



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, April 26, 2021

Closed Council Meeting

5:00 P.M.

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, April 26, 2021 at 5:00 p.m. in accordance with Section 239(2), (b) and (e) and (3.1) for the purposes of:

(b) personal matters about an identifiable individual

(e) litigation or potential litigation

(3.1) Educational or training session

2. MOTION TO RECONVENE IN OPEN SESSION

RECOMMENDATION

THAT Council reconvenes in Open Session at 7:00 p.m.

- 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 Meetings Minutes Monday April 12, 2021

RECOMMENDATION

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

Regular Council Meeting April 12, 2021.

8. PUBLIC MEETINGS

8.1 REPORT NO. ILS 2021-15

Public Meeting

Draft Procedural By-law Amendments

RECOMMENDATION

THAT report ILS 2021-15 be received for information.

9. PRESENTATIONS

9.1 Audited Financial Statement

Mike Arndt, CPA, CA

9.1.1 REPORT COR 2021-17

2020 Audited Financial Statements

RECOMMENDATION

THAT Report COR 2021-17 regarding the 2021 Annual Financial Report be received for information purposes.

10. DELEGATIONS

11. CONSENT AGENDA

11.1 COR 2021-016

2021 Final Tax Levy By-law

11.2 PW 2021-09

**1ST Quarter 2021 Operations Activity Report
January – March 2021**

11.3 FR 2021-03

First Quarter Activity Report

11.4 DS 2021-016

1st Quarter 2021 Building Statistics Summary

11.5 PFRS 2021-006

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

11.6 PW 2021-08

Award of Contract – Utilities Service Vehicle

11.7 PW 2021-010

**Region of Waterloo Projects – Snyder's Road East and Notre Dame
Drive**

11.8 PFRS 2021-007

Award Petersburg Park Playground

11.9 PFRS 2021-008

RFP Award St. Agatha Park Playground

11.10 ILS 2021-14**Road Opening By-law****Sandhills Multi-use Trail****Recommendation**

THAT Report Nos. COR 2021-016, PW 2021-09, FR 2021-03, DS 2021-016, PFRS 2021-006, PW 2021-08, PW 2021-010, PFRS 2021,007, PFRS 2021-008 and ILS 2021-14 be approved.

12. REPORTS**12.1 INFORMATION AND LEGISLATIVE SERVICES****12.1.1 REPORT NO. ILS 2021-13****Combined Quarterly Activity Report**

January 1, 2021 to March 31, 2021

RECOMMENDATION

THAT the Information and Legislative Services Quarterly Activity Report for January 1 to March 31, 2021 be received for information.

12.2 DEVELOPMENT SERVICES**12.2.1 REPORT DS 2021-015****Sign By-law Variance****Cressman Meats**

562 Huron Street, New Hamburg

RECOMMENDATION

THAT Council approve minor variances to Township Sign By-law 2002-68 for a sign to be installed at 562 Huron Street in New Hamburg as follows:

- to allow a sign in front of the required building line on a property having a frontage of less than 15m; and
- to reduce the required side yard setback from 3.0m to approximately 1.0m

13. CORRESPONDENCE**14. BY-LAWS****14.1 By-law No. 2021-23****2021-23 Final Tax Levy Rates****14.2 By-law No. 2021-24****By-law to Open a Road****RECOMMENDATION**

THAT By-law Nos. 2021-23 and 2021-24 be introduced, read a first, second and third time and finally passed in Open Council.

15. NOTICE OF MOTIONS**16. ANNOUNCEMENTS****17. BUSINESS ARISING FROM CLOSED SESSION****18. CONFIRMATORY BY-LAW****18.1 By-law No. 2021-25****RECOMMENDATION**

THAT By-law No. 2021-25 to Confirm the Proceedings of Council at its Meeting held on April 26, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

19. ADJOURNMENT**RECOMMENDATION**

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



TOWNSHIP OF WILMOT

Council Meeting Minutes

Monday, April 12, 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, Manager of Finance / Deputy Treasurer A. Romany

1. MOTION TO CONVENE INTO CLOSED SESSION

2. MOTION TO RECONVENE IN OPEN SESSION

3. MOMENT OF SILENCE

4. LAND ACKNOWLEDGEMENT

4.1 Councillor C. Gordijk read the Land Acknowledgement

5. ADDITIONS TO THE AGENDA

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

6.1 Councillor C. Gordijk advised that although there are no decisions being made at this meeting relative to the Hallman Pit, she restated her conflict of interest and advised she would not be taking part in any conversations on the topic.

7. MINUTES OF PREVIOUS MEETINGS**7.1 Council Meetings Minutes Monday March 22, 2021****Resolution No. 2021-67**

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

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

Regular Council Meeting March 22, 2021.

CARRIED.

8. PUBLIC MEETINGS**8.4 REPORT DS 2021-013**

Zone Change Application 05/21

Michael Crijan and Jessica Catana

1708 Snyder's Road East, Petersburg

Resolution No. 2021-68

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

THAT Council approve Zone Change Application 05/21 by Michael Crijan and Jessica Catana to permit, as a temporary use, two dwellings for a period of up to 18 months, subject to the following:

1. That the implementing by-law specifically limit occupancy to only one dwelling at any time.

CARRIED.

Mayor L. Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Local Planning Appeal Tribunal, the Tribunal has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

Mayor L. Armstrong stated that persons attending as delegations at this meeting are required to leave their names and addresses which will become part of the public record and advised that this information may be posted on the Township's official website along with email addresses, if provided.

The Manager of Planning / EDO outlined the report.

Mayor L. Armstrong asked if Council had any questions of a technical nature. There were none.

Susan and David Sisco appeared as delegations and advised they were satisfied their concerns on the application are being addressed. They asked for clarification on the access from Snyder's Road once the existing residence is removed. The Manager of Planning / EDO advised that the right of way is not owned by the Township; therefore, the Township can not require removal of access. It was noted that the applicant has future plans for a pool where the existing garage is and that would require fencing along the property.

Paul Knipfel appeared as a delegation and provided a brief history of the watermain that feeds several properties and advised that they are not prepared to take on the responsibility of further water supply. In response to questions from Council, staff noted that further detail on the review and design process would be conducted prior to any finalized solutions, including consultation with other authorities / agencies.

Phil Wendland appeared as a delegation, noting that based on what has been presented, all concerns have been addressed.

Mayor L. Armstrong asked 3 times if anyone else wished to address Council on this matter. There were none and the public meeting was declared closed.

9. PRESENTATIONS

9.1 Mike Schout Wetlands Preserve

9.1.1 REPORT DS 2021-014

Mike Schout Wetlands Preserve

Draft Concept Plan

Resolution No. 2021-69

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

THAT Council endorse the conceptual design presented by Mike Schout, and his wetlands designer Phil Holst, thereby allowing him to proceed with obtaining the necessary regulatory approvals for the design of the Mike Schout Wetlands Preserve;

That Council support the immediate implementation of Stage 1 being the planting of approximately 4000 trees in the reforestation areas as per the collaboration between Mr. Schout, GRCA and Forests Ontario; and,

THAT staff be directed to continue to provide assistance, as required, to advance the design and approvals in accordance with Township Official Plan and Wilmot Trails Master Plan and report back to Council upon receipt of the necessary approvals with a report on the full staging of construction, estimated costs and implementation plan.

CARRIED.

The Director of Development Services outlined the report.

Philip Holst appeared as a delegation and provided an overview of the project. Priorities of the development include education opportunities through a trail network and the carbon sink. It was noted that due to the nature of the development site, no materials are required to be brought in. The development will include a mix of raised boardwalks in the low lying areas and ground level trails in the high elevation with a goal of accessibility and reducing interference with wildlife. Mr. Holst acknowledged the Township for their forward thinking leadership on the need and execution of essential natural areas that are beneficial and within reach for many.

10. DELEGATIONS

Mayor L. Armstrong advised of a change in order of the agenda and that the delegations for an item not on the agenda would be moved to the end of the agenda, following the Announcements. Mayor L. Armstrong advised that all affected delegations had been advised of this change prior to the start of the meeting.

11. CONSENT AGENDA

11.1 COR 2021-014

Municipal Fire Protection Grant

11.4 ILS 2021-10

New Hamburg Identification Sign

Highway 7&8 at Peel Street, New Hamburg

Lease with Ministry of Transportation

11.5 ILS 2021-09

**Volunteer Member Appointment:
Sustainability Working Group**

11.6 ILS 2021-11

Notice of Proposed Procedural By-law Amendments

Resolution No. 2021-70

Moved by: Councillor B. Fisher

Seconded by: Councillor C. Gordijk

THAT Report Nos. COR 2021-014, ILS 2021-10, ILS 2021-09 And ILS 2021-11 be approved.

CARRIED, AS AMENDED.

Council requested that Items 11.2 and 11.3 be pulled from the Consent Agenda.

11.2 COR 2021-015

Statement of Operations as of March 31, 2021 (un-audited)

Resolution No. 2021-71

Moved by: J. Pfenning

Seconded by: C. Gordijk

THAT Report COR 2021-015 be approved.

CARRIED.

The Manager of Finance / Deputy Treasurer outlined the report.

The Director of Finance / Treasurer confirmed that a review of the dog license fee is done regularly during the budget process and the Director of Information and Legislative Services advised that a broader review of peer municipalities will be conducted during the next review.

11.3 CK 2021-002

Quarterly Activity Report – January, February, March 2021

Resolution No. 2021-72**Moved by: Councillor A. Hallman****Seconded by: Councillor J. Pfenning**

THAT Report CK 2021-002 be approved.

CARRIED.

The Director / Curator outlined the report.

The Director of Information and Legislative Services advised that work is continuing on the Prime Ministers Path consultation with First Peoples Group, noting that an update on the public engagement will be released in the coming weeks. The Chief Administrative Officer confirmed that he is involved in discussions on an as required bases and supports the staff members on the committee. He confirmed from Council that his attendance at the staff working group meetings can occur going forward.

12. REPORTS**12.1 PARKS, FACILITIES AND RECREATION SERVICES****12.1.1 REPORT NO. PFRS 2021-004****RFP 2021-11****Consulting Services for Multi-Use Trail Design****Downtown New Hamburg Nith River Promenade****Rehabilitation****Resolution No. 2021-73****Moved by: Councillor B. Fisher****Seconded by: Councillor A. Hallman**

THAT WSP Canada Inc. be awarded the contract for design of the Downtown New Hamburg Nith River Promenade Rehabilitation, as per their proposal received March 19, 2021 for the bid price, excluding HST, of \$54,640.00 plus an allowance for provisional engineering of \$4,850.00.

CARRIED.

The Manager of Planning / EDO outlined the report.

12.1.2 REPORT NO. PFRS 2021-005**Sandhills Road Multi-Use Trail Contract****Resolution No. 2021-74**

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

THAT RFT 2021-10 be awarded to 5 Star Paving (Cambridge) Inc. of Cambridge, ON for the construction of the Sandhills Road Multi-Use Trail, as per their bid submission dated March 19, 2021, in the amount of \$447,579.86, plus HST.

CARRIED.

The Manager of Planning / EDO outlined the report.

13. CORRESPONDENCE**13.1 Lifesaving Society Ontario****Resolution No. 2021-75**

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

THAT Correspondence 13.1 be received for information.

CARRIED.

All members of Council extended their congratulations to staff.

14. BY-LAWS**14.1 By-law No. 2021-20****ZCA 05/21 – 1708 Snyder's Rd. E.****14.2 By-law No. 2021-21****Execution of Agreement - MTO****Resolution No. 2021-76**

Moved by: Councillor J. Gerber Seconded by: Councillor A. Hallman

THAT By-law Nos. 2021-20 and 2021-21 be introduced, read a first, second and third time and finally passed in Open Council.

15. NOTICE OF MOTIONS**16. ANNOUNCEMENTS**

- 16.1** Councillor C. Gordijk acknowledge Volunteer Week starts April 19 and thanked all the volunteers in the Township for their dedication.
- 16.2** Councillor A. Hallman noted that Earth Day is April 22, 2021 and encouraged families to participate.
- 16.3** Councillor A. Hallman thanked everyone that has been eligible for vaccinations and the continued cooperation.
- 16.4** Councillor A. Hallman acknowledged the Provincial announcement that following the Spring Break, students will again transition to online learning and encouraged those that require support to reach out.
- 16.5** Councillor J. Pfenning advised that the Sustainability Committee is preparing activities on social media for Earth Day / Week.
- 16.6** Councillor B. Fisher congratulated Erb Transport on their recent award from the Truckload Carriers Association as the Best Fleets to Drive For 2021.

17. DELEGATIONS

The following persons appeared as delegations in relation to the proposed Hallman Pit. Prepared statements and / or presentations are attached as noted.

- 17.1** Rory Farnan, Appendix A
- 17.2** Robert Cgebotys, Appendix B
- 17.3** Linda Laepple, Appendix C
- 17.4** Anne Ehrlich, Appendix D
- 17.5** Alisa McClurg, Appendix E
- 17.6** Jennifer Lauzon appeared as a delegation and expressed her concerns for the proposed Hallman pit, and the worry on the affects to the established community, noisy trucks and potential environmental

destruction that could be had as a result, and also noted the stress and discomfort this has caused including appearing before Council in a virtual environment.

The Deputy Clerk confirmed for Council that several efforts were made to ensure that the delegation was able to present to Council in a virtual environment.

The Director of Development Services advised that the Special Objector is in relation to the Ministry of Natural Resources process and is not subject to involvement from Council.

17.7 Stephanie Goertz, Appendix F

17.8 Clarke Rieck, Appendix G

17. BUSINESS ARISING FROM CLOSED SESSION

18. CONFIRMATORY BY-LAW

18.1 By-law No. 2021-22

Resolution No. 2021-77

Moved by: Councillor C. Gordijk

Seconded by: Councillor A. Hallman

THAT By-law No. 2021-22 to Confirm the Proceedings of Council at its Meeting held on April 12, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

19. ADJOURNMENT (10:10 PM)

Resolution No. 2021-78

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

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

CARRIED.

CITIZENS FOR
SAFE
GROUND
WATER

safeh2o.ca



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& WATER
FIRST**®

foodandwaterfirst.com

Agriculture and Rehabilitation April 12th, 2021 - Wilmot Township Council

Agenda

Agriculture in our Region,
Prime Farmland Provincially

NFU/OFA Position on
Prime Farmland

Rehabilitation of Gravel Pits
in Waterloo Region

Issues with Hallman Pit
Agricultural Impact Study

Cumulative Impacts

Conclusion

POTENTIAL IMPACTS OF THE PROPOSED HALLMAN PIT



CUMULATIVE IMPACTS The combined impact of all 'past, present and future' gravel pits

HEALTH IMPACTS



Increased noise levels due to truck activity, alarms and extraction



Health effects from exposure to harmful fine particulate matter (dust)



Potential for contamination of our drinking water in sensitive recharge areas

ECONOMIC IMPACTS



Safety of operations of proposed traffic impact not satisfied by experts



Questions remain about the feasibility of rehabilitation back to prime farmland between experts

ECOLOGICAL IMPACTS



What impact with the life of the Hallman pit have on the life of the wetland and Woodlots?



Auxiliary activities such as wash ponds can increase risk for groundwater impacts



Operational practices, such as fuel storage and asphalt recycling, can increase risk of pollution

statements made are based on expert reviews commissioned by the Region of Waterloo, Wilmet Township and Citizens for Safe Ground Water Inc., as well as the Grand River Conservation Authority, to date

The statements made are based in expert reviews commissioned by the Region, Township and CSGW as well as GRCA to date


Agriculture in Wilmot Township and Waterloo Region

www.regionofwaterloo.ca

Region of Waterloo

A+ A-

Home / Regional Government / Reports, Plans and Data / Agriculture




In 2016, there were 1,374 farms in Waterloo Region, covering 214,975 acres of land. Of these, 69 per cent raised livestock, while the remaining 31 per cent grew crops. In 2015, farms in Waterloo Region generated \$563.6 million in revenue, up \$90.7 million from 2010. For more information, please see the Census Bulletin on Agriculture.

Back Forward Home Bookmarks Tabs

www.regionofwaterloo.ca

ADVERTISMENT



TOWNSHIP OF WILMOT

Diverse and vibrant settlement areas with a rich history proudly rooted in agriculture.
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"Proudly rooted in agriculture"

PUBLISHED DATE

February 9, 2021

Learn More, [Click Here.](#)

AD TEXT >

FOOD & WATER FIRST

Agriculture in Waterloo Region

Wilmot the only
Township to show
positive growth in
number of farms.

Net **decrease** of
6,112 acres of
farmland.

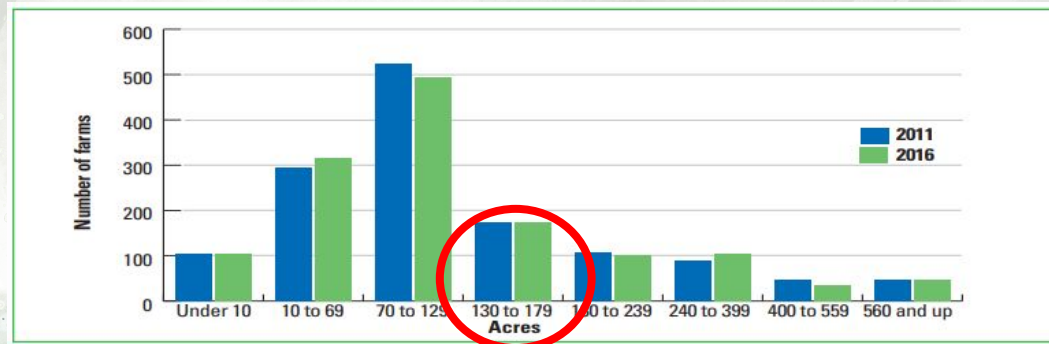
Proposed Hallman
Pit (141.51 acres)
significant size.

Our Farmland
must be protected!

Name	Total number of farms headquartered in the region			Absolute change 2011-2016	Per cent change 2011-2016
	2006	2011	2016		
Waterloo Region	1,444	1,389	1,374	-15	-1%
Cambridge	31	21	42	21	100%
Kitchener-Waterloo*	35	16	33	17	106%
North Dumfries	117	124	108	-16	-13%
Wellesley	518	502	486	-16	-3%
Wilmot	247	234	255	21	9%
Woolwich	496	492	450	-42	-9%
Ontario	57,211	51,950	49,600	-2,350	-5%
Canada	229,373	205,730	193,492	-12,238	-6%

*To ensure confidentiality, data for the small number of farms located in the City of Waterloo and the City of Kitchener have been combined

Source: Statistics Canada, Census of Agriculture, 2006-2016



Prime Farmland in Ontario

Ministry of Agriculture,
Food and Rural Affairs



1.2 Ontario's Prime Agricultural Areas

Ontario's *prime agricultural land* is a finite, non-renewable resource comprising less than 5% of Ontario's land base. It is the foundation for food, fibre and fur production, the local food economy, agri-food exports, economic prosperity and the growing bio-based economy.

The PPS states that Ontario's *prime agricultural areas* shall be protected for long-term use for agriculture and defines *prime agricultural areas* as areas where *prime agricultural lands* predominate. Planning authorities (e.g., municipalities) are required to designate² *prime agricultural areas* in their official plans, including *specialty*

Prime Farmland comprises *less than 5%* of Ontario's land base

National Farmers Union Position on Prime Farmland



“Immediate freeze on urban and industrial development located on prime agricultural land”

“Preservation of farmland requires close co-operation between all levels of government. It is also imperative that local communities be involved”

“Objection to any mineral aggregate resource extraction from Class 1, 2, and 3 farmland. It is not possible to return gravel pits and quarries back to their original condition”

NFU Waterloo-Wellington Position on Hallman Pit



The National Farmers Union – Ontario (NFU-O) is an accredited farm organization representing thousands of sustainable family farmers in Ontario and has advocated for farm families across Ontario and Canada since 1969. Members work together to achieve agricultural policies that ensure dignity and income security for farm families while protecting and enhancing rural environments for future generations. The NFU-O collaborates locally, nationally, and internationally to research, educate and share effective solutions that lead to a better world for farm families and their local communities.

Dear: To Whom it May Concern.

Date: 2020-02-28

RE: ZCA-11-19 Zone Change Application at 1894-1922 Witmer Road Wilmot

This is a letter from the NFU Local 340 in support of the position held by the Citizens for Safe Ground Water regarding this issue; that is, to deny the proposed zone change of this property.

“We advise that the zone change be denied”

● Mike Roth, President NFU Local 340, Waterloo-Wellington

Ontario Federation of Agriculture Position on Prime Farmland



“Once land is disturbed to extract aggregates, it is **rarely rehabilitated** to the level necessary to become productive agricultural land again”

“Alternative uses on our prime agricultural lands will **limit our ability** to continue to produce food”

“OFA recommends that aggregate extraction be **prohibited** on prime agricultural land”

Rehabilitation of Gravel Pits in Waterloo Region

Staggering **80%** of aggregate sites have **NOT** been rehabilitated within Waterloo Region (Source: Region of Waterloo, 2019)

GIS data identified Waterloo Region as a area where Prime Farmland is **conflicting** with aggregate
(Source: Ontario Farmers Magazine Article, March 2021)

"The 20% rehabilitation rate documented by the Region is a real eye-opener"

Michael Frind, MSc, Hydrogeology (Groundwater Modelling); University of Waterloo



Experts Commissioned

CSGW is exploring retention of an expert to review the Agricultural Impacts Assessment (AIS)

Purpose	Organization
Acoustic Peer Review	J.E. Coulter and Associates
Air Quality Peer Review	Di GiSci Environmental Consulting Inc.
Traffic Impacts Review	True North Safety
Conformance to the Official Plans	Ramsay Planning Inc.
Legal Representation	Canadain Environmental Law Association

Region of Waterloo Planning commissioned a 3rd party peer review of the applicants Agricultural Impact Study (Michael Hoffman, AgPlan Limited)

Expert Peer Review of Hallman Pit Agricultural Impact Study



“No scientific evidence has been presented”



“Such evidence, either **does not exist**, or is proprietary (and therefore not available)”



“The **missing** information/limitation is not described within the DBH Harvest Farms AIA.”

Dear Mr. Welwood,

Re: Review of the DBH Soil Services Inc. Agricultural Impact Assessment (AIA), which is dated January 11, 2021, and has the title *Jackson Harvest Farms 1894 Witmer Rd. Part of Lot 10 German Block South of Bleams Road Wilmot Township Regional Municipality of Waterloo*.

I reviewed the AIA described above and which resulted after a peer review by AgPlan Limited as well as a video conference concerning the AIA and the peer review. For the most part, the January 11, 2021 DBH AIA reflects the discussions and the conclusions of the video conference. However, there is one matter of evidence not reflected in the January 11, 2021 DBH AIA.

In the PPS (2020, section 2.5.4.1), rehabilitation of an aggregate pit, located in a *prime agricultural area*, has, as a requirement, site rehabilitation back to an *agricultural condition*. Given that the proposed Harvest Farms pit is not part of a *specialty crop area*, *agricultural condition* means a condition in which substantially the same areas and same average soil capability for agriculture are restored.

Soil capability class is defined within the *Canada Land Inventory Soil Capability Classification for Agriculture* as:

mineral soils... grouped into seven classes according to their potentialities and limitations for agricultural use. The class, the broadest category in this classification, is a grouping of subclasses that have the same relative degree of limitation or hazard. The limitation or hazard becomes progressively greater from class 1 to class 7.

The capability classification, from class 1 through 7, has an ordinal scale and has been converted into an interval scale based on four index methods - including a productivity index derived using common field crop yields.

1

DBH Soil Services discusses a soil rehabilitation process which correctly is characterized as “state-of-the-art”. However, the objectives outlined in policy (summarized previously) do not reference the state-of-the-art for soil rehabilitation, but instead, require a measure of the restoration of soils to *substantially the same areas and same average soil capability for agriculture*. No scientific evidence has been presented that the state-of-the-art rehabilitation process will probably result in meeting the test for soil capability outlined in the PPS (2020). Our discussions concerning this missing information resulted in the agreement that such evidence, either does not exist, or is proprietary (and therefore not available).

The missing information/limitation is not described within the DBH Harvest Farms AIA.

AgPlan Limited

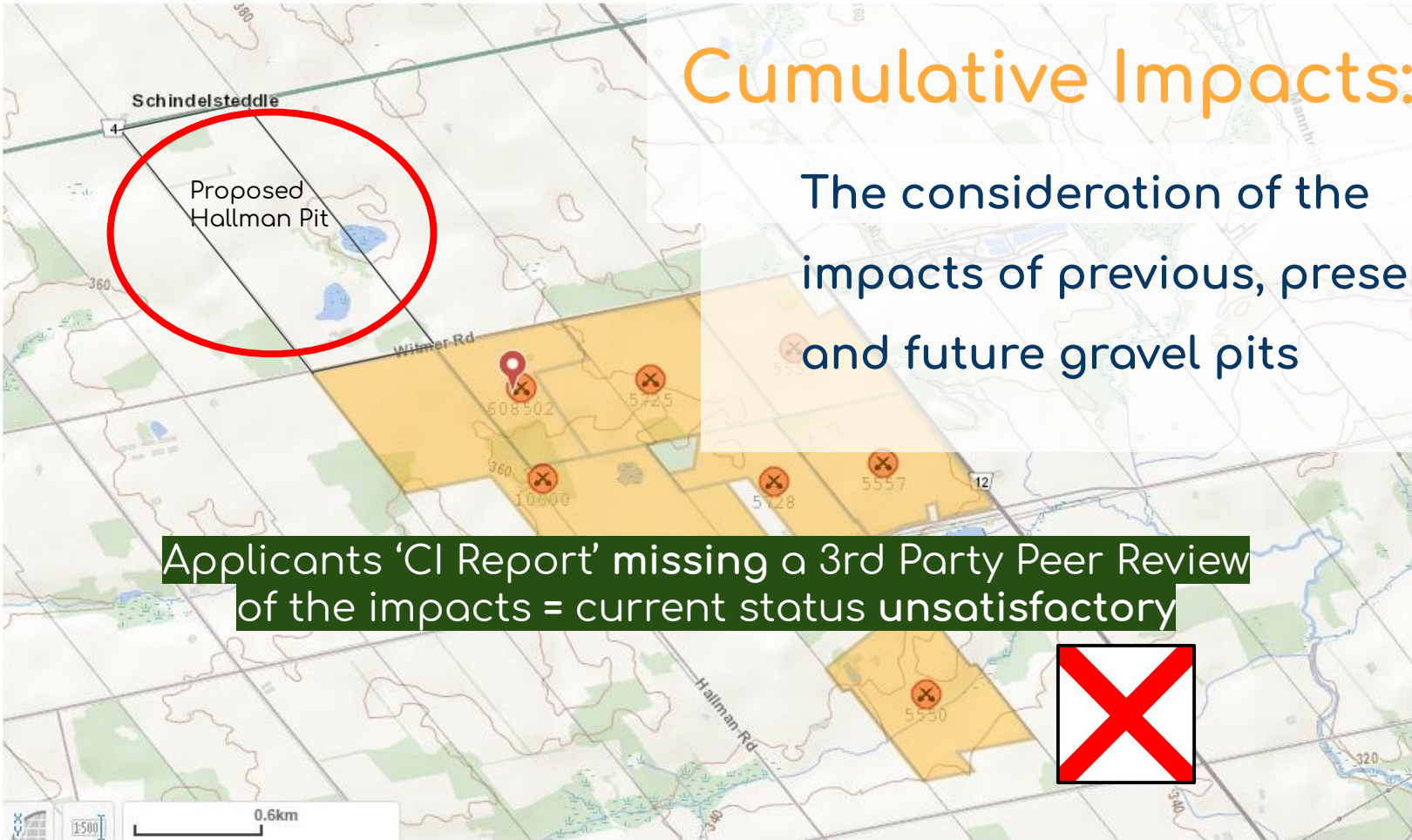
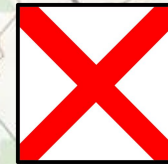
Michael K. Hoffman

Cumulative Impacts:

The consideration of the impacts of previous, present, and future gravel pits

Proposed Hallman Pit

Applicants 'CI Report' missing a 3rd Party Peer Review of the impacts = current status unsatisfactory



Cumulative Impacts: A Startling Visual

To provide a perspective to the cumulative impact of all licensed gravel pits in the area, let's look at a comparable visual using our largest community in Wilmot...

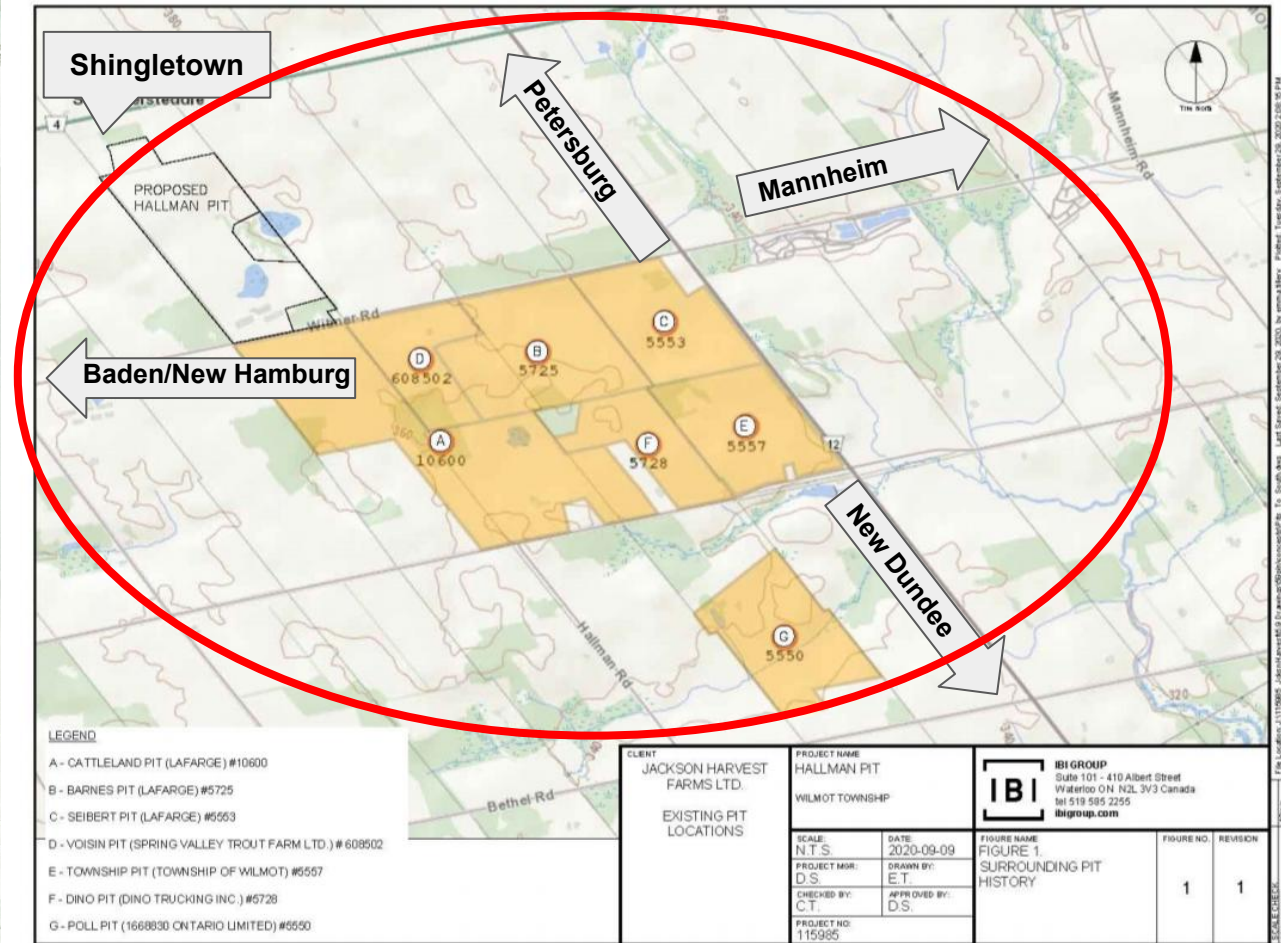


Figure 1 Existing Pit Locations

Cumulative Impacts - A Startling Visual



New Hamburg - Population 13,595

Source: statcan.gc.ca, 2016 Census

Cumulative Impacts - A Startling Visual



* as close to scale as possible
* population total, not highlighted area

New Hamburg - Population 13,595

Source: statcan.gc.ca, 2016 Census



Conclusion

Regional Peer Review of the Hallman Pit AIS *conflicting* with Applicant, acceptance not provided

Prime Farmland is a vital asset to Wilmot's continued economic prosperity.

Strong support exists for protection of prime farmland against aggregate extraction



APPENDIX B

ROBERT CGEBOTYS

[StopTheGravelPit - YouTube](#)

April 12 Council presentation

Title picture

Mayor Armstrong, Council, thank you for listening to us here, again, as you will be asked soon **to weigh food and water for all of us against sand and gravel** (for a few).

Picture2 St. Clements pit in Mennonite Country.

My name is Linda Laepple, known by thousands in the Region as the host of Shingletown's annual potatofest over a 12 year period till 2015. My family farms within the 1 km study area on exactly the same soil type and conditions.

Next Picture 3 Areal picture

Why do I care today?

- I care because it must be realized this is not an ordinary piece of farm real estate that can be assessed using common templates. For the safety of the community, it's history needs to be fully investigated and then the entire property assessed and treated accordingly. Not just the residential portion as stated in the side condition report filed with the Ministry.
- I care because, Jackson Harvest Farm and my farm, we operate both in the same source water protected area. Should anything go wrong in the gravel pit when it comes to groundwater contamination, it is very likely that things will first be blamed on me since my family farms next to the Regional wells.
- **I care because the soil in this area allows us to grow almost any crop, it's like gardening on a raised bed. I know after extraction and rehabilitation of the gravel pit it will be like trying to grow something in a leaking bathtub.**

While missing or ignoring relevant information The Hallman pit AIA concluded:

..... minimal impact on the surrounding agricultural activities within the Study Area.

.

