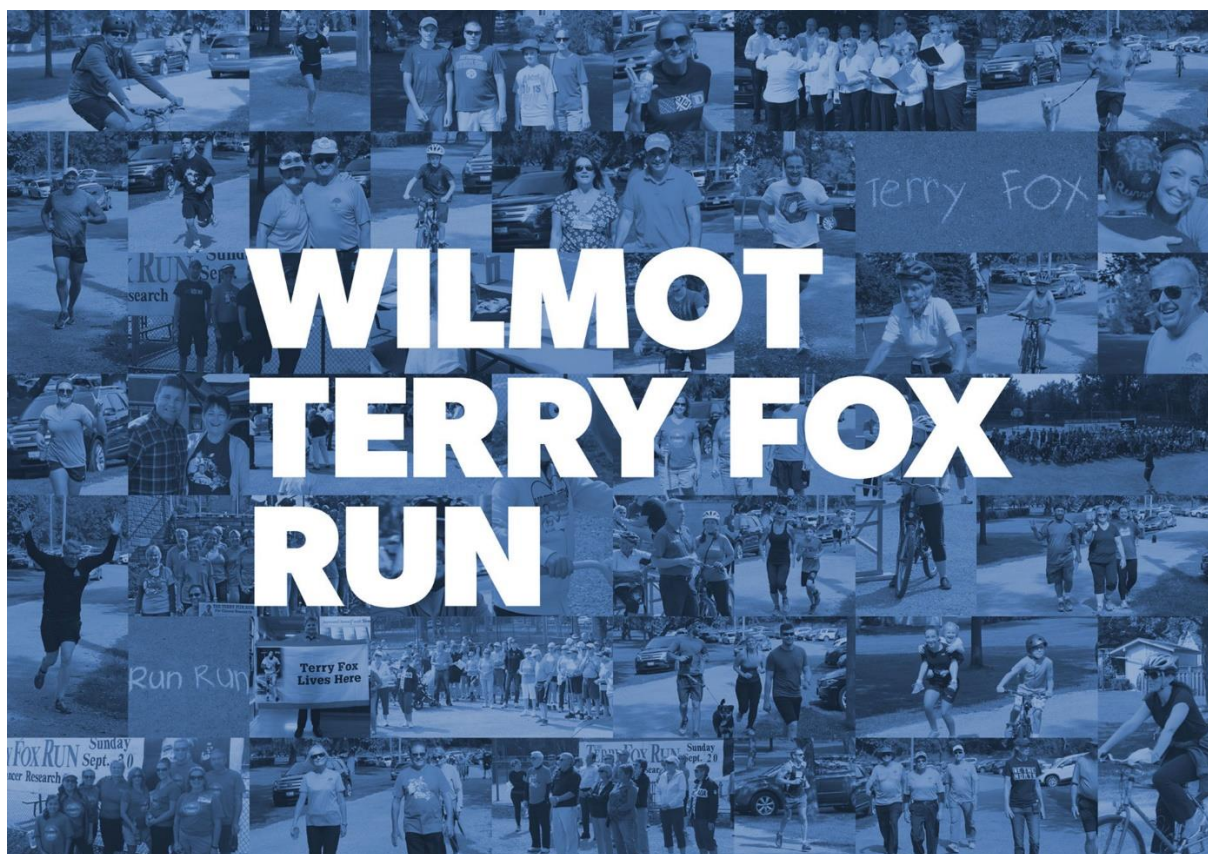
Resolution No. 2021-38

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

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

CARRIED.



I think this is the fifth year that the Township has generously awarded us a grant to help us cover the costs of staging Wilmot Terry Fox Run fundraising events. And ever year I come before council and say the same thing: Thank you for leading by example and supporting the Wilmot Terry Fox Run in practical, meaningful ways. You are partners in our success.

Last year's grant helped us adapt and host online fundraisers, rather than the in-person events that we'd planned. Instead of paying for printing posters or renting venues, we invested in boosting social media posts so we could connect with more residents, and also upgrading online apps in order to livestream a summer concert, as well as our virtual opening ceremony on Run Day.



Our community, as always, has been amazing with its incredible support. We held our first ever bottle drive on a hot summer's day, with all of our volunteers physical distancing and wearing masks. Most of the residents who helped us were first-time volunteers with the Wilmot Terry Fox Run.

