



# **TOWNSHIP OF WILMOT**

## **Council Meeting Agenda**

**Monday, July 15, 2019**

**Televised**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

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

### **7.1 Council Meeting Minutes June 24, 2019**

#### **Recommendation**

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

Council Meeting June 24, 2019.

### **8. PUBLIC MEETINGS**

#### **8.1 REPORT NO. DS 2019-17**

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

**Zone Change Application 09/19**  
**John Friesen and Virginia Lyons Friesen**  
**Part of Lots 5 and 6, Concession South of Erb's Road**  
**1603 Erb's Road**

**Recommendation**

THAT Zone Change Application 09/19 made by John Friesen and Virginia Lyons Friesen affecting Part of Lots 5 and 6, Concession South of Erb's Road, to pass a temporary use by-law to permit an accessory building to be located on a property without the principal building (single detached dwelling) for a period not exceeding 3 years, be approved.

**9. PRESENTATIONS/DELEGATIONS**

- 9.1. Nancy Taves**  
**New Hamburg Art Tour**
- 9.2 John Zehr**  
**New Hamburg Cruise Night**
- 9.3 Nigel Gordijk**  
**Terry Fox Plaque**
- 9.4 Peter Roe and Artem Voytsekhovskiy, Committee Members**  
**Castle Kilbride Advisory Committee Summer Update**
- 9.5 REPORT NO. CK 2019-04**  
**Updated Heritage Register of Non-Designated Properties in**  
**the Township of Wilmot**

**Recommendation**

THAT the updated Heritage Register of Non-Designated Properties for the Township of Wilmot which reflects the addition of twenty-one (21) properties as per Report CK2019-04 as submitted on behalf of the Heritage Wilmot Advisory Committee, be adopted.

**9.5.1 Marg Rowell, Vice-Chair**

**Heritage Wilmot Advisory Committee Update to the Non-Designated Heritage Register**

**9.6 REPORT NO. CL 2019-42**

**Request for Designation of St. James Lutheran Church  
66 Mill Street, Baden  
Lot 180, Plan 627**

**Recommendation**

THAT the Township of Wilmot indicate its intent to designate the property known as the St. James Lutheran Church, Baden, being Lot 180, Plan 627, Township of Wilmot, as a property of Historical and Architectural Significance under Part IV of the Ontario Heritage Act, R.S. O., 1990 as amended, for the reasons as contained within Report No. CL2019- 42; and further,

THAT the Director of Clerk's Services be authorized to proceed under the Ontario Heritage Act.

**9.6.1 Al Junker, Committee Member**

**Heritage Wilmot Designation of St. James Lutheran Church**

**9.7 Stephanie Szusz, President**

**Wilmot Agricultural Society  
New Hamburg Fall Fair**

**10. CONSENT AGENDA****10.1 REPORT NO. CL 2019-41**

**Clerk's Services – Communications and Enforcement  
Quarterly Report**

**10.2 REPORT NO. FIN 2019-27**

**Statement of Operations as of June 30, 2019 (un-audited)**

**10.3 REPORT NO. FIN 2019-28**

**Capital Program Review as of June 30, 2019 (un-audited)**

**10.4 REPORT NO. FIN 2019-29**

**Updated Purpose Sustainability Working Group Terms of Reference**

**10.5 REPORT NO. PW 2019-13**

**2<sup>nd</sup> Quarter Operations Activity Report April – June 2019**

**10.6 REPORT NO. FRS 2019-05**

**Facilities & Recreation Services Activity Report**

**10.7 REPORT NO. DS 2019-20**

**2<sup>nd</sup> Quarter Building Stats 2019**

**10.8 REPORT NO. FD 2019-05**

**Quarterly Activity Report**

**10.9 REPORT NO. FD 2019-06**

**Award of Tender 2019/07 Commercial Laundry and Dryer Cabinets for Fire Department Use**

**10.10 REPORT NO. CK 2019-03**

**Quarterly Activity Report – April, May & June 2019**

**Recommendation**

THAT Report Nos. CL 2019-41, FIN 2019-27, FIN 2019-28, FIN 2019-29, PW 2019-??, FRS 2019-05, DS 2019-20, FD 2019-05, FD 2019-06, CK 2019-03 be approved.

**11. REPORTS**

**11.1 CAO**

**11.1.1 REPORT NO. CAO 2019-02**

**Consultant Services – Joint Service Delivery Study**

**Recommendation**

THAT Report CAO 2019-02, regarding the Joint Service Delivery Study, be received for information purposes;



AND THAT Council adopt the framework and principles of the Joint Services Delivery Study as set out in this Report in partnership with the Townships of North Dumfries, Wellesley and Woolwich;

AND THAT staff be authorized to work in conjunction with the Townships of North Dumfries, Wellesley and Woolwich in the preparation and issuance of a Request for Proposal (RFP) to seek competitive bids from qualified consulting firms to undertake a Joint Service Delivery Study;

AND THAT staff provide a follow-up Report to Council on the results of the RFP process and the recommended award of a Contract for the completion of the Joint Service Delivery Study.

## **11.2 CLERKS**

### **11.2.1 REPORT NO. CL 2019-43**

#### **Acceptance of Petition for Drainage Works**

#### **North Part Lot 4, Concession North of Erb's Road**

#### **Recommendation**

THAT the Township of Wilmot accept the Notice of Petition for Drainage Works received from Norbert and Laurie Dietrich, Robert and Theresa Dietrich, Christa Streicher and Gerda Frank for Parts of Lot 4, Concession North of Erb's Road, Township of Wilmot; and,

THAT the Clerk be authorized to proceed accordingly under the Drainage Act.

## **11.3 PUBLIC WORKS AND ENGINEERING**

### **11.3.1 REPORT NO. PW 2019-14**

#### **Award of Tender – Hannah and Lewis Streets**

#### **Recommendation**

THAT Tender 2019-22 be awarded to Network Sewer and Watermain Ltd. for the reconstruction of Hannah and Lewis Street in New Hamburg, as per their proposal submitted July 4, 2019, in the amount of \$848,108.46, plus HST;

AND THAT \$546,587 in Federal Gas Tax funding be allocated to the overall project costs;

AND THAT the Mayor and Clerk be authorized to execute easement agreements required for project construction and future maintenance of the infrastructure related to the project.

#### **11.4 DEVELOPMENT SERVICES**

##### **11.4.1 REPORT NO. DS 2019-18**

##### **Township Zoning By-law Review Update**

#### **Recommendation**

THAT Report DS 2019-18 be received for information.

##### **11.4.2 REPORT NO. DS 2019-19**

##### **Zone Change Application 04/16**

##### **Donel Farms Ltd. and Shantz Mennonite Church**

##### **Part of Lot 12, Concession South of Erb's Road**

##### **2417 and 2473 Erb's Road**

#### **Recommendation**

THAT Zone Change Application 04/16 made by Donel Farms Ltd. and Shantz Mennonite Church affecting Part of Lot 12, Concession South of Erb's Road, be approved as follows:

1. to change the zoning of a portion of the lands presently owned by Donel Farms Ltd. from Zone 1 to Zone 12;
2. to reduce the MDS 1 setback for a Type B land use (a church) from the manure storage and livestock facility on the lands owned by Donel Farms Ltd. from 598m and 553m to 312m and 239m respectively; and
3. to change the zoning of a portion of the lands presently owned by Shantz Mennonite Church from Zone 12 to Zone 1.

## **12. CORRESPONDENCE**

### **12.1 2018-2019 Ombudsman Annual Report ([www.ombudsman.on.ca](http://www.ombudsman.on.ca))**

Note: Hard copy of the Annual Report is available in the Clerk's Library

**13. BY-LAWS**

- |             |                           |  |
|-------------|---------------------------|--|
| <b>13.1</b> | <b>By-law No. 2019-36</b> | <b>Zone Change Application 09/19</b>   |
| <b>13.2</b> | <b>By-law No. 2019-37</b> | <b>Zone Change Application 04/16</b>   |
| <b>13.3</b> | <b>By-law No. 2019-38</b> | <b>Appointment of Deputy Treasurer</b> |

**Recommendation**

THAT By-law Nos. 2019-36, 2019-37 and 2019-38 be read a first, second and third time and finally passed in Open Council.

**14. NOTICE OF MOTIONS**

- 14.1** WHEREAS Accountability and Transparency in Council decision making is a fundamental principal of Municipal governance in Ontario;

AND WHEREAS the Council of the Township of Wilmot desires to remain accountable in all of their decision making and fully understand the processes and analysis used by staff when making recommendations to Council;

AND WHEREAS it is the obligation of Members of Council to provide responses to residents of the Township on decisions made and the justifications for them;

BE IT RESOLVED THAT staff be directed to incorporate into Staff Reports their analysis of all projects and programs being considered for grant funding applications (provided at least six weeks has been provided for application turn around) and placement on the Ten Year Capital Plan, including the factors used to arrive at the recommendations being presented to Council;

AND FURTHER THAT the projects and programs that were considered but not recommended for inclusion in grant funding applications or Ten Year Capital Plan also be commented on as to why they were not included in the recommendation.

- 14.2** THAT Wilmot Township shall create a 'Smart Commute Wilmot Program'. Whereas we will take a phased approach at creating designated

carpooling parking spots with appropriate signage located at our municipal properties and locations recommended by staff report, starting with the Wilmot recreation complex and starting in 2020.

**15. ANNOUNCEMENTS**

**16. BUSINESS ARISING FROM CLOSED SESSION**

**17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2019-39**

**Recommendation**

THAT By-law No. 2019-39 to Confirm the Proceedings of Council at its Meeting held on July 15, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

**18. ADJOURNMENT**

**Recommendation**

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



# TOWNSHIP OF WILMOT

## **Council Meeting Minutes**

**Monday, June 24, 2019**

**Regular Council Meeting**

**Council Chambers**

**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 Clerk's Services D. Mittelholtz, Director of Public Works and Engineering J. Molenhuis, Director of Facilities and Recreation Services S. Nancekivell, Fire Chief R. Leeson, Director of Development Services H. O'Kafka, Director of Finance P. Kelly, Curator of Castle Kilbride T. Loch, Manager of Planning / EDO A. Martin

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

**Resolution No. 2019-140**

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

THAT a Closed Meeting of Council be held on Monday, June 24, 2019 at 5:45 p.m. in accordance with Section 239 (2) (b) and (d) of the Municipal Act, 2001, for the purposes of:

- (b) personal matters about an identifiable individual, including municipal employees; and
- (d) labour relations or employee negotiations.

**CARRIED.**

**2. MOTION TO RECONVENE IN OPEN SESSION**

**Resolution No. 2019-141**

**Moved by: Councillor J. Gerber Seconded by: Councillor J. Pfenning**

THAT we reconvene in open session at 7:00 pm.

CARRIED.

**3. MOMENT OF SILENCE**

**4. LAND ACKNOWLEDGEMENT**

**5. ADDITIONS TO THE AGENDA**

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

**7. MINUTES OF PREVIOUS MEETINGS**

**7.1 Council Meeting Minutes June 3, 2019**

**Resolution No. 2019-142**

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

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

Council Meeting June 3, 2019.

CARRIED. AS AMENDED.

Councillor A. Hallman asked that it be noted that her request to have staff conduct a public education session in regards to firearms to work with RCMP, Regional Police and the MNR.

Councillor C. Gordijk advised that after the presentation on the workplace policies, she had asked when the Township Workplace Harassment and Violence Policy would be presented.

**8. PUBLIC MEETINGS****8.1 REPORT NO. DS 2019-16****Zone Change Application 08/19****Capital Homes (HH) Inc.****Lot 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414****Municipal addresses:****138, 142, 150, 164, 176 and 180 Theodore Schuler Blvd****10, 14, 18, 22, 26, 29, 20, 33 and 34 Marty Lane****13, 19, 25, 31, 37, 41, 45, 49 and 53 Strauch Ave****79 Stier Rd, New Hamburg****Resolution No. 2019-143****Moved by: Councillor B. Fisher****Seconded by: Councillor C. Gordijk**

THAT Report DS 2019-16 be received for information.

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.

Councillor C. Gordijk, inquired if staff will also take into account some parking issues that people had raised when the final report comes back to Council? The Manager of Planning / EDO advised that staff will address and provide comments on all issues raised through this public meeting.

Damien Jawarski, representative of the applicant noted that some members of the public have been posting signs to stop townhouses. He clarified that there are no townhouses being built. Some of the fees and studies being put forward might make this unfeasible, this is only going to be done on an as needed basis.

Mr. Paul Ditner of 169 Theodore Schueller Blvd. provided comments regarding properties being zoned for dwellings in the basement and suggested that this was new information for him. He expressed his belief that the new zoning is for those buying a house and choosing to rent the basement out. He noted that he moved to this area from the country and did so because it was a single family neighbourhood and no zoning changes were proposed at that point to allow this to happen. He suggested that this would have changed their minds about the location. He noted concern for property values, how parking is going to be addressed with the smaller lots. He concluded by stating he purchased the house and this zone change application was not brought to their knowledge.

Owner of 50 Strauch Ave, opposed to the rezoning for similar reasoning as Mr. Ditner. The sales person told her this neighbourhood was designed to be no rentals, single family homes. She stated they chose to buy in this area based on single family homes and if they had known they would have chosen a different neighbourhood. She expressed that to rezone this neighbourhood is unfair to the residents who purchased under the pretense of what the original subdivision was intended for. She concluded by stating that down the road these houses will allow for a second dwelling and this could very much change the neighbourhood in years to come.

Mr. Alan Doherty of 122 Theodore Scheuller Blvd. raised his concerns in terms of traffic, and the current funnel situation occurring. He noted that there likely would not be a lot of people utilizing this option; however, if there is a good uptake in these types of units the traffic and parking needs increase.

Mr. Josh Minezinger of 69 Theodore Scheuller Blvd. noted his main concern is when a home is purchased and you intend to have someone living in the basement, there is a requirement for getting building permits, etc. He stated that either way the builder is going to make money regardless of the design or if they are townhouses. If applying for the change to allow for multi dwelling units. Traffic is a concern, having more people living in one single house and the extra cars that go along with it will have an impact. We have young families and none of us want this for our neighbourhood.

Mr. Jawarski noted that Capital Homes does not want friction on this and want to remove the application.



Councillor J. Pfenning asked for staff to clarify the zone change details.

The Manager of Planning / EDO advise that an in-law suite is more of a real estate term not a zoning term, it is an apartment regardless of who lives in the second unit. He noted that Provincial changes require municipalities to allow for second units in residential areas, the current zoning by-law review is looking to allow secondary units across the entire Township and because the complete zoning process has not been done, the introduction of secondary units will be considered by Council in the coming months. This applications preempts the larger discussion in an effort to allow for certain lots to be sold at this point.

Mr. Chad McBride of 64 Theodore Scheuller Blvd suggested that the developer include this as part of their next phase and ensure buyers are made aware of it.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There was none.

Mayor L. Armstrong asked twice if anyone else wished to address Council on this matter, and in the absence of any comments, declared the public meeting to be closed.

Councilor J. Gerber, procedurally Council received the report for information and if the application is withdrawn then Council and the public will be informed of that when the report comes forward.

Councillor A. Hallman noted that there are some members of the community that have to send their aging families to senior homes is costly and mutli-generational dwelling is something that needs to be considered in the community. Another piece to reflect on is there are members of our community that have adult children with differences that require special care but could benefit from some independence. These homes allow for the vulnerable people of our community to be included.

Councillor A. Hallman advised she supports this application.

## **8.2 REPORT NO. FIN 2019-26**

### **Development Charges Background Study**

#### **Resolution No. 2019-144**

**Moved by: Councillor J. Pfenning**

**Seconded by: Councillor J. Gerber**

THAT Report FIN 2019-26, as prepared by the Director of Finance / Treasurer, regarding the Development Charges Background Study, be received for information purposes.

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 Director of Finance / Treasurer outlined the report and introduced Mr. Andrew Grunda with Watson & Associates.

#### **8.2.1 Andrew Grunda CPA, CMA, Watson & Associates Development Charges Background Study**

Mr. A. Grunda outlined the purpose of the presentation and provided an overview of what Development Charges are and how Council can utilize the charges to assist with increased costs and cost recovery. He advised that the current Development Charges By-law expires on September 1, 2019 and a new By-law needs to be adopted by Council to ensure that cost recovery is not impacted. The background study has been prepared and has been made public since May 15<sup>th</sup> of this year to allow for public comment for Council to consider. Mr. Grunda outlined a number of prohibitions outlined in the Act that do not qualify as part of a Development Charge. He provided a high level overview of the Township growth forecasts, capital needs and Township-wide services, including fleet and facilities, fire protection, park and recreation services, library services and urban area services.

Councillor B. Fisher asked if are there any strategies that other communities have identified to use the 60% funding in the first year. Mr. Grunda advised that at this point in time, with the amendments, a lot of that information will be regulated by legislation. In addition to collecting the charges and having them in a reserve funds, allocation of the

funds will need to be identified as committed to or being spent on certain works, which could be, for example, capital projects or committing funds into periodic works.

Councillor B. Fisher noted that in regards to the future growth identified, in particular with, institutional will only grow by 76 persons between 2019 and 2031, he suggested that seems low considering baby boomers and life expectancy rates, there is a shortage of housing of apartments in the Township and is the Township encouraging that type of development. Mr. Grunda noted those projections are in line with what the Region of Waterloo has identified. He advised that as changes develop over time the projections would be adjusted to reflect that.

#### Delegations:

Mr. Pierre Chauvin advised that a number of clients have a direct interest in the Development Charges Study and that a letter has been submitted and it will be circulated. He advised of support to the Study and noted that the infrastructure plans are accurate in both residential and non-residential in terms of costs and estimates and that he has requested to meet with staff prior to the final report to have these discussions.

Mr. David Galbraith advised he echoes Mr. Chauvin's comments. He advised that he is speaking on behalf of his client NH Properties at 1209 Waterloo Street in New Hamburg, which was recently designated for residential growth. IBI Group has submitted comments to staff and are looking forward to further discussions at the staff level.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There was none.

Mayor L. Armstrong asked twice if anyone else wished to address Council on this matter, and in the absence of any comments, declared the public meeting to be closed.

## **9. PRESENTATIONS/DELEGATIONS**

### **9.1. REPORT NO. FIN 2019-25**

#### **Market Salary Survey – Council Compensation**

#### **Resolution No. 2019-145**

**Moved by: Councillor J. Pfenning**

**Seconded by: Councillor C. Gordijk**

THAT Report FIN 2019-25, as prepared by the Director of Finance / Treasurer, regarding the Market Salary Survey for Council Compensation, be received for information purposes; and further,

THAT the 2020 to 2022 Annual Compensation contained within Appendix A of the independent report from Barcon Consulting Inc., be approved for effective January 1, 2020; January 1, 2021 and January 1, 2022.

CARRIED.

The Director of Finance / Treasurer outlined the report and introduced Ms. Van Andel.

#### **9.1.1 Connie Van Andel, Barcon Consulting Council Remuneration**

Ms. C. Van Andel presented the results of the market salary survey that was completed in 2018, she advised that the portion of the market survey she will be speaking to will focus on Council compensation. Ms. Van Andel provided an overview of how the market salary survey was completed, including the criteria for comparators.

Councillor J. Pfenning noted that she has a level of discomfort with voting on the increase in compensation as a newly elected official, noting that the position of Councillor and compensation was known at the time of running for Council.

Councillor A. Hallman, concurred that this topic was also unsettling; however, moving forward fair compensation for this Council and future Councils is important.

Councillor C. Gordijk echoed their comments; however, following the presentation from Ms. Van Andel, the market comparators and moving forward with the review to be done with each term of Council, market parity is important.

Mayor L. Armstrong acknowledged the comments of Council and noted that these decisions are made at this level and agreed with Councillor A. Hallman, that it is not just this term of Council, but the following terms of Council that need to be taken into consideration. Accurate compensation for work performed is essential, having a regular compensation review is on par with other municipalities. Mayor L. Armstrong noted that the information and recommendation was obtained through an independent source, and that is why he is in support of the recommendation.

Councillor J. Pfenning asked what the impact would be if Council voted to implement the increase; however, with the implementation of that increase occurring with the next term of Council. The Director of Finance noted that the proposal is to reach market equity by that third year, the goal of the process was to achieve that, similar to that of staff and previously this was not in place and if there was a deferral, the impact would not change, and the Township would be in the same position in 2022. Councillor J. Pfenning agreed that fair compensation is valid and the certain discomfort with the voting of this recommendation.

Mayor L. Armstrong noted that the voting on any recommendation in Council is one of the jobs that members of Council are required to do.

The Director of Finance / Treasurer noted that the impact of a fiscal deferral to the next term of Council also is potentially putting the onus on that term to a much more significant compensation increase at one time versus a three year phased in proposal. Councillor J. Pfenning clarified that she was suggesting approving the increase with implementation to the next term of Council. Ms. C. Van Andel noted that other municipalities have taken that approach; however, it is more likely done in the final year of that term of Council. Ms. Van Andel noted that when Council's defer implementation it is typically done due to budget constraints and what happens is Council compensation continues to fall behind, not including COLA increases and the fall back of missing those. Ms. Van Andel noted that this a fair process and it is a very standard methodology in the approach for the recommendation, she cautioned Council to defer this recommendation. The CAO noted that the deferral would not allow for yearly budget increases thereby having a large budget line when the implementation would occur.

## **10. CONSENT AGENDA**

### **10.1 REPORT NO. CL 2019-37**

**Exemption to the Noise By-law, Region of Waterloo**

### **10.2 REPORT NO. CL 2019-40**

**Lottery License Request, Optimist Club of New Hamburg  
Moparfest Car Raffle**

**Resolution No. 2019-146**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor J. Gerber**

THAT Report Nos. CL 2019-35 and CL 2019-40 be approved.

CARRIED. AS AMENDED.

Councillor A. Hallman asked for clarification on how the \$50,000 maximum prize for lottery licensing at the Municipal level amount is determined and the Director of Clerk's Services advised that the Province of Ontario makes that determination.

### **10.3 REPORT CL NO. 2019-34**

#### **Renewal of Lease Agreement with Wilmot Heritage Fire Brigades, 10 Bell Drive, Baden**

#### **Resolution No. 2019-147**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor A. Hallman**

THAT Report No. CL 2019-34, regarding the renewal of the lease agreement, for a 5-year term, with the Wilmot Heritage Fire Brigades at 10 Bell Drive, Baden be endorsed, and further;

THAT the Mayor and Clerk be authorized to sign the associated by-law and lease agreement.

CARRIED.

Councillor C. Gordijk asked for clarification regarding the indemnity insurance, noting that two community groups have recently had their insurance increased and asked for clarification as to why this group has not had an increase in their insurance. The Director of Finance / Treasurer advised that he clarified with the insurance pool for the difference, they advised that the indemnity insurance requirement is based on risk and the Insurance Pool noted that a public event liability is greater than that of an agreement such as this, this particular space is used as a museum space and is much smaller and the facility is owned by the Municipality which also is a factor.

Councillor C. Gordijk expressed concerns that communication to community groups regarding indemnity insurance rates needs to improve and suggested that a notice be put on the Township website. The Director of Finance / Treasurer advised that he will obtain the coverage requirements from the Insurance Pool and provide that information to the appropriate staff for communications purposes.

**11. REPORTS****11.1 CLERKS****11.1.1 REPORT NO. CL 2019-38****Approval of Registration for Pre-Conference Clinics at the  
Association of Municipalities of Ontario Annual Conference****Resolution No. 2019-148**

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

THAT the request to attend the Association of Municipalities of Ontario Pre-Conference Clinic, Indigenous Cultural Competency for Councillors A. Hallman, C. Gordijk and J. Pfenning at a total cost of \$1,080.00, excluding HST, be approved.

CARRIED.

**11.1.2 REPORT NO. CL 2019-39****Approval of Leash-Free Dog Park Pilot Project****Resolution No. 2019-149**

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

THAT the Leash-Free Dog Park Pilot Project at a total cost of \$3,620.00, excluding HST, be approved.

CARRIED.

The Director of Clerk's Services outlined the report.

Councillor J. Gerber asked if there was a chosen location within the park and the Director of Clerk's Services advise that is going to be northeast of the field house. Councillor J. Gerber asked for an approximate size of the space and the Director of Facilities and Recreation Services advised that he does not have the exact size but it is under an acre in size. Councillor J. Gerber asked if there would be signage indicating capacity in the park at any given time and staff indicated that there would not be.

Ms. Elaine Brodercht, read a message of support for dog parks on behalf of local dog owners. She commented on the Stratford dog association and shared an article regarding dog park development. She noted some advantages; such as, running off energy for the dogs, allowing for dog owners with mobility issues a place for their dogs to run, out of town visitors the opportunity to allow their dogs to run, provide location for community and dog park activities. She noted that some disadvantages include parasites, some won't pick up after their dogs, dog fights/lawsuits. She noted that there are opportunities for responsibilities to maintain and oversee the park through volunteers. She noted there are costs to consider with amenities within the park. She provided feedback from the community and noted the appreciation they have that this pilot project is moving forward. She suggested there are opportunities for fundraising to supplement costs. She noted that parking needs to be considered as well. She advised they are here to offer help to the Township.

Councillor A. Hallman thanked her for her presentation and expressing both positive and negative thoughts.

Councillor B. Fisher advised that he had tried to implement a dog park many years ago, unsuccessfully. Councillor B. Fisher advised that he has personal experience with dog parks and his own dog being attacked as well as experience with his dog being attacked while on leash. Councillor B. Fisher advised that he is in support of this being done as a pilot project to see if this is something that would work for our community.

Mr. Paul Makie appeared as a delegation in support of the dog park and asked that the Township consider placing dog waste containers and provide compostable bags throughout the Township as a means of supporting and asking for responsible dog ownership. Mr. Makie asked the Director of Facilities and Recreation Services if the septic tank lids in the park are something that is of concern for the dog park and the Director of Facilities and Recreations Services advised that they are storm drain clean outs and they do not pose a concern since those will be outside the area of the dog park.

Councillor J. Pfenning advised that she is interested in the dog waste containers for the Township trailheads and the dog park.

Mr. Henry Strubin of 39 Piccadilly Square appeared as a delegation and advised that he is a business owner of dog waste solutions. He suggested that a slight increase in dog licensing covers the cost of providing waste bags and waste containers. He advised that he will provide his contact information to staff to discuss dog waste solutions.



Ms. Phyllis Wood, 86 Kettle Lake appeared as a delegation and noted she is thrilled that the Township is taking this initiative; however, advised that the size is a little too small. Ms. Wood suggested that staff look at Stratford's dog park for ideas. The Director of Facilities and Recreation Services advised that this is a pilot project that has no budget attached to it and should there be a permanent park, it will be designed in such a way to accommodate all dogs.

Councillor A. Hallman asked that staff visit the dog parks in Stratford and Brant County to see how their systems work as part of the report that will come after the pilot is complete.

Councillor A. Hallman asked if staff have developed rules for the dog park. The Director of Clerk's Services advised that rules and regulations for the use of the dog park will be based on best practices.

Councillor C. Gordijk noted that she has received positive feedback and noted that this is a helpful tool for our seniors and residents with disabilities to allow for accessibility.

Councillor J. Pfenning thanked the delegations for attending and asked if the area that is being used as a pilot could include a stand of trees for small dogs and to allow for calmness. The Director of Facilities and Recreation Services advised that is within the area that is marked off and will be included.

Ms. Brodercht suggested that staff consider adopting the same model Stratford used and suggested that she can provide information if needed. Mayor L. Armstrong advised that staff will look at all options.

Councillor J. Pfenning noted that the enthusiasm for the park and volunteer efforts will help move things along and asked if we could have a meeting with interested parties to move forward and engage towards a permanent park.

## **11.2 FINANCE**

### **11.2.1 REPORT NO. FIN 2019-24**

#### **Municipal Accommodation Tax Agreement**

#### **Resolution No. 2019-150**

**Moved by: Councillor J. Pfenning**

**Seconded by: Councillor C. Gordijk**

THAT Report FIN 2019-24, as prepared by the Director of Finance / Treasurer, regarding the Municipal Accommodation Tax By-Law and Agreement, be received for information purposes; and further,

THAT the Mayor and Clerk be authorized to execute the Transient Accommodation Tax agreement between the Township of Wilmot, Region of Waterloo and Waterloo Region Tourism Marketing Corporation (WRTMC).

CARRIED.

The Director of Finance / Treasure outlined the report.

### **11.3 FACILITIES AND RECREATION SERVICES**

#### **11.3.1 REPORT NO. FRS 2019-04**

##### **Gibney Forest, Sandhills Road**

##### **Multi-use Trail and Parking Facility**

#### **Resolution No. 2019-151**

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

THAT Council endorse the project proposed by the Wilmot Trails Advisory Committee to utilize the funds generously donated to the Township by Schout Corporation for the design, construction and project management of a separated multi-use pathway along Sandhills Road and a parking facility on Township owned lands adjacent to the Sandhills Road.

THAT staff be directed to prepare and release the necessary request for proposal and tender documents.

CARRIED.

The Manager of Planning / EDO outlined the report.

Councillor A. Hallman advised that she had resident questions regarding increased signage along this trail and other trails, as well as, will this trail be included on the large Regional map. The Manager of Planning / EDO advised that the trails have been branded with the Township Trails branding and signage will reflect that, he noted that the Region does provide some inclusions of trails and that staff can work with the Region to have these trails included.

Councillor B. Fisher noted this is a great project and asked for a timeframe. The Manager of Planning / EDO noted that the Trails Advisory Committee will be working towards a sooner rather than later approach while working through the design and cost elements.

Councillor A. Hallman thanked staff and the Trails Advisory Committee for their work and thanked Mr. Schout for the contribution.

Councillor J. Pfenning expressed her appreciation to staff for their hard work and dedication to this project.

## **12. CORRESPONDENCE**

### **12.1 Castle Kilbride Advisory Committee Minutes**

### **12.2 Heritage Wilmot Advisory Committee Minutes**

#### **Resolution No. 2019-152**

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

THAT Correspondence Nos. 12.1 and 12.2 be received for information.

## **13. BY-LAWS**

### **13.1 By-law No. 2019-33      Municipal Accommodation Tax**

### **13.2 By-law No. 2019-34      Lease Agreement – Wilmot Heritage Fire Brigades**

#### **Resolution No. 2019-153**

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

THAT By-law Nos. 2019-33 and 2019-34 be read a first, second and third time and finally passed in Open Council.

CARRIED.

## **14. NOTICE OF MOTIONS**

### **14.1 Statement of Members of Council Goals**

**Resolution No. 2019-154****Moved by: Councillor C. Gordijk****Seconded by: Councillor J. Pfenning**

THAT Members of Council state, in Open Council, goal projects that they intend to lead during the 2018-2022 term of Council;

AND FURTHER THAT these goal projects be consistent with the Township Strategic Plan and are subject to the Budget process of the Township.

DEFEATED.

Councillor J. Gerber advised that he feels that the motion is not necessary due to the amount of avenues that members of Council have in place to express any such goals.

Councillor B. Fisher advised that he agrees with Councillor J. Gerber; however, also noted that there are always goals that every member of Council will have; however, did not feel that stating a goal individually should be done since all decisions are that of Council as a whole.