Next Picture 4 Land use picture

This where the problem starts:

The Radius of study area is limited to 1 km from the proposed site which leads to false representation of the area and technical errors in the following:

4.2 Land use

4.3.3 Irrigation

4.4 Land fragmentation

5.2 Traffic

Specialty crops

Investments

I like to start with the impact on traffic

- Traffic impact doesn't stop after 1km. We farmers need to use Regional Roads too and so do the added trucks from the pit. About 15 years ago we felt trucking traffic impact first hand. My husband was driving on Queen street between Wittmer and Bleams coming home with 2 loaded hay wagons when a over tired Transport truck driver rear ended him. The impact ripped the tongue off the rear wagon and send the full it flying across the road and ditch into a field. The other wagon on the tractor had its tongue bend to a u shape. It was sheer luck the impact was not fatal. Needless to say ever since we avoid driving evenings and plan trips with equipment carefully. The impact of additional truck traffic will be felt far beyond the 1 km radius and should be considered in the study. On Wittmer Road I can not imagine a tractor with duals and or equipment 12 feed wide getting passed oncoming trucks without causing damage to property.

Under 4.2 Land use it reads: .. but for the Study Area only winter wheat was observed. Showing the entire front of our farm as one field of winter wheat when in fact there were 5 different fields, is a blatant error or false statement.

Next Picture 5 areal crop map

In 2018 multiple crops grown along Bleams Road including green peas.

If there was an actual windshield survey done they would have also noted the sign for potatoes on Bleams road, which we grow since over 20 years for farm gate sale and wholesale distribution. Was this specialty crop overlooked on purpose?

4.2.2

Land use

The study reads:

Neither the Subject Lands nor the Study Area is zoned an agricultural special area.

Giving the impression that there are no special crops grown in the area, just common field crops or even the assumption the land is not suited of producing special crops.

If the consultants had treated each property within the 1 km radius as a unit and not just looked at the land fraction within the radius, they would have found very special, specialty crops.

Next 3 Picture 6 to 9 Hmong people's garden

Plus they would have seen a firsthand demonstration of living culture in the word agriculture. They would have seen 2 fields of Asian vegetables grown by Hmong people for their community in town. Vegetables, foreign to me, but grown on the same type of soils as found in the proposed gravel pit, just across the road, on our farm.

4.4 Land Fragmentation –

Agricultural properties in the range of 10.0 – 69.9 acres and 70.0 – 128.9 acres were noted in the surrounding areas.

Next Picture 10 land size:

- Again the strict 1 km radius used, only considers the full size of a parcel when completely inside the study area. It doesn't record the actual size of a parcel that are partially in the study area. Our farm for example is 187 acres in size and my neighbors to the east also in that range. But both our properties are recorded as less than 65 acres.

The study also gives the impression that small parcels are not worth investigation and therefore failed to notice that the 16 acre parcel mentioned as facility numbers 4 to 9, is in fact a research site custom feeding 300 plus head of cattle. The owner having won twice an Premier's Award for Agri-Food Innovation Excellence, for developing a high-temperature composting system that turns manure into garden fertilizer.

Investments

4.3.3 Irrigation, no investment in irrigation on the subject land or the study area.

First of all, these observations were made late August and October when irrigation equipment generally is already packed away and in storage.

In 4.3.4 it is stated that historically a bermed area existed to hold water for mixing and distributing manure but no irrigation equipment was observed. When in fact the hydrological study had an irrigation well recorded that has not been decommissioned to date.

Rehabilitation:

Next Picture 11 soil cross section

The idea of shaving off soil layer by layer and storing it separately and replying it quickly elsewhere sounds good on paper but in reality soil horizons cannot be peeled in layers like an onion. Specially in this area where you have in some areas very little topsoil and often a topsoil subsoil mix as deep as the farmer's equipment worked the land, followed by almost pure sand. The promise to put 50 cm topsoil back when there is only 15 to 30 at its best to begin with, would require massive soil imports and is just not realistic.

- Soil is what sustains us and is the only thing on Earth that actually produces.
- **Everything else on the planet is processing, value adding, shipping, business.** But truly producing are the microbes in the soil. In one handful healthy soil there are more microbes then there are people on this planet. But in the aggregate industry this very base of life on our planet, mother earth, is just part of something called "overburden."

When you compare Canadas Landmass with a table set for 28 people. Only two plates would represent farmable areas. And only one of them would represent crop growing areas, the other marginal pasture lands.

But only a small rim of the crop growing plate would represent the area of soil classes as good as we find in Wilmot. With every rezoning from agricultural to another use we are concisely chipping away on the best part of the dinner plate.

Don't sacrifice another chip and assume there will still always be someone out there to feed you.

Mankind has in it's history done without a lot of things and times are changing fast, but we have never done without food and water. Please look at facts not just paper.

Last picture; Praying Manta

The background of the slide is a light gray gradient. It is decorated with numerous realistic water droplets of various sizes. Some droplets are at the top left, some are scattered in the middle, and a larger cluster of droplets is on the right side, extending towards the bottom. The droplets have highlights and shadows, giving them a three-dimensional appearance.

AGRICULTURAL IMPACT ASSESSMENT REVIEW

BY LINDA LAEPPLER



Google Earth Pro interface showing a satellite view of a rural area with a large industrial or agricultural facility. The interface includes a search bar, a toolbar, and a status bar.

Search Bar: Shingletown

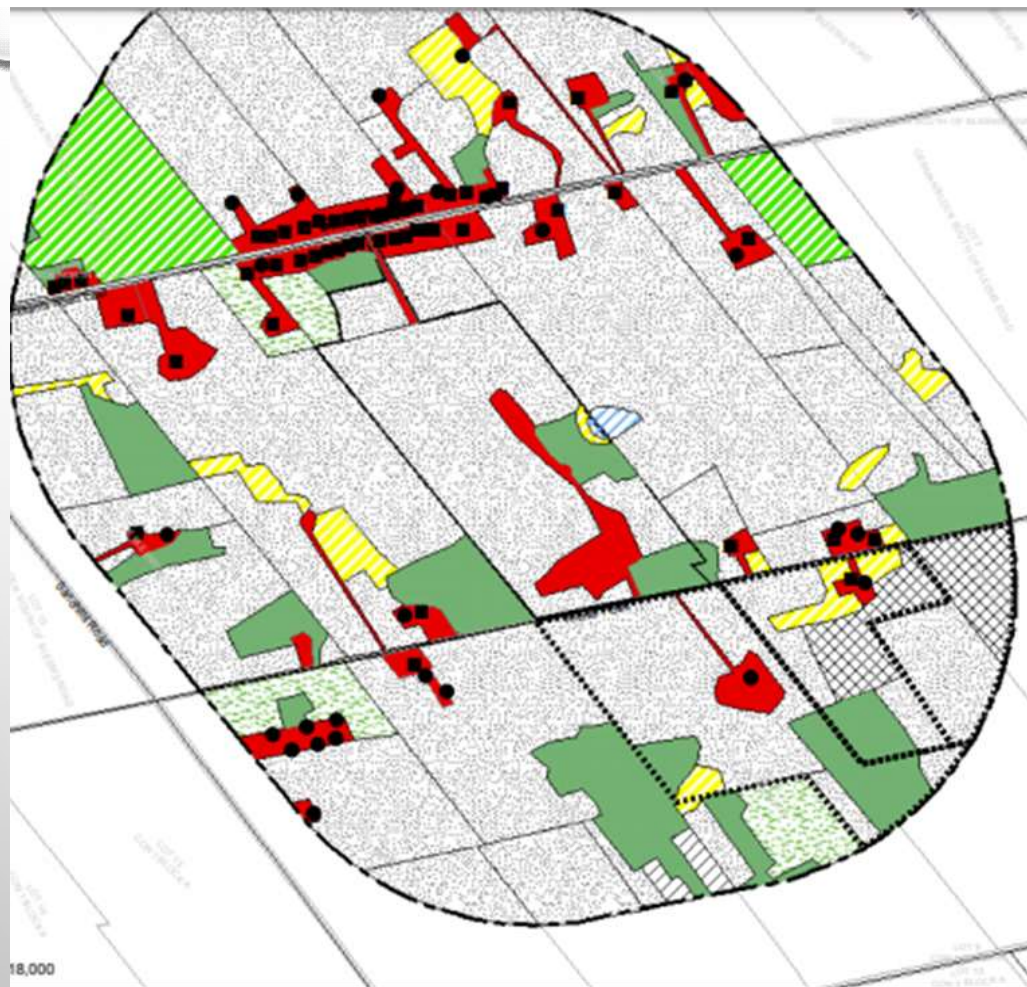
Search Results: Shingletown

Toolbar: Includes icons for navigation, measurement, and data.

Status Bar: Imagery Date: 4/26/2006 43°22'48.68" N 80°35'55.41" W elev 1219 ft eye alt 2686 ft

Map Labels: Shingletown

Map Features: The map shows a large industrial or agricultural facility with several large buildings and a central area with green structures. The facility is surrounded by fields and a road.



Legend

- Barns
- Residence
- Roads (MNR)
- Aggregate Site Authorized (MNR)
- Lot Lines (MNR)
- Study Area (1000 m buffer)
- Culture Lands

Land Use

- Built Up/Disturbed Areas
- Common Field Crop
- Forage/Pasture
- Gravel Pit

- Market Garden
- Pond
- Scrubland
- Winter Wheat
- Woods

Figure 2

Land Use

DBH Soil Services Inc.

t to...



100 200m

1:500

Region of Waterloo | First Base Solutions | Esri, HERE, Garmin, INCREMENT P, Inc.

33042275....ics













SUSTAINABLE FOOD SYSTEMS: RISKS WITH AGGREGATE EXTRACTION IN WILMOT TOWNSHIP and BEYOND?

Wilmot Township Council

April 12, 2021

A. Ehrlich, McMaster University, NFU and Gravel Watch



The Changing Landscapes and Sustainability?

- “I felt as if we were flying over a garden of Eden with all the fruitful land and carefully tended farms below us when suddenly a deep wound in the landscape appeared, a gravel pit” L. Laepple on a flight approx. 2017 reminded her of Carl Hiebert’s description of his flight over similar landscape nearby approx. 14 years earlier.
- “The upward sweep from the complexity and heaviness of the stones, the serendipity of the ethereal clouds, feels surrealistic, more than I can take in. It is so intensely charged with contrast and metaphor that I almost forget to lift my camera and capture this serendipitous moment to film.” pg. 91. C. Hiebert The Grand River: An Aerieal Journey, 2003.

Is this Sustainable?

For whom and how long?

- South Western Ontario and the GGH has some of the most productive agricultural land in Canada
- Wilmot Township Municipal Area = 65,167 acres
- Prime Agricultural Land (Class 1-3) in Wilmot Township = 60,660 acres
- 93% of Wilmot Township is Prime Agricultural Land
- How do we balance our local agricultural resources and needs with aggregate and other resources needed 'close to market'?

Calls for Sustainable Aggregate Management

“Aggregate is an important resource in the development of infrastructure and construction.

It is also a non-renewable resource and it’s excavation and utilization need to be sustainable.” (Gravel Pit Study, Municipal District of Peace, Alberta. No. 135 2011).

“Sand and gravel are the unrecognised foundational material of our economies. They are mined the world over...At the same time these materials cannot be produced from our terrestrial, riverine and marine environments in quantities needed to meet demand from a world of 10 billion people without effective policy, planning, regulation and management. Such actions remain largely unaddressed by decision-makers in public or private sectors. It is time to challenge this paradigm of infinite resources...” (Gallagher, L. (May 2019) Sand and Sustainability: Finding new solutions for environmental governance of global sand resources. University of Geneva in affiliation with UNEP)

SUSTAINABILITY

UN Definition

“meeting the needs of the present without compromising the ability of future generations to meet their own needs.”

UN Brundtland Commission, 1987

Sustainability: Global to Local?

THE GLOBAL GOALS For Sustainable Development



Global to Wilmot Township Commitment to the SDGs?

- Canada a signatory to the UN Sustainable Development Goals (SDGs) in 2015 along with 192 other countries
- 17 Goals to Sustainable Development based on five pillars:
 - People: end poverty and hunger to ensure a just and healthy environment for all;
 - Planet: sustainable management of all resources and protection for future generations;
 - Prosperity
 - Peace
 - Partnership: mobilize and protect resources at all levels: locally, provincially, nationally and globally
- Are local Woolwich targets for food security and sustainability aligned with provincial, national and global commitments to SDGs?
- Do you have accountability structures and processes with processes/data to ensure local inter-sectoral planning and evidence-based decision-making?

Gravel and Agricultural Resources

Preliminary provincial government sources researching 'evidence' of agricultural and aggregate resources found:

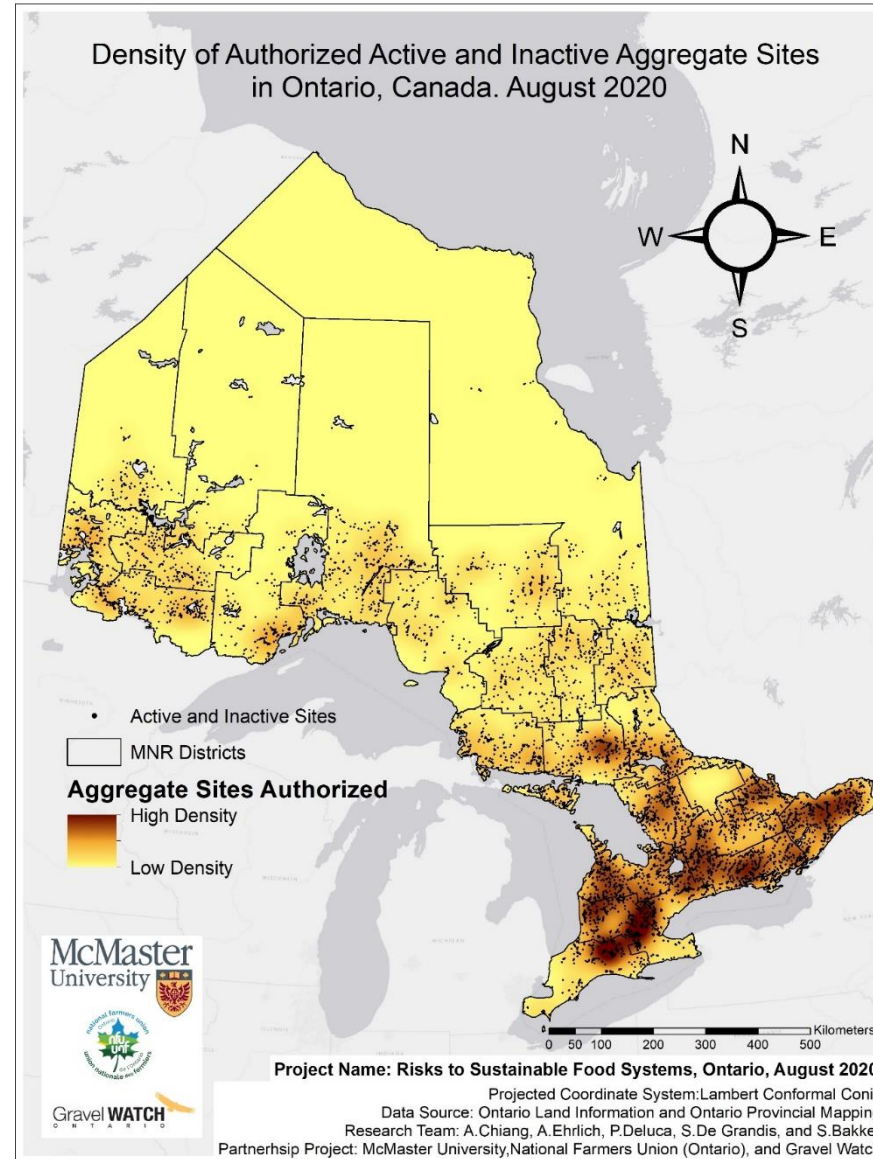
- Total Acres of Sand and Gravel Resources in Ontario = 5,110,505.64 acres
- Total Acres of Prime Farmland = 2,257,761.04 acres

[Agriculture in the satellite age - Canada.ca \(asc-csa.gc.ca\)](http://asc-csa.gc.ca) →



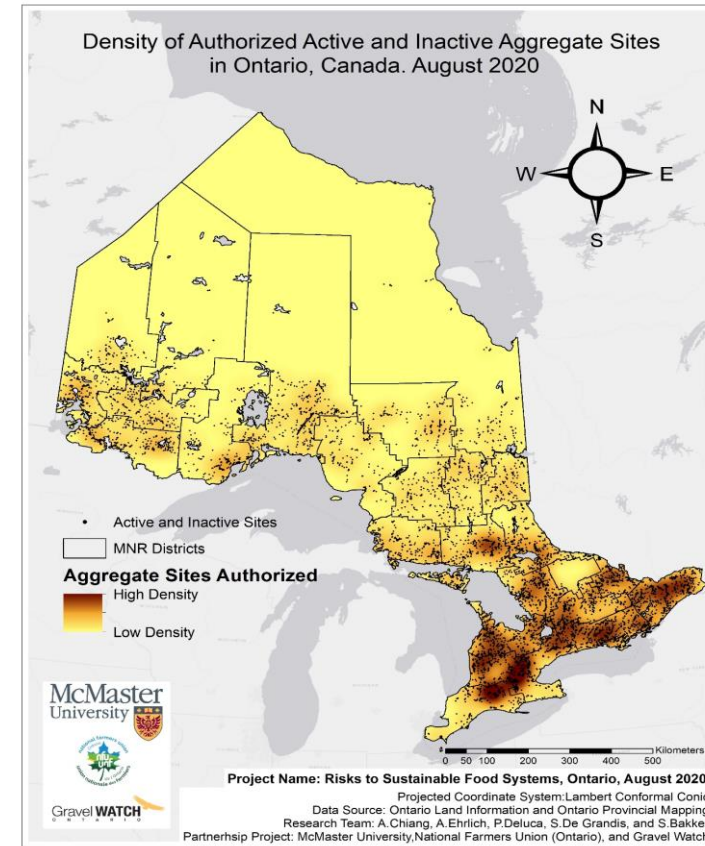
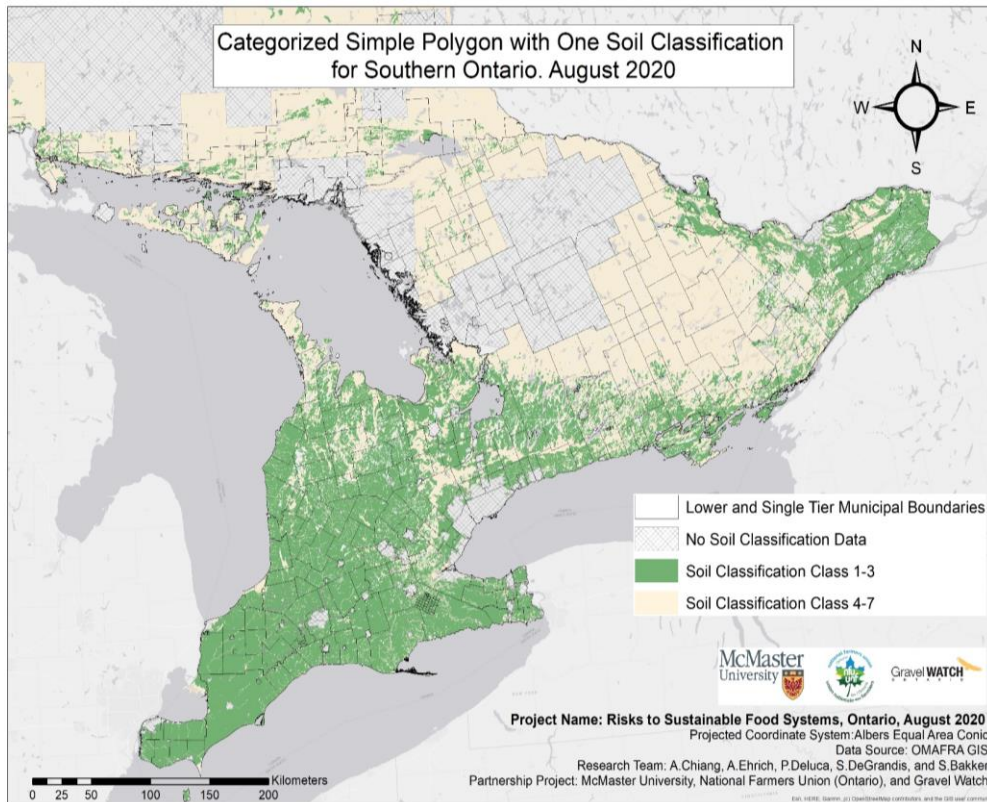


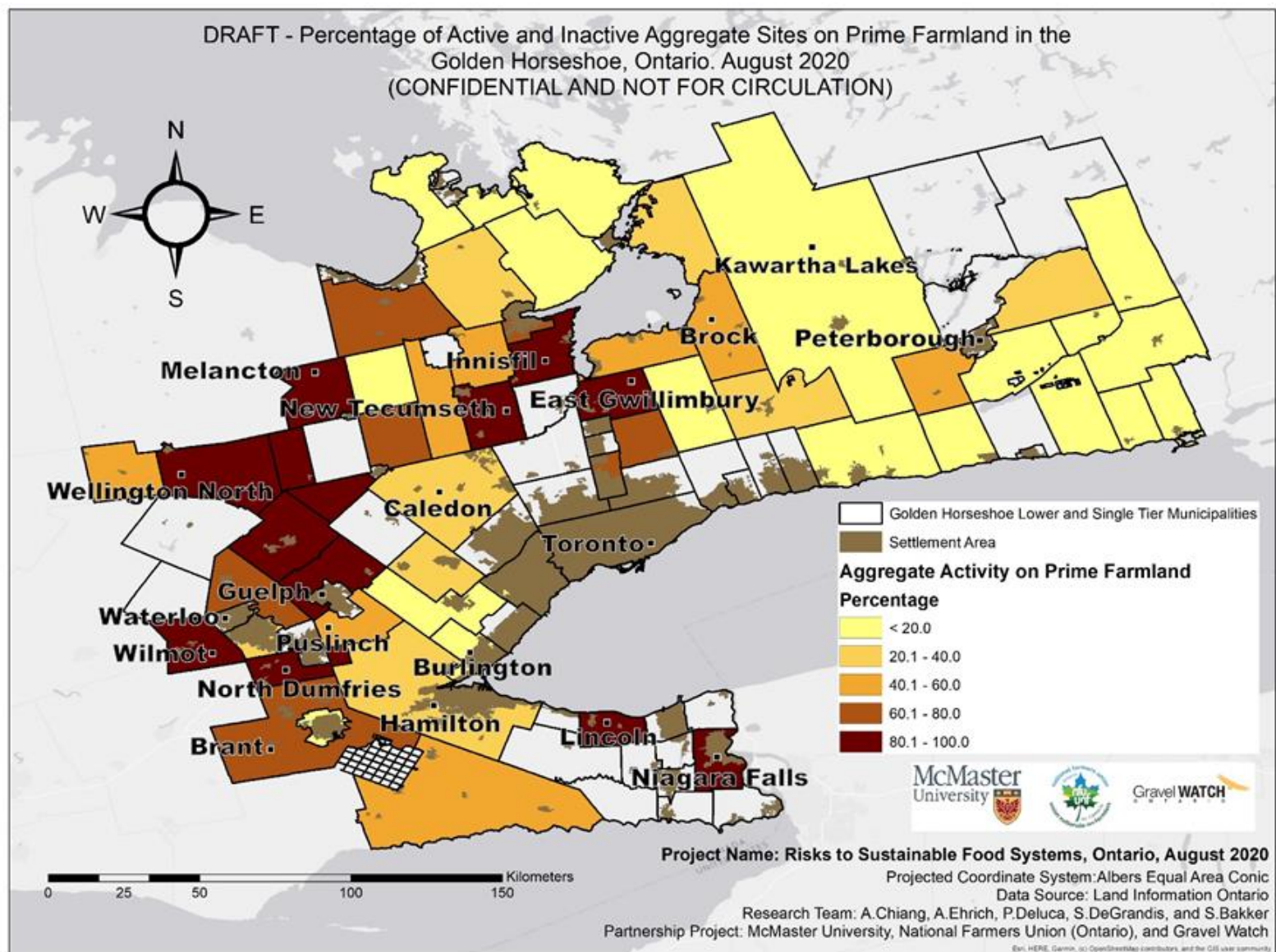
Results: Ontario Aggregate and Agricultural Resources



Distribution of Prime Farmland and Aggregate Activity Sites in Ontario

CONFIDENTIAL not for Sharing





Summary

- 77.3% of aggregate activities are located on prime farmland comparable to some recent work by government agencies
- Provides strong evidence of the urgent need to protect farmland to sustain food security
- Impact on Soil Classes 4-7 needs to be considered as part of sustainable food systems
- Growing evidence of the fragility of local and global food system



[Food Systems Thinking](#)

Added Risks to Health

- What precautionary measures/policies are in place given health risks associated with soil and water contaminants ie. Sludge and agri-chemicals used on lands on Well-head Protection Areas (WHPAs)?
- By whom and how are 'contaminants of concern' tested and monitored for local decision-making ?
- What monitoring data is required of the industry?
- Will it be openly available for local municipal decision-making with inter-sectoral collaboration ie. Health, agriculture, water, environmental committees sharing data?
- Ensure that detection limits for contaminants meet standards based on current research evidence ie. risks to women and children's health basis for bans 20+ years ago for agri-chemical contaminants such as atrazine found in drinking water.

Growing Risks and Opportunities: Food Systems Sustainability with Climate Crisis and COVID Pandemic?

COVID pandemic amplified call for sustainability:

“The systemic weaknesses exposed by the virus will be compounded by climate change in the years to come. In other words, COVID-19 is a wake-up call for food systems that need to be heeded.”

IPES –International Panel of Experts on Sustainable Food Systems, April 2020)



THANK YOU and Q&A



Hallman Pit Application - Agricultural Impacts

Alisa McClurg

April 12, 2021

EcoVoca.com

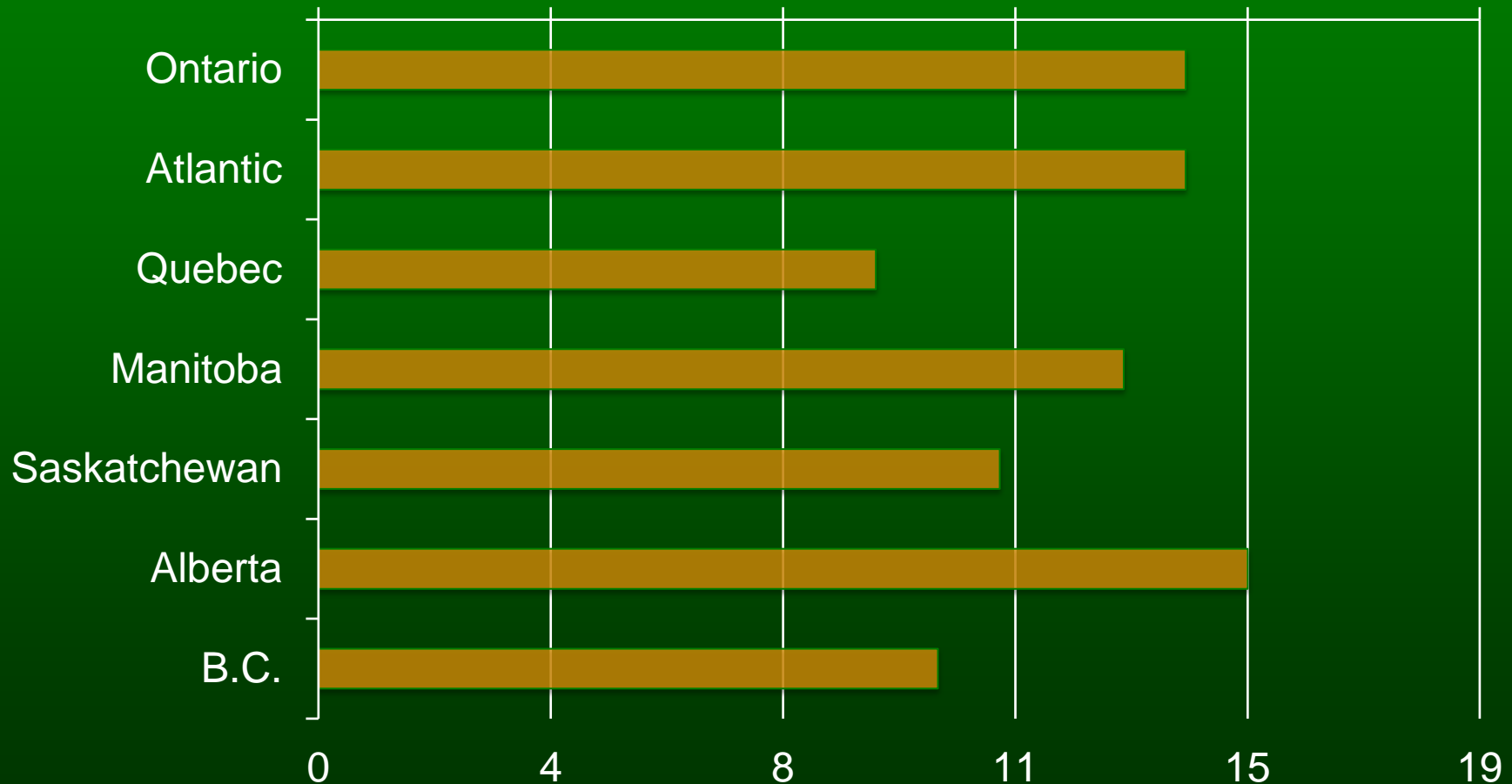


KW URBAN HARVESTER

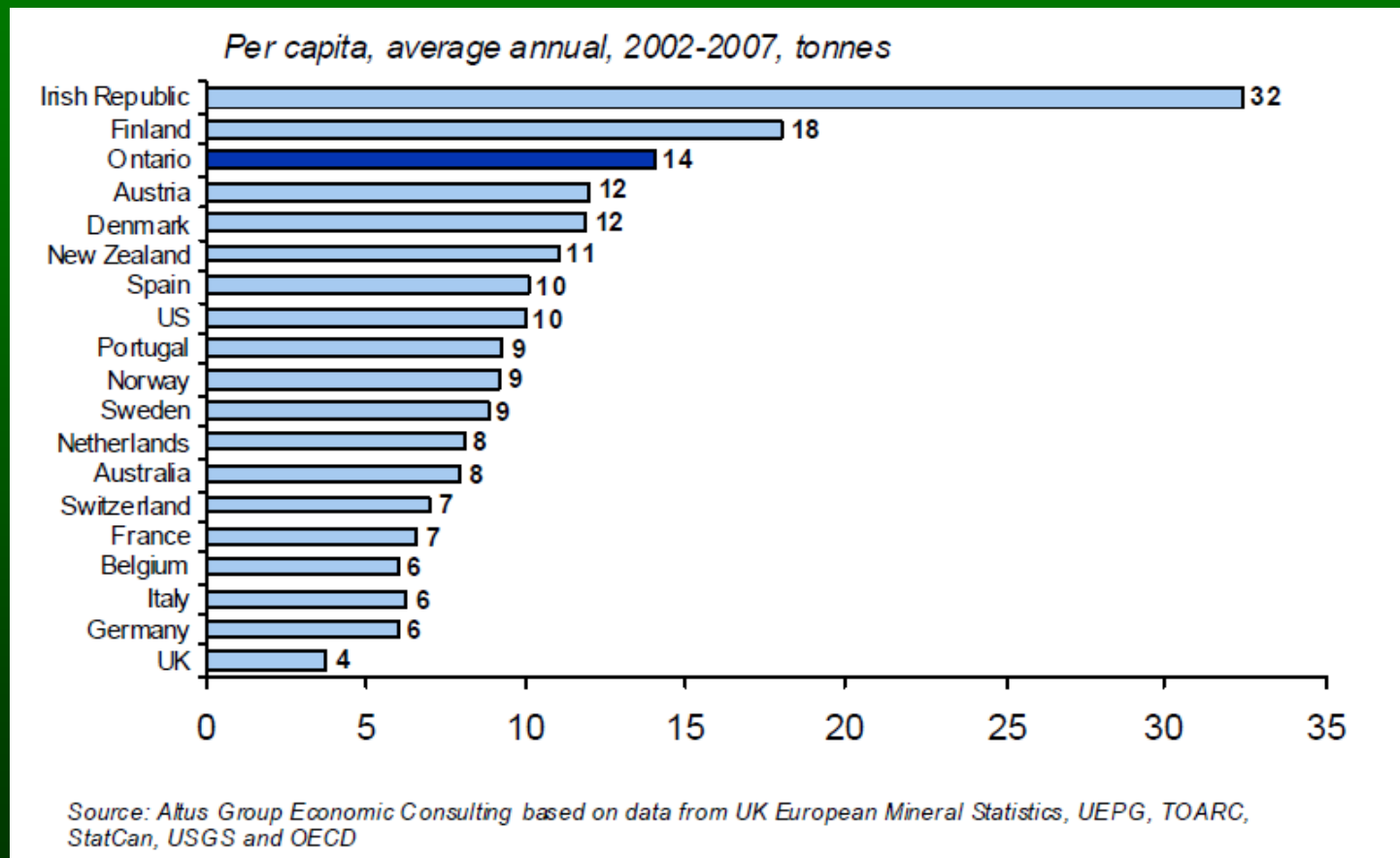


Provincial consumption high!

■ Per capita primary aggregate consumption (tonnes 2002-2007)



High compared to other countries!