At the end of 2019, Councillor Gordijk and I announced that we were setting a target of at least \$40,000 for 2020, to coincide with the 40th anniversary of the Marathon of Hope. COVID put an end to that goal, and we simply tried to raise as much as possible under the circumstances. We figured that if we raised half of our goal, we would be happy.

But this is Wilmot, and our community had other ideas. After all of our events last year, our fundraising total was \$43,110, a new community record.



That simply would not have been possible without the grant that the Township invested in our activities. We thank you for your vote of confidence.

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Not all of our events last year were fundraisers.



On July 20, Wilmot residents gathered – safely – in Petersburg Park for the unveiling of a plaque to commemorate Terry Fox’s Marathon of Hope. Terry had run near that location exactly 40 years previously.

In July 2019, the Township approved my proposal for this memorial, and I posted that decision on Facebook. In a comment, someone suggested also planting a tree in Terry’s honour, and then a local resident contacted me privately to say that they would pay for it.

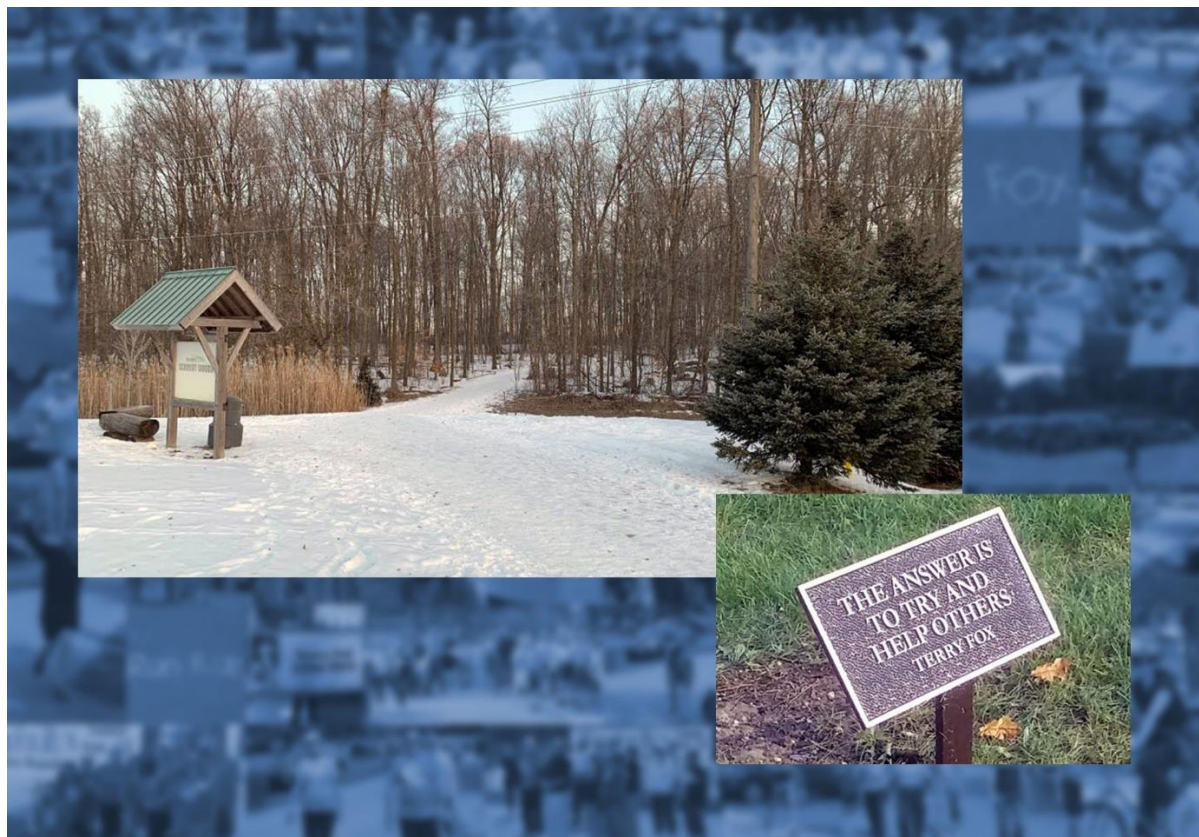
Of course, COVID-19 disrupted our Marathon of Hope anniversary celebrations.