Councillor J. Pfenning thanked Councillors Gerber and Fisher for their comments and noted that the Motion is intended to talk of passion and leadership, noting that Council as a whole is leading the Township and this is intended as a way to articulate those goals.

Councillor J. Gerber agreed that the concept is valid; however, reiterated his previous comments.

Councillor C. Gordijk noted that this Motion is a way for each member of Council to know where their priorities is in terms of the goals for the Township.

Councillor A. Hallman noted that the identification of the priorities of each member of Council puts goals at the forefront for the community.

Mayor L. Armstrong noted that the budget process provides an opportunity for members of Council to discuss the items that they want brought forward and have agreement from all members of Council. He noted that the 10-year Capital Forecast is a living document that Council has the opportunity to make adjustments to. He noted that these are the avenues that Council has to express their goals for consideration by all of Council.

Councillor J. Gerber noted that the role of Council is not to be individual rather working together collectively to realize goals that members have.

Councillor B. Fisher noted that his identified goals are on the 10-year Capital budget and are projected over the next few years.

Councillor J. Pfenning advised that she is standing behind her Motion and the intent behind it being visionary.

Councillor J. Gerber thanked Councillor J. Pfenning for her passion on this Motion.

#### **14.2 Single Use Plastic Straws**

##### **Resolution No. 2019-155**

**Moved by: Councillor A. Hallman**

**Seconded by: Councillor C. Gordijk**

THAT the Township of Wilmot phase out single use plastic straws from Township facilities and replace them with compostable straws effective January 1, 2020.

CARRIED.

Councillor C. Gordijk advised she spoke to Waste Management at the Region and they advised they have a guideline for compostable straws and would like Township staff to ensure the straws comply.

Councillor A. Hallman also advised that she had conversations with the Region as well and noted that she had forwarded staff a list of approved suppliers.

Councillor J. Pfenning suggested that once the Township has this in place the Community Groups are notified. The Director of Facilities and Recreation Services advised that the information will be included on all contracts effective January 1, 2020 and that single use straws are banned.

Councillor C. Gordijk noted that she had received complaints of the use of Styrofoam at community events.

#### **14.3 Councillor C. Gordijk brought forward the following Notice of Motion**

WHEREAS Accountability and Transparency in Council decision making is a fundamental principal of Municipal governance in Ontario;

AND WHEREAS the Council of the Township of Wilmot desires to remain accountable in all of their decision making and fully understand the processes and analysis used by staff when making recommendations to Council;

AND WHEREAS it is the obligation of Members of Council to provide responses to residents of the Township on decisions made and the justifications for them;

BE IT RESOLVED THAT staff be directed to incorporate into Staff Reports their analysis of all projects and programs being considered for grant funding applications (provided at least six weeks has been provided for application turn around) and placement on the Ten Year Capital Plan, including the factors used to arrive at the recommendations being presented to Council;

AND FURTHER THAT the projects and programs that were considered but not recommended for inclusion in grant funding applications or Ten Year Capital Plan also be commented on as to why they were not included in the recommendation.

**14.4** Councillor A. Hallman brought forward the following Notice of Motion

THAT Wilmot Township shall create a 'Smart Commute Wilmot Program'. Whereas we will take a phased approach at creating designated carpooling parking spots with appropriate signage located at our municipal properties and locations recommended by staff report, starting with the Wilmot recreation complex and starting in 2020.

**15. ANNOUNCEMENTS**

- 15.1** Councillor A. Hallman noted that the Canada Day celebration is on Monday, with the breakfast starting at 8:00 am, fairgrounds opening at 1:00 pm and fireworks starting approximately 9:45 pm.

**16. BUSINESS ARISING FROM CLOSED SESSION**

**17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2019-35**

**Resolution No. 2019-156**

**Moved by: Councillor B. Fisher**

**Seconded by: Councillor C. Gordijk**

THAT By-law No. 2019-35 to Confirm the Proceedings of Council at its Meeting held on June 24, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**18. ADJOURNMENT (9:58 PM)**

**Resolution No. 2019-157**

**Moved by: Councillor J. Gerber**

**Seconded by: Councillor A. Hallman**

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

CARRIED.



**REPORT NO:** DS 2019-17

**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:** July 15, 2019

**SUBJECT:** Zone Change Application 09/19  
John Friesen and Virginia Lyons Friesen  
Part of Lots 5 and 6, Concession South of Erb’s Road  
1603 Erb’s Road

---

**RECOMMENDATION:**

THAT Zone Change Application 09/19 made by John Friesen and Virginia Lyons Friesen affecting Part of Lots 5 and 6, Concession South of Erb’s Road, to pass a temporary use by-law to permit an accessory building to be located on a property without the principal building (single detached dwelling) for a period not exceeding 3 years, be approved

**SUMMARY:**

This report has been prepared to summarize Zone Change Application 09/19 which would permit an accessory building to be located on a property up to 3 years in advance of construction of the principal building (single detached dwelling). The report serves as an introduction to the statutory Public Meeting for this zone change application and provides a recommendation for approval.



**BACKGROUND:**

Notice of the Public Meeting was given by regular mail to property owners within 120 metres of the subject lands and posted at the property on June 14, 2019. The following is a summary of comments received prior to the Public Meeting.

Public: none

**Agencies**

Region of Waterloo, Grand River Conservation Authority, and Waterloo Region District School Board: no objections

**REPORT:**

The subject property is currently vacant, designated Prime Agricultural in the Township Official Plan, and is zoned Zone 2 (Residential) within the Township Zoning By-law.

The current zoning permits a single detached dwelling and accessory buildings. The applicant wishes to construct an accessory building (shed/garage) on the property prior to the dwelling. This application would allow for the building to exist for up to 3 years prior to the new house being constructed.

The applicant has indicated they wish to construct a building on the property to park their RV (van) as their present property does not provide the opportunity to do so. With ultimate plans to construct a house on this presently vacant parcel, the applicant has requested a three year approval to provide flexibility in when they start construction of the home.

The proposed shed/garage is otherwise in compliance with the minimum setbacks for the subject property as well as the maximum height and area as set out in the zoning by-law.

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

Holding public meetings to gain input on planning matters promotes an engaged community.

**FINANCIAL CONSIDERATIONS:**

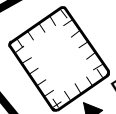
The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application.

**ATTACHMENTS:**

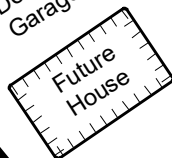
Attachment A      Property location map

Erb's Road

← Existing shared  
access



Proposed  
Detached  
Garage/Shed



Future  
House

# NEW HAMBURG ART TOUR

WILMOT TOWNSHIP PRESENTATION 2019







THANKS TO OUR MANY LOCAL SPONSORS AND  
VENUES

WE COULDN'T DO IT WITHOUT THEM

























































































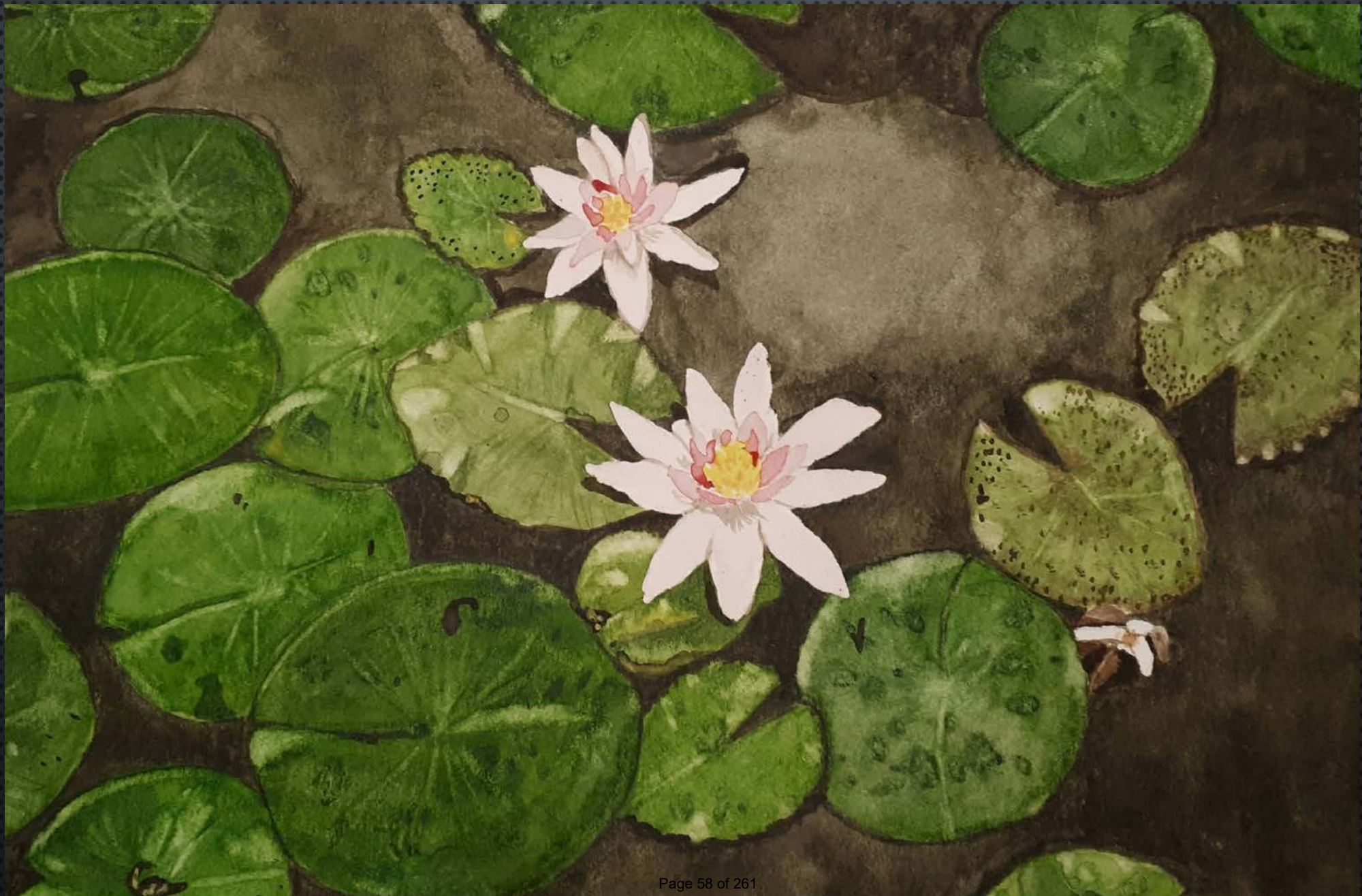








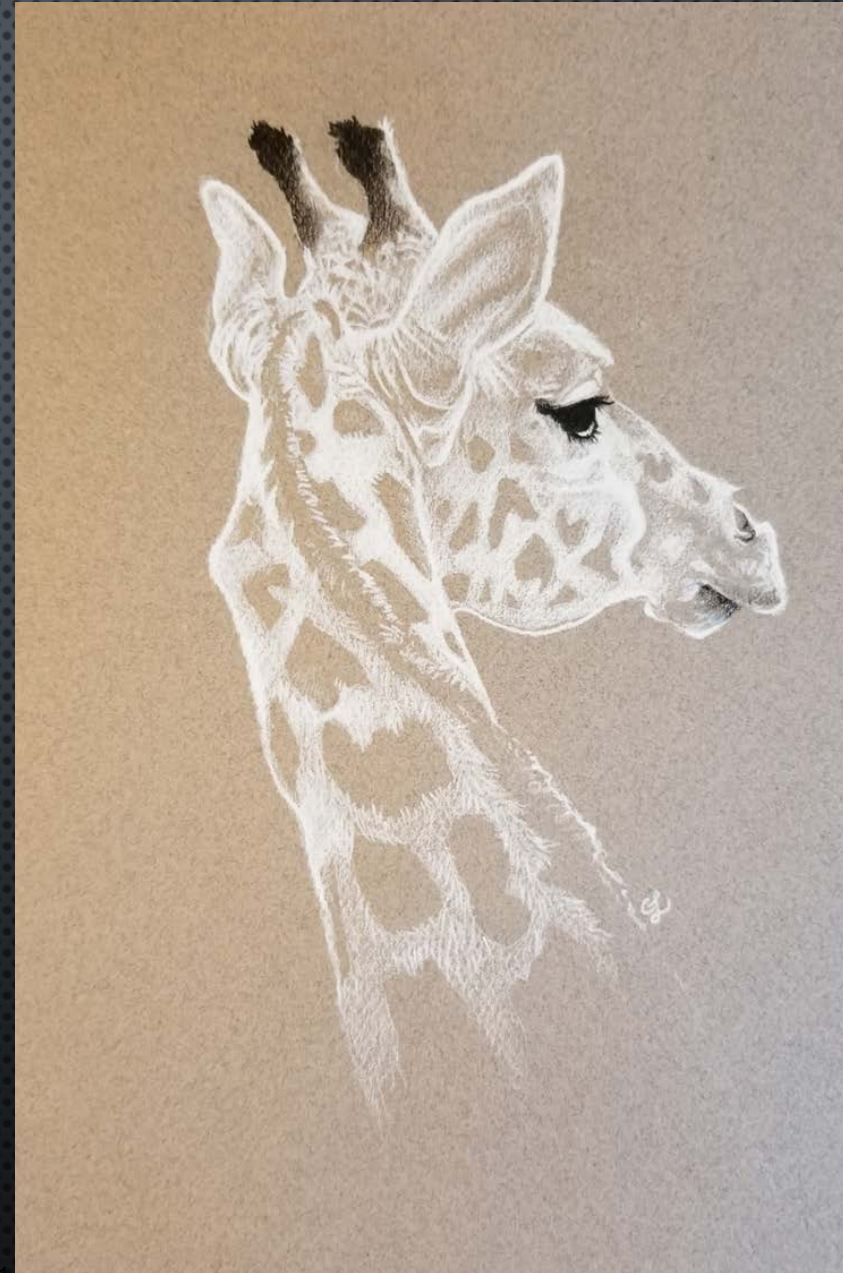
























# **Local Artists Exhibition**

**3rd Saturday of  
September**

**10 AM to 4 PM**

**Walking tour maps available in  
downtown New Hamburg**





3rd  
Saturday  
of  
September  
10 am to 4 pm

Walking tour maps available in downtown  
New Hamburg





Saturday · September 21  
17 local artists

Visit us online at:



[www.facebook.com/  
NHArttour](https://www.facebook.com/NHArttour)



[www.instagram.com/  
nharttour](https://www.instagram.com/nharttour)

For more information:  
[newhamburgarttour@gmail.com](mailto:newhamburgarttour@gmail.com)  
519-577-8523







COMMUNITY

# LOCAL ARTISTS SHOWCASED AT NEW HAMBURG

A HAGEN

The third annual New Hamburg Studio Tour put downtown businesses and churches on the map. The guiding map, that is.

A twist on other years, displays were within walking distance of each other throughout the core on Sept. 22.

"We're all local artists all passionate about towns, so it's great to have multiple artists in one venue within walking distance," said local painter and presenter Sarah





THE TOWNSHIP OF WILMOT MUNICIPAL GRANT IS  
A MAJOR CONTRIBUTOR IN THE CONTINUED  
SUCCESS OF THE NEW HAMBURG ART TOUR





“Dreams are made  
possible if you try.”

TERRY FOX



## Ritz Printing celebrates 125 years of business

by Beth Thompson  
As one of Waterloo Region's oldest operating businesses, Ritz Printing celebrates its 125th anniversary this year.

Over the years the firm has been hit by both fires and sudden deaths in the family. Through it all business has gone on.

Ernie Ritz, a proprietor of the firm along with his son,

There is a personal satisfaction in looking after people," he says.

Ernie, who has been an elected representative in the township for 13 years - 5 as councillor, 8 as mayor, says he finds the community has really changed, especially over the last 15 years.

"In the late 60's the town really mushroomed, but in the 70's growth has cut-

continued to print both papers.

When Pressprich retired, Jacob Ritz and Co. took over. This was in 1885. Less than two years later Jacob died and his brother Daniel took over the business.

Many changes took place, and in 1908 Daniel sold the Volksblatt to the Bauernfreund of Waterloo. During the years he had the bus-



**RUN. TERRY. RUN.** Terry Fox, the young man from British Columbia who is running across Canada raising money for cancer research, was in New Hamburg on Sunday. He spent the night here before moving on Monday for Kitchener. He is pictured above just outside Petersburg. He is followed by a police escort, a van and two sponsor cars.



**RUN. TERRY. RUN.** Terry Fox, the young man from British Columbia who is running across Canada raising money for cancer research, was in New Hamburg on Sunday. He spent the night here before moving on Monday for Kitchener. He is pictured above just outside Petersburg. He is followed by a police escort, a van and two sponsor cars.

Columns.....7

Sidewalk Sale.....11-22

Sports.....23

Obituaries.....28,31







## LOCATION CRITERIA

- 1: Accurate and verifiable reports of where Terry was seen when he ran in the township.
- 2: Memorial has to be on public property somewhere in close proximity to where Terry ran.
- 3: Location should be safe and open to the public, with an easy-to-read inscription.



PETERSBURG  
COMMUNITY  
PARK







**"DREAMS ARE MADE POSSIBLE  
IF YOU TRY."**

## **TERRY FOX**

**VISITED WILMOT AND RAN NEAR  
THIS LOCATION ON JULY 20<sup>TH</sup>, 1980  
DURING HIS MARATHON OF HOPE.**

**THIS PLAQUE WAS ERECTED ON THE  
40<sup>TH</sup> ANNIVERSARY BY  
THE CITIZENS OF WILMOT TOWNSHIP.**

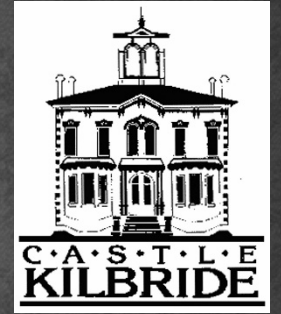




**Summer Update 2019**



# The Castle Kilbride Advisory Committee










Teresa Brown, Chair  
Evelyn Gascho  
Councillor Jeff Gerber  
Councillor Angie Hallman  
Colleen Herner  
Leonard Kuehner, Vice-Chair

Marlene Miller  
Peter Roe  
Jim Veitch  
Artem Voytsekhovskiy  
Scott Williams  
Staff: Tracy Loch, Curator/Director  
Sherri Gropp, Assistant Curator



## A JUBILEE OF SILVER

 <p><i>Mirror</i> c.1905</p>	 <p><i>Silver Set</i></p>	 <p><i>Flask</i> c.1910</p>
 <p><i>Figural Napkin Ring</i> c.1900</p>	 <p><i>Teapot</i> c.1920</p>	 <p><i>Silverware</i> c.1896</p>
 <p><i>Silver Coins</i></p>		

All that glitters is not gold. This year at Castle Kilbride it is SILVER! Castle Kilbride is celebrating its 25th anniversary as a museum. This fun and whimsical exhibit showcases some traditional silver artifacts, but also features items with a twist on the name silver. Curious? Come see this exhibit and celebrate with us!

## Castle Kilbride

60 Snyder's Road West in Baden  
15 minutes from Kitchener or Stratford (519) 634-8444

# A Jubilee of Silver Exhibit

## Currently on exhibit





# Currently on exhibit





# 2019 CONCERT SERIES



Bring your lawn chair and enjoy live music on the front lawn from 7:00 p.m. – 8:00 p.m. Weather permitting. Admission by donation.



- June 13 - "Elvis" with Mike Lorentz (Oldies)
- June 20 - Dana K & The Remedy (R&B, Funk & Soul)
- June 27 - Twas Now with Mike & Diana Erb (Traditional Country & Folk Standards)
- July 4 - Rantin' Rovers (Celtic)
- July 11 - Al Crawford (1940s-80s & everything in between)
- July 18 - Onion Honey (Old-time Folk)
- July 25 - Stetson Brothers (Classic Country)
- Aug 1 - Shanigans (East Coast/Celtic Rock)
- Aug 8 - Corduroy Gordon (Bluegrass/Folk/Pop)
- Aug 15 - Tim Louis (Jazz)
- Aug 22 - Smile 'n Wave (80's dance party)
- Aug 29 - Festival City Big Band (Swing/Jazz)



## Castle Kilbride

Owned and operated by the Township of Wilmot  
Visit [www.castlekilbride.ca](http://www.castlekilbride.ca) for upcoming events!

# Summer Concert Series



**Every Thursday evening until Aug.29**



# Twenties Tea & Tour

*(June & August)*



**Castle Kilbride Hosts**



**Castle Kilbride Tea Party  
c.1925**





*New*

# Ghost Walks

July 20, August 16,  
September 28 & October 25

Pre-registration required  
at [www.ghostwalks.com](http://www.ghostwalks.com)





**We've Arrived  
at 25!  
Community  
Open House**

**Sunday, September 22<sup>nd</sup>  
1:00 PM to 4:00 PM**





**For more information**

**(519) 634-8444**

**[www.castlekilbride.ca](http://www.castlekilbride.ca)**





**REPORT NO:** CK2019-04

**TO:** COUNCIL

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Updated Heritage Register of Non-Designated Properties  
in the Township of Wilmot

---

**RECOMMENDATION:**

THAT the updated Heritage Register of Non-Designated Properties for the Township of Wilmot which reflects the addition of twenty-one (21) properties as per Report CK2019-04 as submitted on behalf of the Heritage Wilmot Advisory Committee, be adopted.

**BACKGROUND:**

As part of its mandate from the Township of Wilmot Council, the Heritage Wilmot Advisory Committee periodically reviews and updates the Register of Non-Designated heritage properties within the Township of Wilmot for Council's approval. Using a checklist for criteria, properties are graded and classified to ensure a consistent evaluation approach. This municipal register is considered an inventory of properties of cultural heritage value or interest to Wilmot Township and is created and maintained by the Committee.

**REPORT:**

As part of the process, Heritage Wilmot has evaluated the list and made recommendations on two separate meetings to add to the Register. At the November 7, 2018 meeting the committee endorsed eleven (11) properties be added to the Non-Designated Heritage Register. On July 3, 2019 the committee endorsed the addition of ten (10) more properties to the Register with a total of twenty-one (21) properties to be added. Letters to the property owners were mailed in three stages on December 10, 2018, June 4, 2019 and June 24, 2019 informing the owner that their property has been recognized as being of historic interest to the Township of Wilmot's heritage committee and that the property has been chosen to be included on the Heritage Register of Non-Designated Properties. A pamphlet also accompanied the letter which provided further information to the owner regarding the Non-Designated Register. Owners were



notified that the updated list would be brought forward as a recommendation to Council and were invited to contact the Staff liaison (Tracy Loch) or Chairperson of Heritage Wilmot (Nick Bogaert) with any questions or concerns. No objections from any property owners were received. Heritage Wilmot recommends the following twenty-one (21) properties to be added to the 2019 Heritage Register of Non-Designated Properties for the Township of Wilmot:

1. Zion United Church, 215 Peel Street, New Hamburg
2. Trinity Evangelical Lutheran Church, 23 Church Street, New Hamburg
3. Steinmann Mennonite Church, 1316 Snyder's Road West, Baden
4. St. James Lutheran Church, 1177 Queen Street, New Dundee
5. New Dundee Baptist Church, 1173 Queen Street, New Dundee
6. Shantz Mennonite Church, 2473 Erb's Road, Baden
7. St. James Lutheran Church, 66 Mill Street, Baden
8. St. Agatha Catholic Church, 1839 Notre Dame Drive, St. Agatha
9. Emmanuel Lutheran Church, 1716 Snyder's Road East, Petersburg
10. Mannheim Mennonite Church, 1494 Bleams Road, Petersburg
11. (Former) United Brethren in Christ Church, 28 Main Street, New Dundee
12. (Former) Bethel Missionary Church, 1439 Bridge Street, New Dundee
13. Bethel Church, 1531 Bridge Street, New Dundee
14. Nith Valley Mennonite Church, 1355 Bean Road, New Hamburg
15. Wilmot Mennonite Church, 2995 Bleams Road, New Hamburg
16. Wellesley Community Church, 3158 Nafziger Road, Wellesley
17. Wilmot Centre Missionary Church, 2463 Bleams Road, Petersburg
18. Rosebank Brethren in Christ Church, 1434 Huron Road, Petersburg
19. St. Agatha Mennonite Church, 1967 Erb's Road, Baden
20. Hillcrest Mennonite Church, 1056 Huron Street, New Hamburg
21. New Hamburg Conservative Mennonite Church, 347 Hamilton Road, New Hamburg

---

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

The report implements the following goals from the Strategic Plan:

We are an engaged community through involving and supporting volunteers from the Heritage Wilmot Advisory Committee.

We enjoy our quality of life by protecting and promoting the Township of Wilmot's built heritage.

We are an engaged community through strengthening communicating municipal matters.

The actions noted are in accordance with the municipal work program.

**FINANCIAL CONSIDERATIONS:**

n/a

**ATTACHMENTS:**

1. Heritage Register of Non-Designated Properties for the Township of Wilmot
2. A Guide for Non-Designated Property Owners



# Register of Non-Designated Properties in Wilmot Township

Prepared by: Tracy Loch, Curator/Director  
Presenter: Marg Rowell, Heritage Wilmot Vice-Chair.  
Date: July 15, 2019



HERITAGE WILMOT

Preserving  
Our Heritage  
For Tomorrow



TOWNSHIP  
OF WILMOT



# 2019 UPDATE FROM THE HERITAGE WILMOT ADVISORY COMMITTEE

Nick Bogaert, Chair

Patty Clarke

Rene Eby

Councillor Barry Fisher

Al Junker

Stephanie Massel

Councillor Jennifer Pfenning

Marg Rowell, Vice-Chair

Elisia Scagnetti

Artem Voytsekhovskiy

Scott Williams

Yvonne Zyma

Staff: Tracy Loch, Curator/Director






HERITAGE WILMOT



# What is a Heritage Register?



Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Bethel / Grace Mennonite Church 010-001-05500	1880	2111 Bean Road Haysville	New Hamburg	BLK A CON 3 PT LOT 30 RP58R4367 PT 2
<b>Cultural Heritage Value/ Heritage Attributes</b> Vernacular; 1 storey yellow brick building with a granite fieldstone foundation; Front façade; north side; Gothic window on right of enclosed entry porch; Right façade; west side three pointed windows; Rear façade; south side; more modern addition with main entrance; Left façade; east side; similar window arrangement as right side; an addition is on this side towards the back of the church. In 1861 Robert Leathorn deeded one-half acre to the Trustees of the Bethel Primitive Methodist Church; later joining Wesleyan Methodists and services discontinued in 1971 when sold to Grace Mennonite Church congregation.					
	Tye House / "Pomona Grove" 010-001-15300	1900	3330 Huron Road Haysville	New Hamburg	LOT 19 CON 1 BLK A
<b>Cultural Heritage Value/ Heritage Attributes</b> Queen Anne; 2 storey, red brick, left side has a projecting bay, windows have stone voussoirs, lintels and sills, 2nd storey window has stained glass transom, 1st storey window has a round arched transom with stained glass, decorative gable has a 3 part window, finials on metal roof, round window on front second floor, decorative porch. Commonly known as Pomona Grove, it was built by Henry D. Tye, an esteemed businessman and local politician.					
	Green's School S.S. #4 010-001-04200	1907	3734 Bridge Street Haysville	New Hamburg	BLK A CON 3 PT LOT 24
<b>Cultural Heritage Value/ Heritage Attributes</b> Vernacular; 1 storey red brick school; gable roof. Front façade-porch with gable roof and round columns; entrance door in centre; round date stone with School Section No 4 1907 above door; 1/1 window on left and double 1/1 window on right. Left façade: much altered. Right façade: 6 rectangular windows with filled in transom. Rear façade: decorative brickwork with yellow bricks in shape of a cross under gable. The first school was built on land purchased from Cyrus Green on the opposite side of the road. Architect William Hallman built this school for \$1,900 and it opened Sept. 1907 with Miss Jessie Oliver as the teacher.					



**“While these properties are not officially designated, they are considered of historic importance and value to the Township of Wilmot, much the same as designated properties.”**



# Why include properties on the Register?



- ✓ Recognizes properties of cultural heritage value in Wilmot Township.
- ✓ Promotes knowledge and enhances the understanding of Wilmot's cultural heritage.
- ✓ Provides easily accessible information about cultural heritage.
- ✓ It is a planning document that will be consulted by municipal decision makers when reviewing development proposals or permit applications.



# EXAMPLES FROM CURRENT REGISTER



## **Shantz / Hunsberger House (1848):**

- Georgian; 2 ½ storey; 4 over 4 bays; rubble stone; Gabled windows on upper storey.
- Built by pioneer, David Y. Shantz.
- Shantz Mennonite Church was named after him.
- One of the oldest homes in Wilmot Township.



# ST. JAMES ANGLICAN CHURCH (1854)



- English rural, Gothic revival, vernacular, single storey.
- Pioneer church and one of the oldest in Wilmot Township.
- Excellent detail, especially the tower, stained glass and brickwork.
- Iron fences and cemetery with pioneer graves; represents important phase of Wilmot's settlement of Block A by immigrants from the British Isles.