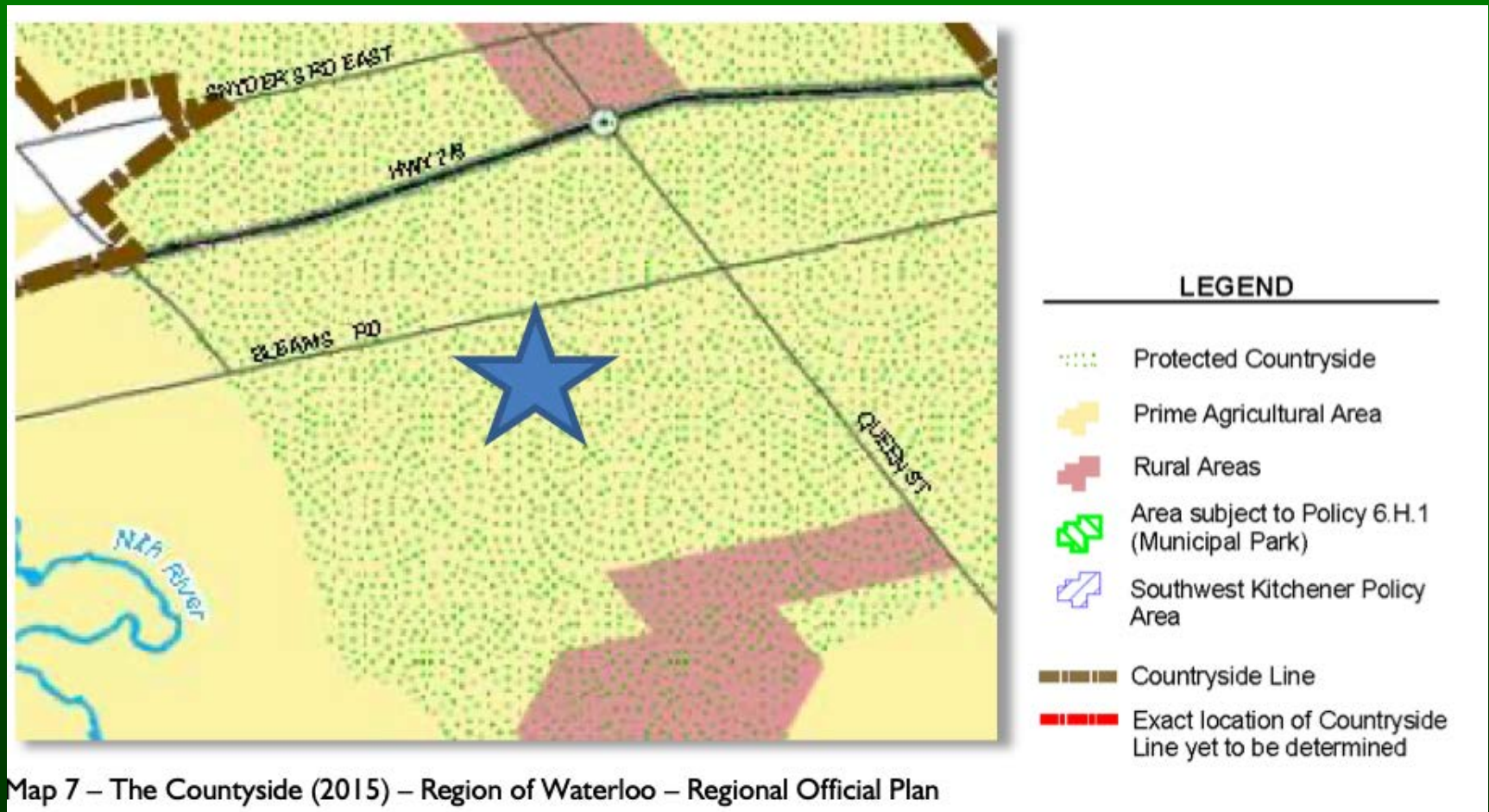


Have Regard to Agricultural Resources:

“In considering whether a licence should be issued or refused, the Minister or the Local Planning Appeal Tribunal, as the case may be, shall have regard to...(f) any possible effects of the operation of the pit or quarry on agricultural resources”

Aggregate Resources Act, s. 12(1)

Lands Prime Agricultural



Waterloo Region needs rural food production

- In 2019, 10% of households in Waterloo Region were food insecure
- With pandemic, 40% increase in food distribution (*Waterloo Region Food Bank*)
- Even harder for marginalized groups

Strong Demand for Grow-a-Row

Last year we provided/created*:

- 125 gardeners with soil,
- seedlings to 216 gardeners,
- two yard shares & 4 garden plots

■ *kwurbanharvester.org/grow



Recommendations

- Protect agricultural land!
- Disallow this zoning change!
- Push for assessment of aggregate needs
- Discourage prime aggregate use



Food System Roundtable of Waterloo Region

A healthy, just, and sustainable food system is one in which all residents have access to, and can afford to buy, safe, nutritious, and culturally acceptable food that has been produced in an environmentally sustainable way, and that supports our rural communities.

We need need to carry out food system planning, and to establish principles that govern food-related decisions.

Our Food Charter

2

... we support **community economic development**

- by building the processing and distribution infrastructure required to make local foods available for local residents and global trade.

This includes:

- prioritizing local processing, distribution, and retailing opportunities for small- and medium-sized businesses
- encouraging public institutions to buy local and environmentally sustainable food
- by encouraging policies and other initiatives which enable profitable livelihoods for local farmers for generations to come.

... we support **access to healthy food**

- by protecting farmland from urban development
- by supporting policies and other initiatives that ensure that everyone has access to enough nutritious food. This includes:
 - championing adequate incomes for everyone, so that all residents can afford to buy healthy food
 - encouraging the local production and processing of foods that contribute to the nutritional health of citizens
 - ensuring walkable access to venues that sell healthy foods
 - ensuring the widespread availability of, and access to, locally produced and culturally appropriate food
 - ensuring the availability of healthy, affordable food choices in workplaces and public institutions

... we support **ecological health**

- by promoting and supporting food production and processing methods that reduce greenhouse gas emissions; use less fossil-fuel energy; sustain or enhance wildlife habitats, watersheds, biological and seed diversity, and soil health; and that optimize or reduce the use of local natural resources to ensure long-term ecological sustainability
- by ensuring access to a safe and sustainable water supply for all residents of Waterloo Region
- by encouraging the reduction of food waste and excessive food packaging, and supporting initiatives that strive to reduce or reuse food waste, such as composting

5 ... we support **integrated food policies at all levels of government**

- by encouraging joined-up policies across local, provincial, and federal levels of government that aim to ensure that healthy, environmentally sustainable food is available to everyone
- by recognizing the importance of comprehensive food strategies and policies that promote a profitable, viable and ecologically sustainable food system

Growing Community Awareness of Food Sustainability Challenges

— This is important to the whole Region not just Wilmot Township

Looking to you to ensure that you protect and increase accessibility to local food for our children, grandchild, and all the children to come.

We can not afford to lose an acre of farmland

Which argument sounds right?

—

Aggregate needs to be close to market

(while also potentially negatively impacting local food and water resources)

Local food needs to be close to market

(Focus is being put on building local distribution and processing facilities and more farm to table options)

9 March 2021 “The world's food systems are responsible for more than one-third of global greenhouse gas emissions”- Nature Food.

“The data is clear that agriculture supply chains are major contributors to climate change,” said Julie Nash, director of food and capital markets at Ceres

Farms Forever Discussion Paper

Feb 12, 2021

The Ontario government recognizes that our agri-food sector is the foundation of our province and that it will play a critical role in our future.

The four policy objectives of Farms Forever are the following:

- Help preserve the productive capacity of agricultural land close to major urban centres
- Support the local sourcing of food
- Strengthen Ontario's agri-food sector
- Support young farmers and new entrants

“Ensuring that Ontario's farmland is protected for future generations is an important aspect of the province's growth and development.”

<http://www.omafra.gov.on.ca/english/policy/farmsforever.htm>

Ontario Strengthens the Protection of — Water Resources

Changes to water taking program ensuring sustainability of surface and groundwater

Priority 1 – Environment, drinking water, and farm animal production (equally)

Priority 2 - Agricultural

Priority 3 – Industrial and commercial and other

For example: aggregates

<https://www.ontario.ca/page/guidance-support-priorities-water-use>

Additional Municipal By - laws to Consider

- Conduct robust soil mapping studies.
- Formation of Agricultural Advisory Committees working with local farmers
- Revise policies on the development of mining for aggregates addressing where it is most appropriately located and the need for more recycling of minerals
- Create permanent agricultural districts
- Places limits on the quantity of farmland that can be owned by individuals or entities located outside of Ontario



Our Food Future Waterloo is a joint project from the University of Waterloo and the Food Systems Roundtable of Waterloo Region to bring the best from research and the community to inform our path towards Food Justice in the region.

We welcome a conversation from Wilmot Township about helping to create

- a food, agriculture, land use committee/council
- a Wilmot Food Charter

From:
To: [Tracey Murray](#)
Cc:
Subject: Statement Regarding the Hallman Pit
Date: Monday, April 12, 2021 12:43:59 PM
Attachments: [image001.png](#)
[image002.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open any attachments unless you recognize the sender and know the content is safe.

Good afternoon,

I was made aware that there is a meeting this evening regarding the proposed Hallman Gravel Pit. I do not have a significant amount that I would like to present...I am available to be involved in the call but would prefer to make a statement vs have a presentation.

As owner of Lyndon Fish Hatcheries located at _____ in New Dundee. We are concerned about the potential impact of the Hallman pit on our livelihood as well as the impacts on the greater industry that we support. Every year we hatch 4 million rainbow trout per year at these two facilities which our customers grow out to turn into 24 Million meals. We are investing heavily in ways to best use the water resource available to us and steward it in a sustainable way out of respect for future generations.

This pit has the potential to not only impact the water table, but more importantly due to the absence of an aquitard, the aquifer is highly exposed to contamination spread.

For clarity -An aquitard is a zone within the Earth that restricts the flow of groundwater from one aquifer to another. Aquitards comprise layers of either clay or non-porous rock with low hydraulic conductivity.

This contamination would have little chance of being managed or maintained in the event of a spill. We view this as a significant area of concern and have had our insurance policies amended to reflect this added coverage. Other water users (including the region) may not have this option and once the damage has been done, reversing impact is unlikely at best.

Please call me at _____ at your earliest convenience to discuss if you would like this statement read or if you would like it simply in written form.

Regards,

Clarke Rieck

1738 Queen Street, New Dundee, Ontario N0B 2E0



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-15

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: April 26, 2021

SUBJECT: Public Meeting
Draft Procedural By-law Amendments

RECOMMENDATION:

THAT report ILS 2021-15 be received for information.

.

SUMMARY:

This report is presented to facilitate discussion for draft amendments to the Procedural Bylaw. Members of the public and Council are invited to provide comments on the draft bylaw attached.

BACKGROUND:

The Municipal Act, 2001, requires all municipalities in the Province of Ontario to pass a Procedural By-law to govern the calling, place and proceedings of meetings of the municipality and its local boards. The current Township of Wilmot Procedural By-law was approved by Council on May 13, 2019 with updates occurring in 2020 to accommodate electronic participation.

REPORT:

Members of the public and Council are invited to provide the Clerk or Deputy Clerk with comments or proposals regarding amendments to the Procedural Bylaw, included in this report as Attachment A. This is the same attachment that was included in the April 12, 2021 Council Meeting, although some green highlighting was inadvertently omitted and now included. It is recommended that any proposed amendments be received by email, even for those who comment at the Public Meeting, and that respondents provide details on the intention of amendments rather than provide prescribed wording.

The deadline for feedback that will be incorporated into the final proposed Procedural By-law is end of the business day on May 4th. All feedback received will be addressed in the final report. The Township solicitor will receive a later draft of the Procedural By-law that includes the feedback from the Public Meeting and comments received up to the end of business day on May 4, 2021.

Attachment A has been colour coded as followed:

Amendments proposed as part of report ILS 2020-06.

Amendments proposed based on feedback on February 24, 2020.

Approved amendments for electronic participation.

New proposed amendments.

Only amendments in **blue** and **green** will be commented on in this report. Proposed amendments in **yellow** were included in report ILS 2020-06 from February 24, 2020 or in the Council minutes of the same date.

Comments included below flow in order with the sections of the Procedural Bylaw.

Definitions**Delegation**

Greater clarity on the difference between a delegation and presentation, and to acknowledge that delegations may come before Council on matters on the Agenda or matters not on the Agenda.

Friendly Amendment

Friendly amendments did not have legislative standing in the Procedural Bylaw as written. This definition allows for this commonly used amending practice to be used properly.

Roles and Duties: General

Refinement of language to remove terms that may be offensive to some. This is highlighted in green.

A member of Council recommended the language highlighted in blue. While this is included in the proposed draft, staff wishes to caution Council and would prefer to further refine this language due to the potential for broad interpretations. As written, this could have far reaching implications that could be interpreted as barring members of Council from attending, in an official capacity, community events occurring at places of worship. Further, leaders or elders of any religious or spiritual community may no longer feel welcome at Council or committee meetings or events. Staff believes the intention is for Council and staff to not introduce religious or spiritual elements to Township meetings or events, while delegations are free to express their religious and spiritual beliefs.

Council Meetings: Inaugural Meeting

Staff endorses the language written with blue highlighting. The portion with green highlighting has been proposed to recognize that a preceding Council should not determine what the incoming Council includes for their Inaugural Meeting if they wish to include a non-religious or non-spiritual ceremonial element such as an address from a current or former local political leader or local community builder. The Agenda for the Inaugural Meeting is under the jurisdiction of the incoming Council as a whole, not the preceding Council.

Council Meetings: Quorum

Additional clarity added for instances where more than one Members of Council has declared a Conflict of Interest and business of the Township can continue.

Council Meetings: Reports Under Separate Cover

Additional clarity on when Reports Under Cover provisions may not be used.

Order of Business – Council

Delegations was separated from Presentations and added to the end of Agenda. This proposed amendment is to reflect the prioritization of business on the Agenda and delegations who are registered for business on the Agenda.

Minutes

Staff is proposing greater clarity on what is included in the Minutes. As stated at earlier Council Meetings, the content of Council Meeting Minutes varies greatly from municipality to municipality as to how much discussion is included. For the purposes of recording the business of the Township, the corporation needs to record the decisions of Council, but recording the discussion of how the decision was arrived at is not the intention of minutes.

Fortunately, this is easily overcome by the introduction of video recordings of Council Meetings. This practice was introduced in March 2020 and has been embraced by Council, staff, and the public. Any need to confirm a specific discussion can be done through those publicly available recordings.

Presentations

Staff is proposing a time limit for presentations to continue the need for efficiencies in meetings.

Consent Agenda

Staff endorses this clarification on what may be added to the Consent Agenda.

Delegations for Matters on the Agenda

Two types of delegations have been proposed to be recognized in the Procedural Bylaw. These recommendations are coming forward to recognize the priority of matters on the Agenda. Further discussion of Delegations for Matters not on the Agenda will occur below. Whereas the most recent approved version of the Procedural Bylaw included materials as part of a delegation being accepted within one hour before the start of the meeting, in the electronic meeting world, this is not possible with current staff resources. In recent meetings, staff who are responsible for the slide decks, videos and photos included as part of a delegation have had their entire workday prior to Council Meetings monopolized with receiving, testing, and troubleshooting delegation materials. With the reality of electronic meetings in the pandemic and ongoing desire to continue webcasting, this is not a feasible timeframe for staff to work within. Staff are now proposing a minimum of twenty-fours for such materials to be received.

Editorial Changes

These proposed changes give powers to the Clerk to make limited changes to bylaws and resolutions to ensure proper formatting, correction of typos, and to correct minor items that does not change to substance or intent of the bylaw or resolution.

Notice of Motion

Following some recent Notice of Motion edits during meetings, it became apparent that this should not be allowed without sufficient time for the edits to occur and be re-circulated for consideration. The point of a Notice of Motion is to provide notice and time to Members of Council to consider what is being proposed and to consult as they feel appropriate. Edits altering the substance of the Motion in meetings removes this ability.

Delegations

This section, as included in the attached draft, will be renamed Delegations for Matters Not on the Agenda.

The Senior Management Team is in agreement on the amendments for this section. The proposed amendments include for delegations for matters not on the Agenda to be moved to the end of the meeting, to only being allowed five or three minutes to speak (dependant on whether or not they registered in advance of the meeting), and that they only be allowed to address Council once on the same Agenda item. These changes are consistent with many municipalities in Ontario, including some in Waterloo Region.

These changes still allow the public to address Council on matters not on the Agenda, as is their right, but places greater emphasis on an efficient meeting that priorities the business of the municipality. In most cases, delegations for matters not on the Agenda are responding to or introducing matters that are deferred to staff or otherwise require further response from staff. Delegations will be asked to be concise in their comments. Delegations, historically and in keeping with Robert's Rules of Order, do not debate with Council or staff, and therefore should not have the opportunity to address Council more than once on the same item, in the same meeting.

Speaking Order and Limit

These proposed amendments add clarity to the rights and responsibilities for Members of Council when addressing an item on the Agenda.

Motions

Adding clarity to amending a motion in a manner other than a friendly amendment.

As stated earlier, members of the public and Council are invited to provide feedback or ask questions at the public meeting or in writing by May 4, 2021.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The holding of a Public Meeting for the draft Procedural By-law conforms with the Strategic Plan goals for community engagement and responsible government.

ATTACHMENTS:

Appendix A: Draft Procedural By-law

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2020-XX
BEING A BY-LAW TO PROVIDE FOR
THE RULES OF ORDER AND PROCEDURE
FOR THE MUNICIPAL COUNCIL OF
THE CORPORATION OF THE TOWNSHIP OF WILMOT
AND TO REPEAL BY-LAW NO. 2019-25**

WHEREAS Section 238.(2) of the revised Municipal Act, S.O. 2001, c.25 requires that every Council and local board shall adopt a procedural by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Township of Wilmot Accountability and Transparency Policy states that accountability, transparency and openness are standards of good governance that enhance public trust and are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders;

AND WHEREAS the general principles of parliamentary law should be upheld in the rules of any meeting:

The majority must be allowed to rule;
The minority have rights that must be respected;
Members have a right to information to help make decisions;
Courtesy and respect for others are required;
All members have equal rights, privileges, and obligations; and
Members have a right to an efficient meeting;

AND WHEREAS it is deemed expedient to adopt by by-law, rules governing the order and procedure of the Council of the Corporation of the Township of Wilmot.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:

PART 1 DEFINITIONS

- 1.1 **“Abstain”** means a member who refuses to vote (abstain) will be recorded as voting in the negative;
- 1.2 **“Acting Mayor”** means the member of Council appointed by by-law to act from time to time in the place and stead of the Mayor, pursuant to Part 4 of this by-law.
- 1.3 **“ad hoc Committee”** means a Committee composed of Members of Council and established to review a specific matter and report its findings and recommendations to Council;
- 1.4 **“Advisory Committee”** means a Committee established by Council under a specified Terms of Reference to advise on matters which Council has deemed appropriate for the Committee to consider;
- 1.5 **"Agenda"** means the order of proceedings for a meeting setting out the business to be considered at the meeting;
- 1.6 **“Amendment”** means a change in the form of a Motion. An amendment is designed to alter or vary the term of the main motion without materially changing its meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.

- 1.7 “Business Day”** means days of the week the Administrative Complex for the Township of Wilmot is open for Township business, typically Monday to Friday, excluding holidays. The day in which a meeting is to occur shall not be included in the calculation of “business days.”
- 1.8 “Calendar Day”** means any day of the week. The day in which a meeting is to occur shall not be included in the calculation of “calendar days.”
- 1.9 “Chair”** means the person presiding over a meeting and who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding. The Chair, except where disqualified, may vote on all questions;
- 1.10 “Chief Administrative Officer”** means the person appointed by by-law as the Chief Administrative Officer (CAO) of the Corporation of the Township of Wilmot and whose duties are therein prescribed and to include Section 229 of the Municipal Act;
- 1.11 “Chief Executive Officer”** shall mean the Mayor in accordance with Sections 226.1 of the Municipal Act;
- 1.12 “Clerk”** means the person appointed by by-law as the Clerk of the Corporation of the Township of Wilmot and whose duties are therein prescribed in Section 228 of the Municipal Act;
- 1.13 “Closed Session”** means a closed session of a committee or Council meeting which is closed to the public in accordance with the requirements of the *Municipal Act*;
- 1.14 “Consent Agenda”** means a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately
- 1.15 “Council”** is the term to refer collectively to the Mayor and 5 Councillors;
- 1.16 “Councillor”** is the term consistent with the *Municipal Act*, and is the title assigned to a Member of Council, except the Mayor, elected to represent the electors of the Township of Wilmot;
- 1.17 “Delegation”** means any person, group of persons, firm or organization, who is neither a Member of Council or an appointed official of the Township and who is speaking to committee or Council. May be relative to a matter on the Agenda and scheduled immediately after the staff report to which they relate, or relative to a matter not on the Agenda and scheduled at the end of the meeting following Announcements;
- 1.18 “Division of Question”** means a request by a Member of Council to have a motion containing separate questions, recommendations or amendments, voted on in sections or parts;
- 1.19 “Emergency Meeting”** means a meeting of Council held to consider any business of the Council which is deemed by the Chair to be of an emergency situation;
- 1.20 “Ex Officio”** means by virtue of office or position and carries with it the right to participate fully in the committee meeting and to vote unless prohibited by law;
- 1.21 “Friendly Amendment”** means an amendment made to the motion under debate with the consent of the mover and seconder, and without the requirement for an amending motion to be made.
- 1.22 “Head of Council”** means the Mayor or his/her designate;

- 1.23 “Improper Conduct”** means conduct which offers any obstruction to the deliberations of proper action of Council;
- 1.24 “Inaugural Meeting”** means the first meeting of Council held after a municipal election in a regular election year;
- 1.20 “Majority Vote”** means more than half of the votes cast by members entitled to vote at a meeting;
- 1.21 “Management Team”** means the Chief Administrative Officer and Department Heads of the Township of Wilmot;
- 1.22 “Mayor”** is the Head of Council who is elected by general vote to represent electors in The Township of Wilmot;
- 1.23 “Meeting”** means any regular or special meeting of Council, or any meeting of a Committee or Advisory Committee as defined in the Municipal Act, 2001;
- 1.24 “Member of Council”** means a person duly elected to serve on the Council of The Corporation of the Township of Wilmot;
- 1.25 “Motion”** means a question to be considered by the Council or Committee which is moved, seconded, presented, read by the Chair and is subject to debate. When a motion is adopted, it becomes a resolution;
- 1.26 “Municipal Act”** means the Municipal Act, 2001 S.O. 2001, chapter 25, as amended from time to time and any successor legislation thereto;
- 1.27 “Notice of Motion”** means an advance notice to Members of Council of a matter on which Council will be asked to take a position.
- 1.28 “Participate Electronically”** means that Members of Council are present at the Council Meeting through an online or telecommunications medium that allows for audio and/or video interactions for the purposes of participating in a Council Meeting and such participation includes voting.
- 1.29 “Pecuniary Interest”** means a direct or indirect pecuniary interest of a member as defined within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, chapter M.50*, as amended and any successor legislation thereto;
- 1.30 “Personal Privilege”** means the raising of a question which concerns a member of Council or the Council collectively, when a Member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole have been impugned;
- 1.31 “Point of Information”** is a request directed to the Mayor or through the Chair to another Member or to the staff, for information relevant to the business at hand but not related to a Point of Procedure;
- 1.32 “Point of Order”** means a statement made by a Member during a meeting, drawing the attention of the Mayor or his/her designate to a breach of the Rules of Procedure;
- 1.33 “Point of Procedure”** means a question directed to the Mayor or Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand, in order to assist a Member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of the motion;
- 1.34 “Presentation”** means
- i) presentations made by Council to recognize the contributions or achievements of individuals or organizations;

- ii) presentations made to Council by individuals or organizations at the invitation of Council;
 - iii) presentations made to Council by an advisory or other Committee
- 1.35 “Presiding Officer”** means the Mayor or in his absence, the Acting Mayor, to act in his/her absence while presiding at meetings;
- 1.36 “Public Hearing”** means a meeting of Council or that portion of a meeting of Council or any Committee of Council which has been given authority by by-law or statute to conduct a hearing in matters pursuant to any legislation which requires Council to hear interested parties or to afford them an opportunity to be heard before taking action, passing a by-law or making a decision;
- 1.36 “Question”** means a motion that has been placed before the Council or Committee by the statement of the Chair. Only once duly stated by the Chair and “on the floor” can a motion be debated and put to a question of the members for proper resolution (Question On the Floor).
- 1.37 “Quorum”** means the majority of the whole number of the members of Council who are present in person;
- 1.38 “Recorded Vote”** means the recording in the minutes, the names of each Member of Council present and the manner of their vote on a matter or question before Council. Recorded Votes shall be taken upon request by any Member of Council. In the case of a Member who has a declared conflict or pecuniary interest in the matter or question, the minutes shall reflect the Member abstained from taking part in the discussion and the vote;
- 1.39 “Regular Meeting”** means a scheduled meeting of Council held in accordance with the approved schedule of meetings;
- 1.40 “Resolution”** means a formal determination made by Council or a Committee on the basis of a motion duly placed before a regularly constituted meeting of Council or a Committee for debate and decision, and duly passed;
- 1.41 “Rules of Procedure”** means the rules and regulations provided in this by-law;
- 1.42 “Special Meeting”** means a meeting of Council not scheduled in accordance with the approved calendar of meetings;
- 1.43 “Special Purpose Committee”** means a Committee comprised of such members of Council and other persons as appointed by Council to address matters which Council has deemed necessary within the jurisdiction of Council;
- 1.44 “Tie Vote”** means an equality of votes and the question being voted on is deemed lost.
- 1.45 “Treasurer”** means the Treasurer of the Corporation of the Township of Wilmot.

2. GENERAL PROVISIONS

2.1 Rules and Procedures

The rules and procedures contained in this by-law shall be observed in all proceedings of Council as defined in the Municipal Act, and shall be the rules and procedures for the order and dispatch of business of the Council and its Committees thereof;

2.2 Parliamentary Procedure

Points of order or procedure not specifically governed by this By-law shall be decided by the Chair in accordance with, as far as reasonably practical, the most current edition of Robert's Rules of Order.

2.3 Meeting Decorum – All Persons Present

At no time shall any Member of Council, staff, delegations or member of public or media;

- (a) speak disrespectfully of or to any person;
- (b) use offensive words or unparliamentary language;
- (c) speak on any subject other than the subject for which he or she has received approval to address Council;
- (d) disobey the rules of procedure or a decision of the Mayor or Council;
or
- (e) interrupt, speak-over, or continue to speak when advised by the Mayor not to, or otherwise disrupt the proceedings of the meeting or the ability of Council or staff to conduct business.

2.3 Mayor - Ex Officio Member – All Committees

The Mayor shall be an ex officio member of all Committees established or appointed by Council. Where a committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, except where prohibited by law, being the Mayor, as provided under this Section. The Mayor may vote and otherwise participate, unless prohibited by law, in the business of the committee or other body on the same basis as any other committee member.

2.4 Meetings Open to Public

Subject to Section 5 of this by-law, all meetings of Council and its Committees shall be open for attendance by the public, and no person shall be excluded therefrom, except for improper conduct.

3. ROLES AND DUTIES

3.1 General

It is the role and duty of all elected representatives, appointed committee members, and all staff to serve the residents of the Township of Wilmot. Business of the corporation of the Township of Wilmot shall be conducted in the best interest of the residents as a whole and not to serve the interests of any one individual or group of individuals above the common good with transparency and openness, conducting business that considers open and accessible communication to **all members of the public every stakeholder**.

All meetings and ceremonies of Council and committees shall be devoid of all religious or spiritual text, reference, prayer, or invocation so as to ensure a neutral space.

3.2 Role of the Mayor

It is the role of the Mayor:

- a) to act as chief executive officer of the municipality;
- b) to preside over council meetings so that its business can be carried out efficiently and effectively;

- c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1) of the *Municipal Act*;
- d) to represent the municipality at official functions;
- e) to act as council's representative when dealing with other levels of government, their agencies and the private sector;
- f) to act as the Township's representative on council for the Regional Municipality of Waterloo;
- f) to carry out the duties of the head of council under the *Municipal Act* or any other Act;
- g) as chief executive officer of the municipality, the Mayor shall:
 - i) uphold and promote the purposes of the municipality;
 - ii) promote public involvement in the municipality's activities;
 - iii) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
 - iv) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents

3.3 Role of Council

It is the role of Council:

- a) to represent the public and to consider the well being and interests of the municipality;
- b) to develop and evaluate policies and programs of the municipality;
- c) subject to legislative restrictions, develop regulations to be adopted in by-laws and resolutions for the overall benefit of the community;
- d) to determine which services the municipality provides in accordance with applicable legislation;
- e) to ensure that administrative policies, practices and procedures are in place and controllership policies, practices and procedures are in place to implement the decisions of Council;
- f) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- g) to maintain the financial integrity of the municipality; and
- h) to carry out the duties of Council under the *Municipal Act* or any other Act.

3.4 Duty of the Mayor

It is the duty of the Mayor to preside over all meetings of Council and:

- a) to open meetings of Council by taking the Chair and calling the meeting to order;
- b) to receive and submit, in the proper manner, all motions;

- c) to put to a vote all motions and to announce the result;
- d) to serve as an ex-officio member of all committees and be entitled to vote at such meetings;
- e) to decline to put motions to a vote which infringe upon the rules of procedure;
- f) to inform the members of the proper procedure to be followed and to enforce the rules of procedure;
- g) to enforce on all occasions, the observance of order and decorum among the members;
- h) to call by name any member persisting in a breach of the rules of procedure and to order the member to vacate the Council Chambers;
- i) to permit questions to be asked through the Mayor, or any officer of the Township for information, to assist in any debate when the Mayor deems it proper;
- j) to provide information to members on any matter relating to the business of the Township;
- k) to authenticate by signature all by-laws and minutes of Council;
- l) to rule on any points of order raised by the members;
- m) to maintain order. Where it is not possible to maintain order, the Mayor may, without any resolution being put, adjourn the meeting to a time to be named by the Mayor;
- n) to adjourn the meeting when the business is concluded;
- o) to carry out the duties of the head of Council under the Municipal Act, or any other Act;
- p) to act in accordance with his/her Oath of Elected Office.

3.5 Duty of a Councillor

It is the duty of Councillors to attend all meetings of Council and:

- a) to prepare for meetings, including reviewing the agenda and background information prior to the meeting;
 - i. to speak only to the subject under debate;
 - ii. to vote on all motions before the Council unless prohibited from voting by law;
 - iii. to observe proper procedure and decorum at all meetings;
 - iv. to state questions to be asked through the Mayor;
 - v. to attend committee meetings to which the Councillor has been appointed by Council;
 - vi. to carry out the duties of Council under the Municipal Act, or any other Act;
 - vii. to act in accordance with their Oath of Elected Office;

3.6 Duty of the Chief Administrative Officer

It is the duty of the Chief Administrative Officer:

- a) to exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;
- b) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- c) to undertake or direct the undertaking of research and provide advice to Council on the policies and programs of the municipality;
- d) perform such other duties required under this or any Act and other duties as assigned by the municipality; and,
- e) provide leadership and direction to staff as the most senior member of staff.

3.7 Duty of the Clerk

It is the duty of the Clerk to attend all Council meetings and:

- a) to prepare and distribute agendas for all meetings of Council in accordance with this by-law;
- b) to record, without note or comment, all resolutions, decisions, minutes and other proceedings of the Council;
- c) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- d) to keep the originals or copies of all by-laws and of all minutes of proceedings of the Council;
- e) to make such minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council;
- f) to perform the other duties required under the Municipal Act or any other Act;
- g) to advise Council on parliamentary procedure;
- h) to perform such other duties as are assigned by the municipality.
- i) the Clerk may delegate in writing to any person, other than a member of council, any of the Clerk's powers and duties under the Municipal Act and any other Act
- j) the Clerk may continue to exercise the delegated powers and duties, despite the delegation

3.8 Duty of the Treasurer

It is the duty of the Treasurer:

- i) to collect money payable to the municipality and issue receipts for those payments;
- ii) to deposit all money received on behalf of the municipality in a financial institution designated by the municipality;
- iii) to pay all debts of the municipality on behalf of the municipality and other expenditures authorized by the municipality;
- iv) to maintain accurate records and accounts of the financial affairs of the municipality;

- v) to provide Council with such information with respect to the financial affairs of the municipality as it requires or requests;
- vi) to ensure investments of the municipality are made in compliance with the regulations made under Section 418 of the Municipal Act;
- vii) to perform such other duties as are assigned by the municipality.

3.9 Municipal Administration

It is the role of the officers and employees of the municipality:

- (a) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- (b) to undertake research and provide advice to Council on the policies and programs of the municipality; and
- (c) to carry out other duties required under this or any Act and other duties assigned by the municipality.

4. COUNCIL MEETINGS

4.1 Place

The regular meetings of the Council of the Township of Wilmot shall be held in the Council Chambers pursuant to Section 236 of the Municipal Act. In the case of an emergency, or other circumstances, Council may hold its meetings at any convenient location within or outside the municipality, as approved by resolution of Council;

4A.1 Participating Electronically

4A.1.1 Notwithstanding any other provision of this By-law, a Member of Council may Participate Electronically in any Council Meeting, which is either open or closed to the public, and may be counted in determining whether or not a quorum of members is present at any point in time, subject to Sections 4A.1.2 and 4A.1.3 of this By-law.

4A.1.2 The Chair of a Meeting of Council shall not be permitted to Participate Electronically in a Meeting of Council, except during a Declared Emergency.

4A.1.3 In the absence of a Declared Emergency, where a Council Member wishes to Participate Electronically at any Council Meeting, such Council Member shall provide the Clerk with notice, in writing, at their earliest opportunity.

4.2 Seating Arrangement of Council

Councillors shall be seated to the right of the Mayor in Council Chambers in Ward order. For wards with more than one Councillor, those Members shall be seated in alphabetical order by last name.

4.3 Councillor – addressed

Members of council are to be addressed as: "Councillor (surname inserted)".

4.4 Mayor - addressed

The Mayor shall be addressed as “Mayor” (surname inserted)” or as “Your Worship.”

4.5 Staff and Members of the Public – addressed

Staff and members of the public are to be addressed as “Dr.,” “Mr.,” “Mrs.,” “Ms.,” “Miss.,” “Mx.,” or “Ind.” (surname inserted) as preferred. Members of staff may also be addressed by title within the corporate structure.

4.6 Inaugural Meeting

The Inaugural meeting of the Council of the Corporation of the Township of Wilmot following a regular municipal election shall be held in accordance with the Municipal Act, 2001 at 7:00 p.m., in the Council Chambers;

The Agenda for the Inaugural meeting shall be established by the incoming Members of Council and the Clerk and will reflect the values of the community with respect for diversity and inclusion of all members of the community.

No business shall be conducted at the Inaugural Meeting of Council until the Declarations of Elected Office have been made by the members of the Council.

The order of proceedings at the first meeting of Council after the regular election shall be as follows: Processional, National Anthem, Land Acknowledgment, Moment of Silence, Declarations of office, (i) Mayor, (ii) Members of Council in order of wards, Inaugural Address by the Mayor, and passing of confirming By-Law.

Secular, non-religious, non-spiritual, ceremonial proceedings may be added at the discretion of the incoming Members of Council.

4.7 Rotational Schedule – Acting Mayor

Each term, as soon after the commencement of its term as reasonably possible, Council shall appoint by by-law, in alphabetical order, each member of Council to serve for one calendar month as Acting Mayor for that time in the place and stead of the Mayor when the Mayor is absent from the Township area, absent through illness, or refuses to act, and the Acting Mayor shall have and may exercise all rights, powers and authority of the Mayor in his/her absence.

4.8 Regular Meetings

Following the Inaugural meeting, Regular meetings shall be held in the Council Chambers, at 7:00 p.m., local time, twice per month on Mondays as per the schedule approved by Council Resolution.