However, 2021 has presented us with a new opportunity.

Our community held its very first Terry Fox Run in 1996, 25 years ago. I believe this is worthy of celebration, and I think it's the perfect time to revisit the idea of planting a special tree to honour Canada's favourite son.

As with the brass plaque last year, three criteria were applied to determine a suitable location for the tree.

First, we wanted it to be close to where Terry passed through the township in 1980. Second, the tree should be planted on municipally-owned property. And third, this location should be safe and open to the public, so they can visit it easily.



Following extensive research last year when we attempted to trace the route of the Marathon of Hope in Wilmot, we determined that the ideal location would be at the entrance to Schmidt Woods Trail, near the Wilmot Recreation Complex.

The anonymous benefactor would still like to donate a tree, and Councillor Gordijk and I will pay for a small plaque to go alongside it. This will feature a quote from Terry in a similar style to this design visual.

The actual quote for this plaque hasn't been chosen yet, as we'll be holding an online poll so residents can pick their favourite from a shortlist.

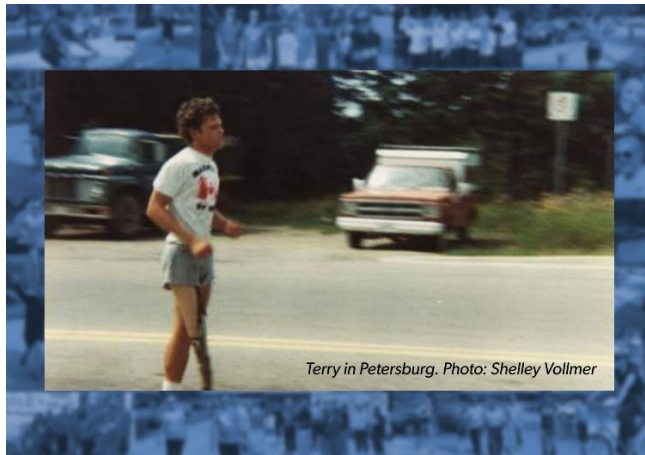
Our donor told us, "My thought was it could be a White Pine, which was indigenous to the township, largely clear-cut by settlers. It would promote diversity adjacent to the deciduous forest."

After a discussion with Director of Parks and Recreation Services Sandy Jackson and Parks and Facilities Manager Geoff Dubrick, it was agreed that the tree will be planted close to the benches shown on the left in this picture, thereby creating a visual balance with the trees on the opposite side of the trail's entrance. There is significant foot traffic, so placing a memorial there will ensure that it is seen by as many people as possible.

We're planning an unveiling ceremony on Wednesday, September 1, 2021, at the beginning of what is traditionally thought of as Terry Fox Month. That date is also the 41st anniversary of when Terry ended his run.

Of course, the exact nature of this celebration will depend on the regulations that are in place several months from now, but we will keep you posted.

A huge thank you to Ms. Jackson and Mr. Dubrick for enthusiastically embracing this project.



I'm particularly pleased about Mr. Dubrick's involvement. When Terry ran through Petersburg in 1980, 10-year-old Geoff was there, near The Blue Moon, and he leaned out to high-five Terry as he went past. It was that same historic hand that Geoff used to attach the plaque to the rock in Petersburg Park, and it will be used again when this new memorial is put in place.

When COVID is safely behind us, I hope to be able to shake that hand to thank Mr. Dubrick for all of his hard work, and also for sharing his memories. Thank you.





TOWNSHIP OF WILMOT

PARKS, FACILITIES & RECREATION SERVICES *Staff Report*

REPORT NO: PFRS 2021-03

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: March 1, 2021

SUBJECT: RFP Award HVAC Systems Engineering Consultation and Design Administration Building

RECOMMENDATION:

That RFP 2021-007 be awarded to BMI Engineering Inc., for engineering consultation, HVAC equipment design, and project supervision, for the Wilmot Administration Complex, as per their proposal dated February 24, 2021, in the amount of \$28,250 including HST.

SUMMARY:

An RFP was issued for consulting and engineering services to design and supervise removal and replacement of HVAC equipment for 60 Snyder's Road W, Baden. 15 bids were received when the RFP closed. This report recommends the contract be awarded to BMI Engineering Inc.