# ADDITIONS TO THE REGISTER



**NEW**

**21 PROPERTIES  
TO BE ADDED!**



# GOTHIC REVIVAL & OTHER



St. James Lutheran Church



St. Agatha Mennonite Church



Trinity Lutheran Church



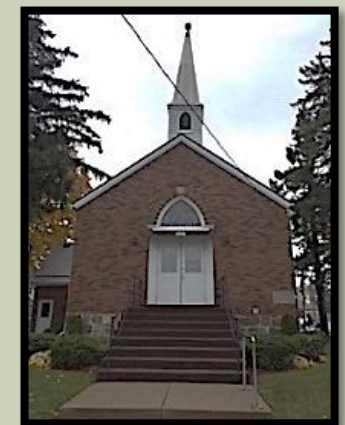
Zion United Church



St. Agatha Catholic Church



Wilmot Centre Missionary Church



New Dundee Baptist Church



# TURN OF THE CENTURY 1900 VERNACULAR



Steinmann Mennonite Church



Rosebank Brethren in Christ Church



Shantz Mennonite Church



Emmanuel Lutheran Church



Mannheim (Latschar) Mennonite Church



# MID CENTURY MODERN



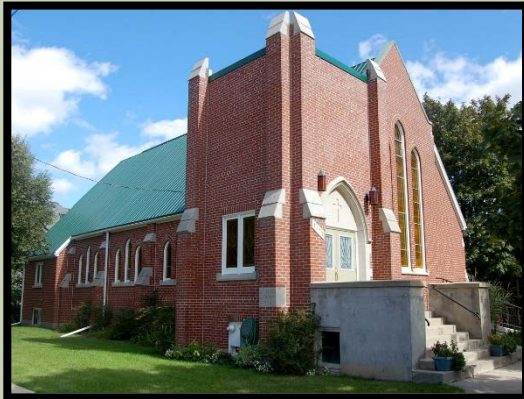
Wellesley Community Church



Nith Valley Mennonite Church



Bethel Church



St. James Lutheran Church



Hillcrest Mennonite Church



Wilmot Mennonite Church



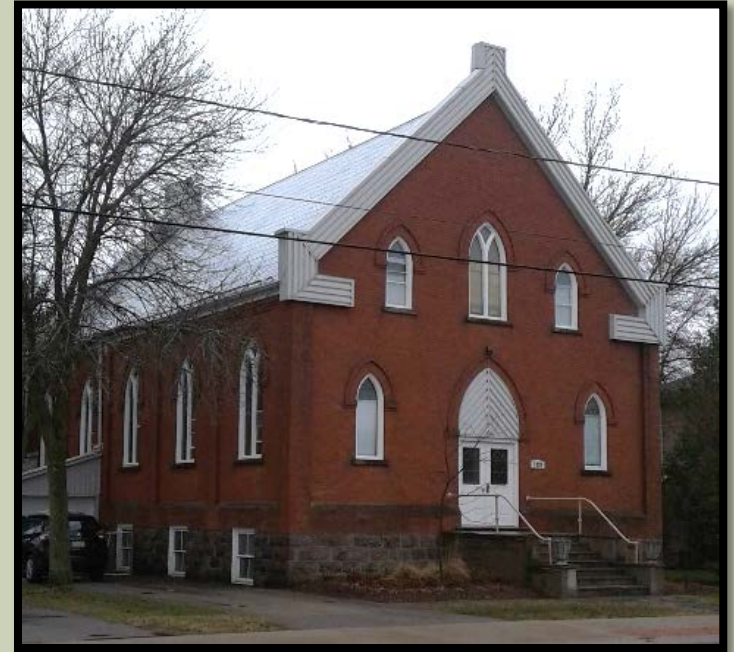
New Hamburg Conservative Mennonite Church



# CHURCHES THAT ARE NOW RESIDENCES



(Former) United Brethren in Christ Church



(Former) Bethel Missionary Church



# FUTURE STEPS FOR HERITAGE WILMOT

- **94** properties will now be listed on the Register of Non-designated Properties for Wilmot Township
- Heritage Wilmot will continue to add properties for consideration.
- Next update to the Register will be presented to Council in late 2019 with a focus on schools.
- The committee is currently preparing for the designation of St. James Lutheran Church, Baden under Part IV of the Ontario Heritage Act.





To learn more, visit us at  
[www.heritagewilmot.ca](http://www.heritagewilmot.ca)



# Heritage Wilmot

## “Preserving Our Heritage for Tomorrow”

The purpose of the Heritage Wilmot Advisory Committee is to advise and assist Council and staff of The Township of Wilmot on any matter relating to the designation and conservation of property of cultural heritage value or interest, and to promote heritage interests and to assist with the recognition of the historical continuity within the community.



Hunsberger/ Miller House c.1910  
Non-Designated property

For more information regarding Non-Designated Registers please contact:

Heritage Wilmot  
60 Snyder's Road West  
Baden, ON N3A 1A1

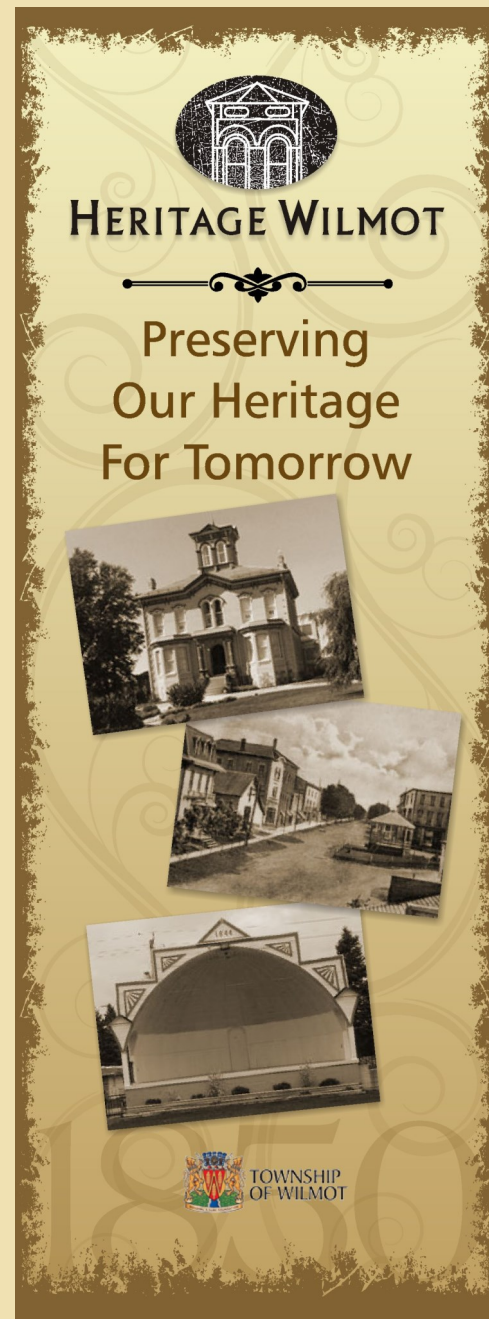
(519)-634-8444  
[www.heritagewilmot.ca](http://www.heritagewilmot.ca)

Or email: [info@heritagewilmot.ca](mailto:info@heritagewilmot.ca)

For more information about the Ontario Heritage Act:

The Ontario Heritage Act:  
[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90o18\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o18_e.htm)

Listing Cultural Heritage Properties on the Municipal Register:  
[http://www.culture.gov.on.ca/english/heritage/info\\_sheets/InfoSheet\\_Listing\\_Final.pdf](http://www.culture.gov.on.ca/english/heritage/info_sheets/InfoSheet_Listing_Final.pdf)



**A Guide for Non-Designated Property Owners**



## Non-Designated Sites

- In addition to recommending sites for heritage designation, Heritage Wilmot Advisory Committee may recommend sites to Council that are included on a Non-Designated Heritage Municipal Registry. While these properties are not officially designated, they are considered of historic importance and value to the Township of Wilmot, much the same as designated properties.

### Q. What is a municipal Register?

- The municipal register is the official list or record of cultural heritage properties that have been identified as being important to the Township of Wilmot. The Ontario Heritage Act allows municipalities to include properties of cultural heritage value that have not been designated.

### Q. Why include properties on the Register?

- To recognize properties of cultural heritage value in the community.
- To promote knowledge and enhance an understanding of the community's cultural heritage.
- It is a planning document that

will be consulted by municipal decision makers when reviewing development proposals or permit applications.

- It provides easily accessible information about cultural heritage properties for land-use planners, property owners, developers, the tourism industry, educators and the general public.

### Q. How does listing protect a culturally significant building?

- The register provides interim protection for listed properties. The Township can delay issuance of a demolition permit for up to 60 days in order to provide Council with the opportunity for dialogue with the property owner, or to initiate full designation of the structure under the Act and therefore prevent its demolition.

### Q. . What if I want my property removed from the Register?

- You may submit a letter to the heritage committee/municipality stating why you would like your home removed. The committee will then review your request. As per the Ontario Heritage Act, Council will confer with the heritage committee before a property is removed.

### Q. Does this affect any renovations or maintenance improvements of my property?

- No. Having your property included on the Register does not affect your ability to perform renovations or maintenance.



*Pinchenant/ Bender House c.1869  
Non-Designated property*







# TOWNSHIP OF WILMOT

## CLERK'S SERVICES *Staff Report*

---

**REPORT NO:** CL 2019-42

**TO:** Council

**SUBMITTED BY:** Dawn Mittelholtz, Director of Clerk's Services  
Tracy Loch, Curator / Director of Castle Kilbride

**PREPARED BY:** Dawn Mittelholtz, Director of Clerk's Services  
Tracy Loch, Curator / Director of Castle Kilbride

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Request for Designation of St. James Lutheran Church  
66 Mill Street, Baden  
Lot 180, Plan 627

---

### **RECOMMENDATION:**

THAT the Township of Wilmot indicate its intent to designate the property known as the St. James Lutheran Church, Baden, being Lot 180, Plan 627, Township of Wilmot, as a property of Historical and Architectural Significance under Part IV of the Ontario Heritage Act, R.S. O., 1990 as amended, for the reasons as contained within Report No. CL2019- 42; and further,

THAT the Director of Clerk's Services be authorized to proceed under the Ontario Heritage Act.

### **SUMMARY:**

The Council of the Township of Wilmot is being asked to consider the designation of the property known as the St. James Lutheran Church in Baden as a property of Historical and Architectural Significance under Part IV of the Ontario Heritage Act.

### **BACKGROUND:**

The Heritage Wilmot Advisory Committee received a letter from St. James Lutheran Church stating that their church council supported proceeding with a designation of the church. Heritage Wilmot has been working with some members of the church towards the proposed

---

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



designation of located at 66 Mill Street, Baden. The Committee has completed the research for the church and is recommending that the property be designated on historical, architectural, and contextual criteria as noted under the Ontario Heritage Act. The Committee's Statement of Cultural Heritage is attached for information.

Currently, the Township has twenty-one properties registered under Part IV of the Ontario Heritage Act which includes the New Hamburg Grandstand. The Grandstand was approved for designation by Council in 2006 but was destroyed by fire before the designation process was completed. Under Part V of the Ontario Heritage Act, the Township of Wilmot has designated downtown New Hamburg as a Heritage Conservation District.

### **REPORT:**

Designating heritage properties under the Ontario Heritage Act is a multistep process that starts with the identification of a property of cultural heritage interest or value. The Heritage Wilmot Advisory Committee plays an active and vital role in this process. The Committee may receive correspondence that identifies a property of potential interest or they may uncover such properties during their research and begin correspondence with the property owner.

The Heritage Wilmot Advisory Committee conducts careful and thorough research of the property prior to recommending the property to Council for designation. They prepare a detailed letter to the Clerk to stating the background of the property and reasons for recommending designation. If Council approves the recommendation to proceed with the designation, staff will prepare a notice for the property owner, advertise the intention to designate the property in the local newspaper and on the Township website, and notify the Ontario Heritage Trust.

Following the publication of the notice in the newspaper, a thirty-day period must be allowed for the submission of objections to the designation. If no objections have been filed, Council may proceed with the passing of a by-law designating the property. The adoption of the by-law will then allow staff to register the designation on title of the property and send notice of the designation to the property owner and to the Ontario Heritage Trust.

It is recommended that Council approve the Committee's request to designate the property and authorize the Director of Clerk's Services to proceed under the provisions of the Ontario Heritage Act. Heritage Wilmot Advisory Committee members will be in attendance at the meeting to make a presentation on the features of the property.

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

By designating St. James Lutheran Church, the Township is communicating municipal matters and continuing to promote its rich cultural heritage. The designation of the property enhances the quality of life by protecting and promoting the Township of Wilmot's built heritage. The involvement and support of the volunteers from the Heritage Wilmot Advisory Committee help makes Wilmot an engaged community.



**FINANCIAL CONSIDERATIONS:**

Advertising costs associated with notifying the public of the Intent to Designate and associated By-law would be incurred. The 2019 Operating Budget includes advertising provisions for items of this nature.

**ATTACHMENTS:**

Attachment 1: Letter to the Clerk requesting Council proceed with designation  
Attachment 2: Statement of Cultural Heritage Value or Interest





## HERITAGE WILMOT

Ms. Dawn Mittelholtz  
Director of Clerk Services  
60 Snyder's Road West  
Baden, ON N3A 1A1

June 24, 2019

Dear Ms. Mittelholtz,

The Heritage Wilmot Advisory Committee began discussions about the designation of St. James Lutheran Church in Baden in 2018 after receiving a request from the church. On September 5, 2018 the Committee met and a motion was passed to accept the request from the church, and proceed with the designation of the property. The motion was moved by Al Junker and seconded by Marg Rowell, with all members of the Heritage Wilmot Advisory Committee in favour. The Committee required further research to support a designation and was in favour of postponing the request until after municipal elections were completed. In 2019, the Committee determined it was advisable to add this property to the Non-designated Heritage Register before finalizing the designation of the property.

**Background:**

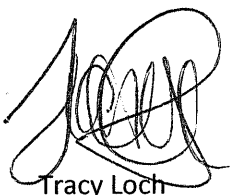
Heritage Wilmot received a letter dated April 29, 2018 from Jim Glasser, Recording Secretary from St. James Lutheran Church. This letter was written on behalf of the church council, and supported proceeding with a designation of the church under Part IV of the *Ontario Heritage Act*. St. James Church is self-governed and a representative from the church council has confirmed that no further permission is needed in order for Heritage Wilmot to continue with the steps towards the heritage designation.

**Reasons for designation:**

St. James Lutheran Church is located at 66 Mill Street in Baden. The property meets all three criteria for designation under Part IV of the *Ontario Heritage Act*. That is, it is representative of the vernacular style of architecture (with representative of the Gothic Revival style); has historical and associative value as being the family church of Sir Adam Beck; and it has contextual value because it is both physically and historically linked to its surroundings.

Members of Heritage Wilmot would like to present a brief report for Council's approval regarding the designation of St. James Church at the July 15, 2019 Council meeting.

Sincerely,



Tracy Loch

Curator/Director



Nick Bogaert, Chairperson

Heritage Wilmot Advisory Committee





## **St. James Lutheran Church**

66 Mill Street, Baden Ontario

### **Description of Property – 66 Mill Street**

The property at 66 Mill Street in the town of Baden, PLAN 627, LOT 180 is recommended for designation under Part IV of the *Ontario Heritage Act* and meets the criteria for municipal designation prescribed by the Province of Ontario under the categories of design, historical and contextual value. Located on the west side of Mill Street, St. James Lutheran Church is listed on the Non-Designated Heritage Properties inventory for the Township of Wilmot.

### **Statement of Cultural and Heritage Value**

#### **Historical Value:**

St. James Lutheran Church was built in 1864. The history of the church has remained entwined with the community of Baden for over a 155 years.

Lutheran services began in 1856; the congregation formalized in 1858 purchasing property from Jacob Beck (Sir Adam Beck's father) in 1862. That year the cornerstone for the new church was laid and a frame church was completed c.1864. The original frame church remains in situ, with changes that include: addition of a basement and narthex in 1953.

Historically, the Beck family was closely associated with this church. First, with Jacob Beck who founded Baden and assisted with the building of the church while creating a thriving community. His wife Charlotte Hespeler who was the sister of nearby Jacob Hespeler was intricately involved in the church as well. Their son Adam who would become *Sir Adam Beck* was baptized and confirmed at this church. Adam Beck was a politician and founder of the Hydro-Electric Power Commission of Ontario and was knighted by King George V in 1914 for his promotion of electricity and development of transmission lines. On December 29, 1911, Beck and his wife returned to Baden and from the Baden Opera House, he officially switched on public hydro-electric power at precisely 6:11 p.m. in the village surrounded by hundreds of excited people and a 20-piece band at the event. Beck addressed the people and paid homage to his boyhood home of Baden followed by a banquet in their honour. The Becks continued to St. James Lutheran Church, where his mother had helped organize the church in its early years. In a more intimate setting while at St. James, Beck briefly addressed the church congregation in German; his first language that he tended not to use often in public. Following this, a set of ornate light fixtures were donated by Beck in memory of his mother and the church was lit at 8:00 p.m. sharp.



### **Contextual Value**

This long-standing church has been a place of spiritual and social gathering since 1864. St. James Lutheran Church has been supported by the community and continues to be today.

### **Physical Value**

St. James Lutheran Church is a representative example of a Vernacular religious building with Gothic Revival styling. Gothic Revival designs are recognized by the use of pointed arches, buttresses, and varied window types. This style diminished after the 1930s, a fact which adds to the architectural importance of the church.

## **Architectural Survey**

### **Front Façade/ East Façade**

1 storey; light grey vinyl siding covers the original frame church. Front entrance is an addition. The main church has a gable roof facing the street; on the roof is a square base with an eight sided tower with Gothic Revival features with plain tops and louvres in the lower portion; the steeple is 8-sided with a cedar shingle roof topped by decorative finial with a rooster weather vane. The foundation is parged with cement and marked out to look like stone.

### **West Façade**

West side has a 2-part 2/2 rectangular window towards the left side; the south side has a 2-part 2/2 rectangular window

### **North/South Façades**

The north side features 3 Gothic Revival stained-glass windows that are evenly spaced. The south façade is the same, featuring 3 Gothic Revival stained-glass windows. There is a small covered entryway towards the rear on the north side of the building.

### **Reasons for Designation:**

St. James Lutheran Church is an example of a Vernacular style church with Gothic Revival features.

The Heritage Designation should include:

- All four exterior façades of St. James Church, including the stained glass windows on the north and south façades.
- The 8-sided tower

### **Recommendation**

The Heritage Wilmot Advisory Committee recommends St. James Lutheran Church for designation under Part IV of the *Ontario Heritage Act*. This property meets the criteria for municipal designation prescribed by the Province of Ontario under the categories of design, historical and contextual value. The designation should include all four exterior façades of the church, including the tower.

Respectfully submitted by the Heritage Wilmot Advisory Committee  
July 4, 2019





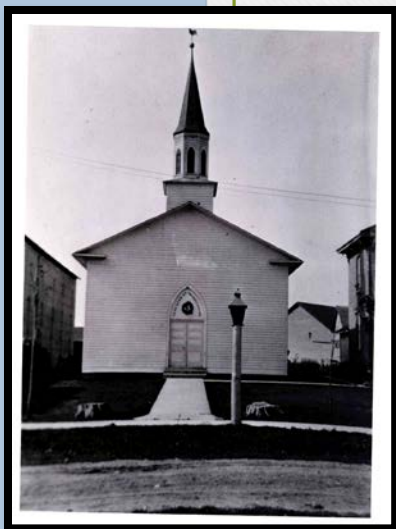
# HERITAGE WILMOT

Presents the

Designation request of

## St. James Lutheran Church

Located at 66 Mill Street  
Baden, Ontario



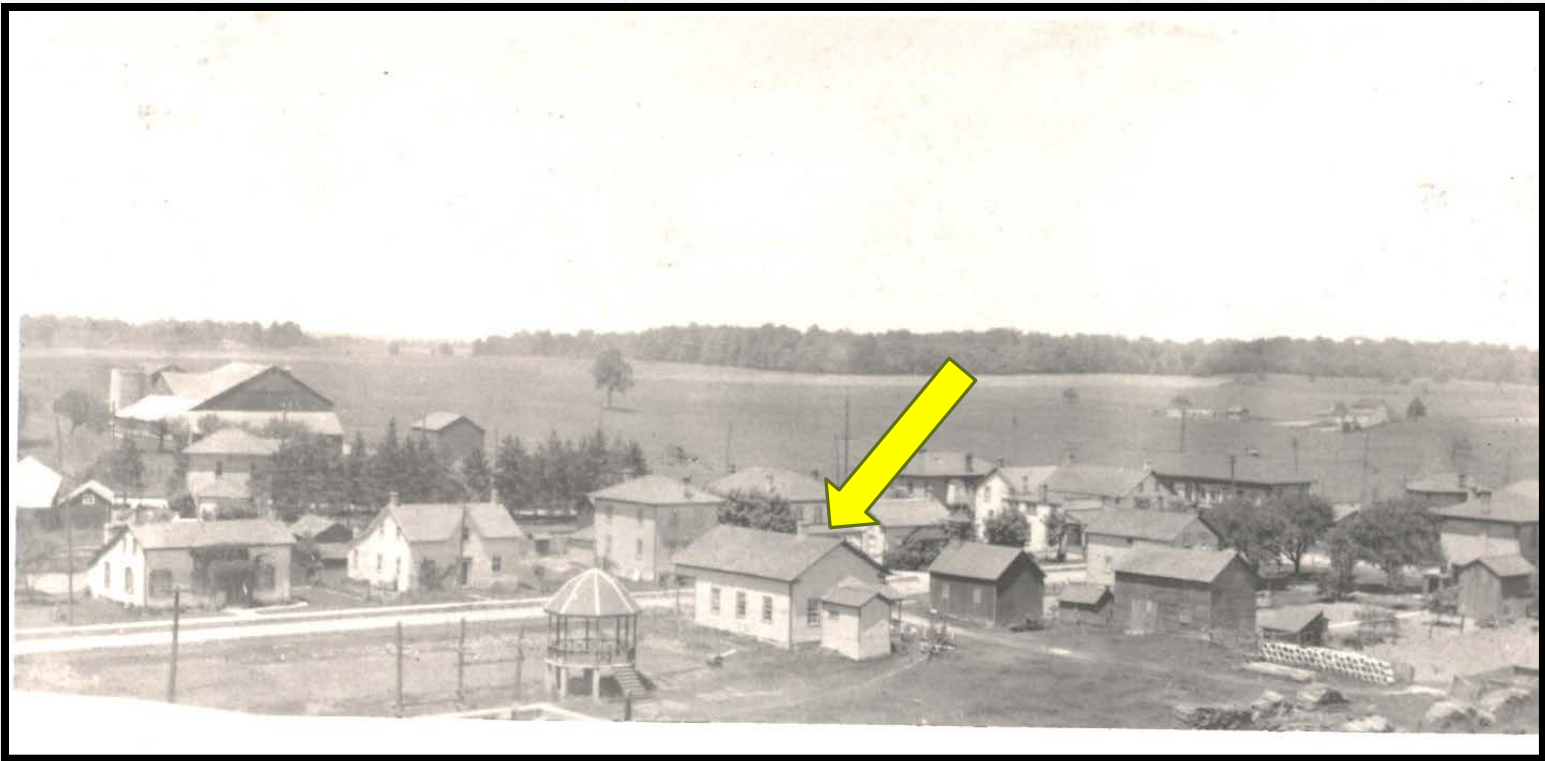




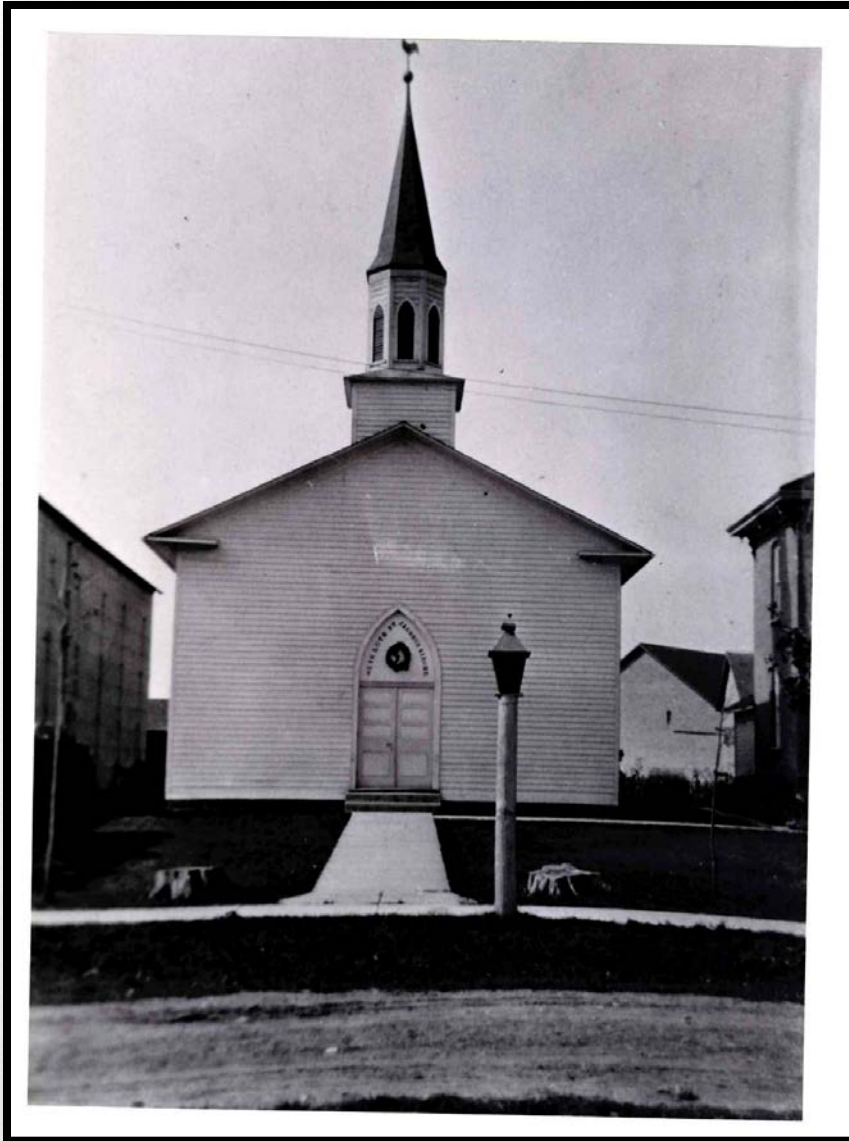
## Overview

- Present information about the history of St. Jacob's Church / St. James Lutheran Church
- Summarize the important features of the church
- Request that Council initiate steps for the designation under Part IV of the *Ontario Heritage Act*.





The first gathering of Lutheran people to worship in Baden was in 1856. Land was purchased from Jacob Beck to build a new Town Hall in 1858 and services were held inside the newly built Town Hall until their church was built. They were officially called “*Evangelical Lutheran St. Jacobus Kirche*” or better known as “*St. Jacob’s Church*.”

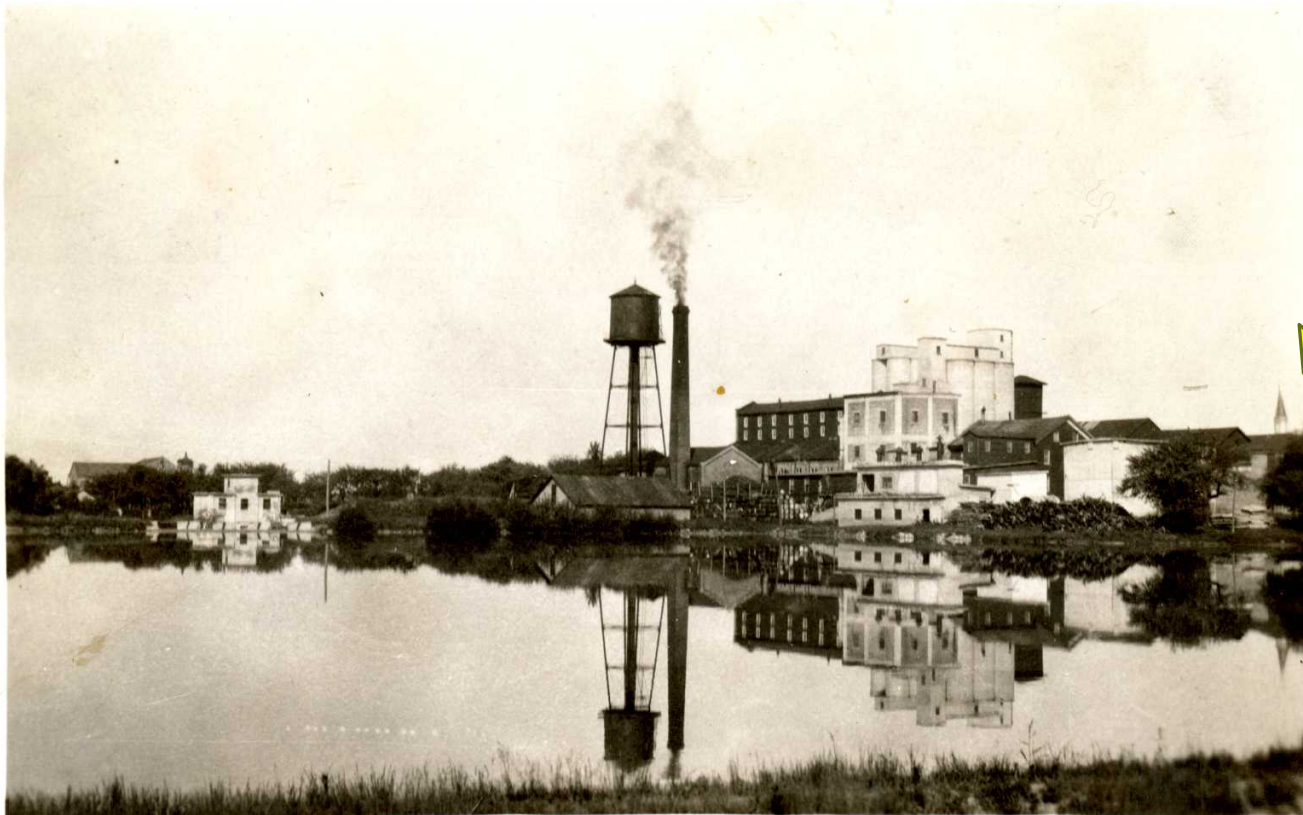


In 1861 a frame church was built on property owned by Jacob Beck and sold to the congregation for \$50. This would be the first church built in Baden.

In 1862 the cornerstone for the new church was laid.

The cost to build the church was \$1,000.





One year after the congregation formed, Adam Beck, the son of Jacob and Charlotte (Hespeler) Beck was baptized at the church. Fifteen years later, Adam is confirmed.



In 1887 a pump organ is purchased for \$450 for the church which remains inside the church today. The congregation becomes independent and is thriving by 1888. In 1889, the parsonage is built on land donated by James Livingston, owner of Castle Kilbride. (Note: James' wife Louise Liersch and her family attended this church).





**Inside St. Jacob's  
Church, Baden, c.1900**

(Wilmot Township Archives)



## Historical connections

December 29, 1911 was an exciting day for the village of Baden as it was the day that electricity from Niagara Falls was first turned on in the village. In celebration of the event, Adam Beck, Ontario Hydro Commissioner, returned to the village of his birth.

Adam Beck had amassed a fortune in his successful cigar box manufacturing business in London. He was now a powerful minister in Premier Whitney's cabinet and the commissioner of Hydro-Electric Power commission. His return to Baden was indeed triumphant.





Beck arrived in Baden an 1 ½ hour early walked around his boyhood village- his father's mill, his boyhood home and then to the Baden Hotel to book a room for the night. When his wife arrived 5pm the couple made their way to the Opera House with a 20-piece band serenading them along the way. Beck addressed the crowd and turned on the lights at exactly 6:11p.m in Baden. (Painting by Kyle Ferguson)



Beck paid homage to his boyhood in Baden. “We were all taught to work and labour, I left Baden 37 years ago. We went with less wealth than we came, but a deep fund of valuable training and experience...the Becks have gone their way from you in flesh, but we are with you in thought. We have taken the precepts taught us here and woven them into the warp and the weft of our destinies.”





Following the banquet, the Becks went to St. James Lutheran Church, which his mother had helped organized in its early years. A set of ornate light fixtures were donated by Beck in memory of his mother and were lit at 8:00p.m. sharp. (\*These fixtures remain in the church today)

In that more intimate setting, Beck briefly addressed the congregation in German, which he did not do very often in public.

## The church evolves...

- On July 28, 1914, German language services discontinued at the church.
- In 1934, the church celebrated its 75<sup>th</sup> anniversary. The name of the church was changed to **St. James Lutheran Church**. (“James” is the Latin form of the Hebrew name “Jacob”).
- In 1953, a basement and a narthex were added.
- In 1999/2000, new chimes were installed and the narthex was expanded for a large new foyer. During construction workers discovered the original sign over the doorway. This treasure remains inside the church as an integral part of the church’s rich history.
- In 2007 the original steeple is renovated and receives an award.
- 2008 St. James celebrated 150 years!