Regular Meetings – January, July, August and December

During the months of January, July, August and December in each year, there shall be one regular meeting of Council per month to be held at a time designated by Council to accommodate the ad hoc Budget Committee Meeting schedule and the summer holiday season.

Council may, by resolution or by-law, alter the time, day or place of any Council or Committee meeting.

4.9 Quorum

A majority of members of Council shall be necessary to constitute a quorum;

If no quorum is present one half hour after the time appointed for a meeting of Council, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting;

If during the course of a meeting a quorum is lost, subject to the provisions of the Municipal Conflict of Interest Act, then the meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as the Mayor or his/her Designate will then announce;

If in the Mayor or his/her Designate's opinion it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, the Mayor or his/her Designate will announce that the unfinished business of Council will be taken up at the next regularly scheduled meeting.

Where the number of Members of Council who, by reason of provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members of Council are not of sufficient number to constitute a quorum, then, the remaining number of Members of Council shall be deemed to constitute a quorum, provided such number is not less than 2.

4.10 Absence – Head of Council

If the Head or Acting Head of Council, pursuant to the rotation list established by By-law, does not attend within fifteen (15) minutes after the time appointed for a meeting of Council, the Clerk shall call the members to order and an Acting Head of Council shall be appointed from among the members present and he/she shall preside until the arrival of the Head of Council or his/her designate and while so presiding, the Acting Head of Council shall have all the powers of the Head of Council and will be so entitled to vote as a member.

In the absence of the Head of Council, or if the office is vacant, Council may, from among its members, appoint a Head of Council, who, during such absence or vacancy or refusal to act, has all the powers of the Head of Council.

4.11 Notice of Regular Meetings (Agenda) – Delivered in Advance to Council, CAO, Management Team

The Agendas shall be considered as notice of regular meetings.

The Clerk shall cause to be delivered to each member of Council, an agenda for each regular meeting of Council, electronically and/or hard copy to the address provided by the Member of Council to the Clerk for delivery of such agendas. The agenda shall be provided not later than three (3) business days before the holding of such meeting. At the same time the Clerk shall make available a copy of the agenda to the Chief Administrative Officer and to the members of the Management Team in electronic and/or hard copy format.

4.12 Agendas – Available to the Public/Media

Agendas for Open Session meetings of Council shall be made available to the public and media on the Township website within twenty-four (24) hours of delivery to the Members of Council.

4.13 Reports Under Separate Cover

Where the completion of the Agenda is delayed due to an overdue staff Report or Presentation that is expected to be included on the Agenda and is time sensitive or deemed necessary to be included on the Agenda for

political reasons, the Clerk will complete the Agenda within the timeframe provided in this By-law and provide notation on the Agenda that the overdue report or presentation will be provided under separate cover.

When the report or presentation is completed, the Report Under Separate Cover will be sent electronically to Members of Council, the CAO and the Management Team, if hardcopies have been requested by Members of Council or staff, they will be made available for pick-up.

The Report Under Separate Cover will be integrated into the online version of the Agenda for the public and media. Staff will notify the public and media of the Agenda being update through the website and Township social media channels.

A Report Under Separate Cover shall not include any Public Meeting held or other report being proposed in accordance with any Act.

4.13 Special Meetings

In addition to regular meetings, special meetings of Council shall be held upon written direction signed by the Mayor and delivered to the Clerk stating the date, time and purpose of such meeting.

The Mayor may, at any time, summon a Special Meeting of Council on twenty-four (24) hours notice to the members and upon receipt of the petition of the majority of the members of Council, the Clerk shall summon a Special Meeting for the purpose at the time, date and place mentioned in the petition.

If time is of the essence, notice may be given to Council by telephone call.

No other business other than that stated in the notice shall be considered at a Special Meeting.

4.14 Agendas – Special Meetings – Delivered in Advance to Council, CAO, Management Team

Notice or an agenda to Council of a Special Meeting called in accordance with this by-law shall be delivered to the Members, CAO and Management Team by means of personal delivery, telephone, facsimile transmission or electronic mail. The Notice/Agenda to Council of the Special Meeting shall be provided not less than 24 hours before the hour set for such meeting.

4.15 Agendas – Special Meetings – Available to the Public/Media

Agendas for Special Meetings shall be made available to the public and media as soon as possible after they have been delivered to Members of Council.

If time is of the essence, notice or an agenda may be given to the press/media by telephone call.

4.16 Special meetings – agenda – provided at the meeting

The Clerk may provide the agenda of the Special meeting at the meeting where time constraints do not allow the Agenda to be delivered to the members of Council or the press at least 24 hours before the hour appointed for the holding of the Special meeting.

4.17 Emergency Meetings

Notwithstanding any other provision of this by-law, an emergency meeting may be held without notice, to deal with an emergency or extraordinary situation provided that an attempt has been made by the Clerk to notify

members about the meeting as soon as possible and in the most expedient manner available.

4.18 Emergency – business specified – transacted

No business except business dealing with the emergency or extraordinary situation shall be transacted at the emergency meeting.

4.19 Lack of receipt of notice or an Agenda by the members of Council shall not affect the validity of the meeting or any action lawfully taken thereat.

4.20 Rescheduling or Cancellation of Regular Council Meetings

When it is deemed to be advisable, the Mayor is authorized to change the date and/or time of or cancel the regular Council meeting next following and the agreement of the majority of the members of Council, having been polled by the Clerk, shall be required to effect the change, provided a minimum of seven (7) days' notice is given of the change of date of the meeting. The Township website shall be updated.

5. CLOSED MEETINGS/SESSIONS

5.1 Closed meetings or sessions may be held as deemed necessary by the Head of Council in consultation with the Clerk. Such meetings or sessions may be closed to the public in accordance with the requirements of the Municipal Act, 2001. All reasonable efforts on the part of Council and staff will be made to keep meetings open to the public unless closure is specifically authorized under the Municipal Act and it is deemed necessary.

5.2 Matters that may be considered – closed

The only matters that may be considered in a closed session are as follows:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

5.3 Matters to be considered – Closed – mandatory

A meeting shall be closed to the public if the subject matter relates to:

- a) the consideration of a request under the Municipal Freedom of Information and Protection to Privacy Act, when the council, board, commission or other body is acting as head of the institution for the purposes of the Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman appointed by municipality in accordance with subsection 223.13 (1) of the Municipal Act, or the Closed Meeting Investigator referred to in subsection 239.2 (1) of the Municipal Act.

5.4 Procedure – convening into closed session

Before holding a meeting or part of a meeting that is to be closed to the public, a council or committee of council or local board shall state by resolution:

- (a) the fact of the holding of the closed meeting;
- (b) the general nature of the matter to be considered at the closed meeting.

5.5 Procedure – modifications

The rules governing the procedure of the Council and its Committees and the conduct of its members shall be observed in Closed meetings or sessions, with the necessary modifications, except that:

- a) a member shall not speak more than once to a motion until every member who desires to speak has spoken once;
- b) the number of times of speaking on any question shall not be limited;
- c) recorded votes are not permitted at closed sessions

5.6 Meeting not closed – during vote

Subject to Section 5.3, a meeting shall not be closed to the public during the taking of a vote.

5.7 Meeting closed during vote – exception

A meeting or part of a meeting may be closed to the public during a vote, if:

- (a) section 5.3. applies and
- (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or local board or persons retained by or under contract with the municipality or local board.

5.8 Minutes of Closed Meeting/Sessions

Minutes of all or part of a Council meeting that is closed shall be recorded by the Clerk and will be retained in confidence by the Clerk and such minutes will not be open to inspection by any member of the public.

The Clerk, in making the minutes shall not record any personal information as defined in the Municipal Freedom of Information and Protection to Privacy Act.

5.9 Agenda of Closed Meeting/Session

Agendas for Closed Meetings/Sessions will be circulated to Members of Council not later than 3 (three) business days before the holding of such meeting. Closed Meeting Agendas and reports shall only be circulated by hardcopy and will be collected by the Clerk at the close of Closed Meeting/Session for destruction. The Clerk shall identify the most amount of detail possible to allow for Council to consult with the Integrity Commissioner in regard to potential pecuniary interest.

6. PUBLIC NOTICE OF MEETINGS OF COUNCIL & COMMITTEES

6.1 Public Notice of Regularly Scheduled Meetings

Public Notice of regularly scheduled meetings of Council or a Committee for The Township of Wilmot shall be given by posting the schedule of Council meetings as approved by Council resolution on the Township's official website, and the meeting schedule of Committees as approved by the Committee members, on the Township's official website at the beginning of each calendar year or upon scheduling. The meeting schedule shall include the date, time and location of meetings.

6.2 Public Notice of Special Meetings

Public Notice of a Special Meeting of Council or a Committee shall be given by posting to the schedule of meetings on The Township of Wilmot's official website not less than one day in advance of the date of the meeting.

6.3 Public Notice of Emergency Meetings – Not Required

An emergency meeting of Council or a Committee may be held without public notice being given, to deal with an emergency or extraordinary situation.

6.4 Public Notice – Closed Meetings For the Purpose of Education and Training of Members

Public notice of a meeting of Council or a Committee that is closed to the public and is held for the purpose of educating or training the members of Council or a Committee, as the case may be, shall be given by the passing of a resolution by Council or the Committee at a meeting open to the public stating;

- a) the fact of the holding of the closed meeting;
- b) the general nature of its subject matter; and
- c) the legislative provision allowing for the holding of the closed meeting

6.5 Public Notice – Other Closed Meetings

Public notice of a meeting of Council or a Committee that is closed to the public, except a meeting held for the purpose of educating or training the members of Council or a Committee, as the case may be, shall be given by

the passing of a resolution by Council or the Committee at a meeting open to the public stating:

- a) the fact of the holding of the closed meeting, and
- b) the general nature of the matter to be considered at the closed meeting

6.6 Agendas – Open Session Meetings

Prior to the meeting, where possible and pending the distribution to the Members, the agenda for Council and Committee meetings shall be posted on the Township's official website within twenty-four (24) hours of delivery to the Members Council or the Committee. Notice of the posting of the Agenda shall be made public through the Township's social media account(s) and/or email list(s). This provision does not apply to agendas of meetings that are Closed Sessions.

6.7 Posting of Agendas – Failure to Post

Notwithstanding section 6.6 above, failure to post the agenda to the Township's official website, social media or email list shall not affect the validity of the meeting or any action lawfully taken thereat.

6.8 Emergency Meeting – Notice Not Required

Notwithstanding any other provision of this by-law, an emergency meeting may be held without public notice being given, to deal with an emergency or extraordinary situation.

6.9 Public Notice – Agenda – Not Received – Validity

Lack of receipt of Public Notice or an Agenda shall not affect the validity of the meeting or any action lawfully taken thereat.

7 ORDER OF BUSINESS - COUNCIL

7.1 General Provisions

The Clerk shall have prepared and printed a list of the items in the order of topics set out as the routine of business for the use of each Member at a regular meeting;

- 7.1.1 Any Member of Council may file in writing not later than 5 (five) business days before the holding of such meeting with the Clerk an item for inclusion on the Council Agenda to allow for a staff response if necessary.

7.2 Order of Business

- 7.2.1 As soon after the hour fixed for the holding of the meeting of Council as a quorum is present, the Head of Council shall take the Chair and call the meeting to order;
- 7.2.2 Immediately after the Head of Council or presiding officer has called the meeting to order the following order or procedure shall be observed for a regular Council meeting:

Call to Order
Closed Session
Reconvene Into Open Session
Moment of Silent Reflection
Land Acknowledgement
Additions to the Agenda

Disclosure of Pecuniary Interest Under the Municipal
Conflict of Interest Act
Minutes of Previous Meeting
Public Meetings
Presentations
Consent Agenda
Reports
Correspondence
By-laws
Notice of Motions
Announcements
Delegations
Business Arising from Closed Session
Confirmatory By-law
Adjournment

7.3 Minutes

7.3.1 The Clerk shall be the secretary of all Council Meetings. It shall be the duty of the Clerk to record the proceedings of Council in the form of minutes that shall contain the following:

- (i) The beginning and ending time of Meetings.
- (ii) The names of Members present.
- (iii) The time Members arrive and leave the Meeting.
- (iv) Any declaration of Pecuniary Interest.
- (v) A record of the decision of each item for consideration.
- (vi) Recommendations to Council on each item.
- (vii) The names of Delegations appearing before Committee.

~~The Minutes shall record:~~

- ~~(i) the place, date and time of the meeting;~~
- ~~(ii) the names of the presiding officer, and the record of the members in attendance.~~
- ~~(iii) any disclosure made under the Municipal Conflict of Interest Act;~~
- ~~(iv) the reading, if requested, correction and adoption of the minutes of prior meetings;~~
- ~~(v) other proceedings of the meeting without note or comment.~~

7.3.2 Such Minutes as referred to in Section 7.3.1 may be adopted by Council without having been read at the meeting considering the question of their adoption.

7.3.3 The Minutes shall be posted to the Township website within 48 (forty-eight) hours of the Minutes' adoption.

7.3.4 Video recordings of the meeting shall be retained in accordance with the Retention By-law.

7.4 Land Acknowledgement

- 7.4.1 The Land Acknowledgement, as approved by Resolution of Council, shall be read at the beginning of every Council Meeting and Committee of Council Meeting. The Chair or presiding officer shall ask if any person present of Indigenous decent wishes to read the Land Acknowledgement. In absence of any person declaring their desire to read the Land Acknowledgement, the Members of Council or the Committee, as the case may be, shall read the Land Acknowledgement on a rotating basis starting with the presiding officer. Any Member can decline to read the Land Acknowledgement and may do so without explanation.
- 7.4.2 The Land Acknowledgement may be read at official functions of the Township or other community events at the discretion of the organizer.

7.5 Additions to the Agenda

Additions to the Agenda may be submitted by members of staff to the Clerk in writing for emergency items of a time sensitive nature. The Addition to the Agenda must be submitted not later than 4 (four) hours in advance of the Council Meeting and must be distributed to Council electronically and posted on the Township Website immediately upon receipt.

7.6 Disclosure of Pecuniary Interest

- 7.6.1 It shall be the responsibility of each individual member to determine if a conflict exists and disclose any pecuniary interest and the nature thereof in accordance with the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50, as amended, in any regular or Special Council or Committee meeting.
- 7.6.2 Any member required to make a disclosure of pecuniary interest shall disclose any direct or indirect pecuniary interest and state the general nature of such interest in accordance with the provisions of the Municipal Conflict of Interest Act, as amended, and it shall be recorded by the clerk in accordance with the provisions of the Act or any amendments thereto;
- 7.6.3 Where a member of Council, either on his/her own behalf or while acting, by, with or through another, has a pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall:
- (i) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - (ii) not take part in the discussion;
 - (iii) not vote on any question in respect of the matter;
 - (iv) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 7.6.4 Where a meeting is not open to the public, in addition to complying to the requirements of this by-law, the member shall immediately leave the meeting for the part of the meeting during which the matter is under consideration;
- 7.6.5 Where the interest of a member of Council has not been disclosed for reason of absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting attended by the member after that particular meeting;

- 7.6.6 The failure of one or more members to comply with this section of the by-law shall not affect the validity of the meeting in regard to said matter.

7.7 Presentations

- 7.7.1 Any person making a presentation to Council, including staff members, consultants engaged by the Township, or individuals representing any other corporation, organization or local board of the Township, shall be permitted to address Council and shall be limited in speaking to not more than ten (10) minutes without a time limit.

- 7.7.2 All audio and visual materials presented to Council by a presenter must be reviewed by the Clerk and CAO relative to inappropriate language, graphic images or other messaging that does not reflect the decorum of Council Chambers. Such materials may include, but are not limited to, audio recordings, slide presentations, photos, videos and handouts but does not include the presenters speaking notes.

Presenters must provide materials not less than five (5) business days before the commencement of the meeting of Council.

7.8 Consent Agenda

- 7.8.1 In preparing the agenda for Council and Committee meetings, the Clerk may identify items which are considered to be routine and non-controversial under the heading “Consent Agenda,” which matters may be considered by Council as a summary matter in one motion rather than as separate items, unless a member of Council otherwise requests.

- 7.8.2 Any member of Council or staff, before the consent motion is voted on, may add or remove any number of items of business from the consent motion. Any report removed from the Consent Agenda will be disposed of immediately following the Consent Agenda.

- 7.8.3 In the event that a member declares a conflict of interest on an item that is included in the consent motion, that item shall be removed from the consent motion and dealt with separately.

- 7.8.4 Members of Council may ask clarifying questions only with regards to matters on the Consent Agenda. Questions of a more substantive nature require the report to be removed from the Consent Agenda. The Chair may interrupt the questions and declare that the report will be removed from the Consent Agenda

~~7.9.4 Items removed from the consent motion at the request of a member of Council or staff will be considered under the “Reports” section.~~

- 7.8.4 The Clerk may list the following items as consent items on the Agenda.

- a) Staff appointments.
- b) Committee appointments .
- c) Reports provided for information only.
- d) Tenders.

7.10 Delegations for Matters on the Agenda

7.10.1 Persons desiring to verbally present information on matters of fact, or make a request of Council, relative to matters on the Agenda, shall give notice to the Clerk in writing, not later than four (4) hours before the commencement of the meeting of Council and may be heard on leave of the Mayor or other presiding officer of Council, but shall be limited in speaking to not more than ten (10) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than ten (10) minutes. Delegations shall be permitted to speak only once on an item.

7.8.4 All audio and visual materials presented to Council by a delegation must be reviewed by the Clerk and CAO relative to inappropriate language, graphic images or other messaging that does not reflect the decorum of Council Chambers. Such materials may include, but are not limited to, audio recordings, slide presentations, photos, videos and handouts but does not include the delegations speaking notes.

Delegations appearing relative to subsection 7.10.1 are requested to provide materials not less than five (5) business days before the commencement of the meeting of Council so they may be included in the Council Agenda Package for Council's information. Delegations appearing relative to subsection 7.10.1 must provide materials not less than 24 (twenty-four) hours in advance of the scheduled meeting.

7.10 Communications and Petitions

7.9.1 Every communication including petition designed to be presented to Council shall be legibly written or printed and shall not contain any impertinent or improper matter or language and shall be signed by at least one person and filed with the Clerk. It is recommended the petitions conform the Township's petition template, which can be obtained on the Township's official website or by contacting the Clerk or Deputy Clerk.

7.9.2 Any person who files a petition must leave their name and contact information with the Clerk.

7.9.3 Any person who signs a petition must be made aware by the person filing the petition that their names, signatures, and contact information, as included on the petition, may be included in the Council Agenda and made available to the public including publication on the Township website.

7.9.3 Every petition or communication shall be delivered to the Clerk not less than five (5) business days before the commencement of the meeting of Council and if in the opinion of the Chief Administrative Officer, it contains any impertinent or improper matter or language, the Chief Administrative Officer shall decide whether it should be included in the agenda for a Council meeting.

7.9.4 Every petition received shall be circulated to the Department Head responsible for the general service area the petition pertains to, or their designate. The Department Head, their designate, or the Chief Administrative Officer may contact the person who filed the petition to discuss the matter contained within the petition before the petition is added to the Agenda. After discussions with the Department Head, their designate or the Chief Administrative Officer have included, the person who filed the petition may contact the Clerk to withdraw the petition.

7.9.5 Communications or petitions addressed to Council shall be listed by the Clerk on the agenda and the Clerk shall briefly indicate therein the content of each such petition or communication.

7.9.6 Resolutions from other municipalities and addressed to Council shall be listed by the Clerk on the agenda for the next regular meeting, and shall be listed under Correspondence.

7.10 By-laws

7.10.1 All by-laws shall be considered by Council and shall be introduced and receive first, second and third reading by a motion;

7.10.2 Copies of all by-laws to be considered by Council shall be provided to each member of Council with the Agenda Package;

7.10.3 All by-laws when introduced shall be in type-written form, shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the date;

7.10.4 By-laws which received first and second reading at a previous meeting and have now been cleared for final reading shall be read a final time and approved in open Council;

7.10.5 Every by-law shall have three readings previous to it being passed;

7.10.6 The Clerk shall record on all by-laws enacted by Council, the date of the first, second and third readings;

7.10.7 Every by-law which has been enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Mayor and the Clerk and shall be stored in the Clerk's Department for safekeeping.

7.10.8 Editorial and Other Changes

i. The Clerk may make the following changes to By-laws or resolutions to:

a. Correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature.

b. Alter the style or presentation of text or graphics to improve electronic or print presentation.

c. Replace a description of a date or time with the actual date or time.

d. If a provision provides that it is contingent on the occurrence of a future event and the event occurs, remove text referring to the contingency and make any other changes that are required as a result.

e. When the name, title, location or address of a body, office, person, place or thing has been altered, change any reference to the name, title, location or address to reflect any alteration in name, title, location or address.

f. Correct errors in the numbering of provisions or other portions of a By-law and make any changes in cross-references that are required as a result.

g. If a provision of a transitional nature is contained in a By-law, make any changes that are required as a result.

h. Make a correction, if it is patent both that an error has been made and what the correction should be.

i. The Clerk:

a) may provide notice of the changes made under subsections 3.16(1)(a) to 3.16(1)(c) inclusive in the manner that they consider appropriate.

- b) shall provide notice of the changes made under subsections 3.16(1)(d) to 3.16(1)(h) inclusive in the manner that they consider appropriate.
- c) in determining whether to provide notice under subsection 3.16(2)(a), shall consider:
 - 1) the nature of the change; and
 - 2) the extent to which notice, and the information provided in it, would provide assistance in understanding the relevant legislative history.
- (d) in providing notice under subsection 3.16(2)(a) or 3.16(2)(b), shall state the change or the nature of the change.
- (v) No legal significance shall be inferred from the timing of the exercise of a power under this section.
- (vi) Regardless of when a change is made to a By-law under this section, the change may be read into the By-law as of the date it was enacted if it is appropriate to do so.

7.11 Notice of Motion

7.11.1 A Notice of Motion shall:

- i) be in writing;
- ii) shall be directed by the Clerk to the next regular Council meeting and shall be printed in full on the agenda.

7.11.2 Notice of all new motions except motions listed in Sections 11.8 and 11.9 shall be given in writing and delivered to the Clerk at least six (6) business days preceding the date of the meeting at which a motion is to be introduced and the motion shall be printed in full and unaltered on the agenda for that meeting of Council, as a means of introduction, and each succeeding meeting until the motion is considered or otherwise disposed of. The motion shall be submitted to the Clerk in writing which may include by email.

7.11.3 The right to move a notice of motion shall be deemed to be that of the Councillor who introduced the Notice.

7.11.4 Any amendments, except those of a typographical nature, to a Notice of Motion shall be deemed to have created a new Notice of Motion and shall be treated as such in accordance with this by-law. Amendments of a substantive manner cannot be made during a meeting without being re-introduced as though it is a new Notice of Motion.

7.11.5 When a Member's notice of motion has been called from the Chair in two successive meetings and not proceeded on, it shall be dropped from the agenda unless Council otherwise decides.

7.11.6 If Council determines that the notice of motion shall appear on the agenda at a third meeting, such notice of motion is called from the Chair and not proceeded with, it shall be deemed to have been withdrawn.

7.11.7 Any motion may be introduced without notice if Council, without debate, dispenses with notice on the affirmative vote of at least two-thirds of the members present and voting.

7.11.8 Members of Council are expected to prepare their Notice of Motion in accordance with traditional parliamentary formatting and use traditional parliamentary language. Assistance with formatting or language may be sought from the Clerk or Deputy Clerk.

7.11.9 Members of Council considering the submission of a Notice of Motion are encouraged to speak with the appropriate Department Head or CAO to ensure a Notice of Motion is the most efficient means of dealing with a matter.

7.11.10 Assistance with the substance of a Notice of Motion may be sought from the Department Head relative to the subject matter or the CAO.

7.11.11 Review of the Notice of Motion by staff shall not constitute support from staff on the content of the Motion.

7.12 Announcements

7.12.1 Members of Council may make any special event announcements or report on community activities.

7.13 Delegations

7.8.1 No person except members of Council and Township Officials shall be allowed to come within the bar during the sitting of Council without the permission of the Head of Council.

7.8.2 Persons desiring to verbally present information on matters of fact, or make a request of Council, relative to matters not on the Agenda, shall give notice to the Clerk in writing, not less than five (5) business days before the commencement of the meeting of Council and may be heard on leave of the Mayor or other presiding officer of Council, but shall be limited in speaking to not more than five (5) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than five (5) minutes. Delegations shall be permitted to speak only once on an item.

Such delegations will be asked to first discuss the matter with staff, if the matter is operational in nature or may otherwise be resolved by speaking with staff.

7.8.3 All audio and visual materials presented to Council by a delegation must be reviewed by the Clerk and CAO relative to inappropriate language, graphic images or other messaging that does not reflect the decorum of Council Chambers. Such materials may include, but are not limited to, audio recordings, slide presentations, photos, videos and handouts but does not include the delegations speaking notes.

Delegations appearing relative to subsection 7.8.2 are requested to provide materials not less than five (5) business days before the commencement of the meeting of Council so they may be included in the Council Agenda Package for Council's information. Delegations appearing relative to subsection 7.8.3 must provide materials not less than 24 (twenty-four) hours in advance of the scheduled meeting. ~~Delegations appearing relative to subsection 7.8.3 must provide materials not less than one (1) hour in advance of the Council Meeting. If a Closed Meeting, ad hoc Budget Advisory Committee Meeting or other meeting involving Members of Council and Clerk's Services staff is scheduled and noted on the Council Agenda, materials must be provided 24 (twenty-four) hours in advance of the scheduled meeting.~~

7.8.5 When any person, not being a registered delegation desires to address Council on a matter on the Agenda, they shall be permitted to do so on leave of the Mayor or other Presiding Officer. Non-

registered delegations will not be permitted to present to Council any audio or visual materials as described in subsection 7.8.3. Non-registered delegations shall be limited in speaking to not more than **three (3) minutes**. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than three (3) minutes. **Delegations shall be permitted to speak only once on an item**

7.8.6 When any person, not being a registered delegation desires to address Council on a matter not on the Agenda, they shall be permitted to do so only on a motion to such effect being passed by a majority vote of the members present. Non-registered delegations will not be permitted to present to Council any audio or visual materials as described in subsection 7.8.3. Non-registered delegations shall be limited in speaking to not more than three (3) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than three (3) minutes. **Delegations shall be permitted to speak only once on an item**

~~7.8.7 Delegations, registered or non-registered, appearing to speak relative to Public Meetings shall do so in accordance with the relative legislation or by-law regulating said Public Meeting and shall be limited in speaking to not more than ten (10) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than ten (10) minutes.~~

7.14 Adjournment

7.14.1 A motion may be made at any time by a member who has the floor, requires no seconder and need not be in writing provided that no motion to adjourn may be made during the taking of a vote on any question.

7.14.2 Where a motion to adjourn is duly moved and carried and any item of business or any by-law then before Council is left undisposed of, such item of business or by-law may be considered at the appropriate place in the order of procedure at any subsequent regular meeting of Council.

7.14.3 Where a motion to adjourn is lost no second motion to the same effect may be made until after some intermediate proceeding shall have been had.

7.14.4 On a motion to Adjourn, no Member shall leave their seat until the Chair has declared the meeting adjourned.

7.14.5 A regular or special meeting of Council or Committee shall adjourn at the hour of 11:00 pm if in session at that time and shall reconvene at such other day and time as the Members may direct by resolution.

8. RULES OF DEBATE

8.1 Any member desiring to speak shall so indicate by raising his/her hand and, upon being recognized by the Mayor or other presiding officer, shall address the Chair by stating “through you, Mayor (surname)...” or “through you, Your Worship...”

- 8.2 When two or more members raise their hands to speak the Mayor or presiding officer shall recognize the member who raised his/her hand first.
- 8.3 The Mayor or other presiding officer may state his/her position on any matter before Council without leaving the Chair, but it shall not be permissible to debate the question without first leaving the Chair after appointing a member to preside during such remarks.
- 8.4 The Mayor or presiding officer shall resume the Chair for the taking of the vote.
- 8.5 The Mayor or presiding officer may, without leaving the Chair, address Council between proceedings on any matter pertinent to the business of the municipality.
- 8.6 When a member is speaking no member shall pass between him/her and the Chair or interrupt him except to raise a point of order.
- 8.7 Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
- 8.8 No member, without leave of Council, shall speak to the same question, or in reply, for longer than ten minutes.
- 8.9 A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only of the Chair.
- 8.10 Notwithstanding Section 8.9, when a member has been recognized as the next speaker, then immediately before speaking such member may ask a question of the Mayor or presiding officer on the matter under discussion only for the purpose of obtaining information, following which the member shall speak again.
- 8.11 The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by this By-law:
- i) a point of order or personal privilege;
 - ii) presentations of petitions;
 - iii) to move the question be put;
 - iv) to adjourn.
 - v) to refer;
 - vi) to table or to postpone, defer to a day certain;
 - vii) to amend;
 - viii) to suspend the Procedural By-law
 - ix) any other procedural motion.

8.12 Speaking Order and Limit

- (i) The Chair shall determine and administer the speaking order;
- (ii) Each Member may only speak for a maximum of 5 minutes at a time during debate, however, he/she may speak as often as

he/she wishes. This time restriction does not apply to Members when they are asking questions and seeking clarification from Delegations and staff.

(iii) If requested, the mover or seconder of a Motion, has the right to be the last Member to speak on a Motion; and,

(iv) When a Member is speaking to a Motion, he/she shall confine his/her remarks to the Motion.

9. POINT OF ORDER

- 9.1 The Mayor or presiding officer shall preserve order and decide on points of order.
- 9.2 When a point of order is raised or when a member is called to order by the Mayor or presiding officer, the member speaking shall immediately cease until the Mayor or presiding officer has decided on the point of order and may further address Council only for the purpose of appealing to the Council from such decision.
- 9.3 The Mayor or presiding officer, in giving his/her decision, should cite the rule or law governing the case. The Mayor may ask for the assistance of the Clerk or Council in deciding the matter but the Mayor's decision shall be final if there is no appeal.
- 9.4 If the decision of the Mayor or presiding officer is appealed to Council, the Mayor shall restate the point in issue and ruling thereon and, without further debate, shall put the question "shall the ruling of the Chair be sustained". The Mayor or presiding officer may vote on this question and in the event of an equality of votes the Chair shall be deemed to be sustained.
- 9.5 When a member considers that his/her integrity or the integrity of Council as a whole or the integrity of staff has been impugned, he/she may as a matter of personal privilege, at any time, with the consent of the Mayor or presiding officer, draw the matter to Council's attention.

10. CONDUCT OF MEMBERS IN COUNCIL

- 10.1 No Member shall:
 - i) speak disrespectfully of the Reigning Sovereign, the Governor General, the Lieutenant Governor of any province, or any person administering the Government of Canada or this Province;
 - ii) use offensive words or unparliamentary language in or against the Council or against any Member or against any staff;
 - iii) speak on any subject other than the subject in debate;
 - iv) criticize any decision of Council except for the purpose of moving in accordance with the provisions of Section 12 that the question be reconsidered.
 - v) disobey the rules of Council, or a decision of the Mayor or presiding officer, or of Council on questions of order or practice, and upon the interpretation of the rules of Council, and in the case where a member persists in any such disobedience after having been called to order by the Mayor or presiding officer, the Mayor or presiding officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave his/her seat

for the duration of the meeting of Council", but if the member apologizes he/she may, by vote of Council, be permitted to retake his/her seat.

- 10.2 No charge shall be made which involves the character, conduct or language of a member of Council unless such member is present to reply or unless due notice has been given to such member to be present to offer a defence.
- 10.3 A question put to a member may not contain imputations, epithets, ironical expressions or hypothetical cases, nor may a question refer to debates or answers to questions in the same meeting. A question may not be put which publishes the names of persons, or contains statements not strictly necessary to render the question intelligible, or contains charges which the member who asks the question is not prepared to substantiate. The solution of an abstract legal case may not be sought by a question. A question cannot be made a pretext for a debate, and when a question has been fully answered it cannot be renewed.
- 10.4 When a member has been called to order by the Mayor or presiding officer for breach of parliamentary decorum, it is the member's duty to defer at once to the decision of the Mayor or presiding officer and to make apology by explaining that there was no intent to infringe on any rule of debate, or by immediately withdrawing the offensive or unparliamentary language which may have been used. However, if a member persists in unparliamentary conduct, the Mayor or presiding officer shall be compelled to name such member and submit such conduct to the decision of Council. In such a case, the member whose conduct is in question should explain and withdraw and it shall be for Council to decide what action to take.

11. MOTIONS

- 11.1 A motion must be formally seconded before the Mayor or presiding officer can put the question or the motion can be recorded in the minutes.
- 11.2 When a motion is presented in Council in writing, it shall be read or if it is a motion which may be presented orally, it shall be stated by the Mayor or presiding officer before debate.
- 11.3 A motion in respect of a matter which is ultra vires the jurisdiction of Council shall not be in order.
- 11.4 After a motion is read or stated by the Mayor or presiding officer, it shall be deemed to be in possession of Council but may, with the permission of Council, be withdrawn at any time before decision or amendment.
- 11.5 A motion properly before Council for decision must receive disposition before any other motion can be received except motions in respect of matters listed in Sections 11.8 and 11.9.
- 11.6 A motion called in the order in which it stands on the agenda of the routine of business of a meeting and which is not decided by Council, shall be allowed to stand retaining its precedence on the agenda of the routine of business of the next ordinary meeting of Council.
- 11.7 A motion to refer a matter under discussion by Council to Township staff or a Committee shall preclude all amendments of the main question until it is decided.

11.8 If the amendment is not considered a “Friendly Amendment”, then the motion to amend:

- i) shall be presented in writing;
- ii) shall receive disposition of Council before a previous amendment of the question;
- iii) shall be relevant to the question to be received;
- iv) shall not be received proposing a direct negative to the question;
- v) may propose a separate and distinct disposition of a question;
- vi) shall be put in the reverse order to that in which it was moved.
- vii) shall contain only one motion to amend an amendment to the question and any further amendment must be to the main question;

11.9 A motion for the previous question:

- i) cannot be amended;
- ii) cannot be proposed when there is an amendment under consideration;
- iii) shall preclude all amendments of the main question;
- iv) when resolved in the affirmative, shall to be put forward without debate or amendment;
- v) can only be moved in the following words "that the question be now put"; and,
- vi) may be voted against by the mover and seconder.

11.10 A motion on a matter of privilege shall receive disposition of Council forthwith upon receipt and when settled, the question so interrupted shall be removed to the point where it was suspended.

11.11 A motion for reference to a Committee or staff until it is decided, will preclude all amendments of the main question and any motion to postpone or defer, or to lay on the table.