BACKGROUND:

The COVID-19 pandemic resulted in a review of air quality and HVAC equipment at the Administration Complex and Castle Kilbride to ensure equipment was functioning at peak performance for fresh air intake and filtration for the health and safety of Township staff. A

consultant was engaged to review these functions and the existing equipment and provide a recommended list of equipment replacements which were added to the 10-year Capital program. The Investing in Canadian Infrastructure Program (ICIP) COVID-19 Resilience Stream provided \$224,000 towards retrofits, repairs, or upgrades to municipal buildings. In December 2020, Corporate Services presented Report COR 2020-045, through which Council endorsed the funding application for the design, and replacement of HVAC equipment at the Wilmot Township Administration Complex.

REPORT:

Upon approval of the 2021 Capital Budget, staff released RFP 2021-07 for Consultation and Engineering Services for HVAC Equipment and Systems Replacement.

There were a total of twenty (20) plan takers, with fifteen (15) bids received at time of close on February 24, 2021.

Proponent	Location
BMI Engineering Inc.	Toronto
DEI Consulting Engineers	Waterloo
Green PI Inc.	Mississauga
Internat Energy Solutions Canada Inc.	Toronto
John R. Hamalainen Engineering Ltd.	Sudbury
M&E Engineering Ltd.	Vaughan
Maple Therm Engineering Inc.	Richmond Hill
MCW Consultants Ltd.	Toronto
Meeco Technologies	Richmond Hill
Moon-Matz Ltd. Consulting Engineers	Oakville
RDZ Engineers Limited	Vaughan
RJ Burnside & Associates Limited	Mississauga
RPJ Atlantic Technologies Canada	Toronto
Vanderwesten & Rutherford Associates Inc.	London
Walter Fedy	Kitchener

An internal selection committee consisting of staff from Parks, Facilities and Recreation Services reviewed and evaluated the proposals based on the following evaluation criteria:

Section	Criteria	Description	Points
1	Understanding and Approach	Description of how project is understood and will be undertaken	35
2	Experience and References	Past experience on similar projects and references	20
3	Project Manager and Team	Description of experience and qualifications of project team	15

4	Cost Proposal	Cost to successfully complete project scope	30
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The proposals were evaluated and scored for adequacy to address the requested project scope. Following that, the fees were evaluated separately, and a final selection was made based on the comprehensive evaluation criteria.

The bid received from BMI Engineering Inc., at a cost of \$25,000 plus HST, is compliant with the specifications outlined within the bid documents, and project references have been verified.

As a result, BMI Engineering Inc. is recommended to be authorized for award, at a cost of \$28,250 including HST.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The design, upgrade and installation of HVAC Equipment at the Wilmot Administration Complex is aligned with our corporate goals of sustainability through incorporating environmental considerations and technological advancements into the decision-making process for asset replacement and upgrades. In addition, this project will ultimately address quality of life through investing in health and wellbeing.

FINANCIAL CONSIDERATIONS:

The approved Capital budget for this project is outlined below:

Funding Source	Amount
ICIP COVID-19 Resilience Stream	224,000
Infrastructure Reserve Fund (Facilities)	54,000
Capital Levy (2019)	35,000
Total Budget	\$313,000

The proposal submitted by BMI Engineering Inc. meets the requirement outlined in the RFP for the design portion of this project.

The total cost provided by the successful proposal is \$25,440, net of HST rebate. This leaves approximately \$287,560 available for the supply and installation contract.

ATTACHMENTS: None

THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2021-14

**BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH
BMI ENGINEERING INC. FOR HVAC SYSTEMS ENGINEERING CONSULTATION
AND DESIGN, ADMINISTRATION BUILDING.**

WHEREAS the Municipal Council of the Corporation of the Township of Wilmot is desirous of entering into an Agreement, which forms Schedule "A" to this By-law.

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

1. That the Agreement which forms Schedule "A" to this By-law is hereby accepted as approved.

2. That the Mayor and Clerk are hereby authorized to execute under seal the said Agreement and all other documents and papers relating to this transaction.

READ a first and second time this 1st day of March, 2021.

READ a third time and finally passed in Open Council this 1st day of March 2021.

Mayor

Clerk