## St. James received a heritage award in 2007 for the restoration of the church steeple from Heritage Wilmot.



**LEFT** The new steeple for St. James Lutheran Church in Baden is lowered into place Saturday morning. **ABOVE** After being cut from the church and hoisted away, a worker safely guides the 80-year-old old cupola as a crane lowers it to the ground.

DOUG COXSON, INDEPENDENT STAFF

### Church steeple restored in Baden

Doug Coxson  
Independent staff

After about a year of planning, careful attention to historic detail and the help of a few local, skilled craftsmen, a little church in Baden finally has its rooster back.

It's been over 80 years since St. James Lutheran Church looked the way it was originally built by Baden pioneer and father of public hydro Sir Adam Beck. Beck built the Evangelical Lutheran Church in 1856 in memory of his parents. It was the first church in the area to have electricity when the town was wired for power.

Shortly after Beck was knighted by King George V in 1914, about 1,100 townspeople crowded around the tracks at the Baden train station to greet the town's most famous former resident when he arrived for a short visit.

His first

affectionately known by everyone in town as "the little church with the rooster on it."

But not long after Beck made his last visit to Baden and about the time of his death in 1925, members of the congregation decided to remove the church's decaying steeple and replace it with decidedly less ornate cupola, complete with a more traditional cross.

When a narthex was built onto the church in 2000 to create a large new foyer, workers uncovered the original sign over the doorway to the sanctuary. The sign was painted and restored to commemorate the heritage value of one of Baden's oldest buildings.

But the original steeple, proudly displayed in an old photograph of the church that hangs in the new foyer, was still missing.

Enter Jim Miller and his wife Marlene.

The church members, who have an avid interest in preserving this area's heritage, took on the task of organizing a restoration of the steeple as a pet project.

Dyck, of Kitchener, and began looking for ways to create a replica of what appears in the picture.

The old photo played a critical role in helping Dyck create architectural drawings that recreate, down to less than an inch, the steeple that once towered over other buildings in Baden. "This has been a real study," Miller said. "By scaling it to the actual building we've recreated what was up there in 1856."

Much of the detail work was left in the hands of local artisans, including the Wilmot Senior Woodworkers, who offered their skills with a chisel and saw to recreate the gingerbread and louvre work on the steeple.

NW Roofing installed the cedar shakes and Frey Brothers, out of Hawkesville, completed all of the structural work on the steeple, including the work to remove the old cupola and install the stunning, new steeple.

St. Agatha tinsmith Ed Ries was commissioned to hammer out the intricate



### Group honoured for recreation of 1856 church steeple

It's been over 80 years since St. James Lutheran Church looked the way it was originally built in 1856 on land donated by Jacob Beck, father of Sir Adam Beck and founder of Ontario Hydro.

The original church was a frame building constructed at a cost of \$1,000 and capable of seating 300 people. Rev. Fred Elgner was the first minister and services were conducted in German until the First World War.

Sir Adam Beck donated lights to the church in memory of his parents after wiring it for power. It was the first church in the area to have electricity.

Shortly after Beck was knighted by King George V in 1914, about 1,100 townspeople crowded around the tracks at the Baden train station to greet the town's most famous former resident when he arrived for a short visit.

His first order of business was to walk from the station down to what was affectionately known by everyone in

the congregation decided to remove the church's decaying steeple and replace it with decidedly less ornate



Sir Adam Beck

cupola, complete with a more traditional cross. The church was renovated in 1953 when a basement and kitchen, board room, narthex and oil furnace were added.

When the narthex was expanded in 2000 to create a large new foyer, workers uncovered the original sign over the doorway to the sanctuary. The sign was painted and restored to commemorate the heritage value of one of Baden's old-

Enter Jim Miller and his wife Marlene.

The church members, took on the task of organizing a restoration of the steeple as a pet project last year.

"It seemed odd we have an original photo, we know what the church looked like — why don't we put the crowning glory on it?" Jim said.

The congregation hired historical architect Robert Dyck, of Kitchener, and began looking for ways to create a replica of what appears in the picture.

The old photo played a critical role in helping Dyck create architectural drawings that recreate, down to less than an inch, the steeple that once towered over other buildings in Baden. "This has been a real study," Miller said. "By scaling it to the actual building we've recreated what was up there in 1856."

Much of the detail work was left in the hands of local artisans, including the Wilmot Senior Woodwork-



# What is a designation?



- Is a way of publically acknowledging a property's value to a community.
- It helps to ensure the conservation of these important places for the benefit and enjoyment of present and future generations.
- Is a legal process outlined in the Ontario Heritage Act, created to preserve the unique heritage of our province.
- Designation registers the property as a historically significant property.
- Is a way for a property owner to display pride in their property.
- A designation protects and preserves Canada's heritage!





## St. James Lutheran Church meets all three criteria for designation



### Historical Value:

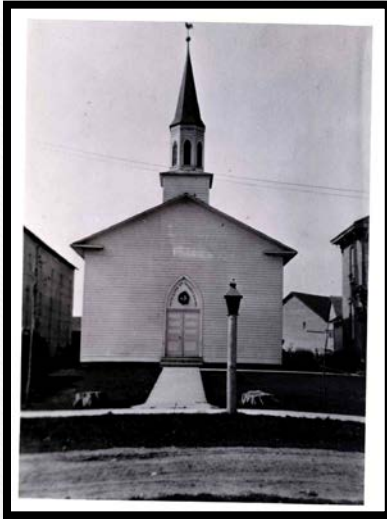
The history of this church has remained entwined with the community of Baden for over 155 years. The Beck family was closely associated with this church. Jacob & Charlotte Beck played an integral part in the early formation of the church; their son Adam will be knighted and known as “Sir Adam Beck, the Father of Ontario Hydro” who also had deep connections to the church. Both Jacob and Adam are listed in the Waterloo Region Hall of Fame.

### Contextual Value:

This long standing church has been a place of spiritual and social gathering since 1864. St. James Church has been supported by the community and continues today. This church is both physically and historically linked to its surroundings.

### Physical Value:

St. James Lutheran Church is representative of a Vernacular religious building with Gothic Revival styling.



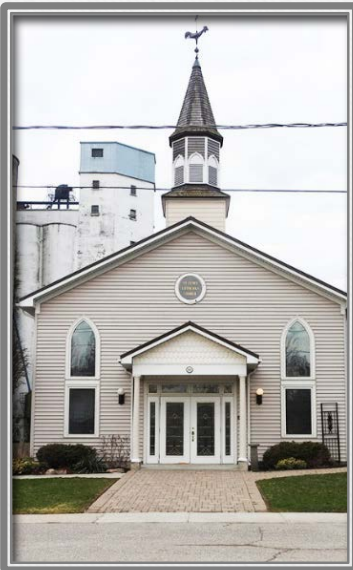
## Our request...

Heritage Wilmot has designated **21** properties under Part IV of the *Ontario Heritage Act* and **1** Heritage Conservation District under Part V for Wilmot.

**Heritage Wilmot requests Council to approve that the Director of Clerks Services initiate steps for designation under Part IV of the *Ontario Heritage Act*.**

**The Heritage Designation of St. James Lutheran Church will include:**

- **All four exterior facades of St. James Lutheran Church, including the stained glass windows on the north and south facades.**
- **The 8-sided tower**





# Thank you



HERITAGE WILMOT

[www.heritagewilmot.ca](http://www.heritagewilmot.ca)



# TOWNSHIP OF WILMOT

## CLERK'S SERVICES *Staff Report*

---

**REPORT NO:** CL 2019-41

**TO:** Council

**SUBMITTED BY:** Dawn Mittelholtz, Director of Clerk's Services

**PREPARED BY:** Erin Merritt, Senior Municipal Law Enforcement Officer  
Kelly Baird, Communications Specialist (Part Time)

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Quarterly Activity Report  
April 1 to June 30, 2019

---

### **RECOMMENDATION:**

THAT the Clerk's Services Quarterly Activity Report for April 1 to June 30, 2019 be received for information.

### **SUMMARY:**

Attachments 1 and 2 are submitted by the Senior Municipal Law Enforcement Officer and the Communications Specialist (Part Time) of the Clerk's Services Department to summarize their activities from April 1 to June 30, 2019.

### **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: Information Services – Communications Quarterly Activity Report

Attachment 2: Municipal Law Enforcement Quarterly Activity Report

To date:

- Met with department heads to determine communication and/or promotional needs.
- Created a preliminary 8 month (May – December 2019) social media content calendar.
- Established a stronger, more consistent, Twitter presence.
- Created a comprehensive (and categorized) image gallery that not only represents all Wilmot communities, but one that identifies the extensive visual needs of the Township.
- Involved in various preliminary discussions regarding website enhancement.
- Created a 2019 festival and events document for use in traditional and digital promotional efforts.
- Drafted, edited and/or reformatted select media releases, announcements, biographies, documents, etc.
- Sourced and compiled a regional media contact list.
- Updated and reformatted the 2019 June newsletter (that accompanied the recent tax bill)
- To date, I have attended (and posted on social media), select Township and regional events including the Mennonite Relief Sale, St. Agatha Lions StrawberryFest, a Castle Kilbride concert and Canada Day festivities.

Upcoming and/or Ongoing:

- Continuing to attend a number of Township and regional events and provide social media commentary.
- Providing targeted collaborative communication assistance with various departments.
- Continuing to capture a broad range of images for our (almost) robust image gallery!
- Continuing to further develop social media and marketing communication opportunities and partnerships.
- Creating a short-term marketing and communications plan 2019/20.
- Continuing to populate content on the Township of Wilmot Twitter account. Over the last 28 days, and in a part-time capacity, the number of tweets are up (+25%), as are profile visits (+45.9%), mentions (+20.6%) and followers (+15). We are making measured progress!



Type of Call	Apr/June 2019	Apr /June 2018
Property Standards/Clean Yards	54	18
Parking/Traffic	84	62
Animal Control Complaints	70	40
Noise Complaints	18	22
Fire Complaints	3	31
Grass and Weeds	40	21
Signs	7	6
General Inquires	35	47
Dumping	2	4
Zoning	3	4
Discharge of Firearms	2	1
Pools	1	2
Fences	6	1
Sidewalks ice and snow	1	2

Property Standards and Clean Yard:

- 54 properties were investigated by the Township
- 51 have been resolved, 3 working with owners to gain compliance

Parking/Traffic:

- 37 warnings were issued
- 23 parking tickets were issued

Animal Control:

- 2 dogs were impounded
- 10 warnings given for dogs running at large, no tickets issued

Noise Complaints:

- 18 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:

- 3 complaints regarding open burning/burning without a permit, warnings were given

Grass and Weeds

- 40 complaints received, all were cut by the owners and are now in compliance



Signs:

- 7 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 (78 signs removed this quarter by By-law Officers)

Dumping

- 2 illegal dumping calls investigated, Public Works removed debris from one area and the other resulted in a stern warning but was unable to lay charges

Pool

- 1 pool complaints investigated, both in compliance

Ice and Snow Complaints (sidewalks):

- 1 complaints investigated, Mother Nature had taken care of the snow





# TOWNSHIP OF WILMOT

## FINANCIAL SERVICES *Staff Report*

---

**REPORT NO:** FIN 2019-27

**TO:** Council

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Statement of Operations as of June 30, 2019 (un-audited)

---

### **RECOMMENDATION:**

**THAT Report FIN 2019-27, Statement of Operations (un-audited) as of June 30, 2019, as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.**

### **SUMMARY:**

This report highlights the Township's Statement of Operations (un-audited) as of June 30, 2019. The attached statements outline the status of the Township's operating accounts. As of statement date, the Township is on track to meet budget expectations.

### **BACKGROUND:**

Finance staff report to Council on the status of municipal operations on a quarterly basis.

### **REPORT:**

Attached is the statement of operations as of June 30, 2019. The report is divided into sections outlining revenues and expenses from general government, protective services, transportation services, recreation and cultural services and development services.

## **Net General Levy Expenditure**

One of the key performance indicators for municipal operations is reflected within the net expenditures from general levy. The total section of the report outlines revenues and expenses from all municipal operations, and how they relate to the Council approved operating budget. As of the statement date, YTD revenues and expenses are within the budgetary guidelines, and the net effect on general levy is 53.7% of budget.

## **Wilmot Recreation Complex**

The WRC represents approximately one-quarter of all operating expenses from the general levy. Staff are pleased to continue reporting that as of the statement date, operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 51.3% of the annual budget.

The WRC also represents approximately 60% of the budgeted operating revenue to the general levy. As of the statement date, WRC revenues are on target to meet budget projections, with current receipts at 49.1% of the annual budget.

## **Winter Maintenance**

Winter maintenance activities levels over the past two quarters have surpassed the annual budget allocation for 2019 due to weather experienced in the month of April. Funds over the budget allocation will be funded from the general levy as the dedicated winter maintenance reserve fund was exhausted to offset overages incurred in 2018.

## **User Pay Divisions**

The second section of the attached statements outlines financial performance from the user pay divisions. Each of these divisions is independent of the levy, and any surplus/deficit from current year operations is transferred to/from dedicated reserve funds at year end.

Each division is well below the projected year-end transfers to reserve funds, for a number of reasons. Water/Sanitary consumption peaks during the summer season while building activity levels and cemetery burials historically peak in the second and third quarter of the fiscal year.

As a whole, Q2 fiscal results are very similar to Q2 2018. The attached statements include accompanying notes on numerous budgetary lines. As activity progresses, staff will continue to update the operating results quarterly.



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

This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. Staff provide Council and the community an updated status of municipal finances in accordance with the Township's Accountability and Transparency Policy.

**FINANCIAL CONSIDERATIONS:**

As part of year end processing, net operating expenditures, capital funding from general levy are deducted from income generated through taxation, provincial grants and investments, to calculate the annual transfer to/from infrastructure reserve funds.

**ATTACHMENTS:**

APPENDIX 1 – Statement of Operations

**TOWNSHIP OF WILMOT**  
**2019 OPERATING AS OF JUNE 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>REVENUE</u></b>			
Administration Fees / Sale of Surplus Assets <sup>1</sup>	(53,240)	(24,415)	45.9%
Grant Funding - General Government <sup>2</sup>	-	(5,860)	N/A
Licenses and Fines <sup>3</sup>	(82,470)	(60,478)	73.3%
Penalties & Interest Revenue <sup>4</sup>	(250,000)	(124,380)	49.8%
	<b><u>(385,710)</u></b>	<b><u>(215,133)</u></b>	<b><u>55.8%</u></b>
<b><u>EXPENSES</u></b>			
Council <sup>5</sup>	166,060	115,668	69.7%
CAO, Clerk's Services <sup>6</sup>	619,490	329,935	53.3%
Insurance <sup>7</sup>	294,180	236,877	80.5%
Municipal Law Enforcement/Animal Control <sup>8</sup>	161,430	77,677	48.1%
Municipal Election <sup>9</sup>	22,500	22,704	100.9%
Financial Services <sup>10</sup>	537,030	286,877	53.4%
IT Services <sup>11</sup>	243,220	141,571	58.2%
	<b><u>2,043,910</u></b>	<b><u>1,211,310</u></b>	<b><u>59.3%</u></b>
<b><u>FIRE SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Fire Services Revenues <sup>12</sup>	(55,660)	(33,539)	60.3%
	<b><u>(55,660)</u></b>	<b><u>(33,539)</u></b>	<b><u>60.3%</u></b>
<b><u>EXPENSES</u></b>			
Fire Services Administration <sup>13</sup>	944,160	444,374	47.1%
Fire Services Operating Expenses <sup>14</sup>	322,380	129,767	40.3%
	<b><u>1,266,540</u></b>	<b><u>574,142</u></b>	<b><u>45.3%</u></b>



**TOWNSHIP OF WILMOT**  
**2019 OPERATING AS OF JUNE 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>PUBLIC WORKS</u></b>			
<b><u>REVENUE</u></b>			
Roads/Engineering Service Charges <sup>15</sup>	(58,400)	(8,887)	15.2%
Aggregate Resource Fees <sup>16</sup>	(80,000)	-	0.0%
Grant Funding - Public Works <sup>17</sup>	(42,500)	(30,000)	70.6%
	<b><u>(180,900)</u></b>	<b><u>(38,887)</u></b>	<b><u>21.5%</u></b>
<b><u>EXPENSES</u></b>			
Engineering Administration <sup>18</sup>	217,050	94,271	43.4%
Roads Administration <sup>19</sup>	629,010	286,447	45.5%
Roads Operating Expenses <sup>20</sup>	581,100	199,969	34.4%
Winter Control Expenses <sup>21</sup>	486,420	494,553	101.7%
Municipal Drainage Operating Expenses <sup>22</sup>	25,000	-	0.0%
Street Lighting Operating Expenses <sup>23</sup>	145,000	96,585	66.6%
Crossing Guards Operating Expenses <sup>24</sup>	56,550	31,837	56.3%
	<b><u>2,140,130</u></b>	<b><u>1,203,662</u></b>	<b><u>56.2%</u></b>

**TOWNSHIP OF WILMOT**  
**2019 OPERATING AS OF JUNE 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>RECREATION AND FACILITIES</u></b>			
<b><u>REVENUE</u></b>			
Wilmot Recreation Complex Revenues <sup>25</sup>	(1,456,450)	(715,319)	49.1%
Park, Facility and Community Centre Rental Revenue <sup>26</sup>	(161,030)	(84,962)	52.8%
Grant Funding - Recreation and Facilities <sup>27</sup>	-	(500)	N/A
	<b><u>(1,617,480)</u></b>	<b><u>(800,781)</u></b>	<b><u>49.5%</u></b>
<b><u>EXPENSES</u></b>			
Recreation Administration <sup>28</sup>	803,660	358,907	44.7%
Wilmot Recreation Complex Administration <sup>29</sup>	1,528,850	778,716	50.9%
Wilmot Recreation Complex Operating Expenses <sup>30</sup>	919,820	476,410	51.8%
Parks & Facilities Administration <sup>31</sup>	647,770	303,866	46.9%
Parks and Community Centre Operating Expenses <sup>32</sup>	343,440	135,490	39.5%
Municipal Facilities Operating Expenses <sup>32</sup>	137,720	51,729	37.6%
Abandoned Cemetery Operating Expenses <sup>33</sup>	3,000	1,500	50.0%
	<b><u>4,384,260</u></b>	<b><u>2,106,618</u></b>	<b><u>48.0%</u></b>



**TOWNSHIP OF WILMOT  
2019 OPERATING AS OF JUNE 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>CULTURAL SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Castle Kilbride Admissions & Events <sup>34</sup>	(44,930)	(12,341)	27.5%
Grant Funding - Castle Kilbride <sup>35</sup>	(26,250)	-	0.0%
	<b><u>(71,180)</u></b>	<b><u>(12,341)</u></b>	<b><u>17.3%</u></b>
<b><u>EXPENSES</u></b>			
Castle Kilbride Administration <sup>36</sup>	225,650	111,300	49.3%
Castle Kilbride Operating Expenses <sup>37</sup>	58,910	42,992	73.0%
Archives Operating Expenses <sup>37</sup>	1,550	249	16.1%
Heritage Wilmot Operating Expenses <sup>37</sup>	10,440	2,695	25.8%
	<b><u>296,550</u></b>	<b><u>157,238</u></b>	<b><u>53.0%</u></b>
<b><u>DEVELOPMENT SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Planning Application Fees <sup>38</sup>	(155,650)	(54,845)	35.2%
Business Licensing <sup>38</sup>	(4,000)	(1,750)	43.8%
	<b><u>(159,650)</u></b>	<b><u>(56,595)</u></b>	<b><u>35.4%</u></b>
<b><u>EXPENSES</u></b>			
Planning <sup>39</sup>	179,420	95,042	53.0%
Economic Development <sup>40</sup>	55,000	51,768	94.1%
	<b><u>234,420</u></b>	<b><u>146,810</u></b>	<b><u>62.6%</u></b>
<b><u>TOTAL OPERATING</u></b>			
<b><u>REVENUES</u></b>	<b><u>(2,470,580)</u></b>	<b><u>(1,157,275)</u></b>	<b><u>46.8%</u></b>
<b><u>EXPENSES</u></b>	<b><u>10,365,810</u></b>	<b><u>5,399,780</u></b>	<b><u>52.1%</u></b>
<b><u>NET GENERAL LEVY EXPENDITURE</u></b>	<b><u>7,895,230</u></b>	<b><u>4,242,505</u></b>	<b><u>53.7%</u></b>

**NOTES:**

- 1 Includes administrative fees associated with tax certificates; NSF payments; account balance transfer fees; tax sale; sale of surplus assets and land rental.
- 2 Represents grant funding received under Celebrate Canada towards Canada Day in Wilmot.
- 3 Includes Dog and Kennel Licences (\$45,335); Parking Fines (\$3,355); Marriage Licences/Services (\$8,299); Property Standards Fees (\$20); Lottery Licences (\$1,846); Provincial Offences (\$1,623).
- 4 Includes Tax Penalty/Interest (\$101,723); Water Penalty (\$22,657).
- 5 Includes distribution of Municipal Grants (\$46,504), as per Council report FIN 2018-38, Discover Your Wilmot Matching Program (\$5,000) as per Council report FIN 2018-39 and distribution of Celebrate Canada funding to Canada Day in Wilmot (\$5,860). As well as Council honorariums and other expense items.
- 6 Includes direct and indirect staffing costs for the CAO and Clerk's department and other items such as legal fees and postage, net of cost allocations from user-pay divisions. Legal expenses anticipated to exceed budget due to LPAT appeal.
- 7 Insurance Pool Premiums for 2019 remitted in Q2 were \$221,029 which is below the budget projections of \$252,000 due historic claim activity. YTD expenditures also reflect claims falling under the Township's deductible limit of \$10,000.
- 8 Includes direct and indirect staffing costs to administer municipal law enforcement/animal control along with other operating expenses including Contracted Services and Vehicle Repairs and Maintenance.
- 9 Budget includes annual transfer of \$22,500 to cover costs associated with the 2022 municipal election; YTD expenditures reflect costs of Inaugural Council Meeting and budgeted transfer to the dedicated election reserve fund.
- 10 YTD costs reflect the direct and indirect staffing costs for Financial Services net of cost allocations from user-pay divisions.
- 11 YTD costs reflect the direct and indirect staffing costs for IT Services, Support Contracts and Web Service Charges. These contractors/service charges are billed at various times throughout the year.
- 12 Includes Boundary Fire Service Agreement with Blandford-Blenheim (\$5,259); Fire Permits (\$2,270); and higher than historic levels of billable calls/activities (\$26,010).
- 13 YTD costs reflect direct and indirect staffing costs for Fire Services, including Practices, Fire Calls and other chargeable VFF activities.
- 14 Operating Expenses include Minor Capital, Vehicles/Equipment Repairs and Maintenance, Dispatch Fees etc.
- 15 Roads/Engineering Service Charges activities typically peak during Q2/Q3 and have yet to be billed as works are on-going. Service charges are expected to increase substantially with detailed design drawing review on forthcoming developments.
- 16 Ontario Aggregate Resources Corporation (OARC) fees are based upon actual tonnage extracted from private pits within the Township from the preceding fiscal year. Aggregate Resource Fees payment is typically received in late Q3.



- 17 OCIF Funding to cover portion of Asset Management Coordinator role (\$30,000) and OMAFRA grant for Drainage Superintendent (\$12,500) are applied when they are received.
- 18 YTD costs reflect direct and indirect staffing costs for Engineering Administration net of transfer from utilities. Costs slightly lower than historical levels due to temporary vacancies for Manager of Engineering and Senior Operations Technician.
- 19 YTD costs reflect the direct and indirect staffing costs for Roads Operations excluding Winter Control.
- 20 Roads operating costs are impacted by seasonality with the majority of focus in Q1 on Winter Control Operations. Costs include maintenance of Hardtop and Loosetop Roads, Boundary Roads, Roadside, and Safety (Signage, Line Painting, etc.). Includes unbudgeted Minor Capital: Emergency Repair of Sandhills Rd Culvert (\$2,431); Emergency Replacement of Bridge St Culvert (\$2,789). Activity in this area typically peak in Q3.
- 21 Winter Control activities peak in Q1 and Q4. Budget overages will be funded from the general levy as the dedicated winter maintenance reserve fund was fully depleted in part of 2018 year-end processing.
- 22 Drainage works are typically billed by the Superintendent in late Q4 and are anticipated to exceed the annual budget allocation due to high YTD activity levels.
- 23 YTD Street Light hydro costs reflect consumption up to the end of Q2 and is consistent with first two quarters of 2018. Costs also include budgeted transfer to dedicated Street Light Reserve Fund.
- 24 YTD costs reflect direct and indirect staffing costs for Crossing Guards.
- 25 Revenues include: Aquatics (\$262,673); Ice Pads/Arena Floor (\$325,512); Concession (\$57,365); Programming (\$16,408); Room/Field Rentals (\$28,154); Rink Board Advertising (\$20,425); Other (\$4,782).
- 26 Park, Facility and Community Centre revenue typically peaks in Q3, YTD revenues include: NH Arena (\$15,021); Baden (\$7,944); Haysville (\$9,801); Mannheim (\$9,661); New Dundee (\$13,342); New Hamburg Parks (\$13,739); Petersburg (\$4,739); St Agatha (\$7,627); Other (\$3,088).
- 27 Represents funding from SaveONenergy towards lighting retrofits at Mannheim Community Centre.
- 28 YTD costs reflect direct and indirect staffing costs for Recreation Administration including Facility Scheduling Clerks, Customer Service Reps, Programming Staff.
- 29 YTD costs represent direct and indirect staffing costs at the WRC for Aquatics and Arena Operations.
- 30 WRC Operating Expenses cover Building/Grounds Maintenance, Utility Costs, Equipment Repairs and Maintenance, etc. Includes unbudgeted Minor Capital: Replacement of ENGO battery charger (\$7,950).
- 31 YTD costs reflect the direct and indirect staffing costs for all Parks and Facilities excluding the WRC.
- 32 Activity levels at Township parks and community centres are seasonal with majority of activities occurring in Q2/Q3.
- 33 Represents flat quarterly transfer to Cemetery Operations (User-Pay) for maintenance of abandoned cemeteries.

- 34 Castle Kilbride re-opened in late Q1, YTD revenue includes: Admission (\$5,450); Giftshop (\$883); Programs & Workshops (\$3,451); Special Events (\$2,557).
- 35 Grant funding for Castle Kilbride/Heritage typically received in Q4. Grants associated with Museum Operations and Summer Student staffing.
- 36 YTD costs reflect direct and indirect staffing costs for Castle Kilbride Administration.
- 37 Operating expenses include completed Minor Capital projects, Marketing and Promotion and Special Events.
- 38 Planning and Business Licencing are meeting budget projections to date.
- 39 YTD costs reflect direct and indirect staffing costs for Planning net of cost allocations from Building Services.
- 40 YTD expenditures include Waterloo Region Economic Development Corporation (WREDC) membership (\$50,000).



**TOWNSHIP OF WILMOT**  
**2019 OPERATING (USER-PAY) AS OF JUNE 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>WATER/SANITARY</u></b>			
<b><u>REVENUE</u></b>			
Utility User Fees, including Local Improvements <sup>1</sup>	(5,782,783)	(2,053,526)	35.5%
Utilities Sales, Service Charges <sup>2</sup>	<u>(66,750)</u>	<u>(28,382)</u>	<u>42.5%</u>
	<b><u>(5,849,533)</u></b>	<b><u>(2,081,908)</u></b>	<b><u>35.6%</u></b>
<b><u>EXPENSES</u></b>			
Water/Sanitary Administration <sup>3</sup>	580,592	291,401	50.2%
Water/Sanitary Operating Expenses <sup>4</sup>	913,578	418,423	45.8%
Water Regional Charges <sup>5</sup>	1,482,000	537,262	36.3%
Sanitary Regional Charges <sup>5</sup>	<u>1,991,640</u>	<u>910,945</u>	<u>45.7%</u>
	<b><u>4,967,810</u></b>	<b><u>2,158,032</u></b>	<b><u>43.4%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	<b><u>(881,723)</u></b>	<b><u>76,124</u></b>	<b><u>-8.6%</u></b>

**TOWNSHIP OF WILMOT**  
**2019 OPERATING (USER-PAY)**

	2019 Budget	2019 Actual	Variance %
<b><u>CEMETERY</u></b>			
<b><u>REVENUE</u></b>			
Cemetery User Fees <sup>7</sup>	(98,600)	(32,859)	33.3%
Cemetery Investment Income <sup>8</sup>	(7,500)	-	0.0%
	<b><u>(106,100)</u></b>	<b><u>(32,859)</u></b>	<b><u>31.0%</u></b>
<b><u>EXPENSES</u></b>			
Cemetery Administration <sup>9</sup>	19,840	8,028	40.5%
Cemetery Operating Expenses <sup>10</sup>	41,430	21,223	51.2%
	<b><u>61,270</u></b>	<b><u>29,250</u></b>	<b><u>47.7%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	<b><u>(44,830)</u></b>	<b><u>(3,608)</u></b>	<b><u>8.0%</u></b>
<b><u>BUILDING</u></b>			
<b><u>REVENUE</u></b>			
Building Permit Fees <sup>11</sup>	(662,330)	(206,404)	31.2%
	<b><u>(662,330)</u></b>	<b><u>(206,404)</u></b>	<b><u>31.2%</u></b>
<b><u>EXPENSES</u></b>			
Building Administration <sup>12</sup>	403,880	203,614	50.4%
Building Operating Expenses <sup>13</sup>	220,390	109,299	49.6%
	<b><u>624,270</u></b>	<b><u>312,912</u></b>	<b><u>50.1%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	<b><u>(38,060)</u></b>	<b><u>106,509</u></b>	<b><u>-279.8%</u></b>



**NOTES:**

- 1 YTD fees represent April/May billing for New Hamburg Residents and March/April billing for the rest of the Township.
- 2 Sales and Service Charges include Sale of Water Meters, Final Reading Fees, and other misc. fees.
- 3 YTD costs reflect direct and indirect staffing costs for Utilities Division Staff.
- 4 Utilities Operating expenses include General Levy Cost Absorption, Contracted Services, Minor Capital, Fuel, etc.
- 5 Reflects flows to/from the Region of Waterloo from January to May.
- 6 Transfers to/from reserve funds are completed as part of year end processing.
- 7 Cemetery User Fees include Burials, Sale of Plots etc.
- 8 Investment income is transferred as part of year end processing.
- 9 YTD costs reflect direct and indirect staffing costs for Cemetery Operations.
- 10 Cemetery Operating expenses include Grave Opening, Foundations, Buildings/Grounds Maintenance, Allocation to General Levy etc.
- 11 YTD permit fees are outlined within the Building Statistics reporting from Development Services.
- 12 YTD costs reflect direct and indirect staffing costs for Building Operations.
- 13 Building Operating Expenses include General Levy Cost Absorption, Contracted Services, Vehicle Repairs/Maintenance, etc.