- i) a motion to refer is debatable.

11.12 When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition will be taken separately.

12. RECONSIDERATION

12.1 After any question, except one of indefinite postponement, has been decided, any member may, at the same session or at a subsequent session, move for a reconsideration thereof. Such motion must be made in writing, but no discussion of the main question shall be allowed unless the motion for reconsideration is passed by a two-thirds majority of all the members of Council, nor shall any question be reconsidered more than once.

- 12.2 A motion to reconsider an amendment may not be submitted until after the original motion to which the amendment was proposed has been considered and disposed of.
- 12.3 If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite date, and debate on the question to be reconsidered may proceed as though it had never previously been voted on.
- 12.4 Debate on a motion for reconsideration must be confined to the reasons for or against reconsideration.
- 12.5 When a by-law has been defeated at any stage of the order of procedure, it shall be subject to a motion to reconsider and the foregoing rules shall apply thereto, except that, when a motion to reconsider a by-law is carried by the required majority, a motion that leave be given to introduce the said by-law shall become the next order of business and, if this motion is carried, the by-law shall be dealt with in accordance with the usual order of procedure as if it had been first introduced at the meeting during which the motion to reconsider was voted on.

13. VOTING ON MOTIONS

- 13.1 Immediately preceding the taking of the vote, the Mayor or presiding officer may state the question in the form introduced and shall do so if required by a member except when a motion for the previous question has been resolved in the affirmative. He/she shall state the question in the precise form in which it will be recorded in the minutes.
- 13.2 After a question is finally put by the Mayor or presiding officer, no member shall speak to the question or shall any other motion be made until after the vote is taken and the result has been declared.
- 13.3 Every member present at a meeting of Council when a question is put shall vote thereon unless prohibited by statute, by reason of conflict of interest or for any reason.
- 13.4 No vote will be taken in Council or Committee by ballot or by any other method of secret voting.
- 13.5 Upon the request of a member, immediately after a vote is taken, the Clerk shall record the negative vote of such member on any question.
- 13.6 If any member present at a meeting of Council when a question is put does not vote, he/she shall be deemed as voting in the negative except where he/she is prohibited from voting by law.
- 13.7 If a member disagrees with the announcement of the Mayor that a question is carried or lost he/she may, but only immediately after the declaration by the Mayor, object to the Mayor's declaration and require a recorded vote to be taken.
- 13.8 When the Mayor calls for the vote on a question each member shall remain in his/her seat until the result of the vote has been declared by the Mayor, and during such time no member shall walk across the room or speak to any other member or make any noise or disturbance.
- 13.9 When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition will be taken separately.
- 13.10 A member not present before the result of the division on a question is declared, shall not be entitled to vote on that question.

13.11 The manner of determining the decision of Council on a motion shall be at the discretion of the Mayor or presiding officer and may be by voice, show of hands or otherwise.

13.12 Upon the taking of any vote if all the members present when the vote is taken vote unanimously, the Mayor or presiding officer may direct the Clerk to record the vote accordingly.

13.13 Any question on which there is an equality of votes shall be deemed to be in the negative.

14. RECORDED VOTE

14.1 When a recorded vote is requested by a member, or is otherwise required, the Clerk shall record the name and vote of every member by ward, on any matter or question.

14.2 Where a vote is taken for any purpose and a member requests immediately prior to or immediately subsequent to the taking of the vote, that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his/her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote accordingly.

14.3 When a recorded vote is requested by any member the Clerk will call of the vote, announce the division and will record them in the minutes of the meeting.

15. RECESS

15.1 A majority vote of Members present is required to recess a meeting, and the time of return shall be announced by the Mayor or Presiding Officer.

16. COMMITTEES (ad hoc/Advisory/Special Purpose)

16.1 Ad hoc, Advisory or Special Purpose Committees may be established by Council at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Council, pursuant to Section 11 of the Municipal Act or as required by any Act or Statute of the Province of Ontario.

16.2 Establishment/Appointment

The names of the persons to be appointed to any ad hoc, Special Purpose or Advisory Committee to which Council is required or empowered to appoint persons, shall be determined by Council by resolution or by-law or as required by any Act or statute of the Province of Ontario at the first regular meeting of a new Council, or as soon thereafter as is reasonable.

16.3 General Role of Committees

The role of Committees shall generally be to:

- i) make recommendations to Council on matters which are in their jurisdictions;
- ii) guide and request staff through the Chief Administrative Officer, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required; and
- iii) receive public Delegations and establish mechanism to receive further public input within their jurisdiction.

16.4 General Role of Committee Members

The role of a committee member shall generally be to:

- i) attend committee meetings being prepared to discuss items on the Agenda;
- ii) discuss items on the Agenda in a respectful manner, and, when called, vote on the matter with the public interest in mind; and
- iii) to uphold the decision and actions of the Committee.

16.4 Election of Committee Chair

The Clerk, or their designate, shall preside at the first meeting of each Committee at the start of its term for the purpose of electing a Chair of the Committee.

16.3 Terms of Reference – Advisory Committees

Subject to the provision of any general or special Act, the Council, in establishing any Advisory Committee, will set forth Terms of Reference of the Committee, and such other provisions as the Council deems proper.

16.4 Procedures – Committees

The procedures of the Committees shall be the same as those set out for Council insofar as they are applicable, with the following exceptions:

- i) In Committees the vote on any particular item shall not be recorded however a member on request may be recorded as being opposed;
- ii) At the request of any member of the Committee present, any item on the agenda may be re-opened by a majority vote of the members present;
- iii) A quorum in any Committee is the majority of the Members of the Committee as appointed by Council, and the Mayor, if present, is a member to be included in determining the quorum;
- iv) If any Committee neglects to attend to its duties, the Council may intervene and order it to meet and report;
- v) The Chair of a Committee may vote on any question before the Committee;
- vi) Any question on which there is an equality of votes shall be deemed to be in the negative;
- vii) In Committee, members may speak more than once on the same question;
- viii) Should any member of a Committee refuse or neglect to attend the regular or special meetings thereof, the Chair may report such neglect or refusal to the Council who may remove such member from the Committee and appoint another member;
- viii) Advisory Committees shall prepare minutes and submit them to Council.

16.5 Committee Reports to Council

All Committees are required to provide bi-annual informational reports to Council to update on their activities.

17. REVIEW AND AMENDMENT TO THIS BY-LAW

- 17.1 Within six (6) months of the new term of Council, the Clerk shall review this by-law. If amendments are required, the Clerk shall follow the requirements of subsection 17.3. If no amendments are deemed necessary, the Clerk shall report same to Council.
- 17.2 If deemed necessary by Council, the CAO or the Clerk, the Clerk may review this by-law and propose amendments in accordance with section with subsection 17.3.
- 17.3 No amendment or rescinding of this by-law or any part thereof shall be considered at any meeting of Council unless notice of the proposed amendment or rescinding has been given at a previous regular meeting of Council and the waiving of this notice by Council is prohibited.
- 17.4 Amendments to and subsequent Procedural By-laws shall be reviewed by the Township solicitor prior to being considered by Council.

18. SUSPENSION OF THE RULES

- 18.1 Any rules or procedures established by this by-law, other than a quorum requirement, may be suspended at or for a particular meeting, by resolution, provided two-thirds of members present vote in favour thereof, unless prohibited by law;

18. SEVERABILITY

- 18.1 Should any section, sub-section, clause or paragraph or provision of this by-law be declared by a court or competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provisions so declared to be invalid.

19. REMARKS

- 19.1 In this by-law, words of the singular include the plural, words in the plural include the singular and words importing the masculine gender include the feminine gender where the context so requires.

20. ROBERT'S RULES

- 20.1 In all unprovided for cases in the proceedings of Council or Committee, resort shall be had to Robert's Rules of Order as a rule for guidance on the question, and in such cases the decision of the Mayor or other presiding officer shall be final and acquiesced in without debate.

21. SHORT TITLE

- 21.1 This by-law may be referred to as either the "Procedural By-law" or the "Rules of Procedure".

22. EFFECTIVE DATE

- 22.1 By-law No. 2007-63 and any other by-laws inconsistent with the provisions of this by-law are hereby rescinded.
- 22.2 This by-law shall come into force and effect on the date of passage.

READ a first and second time on the __ day of _____, 2021.

READ a third time and passed in open Council on the __ day of _____, 2021.

Mayor

Clerk

DRAFT



TOWNSHIP OF WILMOT

CORPORATE SERVICES Staff Report

REPORT NO: COR 2021-017

TO: Council

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: April 26, 2021

SUBJECT: 2020 Audited Financial Statements

RECOMMENDATION:

That Report COR 2021-017 regarding the 2021 Annual Financial Report be received for information purposes.

SUMMARY:

The Township of Wilmot financial results for 2020 were audited by Graham Matthew Professional Corporation in March and April 2021. The results of the audit will be presented by Mike Arndt CPA, CA.

BACKGROUND:

In accordance with the Municipal Act 2001, Section 296 Section 5, the auditor of a municipality shall report to the council of the municipality the audited financial report at the conclusion of the annual audit.

Municipalities are also required to submit a copy of the Financial Information Return (FIR) together with the audited financial statements to the Ministry of Municipal Affairs and Housing.

The 2020 audited financial statements and FIR were prepared by staff while working remotely under the COVID-19 pandemic protocols. Members of the Corporate Services team and our

auditors at Graham Mathew were both responsive and adaptable to this modified working environment, and completed all requirements for statements and audit in an efficient and effective manner.

A copy of the 2020 FIR was submitted to the Ministry of Municipal Affairs and Housing on March 29, 2021. The timely submission of the FIR will ensure that the Township will continue to receive Ontario Municipal Partnership Funding (OMPF) from the Ministry of Finance.

REPORT:

Graham Mathew Professional Corporation LLP was retained by the Township to prepare audited financial statements. The interim audit occurred in November 2020, and the year-end audit was completed in April 2021.

Attached to this report is the 2020 audited financial report for the Township of Wilmot, dated April 26, 2021, for information purposes.

Mr. Mike Arndt, CPA, CA of Graham Mathew Professional Corporation will be in attendance to highlight the report.

Upon Council approval, a copy of the 2020 Audited Financial Statements will be posted to the Township website.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of *Responsible Governance* through the action of *Fiscal Responsibility*. The public disclosure of financial information to Council and the community adheres to the requirements of the Municipal Act, and the Township's Policy on Accountability and Transparency.

FINANCIAL CONSIDERATIONS:

Submission of the audited financial statements and FIR to the Ministry of Municipal Affairs and Housing will ensure the distribution of quarterly payments of OMPF grant funding for 2021. This funding source is essential for the Township to maintain the operating requirements outlined within the 2021 budget.

ATTACHMENTS: 2020 Audited Financial Statements

Financial Statements of

**THE CORPORATION OF THE
TOWNSHIP OF WILMOT**

Year ended December 31, 2020

THE CORPORATION OF THE TOWNSHIP OF WILMOT

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THE CORPORATION OF THE TOWNSHIP OF WILMOT
SIX-YEAR FINANCIAL REVIEW (UNAUDITED)
(All dollar amounts are in (000's) of dollars, except per capita figures)

	2020	2019	2018	2017	2016	2015
POPULATION at the end of the year	21,957	21,850	21,643	21,429	21,151	20,982
AREA in acres at the end of the year	65,767	65,767	65,767	65,767	65,767	65,767
EMPLOYEES - continuous full time	73	66	65	62	62	61
NUMBER of households	8,059	7,991	7,757	7,681	7,581	7,520
ASSESSMENT - Taxable assessment upon which the year's rates of taxation were set						
Residential, multi-residential and farm	3,692,029	3,496,578	3,298,092	3,113,367	2,960,690	2,819,008
Commercial - all classes	149,972	140,862	132,920	131,630	128,835	116,868
Industrial - all classes	42,383	41,063	39,741	37,009	39,948	40,371
Pipeline & Managed Forests	17,995	16,570	15,070	13,740	12,984	11,877
Total	<u>3,902,379</u>	<u>3,695,073</u>	<u>3,485,823</u>	<u>3,295,746</u>	<u>3,142,457</u>	<u>2,988,124</u>
Per capita	\$ 177,728	\$ 169,111	\$ 161,060	\$ 153,798	\$ 148,573	\$ 142,414
Commercial and industrial, as a percentage of taxable assessment	5%	5%	5%	5%	5%	5%
Exempt assessment	\$ 121,622	\$ 118,614	\$ 114,627	\$ 110,821	\$ 114,611	\$ 110,791
TAX ARREARS - per capita	\$56.88	\$48.86	\$50.65	\$38.14	\$40.90	\$48.10
- percentage of current levy	3.65%	3.26%	3.45%	2.66%	2.80%	3.39%
EXPENDITURE -general municipal purposes	\$ 20,765	\$ 19,585	\$ 19,133	\$ 19,442	\$ 18,591	\$ 17,834
TRANSFERS TO THE REGION	\$ 20,364	\$ 17,943	\$ 17,287	\$ 16,766	\$ 16,394	\$ 15,949
TRANSFERS TO THE SCHOOL BOARDS	\$ 7,554	\$ 7,612	\$ 7,580	\$ 7,535	\$ 7,644	\$ 7,643
REVENUE FOR GENERAL MUNICIPAL SERVICES						
Taxation	\$ 8,719	\$ 8,116	\$ 7,870	\$ 7,592	\$ 7,419	\$ 7,153
Payment in lieu of taxes	171	173	163	161	160	157
Government grants	3,420	3,486	2,847	3,290	2,137	1,933
Fees and service charges	5,035	5,408	5,800	5,295	4,864	5,066
Equity income from Kitchener Power Corporation	809	786	849	785	806	850
Other	1,615	1,788	279	3,547	1,027	4,359
Total	<u>\$ 19,769</u>	<u>\$ 19,757</u>	<u>\$ 17,808</u>	<u>\$ 20,670</u>	<u>\$ 16,413</u>	<u>\$ 19,517</u>

THE CORPORATION OF THE TOWNSHIP OF WILMOT
SIX-YEAR FINANCIAL REVIEW (UNAUDITED)
(All dollar amounts are in (000's) of dollars, except per capita figures)

	2020	2019	2018	2017	2016	2015
NET LONG TERM LIABILITIES						
General municipal activities	\$0	\$0	\$0	\$0	\$0	\$0
- per capita	\$0	\$0	\$0	\$0	\$0	\$0
- percentage of taxable assessment	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- Municipal enterprises	Nil	Nil	Nil	Nil	Nil	Nil
CHARGES FOR NET LONG TERM LIABILITIES						
General municipal activities	\$0	\$0	\$0	\$0	\$0	\$0
-per capita	\$0	\$0	\$0	\$0	\$0	\$0
-as a tax rate	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000
ACCUMULATED SURPLUS						
- OPERATING FUND	\$8,279	\$7,145	\$5,459	\$5,157	\$1,677	\$706
- TANGIBLE CAPITAL ASSETS	\$131,811	\$135,773	\$137,684	\$139,955	\$143,567	\$146,639
- RESERVES AND RESERVE FUNDS	\$8,637	\$8,337	\$8,414	\$8,304	\$7,210	\$7,168
- KITCHENER POWER CORPORATION	\$18,924	\$18,439	\$17,965	\$17,432	\$16,972	\$16,508
DEFERRED REVENUES - obligatory reserve funds	-\$1,880	-\$1,374	-\$828	-\$947	\$1,776	\$1,708



Management Responsibility for Financial Reporting

For the Year ended December 31, 2020

The accompanying Financial Statements and all other information contained in this Annual Report are the responsibility of the management of The Corporation of the Township of Wilmot. The preparation of periodic financial statements involves the use of estimates and approximations because the precise determination of financial information frequently depends on future events. These Financial Statements have been prepared by management within the reasonable limits of materiality and within the framework of Canadian generally accepted accounting principles for governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

Prior to their submission to Council, the Financial Statements are reviewed and approved by management. In addition, management meets periodically with the Township's external auditors to approve the scope and timing of their respective audits, to review their findings and to satisfy itself that their responsibilities have been properly discharged.

Graham Mathew Professional Corporation, Chartered Professional Accountants, as the Township's appointed external auditors, have audited the Financial Statements. The external auditors have full and free access to management and Council. The Independent Auditors' Report is dated April 26, 2021 and appears on the following pages. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Financial Statements are free of material misstatements and present fairly the financial position and results of the operations of the Township in accordance with Canadian public sector accounting standards.

Grant Whittington,
Chief Administrative Officer

Patrick Kelly CPA, CMA
Director of Finance /Treasurer

INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Township of Wilmot

Opinion

We have audited the accompanying financial statements of **The Corporation of the Township of Wilmot** (the Township), which comprise the statement of financial position as at December 31, 2020, and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Township as at December 31, 2020, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

INDEPENDENT AUDITORS' REPORT (CONTINUED)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Cambridge, Ontario
April 26, 2021

Chartered Professional Accountants, authorized to practise public
accounting by the Chartered Professional Accountants of Ontario

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Statement of Financial Position

December 31, 2020

	2020	2019
Financial Assets		
Cash	\$ 15,966,674	\$ 14,671,682
Taxes receivable	1,248,972	1,067,516
Accounts receivable	1,904,066	2,504,040
Investment in Kitchener Power Corp. (note 6)	18,924,265	18,439,342
	38,043,977	36,682,580
Liabilities		
Accounts payable and accrued liabilities	2,549,006	2,037,482
Deferred revenue	1,699,240	2,313,304
Deferred revenue - obligatory reserve funds (note 8)	(1,880,316)	(1,374,423)
	2,367,930	2,976,363
Net Financial Assets	\$ 35,676,047	\$ 33,706,217
Non-Financial Assets		
Tangible capital assets (note 7)	131,811,185	135,773,316
Inventories and supplies	94,321	158,151
Prepaid expenses	70,450	56,569
	131,975,956	135,988,036
Accumulated Surplus (note 12)	\$ 167,652,003	\$ 169,694,253

See accompanying notes to financial statements.

Approved on behalf of Council

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Statement of Operations and Accumulated Surplus

Year ended December 31, 2020

	2020 Budget (Note 11b)	2020 Actual	2019 Actual
Revenues			
Taxation	\$ 8,726,811	\$ 8,718,941	\$ 8,116,007
Taxation from other governments	199,599	170,818	172,729
User fees and charges	5,919,885	4,534,625	4,962,648
Government transfer			
Canada	-	159,657	13,315
Ontario	947,460	1,997,584	1,453,672
Investment income	806,200	357,106	610,315
Interest and penalties on taxes	258,600	184,239	223,017
Other	215,000	324,803	230,550
	17,073,555	16,447,773	15,782,253
Expenses			
General government	3,265,180	3,361,210	2,595,023
Protection to persons and property	3,253,442	2,387,610	2,135,478
Transportation services	5,468,912	6,730,529	6,306,145
Environmental services	2,850,051	1,920,557	1,920,123
Health services	83,150	37,031	48,826
Recreation and cultural services	7,580,873	5,741,209	6,038,146
Planning and development	288,560	586,375	541,516
	22,790,167	20,764,521	19,585,257
Net expenses before other income (expense)	(5,716,612)	(4,316,748)	(3,803,004)
Other income (expense)			
Grants and transfers related to capital			
Deferred revenue earned	2,486,057	832,628	1,198,591
Grants and transfers - Canada	1,307,907	623,258	1,169,845
Grants and transfers - Ontario	1,405,648	639,265	849,323
Loss on disposal of tangible capital assets	-	(145,032)	(232,276)
Change in equity in Kitchener Power Corp.	-	809,023	786,470
Donations	445,000	475,100	23,792
Sale of Publications, Equipment	72,000	17,848	26,408
Interest earned on reserve funds	-	69,016	152,433
	5,716,612	3,321,106	3,974,586
Annual Surplus (Deficit)	-	(995,642)	171,582
Accumulated Surplus, beginning of the year		169,694,253	169,522,671
Asset Management Plan Adjustment (note 13)		(1,046,608)	-
Accumulated Surplus, end of the year		\$ 167,652,003	\$ 169,694,253

See accompanying notes to financial statements.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Statement of Change in Net Financial Assets

Year ended December 31, 2020

	2020 Budget (Note 11b)	2020 Actual	2019 Actual
Annual Surplus (Deficit)	\$ -	\$ (995,642)	\$ 171,582
Amortization of tangible capital assets	-	6,001,204	6,022,881
Acquisition of tangible capital assets	(7,709,096)	(3,230,714)	(4,344,082)
Loss on disposal of tangible capital assets	-	145,032	232,276
Change in inventories and supplies	-	63,830	(52,504)
Change in prepaid expenses	-	(13,880)	13,049
Increase In Net Financial Assets	(7,709,096)	1,969,830	2,043,202
Net Financial Assets, beginning of year	33,706,217	33,706,217	31,663,015
Net Financial Assets, end of year	\$ 25,997,121	\$ 35,676,047	\$ 33,706,217

See accompanying notes to financial statements.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Statement of Cash Flows

Year ended December 31, 2020

	2020	2019
Operating activities		
Annual Surplus (Deficit)	\$ (995,642)	\$ 171,582
Sources (uses)		
Taxes receivable	(181,456)	28,721
Accounts receivable	599,974	93,610
Accounts payable and accrued liabilities	511,524	(223,962)
Deferred revenue	(1,119,957)	370,375
Inventories and supplies	63,830	(52,504)
Prepaid expenses	(13,880)	13,049
	(1,135,607)	400,871
Non-cash charges to operations		
Amortization	6,001,204	6,022,881
Loss on sale of tangible capital assets	145,032	232,276
	5,010,629	6,656,028
Capital activities		
Acquisition of tangible capital assets	(3,230,714)	(4,344,082)
Investing activities		
Net increase in investments	(484,923)	(473,870)
Net increase in cash	1,294,992	1,838,076
Cash, beginning of year	14,671,682	12,833,606
Cash, end of year	\$ 15,966,674	\$ 14,671,682

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements

Year ended December 31, 2020

1. Municipal Status

The Corporation of The Township of Wilmot was created on January 1, 1973 when the municipalities of Wilmot and New Hamburg were amalgamated into a single legal entity under the Wilmot name. The Township operates as a lower tier government in the Province of Ontario, Canada. Wilmot provides municipal services such as fire protection, public works, water/sanitary distribution, urban/rural planning, recreation and cultural services, and other general government services. The Township owns 7.75% of Kitchener Power Corporation and its affiliates.

2. Summary of Significant Accounting policies:

The financial statements of the Municipality are the representation of management, prepared in accordance with local government accounting standards established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The following is a summary of the significant accounting policies followed in the preparation of these financial statements:

(a) Basis of Presentation:

(i) Financial Statements:

These statements reflect the financial assets, liabilities, operating revenues and expenses, reserve funds and reserves, changes in investment in tangible capital assets and cash flows and include the activities of all governmental functions controlled and exercised by the Township Council.

All interfund transfers have been eliminated.

(ii) Government Business Enterprises:

The government business enterprise, Kitchener Power Corp., is accounted for on the modified equity basis which reflects the Township's investment in the enterprise and its share of net income (loss) since acquisition. Under the modified equity basis, the enterprise's accounting principles are not adjusted to conform to those of the Township, and inter-organizational transactions and balances are not eliminated.

(iii) Accounting for Region and School Board Transactions:

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the School Boards and the Regional Municipality of Waterloo, are not reflected in these financial statements.

(iv) Trust Funds:

Trust funds and their related operations administered by the Municipality are not consolidated herein but are reported separately on the "Trust Funds Statement of Financial Position and Statement of Continuity" (see also Note 4).

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

2. Summary of Significant Accounting policies (continued):

(b) Non-Financial Assets

Non-financial assets are not normally available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus (deficit) of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land	not amortized
Land Improvements	15 years
Buildings	40 years
Machinery and Equipment	10 years
Technological Equipment	5 years
Vehicles	10 years
Roads (tar & chip, gravel, paved)	25 years
Bridges	60 years
Water and Wastewater	75 years

Work in progress is not amortized until the asset is available for productive use.

(ii) Contributions of Tangible Capital Assets (Donated)

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Interest Capitalization

The Township does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(iv) Works of art and cultural and historic assets

These assets are not recorded in these financial statements.

(v) Inventories and Prepaid Expenses

Inventories held for consumption are recorded at the lower of cost and replacement cost.

Prepaid expenses relate to expenditures incurred in the current period which relate to and will be expensed in a future fiscal period.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

2. Summary of Significant Accounting policies (continued):

(c) Revenue Recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible assets are acquired.

Tax revenue is recognized when it is authorized and in the period for which the tax is levied.

(d) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. These estimates and assumptions, including taxation assessment appeals, legal claims provisions, the valuation of tangible capital assets and their related useful lives and amortization, are based on management's best information and judgement and may differ significantly from future actual results.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

3. Operations of School Boards and the Region of Waterloo:

Further to note 2(a)(iii), the taxation, other revenues, and requisitions for the School Boards and the Region of Waterloo are comprised of the following:

	School Boards	Region
Taxation and user charges	\$ 7,439,350	\$ 20,245,536
Share of payments in lieu of taxes	114,471	118,812
	7,553,821	20,364,348
Payment	7,553,821	20,364,348
Overlevies (underlevies) end of year	\$ -	\$ -

4. Trust Funds:

Further to note 2(a)(iv), trust fund assets administered by the Township amounting to \$710,246 (2019 - \$1,154,718) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations and Accumulated Surplus.

5. Ontario Municipal Employees' Retirement Fund:

The Township makes matching contributions on behalf of its staff to the Ontario Municipal Employees' Retirement Fund (OMERS), which is a multi-employer plan. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service, age and rates of pay.

Employee contributions in 2020 were at rates ranging from 9.0% to 14.6% based on member earnings and were matched by the Township on a dollar for dollar basis. The amount contributed to OMERS by the Township for 2020 was \$521,765 (2019 - \$493,261) for current service and is included as an expense on the statement of operations and accumulated surplus.

The OMERS pension plan has a deficit. The last available report for the OMERS plan was on December 31, 2020. At that time the plan reported a \$3.2 billion actuarial deficit (2019 - \$3.4 billion), based on actuarial liabilities of \$113.1 billion (2019 - \$107.7 billion) and actuarial assets of \$109.9 billion (2019 - \$104.3 billion). If actuarial surpluses are not available to offset the existing deficit and subsidize future contributions, increases in contributions will be required in the future. There were no changes to contribution rates or benefits for 2020.

The Township does not participate in any past service provisions of the OMERS agreement.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

6. Investment in Kitchener Power Corp.:

Under the provincial government's Electricity Competition Act (Bill 35), Kitchener Power Corp., a holding company, along with its wholly-owned affiliates, Kitchener-Wilmot Hydro Inc., and Kitchener Energy Services Inc. was incorporated on July 1, 2004.

The Township holds 7.75% of the common shares of Kitchener Power Corp. and a 7.75% share in long-term notes payable by subsidiaries and investees of Kitchener Power Corp.

The investment in Kitchener Power Corp. consists of the following elements:

	2020	2019
Kitchener Power Corp. common shares, initial valuation	\$ 5,113,962	\$ 5,113,962
Kitchener-Wilmot Hydro Inc. long-term notes receivable	5,964,566	5,964,566
	11,078,528	11,078,528
Accumulated equity increase, beginning of year	7,360,814	6,886,944
	18,439,342	17,965,472
Share of net income for year	809,023	786,470
Dividends received in year	(324,100)	(312,600)
Cost of investment	\$ 18,924,265	\$ 18,439,342

The Kitchener-Wilmot Hydro Inc. notes bear interest at the annual rate of 3.23%, and are unsecured.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

6. Investment in Kitchener Power Corp. (continued):

The following table provides condensed financial information in respect of Kitchener Power Corp.:

	2020	2019
	(in thousands)	(in thousands)
Current assets	\$ 56,044	\$ 62,901
Long-term assets	296,370	270,829
Total assets	\$ 352,414	\$ 333,730
Current liabilities	47,790	40,994
Long-term liabilities	132,907	127,930
Total liabilities	180,697	168,924
Net assets	\$ 171,717	\$ 164,806

	2020	2019
	(in thousands)	(in thousands)
Results of operations:		
Revenues	\$ 292,372	\$ 254,597
Operating expenses	(281,933)	(244,449)
Net income	\$ 10,439	\$ 10,148
Township's share of net income - 7.75%	\$ 809	\$ 786

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

7. Tangible Capital Assets

There were no tangible capital assets contributed to the Township in 2020. Donated land and other tangible capital assets are capitalized at their fair market value at the time of receipt and included in income as “donated tangible capital assets”.

Amortization expense for the year amounts to \$6,001,204 (\$6,022,881 in 2019).

2020	Land	Land Improvements	Buildings	Machinery & Equipment	Infrastructure	Vehicles	Total
Cost							
Balance, beginning of year (Note 13)	\$ 10,315,370	\$ 4,195,211	\$ 34,247,904	\$ 4,108,487	\$ 173,765,018	\$ 6,441,997	\$ 233,073,987
Additions	\$ -	\$ 690,570	\$ 497,808	\$ 1,154,044	\$ 1,307,520	\$ 461,889	\$ 4,111,831
Disposals	\$ -	\$ (19,413)	\$ (38,714)	\$ (7,896)	\$ (995,830)	\$ (278,550)	\$ (1,340,403)
Cost, end of year	\$ 10,315,370	\$ 4,866,368	\$ 34,706,998	\$ 5,254,635	\$ 174,076,708	\$ 6,625,336	\$ 235,845,415
Accumulated amortization							
Balance, beginning of year (Note 13)	\$ -	\$ 2,354,290	\$ 12,090,355	\$ 2,472,206	\$ 79,545,838	\$ 4,674,930	\$ 101,137,619
Disposals	\$ -	\$ (19,413)	\$ (17,825)	\$ (7,896)	\$ (871,686)	\$ (278,549)	\$ (1,195,369)
Amortization expense	\$ -	\$ 262,716	\$ 845,355	\$ 392,137	\$ 4,154,847	\$ 346,149	\$ 6,001,204
Accumulated amortization, end of year	\$ -	\$ 2,597,593	\$ 12,917,885	\$ 2,856,447	\$ 82,828,999	\$ 4,742,530	\$ 105,943,454
Work in Progress	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,909,224
Net Book Value, end of year	\$ 10,315,370	\$ 2,268,775	\$ 21,789,113	\$ 2,398,188	\$ 91,247,709	\$ 1,882,806	\$ 131,811,185
2019	Land	Land Improvements	Buildings	Machinery & Equipment	Infrastructure	Vehicles	Total
Cost							
Balance, beginning of year	\$ 10,315,370	\$ 4,136,186	\$ 34,142,045	\$ 3,825,815	\$ 174,015,345	\$ 6,405,433	\$ 232,840,194
Additions	\$ -	\$ 98,182	\$ 125,121	\$ 325,632	\$ 3,364,473	\$ 36,564	\$ 3,949,972
Disposals	\$ -	\$ (39,157)	\$ (19,262)	\$ (42,960)	\$ (403,908)	\$ -	\$ (505,287)
Cost, end of year	\$ 10,315,370	\$ 4,195,211	\$ 34,247,904	\$ 4,108,487	\$ 176,975,910	\$ 6,441,997	\$ 236,284,879
Accumulated amortization							
Balance, beginning of year	\$ -	\$ 2,151,986	\$ 11,266,689	\$ 2,226,891	\$ 77,610,381	\$ 4,296,088	\$ 97,552,035
Disposals	\$ -	\$ (37,635)	\$ (13,685)	\$ (42,962)	\$ (178,729)	\$ -	\$ (273,012)
Amortization expense	\$ -	\$ 239,939	\$ 837,351	\$ 288,277	\$ 4,278,471	\$ 378,842	\$ 6,022,881
Accumulated amortization, end of year	\$ -	\$ 2,354,290	\$ 12,090,355	\$ 2,472,206	\$ 81,710,123	\$ 4,674,930	\$ 103,301,904
Work in Progress	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,790,341
Net Book Value, end of year	\$ 10,315,370	\$ 1,840,921	\$ 22,157,549	\$ 1,636,281	\$ 95,265,787	\$ 1,767,067	\$ 135,773,316

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

8. Deferred revenue - obligatory reserve funds:

A requirement of PSAB is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded.

(a) The balances in the obligatory reserve funds of the Township are summarized as follows:

	2020	2019
Recreational parkland (The Planning Act)	\$ 1,544,106	\$ 1,512,081
Development charges and sub-dividers contributions	(2,532,239)	(2,080,397)
Federal Gas Tax	103,812	102,830
Building Department (Bill 124)	(995,995)	(908,937)
	\$ (1,880,316)	\$ (1,374,423)

(b) Continuity schedule:

	2020	2019
Revenue		
Development charges and user fees	\$ 342,384	\$ 601,033
Federal Gas Tax funding	623,258	1,246,932
Investment income	(15,650)	(25,621)
	949,992	1,822,344
Deferred revenue recognized	(1,455,885)	(2,368,434)
Change in deferred revenue	(505,893)	(546,090)
Deferred revenue, beginning of year	(1,374,423)	(828,333)
Deferred revenue, end of year	\$ (1,880,316)	\$ (1,374,423)

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

9. Net long-term liabilities:

- (a) The balance of net long-term liabilities reported on the statement of financial position is made up of the following:

	2020	2019
The municipality has assumed responsibility for the payment of principal and interest charges on certain long-term liabilities issued by the Region of Waterloo. At the end of the year, the outstanding principal amount of this liability is	\$ 806,064	\$ 919,703
Of the long-term liabilities shown above, the responsibility for payment of principal and interest charges that has been assumed by individuals amounts to	(806,064)	(919,703)
Net long-term liabilities at end of year	\$ nil	\$ nil

- (b) Of the long-term liabilities reported in (a) of this note, future principal payments are summarized as follows:

	2021 to 2025	2026 and thereafter	Total
From benefiting landowners	\$ 655,489	\$ 150,575	\$ 806,064

- (c) The Township is contingently liable for the long-term liability with respect to tile drainage loans and the water system indebtedness. The total amount of this contingent liability outstanding at December 31, 2020 is \$806,064 (2019 - \$919,703).

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

10. Self Insurance Coverage:

The Township has an agreement with members of the Waterloo Region Municipalities Insurance Pool to purchase property damage and public liability insurance on a group basis and share a retained level of risk. The members pay an annual levy to fund insurance coverage, losses, and contribute to a surplus. The pool has purchased insurance to fund losses above a pre-determined deductible and any losses above a pre-determined total in any year.

The Township is self-insured for public liability claims up to \$10,000 (2019 - \$10,000) for any individual claim and \$10,000 (2019 - \$10,000) for any number of claims arising out of a single occurrence. Outside coverage is in place for claims in excess of these limits.