# TOWNSHIP OF WILMOT

## FINANCIAL SERVICES *Staff Report*

---

**REPORT NO:** FIN 2019-28

**TO:** Council

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Capital Program Review as of June 30, 2019 (un-audited)

---

### **RECOMMENDATION:**

**THAT Report FIN 2019-28, Capital Program Review as of June 30, 2019 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.**

### **SUMMARY:**

This report covers the entire Township of Wilmot capital program, indicating unexpended capital funding and any unfinanced capital expenditures year-to-date. With comments provided by various departments, the attached statements outlines the status of the Township's active capital projects.

### **BACKGROUND:**

Finance historically reports the status of capital projects on the last three quarters of each fiscal year.

### **REPORT:**

The key performance indicator, from a financial perspective is found in the amount of approved funding that has been spent as of the statement date. The totals section of this report indicates



that as of June 30, 2019, 28.42% of Council approved funding has been spent across the entire capital program.

Due to winter weather conditions and timing of budget approval in the first quarter, several initiatives, specifically in the Public Works and Facilities and Recreation departments, historically take place over the course of the final three (3) quarters. As noted within the comments of the attached statement, several projects have been tendered and/or awarded as of the statement date. Staff have included comments on the current status of each project.

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

This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. Staff provide Council and the community an updated status of municipal finances in accordance with the Township's Accountability and Transparency Policy.

### **FINANCIAL CONSIDERATIONS:**

Projects completed with excess funding, or with expenditures that exceed funding, will be offset with one another when calculating the net general levy impact at year end. This surplus or deficit is combined with the results from general operations to determine the annual transfer to/from Infrastructure Reserve Funds.

### **ATTACHMENTS:**

APPENDIX 1 – Capital Program Statements

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MANNHEIM DIGITAL SIGN</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,000.00)	
	-	<b>(22,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,000.00)	Staff are seeking input from Mannheim area residents on location.
<b><u>2018 EMERGENCY FLOOD DAMAGE REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	
Contribution from Grants (MDRA)	-	-	
	-	-	
<u>EXPENSES</u>			
Expenditures	-	292,397.58	
	-	<b>292,397.58</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	292,397.58	Repairs to flood damaged infrastructure completed. Application submitted to Municipal Disaster Recovery Assistance Program (MDRA) in late Q2 as per Council Report FIN 2018-23. Funding approved by Ministry of Municipal Affairs and Housing up to \$214,000.00 and is anticipated to be received in fiscal 2019. Unfunded capital costs will be sourced from General Levy.
<b><u>STRATEGIC PLAN - CONSULTING SERVICES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(16,500.00)	(16,500.00)	
Contribution from Development Charges	(13,500.00)	(13,500.00)	
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	30,000.00	5,000.00	
	<b>30,000.00</b>	<b>5,000.00</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>16.67%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,000.00)	Contract awarded to WCM Consulting Inc. for \$22,957.06 (net of HST rebate), as per Council report FIN 2019-05. Costs incurred to date reflect Township share of Wellbeing Waterloo Region survey costs. Community Stakeholder consultations were held in late Q2 2019. Mid-Project update to Council anticipated to be delivered later in Q3 2019.



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>CORPORATE HEALTH AND SAFETY PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Contract awarded to K.Blair Safety Consulting for \$19,334.40 (net of HST rebate). Corporate Health and Safety Program approved as per Council report FIN 2019-24. Unbudgeted initiative will be funded from the capital levy in the closure of the 2019 capital program.
	-	-	
	-	-	
<u>EXPENSES</u>			
Expenditures	-	16,911.24	
	-	<b>16,911.24</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	16,911.24	
<b><u>DEVELOPMENT CHARGES BACKGROUND STUDY</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(2,850.00)	(2,850.00)	Contract awarded to Watson & Associates Economists for \$28,668.79 (net of HST rebate), as per Council Report FIN 2018-34. Public meeting held on June 24th, and final DC Study and By-Law to be presented / approved on August 26th.
Contribution from Development Charges	(25,650.00)	(25,650.00)	
	<b>(28,500.00)</b>	<b>(28,500.00)</b>	
<u>EXPENSES</u>			
Expenditures	28,500.00	23,196.27	
	<b>28,500.00</b>	<b>23,196.27</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>81.39%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,303.73)	
<b><u>ASSET MANAGEMENT ROADMAP (PHASE II)</u></b>			
<u>FUNDING</u>			
Contribution from Grants (OCIF)	(35,000.00)	(35,000.00)	Phase II of the Asset Management Roadmap project anticipated to commence in late Q3 2019. AM Working Group continue to work on data gap analysis and condition assessment programs.
	<b>(35,000.00)</b>	<b>(35,000.00)</b>	
Expenditures	35,000.00	-	
	<b>35,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,000.00)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ANNUAL HARDWARE AND SOFTWARE UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(31,000.00)	(31,000.00)	
	<b>(31,000.00)</b>	<b>(31,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	31,000.00	30,579.65	
	<b>31,000.00</b>	<b>30,579.65</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>98.64%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(420.35)	Hardware received with installation to be completed during Q3 2019.
<b><u>SECURITY ENHANCEMENTS - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	
	<b>(35,000.00)</b>	<b>(35,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	35,000.00	5,059.78	
	<b>35,000.00</b>	<b>5,059.78</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>14.46%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(29,940.22)	Project substantially complete. Installations and configurations occurred in mid-June. Awaiting final invoicing, project anticipated to be slightly over budget allocation due to post-budget modifications to the scope of work.
<b><u>OFFICE365 MIGRATION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
	<b>(20,000.00)</b>	<b>(20,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	20,000.00	-	
	<b>20,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	Quotations being obtained through various vendors. Migration expected to occur over Q3 2019.



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>EMERGENCY PHONE SYSTEM REPLACEMENT (WRC)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	-	Project substantially complete, minor deficiencies continue to be addressed with contractor. Current costs represent hardware purchased. Consulting costs to be remitted once project is complete. Project to be funded from Infrastructure Reserve - IT Services, with remaining balance sourced from Infrastructure Reserve - Equipment.
	-	-	
<u>EXPENSES</u>			
Expenditures	-	16,646.70	
	-	<b>16,646.70</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	16,646.70	
<b><u>RADIO EQUIPMENT UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(400,000.00)	Regional contract awarded to Motorola, with estimated costs of \$333,000 for Wilmot user-gear, as per Regional report COR-FFM-18-11. Deployment anticipated for early 2020.
	-	<b>(400,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	286,229.41	
	-	<b>286,229.41</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>71.56%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(113,770.59)	
<b><u>STATION 3 (NH) RENOVATION</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(495,400.00)	(515,400.00)	Tender anticipated to be released in early Q3 2019.
	<b>(495,400.00)</b>	<b>(515,400.00)</b>	
<u>EXPENSES</u>			
Expenditures	495,400.00	8,491.88	
	<b>495,400.00</b>	<b>8,491.88</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>1.65%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(506,908.12)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SCBA AIR FILLING STATION</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(65,000.00)	Contract awarded to Comp-Air Canada for \$59,676.13 (net of HST rebate), as per Council report FD 2018-03. Installation complete, invoice pending to be paid once minor deficiencies are addressed.
	-	<b>(65,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	446.33	
	-	<b>446.33</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.69%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(64,553.67)	
<b><u>FIRE MASTER PLAN</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(14,000.00)	(14,000.00)	Contract awarded to Emergency Management for \$60,482.07 (net of HST rebate), as per Council report FD 2019-04. Project anticipated to be complete in Q4 2019.
Contribution from Development Charges	(56,000.00)	(56,000.00)	
	<b>(70,000.00)</b>	<b>(70,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	70,000.00	-	
	<b>70,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(70,000.00)	
<b><u>THERMAL IMAGING CAMERAS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(26,500.00)	(26,500.00)	Hardware anticipated to be purchased in Q3 2019.
Contribution from Reserve Fund	(3,500.00)	(3,500.00)	
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	<b>30,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>WATER &amp; ICE RESCUE EQUIPMENT</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(46,000.00)	(46,000.00)	
	<b>(46,000.00)</b>	<b>(46,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	46,000.00	4,268.78	
	<b>46,000.00</b>	<b>4,268.78</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>9.28%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(41,731.22)	Equipment to be purchased in Q3 2019. First phase of training completed, second phase to be conducted in Q3 2019.
<b><u>SUPPLY/INSTALL COMMERCIAL WASHER &amp; DRYERS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(90,000.00)	(90,000.00)	
	<b>(90,000.00)</b>	<b>(90,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	90,000.00	-	
	<b>90,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(90,000.00)	Tender issued in Q2 2019 with anticipated Council approval on July 15th.
<b><u>SCBA REPLACEMENTS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(150,000.00)	(150,000.00)	
	<b>(150,000.00)</b>	<b>(150,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	150,000.00	-	
	<b>150,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(150,000.00)	RFP anticipated to be issued in early Q3 2019.

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MOUNTED APPARATUS PRESSURE WASHERS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(20,000.00)	(20,000.00)	
	<b>(20,000.00)</b>	<b>(20,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	20,000.00	-	
	<b>20,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	Quotes being obtained with anticipated purchase in early Q3 2019.
<b><u>COVERALLS &amp; SAFETY BOOTS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(40,000.00)	(40,000.00)	
	<b>(40,000.00)</b>	<b>(40,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	40,000.00	-	
	<b>40,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	Coveralls and Safety boots have been ordered, delivery expected in early Q3 2019.
<b><u>NEW MID-SIZE PICKUP TRUCK</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(45,000.00)	(45,000.00)	
	<b>(45,000.00)</b>	<b>(45,000.00)</b>	
Expenditures	45,000.00	-	
	<b>45,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(45,000.00)	Contract awarded to Barry Cullen Chevrolet for \$33,238.63 (net of HST rebate), as per Council report PW 2019-05. Delivery of vehicle anticipated in Q3 2019.



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MILTON &amp; BYRON ST RECONSTRUCTION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(279,430.00)	
Contribution from Reserve Fund	-	(525,100.00)	
Contribution from Grants (Fed Gas Tax)	-	(612,270.00)	
	-	<b>(1,416,800.00)</b>	Contract awarded to Sousa Concrete in the amount of \$1,130,803.37 (net of HST rebate), as per Council report PW 2018-03. Final contract works being completed in Q3, including surface asphalt.
Expenditures	-	1,140,836.42	
	-	<b>1,140,836.42</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>80.52%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(275,963.58)	
<b><u>HOLLAND MILLS BRIDGE (17/B)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(343,100.00)	
Contribution from Grants (OCIF Top-Up)	-	(1,078,373.70)	
	-	<b>(1,421,473.70)</b>	Project substantially complete, heritage commemoration to occur over the next two quarters. Final reporting to OCIF Top-Up program to occur in early Q3.
<u>EXPENSES</u>			
Expenditures	-	1,437,099.37	
	-	<b>1,437,099.37</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>101.10%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	15,625.67	
<b><u>WILMOT EMPLOYMENT LANDS</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(3,116,095.00)	
Contribution from Grant (CWWF)	-	-	
Contribution from Region	-	-	
	-	<b>(3,116,095.00)</b>	Staff continue working on draft development applications with two (2) property owners, in conjunction with construction of infrastructure on the Employment Lands.
Expenditures	-	8,911.83	
	-	<b>8,911.83</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.29%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,183.17)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>HANNAH AND LEWIS STREET RECONSTRUCTION - ENG. SERV</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(88,965.00)	(116,965.00)	Tender issued in Q2 2019 with anticipated Council approval on July 15th. Application under OCIF Top-Up (Intake 5) was cancelled by the Province. In-lieu of this loss in funding, additional one-time allocation from Federal Gas Tax to be allocated to this project, to offset funding shortfall. Existing OCIF funding pertains to 2018 formula funding allocated towards engineering component of this project.
Contribution from Reserve Fund	(275,148.00)	(295,148.00)	
Contribution from Grants (OCIF)	(546,587.00)	(45,000.00)	
	<u>(910,700.00)</u>	<u>(457,113.00)</u>	
<u>EXPENSES</u>			
Expenditures	910,700.00	49,864.51	
	<u>910,700.00</u>	<u>49,864.51</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>10.91%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(407,248.49)	
<b><u>WILMOT AND CHURCH STREET ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(103,860.00)	(189,028.00)	Reconstruction deferred to 2020/21 as outlined in Report PW 2019-09.
Contribution from Reserve Fund	(661,582.00)	(684,402.00)	
Contribution from Grants (OCIF)	(659,648.00)	(659,648.00)	
	<u>(1,425,090.00)</u>	<u>(1,533,078.00)</u>	
Expenditures	1,425,090.00	67,737.31	
	<u>1,425,090.00</u>	<u>67,737.31</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>4.42%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,465,340.69)	
<b><u>EMPLOYMENT LANDS MULTI-USE TRAIL</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(217,600.00)	Works to be completed in conjunction with the employment lands project.
Contribution from Grants (OMCC)	-	(102,400.00)	
	<u>-</u>	<u>(320,000.00)</u>	
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(320,000.00)	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BRIDGE IMPROVEMENTS - ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(15,000.00)	
	-	<b>(15,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	Project has yet to commence.
<b><u>SNOW STORAGE REVIEW</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(1,500.00)	(1,500.00)	
Contribution from Development Charges	(13,500.00)	(13,500.00)	
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	
Expenditures	15,000.00	-	
	<b>15,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	Project has yet to commence.
<b><u>WORKS YARD LED LIGHTING UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(10,650.00)	(10,650.00)	
Contribution from Reserve Fund	(10,000.00)	(10,000.00)	
	<b>(20,650.00)</b>	<b>(20,650.00)</b>	
Expenditures	20,650.00	20,077.25	
	<b>20,650.00</b>	<b>20,077.25</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>97.23%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(572.75)	Project Completed.

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TANDEM AXLE DUMP TRUCK (REPLACING 305-09)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(270,000.00)	(270,000.00)	Contract awarded to Altruck International Truck for \$296,131.18 (net of HST rebate), as per Council report PW 2019-06. Anticipated delivery in Q2/Q3 2020.
Contribution from Sale of Surplus Assets	(30,000.00)	-	
	<b><u>(300,000.00)</u></b>	<b><u>(270,000.00)</u></b>	
Expenditures	300,000.00	-	
	<b><u>300,000.00</u></b>	<b><u>-</u></b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(270,000.00)	
<b><u>REPLACE SIDEWALK TRACTOR</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(140,000.00)	(140,000.00)	Project Completed.
	<b><u>(140,000.00)</u></b>	<b><u>(140,000.00)</u></b>	
Expenditures	140,000.00	137,862.31	
	<b><u>140,000.00</u></b>	<b><u>137,862.31</u></b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>98.47%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(2,137.69)	
<b><u>RADAR SPEED DISPLAY SIGNS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(15,550.00)	(15,550.00)	Project substantially complete. Minor items pending to be purchased.
	<b><u>(15,550.00)</u></b>	<b><u>(15,550.00)</u></b>	
<u>EXPENSES</u>			
Expenditures	15,550.00	10,203.32	
	<b><u>15,550.00</u></b>	<b><u>10,203.32</u></b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>65.62%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,346.68)	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MOUNTED PRESSURE WASHERS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(11,000.00)	(11,000.00)	
Contribution from Reserve Fund	(11,000.00)	(11,000.00)	
	<u>(22,000.00)</u>	<u>(22,000.00)</u>	Hardware purchased. Installation work on-going.
Expenditures	22,000.00	14,789.80	
	<u>22,000.00</u>	<u>14,789.80</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>67.23%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,210.20)	
<b><u>BRIDGE INSPECTIONS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	
	<u>(35,000.00)</u>	<u>(35,000.00)</u>	Contract awarded to AUE Structural for \$30,528 (net of HST rebate). Work anticipated to be complete by Q4 2019.
Expenditures	35,000.00	1,332.14	
	<u>35,000.00</u>	<u>1,332.14</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>3.81%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(33,667.86)	
<b><u>HOT MIX PAVING PROGRAM '19</u></b>			
<u>FUNDING</u>			
Contribution from Grants (Fed Gas Tax)	(319,800.00)	(319,800.00)	
	<u>(319,800.00)</u>	<u>(319,800.00)</u>	Contract awarded to Brantco Construction for \$335,837.82 (net of HST rebate) as per Council report PW 2019-08. Works to be completed in Q3.
Expenditures	319,800.00	2,139.00	
	<u>319,800.00</u>	<u>2,139.00</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.67%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(317,661.00)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SURFACE TREATMENT PROGRAM '19</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(188,942.00)	(188,942.00)	
Contribution from Grants (Fed Gas Tax)	(303,458.00)	(303,458.00)	
Contribution from Others (Perth East)	(32,200.00)	-	Contract awarded to Cornell Construction for \$428,984.59, as per Council report PW 2019-07. Works to be completed in Q3.
	<u>(524,600.00)</u>	<u>(492,400.00)</u>	
Expenditures	524,600.00	5,564.85	
	<u>524,600.00</u>	<u>5,564.85</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		1.13%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(486,835.15)	
<b><u>GUIDERAIL PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
Expenditures	50,000.00	7,768.46	Preliminary specifications being developed.
	<u>50,000.00</u>	<u>7,768.46</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		15.54%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(42,231.54)	
<b><u>SIDEWALK PROGRAM '19</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(70,000.00)	(70,000.00)	
	<u>(70,000.00)</u>	<u>(70,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	70,000.00	1,340.06	Sidewalk inspections for MMS compliance complete. RFQ release for repair and maintenance to occur during Q3 2019.
	<u>70,000.00</u>	<u>1,340.06</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		1.91%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(68,659.94)	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>RICHARDSON, KRAMPIEN AND DOERING DRAINS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
Contribution from Landowners	(80,000.00)	(10,177.12)	
	<u>(100,000.00)</u>	<u>(30,177.12)</u>	
Expenditures	100,000.00	39,849.22	
	<u>100,000.00</u>	<u>39,849.22</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>132.05%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	9,672.10	
<b><u>GRAVEL CRUSHING PROGRAM '19</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
Expenditures	50,000.00	1,284.72	
	<u>50,000.00</u>	<u>1,284.72</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>2.57%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,715.28)	
<b><u>SNYDERS ROAD SANITARY AND STORM SEWERS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	
Contribution from Reserve Fund	-	(150,000.00)	
	<u>-</u>	<u>(165,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(165,000.00)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>UTILITIES SERVICE VEHICLE (REPLACING 402-10)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(58,000.00)	(58,000.00)	Original specification came in substantially over budget. Staff reviewing specifications to meet the budget and in anticipation of future departmental needs.
Contribution from Sale of Surplus Assets	(5,000.00)	-	
	<u>(63,000.00)</u>	<u>(58,000.00)</u>	
Expenditures	63,000.00	-	
	<u>63,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(58,000.00)	
<b><u>ST. AGATHA WATERMAIN LOOPING - ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(18,000.00)	(18,000.00)	Design underway. Region anticipates construction 2020.
	<u>(18,000.00)</u>	<u>(18,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	18,000.00	-	
	<u>18,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(18,000.00)	
<b><u>SANITARY SYSTEM INFILTRATION STUDY</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(70,000.00)	(70,000.00)	Project has yet to commence.
	<u>(70,000.00)</u>	<u>(70,000.00)</u>	
Expenditures	70,000.00	-	
	<u>70,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(70,000.00)	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MORNINGSIDE TRUNK SEWER - ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(400,750.00)	(400,750.00)	
	<b>(400,750.00)</b>	<b>(400,750.00)</b>	
Expenditures	400,750.00	-	Project has yet to commence.
	<b>400,750.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(400,750.00)	
<b><u>RIVERSIDE CEMETERY UTILITY VEHICLE</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(15,000.00)	(15,000.00)	
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	
<u>EXPENSES</u>			Project Completed.
Expenditures	15,000.00	15,671.04	
	<b>15,000.00</b>	<b>15,671.04</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>104.47%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	671.04	
<b><u>ARTIFICIAL TURF SPORTS FIELD - WODSS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(117,500.00)	
Contribution from Development Charges	-	(382,500.00)	
	<b>-</b>	<b>(500,000.00)</b>	Project was tendered by WRDSB in 2018. All bids were over budget therefore, entire project deferred to 2020, subject to approved DC by-law and revised budget estimates for the full project.
Expenditures	-	-	
	<b>-</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(500,000.00)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TRAIL DESIGN -BECKDALE, SMITH CK, SCHNELLER/CTY CK</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(35,900.00)	
Contribution from Trust (Trails)	-	(14,100.00)	
	-	<b>(50,000.00)</b>	Scope continuing to be modified as per Wilmot Trails Advisory Committee. Anticipated release of RFP in early Q3.
<u>EXPENSES</u>			
Expenditures	-	1,796.06	
	-	<b>1,796.06</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>3.59%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,203.94)	
<b><u>TRAIL SIGNAGE</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(10,000.00)	
	-	<b>(10,000.00)</b>	
Expenditures	-	408.87	Project works on-going.
	-	<b>408.87</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>4.09%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(9,591.13)	
<b><u>FACILITIES MAINTENANCE VAN REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(44,000.00)	
Contribution from Sale of Surplus Assets	-	(7,726.87)	
	-	<b>(51,726.87)</b>	Project Completed. Cost savings were the result of a competitive bidding environment for this type of fleet vehicle.
<u>EXPENSES</u>			
Expenditures	-	36,153.68	
	-	<b>36,153.68</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>69.89%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,573.19)	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>REFORESTATION PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from Grants (KW Hydro)	(45,000.00)	(90,000.00)	
	<b>(45,000.00)</b>	<b>(90,000.00)</b>	
Expenditures	45,000.00	34,626.25	Majority of project to be initiated in Q4.
	<b>45,000.00</b>	<b>34,626.25</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>38.47%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(55,373.75)	
<b><u>CARBON SINK STUDY</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(21,250.00)	(21,250.00)	
Contribution from Grants (CEF)	(7,500.00)	(5,625.00)	
Contribution from Trust (Trails)	(21,250.00)	(21,250.00)	Background meetings with applicable agencies and community champion are on-going. Report to Council anticipated by end of Q3 2019.
	<b>(50,000.00)</b>	<b>(48,125.00)</b>	
Expenditures	50,000.00	-	
	<b>50,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,125.00)	
<b><u>EMPLOYMENT LANDS WOODLOT TRAIL DESIGN</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(40,000.00)	(40,000.00)	
	<b>(40,000.00)</b>	<b>(40,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	40,000.00	-	Scope continuing to be modified as per Wilmot Trails Advisory Committee. Anticipated release of RFP in early Q3.
	<b>40,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BOILER REPLACEMENT - 121 HURON</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,500.00)	
	-	<b>(22,500.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	11,518.66	
	-	<b>11,518.66</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>51.19%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,981.34)	Majority of works complete. Project anticipated to be complete in Q3 2019.
<b><u>ROOFTOP HVAC (NH LIBRARY)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	
	<b>(12,000.00)</b>	<b>(12,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	12,000.00	-	
	<b>12,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	Awaiting quotations for rooftop unit. Project anticipated to be complete in Q3 2019.
<b><u>PARKING LOT DRAINAGE - SENIOR'S WOODWORKING SHOP</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
Contribution from Reserve Fund	-	(28,000.00)	
	-	<b>(40,000.00)</b>	
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	Project anticipated to commence in early Q4 2019.



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>LIBRARY SERVICES FACILITY REVIEW</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(8,400.00)	
Contribution from Development Charges	-	(21,600.00)	
	<u>-</u>	<u>(30,000.00)</u>	Discussions to occur with Regional Staff regarding their strategic plan priorities and the joint Township service review.
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<b><u>ADMIN CARPET REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(60,000.00)	
	<u>-</u>	<u>(60,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	43,681.14	
	<u>-</u>	<u>43,681.14</u>	Project completed.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>72.80%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(16,318.86)	
<b><u>LED LIGHTING - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(22,500.00)	(22,500.00)	
	<u>(22,500.00)</u>	<u>(22,500.00)</u>	
Expenditures	22,500.00	409.54	
	<u>22,500.00</u>	<u>409.54</u>	Project anticipated to commence in early Q4 2019.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>1.82%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,090.46)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BOILER REPLACEMENT - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	
	<b>(35,000.00)</b>	<b>(35,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	35,000.00	-	HVAC technician continuing to work with suppliers to secure scope and cost estimates to complete project.
	<b>35,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,000.00)	
<b><u>PARKING LOT DESIGN - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(16,000.00)	(16,000.00)	
Contribution from Development Charges	(16,000.00)	(16,000.00)	
	<b>(32,000.00)</b>	<b>(32,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	32,000.00	-	Scope to be finalized in Q3 2019 with RFP for consultant to be issued in Q4 2019.
	<b>32,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,000.00)	
<b><u>NH PARKS UTILITY VEHICLE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(14,000.00)	(14,000.00)	
Contribution from Sale of Surplus Assets	(1,000.00)	-	
	<b>(15,000.00)</b>	<b>(14,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	15,000.00	15,671.04	Project Completed.
	<b>15,000.00</b>	<b>15,671.04</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>111.94%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,671.04	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NH ARENA ENGINEERING/RE-COMMISSIONING STUDY</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(8,400.00)	
Contribution from Development Charges	-	(21,600.00)	
	-	<b>(30,000.00)</b>	Consultant report complete. Staff report will follow after completion of DC Background Study.
<u>EXPENSES</u>			
Expenditures	-	39,191.88	
	-	<b>39,191.88</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>130.64%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	9,191.88	
<b><u>NHCC KITCHEN UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	Project coordinator finalizing scope. RFQ/RFP anticipated to be released for all three (3) kitchen upgrade projects in Q3 2019.
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	<b>30,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<b><u>LED LIGHTING RETROFITS - WRC</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(45,000.00)	
Contribution from Reserve Fund	-	(21,674.00)	
Contribution from Canada 150 - Intake 2	-	(56,990.00)	
Contribution from Grants (saveONenergy)	-	(8,240.00)	
	-	<b>(131,904.00)</b>	Pool lighting to be completed during September maintenance shut-down in Q3 2019.
Expenditures	-	77,285.60	
	-	<b>77,285.60</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>58.59%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(54,618.40)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>LED RE-LAMPING - WRC</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(11,900.00)	
Contribution from Grants (saveONenergy)	-	(10,430.00)	
	<u>-</u>	<u>(22,330.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	-	23,023.71	
	<u>-</u>	<u>23,023.71</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>103.11%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	693.71	
<b><u>WRC FIELD IRRIGATION EQUIPMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(36,000.00)	(36,000.00)	
Contribution from Sale of Surplus Assets	(2,000.00)	-	
	<u>(38,000.00)</u>	<u>(36,000.00)</u>	Parks and Facilities Managers working with supplier to define appropriate specifications. RFQ to be released in Q4 2019.
<u>EXPENSES</u>			
Expenditures	38,000.00	-	
	<u>38,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(36,000.00)	
<b><u>WRC PARKING LOT REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	
	<u>(12,000.00)</u>	<u>(12,000.00)</u>	Quotations being obtained. Project anticipated to be complete in Q3 2019.
<u>EXPENSES</u>			
Expenditures	12,000.00	-	
	<u>12,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TENNIS COURT LIGHTING - BECK PARK</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(51,000.00)	
	-	<b>(51,000.00)</b>	
<u>EXPENSES</u>			Project Completed.
Expenditures	-	39,864.88	
	-	<b>39,864.88</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>78.17%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,135.12)	
<b><u>COUNTRY CREEK-SCHNELLER DRIVE PATHWAY LINKAGE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,915.00)	
Contribution from Development Charges	-	(74,600.00)	
	-	<b>(97,515.00)</b>	Scope continuing to be modified as per Wilmot Trails Advisory Committee. Anticipated release of RFP in early Q3 2019. Construction work for this project anticipated in Q4 2019.
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(97,515.00)	
<b><u>BECK PARK PLAYGROUND ADDITION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
	<b>(20,000.00)</b>	<b>(20,000.00)</b>	
<u>EXPENSES</u>			Project anticipated to be complete in early Q4 2019.
Expenditures	20,000.00	-	
	<b>20,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MANNHEIM CC EXTERIOR CLADDING REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	
	-	<b>(15,000.00)</b>	
<u>EXPENSES</u>			Project Completed.
Expenditures	-	14,006.53	
	-	<b>14,006.53</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>93.38%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(993.47)	
<b><u>NDCC KITCHEN UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			Project coordinator finalizing scope. RFQ/RFP anticipated to be released for all three (3) kitchen upgrade projects in Q3 2019.
Expenditures	30,000.00	366.30	
	<b>30,000.00</b>	<b>366.30</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>1.22%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(29,633.70)	
<b><u>KIRKPATRICK PARK PARKING ENHANCEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(183,800.00)	(241,800.00)	
Contribution from Reserve Fund	(307,500.00)	(307,500.00)	
Contribution from Grants (Main St Revialization)	-	(45,820.73)	
	<b>(491,300.00)</b>	<b>(595,120.73)</b>	
<u>EXPENSES</u>			Contract awarded to Brantco Construction for \$472,623.30 (net of HST rebate), as per Council report FRS 2019-03. Work approximately 50% complete as of June 30, 2019.
Expenditures	491,300.00	33,206.46	
	<b>491,300.00</b>	<b>33,206.46</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>5.58%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(561,914.27)	



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>REPLACE PLAYGROUND COMPONENTS - CONSTITUTION PARK</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(55,000.00)	Contract Awarded to Blue Imp Recreational Products Canada for \$54,938.19 (net of HST rebate), as per Council report PRD 2018-07. On-going issues with weather and installation. Project anticipated to be complete in Q3 2019.
	-	<b>(55,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	316.50	
	-	<b>316.50</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.58%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(54,683.50)	
<b><u>SACC FLOOR REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(40,000.00)	(40,000.00)	Project Completed.
	<b>(40,000.00)</b>	<b>(40,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	40,000.00	45,108.17	
	<b>40,000.00</b>	<b>45,108.17</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>112.77%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,108.17	
<b><u>SACC KITCHEN UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(24,000.00)	(24,000.00)	Project coordinator finalizing scope. RFQ/RFP anticipated to be released for all three (3) kitchen upgrade projects in Q3 2019.
Contribution from Donations - SA StrawberryFest	(1,000.00)	(1,000.00)	
	<b>(25,000.00)</b>	<b>(25,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	25,000.00	-	
	<b>25,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,000.00)	

**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>CASTLE KILBRIDE EXTERIOR PAINTING</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	
	-	<b>(15,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	24,066.24	
	-	<b>24,066.24</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>160.44%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	9,066.24	
<b><u>CASTLE CHIMNEY REPAIR</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(26,000.00)	(26,000.00)	
	<b>(26,000.00)</b>	<b>(26,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	26,000.00	-	
	<b>26,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(26,000.00)	
<b><u>LASCHINGER WOODS TRAIL DEVELOPMENT</u></b>			
<u>FUNDING</u>			
Contribution from Forest Glen Trust Fund	-	(20,000.00)	
	-	<b>(20,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	

Project substantially completed, deficiency works have been delayed due to weather conditions.

Contract awarded to Brick & Co. Restorations Ltd. for \$27,370.00 (net of HST rebate). Works anticipated to be complete in Q3 2019 pending weather conditions.

Staff working to obtain pricing for stone dust path construction. Springfield Landscape hired to complete wooden boardwalk. Project anticipated to be complete by end of Q3 2019.



**2019 CAPITAL PROGRAM  
FOR THE PERIOD ENDING JUNE 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ZONING BY-LAW CONSOLIDATION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(29,900.00)	
Contribution from Development Charges	-	(35,100.00)	
	-	<b>(65,000.00)</b>	Project works on-going with anticipated completion in Q4 2019 as per report DS 2019-09.
<u>EXPENSES</u>			
Expenditures	-	52,478.91	
	-	<b>52,478.91</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>80.74%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,521.09)	
<b>TOTAL FUNDING CAPITAL PROGRAM</b>	(6,694,840.00)	(14,584,508.42)	
<b>TOTAL EXPENDITURES</b>	6,694,840.00	4,144,739.65	
<b>(UNEXPENDED)/UNFUNDED CAPITAL</b>	-	<b>(10,439,768.77)</b>	
<b>% of Funding Spent</b>		<b>28.42%</b>	



**REPORT NO:** FIN 2019-29

**TO:** Council

**SUBMITTED BY:** Ashton Romany, CPA  
Manager of Finance / Deputy Treasurer (Sustainability Working Group Chair)

**PREPARED BY:** Ashton Romany, CPA  
Manager of Finance / Deputy Treasurer (Sustainability Working Group Chair)

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Updated Purpose Sustainability Working Group Terms of Reference

---

**RECOMMENDATION:**

**THAT the Scope in the Terms of Reference of the Sustainability Working Group Terms as per APPENDIX 1 of report FIN 2019-29, be amended.**

**SUMMARY:**

This report proposes an amendment to the Scope in the Sustainability Working Group's Terms of Reference. The proposed revision will assist the committee to clearly understand where its efforts should be focused.

**BACKGROUND:**

The Sustainability Working Group Terms of Reference was endorsed by Council in March 2019. Subsequent to the endorsement, at the inaugural committee meeting, it was discussed on what exactly is the scope/strategic direction of the committee. As such, clarification the Scope became one of the first tasks for the committee to undertake.



**REPORT:**

On June 5, 2019, the Sustainability Working Group unanimously formed a resolution to amend the scope/strategic direction of the committee. The proposed revision (Appendix 1) articulates that the committee is a support group for the Corporation to advance it in sustainable (environmental) related matters.

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

This report is aligned with the Strategic Plan goal of protecting our natural environment through using resources responsibly, and considering green procurement policies.

**FINANCIAL CONSIDERATIONS:**

The proposed revisions does not have any immediate fiscal impact on the Township's operations. The Sustainability Working Group is intended to act in a supportive/consultative role through the efforts of its members, on and ad hoc basis. Any cost-savings generated through energy reductions or process improvements will be reflected in the actual operating/capital spending moving forward.

**ATTACHMENTS:**

APPENDIX 1 – Proposed Scope Revision

## APPENDIX 1 – Proposed Scope Revision

### CURRENT SCOPE:

The Sustainability Working Group (SWG) will demonstrate leadership in environmental stewardship for the Township, and serve as a forum for addressing specific environmental issues. The SWG will support departments of the Corporation on the merits or basis for potential actions in the area of sustainability. The SWG will establish, implement, measure and report sustainability goals, and support all stakeholders in advancing upon new and existing sustainability projects.

### PROPOSED SCOPE:

The Sustainability Working Group (SWG) will demonstrate, support, and encourage environmental stewardship for Wilmot Township, and serve as a forum for addressing specific environmental issues. The SWG will support departments of the Corporation on the merits or basis for potential actions in the area of sustainability. The SWG will establish, implement, measure, and report sustainability goals, and support all stakeholders in advancing upon new and existing sustainability projects. The SWG will support the Corporation in the continuation of climate change mitigation strategies and projects, while promoting sustainability throughout the broader municipality.





# TOWNSHIP OF WILMOT

## PUBLIC WORKS & ENGINEERING Staff Report

---

**REPORT NO:** PW2019-13

**TO:** Council

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** 2<sup>nd</sup> Quarter Operations Activity Report  
April – June 2019

---

### **RECOMMENDATION:**

THAT the Public Works Operations 2<sup>nd</sup> Quarter Activity Report for the months of April, May and June 2019 be received for information.

### **SUMMARY:**

Public Works reports operational activity to Council. Both Operating groups in Public Works have been in spring and summer work programs, including construction, routine maintenance and preventative maintenance programs.

### **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 2<sup>nd</sup> quarter of 2019. This quarter's focus in operations has been spring and summer work program preparation.

---

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

In the Roads section, a substantial amount of staff time this spring has been focused on road construction at Holland Mills Road in preparation for the surface treatment contractor. Some of the routine winter workload, such as tree cutting and regulatory sign replacements, was delayed into the spring and summer work program due extensive plowing and salting activities in the winter maintenance period. The speed sign program was initiated in late May.

In the Utilities department, the workload has been focused on routine and preventative maintenance activities. There were 3 watermain break repairs in this quarter.

Both departments had seasonal safety training for their staff, including additional training and awareness activities as part of the Township's advancing Health and Safety practice.

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

The Township of Wilmot is an engaged community through communication of municipal matters.

### **FINANCIAL CONSIDERATIONS:**

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

### **ATTACHMENTS:**

Attachment 1 (UT) – Utilities Operations Activity Report  
Attachment 2 (RDS) – Roads Operations Activity Report



## UTILITIES

Training	<ul style="list-style-type: none"> <li>Regulatory, operational, H&amp;S Training is carried out routinely throughout the year.</li> <li>Air Break Training, water Service tapping, PVC water main installation and mechanical joint procedures</li> </ul>
Operations & Maintenance	<ul style="list-style-type: none"> <li>Valve maintenance program Completed</li> <li>Hydrant Maintenance commenced in May</li> <li>Completed dead end monthly water main flushing in April, May</li> <li>Prepped Utility cuts and paved sealed cuts</li> <li>New Hamburg/Baden Fountain installations</li> </ul>
Claims Investigations	<ul style="list-style-type: none"> <li>No claims investigated in this quarter</li> </ul>
Locates Processed	<ul style="list-style-type: none"> <li>98 underground locate requests completed for 360 Feedback per regulation</li> </ul>
Meter installs/change-outs/inspections	<ul style="list-style-type: none"> <li>Water meter repairs consisting of meter, MXU radio and or wiring issues – 12 repairs</li> <li>Water meter inspections – there has been 12 water meter inspection for new homes</li> </ul>
Water Quality/Adverse Reports	<ul style="list-style-type: none"> <li>Routine daily/weekly sampling, testing and reporting</li> <li>May 25 – New Dundee Power Failure, remedied adverse by flushing and sampling</li> </ul>
Water Main Breaks/Excavation	<ul style="list-style-type: none"> <li>Main break response and repairs – 3 water main breaks this quarter, May 7 – 126 Webster Street, May 23 – 84 Hunsburger, June 21 – Nafzinger Road</li> </ul>
Sanitary Main/Lateral Blockages	<ul style="list-style-type: none"> <li>Service lateral /blockage repairs – 0</li> </ul>
Lift Stations	<ul style="list-style-type: none"> <li>Routine high level event response – 2</li> <li>Sustained high level event with relief – 2</li> <li>Routine pump maintenance and repair – 2</li> <li>Wet Well cleaning – Lift 3, 4 &amp; 5</li> </ul>
Fleet & Equipment	<ul style="list-style-type: none"> <li>Routine and preventative maintenance by staff (oil changes, washing)</li> <li>Vehicle safety inspections by staff</li> </ul>
DWQMS	<ul style="list-style-type: none"> <li>Continued water quality testing, result analysis and integration into reporting</li> </ul>

## ROADS

Training	<ul style="list-style-type: none"> <li>Health and Safety division talks about cell phone use/head phone.</li> <li>Heavy equipment Pre-trip inspections and Air Brake inspection training by qualified instructor.</li> <li>Chain saw operators safety training by qualified instructor.( Every Three years).</li> <li>TJ Mahoney Road school training for one staff.</li> </ul>
Minimum Maintenance Standards (MMS)	<ul style="list-style-type: none"> <li>Weekly road patrol to identify hazards, deficiencies in accordance with MMS</li> </ul>
Speed Sign	<p>Locations: Haysville – May, June Lisbon Rd, Hamilton Rd, Mannheim Rd, Shade St.</p>
Bridges and Culverts	<ul style="list-style-type: none"> <li>Bridge deck sweeping of debris from winter.</li> </ul>
Roadside	<ul style="list-style-type: none"> <li>Ash tree removals on a hazard and staff availability basis</li> <li>Reshaping the gravel shoulders on hard surfaced roads to meet Maintenance Standards.</li> <li>Maintained excessive growth of brush encroaching onto Witmer Rd., Bridge St and Holland Mills Rd.</li> </ul>
Drainage	<ul style="list-style-type: none"> <li>Emergency culvert repair on Bridge St.near Puddicombe Rd.</li> <li>Three culverts replaced on Holland Mills Rd. prior to hard surfacing.</li> <li>Catch basin repair on Grandview Ave.</li> </ul>
Loose Top	<ul style="list-style-type: none"> <li>Grading and shaping gravel roads.</li> <li>Dust control applied to the gravel roads after the grading.</li> <li>Gravel applied to Settlement Rd and Nafziger Rd from Bleams Rd to Deer Court.</li> <li>Road construction using our resources and a hired excavator on Holland Mills Rd for sixteen days to prepare for hard surface.</li> </ul>
Hardtop	<ul style="list-style-type: none"> <li>Thirteen days of pothole patching.</li> <li>Two days of asphalt padding tar and chip deficiencies. ( Wilmot Easthope and Hallman Rd.)</li> </ul>
Safety Devices and Signage	<ul style="list-style-type: none"> <li>Signs repair work orders generated from road patrol.</li> <li>Work scheduled for a later date when workload and staff availability permits</li> </ul>



**Public Works-Operations  
Activity Report – 2019 2nd Quarter (April, May, June)**

Fleet & Equipment
Gravel Pit
Building and Grounds
Winter Control & Event Response

- General cleaning and maintenance of vehicles when time permits
- No activity.
- Monthly inspections of shop.
- Weekly cleaning of shops.
- 1 day of winter control in April.



# TOWNSHIP OF WILMOT

## FACILITIES & RECREATION SERVICES *Staff Report*

---

**REPORT NO:** FRS-2019-05

**TO:** COUNCIL

**SUBMITTED BY:** Scott Nancekivell, Director of Facilities & Recreation Services

**PREPARED BY:** Scott Nancekivell, Director of Facilities & Recreation Services

**REVIWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Facilities & Recreation Services Activity Reports

---

### **RECOMMENDATION:**

That the Facilities & Recreation Services Activity Reports for the second quarter of 2019 be received for information.

### **SUMMARY:**

FRS Division Manager Reports for the second quarter of 2019 are attached for information.

### **BACKGROUND:**

N/A

### **REPORT:**

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Customer Service & Community Development), have prepared activity reports for the second quarter of 2019. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational or administrative activities.



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

Communicating municipal matters.

**FINANCIAL CONSIDERATIONS:**

N/A

**ATTACHMENTS:**

Customer Service & Community Development Quarterly Report (April – June 2019)  
Aquatics Quarterly Report (April – June 2019)  
Parks & Facilities Quarterly Report (April – June 2019)

# FACILITIES & RECREATION SERVICES

## Customer Service and Community Development Division

### Quarterly Activity Report (April - June 2019)

- Assisted the Director FRS in hosting a Community group meeting. The meeting was very well received with 40 groups attending out of the 43 that were invited. All groups shared that their most pressing challenge is member/volunteer recruitment and retention.
- Participated in the Living Well Festival; attended meetings prior to the event and assisted with the Council lunch. Met with Public Health prior to the event to ensure we were in compliance for the event and obtained my Safe Food Handling Certification.
- Worked with the Wilmot Horticultural Society. Arranged and attended a training session for summer staff regarding flowerbed maintenance, and wrote a letter in support of the group obtaining a tree grant to plant a tree in downtown New Hamburg.
- Hosted the annual ice-user group meeting attended by minor hockey, girl's hockey, the New Hamburg skating club and the Firebirds to discuss successes and challenges of the previous year as well as planning tournaments and special requests for the upcoming season.
- Staff review of responsibilities for Facility Schedulers, Customer Service Representatives and Municipal Bartenders. Held meetings with all 3 groups.
- New full-time Facility Scheduler Christi Lichti, beginning June 24.
- New part time Customer Service Representative Anaine Koshie, beginning June 24.
- We had a great deal of rain this spring resulting in the cancellation of multiple sportsfield bookings on a weekly basis from the beginning of May, well into June. As these were mostly practices, they are not likely to be made up later in the season.
- The William Scott Festival took place on Sunday, June 9<sup>th</sup> and was well attended.
- Attended meetings hosted by Explore Waterloo Region, which was also attended by other Municipalities in the Region. The discussions centered on festivals and special events and the Municipal supports for these events.
- Summer program registration for the aquatics, recreation and fitness programs was held on June 4<sup>th</sup> for Township residents and June 11<sup>th</sup> for non-residents.
- Research/working towards updating our Municipal Alcohol Risk Management Policy. Conferred with neighbouring municipalities regarding their policies and met with



Waterloo Region Public Health who participate in the review of policies within the Region.

- Sat in on partnership meeting with Community Care Concepts and Wilmot Family Resource Centre, where the discussion centered on what activities and programs are being offered to the different segments of the community during the summer months and upcoming fall planning.
- Working with the Canada Day Committee on the organization of Canada Day activities. Ordered cakes and supplies, and acted as liaison with respect to the required documentation.
- Began working with the Recreation Programmer to plan Volunteer Information Sessions to be hosted by the Township during the fall and winter months.

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

# FACILITIES & RECREATION SERVICES

## Aquatics Division

### Quarterly Activity Report (April - June 2019)

- Staffing - We had 3 staff members submit their letter of resignation by the end of June. We had 12 staff members take a leave of absence for the summer months. Most left for summer camp employment. We hired 6 new staff member for the summer; Lana Johnston, Hayden Lewis, Callum Livingston, Maya MacIntyre and Charlotte Eriksen as Assistant Instructor/ Guards. For the summer session we will be operating with fewer staff members in order to give more hours to those remaining staff members. As in previous years, we will be required to hire additional part-time staff for the Fall program. We are hoping that by bringing on some younger employees this summer will help us with some of our regular fall staffing shortages. We have been informed that several staff will be attending post-secondary education outside of the Waterloo Region and the ones attending post-secondary intuitions locally, will be looking for fewer hours as they get their bearings at a new school setting.
- Our spring 2018 had a total of 1097 Learn-to-Swim participants, 29 Leadership participants, 223 privates, 38 semi privates and 27 Drop-in lesson participants. This year we introduced a 2-weekend long version of our Bronze Medallion and Bronze Cross programs. This format is geared to participants such as swim team members who have already mastered the fitness aspects of the courses. We will continue to offer this format next year in addition to our weekly courses. Our spring 2018 session had a total of 1060 Learn-to-Swim participants, 22 Leadership participants, 120 privates, 64 semi privates and 27 Drop-in lesson participants.
- We had a waitlist of 187 people this spring compared to 174 in 2018. Some of those who remained on the waitlist were on the waitlist for more than one program time slot. We were able to cancel and transfer low registration number classes to other times and reassign those time spaces to classes. Unfortunately we were unable to create additional classes to accommodate the waitlist patrons, as we have suffered from a staffing shortage this session. We have not been able to hire additional certified aquatic staff members as we have not had applicants with required awards. We also had a few staff members that were not able to fulfill their work commitments for the season for various reasons, before the session began.
- From April to June, 2019 we had 9954 people participate in our recreation swims. These swims include length swims, open swims, family swims and Aquafit classes. We had 9518 people participate in our recreation swims for the same months in 2018.
- There were a total of 4828 people who participated in various pool rental programs (including 3882 Aces, 268 Board of Education participants and 678 Private rental participants) during the 2019 spring months. In comparison to 3895 people who participated in various pool rental programs (including 3133 Aces, 370 Board of



Education participants and 392 Private rental participants) during the spring 2018 months.

- Staff worked with the Forest Glen School parents group on the “Swim to Survive” grant application for 2019/2020 school year.
- Staff completed programing for the 2019/2020 Fall/Winter schedule to be inputted into the Active Net registration software.
- The Township sent 8 Head Guards to the Annual WWRAC Aquatic Symposium. Aquatic staff members from aquatic facilities across Waterloo and Wellington Regions were given training by experts in the latest lifeguarding and swim instruction information and techniques. The 2019 symposium was host by the Township of Woolwich. This year Rebecca Pister from the Canadian Mental Health Association spoke with the registrants about Mental Health and working in an aquatic setting. Staff also heard from Sergeant Tanya Murawsky from the Waterloo Regional Police on dealing with difficult patrons and how and when police can assist. Other sessions included Tool Box to Treasure Chest, bringing fresh ideas into teaching preschool, beginner swim lessons, and Bronze to staffing Gold – looking at the bronze programs and helping them align with National Lifeguard.

Submitted by:

Angela Bylsma Anderson  
Aquatics Manager, Wilmot Aquatic Centre  
July 2019

# FACILITIES & RECREATION SERVICES

## Parks and Facilities Division

### Quarterly Activity Report (April - June 2019)

- Hired Certa Pro Painters to continue painting the exterior of the ND band shell. Facility staff made repairs to wood areas that needed attention before the painters arrived. Hired Goodwin Electric to replace/install LED lights to enhance the lighting for night performances that may occur inside the band shell.
- Facility staff repaired the roof on the Woman's Institute building in ND for the upcoming Victoria Day events in the park.
- Parks staff installed the new Emergency/Location information signs at all park/sport field locations throughout the Township.
- Hired George Roth Pole Lines to install a temporary wooden pole with 3 LED lights at the north end of the parking lot at the Baden Admin offices to enhance security lighting as requested.
- The annual Easter Egg Hunt run by the NH Optimist Club was a success again this year.
- Attended the annual Ice User Group meeting. The groups had successful seasons and commented on how great WRC staff are to work with when they run into issues throughout the season.
- FT Facility, Arena and Pool staff were re-certified for Level 2 Pool Operator training.
- H.S. Fencing was hired to repair a damaged fence at Sararas Park in St. Agatha, and Parks Staff removed several Manitoba Maples that were damaging the fence.
- Worked with TCP to ensure no facility issues arose prior to, or during, their "Hunchback of Notre dame" performances.
- HVAC Technician installed an exterior vandal proof water tap at Petersburg Park to allow water samples to be taken from our facility whenever necessary.
- Parks and Facility staff prepared all the sport fields in the Township for the Parks to open on May 1<sup>st</sup>. Despite the very wet spring conditions Wilmot opened our sports fields without any delays.



- Assisted with the transport, loading, and unloading of Victoria Day Parade equipment to the parking lot in ND.
- Opened up the Splash Pad for the long weekend in May, and arranged for the Public Health inspection.
- Worked with Mennonite Relief volunteers to get prepared for the one day special event at Norm Hill Park. The rain prior to and during the day amounted to 45mm.
- Worked with Ontario Signs to get the William Scott Park entrance sign installed prior to the William Scott Festival in early June.
- Hired Brick & Co. to reduce the wall height near the ice resurfacers exit/entry door at the WRC, to address safety concerns for our operators. The sight lines for the equipment operators exiting the building, and vehicular traffic using the back driveway, have greatly improved.
- Met with Creative Playgrounds to receive a quote for painting pickle ball lines at the ND tennis court.

Submitted by:  
 Geoff Dubrick  
 Parks and Facilities Manager



# TOWNSHIP OF WILMOT

## DEVELOPMENT SERVICES *Staff Report*

---

**REPORT NO:** DS 2019-20

**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:** July 15, 2019

**SUBJECT:** 2<sup>nd</sup> Quarter Building Stats 2019

---

### **RECOMMENDATION:**

THAT Report DS 2019-20 be received for information.

### **SUMMARY:**

Building activity rates in the second quarter of 2019 were as expected given the limited supply of vacant residential lots.

### **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 second quarter of 2019 was slightly lower than the 10 year average but on par with 2018. The number of dwelling units was slightly lower than the 10 year average as well but slightly higher than 2018.

---

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



Registration is now complete on the Timber Lane (formerly Herner Woods) town home development and the first permit has been issued. Staff expect permits for the majority of the 20 unit development to be issued during the 3<sup>rd</sup> quarter in order for the developer to recapture a significant development charge credit that expires in October.

#### **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      June 2019 Building Stats

# BUILDING STATISTICS

Source: Township of Wilmot  
Development Services

MONTH OF JUNE	10 Year Average	2018	2019
Number of Permits Issued	49	42	43
Dwelling Units Constructed	10	5	7
Dwelling Units Demolished	1	2	2
Residential - New Dwelling Units	\$ 2,723,000	\$ 1,583,000	\$ 1,500,000
Residential - Addition/Alteration	\$ 297,500	\$ 560,000	\$ 455,000
Residential - Accessory	\$ 287,500	\$ 245,000	\$ 265,000
Agricultural - New	\$ 288,000	\$ -	\$ -
Agricultural - Addition/Alteration	\$ 84,000	\$ -	\$ -
Commercial - New	\$ 182,500	\$ -	\$ -
Commercial - Addition/Alteration	\$ 160,500	\$ -	\$ -
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 64,000	\$ 5,000	\$ 5,000
Institutional - New	\$ 2,290,800	\$ 18,178,000	\$ 10,000
Institutional - Addition/Alteration	\$ 1,164,500	\$ 30,000	\$ -
Miscellaneous	\$ 33,000	\$ 20,000	\$ 20,000
Total Construction Value	\$ 7,575,300	\$ 20,621,000	\$ 2,255,000
YEAR TO DATE	10 Year Average	2018	2019
Number of Permits Issued	195	201	179
Number of Dwelling Units	48	34	28
Total Construction Value	\$ 24,829,900	\$ 39,266,000	\$ 20,630,000

## JUNE 2019

Residential - New		Commercial - Other
<b>NEW HAMBURG</b>		1212 Christner Road
21 Briarstone Crescent	168 Theodore Schuler Boulevard	<b>Institutional - New</b>
<b>BADEN</b>		341 Huron Place
Units 13-16,300 Snyder's Road E	32 Beck Street	<b>Institutional- Other</b>
		1855 Notre Dame Drive
		<b>Industrial - Alt.</b>
<b>Residential - Alteration</b>		270 Hamilton Road
9 Brenneman Drive	56 Briarstone Crescent	
21 Erhardt Wagner Place	82 Captain McCallum Drive	
125 Foxboro Drive	196 Catherine Street	
120 Kropf Drive	10 Glen Goebel Court	
292 Schneller Drive	133 Hostetler Road	
19 Wagler Avenue	238 Kettle Lake Drive	
151 Milne Road	1214 Bridge Street	
207 Asmus Street	1825 Huron Road	
3332 Erb's Road	1283 Wilby Road	
<b>Residential - Accessory</b>		
19 Brenneman Drive	57 Briarstone Crescent	
21 Forler Street	73 Briarstone Crescent	
57 Forler Street	54 Captain McCallum Drive	
1297 Gingerich Road	247 Good Street	
133 Goldschmidt Crescent	1296 Carmel-Koch Road	
29 Roth Avenue	757162 Oxford Rd 5	
	35 St Ann Avenue	
<b>Residential - Other</b>		
1278 Christner Road	68 Waldau Crescent	
237 Kettle Lake Drive	23-1228 Berlett's Road	





# TOWNSHIP OF WILMOT

## FIRE SERVICES *Staff Report*

---

**REPORT NO:** FD 2019-05  
**TO:** Council  
**SUBMITTED BY:** Rod Leeson, Fire Chief  
**PREPARED BY:** Donna Erb, Administrative Assistant  
**REVIEWED BY:** Grant Whittington, CAO  
**DATE:** July 15, 2019  
**SUBJECT:** Quarterly Activity Report

---

### **RECOMMENDATION:**

That the Fire Department Activity Report for the second quarter of 2019 be received for information purposes.

### **BACKGROUND:**

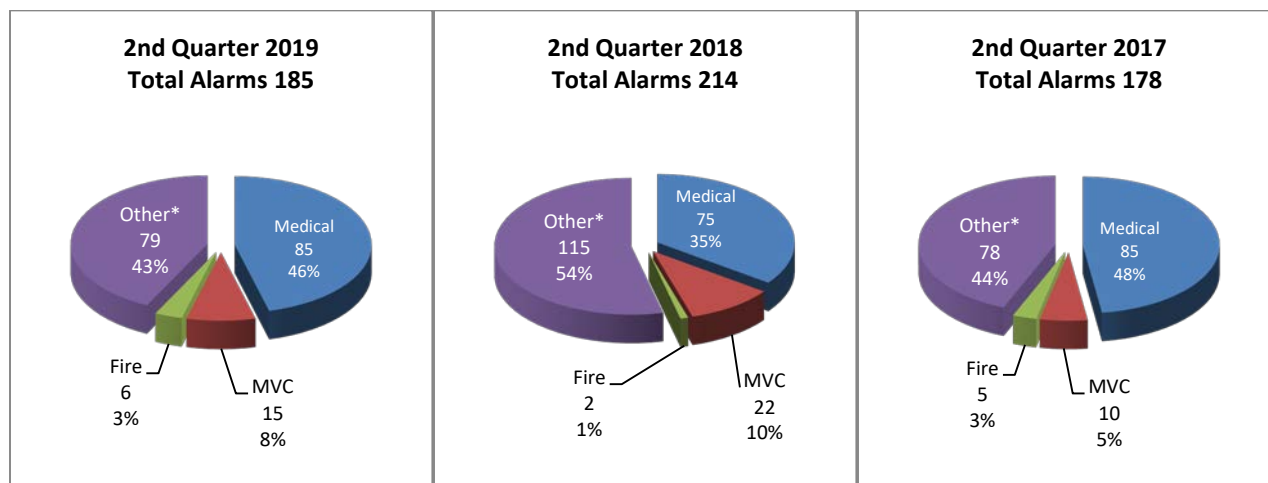
Not applicable.

### **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.

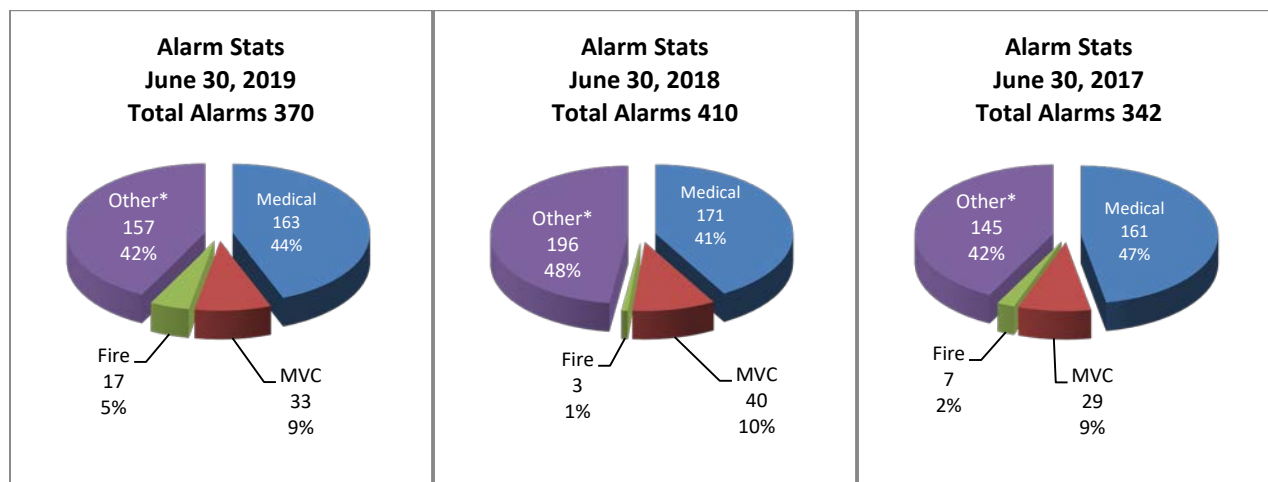
In total during the second quarter, the Fire Department responded to a total of 185 alarms. For the same period in 2018, the number was 214 and in 2017, the number was 178.

## Second Quarter Alarm Stats Comparison



Comparing the year-to-date alarm stats, from January 1<sup>st</sup> to June 30<sup>th</sup>, the Fire Department responded to a total of 370 alarms. For the same period in 2018, the department responded to 410 alarms and in 2017, they responded to 342 alarms.