During the year, claims amounting to \$70,776 (2019 – \$74,012) were settled and insurance premiums of \$203,837 (2019 - \$221,029) were paid. Both amounts are reported as an expenditure on the Statement of Operations and Accumulated Surplus.

The Township is, from time to time, involved in legal suits of varying dollar amounts for which no provision for possible liability has been recorded in these financial statements. In the event the Township is found liable, any amounts not recoverable from Township's insurers will be adjusted against future revenues.

11. Other explanatory notes

(a) Expenditures by object

The following is a summary of the operating expenditures on the statement of financial activities by the object of expenditure:

	2020	2019
Salaries, wages and employee benefits	\$ 8,130,754	\$ 8,103,512
Materials	5,983,767	5,137,435
Amortization	6,001,204	6,022,881
Contracted services	595,820	264,064
External transfers	52,976	57,365
	\$ 20,764,521	19,585,257

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

11. Other explanatory notes: (continued)

(b) Budget Figures

Budget figures reported on the Statement of Operations and Accumulated Surplus are based on the 2020 operating and capital budgets, as approved by Council. Approved budget figures have been reclassified and adjusted for the purposes of these financial statements to comply with Public Sector Accounting Board (PSAB) reporting requirements. The Township has provided the following reconciliation of the PSAB reported surplus to the approved Council budget.

	2020	2019
Annual Surplus (Deficit) under PSAB	\$ (995,642)	\$ 171,582
Less:		
Grants and transfer related to capital	2,762,352	1,464,438
Deferred Revenue, net change	300,454	(77,324)
Contribution from Developers	754,254	1,112,120
Tangible capital assets additions	3,230,714	4,344,082
Increase in Government Business Enterprises	484,923	473,870
	7,532,697	7,317,185
Add:		
Amortization	6,001,204	6,022,881
Capital expenses	2,382,103	890,445
Loss on disposal of capital assets	145,032	232,276
	8,528,339	7,145,603
Budget Surplus, Council approved	\$ -	\$ -

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

12. Accumulated surplus

	2020	2019
Reserve and Reserve Funds		
Baden West Noise Wall	73,149	72,457
Elections	35,397	14,623
Hamilton Road Noise Wall	144,717	143,348
Heritage Lighting	5,884	5,828
Infrastructure Reserve - Cemetery	(66,108)	(53,465)
Infrastructure Reserve - Equipment	480,620	678,212
Infrastructure Reserve - Facilities	688,919	921,223
Infrastructure Reserve - Sanitary Sewers	2,289,435	1,934,422
Infrastructure Reserve - Street Lighting	(100,900)	(164,709)
Infrastructure Reserve - Transportation	609,928	830,831
Infrastructure Reserve - Water	3,373,134	3,039,941
Infrastructure Reserve - Water Meter	559,916	411,193
Municipal Accomodation Tax	1,973	780
Self-Insurance	20,000	-
Winter Maintenance	19,073	-
Working Funds	502,139	502,139
Total Reserves and Reserve Funds	8,637,278	8,336,824
Surplus		
Invested in tangible capital assets	131,811,185	135,773,316
Operating Fund	27,203,540	25,584,113
Total Surplus	159,014,725	161,357,429
Accumulated Surplus	167,652,003	\$ 169,694,253

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

13. Asset Management Plan Adjustment

In accordance with the Ontario Regulation 577/17 "Asset Management Planning for Municipal Infrastructure" the Township of Wilmot continues to work towards a comprehensive Asset Management Plan (AMP) for Township infrastructure.

As a result of these works, certain infrastructure tangible capital assets were revalued to match AMP data resulting in a decrease in tangible capital assets as follows:

Cost	\$	3,210,892
Accumulated amortization		<u>2,164,285</u>
Net Book Value	\$	<u>1,046,607</u>

The impact of this adjustment in 2020 was decrease in accumulated surplus of \$1,046,607.

Amortization for 2020 and future years will decrease as a result of this restatement of the net book value of the infrastructure tangible capital assets. The impact for 2020 was a decrease in amortization amounting to approximately \$21,000.

14. Segmented Information

Segmented information has been identified based upon lines of service provided by the Township. Township services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service have been separately disclosed in the segmented information, along with the services they provide.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment, and amounts that are allocated on a reasonable basis.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 2.

(i) General Government:

The Township is responsible for the delivery of administrative services, including Council, Clerks, Finance, Information Technology, By-Law Enforcement and Human Resources.

(ii) Protection Services – Fire:

The Township is responsible for the delivery of Fire and Rescue services.

(iii) Transportation Services:

The Township is responsible for the delivery of municipal public works services related to the maintenance of roadway systems.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

14. Segmented Information (continued):

(iv) Environmental Services:

The Township is responsible for environmental programs such as the engineering and operation of water distribution and wastewater collection systems.

(v) Health Services:

The Township is responsible for the care, maintenance and operations of the Riverside Cemetery.

(vi) Recreation and Cultural Services:

The Township is responsible for operation and rental of space in facilities such as Wilmot Recreation Complex, New Hamburg Arena/CC, Community Parks and Castle Kilbride.

(vii) Development Services:

The Township is responsible for development services which includes planning services, economic development and building permit administration.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Financial Statements, continued

Year ended December 31, 2020

14. Segmented Information (continued):

Year Ended December 31, 2020	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation & Culture	Development Services	Total
Revenue								
Taxation	\$ 1,520,991	\$ 887,142	\$ 3,126,767	\$ -	\$ -	\$ 2,811,438	\$ 543,422	8,889,759
User fees and charges	100,487	20,937	107,160	2,778,380	76,632	772,049	711,160	4,566,805
Government Transfers								
Canada	3,600	-	623,258	-	-	11,644	-	638,502
Ontario	1,041,602	98,039	1,164,531	54,500	-	330,960	91,631	2,781,262
Investment income	208,924	74,443	336,065	188,792	5,107	323,798	98,016	1,235,145
Interest and penalty on taxes	184,239	-	-	-	-	-	-	184,239
Other	284,046	110,923	21,049	-	-	932,594	124,555	1,473,167
Total Revenue	3,343,888	1,191,483	5,378,830	3,021,672	81,739	5,182,483	1,568,784	19,768,879
Expenses								
Salaries, Wages, Benefits	1,800,098	905,581	1,288,581	520,540	16,018	2,831,567	768,369	8,130,754
Materials and Services	1,578,739	554,673	1,990,465	364,285	15,678	1,822,584	253,163	6,579,587
Grants to Organizations	-	-	-	-	-	52,976	-	52,976
Amortization	138,949	330,932	3,451,483	1,035,732	5,335	1,034,082	4,691	6,001,204
Internal Transfers	(426,880)	11,633	(376,420)	701,977	39,490	(27,900)	78,100	-
Total Expenditures	3,090,906	1,802,819	6,354,109	2,622,534	76,521	5,713,309	1,104,323	20,764,521
Annual surplus (deficit)	\$ 252,982	\$ (611,336)	\$ (975,279)	\$ 399,138	\$ 5,218	\$ (530,826)	\$ 464,461	\$ (995,642)

Year Ended December 31, 2019	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation & Culture	Development Services	Total
Revenue								
Taxation	\$ 1,139,078	\$ 760,013	\$ 2,941,221	\$ -	\$ -	\$ 2,929,881	\$ 518,543	8,288,736
User fees and charges	191,531	47,700	44,547	2,377,551	69,113	1,705,892	652,528	5,088,862
Government Transfers								
Canada	5,860	-	1,169,845	-	-	7,455	-	1,183,160
Ontario	171,273	90,390	1,586,670	-	-	378,141	76,521	2,302,995
Investment income	157,038	125,190	473,788	236,715	5,889	430,369	120,230	1,549,218
Interest and penalty on taxes	223,017	-	-	-	-	-	-	223,017
Other	146,850	500,659	(153,898)	400,750	-	57,306	169,184	1,120,851
Total Revenue	2,034,647	1,523,951	6,062,173	3,015,016	75,002	5,509,044	1,537,006	19,756,839
Expenses								
Salaries, Wages, Benefits	1,510,310	915,196	1,221,710	576,803	22,440	3,112,571	744,482	8,103,512
Materials and Services	1,078,110	396,385	1,498,927	321,886	21,834	1,859,656	224,701	5,401,499
Grants to Organizations	-	-	-	-	-	57,365	-	57,365
Amortization	158,092	240,050	3,585,508	1,021,434	4,552	1,008,554	4,691	6,022,881
Internal Transfers	(403,563)	11,625	(256,402)	546,478	20,882	(11,728)	92,708	-
Total Expenditures	2,342,949	1,563,256	6,049,743	2,466,601	69,708	6,026,418	1,066,582	19,585,257
Annual surplus (deficit)	\$ (308,302)	\$ (39,305)	\$ 12,430	\$ 548,415	\$ 5,294	\$ (517,374)	\$ 470,424	\$ 171,582

15. Uncertainty Regarding COVID-19

As the COVID-19 pandemic continues to impact the economy, it could result in a significant negative impact on various aspects of the Township's operations. As of the time of authorization of these financial statements, it is not possible to estimate the length and severity of these developments and their impact on the financial results and operations of the Township.

Trust Funds Financial Statements of

**THE CORPORATION OF THE
TOWNSHIP OF WILMOT**

Year ended December 31, 2020

INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Township of Wilmot

Opinion

We have audited the accompanying financial statements of the **Trust Funds of The Corporation of the Township of Wilmot** (the Township), which comprise the statement of financial position as at December 31, 2020, and the statement continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the trust funds of the Township as at December 31, 2020, and its financial performance for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the trust funds of the Township to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the trust funds of the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process of the trust funds of the Township.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

INDEPENDENT AUDITORS' REPORT (CONTINUED)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the trust funds of the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the trust funds of the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads "Graham Mathew Professional Corporation". The signature is written in a cursive, flowing style.

Cambridge, Ontario
April 26, 2021

Chartered Professional Accountants, authorized to practise public
accounting by the Chartered Professional Accountants of Ontario

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Trust Funds Statement of Continuity

Year ended December 31, 2020

	Riverside Cemetery	Castle Kilbride	WRC Youth Ctr	WRC Adult Ctr	Baden Comm Ctr	Financial Assistance	Fairmont Cemetery	Festival of Lights	Wilmot Fire Service	Trail System	Wilmot Splash Pad	TOTALS	
												2020	2019
Opening Balance	367,434	38,567	24,029	17,660	19,570	8,977	36,242	2,330	2,553	554,029	83,327	1,154,718	1,113,975
Receipts:													
Donations		1,204							4,500			5,704	41,677
Care & Maintenance	14,861						200					15,061	10,664
Transfer from Revenue Fund						1,045						1,045	1,015
Investment Income	4,023	421	262	192	213	92	389	25	39	4,068	908	10,632	25,178
	18,884	1,625	262	192	213	1,137	589	25	4,539	4,068	908	32,442	78,534
Expenditures:													
Transfer to Revenue Fund	4,023		117						2,628	23,837		30,605	11,886
Transfer to Capital Fund										445,000		445,000	23,792
Transfer to Others						503	806					1,309	2,113
	4,023	-	117	-	-	503	806	-	2,628	468,837	-	476,914	37,791
Ending Balance	382,295	40,192	24,174	17,852	19,783	9,611	36,025	2,355	4,464	89,260	84,235	710,246	1,154,718

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Trust Funds Statement of Financial Position

December 31, 2020

	Riverside Cemetery	Castle Kilbride	WRC Youth Ctr	WRC Adult Ctr	Baden Comm Ctr	Financial Assistance	Fairmont Cemetery	Festival of Lights	Wilmot Fire Service	Trail System	Wilmot Splash Pad	TOTALS	
												2020	2019
Assets													
Cash	382,295	40,192	24,174	17,852	19,783	9,611	36,025	2,355	4,464	89,260	84,235	710,246	\$ 1,154,718
	382,295	40,192	24,174	17,852	19,783	9,611	36,025	2,355	4,464	89,260	84,235	\$ 710,246	\$ 1,154,718
Liabilities and Fund Balances													
Fund Balance	382,295	40,192	24,174	17,852	19,783	9,611	36,025	2,355	4,464	89,260	84,235	710,246	1,154,718
	382,295	40,192	24,174	17,852	19,783	9,611	36,025	2,355	4,464	89,260	84,235	\$ 710,246	\$ 1,154,718

See accompanying notes to financial statements

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Notes to Trust Funds Financial Statements

Year ended December 31, 2020

1. Accounting Policies

The financial statements of The Trust Funds of the Corporation of the Township of Wilmot are the representation of management prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

(a) Basis of Accounting

Donation receipts are reported on the cash basis of accounting. Investment income is reported on the accrual basis of accounting.

Expenditures, including transfers to the operating fund, are reported on the cash basis of accounting.

(b) Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. These estimates and assumptions are based on management's best information and judgement and may differ significantly from future actual results.



TOWNSHIP OF WILMOT

CORPORATE SERVICES *Staff Report*

REPORT NO: COR 2021-016

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: April 26, 2021

SUBJECT: 2021 Final Tax Levy By-Law

RECOMMENDATION:

THAT report COR 2021-016 prepared by the Manager of Finance / Deputy Treasurer, regarding the 2021 Final Tax Levy By-law be received.

SUMMARY:

This report outlines the 2021 Final Tax Levy By-Law to establish tax rates and collect property taxes for the 2021 property tax year.

BACKGROUND:

Council approved the 2021 Municipal Budget on February 8, 2021. The approved Budget includes a total Tax Levy for municipal purposes of \$9,087,350. By-law 2021-23, presented for Council's approval, will give Corporate Services staff the authority to issue the final tax bills for 2021.

REPORT:

Through the 2021 budget process, it was determined that the levy required for municipal operating and capital needs for the year would be \$9,087,350. In addition to the municipal levy, the Township is responsible for billing on behalf of the Region of Waterloo and School Boards.

Final tax bills are issued upon receipt of information on Regional tax ratios and tax rates, as well as information from the Ministry on the distribution of taxes amongst the four school boards.

Upon Council's approval of the by-law, staff will prepare final tax bills to the ratepayers in the Township.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned in many ways with each of the five (5) main goal areas, and corresponding strategies within the Township Strategic Plan. The strategic alignment was outlined in detail throughout each of the 2021 budget reports. These rates of taxation are required to raise the 2021 tax levy. The revenue from this levy will assist in fulfilling the 2021 financial requirements of the Township.

FINANCIAL CONSIDERATIONS:

The tax levy is utilized to fund both the operating and capital expenses of the Township of Wilmot, as identified within the 2021 budget.

ATTACHMENTS:

- By-Law 2021-23 Final Tax Levy & Rates



TOWNSHIP OF WILMOT

PUBLIC WORKS & ENGINEERING Staff Report

REPORT NO: PW2021-09

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

PREPARED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering
David Kleine, CRS-I, Supervisor of Operations, Roads
Chris Thorne, C.Tech, Supervisor of W/WW
Bryan Bishop, CET, Manager of Engineering

REVIEWED BY: Grant Whittington, CAO

DATE: April 26, 2021

SUBJECT: 1st Quarter 2021 Operations Activity Report
January – March 2021

RECOMMENDATION:

THAT the Public Works Operations 1st Quarter Activity Report for the months of January, February and March be received for information.

SUMMARY:

Operating activities for the first quarter have been focused on the following actions:

Public Works

- Roads – Winter Control and response, street tree hazard maintenance, road patching and repairs
 - Water/Wastewater – administrative license renewals, hydrant maintenance and repairs, locate processing, regulatory sampling, lift station maintenance
 - Budget and work program planning for 2021
-

Engineering

- Capital project design and tendering
 - Budget and work program planning for 2021
 - Continued operations for approvals and consents, development
 - Program, policy and by-law planning
-

Both operating sections have been performing and wrapping up winter maintenance and operating activity, and preparing for summer construction activity. DWQMS and drinking water system administration and licensing protocols was active from 2020 Q4 into 2021 Q1 as staff completed internal audit, license renewal activity and inspection activities.

BACKGROUND:

Public Works staff report Operations activity to Council on a quarterly basis.

REPORT:

The attached summaries highlight the activities of Public Works-Operations for the 1st quarter of 2021.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report supports the goals and strategies of:

- Responsible Governance through Active Communications, Fiscal Responsibility and Infrastructure Investments.

FINANCIAL CONSIDERATIONS:

There are no financial considerations as a direct result of this report.

ATTACHMENTS:

Attachment 1 – Departmental Operating Activity Report

ROADS (TRANSPORTATION SERVICES)	
Minimum Maintenance Standards (MMS)	<ul style="list-style-type: none"> • Weekly road patrol • Winter maintenance road patrols.
Bridges, Culverts and Drainage	<ul style="list-style-type: none"> • Thawed several culverts that froze up and water did not flow.
Roadside	<ul style="list-style-type: none"> • Trimmed all the boulevard trees on Eby Crescent and Daniells Crescent to allow traffic and pedestrians no obstructions. • Cut down dead trees on road allowance both rural and urban.
Loose Top	<ul style="list-style-type: none"> • Shoulder grading on all asphalt surfaced roads(started in March) • Graded gravel roads to help release frost and shape the roads. • Gravel applied to a section of the Oxford Waterloo road due to flood damage.
Hardtop	<ul style="list-style-type: none"> • On-going patching potholes generated from road patrol work orders. • Temporary repairs made to the road surface and shoulder of Holland Mills Rd from flooding across the road. Asphalt repairs to the road surface will take place early summer.
Safety Devices and Signage	<ul style="list-style-type: none"> • Replaced missing and damaged road signs. • Straightened rural sign posts twisted or bent from the wind or snow.
Gravel Pit	<ul style="list-style-type: none"> • No Report.
Winter Control & Event Response	<ul style="list-style-type: none"> • Twenty five days of plowing and applying de icing material to the roads. •
WATER/WASTEWATER (ENVIRONMENTAL SERVICES)	
Operations & Maintenance	<ul style="list-style-type: none"> • Hydrant maintenance program commencement Main valve box repair – 3 • Water shut offs – 2 • Curb stop / service box repairs / investigations– 6 • Fire flow tests – 2 • Service all distribution sample sites • File scanning / digital conversion started • Distribute and retrieve hydrant markers • Ongoing vehicle maintenance

PUBLIC WORKS AND ENGINEERING 2021 ACTIVITY REPORT– Q1 (January-March)

	<ul style="list-style-type: none"> • New construction inspection • Dig out and remove snow from fire hydrants • Annual service for all backup hydro generators • Employment lands gravity sewer investigation • Pump out hydrants following fire department use • Start sewer main flushing program
Locates Processed	<ul style="list-style-type: none"> • 68 Locates processed between January 1st and March 31st •
Meter installs/change-outs/inspections	<ul style="list-style-type: none"> • 9 water meter installs/changeouts/inspections between January 1st and March 31st • Monthly water meter reading issue investigation/training
Water Quality/ Adverse Reports	<ul style="list-style-type: none"> • Weekly chlorine residual sampling • No incidents of adverse water quality between January 1st and March 31st • Water quality/pressure/leak investigations – 3 •
Water Main Breaks/Excavation	<ul style="list-style-type: none"> • water main break (1) • Service leaks - 2
Storm Main/Blockages	<ul style="list-style-type: none"> •
Sanitary Main/Lateral Blockages	<ul style="list-style-type: none"> • Routine flushing and preventative maintenance program • Sanitary main blockage - 2
Lift Station Maintenance	<ul style="list-style-type: none"> • Weekly operational checks • Lift station storage tank investigation • Minor building repairs • Pump blockages – 1 • Transducer/Pump investigations - 1
SWM Facility Maintenance	<ul style="list-style-type: none"> •
DWQMS	<ul style="list-style-type: none"> •
ENGINEERING SERVICES	
Traffic Network Operations	<ul style="list-style-type: none"> • Region's-Automated Speed Enforcement program (ASE) implementation ongoing • Many traffic operations initiatives are on hold during pandemic response, looking to restart this program for Q2/3 2021 • Resident concerns being documented and tracked for resolution at a later date. Significant backlog in traffic review items • Road Speed Display Sign locations being reviewed for 2021

PUBLIC WORKS AND ENGINEERING 2021 ACTIVITY REPORT– Q1 (January-March)

	<ul style="list-style-type: none"> installation Haysville speed signs installed and operational – staff will review location/siting for permanent installation locations in 2021
Municipal Consents/Permits	<ul style="list-style-type: none"> Site inspections, deposit releases on-going 26 MC and 30 permits applications processed Rogers and Mornington SWIFT projects ongoing. Mornington MAA completed
Development Activity	<ul style="list-style-type: none"> Servicing strategies being reviewed for core urban areas to support Official Plan changes and anticipated development phasing Various site plans, zone change and infill activity on-going
GIS/Infrastructure Mapping	<ul style="list-style-type: none"> GIS focus on linear assets for stormwater system mapping, SWM mapping Workload planning for 2021 sanitary asset categories data collection Reviewing linear consolidated licensing requirements and GIS requirements to support the regulatory download
Design Standards & Specifications	
Municipal Drains	<ul style="list-style-type: none"> On-going maintenance work through the Drainage Superintendent Various design, construction projects continuing through 2021 Backlog and substantial workload in municipal drainage works for maintenance and capital being completed through the Drainage Superintendent and staff
Reforestation Program	<ul style="list-style-type: none"> Tree removals and replacement for roads operating activity
Streetlights	<ul style="list-style-type: none"> KW Hydro maintaining lights and fixtures as needed
DC Project Activity	<ul style="list-style-type: none"> Morningside Sanitary Trunk EA – on-going Baden / New Hamburg Trunk sanitary servicing discussions Snyder's Road East construction – Anticipated start late May 2021 Update to Development Charges Bylaw amendment
DEPARTMENT	
Service Issues and Requests	<ul style="list-style-type: none"> Formal PW&E tracking log created to track service inquiries and respond to customer concerns / enquiries (ex. Infrastructure concerns and reporting, general complaints/requests for PW&E activities). Approximately 5 active queries at end of Q1 with approximately 60 cleared queries in Q1
Safety/Training	<ul style="list-style-type: none"> Three seasonal staff were on-boarded for Operations New staff were on-boarded with Wilmot H&S, COVID training requirements

PUBLIC WORKS AND ENGINEERING 2021 ACTIVITY REPORT– Q1 (January-March)

Capital Program	<ul style="list-style-type: none"> • Region Notre Dame Drive Reconstruction (St. Agatha WM looping) • Region Nafziger Rd – Roundabout / Transmission WM design • Region New Dundee Water Treatment EA • Region Trussler Rd – Road Widening • Region Baden / New Hamburg Wastewater masterplan • Region Bleams / Jacob / Riverside / Victoria / Boullee / employment lands Transmission WM discussions / terms of reference developmentwith Region • Nafziger Watermain design • Wilmot Street and Gingerich Road watermain connection - Commencing • 2021 maintenance contract preparations and award • Bridge Street Bridge EA ongoing • Wilmot / Church St. Phase 1 construction on-going • Inflow and Infiltration project on-going • Linear ECA consolidation project on-going to meet Provincial requirements
Asset Management	<ul style="list-style-type: none"> • Continued focus on data collection and data quality •
Budget - Capital and Operating	<ul style="list-style-type: none"> • 2020 Project closeout and carry forwards • 2021 capital and operating budget work • Update 10 year planning forecast
Insurance Claims	<ul style="list-style-type: none"> •
Fleet & Equipment	<ul style="list-style-type: none"> •



TOWNSHIP OF WILMOT

FIRE SERVICES *Staff Report*

REPORT NO: FD 2021-03

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Donna Erb, Administrative Assistant

REVIEWED BY: Grant Whittington, CAO

DATE: April 26, 2021

SUBJECT: First Quarter Activity Report

RECOMMENDATION:

That the Fire Department Activity Report for the first quarter of 2021 be received for information purposes.

SUMMARY:

Not applicable.

BACKGROUND:

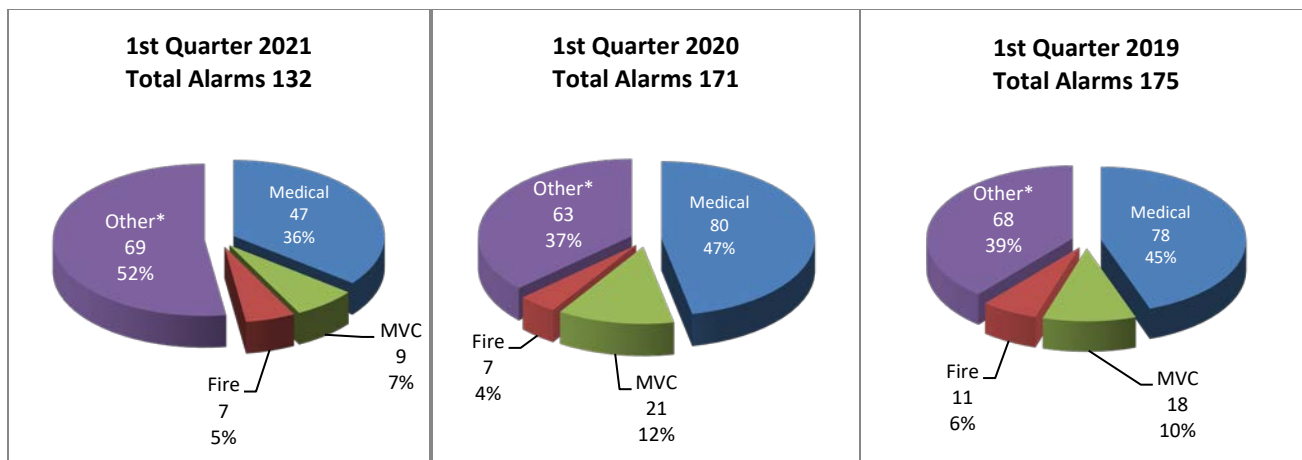
Not applicable.

REPORT:

The attached information shows the fire alarm activities for the three stations, as well as the activities from the Fire Prevention Officer and the Training Officer.

In total during the first quarter of 2021, the Fire Department responded to a total of 132 alarms. Of these, 10 incidents were a 2 station response and 7 incidents were a 3 station response. For the same period in 2020, the department responded to 171 alarms with 10 incidents being a 2 station response and 2 incidents requiring a 3 station response. In 2019, the department responded to 175 incidents with 6 incidents being a 2 station response and 2 incidents being a 3 station response.

First Quarter Alarm Stats Comparison



*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Communicating municipal matters.

FINANCIAL CONSIDERATIONS:

Not applicable.

ATTACHMENTS:

Alarm Stats
Fire Prevention Officer Report
Training Officer Report



Township of Wilmot Fire Department

Fire Chief Rod Leeson

60 Snyder's Road West, Baden N3A 1A1

1st Quarter Alarm Stats Comparison - Station 1 - Baden

Response Type

	2021	2020	2019
1 Fire	3	3	5
3 No Loss Outdoor Fire	2	0	0
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	1	0
24 Other Cooking/toasting/smoke/steam (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	1	6	2
32 Alarm System Equipment - Accidental activation	0	1	2
33 Human - Malicious intent, prank	0	1	0
34 Human - Perceived Emergency	1	0	3
36 Authorized controlled burning - complaint	1	0	0
37 CO false alarm - perceived emergency (no CO present)	0	0	1
38 CO false alarm - equipment malfunction (no CO present)	1	1	1
50 Power Lines Down, Arcing	0	0	1
53 CO incident, CO present (exc false alarms)	2	0	1
61 Vehicle Extrication	2	0	0
62 Vehicle Collision	5	8	13
701 Oxygen administered	0	1	0
702 CPR administered	1	0	0
71 Asphyxia, Respiratory Condition	0	0	1
73 Seizure	0	1	1
76 Chest pains or suspected heart attack	3	2	4
84 Medical Aid Not Required on Arrival	1	1	1
85 Vital signs absent, DOA	0	2	1
86 Alcohol or drug related	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	0	4
89 Other Medical/Resuscitator Call	2	5	2
898 Medical/resuscitator call no action required	0	1	0
93 Assistance to Other Agencies (exc 921 and 922)	2	5	4
94 Other Public Service	0	1	1
96 Call cancelled on route	3	4	7
97 Incident not found	0	1	0
98 Assistance nor required by other agency	11	11	14
99 Other Response	1	0	0
Assist Another Wilmot Station at an incident	7	8	6
Total Number of Responses	71	65	75



Township of Wilmot Fire Department

Fire Chief Rod Leeson

60 Snyder's Road West, Baden N3A 1A1

1st Quarter Alarm Stats Comparison - Station 2 - New Dundee

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	0	2	4
3 No Loss Outdoor Fire	0	1	1
21 Overheat (no fire, e.g., engines, mechanical devices)	1	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	1	0
29 Other pre fire conditions (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	0	0	1
32 Alarm System Equipment - Accidental activation	1	0	2
33 Human - Malicious intent, prank	0	1	0
35 Human - Accidental (alarm accidentally activated by person)	1	0	1
36 Authorized controlled burning - complaint	0	1	0
45 Spill - Gasoline or Fuel	0	1	0
57 Public Hazard no action required	0	0	1
59 Other Public Hazard	0	1	0
62 Vehicle Collision	1	3	0
67 Water Rescue	0	1	0
701 Oxygen administered	0	2	1
702 CPR administered	1	0	0
71 Asphyxia, Respiratory Condition	1	4	2
73 Seizure	1	0	0
76 Chest pains or suspected heart attack	3	3	1
84 Medical Aid Not Required on Arrival	2	1	0
85 Vital signs absent, DOA	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	0	1
89 Other Medical/Resuscitator Call	0	3	2
898 Medical/resuscitator call no action required	0	0	1
96 Call cancelled on route	2	0	1
98 Assistance not required by other agency	3	1	0
Assist Another Wilmot Station at an incident	9	1	2
Total Number of Responses	27	28	22



Township of Wilmot Fire Department

Fire Chief Rod Leeson

60 Snyder's Road West, Baden N3A 1A1

1st Quarter Alarm Stats Comparison - Stn 3 - New Hamburg

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	4	2	2
21 Overheat (no fire)	0	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	0	0
29 Other pre fire conditions (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	3	2	4
32 Alarm System Equipment - Accidental activation (exc. code 35)	3	3	2
34 Human - Perceived Emergency	0	2	0
35 Human - Accidental (alarm accidentally activated by person)	2	2	1
37 CO false alarm - perceived emergency (no CO present)	2	2	1
38 CO false alarm - equipment malfunction (no CO present)	1	3	0
39 Other False Fire Call	1	0	0
53 CO Incident, CO present (exc false alarms)	2	0	0
58 Public Hazard call false alarm	0	0	1
59 Other Public Hazard	1	1	0
61 Vehicle Extrication	0	1	2
62 Vehicle Collision	1	9	3
69 Other Rescue	1	0	0
701 Oxygen administered	0	6	21
702 CPR administered	1	2	1
71 Asphyxia, Respiratory Condition	3	10	9
73 Seizure	0	1	1
76 Chest pains or suspected heart attack	11	7	10
82 Burns	0	1	0
84 Medical Aid Not Required on Arrival	3	3	1
85 Vital signs absent, DOA	3	2	1
86 Alcohol or drug related	0	0	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	2	4	3
89 Other Medical/Resuscitator Call	6	10	5
898 Medical/resuscitator call no action required	2	6	3
93 Assistance to Other Agencies (exc 921 and 922)	2	1	0
94 Other Public Service	0	0	1
96 Call cancelled on route	6	4	5
97 Incident not found	1	0	1
98 Assistance not required by other agency	8	3	5
Assist Another Wilmot Station at an incident	8	5	2
Total Number of Responses	78	92	88



Township of Wilmot Fire Department
 Fire Chief Rod Leeson
 60 Snyder's Road West, Baden N3A 1A1
1st Quarter Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2021	2020	2019
1 Fire	7	7	11
3 NO LOSS OUTDOOR fire (see exclusions)	2	1	1
21 Overheat (no fire, e.g. engines, mechanical devices)	2	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	2	0
24 Other Cooking/toasting/smoke/steam (no fire)	1	0	0
29 Other pre fire conditions (no fire)	0	0	2
31 Alarm System Equipment - Malfunction	4	8	7
32 Alarm System Equipment - Accidental activation (exc. code 35)	4	4	6
33 Human - Malicious intent, prank	0	2	0
34 Human - Perceived Emergency	1	2	3
35 Human - Accidental (alarm accidentally activated by person)	3	2	2
36 Authorized controlled burning - complaint	1	1	0
37 CO false alarm - perceived emergency (no CO present)	2	2	2
38 CO false alarm - equipment malfunction (no CO present)	2	4	1
39 Other False Fire Call	1	0	0
45 Spill - Gasoline or Fuel	0	1	0
50 Power Lines Down, Arcing	0	0	1
53 CO incident, CO present (exc false alarms)	4	0	1
57 Public Hazard no action required	0	0	1
58 Public Hazard call false alarm	0	0	1
59 Other Public Hazard	1	2	0
61 Vehicle Extrication	2	1	2
62 Vehicle Collision	7	20	16
67 Water Rescue	0	1	0
69 Other Rescue	1	0	0
701 Oxygen administered	0	9	22
702 CPR administered	3	2	1
71 Asphyxia, Respiratory Condition	4	14	12
73 Seizure	1	2	2
76 Chest pains or suspected heart attack	17	12	15
82 Burns	0	1	0
84 Medical Aid Not Required on Arrival	6	5	2
85 Vital signs absent, DOA	3	5	2
86 Alcohol or drug related	0	1	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	3	4	8
89 Other Medical/Resuscitator Call	8	18	9
898 Medical/resuscitator call no action required	2	7	4
93 Assistance to Other Agencies (exc 921 and 922)	4	6	4
94 Other Public Service	0	1	2
96 Call cancelled on route	11	8	13
97 Incident not found	1	1	1
98 Assistance not required by other agency	22	15	19
99 Other Response	1	0	0
Total Number of Responses	2021 132	2020 171	2019 175
Incidents with a 2 station response	10	10	6
Incidents with a 3 station response	7	2	2



TOWNSHIP OF WILMOT FIRE DEPARTMENT
FIRE PREVENTION REPORT
QUARTERLY REPORT
Period ending March 31/2021

Wilmot Fire Department Fire Prevention Division has been working diligently to raise awareness about fire safety and to support business owners and tenants in gaining compliance with the Ontario Fire Code and Fire Protection and Prevention Act. The following outlines specific areas Fire Prevention has been working on:

- Fire code compliance inspections based on complaint, request and routine
- Fire investigations
- Fire Safety Plan/Site Plan reviews
- Open air burn & contained site permits
- Public education
- Smoke/CO alarm loaner program

This quarter we continued to perform duties under COVID-19 restrictions with an emphasis on touchless processes and proper use of PPE.