## Year-to-Date Alarm Stats Comparison (June 30, 2019)



\*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:**

None

**ATTACHMENTS:**

Statistical Package  
Fire Prevention Officer Report  
Training Officer Report



## Township of Wilmot Fire Department

Fire Chief Rod Leeson

### 2nd Quarter Alarm Stats Comparison - Baden Station

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	4	1	3
3 NO LOSS OUTDOOR fire (see exclusions)	0	4	0
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	1	3
31 Alarm System Equipment - Malfunction	2	3	4
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	3	0
33 Human - Malicious intent, prank	1	0	0
34 Human - Perceived Emergency	1	0	0
35 Human - Accidental (alarm accidentally activated by person)	0	2	0
36 Authorized controlled burning - complaint	0	0	1
37 CO false alarm - perceived emergency (no CO present)	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	0	3	2
41 Gas Leak - Natural Gas	0	0	1
45 Spill - Gasoline or Fuel	1	0	0
50 Power Lines Down, Arcing	0	6	0
57 Public Hazard no action required	0	1	0
59 Other Public Hazard	0	2	0
61 Vehicle Extrication	1	1	0
62 Vehicle Collision	6	9	5
701 Oxygen administered	0	3	8
71 Asphyxia, Respiratory Condition	0	1	0
73 Seizure	3	1	0
76 Chest pains or suspected heart attack	4	10	1
84 Medical Aid Not Required on Arrival	3	1	5
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	1	3
89 Other Medical/Resuscitator Call	6	3	7
898 Medical/resuscitator call no action required	1	0	0
910 Assisting Other FD: Mutual Aid	0	1	0
913 Assisting Other FD: Other		3	2
93 Assistance to Other Agencies (exc 921 and 922)	9	2	7
96 Call cancelled on route	6	4	3
97 Incident not found	0	1	0
98 Assistance not required by other agency	16	18	10
99 Other Response	0	2	0
<b>Total Number of Responses</b>	<b>68</b>	<b>89</b>	<b>65</b>





## Township of Wilmot Fire Department

Fire Chief: Rod Leeson

### 2nd Quarter Alarm Stats Comparison - New Dundee Station

Response Type	# of incidents		
	2019	2018	2017
1 Fire	1	0	0
3 NO LOSS OUTDOOR fire (see exclusions)	1	2	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	0	1
29 Other pre fire conditions (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	1	0	1
32 Alarm System Equipment - Accidental activation	1	0	0
35 Human - Accidental (alarm accidentally activated by person)	0	2	0
36 Authorized controlled burning - complaint	1	0	0
38 CO false alarm -equipment malfunction (no CO present)	0	0	1
41 Gas Leak - Natural Gas	0	0	1
61 Vehicle Extrication	0	2	1
62 Vehicle Collision	3	2	2
701 Oxygen administered	2	2	4
702 CPR administered	1	0	1
703 Defibrillator used	0	1	0
71 Asphyxia, Respiratory Condition	3	0	0
73 Seizure	1	0	0
76 Chest pains or suspected heart attack	2	0	1
84 Medical Aid Not Required on Arrival	2	2	0
88 Accident or illness related - cuts, fractures, person fainted, etc	2	3	0
89 Other Medical/Resuscitator Call	2	2	0
898 Medical/resuscitator call no action	1	2	3
910 Assisting Other FD: Mutual Aid	2	0	0
913 Assisting Other FD: Other	3	1	0
93 Assistance to Other Agencies	0	1	0
96 Call cancelled on route	3	2	2
97 Incident not found	0	1	0
98 Assistance not required by other agency	2	1	5
<b>Total Number of Responses</b>	<b>35</b>	<b>26</b>	<b>24</b>



## Township of Wilmot Fire Department

Fire Chief Rod Leeson

### 2nd Quarter Alarm Stats Comparison - New Hamburg Station

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	1	1	2
3 NO LOSS OUTDOOR fire (see exclusions)	1	1	2
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	1	1
24 Other Cooking/toasting/smoke/steam (no fire)	2	0	0
31 Alarm System Equipment - Malfunction	4	4	7
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	1	2
35 Human - Accidental (alarm accidentally activated by person)	1	1	0
36 Authorized controlled burning - complaint	1	0	1
38 CO false alarm - equipment malfunction (no CO present)	0	4	2
39 Other False Fire Call	0	1	0
41 Gas Leak - Natural Gas	0	1	0
50 Power Lines Down, Arcing	0	1	0
58 Public Hazard call, false alarm	1	1	0
59 Other Public Hazard	0	1	1
601 Trench Rescue (non fire)	0	1	0
61 Vehicle Extrication	1	0	0
62 Vehicle Collision	4	8	2
701 Oxygen administered	8	18	31
703 Defibrillator used	0	2	0
71 Asphyxia, Respiratory Condition	8	6	2
73 Seizure	5	1	0
76 Chest pains or suspected heart attack	9	3	5
84 Medical Aid Not Required on Arrival	3	1	1
85 Vital signs absent, DOA	2	0	0
86 Alcohol or drug related	2	1	1
88 Accident or illness related -cuts, fractures, person fainted, etc	2	4	6
89 Other Medical/Resuscitator Call	11	4	5
898 Medical/resuscitator call no action required	1	3	1
899 Medical/resuscitator call false alarm	1	0	0
910 Assisting Other FD: Mutual Aid	0	1	0
913 Assisting Other FD: Other	2	5	0
93 Assistance to Other Agencies	1	2	0
94 Other Public Service	0	0	1
96 Call cancelled on route	6	16	9
98 Assistance not required by other agency	4	5	7
<b>Total Number of Responses</b>	<b>2019</b> 82	<b>2018</b> 99	<b>2017</b> 89





# Township of Wilmot Fire Department

Fire Chief Rod Leeson

## 2nd Quarter 2019 - Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	6	2	5
3 NO LOSS OUTDOOR fire (see exclusions)	2	7	3
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	2	5
24 Other Cooking/toasting/smoke/steam (no fire)	2	0	0
29 Other pre fire conditions (no fire)	1	0	0
31 Alarm System Equipment - Malfunction	7	7	12
32 Alarm System Equipment - Accidental activation (exc. code 35)	3	4	2
33 Human - Malicious intent, prank	1	0	0
34 Human - Perceived Emergency	1	0	0
35 Human - Accidental (alarm accidentally activated by person)	1	5	0
36 Authorized controlled burning - complaint	2	0	2
37 CO false alarm - perceived emergency (no CO present)	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	0	7	5
39 Other False Fire Call	0	1	0
41 Gas Leak - Natural Gas	0	1	2
45 Spill - Gasoline or Fuel	1	0	0
50 Power Lines Down, Arcing	0	7	0
57 Public Hazard no action required	0	1	0
58 Public Harzard call false alarm	1	1	0
59 Other Public Hazard	0	3	1
601 Trench Rescue (non fire)	0	1	0
61 Vehicle Extrication	2	3	1
62 Vehicle Collision	13	19	9
701 Oxygen administered	10	23	43
702 CPR administered	1	0	1
703 Defibrillator used	0	3	0
71 Asphyxia, Respiratory Condition	11	7	2
73 Seizure	9	2	0
76 Chest pains or suspected heart attack	15	13	7
84 Medical Aid Not Required on Arrival	8	4	6
85 Vital signs absent, DOA	2	0	0
86 Alcohol or drug related	2	1	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	4	8	9
89 Other Medical/Resuscitator Call	19	9	12
898 Medical/resuscitator call no action required	3	5	4
899 Medical/resuscitator call false alarm	1	0	0
910 Assisting Other FD: Mutual Aid	2	2	0
913 Assisting Other FD: Other	5	9	2
93 Assistance to Other Agencies (exc 921 and 922)	10	5	7
94 Other Public Service	0	0	1
96 Call cancelled on route	15	22	14
97 Incident not found	0	2	0
98 Assistance not required by other agency	22	24	22
99 Other Response	0	2	0
<b>Total Number of Responses</b>	<b>185</b>	<b>214</b>	<b>178</b>



## Township of Wilmot Fire Department

Fire Chief Rod Leeson

### Year to Date Alarm Stats Comparison - All Stations (June 30, 2019)

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	17	3	7
3 NO LOSS OUTDOOR fire (see exclusions)	3	9	4
21 Overheat (no fire, e.g. engines, mechanical devices)	1	3	0
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	3	2	5
24 Other Cooking/toasting/smoke/steam (no fire)	2	1	2
29 Other pre fire conditions (no fire)	3	0	1
31 Alarm System Equipment - Malfunction	14	13	16
32 Alarm System Equipment - Accidental activation (exc. code 35)	9	8	7
33 Human - Malicious intent, prank	1	2	0
34 Human - Perceived Emergency	4	2	1
35 Human - Accidental (alarm accidentally activated by person)	3	6	3
36 Authorized controlled burning - complaint	2	0	2
37 CO false alarm - perceived emergency (no CO present)	2	1	0
38 CO false alarm - equipment malfunction (no CO present)	1	12	11
39 Other False Fire Call	0	1	0
41 Gas Leak - Natural Gas	0	1	2
44 Gas Leak - Miscellaneous	0	0	1
45 Spill - Gasoline or Fuel	1	0	1
50 Power Lines Down, Arcing	1	7	2
53 CO incident, CO present (exc false alarms)	1	1	1
57 Public Hazard no action required	1	1	0
58 Public Hazard call false alarm	2	3	0
59 Other Public Hazard	0	4	2
601 Trench Rescue (non fire)	0	1	0
61 Vehicle Extrication	4	4	1
62 Vehicle Collision	29	36	28
67 Water Rescue	0	1	0
701 Oxygen administered	32	58	81
702 CPR administered	2	1	1
703 Defibrillator used	0	4	0
71 Asphyxia, Respiratory Condition	23	15	3
73 Seizure	11	8	1
75 Traumatic Shock	0	1	0
76 Chest pains or suspected heart attack	30	21	14
84 Medical Aid Not Required on Arrival	10	8	9
85 Vital signs absent, DOA	4	5	3
86 Alcohol or drug related	3	3	3
88 Accident or illness related - cuts, fractures, person fainted, etc.	12	10	16
89 Other Medical/Resuscitator Call	28	25	21
898 Medical/resuscitator call no action required	7	12	9
899 Medical/resuscitator call false alarm	1	0	0
910 Assisting Other FD: Mutual Aid	2	2	1
913 Assisting Other FD: Other	12	15	3
92 Assistance to Police (exc 921 and 922)	0	2	0
93 Assistance to Other Agencies (exc 921 and 922)	14	8	9
94 Other Public Service	2	1	2
96 Call cancelled on route	30	38	29
97 Incident not found	1	2	0
98 Assistance not required by other agency	41	43	39
99 Other Response	1	5	1
<b>Total Number of Responses</b>	<b>370</b>	<b>410</b>	<b>342</b>





**WILMOT FIRE DEPARTMENT**  
**FIRE PREVENTION REPORT**  
**QUARTERLY REPORT**  
**Period ending June 30, 2019**

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 through the Fire Protection and Prevention Act. The following outlines specific areas the fire prevention division has been working on:

- Fire code compliance inspections based on complaint, request and routine
- Fire investigations
- Fire Safety Planning review and implementation
- Open air burn & contained site permits
- Public Education
- Smoke/CO alarm loaner program

This quarter included many public education events. Area schools requested hall tours and school visits that involved approximately 250 children and parents. Four events were run with a fire apparatus and an information table where approximately 310 people had interaction with fire personnel promoting fire and life safety messages. A presentation was given to the Sunfish Lake Association at a general meeting that included fire prevention topics as well as possible methods of increased fire protection and clarification of existing measures. Preparations were made this quarter to kick off the Door to Door Campaign again this year. Starting July 8 and running for approximately nine weeks, crews of four from all three stations will be going door to door in their respective communities to continue our home safety messaging on smoke alarms, CO alarms, and home escape plans.



### **INSPECTIONS, INVESTIGATION & PREVENTION ACTIVITIES:**

- 23 open burn permits requested, 23 allowed
- 22 contained site permits requested, 20 allowed
- 3 complaints investigated
- 5 request inspections addressed
- 5 follow up inspections completed
- 1 investigation attended
- 13 public education events completed
- 2 plans and fire route reviews completed

### **TRAINING/SEMINARS/MEETINGS:**

- Courtroom Procedures Course, Ontario Fire College
- Basic Emergency Management Course, New Dundee Fire Hall
- CAN/ULC-S4400 Marijuana Grow Facilities Seminar, FESTI Mississauga
- Extreme Heat and Cold Partners, Region of Waterloo Public Health Waterloo
- OMFPOA Ch.11 Meeting, County of Brant Fire Department Paris

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 2<sup>nd</sup> QUARTER 2019

### TRAINING:

#### Recruits:

- Continued to work through NFPA 1001 FFI & FFII training, this included Chapters 7 to 21.
- Proctored a mid-term exam to gauge their progress, all are doing satisfactory.
- Conducted Live Fire Training day on June 15<sup>th</sup>.
- TO had a meeting on May 24<sup>th</sup> to begin the process of setting up Pro Board certification.
- Final Exam is being prepared for late July.

#### Regular Training Plan:

The regular training plan for this quarter included the following;

- PTSD S.I.T.T. 3 - (Supporting Individuals Through Trauma), with provider, The Canadian Critical Incident Stress Foundation
- Quarterly Medical Training
- Fire Scene Size-up
- Ventilation
- Pumper Operations
- Portable Pumping
- Firefighter Survival
- Search & Rescue
- Auto Extrication Theory
- Auto Extrication Practical Training (1 day, 2 - 4 hour sessions per station provided by Code 4 Fire & Rescue)
- Driver Training
- SCBA Training
- Tanker Operations
- Aerial Operations
- Swim test for Water Rescue Group with Southwest Fire Academy
- 2½ days of NFPA 1006 – Surface Water Technician training provided by Southwest Fire Academy



# Wilmot Fire Department

## Training Division

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

---

### OTHER:

- Began planning the Tanker Shuttle Accreditation
- Scheduling the next training sessions for the Water Rescue Group, (This will be 2 days of Flood Water Training)

### Emergency Management:

- 3 Headquarters Staff attended Basic Emergency Management Training at Station 2 and Hosted by Wilmot FD, 17 attendees in total.
- Collaborating with regional CEMC's to conduct annual drill.
- Continue to work with Regional CEMC's to further improve Alert Waterloo Region notification system.
- Alert Waterloo Region notification system successfully tested on Monday June 3, 2019.
- Wilmot has submitted new GIS shape files to Region CEMC to have entered into Alert Waterloo Region. The new shape files have improved accuracy for New Hamburg proper for flood notifications. Public Works GIS Staff provided technical support and assistance.

### Meetings:

- April 10 – JESOAG Meeting
- April 10 – Water Rescue Group meeting to set up training dates
- April 23 – JESOAG Meeting
- May 29 – JESOAG Meeting
- May 30 – P25 Radio Training and Operations Meeting
- May 31 – Region of Waterloo Meeting (re: Wilmot Transfer Station Site use for the Tanker Shuttle Accreditation)
- June 4 – Fire Master Plan One on One Meeting
- June 26 – Fire Master Plan Steering Committee Meeting

### CEMC:

- April 3 – CEMC Meeting
- April 17 – Waterloo Regional Flood Planning Meeting
- May 14 & 15 – Basic Emergency Management Training Course
- May 21 – Alert Waterloo Meeting



# TOWNSHIP OF WILMOT

## FIRE SERVICES *Staff Report*

---

**REPORT NO:** FD 2019-06

**TO:** Council

**SUBMITTED BY:** Rod Leeson, Fire Chief

**PREPARED BY:** Rod Leeson, Fire Chief

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Award of Tender 2019-17 Commercial Laundry and Dryer Cabinets for Fire Department Use

---

### **RECOMMENDATION:**

THAT RFT 2019-17 be awarded to Harco Company Ltd. for the Supply, Installation and Training for Commercial Laundry and Dryer Cabinets, as per their proposal submission dated June 12, 2019, for the fee of \$53,172, plus HST.

### **SUMMARY:**

Staff recommend that the budgeted Commercial Laundry and Dryer Cabinets for Wilmot Fire Department, be awarded to Harco Company Ltd. of Mississauga, Ontario.

### **BACKGROUND:**

The 2019 Approved Capital budget included \$90,000 to supply and install commercial laundry equipment in all three (3) fire stations. The purpose of this project is to meet Health and Safety requirements with a goal to reduce exposure to carcinogens. In addition, the works proposed will create process efficiencies and lifecycle cost savings through in-house laundry provisions.



## **REPORT:**

On March 15, 2019, the tender document was made available online through the Township's e-bidding site. There were a total of four (4) plan takers, with a total of three (3) bids received at time of close on June 14, 2019. The pricing below reflects the bid submissions for three (3) washing machines / extractors and three (3) dryer cabinets.

<b>Proponent</b>	<b>Location</b>	<b>Bid Price</b>
1 Harco Co. Ltd	Mississauga, ON	\$53,172.00
2 Dalex Canada Inc.	Concord, ON	\$76,485.00
3 Ontario Laundry Systems Inc.	Mississauga, ON	\$130,869.00

The lowest bid received from Harco Co. Ltd. has satisfied the specifications noted within the request for tender. The bid also complies with all requested warranty provisions.

Minor interior renovations will be required at all three (3) fire stations to undertake installations of the proposed units. These works will be undertaken by a licensed plumber and electrician to facilitate installation of all required connections, and is funded as part of the approved capital allotment of \$90,000. Applications for building permits will be submitted with required documentation.

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

Through an open and transparent bidding process, the Township is communicating municipal matters. The purchase and installation of commercial laundry in the fire stations aligns with our corporate core value of health and wellbeing.

## **FINANCIAL CONSIDERATIONS:**

The approved 2019 Budget includes \$90,000 for the purchase, installation and training for commercial washers and dryer cabinets. The funding will be provided as follows:

<b>Funding Source</b>	<b>Amount</b>
Infrastructure Reserve Fund (Equipment)	\$90,000
<b>Total Budget</b>	<b>\$ 90,000</b>

The supply of commercial washers and dryer cabinets by Harco Company Ltd., quoted at \$53,172 (excluding HST), will result in a net impact of \$54,108 (net of HST rebate). The estimated costs for permits and installation will remain within the overall budget allocation.



**REPORT NO:** CK2019-03

**TO:** COUNCIL

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

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

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Quarterly Activity Report – April, May & June 2019

---

**RECOMMENDATION:**

THAT the Castle Kilbride Activity Report for the months of April, May and June 2019 be received for information purposes.

**BACKGROUND:**

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

**REPORT:**

**Curator/Director's Summary:**

- Coordinated final stage of mural conservation on the main floor of the museum in April. This project was carried over from 2018 due to the artist's schedule. This project was noted in the Ten Year Plan which supports the care and maintenance of ensuring the longevity of the nationally designated murals.
- Coordinated all aspects of filming at Castle Kilbride and downtown New Hamburg for *Anne with an E* series.
- Promoted Castle Kilbride in various campaigns during this quarter. They included: National Volunteer week, "May is Museum Month" through the Ontario Museum Association; Created social media plan specifically for Museum Week that highlighted key themes for Ontario museums that were promoted on the Castle Kilbride Facebook page and Wilmot Twitter.

- Created and confirmed social media plan with Explore Waterloo Region to promote the museum during specific times during the year.
- Partnered with Attractions Ontario for a 12-week summer contest.
- Coordinated the 2019 summer concert series program for Castle Kilbride. Twelve concerts will be presented from June 13 to August 29. (Note: this year the series started two weeks earlier to try and avoid inclement weather that seems to come late summer).
- Coordinated RFQ for the chimney repair project at Castle Kilbride; awarded project; currently working with contractor. Anticipated July 26 completion weather permitting.
- Was selected by the Waterloo Regional Heritage Foundation (WRHF) for the fifth year in a row to participate as one of three judges to present the Region of Waterloo History Prize. Several books were read and reviewed for merit; Discussed results with fellow judges; Made recommendations which was presented to WRHF at their AGM.
- Wrote and submitted Community Museum Operating Grant (CMOG) application to Ministry of Culture for consideration.
- Interviewed, hired and trained summer students.
- Assisted University of Waterloo (Economic Development) graduate students with a case study regarding Wilmot Township's Tourism Marketing Strategy.
- Provide continued support on the Prime Ministers Path Committee.
- Coordinated the distribution of marketing material for Castle Kilbride at all Ontario border crossings and OnRoute highways locations.
- Began coordination of Culture Days in Waterloo Region with a regional coordinator. This would be the first time Wilmot Township is included. Culture Days is a national three-day celebration from September 27-29.
- Marketed information about summer exhibits and events at Castle Kilbride to all media sources.
- Assisting the Heritage Wilmot committee with updating of the Non-Designated Heritage Register as well as designation process for St. James Lutheran Church, Baden.
- Responded to various genealogical requests and provided support to researchers.

\*For further details, please see the attached report for the Assistant Curator's summary.

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

The report implements the following goals from the Strategic Plan:

We are an engaged community through strengthening communicating municipal matters.

The actions noted are in accordance with the municipal work program.

### **FINANCIAL CONSIDERATIONS:**

n/a

### **ATTACHMENTS:**

1. Castle Kilbride Assistant Curator's Report – April, May & June 2019





# QUARTERLY REPORT

April, May & June 2019

**To:** Tracy Loch, Curator/Director

**Prepared by:** Sherri Gropp, Assistant Curator

**Date:** July 15, 2019

**Subject:** Assistant Curator's Quarterly Report for April, May, June of 2019

---

## **Education:**

**Curriculum Programming-** We welcomed **178** school children to participate in our spring educational programs:

*Just the Flax Program (Grade 3/4), Medieval Me Program (Grade 4), Artifacts Program (Grade 5/6) and Enhanced Artifacts Program (Grade 7/8 Enrichment).*

## **Additional Educational Programming**

**PD Days-** created special activities and crafts to coincide with school PD days on April 12 and May 31

**Homeschool Day-** we host two sessions each year; the first on June 14 and the second one will be December 13.

**Summer Camp –** created theme, marketed and promoted camp; organized payment and scheduling of participants. Prepared outlines for activities and craft. Oversee summer staff conducting camp.

## **Events:**

**Twenties Tea & Tour -** June 12-14, 19-21 and 26-27

The "Twenties Tea & Tour" was so popular last year we thought we would try it again. People have really responded to this new theme. In good weather it was held outside. During inclement weather it was held in the basement or in the Belvedere. We had a **92** participants. Groups ranged from 10 people to smaller groups of 2 or 3. Accepted bookings and processed payments. Scheduled tour guides and trained staff, organized tables, pressed linens, prepared food and tea. Cleaned up and dismantled chairs. Additional dates are offered in August.

**Summer Concert Series-** The series kicked off on June 13, with Elvis. There are 12 concerts scheduled from June 13 until August 29. In June we unfortunately had to cancel our June 20<sup>th</sup> concert due to rain. However, the other 2 concerts in June were well attended.

**May is Museum Month –** put together crafts and activities for museum month and International Museum Day on May 18<sup>th</sup>.

## **Filming: Anne with an E- April 7-9**

- Prepared the museum for interior filming by moving all small or fragile artifacts from every room on the first floor and placing them by hand to a secure location.
- Assisted the day of the filming with requests from producers and designers.
- Carefully monitored the museum during the filming.

**Collection:**

- Processed in-coming donations by accessioning, cataloguing, photographing and entering into PastPerfect database
- Prepared student collection work projects on a weekly basis
- Met with representative from Carr McLean to discuss artifact collection storage room issues to explore solutions.

**Students:**

- This year we have 2 summer students
- Assisted with interviews for all summer student positions
- Trained and orientated students on admissions, conducting adult/children's tours.
- Prepared staff schedules and organized students for front cash coverage.
- Gave guidance and supplied information for summer camp activities.

**Administration:**

- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Conducted routine inspections of the Castle and insured the contents were safe
- Responsible for booking for tours, school programs, camp registration, wedding inquiries and registration for special events.
- Conducted educational and group tours.
- Greeted guests and processed admissions.
- Inspected rooms and insured security of their contents.
- Properly cleaned museum as well as the artifacts on a routine basis.
- Prepared a weekend museum staff "*To Do List*" each week.
- Social media- managed and added content Castle Kilbride's website. Prepared facebook and entered all facebook posts. Prepared tweets for exhibit and events.
- Maintained event listings for New Hamburg Independent, Stratford Tourism Alliance, WRTMC and Wilmot Rec guide.
- Attended Castle Kilbride Advisory Committee meetings
- Handled inquiries for archival material, artifacts in the collection, weddings etc.

**Visitor Statistics:**

Month	School	Bus	Regular	Event	Total
April	0	73	62	49	184
May	87	21	189	15	312
June	91	144	197	811*	1243
<b>Total</b>	<b>178</b>	<b>238</b>	<b>448</b>	<b>875</b>	<b>1739</b>
2018	171	78	569	1223	<b>2041</b>
2017	142	258	557	819	<b>1776</b>
2016	159	175	508	730	<b>1572</b>
2015	52	161	568	420	<b>1201</b>
2014	152	124	447	449	<b>1172</b>
2013	59	139	482	160	<b>840</b>

\*Please note we had one concert cancelled and no PM unveiling in June.



# TOWNSHIP OF WILMOT

## OFFICE OF THE CAO *Staff Report*

---

**REPORT NO:** CAO 2019-02

**TO:** Council

**SUBMITTED BY:** Grant Whittington  
Chief Administrative Officer

**PREPARED BY:** Patrick Kelly, Director of Finance / Treasurer  
Dawn Mittelholtz, Director of Clerk's Services / Clerk  
Rod Leeson, Fire Chief

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Consultant Services – Joint Service Delivery Study

---

### **RECOMMENDATION:**

THAT Report CAO 2019-02, regarding the Joint Service Delivery Study, be received for information purposes;

AND THAT Council adopt the framework and principles of the Joint Services Delivery Study as set out in this Report in partnership with the Townships of North Dumfries, Wellesley and Woolwich;

AND THAT staff be authorized to work in conjunction with the Townships of North Dumfries, Wellesley and Woolwich in the preparation and issuance of a Request for Proposal (RFP) to seek competitive bids from qualified consulting firms to undertake a Joint Service Delivery Study;

AND THAT staff provide a follow-up Report to Council on the results of the RFP process and the recommended award of a Contract for the completion of the Joint Service Delivery Study.



**SUMMARY:**

The purpose of this Report is to present for the consideration of Council the framework of a joint study to be completed in partnership with the Townships of North Dumfries, Wellesley and Woolwich.

The study represents a joint analysis of a wide range of services / programs that are delivered by the four (4) Townships. The intent of the study is to improve the understanding of the services currently provided by the respective Townships, and to provide information that will allow the respective Councils and Staff to make informed strategic choices regarding those services.

**BACKGROUND:**

The Provincial Government has challenged the broader public sector to find efficiencies and improve services with the overall objective of lowering costs and reducing the burden on ratepayers.

Consistent with this theme, the Province provided funding to all Municipalities with fewer than 25,000 households with one-time funding in March 2019 to implement programs and solutions that would through the utilization of these funds assist in developing local solutions to improve efficiencies, modernize and reduce on-going costs of providing services. The Township of Wilmot received funding through this Provincial program in the amount of \$725,000.

The proposed Joint Service Delivery Review is aligned with the key tenets of the Provincial program.

Currently the Township has already derived benefits from collaborating with neighbouring Townships on a number of corporate procurement initiatives. These include the on-going development charges background study, and the procurement of Fire Services. Through this approach we have found efficiencies in terms of costs and resources, while maintaining and expanding the quality services we provide. Additionally, as per Council report CL 2019-22 on the Provincial Regional Review, Appendix 2 highlights several joint initiatives that the municipalities within the Region of Waterloo have undertaken.

**REPORT:**

The study is proposed as a joint undertaking involving the Townships of North Dumfries, Wellesley, Wilmot and Woolwich. It is anticipated that a series of studies could be undertaken through to 2022, subject to the success of this initial study.

The intent of the study is to improve the understanding of the services currently provided by the respective Townships and to provide better information that will allow the Councils and Staff the opportunity to make more informed strategic choices regarding those services.

The study focuses on the following program areas:

- i) Fire Services
- ii) Emergency Management
- iii) Library Services
- iv) Information Technology
- v) Corporate Communications

The study will investigate current services and their delivery approach. Service delivery methods and / or service levels, opportunities for innovation, collaboration and leveraging technology may be identified as opportunities for efficiency and effectiveness for the Townships and customer service.

Attachment No. 1 to this Report provides a more fulsome scope of the tasks, objectives and deliverables to be undertaken through the completion of this study.

The four (4) CAO's from the identified Townships will co-ordinate this study in consultation with applicable senior management staff, supervisory staff, and a representative profile of the front line delivery personnel.

The project schedule proposes that the Consultant retained to complete the study would submit an interim report in November 2019, with the final report to be completed by early 2020.

It should be noted that the provision of Library Services is currently vested with The Regional Municipality of Waterloo for each of the four (4) Townships. In accordance with Section 474.16 (1) of the Municipal Act, the Council of the Region of Waterloo shall be deemed to be a board of a county library for the purposes of the Public Libraries Act. The Township Mayors' have spoken with Chair Redman about the objectives / framework of the Service Delivery Review and the inclusion of Library Services within the scope of work. Chair Redman had no objections.

One key agreement amongst the four (4) Township was that an early reporting timeline (November 2019) was an important milestone. In order to achieve this timeline, the scale and scope of this study would have to include a limited selection of priority service areas.

The four (4) Townships reached consensus on five (5) key areas for this study. A summary for each of the five (5) Service Areas are listed below with more context:

#### Fire Services:

Several joint initiatives have already been commenced from a procurement perspective across the Fire Service, so this study is building upon the initial work and momentum;

This study will examine a range of options and opportunities backstopped with financial analysis and risk management assessment.

**Emergency Management:**

For several Townships personnel have the joint role between Fire Services and Emergency Management. Given the existing synergies it was an obvious link to include this analysis in parallel with the Fire Services component of this study.

**Library Services:**

Library Services are currently provided by the Region of Waterloo on behalf of the four (4) Townships. Funding for Library operations is established through an area rate by-law recovery applicable to the four (4) Townships as part of the Regional levy;

The Township's own the existing Library buildings and are responsible for future building construction and/or additions;

Opportunities may exist to develop more synergies at the local level if Library Services are transferred to the four (4) Townships in terms of integration of programming space and/or programs with recreational, leisure and cultural services;

Assessment of whether the delivery of this service can be provided in a more cost effective manner with direct accountability in place.

**Information Technology:**

Technology continues to be a growing and evolving component of the business operations of Municipal Departments;

One of the key outcomes of the study may be the continued growth with Information Technology and the leveraging of software / networks to improve efficiency, reporting and accountability;

Opportunities may exist, as the Townships continue to grow, to better collaborate, training, protocols and hardware / software elements, as part of the overall efficiency and cost saving objectives.

**Corporate Communications:**

Continued pressure to elevate and enhance information exchange and engagement with our respective communities;

Opportunities may exist, as the Townships continue to grow, to better collaborate, training, protocols, etc., to further leverage Corporate Communications in a cost effective and efficient manner.



Each of the four (4) Townships are receiving Reports from their respective Staff on the Joint Service Delivery Review through the month of July. The Township of North Dumfries Council approved their staff recommendation at their regular Council meeting of July 8, 2019. The Township of Wellesley Council also approved their staff recommendation at their regular Council meeting of July 9, 2019. Both Townships Councils of North Dumfries and Wellesley voted unanimously in favour of the recommendation to proceed with the study. Upon approval from the respective Councils to advance forward with the study, the next steps in the program will be as follows:

- i) Issuance of a joint Request for Proposal (RFP) in early August. The Township of Wellesley has agreed to be the lead in the preparation / issuance of the RFP document in consultation with the other three (3) Townships;
- ii) Receive competitive bids / review bids for completeness and scoring early September. The CAO's from each of the four Townships would identify the personnel to be included in the RFP evaluation process;
- iii) During the September time period, Staff from the respective Townships would draw together service standard documents; organization matrixes, financial statements and budgets, etc. as background information to assist the Consultant;
- iv) Reports from the respective Townships would be submitted to the four (4) Councils in October 2019 for approval with a Recommendation for a selection of a Consultant to complete the study;
- v) Target early October to initiate the workplan with the selected Consultant.
- vi) Interim Report tabled with the four (4) Townships in November 2019.
- vii) Final Report delivery will be determined by the successful proponent's workplan / schedule, anticipated in early 2020.

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

This report is aligned with the corporate goal of being an engaged community by strengthening customer service. The works within this study are aligned with Wilmot's core value of being forward-thinking. Finally, the efficiencies that are identified from this study are aligned with our corporate mission to evolve and grow.

#### **FINANCIAL CONSIDERATIONS:**

The consideration of this Report does have an impact on the 2020 and 2021 Capital Budget. The completion of the study is not currently included within the 10-year Capital Forecast, and as such it will require the formal consideration and direction by Council.

It is estimated that the cost to retain the Consultant to complete the initial works under the Joint Service Delivery Review will be in the order of \$80,000 to \$100,000. It is proposed that the four (4) Townships would split the cost to complete the study in equal proportions. With the assumption of the magnitude of costs as previously referenced, Wilmot's share of the expenditure would be \$20,000 to \$25,000.

Report FIN 2019-23 in May 2019 noted the receipt of the \$725,000 one-time Grant from the Province, under the Service Modernization Funding program. This funding is current held within temporary investments until a clear path for utilization has been established. It is proposed that the Township's share of the expenditure associated with the completion of the Service Delivery Study would be funded from this account.

The study aligned with the stated objectives of the Province when they communicated the transfer of the Service Modernization Funding to the Township.

As noted within the previous report, staff will be proposing options for use of remaining funds through the 2020 Capital and Operating budgets.