As group gatherings remain limited, providing public education continues to be challenging. We continue to use electronic means to communicate fire safety messaging, with a focus on media releases, Twitter, Facebook, township newsletters and the electronic signs. Information was shared this quarter to promote ice safety, clearing snow from hydrants, and warnings about dry conditions. An 11-minute educational video was released for a virtual Family Day event and we are currently working on new videos for Emergency Preparedness Week, which is the first week of May. A Green Light Awareness campaign was initiated with the release of two videos and installation of signs in the township. Once all signs have been installed (early Q2), a final video will be released.

The Baden Outlook has approached the fire department about including firefighter biographies in their monthly publication. This partnership should enhance the public's understanding of how a volunteer department works and provide recognition for our dedicated volunteers, who balance personal and professional demands to sustain our current fire services model.

Fire Prevention also continues to support all stations with logistics and organization of maintenance operations.



INSPECTIONS, INVESTIGATION & PREVENTION ACTIVITIES:

- 19 open burn permits issued
- 2 contained site permit issued
- 8 complaints investigated
- 3 requested inspections completed
- 2 follow-up inspections completed
- 4 plan reviews completed
- 7 fire investigations
- 2 by-laws reviewed

TRAINING/SEMINARS/MEETINGS:

- Webinars:
 - OMFPOA Training and Education (3 sessions)
 - OFMEM - Understanding CAN/ULC S536
 - OFMEM - FPPA Knowing your Authority
 - OFMEM – What is protected NFPA 96
- Ongoing meetings:
 - Emergency Control Group
 - Fire Management

Yours in fire prevention,

Andrew Mechalko
Fire Prevention Officer
Wilmot Fire Department



Wilmot Fire Department

Training Division
60 Snyder's Road West
Baden, ON
N3A 1A1

QUARTERLY REPORT 1st QUARTER 2021

The Training Division of Wilmot Fire Department continued to experience several challenges during this Quarter with the COVID 19 pandemic hampering our ability to safely and effectively train our firefighters in the normal fashion. We have continued to use the Target Solutions On-line Training Platform to deliver training concepts and refresher reading assignments. The training schedule has been modified to 1 platoon per week in an effort to continue training while minimizing class size and personnel interactions. There is a strict and comprehensive protocol personnel must follow during the nights we are at training.

TRAINING:

Recruits:

The 2021 recruit class began this quarter, with 9 recruits starting with WFD in January. With our plan to use the Target Solutions On-line Training Platform for the recruits, it presented a challenge to get all the specific content assembled, and updated lesson plans created. They continue to work through the program with the expectation of finishing FFI & FFII certification in fall 2021.




Department Training Plan:

Work is continuing on the annual training outline. Due to the COVID-19 pandemic, our regular training nights have been split over 4 training nights to reduce the amount of interaction between platoons.

Our Medical Oversight program began with Zoom meetings to introduce our members to the program and what the expectations are.

Our Ice Water Team had an annual ice training day.

The topics firefighters have worked on included:

-  Annual PPE inspections
-  ERG 2020 haz-mat training
-  Medical training







Wilmot Fire Department

Training Division
60 Snyder's Road West
Baden, ON
N3A 1A1

OTHER:

The technical rescue equipment was inventoried and delivered to all 3 stations.
Work has begun to schedule and facilitate DZ license Drive Tests.

Meetings:

-  Senior Fire Management
-  Emergency Control Group
-  JESOAG Fire-Specific meeting
-  Rainbow Diversity Training

Respectfully,
Dale Clements
Training Officer | CEMC
Wilmot Fire Department



TOWNSHIP OF WILMOT

DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS 2021-016

TO: COUNCIL

SUBMITTED BY: Harold O’Krafka, MCIP RPP
Director of Development Services

PREPARED BY: Terry Gerber, CBCO
Chief Building Official

REVIEWED BY: Grant Whittington, CAO

DATE: April 26, 2020

SUBJECT: 1st Quarter 2021 Building Statistics Summary

RECOMMENDATION:

That the 1st Quarter 2021 Building Statistics Summary be received for information.

SUMMARY:

Building activity rates in the first quarter of 2021 were stronger than expected given the essentially non-existent supply of vacant greenfield residential lots. Infilling and intensification projects have continued to bouy residential activity levels.

As Council is aware the septic system mandatory maintenance inspection program (SSMMIP) second five year compliance window opened in 2020 and notices were mailed to all residents subject to inspection. Due to the elimination of the Baden wells as a technical ‘municipal supply’ and other boundary changes to wellhead influence zones the number of septic systems required to be inspected has dropped from 553 to 466.

Township staff are pleased to advise that the RMOW is providing pump-out incentives for 2021 which should assist in greater compliance as residents take advantage of the financial assistance. Presentation of SSMMIP quarterly stats will begin again in 2nd Quarter of 2021 as septic inspections are halted over the winter months.

BACKGROUND:

Building Statistics are provided to Council for information purposes.

Month end reporting to is also provided to the public via the Township website in addition to statistical reports provided monthly to the Region of Waterloo, Statistics Canada and Municipal Property Assessment Corporation.

REPORT:

The total number of permits issued in the first quarter of 2021 was higher than the historical 10 year average and the first quarter of 2020. The number of dwelling units was on par with the first quarter of 2020 but significantly lower than the historical 10 year average due to the non-existent supply of vacant greenfield lots. Infilling and intensification projects have continued to buoy the residential sector along with a significant numbers of renovation projects.

As Council is aware, preliminary consultations have occurred with a number of developers on a number of residential subdivision proposals and staff anticipate that those applications will begin to be submitted in the coming months. Additionally a number of significant intensification projects are in the approvals process which could lead to significant residential activity levels in late 2021 and progressing into 2022.

The recent draft approval of the employment lands will also lead to increasing levels of building activity in 2022 in the ICI sector.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Tracking of building activity provides a statistical basis for decision making related to land use planning in the community which contributes to the quality of life of Wilmot residents. Reporting statistics contributes to enhanced community engagement.

FINANCIAL CONSIDERATIONS:

Administration and enforcement of the Ontario Building Code is a user pay enterprise and is not funded by general levy.

ATTACHMENTS:

Attachment A March 2021 Building Stats

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF MARCH	10 Year Average	2020	2021
Number of Permits Issued	28	31	38
Dwelling Units Constructed	9	9	4
Dwelling Units Demolished	1	2	0
Residential - New Dwelling Units	\$ 2,363,333	\$ 1,840,000	\$ 75,000
Residential - Addition/Alteration	\$ 372,222	\$ 645,000	\$ 645,000
Residential - Accessory	\$ 110,556	\$ 580,000	\$ 730,000
Agricultural - New	\$ 215,000	\$ 380,000	\$ 65,000
Agricultural - Addition/Alteration	\$ 84,444	\$ 760,000	\$ 215,000
Commercial - New	\$ 556	\$ -	\$ -
Commercial - Addition/Alteration	\$ 237,222	\$ -	\$ 1,500,000
Industrial - New	\$ 16,667	\$ -	\$ -
Industrial - Addition/Alteration	\$ 73,333	\$ -	\$ -
Institutional - New	\$ -	\$ -	\$ -
Institutional - Addition/Alteration	\$ 300,000	\$ 45,000	\$ -
Septic - New/Alteration/Repair	not reported	not reported	\$ 15,000
Miscellaneous	\$ 117,778		\$ -
Total Construction Value	\$ 3,891,111	\$ 4,250,000	\$ 3,245,000
YEAR TO DATE	10 Year Average	2020	2021
Number of Permits Issued	62	70	83
Number of Dwelling Units	19	12	13
Total Construction Value	\$ 9,270,778	\$ 12,635,000	\$ 7,236,000

MARCH 2021

Residential - New		Agricultural - New
71-79 Huron St		3171 Bleams Rd
ACCESSORY APARTMENTS		Agricultural - Alt
990 Deer Crt		3171 Bleams Rd
Residential - Alteration/ Addition		1605-1651 Walker Rd
52 Captain McCallum Dr	2632 Erb's Rd	Commercial- Alt
149 Kettle Lake Drive	24 Roth Ave	71-79 Huron St
233 Kettle Lake Dr	9 Wagler Ave	Septic
1 Bechtel Ave	15 Summit Cres	1605-1651 Walker Rd
2125 Bleams Rd	44 Lewis St	20 Casselholme Cres
2059 Walker Rd	1088 Huron St	
Residential - Accessory		
84 Smith's Creek Dr	205 Snyder's Rd E	
1917 Huron Rd	1738 Queen St	
195 St Ann Ave	2303 Carmel Koch Rd	
137 Michael Myers Rd	145 Jacob St	
46 Kropf Dr	262 Laschinger Blvd	
2994 Nafziger Rd	46 Kropf Dr	
1206 Snyder's Rd E	292 Schneller Dr	
34 Hammacher St	33 Mannheim Cres	
105 Wagler Ave	1590 Wilmot Centre Rd	
60 Hammacher St	1690 Carmel-Koch Road	



TOWNSHIP OF WILMOT

FACILITIES & RECREATION SERVICES *Staff Report*

REPORT NO: FRS 2021-006

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: April 26, 2021

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

RECOMMENDATION:

That the Parks, Facilities & Recreation Services Activity Reports for the first quarter of 2021 be received for information.

SUMMARY:

Parks, Facilities and Recreation Division Manager Reports for the first quarter of 2021 are attached for information.

BACKGROUND:

Providing quarterly reports for insight into operations and programs provided by the Parks, Facilities & Recreation Services Department.

REPORT:

During the first quarter of 2021, the Parks, Facilities and Recreation Services Department services continued to be significantly impacted by the COVID-19 pandemic. After being moved to lockdown on Dec 26th, the Wilmot Recreation Complex remained closed until Monday February 22nd. All other operations such as parks maintenance and project management remained on track with staff completing extra maintenance work or working from home during the lockdown. Reopening in the Red Category on February 23 was a gradual process with minor sport ice rentals and the Aces Swim team amongst the first to return. Active COVID-19 screening was again required for each person entering the building per legislative directives. Note: although not part of the first quarter, the lockdown resumed on April 3, 2021 and all facilities were once again closed to the public.

Aquatic programs including lane swimming, aquafit and recreational swims resumed on a pre-registered basis and the walking track reopened on March 1st with pre-registration and restrictions of 10 maximum per hour. The walking track remained available on weekdays only due to the significant impact on staffing required to screen and monitor this free facility. The return to programming was well received by the community.

Security was not utilized in the first quarter and participants and spectators have followed rules and restrictions with minimal issues. Changes to entrances, exiting, spectator areas and screening protocols remained the same as they were prior to the lockdown, making reopening relatively seamless.

Parks and Facilities operations continued to address increased use of parks and trails through the first quarter and continued working on parks and community centre maintenance projects. Three outdoor rinks operated through volunteer support and had an excellent season with cold temperatures sustaining outdoor ice longer than in recent years.

Most part time staff who had been moved to government funded Designated Emergency Leave when the Province moved to the lockdown were recalled prior to reopening and were happy to be back to work for a few weeks until the April lockdown commenced.

The Region of Waterloo Recreation and Parks Directors continue meeting on a weekly basis with the goal of creating standardized protocols and communications during both closure and reopening stages. Regional and Township planning is currently underway for summer camps, splash pads and field sports.

The Managers from the three areas within the department (Aquatics, Parks and Facilities, Customer Service and Community Development), have prepared activity reports for the first quarter of 2021. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not include all day-to-day operational or administrative activities.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Responsible Governance

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

Customer Service & Community Development Quarterly Report
Aquatics Quarterly Report
Parks & Facilities Quarterly Report

Customer and Community Services Division

Quarterly Activity Report (January - March)

- Continued to work with Wilmot Horticultural Society and Let's Tree Wilmot. Had a virtual meeting with both groups on January 13th to review the previous year, plan the upcoming year and discuss the renewal of their agreement and terms which was endorsed by Council on February 8. Provided letter of support for grant application for tree planting in Township parks. Provided Covid-19 specific training for the volunteers.
- Assisted with developing agreements for the minor sporting group's use of office space and storage space at the Wilmot Recreation Complex (WRC).
- Third ice pad location study - attended meetings with the consultant and arranged for stakeholder interviews with our main user groups and the consultant.
- Continued to work with outdoor rink volunteers providing updates as legislation regarding Covid-19 continued to change (Lockdown to Red categories) and provided Covid-19 specific training.
- Began to develop a job manual for the new municipal representative position (replacing bartenders) as per the new Municipal Alcohol Policy.
- Met virtually with Allister Scorgie of Explore Waterloo Region regarding providing a full inventory of the facilities at Wilmot Recreation Complex (WRC) for potential future E-sports and other events. Attended a half day E-sports Summit hosted by Explore Waterloo. Completed and submitted the venue inventory with supporting documents.
- Connected with Waterloo Soccer regarding the installation of our artificial turf field as they are introducing semi-professional teams this season (Covid-19 dependent).
- Communication with groups regarding opening dates and procedures as we transitioned from Lockdown into the Red category.
- Developed Sports Field Allocation Policy.
- Hosted a staff meeting for part time customer service representatives returning to work from designated emergency leave to update on processes and procedures (both Covid-19 and non Covid-19 related).
- Reviewed and updated the job description for part time customer service representatives.
- Provided a detailed inventory of facilities with addresses for the Waterloo Region Municipal Insurance Pool to facilitate their User Group Insurance Program
- Volunteered at the New Dundee Easter drive-through event
- Participated in meetings with The Community Players and senior staff to assist in planning for their spring/summer event
- Worked with Andrew from Fire Department to prepare the Fire plan hand out for large rental groups of the New Hamburg Arena

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

Recreation Programming:

Lacey Smith will be on maternity leave effective early May, 2021. In her absence, Ashley Brooks has been redeployed for part of her hours to cover recreation programming, and Crystal Brenneman will take on the Youth Action Council programming.

Recreation Programs

- Spring 2021 session opened March 5, 2021; with 9 spaces for participants as Provincial legislation outlines a maximum of 10 people per fitness class space, including non-staff instructors.
- Spring courses offered include Beginner Yoga, Relaxation Yoga, Body Sculpt, Wonder Tots Dance, Wonder Kids Dance.
- All courses commenced with the exception of Relaxation Yoga due to low enrollment.
- Classes started in-person the March 30, 31 and April 1st, 2021.
- Due to COVID-19 Provincial announcement of an “Emergency Brake” forced WRC to close and in-person classes to move to virtual programming April 3rd through the Zoom platform
- Due to the switch to virtual, some participants requested a withdrawal from the programs, which has lowered the numbers and caused the Beginner Yoga Class to cancel. Other classes are still being offered as a service at this time with lower numbers to ensure that there are recreational opportunities for the community.
- Recreation Programming Master Plan is complete and includes detailed information regarding how programs are operated and information about recreation amenities across the Township.
- Training for Ashley Brook’s coverage of the Maternity Leave has been completed.
- Training for Crystal Brenneman’s Youth Action Council (YAC) coverage has been completed.

Summer Camp

- Day Camps for 2021 have completed Operations Manual to include COVID-19 updates based on 2020 guidelines from the Region of Waterloo
- Job Postings for the Summer Camp Coordinator and Summer Camp Leaders posted (and extended) in February, interviewed and hired candidates in March.
- Virtual Summer Camp Meeting took place on April 13, 2021 to discuss the summer with staff about prior to Lacey’s Maternity Leave (early May)
- Camp registration opened on March 22, 2021 for both Residents and Non-Residents.
- Current Themes and Registrations are outlined below (maximum is 15 per camp per COVID-19 guidelines):
 - 007 Spy Camp – 5 Registered
 - Abstract & Arts Camp – 12 Registered

- Classic Camp #1 – 14 Registered
 - Classic Camp #2 – 6 Registered
 - Classic Camp #3 – 4 Registered
 - Environmental Explorers Camp – 7 Registered
 - My Camp's Got Talent – 7 Registered
 - Nature Nut Camp – 7 Registered
 - Young Einstein's Camp – 10 Registered
- Regional Covid-19Camp Group is back up and meeting on a regular basis, all municipalities running direct summer camps are represented.
 - Waterloo Region Immigration Partnership is hosting a meeting on April 22, 2021 for all municipalities to share their summer camp opportunities with newcomer agencies across the region. This is the first time that Wilmot has been invited to this.
 - We have been asked to share about our programs, language & inclusion services available and subsidies/financial supports for residents.

Recreation Programming Partnership

- Meeting with Community Care Concepts. Cathy Harrington on March 17, 2021 to discuss a grant opportunity for a full-time position for the Adult Leisure Centre.
- Meeting with Wilmot Family Resource Centre, Trisha Robinson on March 25, 2021 in regard to Youth Programming and starting back up at WRC in the Youth Centre or other facilities when possible and depending on COVID-19 regulations.

Youth Action Council

Haley Mores was hired on March 15, 2021 as the new YAC Facilitator

- Weekly meetings continue via Zoom until mid-June with YAC members
- YAC membership increased to 19 members between grade 8-12
- February Event was titled "Food for Thought" an event where participants baked a Cherry or Blueberry Crumble and played Kahoot Trivia to test their food knowledge from around the world. There were 14 participants making a sweet treat.
- March Event was a free "Bracelet Making Night", where the participants made three bracelets including a paracord Bracelet, Embroidery Floss Bracelet, and a beaded bracelet. The virtual event hosted 21 participants!
- Youth Week 2021 is being planned for 5 events in 7 days from May 1st – 7th
 - Saturday May 1 – Free Yoga Night
 - Tuesday May 4 – Painter's Alley (Street Art Education & lettering)
 - Wednesday May 5 – Balloon Platoon (Balloon Animal making event)

- Thursday May 6 – Beat Shazam Music Trivia Night
- Friday May 7 – Family Movie Night featuring “Chicken Little”

Registration for events can be found on our webpage or via social media accounts, with registration closing on April 18, 2021 to ensure the purchase of materials and supplies during the current shutdown.

- Partnership with Interfaith Community Counselling continues with YAC for monthly Wellness Nights, and Chip Bender the Youth Worker who conducts these nights will conduct an event on Monday May 3rd on Youth Resiliency during the pandemic that will be open to all youth in Wilmot.

Prepared by Lacey Smith, Supervisor of Recreation Programming

Cemetery & Recreation Services:

- Concession staff/screeners schedules and monitoring work.
- Cemetery lot sales, Interment sales and Inquires.
- Investigated and drafted Goose Control Agreement.
- Obtained Goose Control Permit.
- Working towards selling Park Benches in our Parks
- Daily deposits and weekly refunding as required.
- Developing Information Guide for Riverside Cemetery.
- Updating websites and working with Kelly on social Media.
- Training with YAC and attending all YAC Meetings and Events.
- Assisting in hiring YAC Facilitator.
- ActiveNet Inquires, Opening Classes

Prepared by Crystal Brenneman, Supervisor of Cemetery and Marketing Administration

Aquatics Division

Quarterly Activity Report (January - March)

- During this quarter there were 4 full-time staff members and 35 active part-time staff members. Two staff members resigned this quarter. No new staff members have been hired this quarter.
- Due to COVID restrictions and the Provincial lockdown, the planned Learn-to-Swim lessons in the Winter 2021 session was cancelled. Private and semi-private lessons were offered and received well with 50 participants. These participants attended a total of 150 facility visits. By

comparison, the Winter 2020 session had a total of 874 Learn-to-Swim participants and 208 private lesson facility visits.

- The Township has continued to offer weekend Leadership courses this winter. Several were cancelled due to the Provincial lockdown in January and February, which were rescheduled for the Spring session. Courses offered included a Swim Instructor course and a Lifesaving Instructor course, a Standard First Aid course, a Standard First Aid recertification, and a National Lifeguard course during the winter session. A total of 43 participants were registered in Leadership courses. By comparison, there were 19 Leadership participants in the Winter 2020 session.
- While COVID-19 forced the cancellation of regular learn-to-swim programs, the Leadership programs thrived. In fact, during 2020, we were able to offer more programs than usual as we had pool and classroom space available. The Township of Wilmot has been awarded the R. Bredin Stapells Cup – per capita category in 2020 from the Lifesaving Society. This is presented annually to the municipal affiliate with the largest leadership training per capita. Normally presented in person, this will be presented at the online Annual General Meeting on April 16, 2021 during the 2020 Affiliate Recognition Awards video.
- Due to the January and February Provincewide lockdown, there was a loss of \$14,957.33 in cancelled ACES rental revenue and \$119.81 in private rental revenue.
- A total of 1,441 people participated in various pool rental programs (ACES practices and family/ private rentals.) during the winter months. In 2020 we had 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 CWOSSA swim meet, sponsored swims and private rentals) during the winter months.
- A total of 2,378 participants enjoyed recreational swims during the winter months. These included, Open Swims, Family Swims, Lane swims, and Aquafit Classes. In 2020 there were 9,997 during the same period.
- Since the temporary cancellation of the Township of Wilmot Recreation Guide due to Covid-19, programs are being scheduled on the Township's website. This allows for the most up-to-date information for aquatic programs and the ability to add or make changes to the scheduled programs quickly while keeping up with the current Ontario COVID-19 Framework requirements. All programs are listed on the Township of Wilmot website.
- Completed Aquatic budget preparation.

- Upon notification of Provincial lockdown, the facility closed for January and part of February, the work plan changed for the Aquatics Department. The Aquatic Supervisor and Aquatic Manager returned to working at home where possible. Tasks included cancelling programs and rentals, updating manuals, aquatic budget preparation, planning programs for the spring and summer. The Aquatic Specialists remained working in the facility, continuing with facility maintenance and completing special projects for the Human Resources department, and updating aquatic forms.
- The Full-time Aquatic staff led several quarterly staff training sessions for the part-time aquatic staff as outlined below.
 - Part-time staff attended one of two training sessions; the staff members focused on lifeguarding skills using COVID-19 safety measures.
 - Online training through HR Downloads was completed to train on updated policies and procedures pertinent to the aquatic staff members.
 - A Head Guard meeting was held to update staff on new and ongoing procedures and to discuss supervision techniques and supervision of learn-to-swim programs during COVID-19.

Parks & Facilities Services Division

Quarterly Activity Report (January - March)

- Jason Falk Arena Operations Supervisor accepted a new position with the City of Stratford his last day of work was Friday Jan 1st, 2021
- Work with Township staff with identifying our facility and equipment needs for the 2021 budget year.
- Contracted Black and MacDonald Refrigeration due to mechanical issues with our ice plant sending alarms on low pressure issues. The issues were identified and repaired.
- Worked with Mohr Construction, to repair rotting support posts at the New Hamburg storage shed as per the Capital budget. Township Building Department staff inspected and passed the project.
- Attended a Native Tree/Plant Seminar that was hosted by the Wilmot Horticulture Society on Zoom. It was a very successful 1st time seminar.
- Met with BI&I Insurance inspector and toured our facilities with boilers requiring inspections for 2021
- Contracted an electrician to repair issues with the Variable Frequency Device on the leisure pool during the lockdown.
- Replaced the Engo ice resurfacer water tank as an emergency repair to avoid problems once the facility reopens to avoid loss of revenues.
- Completed the Indigenous Training that was offered through the Region of Waterloo
- Attended 2021 Budget Meetings as required (Minor and Major Capital)

- WRC staff helped the By-Law Dept during the Provincial Lockdown to help educate public regarding the Covid-19 2M distancing rules and show Township presence at our outdoor skating rinks on weekends as required.
- Worked with HR Dept to hire a new staff member for the Arena Operations Supervisor. Welcome to Wilmot - Ryan Cook who was formerly the Chief Building Operator at the Kitchener Auditorium
- Met with Complete Tree Service to remove some hazardous tree limbs at Riverside Cemetery. Township Parks staff chipped the limbs after the removal
- Met with Sarah Walther at 251 Jacob St. gave a full facility tour, Sarah is going to update the fire safety plan for this facility.
- Assisting Sandy and Bruce with a major Capital project to replace the HVAC equipment and Fire Panel and Systems at Baden Admin/Castle Kilbride. A mechanical and electrical engineer have been hired to identify what's required in the scope of work. An RFT will be issued to hire a contractor to install the new equipment.
- Flooding occurred again this past spring, however flood waters were very clean resulting in minor damage this year.
- Delta Elevator completed lift modernization work for the New Hamburg Community Centre identified to be completed as soon as possible by the TSSA Elevating Devices division.

Submitted by Geoff Dubrick Parks and Facilities Manager

Project Management

- Monitor site conditions at Optimist Youth Park to schedule soils removals and final restorations as soon as the ground can tolerate the machinery
- Play Power on site to complete the installation of the backordered playground components at Constitution Park
- Kirkpatrick Park Parking Lot retaining wall anchoring and guardrail replacement completed
- Set tentative schedule for hydroseeding in May to complete Kirkpatrick Park Parking Lot restorations
- Admin Building accessible railing DTM painting tentatively scheduled for application in April
- RFQ 2021-02 New Hamburg Arena Bolster Block Repairs and Truss Maintenance posted. NA Engineering completed a successful job showing for to have the bolster blocks repaired and the truss maintenance completed at the New Hamburg Arena – tentative project dates deferred to May to avoid interrupting current rental groups.
- Review and incorporation of Building Condition Assessment Data into the Asset Management Plan and Parks and Facilities 10yr Capital Plan
- Project prep meetings held for exterior lighting retrofit at Haysville CC.
- Tentative schedule and project prep work completed for the New Dundee Women's Institute Booth. Preliminary wording for the recognition plaque awaiting revision and approval for order. Project initiation tentatively scheduled for May 31

- Final trim paint completed at the New Hamburg CC kitchen renovation (delayed due to COVID)
- Final wall touch-ups completed at the St. Agatha CC Senior's Room (delayed due to COVID)
- Assisting in site meetings, project prep and bid requirements for Nith River Trail Enhancement project (in collaboration with Andrew Martin)
- RFP 2021-17 Petersburg Park Playground Addition and Surfacing Replacement posted
- RFP 2021-14 St. Agatha Community Centre Park Playground and surfacing Replacement posted
- RFP 2021-18 Riverside Cemetery Mausoleum Restoration posted
- Project prep work and site meetings held for park bench locations and bike rack locations at Petersburg Park, St. Agatha CC, Sir Adam Beck Park, and the Arboretum
- Preliminary site meetings scheduled for the addition of the curved benches at Livingston Square
- Project site meetings held for quoting purposes to complete the roof replacement at the New Dundee Community Park Maintenance Building
- Project prep work, site meetings and tentative schedule dates set for parking lot lining at Mannheim CC and New Dundee CC in July (site prep work to be completed by summer students)
- New public benches ordered for the front vestibule area at the Wilmot Recreation Complex. Estimated installation: April
- Continuous follow-up with WestPoint flooring for warranty work at St. Agatha CC
- Gather replacement cost estimates for Haysville CC toddler swing damaged May 13/14, 2021

Prepared by Amber Schenk, Project Coordinator



TOWNSHIP OF WILMOT

PUBLIC WORKS & ENGINEERING Staff Report

REPORT NO: PW 2021-08

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

PREPARED BY: Chris Thorne, Supervisor of Water/Wastewater Operations

REVIEWED BY: Grant Whittington, CAO

DATE: April 26th 2021

SUBJECT: Award of Contract – Utilities Service Vehicle

RECOMMENDATION:

That RFP 2021-06 be awarded to Ridgehill Ford Sales to supply and deliver one (1) Rear Dual Wheel Truck Cab and Chassis c/w Aluminum Utility Body as per their proposal dated March 18, 2021, in the amount of \$83,000.00 plus HST.

SUMMARY:

This report outlines the proposal processes and recommends award of contract to the successful bidder for the supply and delivery of (1) Dual Wheel Truck Cab and Chassis c/w Aluminum Utility Body. This report also outlines anticipated impacts due to the COVID-19 pandemic.

BACKGROUND:

This procurement exercise was undertaken to purchase a replacement Dual Wheel Truck Cab and Chassis c/w Aluminum Utility Body. As part of the on-going vehicle maintenance and replacement program. The unit specified as part of this procurement process will replace unit 403-12.

REPORT:

On February 24, 2021, the proposal document was made available online through the Township's e-bidding site. There was a total of nine (9) plan takers, with a total of two (2) proposals received at time of close on March 18, 2021.

The proposal submissions were evaluated based upon the following four (4) criteria with weighting allocated to each:

- Overall Compliance with Specifications – 50%
- Customer References – 10%
- Warranty / Delivery Time – 15%
- Cost Proposal – 25%

Proponent	Location
Ridgehill Ford	Cambridge, ON
Stockie Chrysler Dodge Jeep Ram Ltd.	Waterloo, ON

As a result, the bid received from Ridgehill Ford, at a cost of \$83,000.00, plus HST, is compliant with the specifications outlined within the bid documents, is the highest-ranking proposal and is recommended for award. References have been verified and appear to be satisfactory.

COVID-19 Anticipated Impacts

In the Provincial workplace orders issued on April 4, 2020, many non-essential workplaces were required to close their physical workplace causing delays in orders and production. As in 2020, the 2021 Provincial orders and restrictions will continue to impact the supply and delivery of the this unit from a timing perspective, which is estimated for delivery at approximately 25-35 weeks.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Responsible Governance through Active Communications, Fiscal Responsibility and Infrastructure Investments.

FINANCIAL CONSIDERATIONS:

The combined budget for this project is outlined below:

Funding Source	Amount
Sale of Surplus Asset	\$5000
Infrastructure Reserve fund (Water)	\$44,000
Infrastructure Reserve fund (Sanitary)	\$36,000
Total Budget	\$85,000

Given the cost proposal of \$84,029.20, net of HST rebate, the Utilities Service Vehicle Replacement is within the approved budget.

ATTACHMENTS:

None



TOWNSHIP OF WILMOT

PUBLIC WORKS & ENGINEERING Staff Report

REPORT NO: **PWE 2021-010**

TO: **Council**

SUBMITTED BY: **Jeff Molenhuis, P. Eng., Director of Public Works & Engineering**

PREPARED BY: **Bryan Bishop, CET, Manager of Engineering**

REVIEWED BY: **Grant Whittington, CAO**

DATE: **April 26, 2021**

SUBJECT: **Region of Waterloo Projects - Snyder's Road East and Notre Dame Drive**

RECOMMENDATION:

THAT the Region of Waterloo Projects Report for Snyder's Road East, Baden and Notre Dame Drive, St. Agatha be received for information.

SUMMARY:

The Region of Waterloo is constructing Snyder's Road East in 2021 and 2022 from Gingerich Road to Foundry Street, and Notre Dame Drive in 2021 from St Ann Avenue to 420m south of Erbs Road. These works are being administered and implemented by the Region. Township infrastructure has been included in these projects, with the Township cost sharing to cover improvements to Township owned infrastructure. This was identified in the 10-year capital plan as well as the annual work program for Township work items.

REPORT:

Through the design process, Township staff participated on a project committee through the Region in an effort to collaborate on constructed works and infrastructure repairs or replacements.

Staff identified the need to have the existing watermain, sanitary sewers, storm sewers and sidewalks replaced as part of the Snyder's Road project. This was due to:

- Sanitary asset condition and timeliness of the works in relation to life-cycle milestones
- Opportunity for reduction of inflow and infiltration into the sanitary sewer system
- Infill, intensification and greenfield development needs for watermain, sanitary and storm infrastructure
- Sidewalk repair and replacement needs based on condition and service needs

The Snyder's Road East project will be constructed in phases throughout 2021 and 2022, due to the scope of the works. The two (2) separate stages include proposed construction limits for 2021 from Whiting Way to Gingerich Road and 2022 proposed construction limits from Whiting Way to Foundry Street. Construction of Phase 1 is tentatively planned to start in May 2021. Snyder's Road West will be undertaken in a separate tender and anticipated for 2023 construction.

Through the Notre Dame Drive project committee staff identified the need to have watermain looping included within the road works. Construction timing is tentatively planned to start in May with an estimated completion in October 2021.

Throughout the design phase for both projects, the Region has held numerous Public Consultation Centre meetings to discuss project details. Notre Dame Drive Tender was closed on March 18, 2021 and awarded to E. & E. Seegmiller Limited. The Region of Waterloo closed the Snyder's Road East Tender on March 29, 2021, and awarded to Bel-Air Excavating and Grading Ltd. Both projects will be awarded at Regional Council or Committee through the course of their regular business in April.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Quality of Life through Accessibility and Inclusivity, Active Transportation and Transit; and
- Responsible Governance through Active Communications, Fiscal Responsibility and Infrastructure Investments.

FINANCIAL CONSIDERATIONS:

The following approved funds were identified within the Township's Capital Budget process for the preliminary design, engineering and construction works. Competitive price increases were seen through these public tenders for a variety of reasons such as the new On-Site and Excess

Soil Management Legislation 406/19 released from the Province in January 2021 under the Environmental Protection Act, the COVID-19 pandemic, and sizing needs to accommodate development and intensification.

Snyder's Road Funding Source	2021 Amount	2022 Amount	2023 Amount
Development Charges – Sanitary Sewers	\$765,600	\$429,000	\$594,600
Infrastructure Reserve Fund – Water Services	\$825,000	525,000	525,000
Infrastructure Reserve Fund – Sanitary Sewers	\$579,400	286,000	465,400
General Levy	\$90,000	105,000	-
Federal Gas Tax	-	-	105,000
Total Budget	\$2,260,000	\$1,345,000	\$1,690,000

It should also be noted that the Township applied under the ICIP Green Infrastructure Program for funding towards this project. However, this application was not included within projects across Ontario presented for Federal approval.

The Township's proportion of overall costs for Phase I and II of the Snyder's Road project is \$4,205,000 net of HST rebate, leaving approximately \$1,090,000 in funding available for Phase III of the project. If additional funding needs are anticipated for Phase 3 in 2023, staff will ensure these are identified in future updates of the 10-year capital forecast.

Notre Dame Drive - Funding Source	Amount
Infrastructure Reserve Fund – Water Services	\$70,000
Federal Gas Tax	201,000
Total Budget	\$271,000

The Township's cost sharing for the Notre Dame Drive project is \$328,000 net of HST rebate which is over the anticipated budget. During the construction process, best efforts will be given to manage the contingency allowance to align project expenses with budget constraints. The additional costs associated with this project should be considered minor and will be sourced from additional funding allocations under the 2021 Federal Gas Tax Program.

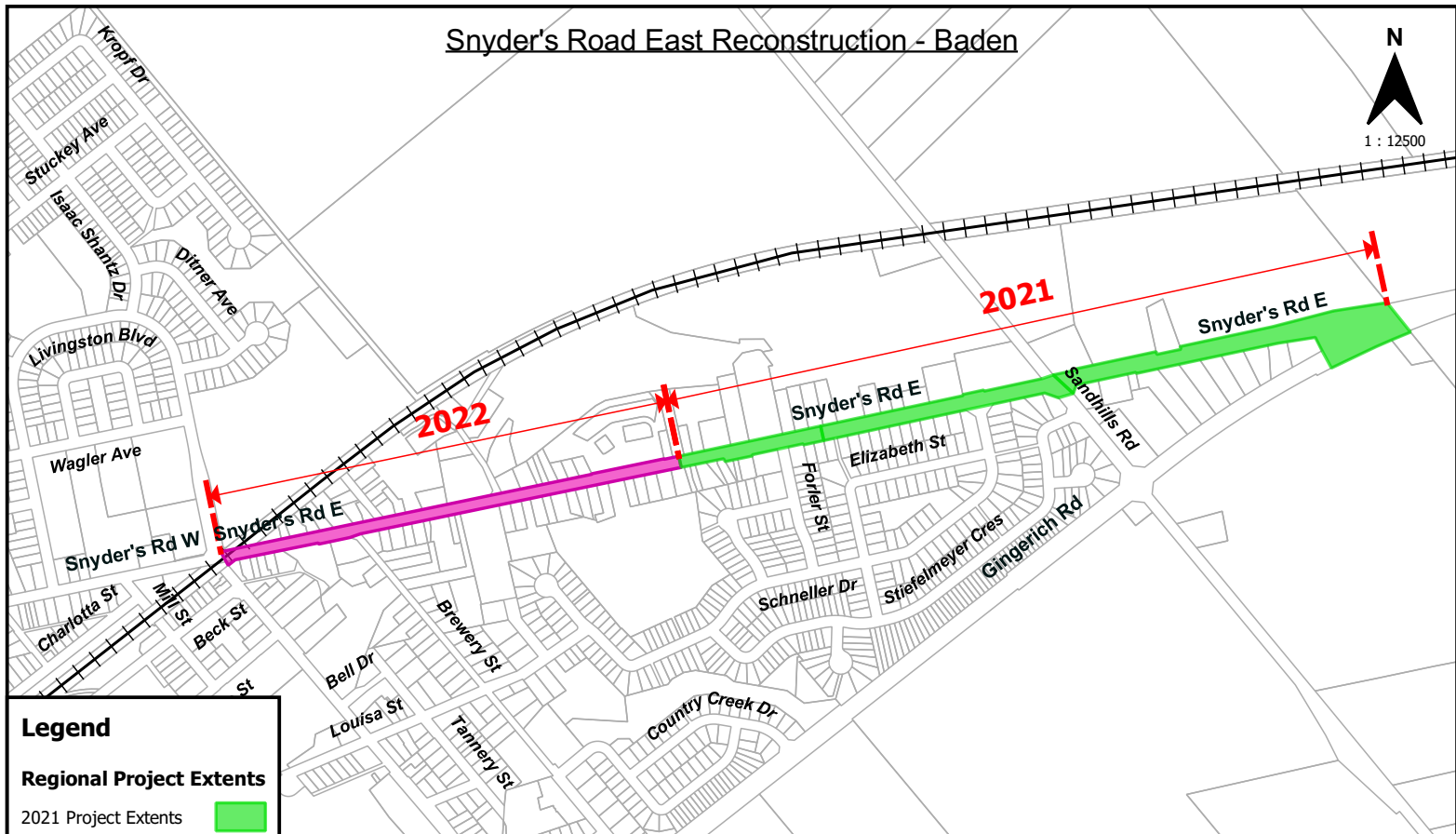
ATTACHMENTS:

Figure 1 – Project Limits Snyder's Road East and Notre Dame Drive



Figure 1 - Regional Projects
Snyder's Road East & Notre Dame Drive

Snyder's Road East Reconstruction - Baden



Regional Project Extents

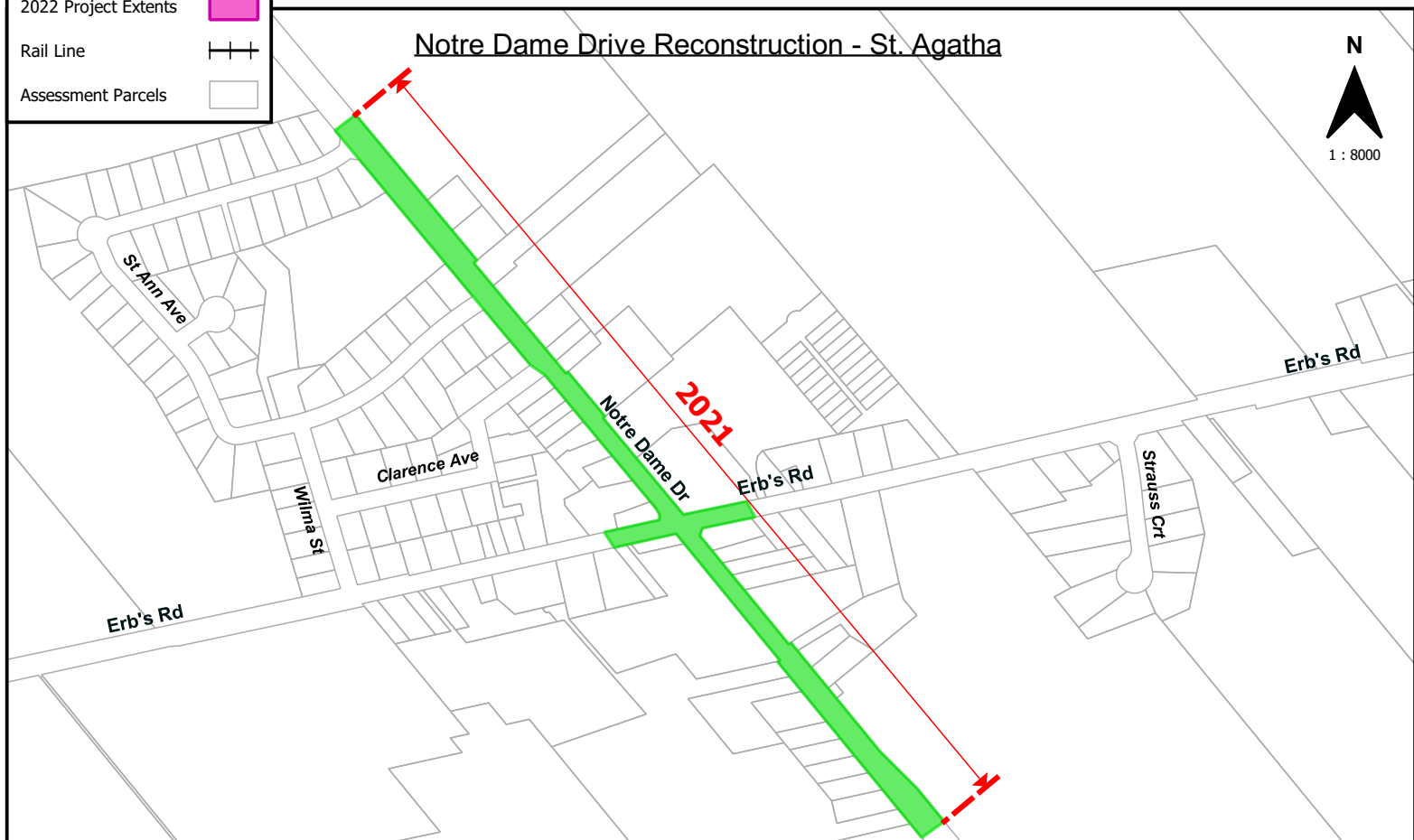
2021 Project Extents

2022 Project Extents

Rail Line

Assessment Parcels

Notre Dame Drive Reconstruction - St. Agatha





TOWNSHIP OF WILMOT

PARKS, FACILITIES & RECREATION SERVICES *Staff Report*

REPORT NO: PFRS 2021-007

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: April 26, 2021

SUBJECT: RFP Award Petersburg Park Playground

RECOMMENDATION:

That RFP 2021-17 be awarded to Play Power LT Canada, Inc., for the design, supply and installation of new playground equipment at Petersburg Park, Petersburg, as per their proposal dated April 14, 2021, in the amount of \$53,994.88 including HST.

SUMMARY:

An RFP was issued for the design, supply, and construction of additional playground equipment at Petersburg Park. Four (4) bids were received when the RFP closed. This report recommends the contract be awarded to Play Power LT Canada, Inc.

BACKGROUND:

Petersburg Park, located at 1338 Notre Dame Drive, St. Agatha, ON has a playground that reached its useful life and is being replaced through this capital project. This replacement is part of the Parks and Recreation Master Plan playground upgrade program, and Asset Management Plan.

REPORT:

The 2021 Capital budget includes a project to replace the playground features and improve the play value at Petersburg Park. A drainage layer and an engineered wood fiber surface will also be installed.

On March 16, 2021, the RFP was made available online through the Township's e-bidding site. A non-mandatory site meeting was held on March 31, 2021 at Petersburg Park, which six (6) contractors attended.

A total of four (4) proposals were received at time of RFP as outlined below:

Bidder	Location
ABC Recreation Ltd.	Paris, ON
Openspace Solutions Inc.	Wellesley, ON
Play Power LT Canada Inc.	Paris, ON
Park N Play Design Co Ltd	Rocky View County, Alberta

The proposal submissions were evaluated based upon the following four (4) criteria with weighting allocated to each as outlined below:

- Understanding & Approach – 30%
- Experience & References – 25%
- Quality / Play Value – 30%
- Cost Proposal – 15%

Play Power LT scored the highest by the independent scoring across the selection committee, while remaining within the budget allocation. As Play Power LT were the suppliers and installers of two of the existing pieces of equipment, the additional equipment has been designed to match the existing equipment. This provides a well-rounded play space that is aesthetically pleasing and will provide excellent play value.

The total available budget of \$48,000 was provided to the contractors as part of the RFP process. The overall play value and quality of their proposal received more points through the scoring process. Therefore, Play Power LT was selected as the preferred supplier/installer. The proposed design is attached as Appendix "A".

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The design and installation of a new playground at Constitution Park is aligned with our Strategic Plan goals by enhancing *Quality of Life, maintaining infrastructure, and ensuring peoples safety*.

FINANCIAL CONSIDERATIONS:

The approved Capital budget for this project is outlined below:

Funding Source	Amount
2021 Capital Levy	\$48,000
Total Budget	\$48,000

Staff have reviewed the bids submitted for completeness and creativity and have worked with the Play Power in the past and have no concerns awarding this contract.

The full cost of the Power Play LT proposal including taxes is \$53,994.88. The total cost, net of HST rebate is \$47,783.08 and aligned with the budget allocation.

ATTACHMENTS:

Appendix A: Playground Design Proposal Play Power LT Canada Inc.

Appendix A - Playground Design Proposal Play Power LT Canada



PlayPower 
70 Years Serving Canada

CAN210136A - View 1a
RFP 2021-17 Township of Wilmot
Petersburg Park Playground (w/ Existing Equipment)


Play Structures



TOWNSHIP OF WILMOT

PARKS, FACILITIES & RECREATION SERVICES *Staff Report*

REPORT NO: PFRS 2021-008

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: April 26, 2021

SUBJECT: RFP Award St. Agatha Park Playground

RECOMMENDATION:

That RFP 2021-14 be awarded to Openspace Solutions Inc. for the design, supply and installation of new playground equipment at St. Agatha Park, St. Agatha, as per their proposal dated April 14, 2021, in the amount of \$95,772.02 including HST.

SUMMARY:

An RFP was issued for the design, supply, and construction of additional playground equipment at St. Agatha Park. Six (6) bids were received when the RFP closed. This report recommends the contract be awarded to Openspace Solutions Inc.

BACKGROUND:

St. Agatha Park, located at 1791 Erbs Rd, St. Agatha, ON has a playground that reached its useful life and is being replaced through this capital project. This replacement is part of the Parks and Recreation Master Plan playground upgrade program and Asset Management Plan.

REPORT:

The 2021 Capital budget includes a project to replace the playground features and improve the play value at St. Agatha Park. A drainage layer and an engineered wood fiber surface will also be installed.

On March 16, 2021, the RFP was made available online through the Township's e-bidding site. A non-mandatory site meeting was held on March 31, 2021 at St. Agatha Park, which four (4) contractors attended.

A total of six (6) proposals were received at time of RFP as outlined below:

Bidder	Location
ABC Recreation Ltd.	Paris, ON
Henderson Recreation Equipment Ltd.	Simcoe, ON
New World Park Solutions Inc	Brantford, ON
Openspace Solutions Inc.	Wellesley, ON
Park N Play Design Co Ltd	Rocky View County, Alberta
Play Power LT Canada Inc.	Paris, ON

The proposal submissions were evaluated based upon the following four (4) criteria with weighting allocated to each as outlined below:

- Understanding & Approach – 30%
- Experience & References – 25%
- Quality / Play Value – 30%
- Cost Proposal – 15%

Openspace Solutions Inc. scored the highest by the independent scoring across the selection committee, while remaining within the budget allocation. The total available budget of \$85,000 was provided to the contractors as part of the RFP process. The overall play value and quality of their proposal received more points through the scoring process. Therefore, Openspace Solutions Inc. was selected as the preferred supplier/installer. The proposed design is attached as Appendix "A".

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The design and installation of a new playground at Constitution Park is aligned with our Strategic Plan goals by enhancing *Quality of Life, maintaining infrastructure, and ensuring peoples safety.*

FINANCIAL CONSIDERATIONS:

The approved Capital budget for this project is outlined below:

Funding Source	Amount
2021 Capital Levy	\$85,000
Total Budget	\$85,000

Staff have reviewed the bids submitted for completeness and creativity and have worked with the Open Space in the past and have no concerns awarding this contract.

The full cost of the Open Space proposal including taxes is \$95,772.02. The total cost, net of HST rebate is \$86,245.67 and aligns with the budget allocation.

ATTACHMENTS:

Appendix A: Playground Design Proposal Open Space.

Appendix A - Playground Design Proposal Open Space





TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-14

TO: Council

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: April 26, 2021

SUBJECT: Road Opening By-law
Sandhills Multi-use Trail

RECOMMENDATION:

THAT the Mayor and Clerk be authorized to sign the necessary bylaw to open Part of Lot 12 Concession South of Snyder's Rd Wilmot, Being Part 1, Plan 58R21065; Wilmot, as part of Sandhills Road, Baden.

SUMMARY:

Following Council's acceptance of the generous donation of land from Viola Erb on December 7, 2020, the next step in the process is to have the lands opened as part of Sandhills Road to complete the work for the Sandhills multi-use trail, linking Baden Hills and Schmidt Woods trails.

REPORT:

On December 7, 2020 Council accepted the generous donation of Viola Erb. The subject lands abut Sandhills Road as it exists today. The lands will be used as part of a multi-use trail linking the Baden Hills trails to the Schmidt Woods trails, creating an appropriate buffer between the multi-use trail and the travelled portion of the road, and to provide sufficient drainage by way of an expanded road allowance.

The land transfer is completed. Upon passage of the bylaw associated with this report, staff will initiate the registration of the bylaw on title and the subject lands will be opened as part of Sandhills Road.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The establishment of a multi-use trail serves the goal of enjoying our quality of life through providing recreational opportunities for everyone, ensuring people's safety and enhancing our mobility.

FINANCIAL CONSIDERATIONS:

The legal costs for registering the bylaw on title will be funded from the Trails Trust Fund.



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-13

TO: Council

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

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services / Deputy Clerk
Erin Merritt, Manager of Municipal Law Enforcement
Kelly Baird, Communications Specialist

REVIEWED BY: Grant Whittington, CAO

DATE: April 26, 2021

SUBJECT: Combined Quarterly Activity Report
January 1, 2021 to March 31, 2021

RECOMMENDATION:

THAT the Information and Legislative Services Quarterly Activity Report for January 1 to March 31, 2021 be received for information.

SUMMARY:

Attachments 1 and 2 are submitted by the Manager of Municipal Law Enforcement and the Communications Specialist of the Information and Legislative Services Department to summarize their activities from January 1 to March 31, 2021. Priorities of the Information and Legislative Services department continued to focus on the Township's response to the 2019 Novel Coronavirus pandemic, as well as implementation of the 2021 Work Program.

For the first time, a third divisional report has been included to advise on the inclusion and diversity initiatives of the Township. Information and Legislative Services staff act in a coordinating roll for the program overall but also take leadership on certain projects. All

departments within the Township of Wilmot are actively involved in inclusion and diversity initiatives.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

By providing these quarterly updates to Council, the Township is communicating municipal matters.

FINANCIAL CONSIDERATIONS:

None.

ATTACHMENTS:

Attachment 1: Municipal Law Enforcement 1st Quarterly Activity Report
Attachment 2: Corporate Communications Quarterly Activity Report
Attachment 3: Inclusion and Diversity Quarterly Activity Report



Type of Call	Jan/March 2021	Jan/March 2020
Property Standards/Clean Yards	20	16
Parking/Traffic	74	72
Animal Control Complaints	66	50
Noise Complaints	13	15
Fire Complaints	1	6
Sidewalks – Ice/Snow	95	105
Signs	5	4
General Inquires	102	19
Dumping	1	4
Zoning	2	3
Discharge of Firearms (questions)	2	6
Fences	4	3
Graffiti	0	1

Property Standards and Clean Yard:

- 20 properties were investigated by the Township, 3 Orders issued
- 18 have been resolved, 2 working with owners to gain compliance

Parking/Traffic:

- 52 warnings were issued
- 85 parking tickets were issued (mainly overnight parking violations)

Animal Control:

- 0 dogs were impounded
- 22 warnings given for dogs running at large, no tickets issued

Noise Complaints:

- 13 complaints investigated ranging from loud stereos, barking dogs, noisy vehicles, construction noise
- all complaints have been investigated and appropriate warnings have been issued, no tickets issued

Fire Complaints:

- 1 complaint regarding open burning/burning without a permit, warning was given

Signs:

- 5 complaints received, the complaints were investigated and the signs were removed by voluntary compliance by the property owners
- ongoing monitoring of illegal signage is occurring and removal carried out on a regular basis by By-law (37 signs removed this quarter by By-law Officers)



Municipal Law Enforcement Activity Report – 2021 1st Quarter (Jan-March)

Dumping

- 1 illegal dumping call investigated, Public Works/Bylaw removed debris from the side of the roads, unable to lay charges

Ice and Snow Complaints (sidewalks):

- 95 complaints investigated, Notices given, 1 sidewalk was cleared by contractor for non-compliance – costs billed to property owner

General Inquires:

- 102 Inquires (97 were COVID-19 related - questions, concerns, issues or seeking information)



TOWNSHIP OF WILMOT

Corporate Communications
Communications Specialist

Activity Report – 1st Quarter (January – March 2021)
Information and Legislative Services Department

Select activities include:

Marketing and Corporate Communications

- Ongoing development of the new brand identity style guide, creation of critical path and accompanying internal and external documents. The internal roll out process is now underway.
- Created, with input from departments, two community newsletters. April 2021 newsletter has been delayed (until May) due to the emergency brake.
- Edited and/or contributed to twelve Township news and regional pandemic media releases.
- Assisted various departments with the creation of various forms of messaging, editing, video and photography requests.
- Ongoing participation on the Region of Waterloo (pandemic) communications committee and municipal communicators committee. Joint and shared messaging is created. In addition, a new Township Communicators group was formed. I am chairing this group. Our aim is further exploration of common challenges, opportunities and resources.
- Ongoing participation on ECG committee and ILS departmental meetings.
- Responded to a variety of media inquiries and updated media lists. Responded and/or directed inquiries to the appropriate director in a timely manner.

Social Media

- Worked with departments, and independently, to create awareness messaging such as: #PinkShirtDay (with Councillors), Green Light Awareness campaign, Stormwater Management, Family Day, and Cold Water Rescue Training (video coverage of training), etc.
- Averaging 8 -10 daily messages (combination of original content and retweets/shares) for both Twitter and Facebook channels. Cultivating content and/or editing and sourcing accompanying tags, hashtags, and images and/or video. Scheduling and posting.
- In addition, and on a daily basis (Monday to Friday and every third weekend), I monitor other local and regional accounts, engage when appropriate, and watch trends.
- The Township Twitter account has 3,525 'followers' and the Facebook business page 948 'follows' and 709 'likes'.
- The 2021 Social Media Content calendar continues to be populated as the pandemic evolves.
- Ongoing efforts are made to enhance the image and video gallery year 'round. Images have been requested for use by internal departments as well as external organizations.

As this is the first quarterly update for this division, some details may reflect work done in 2020. Responsibility for the coordination of inclusion and diversity initiatives lies with the Information and Legislative Services Department but is within the portfolio of every department under the supervision of the Chief Administrative Officer.

Prime Ministers Path

- Introductory meeting with project lead from First People's Group to review scope of work and set-up first staff working group meeting.
- First staff working group meeting with First Peoples Group. This early meeting included advice from the First Peoples Group to base the Wilmot project on the process used in Kingston. Staff was requested to forward additional documentation including Council meeting minutes, staff reports, promotional materials, committee presentations and any other materials relative to the Prime Ministers Path. A preliminary schedule was established where information gathering occurred in March/April, community engagement plan development in April/May, engagement occurring in May/June. Inclusive participation was recognized as a priority and for everyone who wants to be heard as part of the consultations to have an opportunity to participate. Emphasis was made on the need for this to be a consultant led project.
- Met with First People's Group for an informal discussion to provide overview of the history of the Prime Ministers Path, what has brought Wilmot to this point, and to advise on the groups or individuals who have already expressed their desire to take part in the engagement.
- Responded to emails from the public who requested an update.
- Prepared two newsletter articles to provide an update. The April newsletter was cancelled due to the majority of the newsletter content being focused on the pandemic and open/re-opening facilities. Announcements to go into another lockdown occurred on the same day the newsletter was scheduled for release, April 1, 2021.
- Communications activities planned to include April media release, webpage creation and updates, and social media following April working group meetings.

Anti-Racism, Inclusion and Diversity Advisory Committee

- Draft terms of reference prepared and circulated to the senior management team for review and comment.
- Review of terms of reference from other sources with a similar mandate.

Canadian Coalition of Inclusive Municipalities

- Motion passed by Council in January.
- Reviewing the application process and developing a critical path for the project.
- Establishing a list of sources to connect with as the project unfolds.

Staff Training

- 27 members of staff participated in Virtual Training Workshop: Fostering Reconciliation in the Region of Waterloo with Dr. Darren Thomas.

- 69 full-time members of staff attended Spectrum Diversity Training. Training is being scheduled for remaining full-time staff, part-time staff, and volunteer fire fighters.

Region of Waterloo Reconciliation Action Plan Working Group

- The Reconciliation Action Plan Working Group (RAPWG), a staff working group, is a collaborative effort to create a consistent regional approach to truth and reconciliation through collaboration, information sharing and relationship building. RAPWG established Terms of Reference which were approved by area CAO's. Sub-committees were established with respect to Learning and Development, Honorariums, Land Use and Access, and Communications and Events. The Director of Corporate Services / Treasurer participates on weekly meetings with the RAPWG. The standing agenda for these meetings includes updates on Sir John A MacDonald Statue, and a number of other local matters.
- The Land Access and Use Subcommittee of the Reconciliation Action Plan Working Group held an introductory meeting on March 29, 2021 with staff representation from Region of Waterloo municipalities. Future meetings will be scheduled soon with the initial task of creating Terms of Reference for the committee. Attended by the Director of Parks, Facilities and Recreation Services.
- The Honorarium Subcommittee holds meetings bi-weekly. This staff committee was only recently established and is attended by the Director of Corporate Services / Treasurer. The initial task of creating Terms of Reference for the committee is currently underway.



TOWNSHIP OF WILMOT

DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS 2021-015

TO: COUNCIL

SUBMITTED BY: Harold O’Krafka, MCIP RPP
Director of Development Services

PREPARED BY: Andrew Martin, MCIP RPP
Manager of Planning/EDO

REVIEWED BY: Grant Whittington, CAO

DATE: April 26, 2021

SUBJECT: Sign By-law Variance
Cressman Meats
562 Huron Street, New Hamburg

RECOMMENDATION:

THAT Council approve minor variances to Township Sign By-law 2002-68 for a sign to be installed at 562 Huron Street in New Hamburg as follows:

1. to allow a sign in front of the required building line on a property having a frontage of less than 15m; and
2. to reduce the required side yard setback from 3.0m to approximately 1.0m

SUMMARY:

This application proposes to modify regulations for a proposed ground sign at Cressman Meats. Given the property configuration, limited opportunities are available to install signage visible from Huron Street. The proposed variances would allow a sign to be installed that would be visible from Huron Street while maintain adequate setbacks from the road and not creating any visual obstructions for vehicles entering or exiting this property or abutting properties.

BACKGROUND:

Section 24 of the Township Sign By-law provides that Council may authorize minor variances from the provisions of the by-law provided the general intent and purpose of the by-law is maintained.

REPORT:

Cressman Meats desires to install a ground sign close to the property's frontage on Huron Street. The configuration of the property is unique with a narrow frontage (approximately 7.0m) and a building set well back from the road (approximately 30m). Signage on the front of the building provides limited exposure to Huron Street and as such Cressman Meats is requesting approval to install a ground sign closer to the front and side property line than what the current regulations would permit.

As illustrated on the sketch, included as Attachment A, the proposed sign will remain outside of driveway visibility triangle and well back from the sidewalk. The sign would be outside of the travelled portion of the site and does not appear to present any visual obstructions at the entrance/exit to the property. As such, staff are of the opinion that the proposed location is appropriate and meets the general intent and purpose of the sign by-law.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Regulating signs within the Township of Wilmot contributes to the quality of life of Wilmot residents by ensuring signs are safely installed and are visually unobtrusive. Considering regulations on a site specific basis promotes a prosperous economy by allowing businesses opportunities to install appropriate signage and advertising.

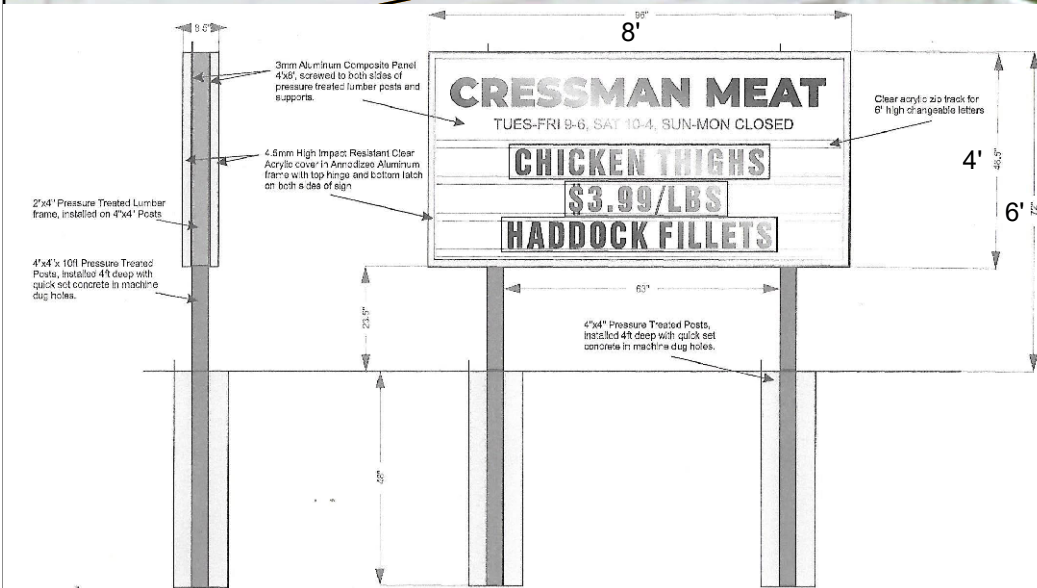
FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

Attachment A Sign location and details

Report DS 2021-015
ATTACHMENT A



**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2021-23**

**BEING A BY-LAW TO ESTABLISH THE 2021 FINAL
TAX LEVY, THE 2021 RATES OF TAXATION AND
TO PROVIDE FOR THE PAYMENT OF TAXES BY
INSTALMENTS.**

WHEREAS Section 290 of the Municipal Act, 2001, S.O. 2001, CHAPTER 25, as amended, provides that the Council of a local municipality shall, after consideration of the estimates for the year, pass a by-law to adopt the estimates and levy a separate tax rate on the assessment in each property class;

AND WHEREAS Section 307 of the Municipal Act, 2001, S.O. 2001, CHAPTER 25, as amended, outlines the manner in which taxes shall be assessed against a property, and,

AND WHEREAS the Regional Municipality of Waterloo has provided the 2017 tax ratios and subclass reductions as required by the Municipal Act, 2001, S.O. 2001, CHAPTER 25, as amended,

NOW THEREFORE the Council of the Corporation of the Township of Wilmot hereby enacts as follows:

Definitions

- “Municipal Act” means the Municipal Act, 2001, S.O. 2001, CHAPTER 25, as amended.
- “Person” means a natural person, partnership, association, corporation, legal representative, trustee, trustee in bankruptcy, or receiver.
- “Property Owner” means a person who has legal title or right to a property.
- “Region” means the Regional Municipality of Waterloo.
- “Tax” or “Taxes” means any sum payable as taxes and includes upper tier, lower tier and school board property taxes, local improvement charges, and all other fees that may have been added to the property’s tax roll as outlined in the Municipal Act.
- “Township” means The Corporation of the Township of Wilmot.

Final Tax Levy

- The current estimates for 2021, totalling \$9,087,350, detailed in the 2021 Municipal Budget, approved by Council on February 8, 2021, are used in the creation of the 2021 Township tax rates.
- Every property owner shall be taxed a Final Levy according to the tax rates in this by-law, save and except that portion of taxes raised by the 2021 Interim Levy under Section 317 of the Municipal Act.
- Taxes levied under this by-law shall be payable in multiple instalments, and the dates for payment shall be authorized by the Treasurer.
- Notice of 2021 Final Levy shall be mailed at least 21 days prior to the due date of the 1st Instalment.

- Failure to pay the amount of taxes due on the dates stated above shall constitute default and the provisions of By-law 2012-02 (being a by-law to provide for penalties to be applied to current taxes due and unpaid and for interest to be applied to taxes in arrears) shall be applicable.
- The Treasurer is hereby authorized to mail, deliver or cause to be mailed or delivered, the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.
- Taxes shall be payable to the Township.
- The Treasurer is authorized to accept part payment from time to time on accounts of any taxes due and to give a receipt for such payment, provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under By-law No. 2012-02 in respect of non-payment of any taxes or any class of taxes or of any instalment thereof.

2020 Tax Rates

- The 2021 tax ratios provided by the Region are as follows:

<u>Tax Class Description</u>	<u>Tax Ratio</u>	<u>Tax Class Description</u>	<u>Tax Ratio</u>
Residential	1.0000	Commercial	1.9500
Residential Farmland CI 1	1.0000	Shopping Centre	1.9500
Multi-Residential	1.9500	Industrial	1.9500
New Multi-Residential	1.0000	Industrial Farmland CI 1	1.0000
Farm	0.2500	Landfill	1.5400
Managed Forest	0.2500	Pipeline	1.1613

- The 2021 sub-class reductions provided by the Region are as follows:

<u>Tax Class Description</u>	<u>Sub-Class Reduction</u>
Residential Farmland CI 1	25%
Industrial Farmland CI 1	25%

- The 2021 tax rates are set as follows:

<u>Tax Code</u>	<u>Tax Code Description</u>	<u>Tax Rate</u>
RT	Residential Taxable: Full	0.00249287
R1	Residential Taxable: Farmland CI 1	0.00186965
MT	Multi-Residential Taxable: Full	0.00486110
NT	New Multi-Residential Taxable: Full	0.00249287
FT	Farm Taxable: Full	0.00062322
TT	Managed Forest Taxable: Full	0.00062322
CT	Commercial Taxable: Full	0.00486110
CU	Commercial Taxable: Excess Land	0.00486110
CX	Commercial Taxable: Vacant Land	0.00486110
C7	Commercial Taxable: Small-Scale On-Farm	0.00486110
XT	Commercial New Construction: Full	0.00486110
XU	Commercial New Construction: Excess Land	0.00486110
XX	Commercial New Construction: Vacant Land	0.00486110
YT	Office Building New Construction Taxable: Full	0.00486110
ST	Shopping Centre Taxable: Full	0.00486110
SU	Shopping Centre Taxable: Excess Land	0.00486110
SX	Shopping Centre Taxable: Vacant Land	0.00486110

ZT	Shopping Centre New Construction: Full	0.00486110
	Shopping Centre New Construction: Excess	
ZU	Land	0.00486110
	Shopping Centre New Construction: Vacant	
ZX	Land	0.00486110
IT	Industrial Taxable: Full	0.00486110
IH	Industrial Taxable: Full, Shared PIL	0.00486110
IK	Industrial Taxable: Excess Land, Shared PIL	0.00486110
IU	Industrial Taxable: Excess Land	0.00486110
IX	Industrial Taxable: Vacant Land	0.00486110
I1	Industrial Taxable: Farmland CI 1	0.00186965
I7	Industrial Taxable: Small-Scale On-Farm	0.00486110
JT	Industrial New Construction: Full	0.00486110
JU	Industrial New Construction: Excess Land	0.00486110
JX	Industrial New Construction: Vacant Land	0.00486110
J7	Industrial Taxable: Small-Scale On-Farm	0.00486110
PT	Pipeline Taxable: Full	0.00289497
HT	Landfill Taxable: Full	0.00383902
E	Exempt	0.00000000

Severability

- If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

Coming to Force

- This by-law hereby rescinds By-law 2020-12 and shall come into force and take effect on the date of its passage by Council.

READ a first and second time in Open Council this 26th day of April, 2021.

READ a third time and finally passed in Open Council this 26th day of April, 2021.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2021-24

**BEING A BY-LAW TO CONFIRM THE ESTABLISHMENT OF A HIGHWAY IN THE
TOWNSHIP OF WILMOT**

WHEREAS pursuant to Section 31(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, after January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money;

AND WHEREAS The Corporation of the Township of Wilmot acquired the lands herein described for the purpose of a highway;

AND WHEREAS the lands hereinafter described will be used and form part of a public highway known as Sandhills Road in the Township of Wilmot;

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

1. That the lands hereinafter described be, and the same are, established and laid out as a public highway to be known as Sandhills Road within the Township of Wilmot:

All and singular that certain parcel or tract of land and premises known as: PART OF LOT 12 CONCESSION SOUTH OF SNYDER'S RD WILMOT, BEING PART 1, PLAN 58R21065; WILMOT (PIN 22183 - 0131)

READ a first and second time this 26th day of April, 2021.

READ a third and final time and passed in open Council this 26th day of April, 2021.

Mayor

Clerk