#### **ATTACHMENTS:**

APPENDIX 1 – Joint Service Delivery Study



The TOWNSHIP of  
NORTH DUMFRIES



TOWNSHIP  
OF WILMOT



## ATTACHMENT No. 1

### JOINT SERVICE DELIVERY STUDY

#### A. Project Overview

The Townships of North Dumfries, Wellesley, Wilmot and Woolwich are undertaking a joint Service Delivery Study of the respective Corporations' operations and departments. It is anticipated that a series of studies could be undertaken through to 2022, subject to the success of this initial study.

For the Service Delivery Study, the Townships are initially focussing on the following service areas:

- Fire Department
- Emergency Management
- Library Services
- Information Technology
- Corporate Communications

The study is intended to improve the understanding of the referenced services currently provided by each of the four Townships, or in the case of Library Services, the Region of Waterloo. The objective is to provide a better understanding of the services currently provided by each of the Townships in a format that will allow Council and Staff to make informed strategic choices regarding those services.

The completion of the study is being undertaken in part to respond to the need for greater efficiency and effectiveness in service delivery; improved performance and sustainability; and, the ability to respond to future pressures on customer service associated with residential and non-residential growth. The study will identify:

- i) current services and their delivery approach;
- ii) review service delivery methods and/or service levels;
- iii) recommend opportunities for collaboration, service improvement and cost effectiveness; and,
- iv) opportunities for innovation and leveraging technology.



**Joint Service Delivery Study  
Townships of North Dumfries, Wellesley, Wilmot and Woolwich**

Opportunities identified through the study process will be presented to the respective Councils for consideration with the recommended steps for implementation. The Townships are expecting to make decisions based on the individual project deliverables, risk assessment and the value for money evaluations prepared by the Consultant. The study will ultimately identify opportunities and provide recommendations for innovation and alternate service delivery options and scenarios for each of the referenced service areas.

It should be noted that the provision of Library Services is currently vested with The Regional Municipality of Waterloo for each of the four Townships. In accordance with Section 474.16 (1) of the *Municipal Act*, the Council of the Region of Waterloo shall be deemed to be a board of a county library for the purposes of the *Public Libraries Act*. Subsection (2) continues by stating that the operation of the library services of The Regional Municipality of Waterloo shall be limited to its lower tier municipalities that had the status of a Township on December 31, 2002.

Through the completion of this study, the Townships are seeking the independent evaluation of the Library Service to determine its efficiency and effectiveness in service delivery; improved performance and sustainability; and, the ability to respond to future pressures associated with residential and non-residential growth through the same lens as the other referenced service areas identified in preceding paragraphs of this Section A, Project Overview.

The interim report outlining initial findings and preliminary options will be presented to the respective Councils by November 2019. The final report will be completed by the Consultant in early 2020.

**B. Project Objectives**

To review and gain a better understanding of the services provided by each of the five (5) service areas referenced in Section A, Project Overview. The objective is to assist Council and Staff in making informed, strategic choices regarding the referenced service areas and the service level currently provided. Further, the study will identify best practices, efficiencies, cost effectiveness and alternate service delivery models or approaches.

Specific objectives applicable to each of the referenced five service areas include:

- i) Investigate, clearly define and understand the various services, their present delivery modes, cost and the impact the services have on the respective Townships;

**Joint Service Delivery Study  
Townships of North Dumfries, Wellesley, Wilmot and Woolwich**

- ii) Assess alternate service delivery models and levels of service;
- iii) Support the appropriate staffing levels and organizational structure for each service; and,
- iv) Determine opportunities to be more efficient and effective in the sustainable delivery of customer service.

**C. Project Deliverables**

It is expected that the successful Consultant will develop a detailed workplan and schedule that aligns with the interim reporting and completion dates for the project.

Project deliverables will include:

- i) Development and execution of a comprehensive Stakeholder Engagement Plan that includes from each of the four (4) Townships: Council, applicable senior management staff, supervisory staff and a representative profile of the front line delivery personnel. In the example of the Library Service, the engagement would naturally involve: the applicable representatives from the Region of Waterloo's Council / Committee, senior management team, supervisory staff and a representative profile of the front line delivery personnel;
- ii) Description and evaluation of the structure and service levels through detailed "Service Profiles" for each of the four (4) Townships as it applies to the referenced services areas. This would apply to the Region of Waterloo in the context of the provision of Library Services;
- iii) Development of Key Performance Indicators for each of the referenced service areas that align with respective Corporate and Department goals and objectives;
- iv) Strategic, operational and quantitative benchmarking of appropriate comparators in the public sector for each of the referenced service areas;
- v) Identify best practices from other municipal jurisdictions that would be appropriate and responsive to the service areas for each of the Townships with the goal focussing on delivery modes, cost and the impact on each of the service areas;

**Joint Service Delivery Study  
Townships of North Dumfries, Wellesley, Wilmot and Woolwich**

- vi) Identification of opportunities to increase revenue streams to support operations and/or capital requirements for each of the service areas;
- vii) Identification of opportunities to leverage technology to improve the efficient and cost effective delivery of the respective service areas;
- viii) Review of the community and financial impact on any recommended changes to existing customer service levels for each of the service areas;
- ix) Options for maintaining adequate service levels while balancing long term budget objectives (capital and operating);
- x) Recommendations related to organizational structure and the potential identification of alternate service delivery models through the lens of operational efficiencies, cost savings and positioning for future growth (residential and non-residential); and,
- xi) Prioritization of the recommendations in terms of a schedule / sequencing for implementation.

**D. Project Schedule**

The interim report outlining initial findings and preliminary options will be presented to the respective Councils by November 2019. The final report will be completed by the Consultant by early 2020.





# TOWNSHIP OF WILMOT

## CLERK'S SERVICES *Staff Report*

---

**REPORT NO:** CL 2019-43

**TO:** Council

**SUBMITTED BY:** Dawn Mittelholtz, Director of Clerk's Services

**PREPARED BY:** Dawn Mittelholtz, Director of Clerk's Services

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Acceptance of Petition for Drainage Works  
North Part Lot 4, Concession North of Erb's Road

---

### **RECOMMENDATION:**

THAT the Township of Wilmot accept the Notice of Petition for Drainage Works received from Norbert and Laurie Dietrich, Robert and Theresa Dietrich, Christa Streicher and Gerda Frank for Parts of Lot 4, Concession North of Erb's Road, Township of Wilmot; and,

THAT the Clerk be authorized to proceed accordingly under the Drainage Act.

### **SUMMARY:**

The Council of the Township of Wilmot is being asked to consider the acceptance of a Petition for Drainage Works that are intended to incorporate existing tile drains into the St. Agatha Drain 2015.

### **BACKGROUND:**

Norbert and Laurie Dietrich, Robert and Theresa Dietrich, Christa Streicher and Gerda Frank submitted and filed a petition with the Clerk on June 21, 2019 to initiate Drainage Works under the Drainage Act. The petition is for incorporating existing tile drains into a municipal drain for Parts of Lot 4, Concession North of Erb's Road. A map of the subject lands has been attached for reference.

**REPORT:**

The Drainage Superintendent has met with the petitioners and has confirmed the petition. Pursuant to the Drainage Act, once the petition is filed, it proceeds to Council for acceptance. Following acceptance of the petition, staff will forward written notice within 30 days to: the requester, the Grand River Conservation Authority, and the Ministry of Natural Resources. The Drainage Act will then require Council to appoint a Drainage Engineer at a later meeting to prepare an Engineer's Report.

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

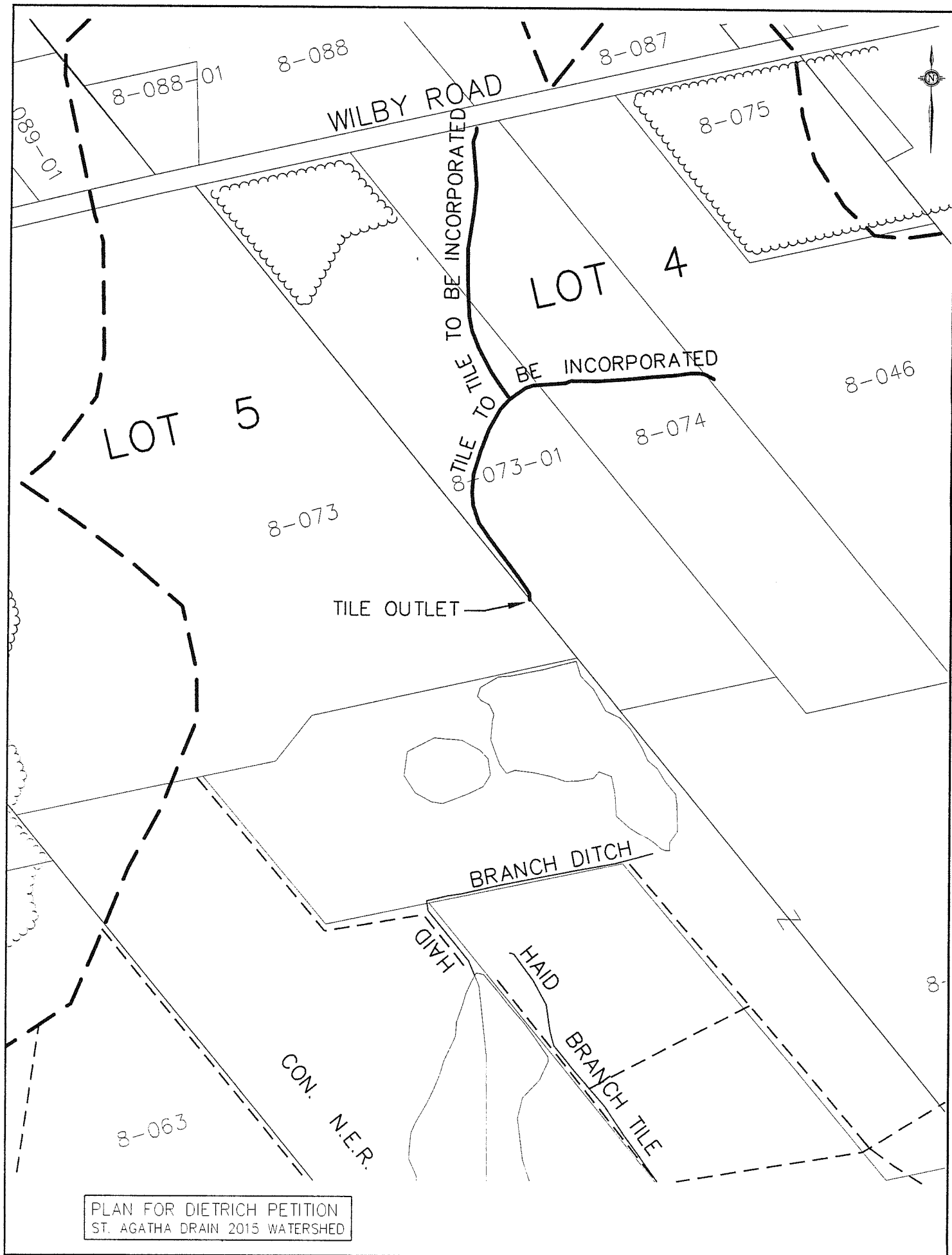
The acknowledgement of the petition supports the infrastructure within the municipality.

**FINANCIAL CONSIDERATIONS:**

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of his report. At this time, there are no financial considerations.

**ATTACHMENTS:**

Attachment 1: Map of St. Agatha Drain 2015 Watershed







# TOWNSHIP OF WILMOT

## PUBLIC WORKS & ENGINEERING Staff Report

---

**REPORT NO:** PW2019-14

**TO:** Council

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

**PREPARED BY:** Bryan Bishop, C.E.T., Manager of Engineering

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** July 15, 2019

**SUBJECT:** Hannah and Lewis Street Reconstruction – Award of Contract

---

### **RECOMMENDATION:**

**THAT Tender 2019-22 be awarded to Network Sewer and Watermain Ltd. for the reconstruction of Hannah and Lewis Street in New Hamburg, as per their proposal submitted July 4, 2019, in the amount of \$848,108.46, plus HST;**

**AND THAT \$546,587 in Federal Gas Tax funding be allocated to the overall project costs;**

**AND THAT the Mayor and Clerk be authorized to execute easement agreements required for project construction and future maintenance of the infrastructure related to the project.**

### **SUMMARY:**

This report outlines the capital design process and recommends award of tender for the construction phase of this road and underground servicing reconstruction project. It also outlines the need for an easement agreement on Lewis Street.

**BACKGROUND:**

In 2017, Council awarded engineering services for Hannah and Lewis Street reconstruction to AECOM Limited of Kitchener, ON. The scope of services included preliminary design, public consultation, detailed design, agency approvals and construction management activities for a total of \$91,537.

A Public Information Centre was hosted in the spring of 2019.

The reconstruction project was tendered to include the installation of new watermain, road base and asphalt road surface, including curb, gutter, sidewalk and drainage and sewage appurtenances within the project area on Hannah and Lewis Street. Construction schedule for this work is anticipated to be between August and November.

Staff are working with the owners on Lewis Street to acquire an easement agreement in order to correct grading and drainage issues in the area and provide for future construction access and maintenance of the Township's storm sewer system. The owners of the property that requires an easement have been generally agreeable to the standard terms and conditions of the easement. The agreement form and reference plans are currently being processed with legal and should be ready for execution at some point in August or September.

**REPORT:**

The Hannah Street and Lewis Street reconstruction project was approved in the 2019 Capital Budget process. This project was considered in the 2018 OCIF Top-up application.

On June 10, 2019, the tender document was made available online through the Township's e-bidding site. There was a total of twenty-five (25) plan takers, with four (4) bids received at time of close on July 4, 2019. The lowest bid received was Network Sewer and Watermain Ltd. from Cambridge, Ontario at a cost of \$848,108.46 plus HST. The low bidder has provided the appropriate bid bond documentation. References have been checked and appear to be satisfactory.

Results of the bids received are summarized below:

Bidder	Location	Bid Amount
Network Sewer and Watermain Ltd	Cambridge, ON	\$ 848,108.46
J.Weber Contracting	Breslau, ON	\$ 985,553.77
Oxford Civil Group Inc.	Woodstock, ON	\$ 1,059,040.67
Bel-Air Excavating & Grading Ltd.	Cambridge, ON	\$ 1,070,251.65
AVERAGE BID		\$ 990,738.63

The above figures do not include HST. The reconstruction works are scheduled to be completed later this summer and into fall.

There is a small portion of current and future drainage works that require an easement. The infrastructure currently physically exists on private property, and was identified through the course of this project that the legal easement was needed.

If Council proceeds with award of tender, notice will be provided to residents regarding schedule and potential impacts during the construction process.

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

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

### **FINANCIAL CONSIDERATIONS:**

The following funding sources were identified in the 2019 Capital Budget process:

<b>Funding Source</b>	<b>Amount</b>
Ontario Community Infrastructure Fund	\$546,587
General Levy	\$88,965
Infrastructure Reserve Fund – Transportation	\$53,948
Infrastructure Reserve Fund - Water	\$204,000
Infrastructure Reserve Fund - Sanitary	\$17,200
<b>Total Budget</b>	<b>\$910,700</b>

Subsequent to the budget process, the Province of Ontario announced that applications under Intake 5 of the OCIF Top-up funding would be discontinued. As such, replacement funding would need to be obtained to move forward with these works as scheduled.

Later in the spring, the Association of Municipalities of Ontario (AMO) announced a one-time funding allocation under the existing Federal Gas Tax Agreement. This funding allocation would match the 2018 allocation (\$612,270), and could be utilized towards capital infrastructure investments. Given the shortfall in funding resulting from Provincial decisions on the OCIF program, staff propose that the \$546,587 in anticipated OCIF funding be replaced with Federal Gas Tax funding. This would leave approximately \$66,000 within the gas tax fund to be incorporated into the 2020 capital program.

### **ATTACHMENTS:**

N/A





**REPORT NO:** DS 2019-18

**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:** July 15, 2019

**SUBJECT:** Township Zoning By-law Review Update

---

**RECOMMENDATION:**

THAT Report DS 2019-18 be received for information.

**SUMMARY:**

This report provides a summary of the responses received through public consultation that has occurred to date including two online surveys and four open houses conducted during the months of April and June of this year.

The responses from both surveys are included as Attachment A and Attachment B to this report.

**BACKGROUND:**

In March of 2019, Development Services staff provided Report DS 2019-09 to Council outlining the status of the current Township Zoning By-law and the proposed process and time for the completion of an update to the by-law.

Since the consideration of that report, Township Official Plan Amendment 9 has been approved by the Region of Waterloo and, with the no appeals received, has come into force and effect. The Planning Act requires the Township to update the zoning by-law to conform to the Official Plan within three years of the approval of the revision/update to the Township Official Plan.

## **REPORT:**

### **Survey 1 and Open Houses 1 and 2**

In late March, Survey 1 was released requesting individuals to comment on what improvements and changes needed to be made to the zoning by-law. Individuals were asked to select from a predefined list of areas highlighted in Report DS 2019-09 as well as being provided an opportunity to identify additional areas of review. Two open houses were held in April to provide an additional forum for discussion of the areas of review of the by-law. A total of 61 completed survey responses were received by the end of April with 17 individuals attending the open houses. The complete summary of comments received with Survey 1 is included as Attachment A.

Of the 10 areas of review (including an “other” category), responses were somewhat evenly distributed. The largest number of responses at 36 was the consideration of backyard chickens, however other areas such as regulations for accessory structures (30 responses), parking (30 responses), and second units (26 responses) were identified with a similar level of importance. Discussions at the public meeting focused primarily around these top four areas as well.

### **Survey 2 and Open Houses 3 and 4**

Survey 2 and Open Houses 3 and 4 were framed around the top areas identified for review in Survey 1. In late May, Survey 2 was released and was organized in three sections with respondents having the choice of completing any or all of the sections. The sections related specifically to the keeping of backyard chickens, regulations for accessory buildings, and regulations for secondary units. Although parking is touched on within these sections, staff anticipate a more effective discussion on parking after draft regulations are proposed. As such, a specific survey section was not dedicated to parking at this time.

Two open houses were held in June to provide an additional forum for discussion in addition to the online survey with a total of 12 individuals attended the open houses. 69 responses were received to Survey 2; the complete summary of survey responses is included as Attachment B.

### **Backyard Chickens**

Of the total of 69 responses, 64 individuals chose to provide comments on backyard chickens. Of these responses 29 individuals felt that chickens should be permitted on all residential and agricultural properties regardless of size whereas 20 responses were supportive of the status quo where chickens are only permitted on agriculturally zoned properties of 1.2ha or larger.

40 responders indicated that keeping of chickens should be limited to a specific type of residential property with single detached dwellings being the form of housing selected most often at 37 times.

37 responders indicated that if backyard chickens were permitted, they should require registration with the Township.

15 responders indicated that they had specific concerns with the backyard chickens that they would like to identify with the top two concerns being noise and odour.

32 responders provided additional comments with 14 supportive of backyard chickens, 16 in opposition and 2 with general suggestions.

### Accessory Buildings

Of the total of 69 responses, 47 individuals chose to provide comments on accessory building regulations.

Of the 47 responders, 80% chose options for maximum floor areas different than the current zoning by-law. No decisive indicator of what size would be appropriate is present, but the most number of responses were “25% of the ground floor area of the dwelling on the property” and “more than 20% [lot coverage with no maximum]”.

With respect to maximum height, responses were evenly distributed between the range of heights that should be permitted as well as whether or not second storeys should be permitted.

With respect to minimum setbacks for accessory structures, 16 of the 44 responses indicated that the existing 1.0m setback to a side or rear property line is appropriate. Respondents did clearly suggest that within flankage yards (side yards abutting a street) that the current setback of 6.0m for accessory structures should be reduced to coincide with the standard side yard setback for an accessory structure.

### Secondary Units

Of the total of 69 responses, 50 individuals chose to provide comments on secondary units.

Less than half of the respondents (21) respondents indicated that they had concerns with the creation of a secondary unit. 14 respondents were concerned with the creation of these units in any neighbourhood whether it be new or existing.

Respondents with concerns about secondary units were asked to specify their primary concerns from a list: need for adequate parking (selected 16 times); increased density in existing neighbourhoods (selected 16 times); property values (selected 14 times); and other (selected 3 times).

32 respondents indicated that if permitted within an accessory building, secondary units should be allowed within a second storey and the maximum height should be increased to permit the second storey.



## **Next Steps**

Staff will be working through comments received to date from both the public and agencies through the months of July and August. In line with the time frames identified out the outset of the review process, staff will continue to work towards the goal of having draft zoning regulations for review in the early fall.

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

Updates to the Township zoning by-law, and the public input processes used in considering these updates, serve to ensure that all four goals of the Wilmot Township Strategic Plan are met. Those goals are that we are an engaged community; that we have a prosperous economy; that we protect our natural environment; and, that we enjoy our quality of life.

## **FINANCIAL CONSIDERATIONS:**

The Zoning By-Law Update was included within the 2018 Capital Program with funding derived from the General Levy and Development Charges. The Junior Planner contract is funded from this capital project, and has been extended from September 2019 until December 31, 2019 with funding continued from the Capital Program. Any overage in project costs will be funded proportionately from General Levy and Development Charges.

## **ATTACHMENTS:**

Attachment A	Summary of responses from Survey 1
Attachment B	Summary of responses from Survey 2

## Survey 1 Results

Survey period: March 25 – April 30 2019

Topic: What improvements and changes should be made to the zoning by-law

Responses: 61

### Questions and Responses

Survey responders were asked to select, from a list, any or all areas that they agree needed to be reviewed. They were asked to elaborate on any of these selected areas if they chose to do so.

The following is a summary of the responses.

<b>Definitions:</b>	
Number of responders	11
Detailed responses	Property standers .There is a property in our neighbour hood, that despite numerous visits from the bylaw officer nothing is ever done to clean up the property. If nothing is done why bother to change the bylaws. We have to look at the same mess and who knows how many rodents, skunks and other types of wild life have taken up residence in the yard and house. We would like to see some action taken.
<b>Regulations for accessory structures (sheds, pools etc.):</b>	
Number of responders	30
Detailed responses	My background spends good period of the year under water from neighboring runoff I disagree with the fact that some residence of Wilmot have a difficult time adding a pergola to their deck and other members of Wilmot can build an enormous shed on their property in town! The lack of consistency is ridiculous. Should be proportional to property size (i.e. size of property not occupied by the house) Should be within limits for regular residential purposes. Special permissions for large sheds (not referring to farms) on properties that may affect neighbours enjoyment of their own home.
<b>Regulations for home based businesses:</b>	
Number of responders	24
Detailed responses	Home-based businesses which involve a lot of traffic should not be allowed in a residential area.
<b>Regulations for farm based businesses:</b>	
Number of responders	12
Detailed responses	Rules are rules. Please don't make special exemptions based on religion (Mennonite) that Woolwich and Wellesley are terrible for doing.
<b>Backyard chickens and urban agriculture:</b>	
Number of responders	36
Detailed responses	Should be permitted within limits.

	<p>We are proud to live where we live. We are delighted to have neighbours like the Jacksons, Fiederlein and Hatching and raising chicks/chickens has long been a homeschool tradition because of the myriad of rich educational benefits. Some of the commonly-identified and well-proven areas of learning include:</p> <ul style="list-style-type: none"> <li>* Lifecycle analysis</li> <li>* empathy and caring</li> <li>* connection to natural world</li> <li>* schedules, chores, duties</li> <li>* zero carbon footprint food</li> <li>* healthy food chain, healthy food</li> <li>* safety, health, cleanliness</li> <li>* design, engineering, construction</li> <li>* active outdoor lifestyle</li> <li>* research, reading, learning</li> <li>* resilience</li> </ul> <p>We hatched chicks indoors at 78 Meadowbrook Court, with our three young boys. They researched the conditions that would make fertile eggs hatch. They made an incubator out of styrofoam and plexiglass, and heated it with a candle warmer and lamp. They added rocks from the creek as high thermal-mass to distribute the temperatures, and measured the temperature and humidity multiple times a day. They added water with a spray bottle when needed, and turned the eggs every hour. They saw rewards by "candling" the eggs: putting lights up to them to watch the lifecycle grow. Our boys sketched the embryos as they developed, and grew resilience when one didn't make it. When hatching time came, they took time off school to watch the amazing natural process of the little chicks unzipping their shells and poking out.</p> <p>My boys raised these chicks with whole-hearted love and dedication. They learnt how to use hammers, nails and saws and hand-build the brooder and later coop for the birds. They made multiple iterations, each time improving their engineering design to optimize thermal capacity and comfort. The boys dutifully tended to daily chores around keeping the yard clean, coop clean, chickens fed and watered and happy. They "farmed" mealworms as special treats, and trained their beloved birds. The birds each had their own personality and loved following the boys and their friends, snuggling on their laps when they sat down. The boys showed the birds their first food, drink, outdoor space, how to dig, roost, etc.</p> <p>The most marvellous part was seeing the hens brood their own eggs, and subsequent chicks. The boys were fortunate enough to see their hens raise chicks of their own: softly clucking and gently disciplining the new brood.</p>
--	--



	<p>The hens sacrificed all food to give to their chicks, kept them safe and taught them the ways of the chicken. This was amazing education for children to observe. It's a rare occurrence to study nature so closely for so long.</p> <p>Lastly, there is the topic of food. Backyard chickens gave us the opportunity to teach our kids about raising their own sustainable food source right here on their own land. 78 Meadowbrook Court is often referred to as the "Jackson Chicken Coop lot". Let's go back to our roots - this village is still home to many wise residents with fond memories of living off the land - the very land we live on. The practice of raising our own food through gardens and small animals simply makes sense, and needs a revival. These carbon-free ways of living will not be part of our future if we are not allowed to educate our children about the methods.</p> <p>We are proud to live where we live. We are delighted to have neighbours like the Jackson, Fiederlein, Edgerdee and Einweigher families who have living-off-the-land at their roots and support us raising children who practice sustainable living. We are grateful for their homesteading stories that our kids learn so much from. We are proud to have three passive-solar houses on our small street. We are grateful for the trees we can tap and syrup we can make on just our small property. We are grateful for the time we've spent with the pigs in the barn across the street and rejoice to hear the stories of how our street was once an important part of agriculture. We do not believe a property needs to be acres in size to support a sustainable food source. We would like the freedom to teach our kids to use the land they have. Please, Wilmot, take pride in your roots and have vision for the future by allowing the first small-step back to family homesteading: backyard chickens.</p> <p>Thank you,</p> <p>Karen and Martin Kokkelink</p> <p>(Trent, Tyler and Edwin)</p> <p>New Dundee</p>
<b>Second units (apartments in houses and accessory buildings):</b>	
Number of responders	26
Detailed responses	Please don't allow.
<b>Residential zoning regulations (setbacks, height, density, outdoor amenity areas etc.):</b>	
Number of responders	25
Detailed responses	Should be regulations regarding size and type of houses built as infill or teardown in existing neighbourhoods....i.e. no more monster homes in an older residential neighbourhood ....any new construction should be "in keeping" with existing types of homes....size wise.

	Height and size of homes should be regulated, especially in areas where surrounding homes are significantly smaller or lower, and where large houses could impede the view of adjacent neighbours.
<b>Parking (accessible parking, bicycle parking, parking sizes, number of required spaces):</b>	
Number of responders	30
Detailed responses	It's never nice to see a residential driveway looking like a parking lot....should be restrictions to number of vehicles permitted.
	A reasonable number of accessible parking spaces and bicycle parking spaces must be reserved
	How some units seem to be allowed street access from their entire buildings
<b>Restricting lands uses within source water protection areas:</b>	
Number of responders	22
Detailed responses	Please be very strict - water is important.
	Vital to protect source water areas.....not sure what restrictions should be in place but making sure that water is protected.
	Farm run-off, industrial run-off, industrial water consumption are a risk to source water and water systems, which need stronger protections
<b>Minimum distance separation (distances between agricultural facilities and non agricultural uses):</b>	
Number of responders	14
Detailed responses	No particular recommendations other than safe distances depending on what type of non-ag use.
<b>I have additional areas that I wish to identify:</b>	
Number of responders	7
Detailed responses	On-street parking, particularly for recreational vehicles, recreational trailers, transport trucks on residential streets, and construction equipment (diggers, bulldozers, trailers)
	House # 50 George Street is an abandoned property. There is trash sitting in the driveway for the past few years. The yard does not get maintained the sidewalk does not get cleaned in the winter. A police officer had told me that there is the sound of running water in the basement. Is there a bylaw that can force the property owner to clean up the property.
	Specifically tiny homes.
	Street parking
	Preservation of character of existing neighborhoods. For example single family home areas should not have multiple residential units allowed, other than semi detached homes.
	There is a very fuzzy transition between a hobby where one happens to occasionally sell what one produces, and a "business," yet there is a very sharp boundary in how this classification affects land use and zoning
	Use of RV PARKING in residential areas

## Survey 2 Results

Survey period: May 30 – June 30 2019

Topic: Accessory residential uses: should backyard chickens be permitted?, regulations for accessory buildings (sheds, detached garages etc.) and secondary suites (apartments in homes and accessory buildings).

Responses: 69

### Questions and Responses

Survey responders were asked to select which part or parts of the survey they would like to complete:

- Should the keeping of backyard chickens be allowed?
- Regulations for secondary units (secondary suites / accessory apartments)?
- What regulations should be applied to accessory buildings?

The following is a summary divided by each section of the survey.

<b>Section: Should the keeping of backyard chickens be allowed?</b>	
Number of responders who selected this section: 64	
<b>Which of the following statements best describes your opinion with respect to the keeping of chickens?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Chickens should be permitted in some residential areas and on some agricultural properties less than 1.2ha in size.	12
Chickens should be permitted on all agriculturally zoned properties (which would include properties that are less than 1.2ha)	9
Chickens should be permitted to be kept on all residential and agricultural properties regardless of the size or location of the property.	29
Regulations should remain status quo - chickens are only permitted to be kept on agricultural properties of 1.2ha or larger.	20
<b>If backyard chickens were permitted, should they be limited to laying hens only, no roosters?</b>	
Number of yes responses	57
<b>If backyard chickens were permitted, what is the maximum number that should be allowed?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
2	16
4	7
6	8
8	1
10	10
Number based on lot size	24
No limit	2



<b>If backyard chickens were permitted, should there be a minimum lot area in order to keep chickens on a property?</b>	
Number of yes responses	44
<b>If yes, what should the minimum lot size be?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
195 square metres	5
400 square metres	7
800 square metres	5
0.2 hectares (0.5ac)	7
0.4 hectares (1.0ac)	7
0.8 hectares (2.0ac)	0
1.2 hectares (3.0ac)	11
<b>If backyard chickens were permitted in residential zones, should the keeping of chickens be limited to the type of residential property (e.g. single detached, semi-detached etc.)?</b>	
Number of yes responses	40
<b>If yes, what type of residential property should the keeping of chickens be limited to? Select all that apply.</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Single detached	37
Semi-detached	7
Townhome	2
Duplex, triplex, quad	1
Other multi-residential or apartment properties	0
<b>If permitted, should the keeping of backyard chickens require registration with the Township?</b>	
Number of yes responses	37
<b>If yes, what registration criteria should be required?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
One time registration fee with initial inspection to ensure conformity to regulations and animal well being	12
Annual registration fee with inspections on a complaint basis	9
Annual registration fee with inspections at time of renewal	10
Other	4
"Other" responses	No fee, but inspections on a complaint basis. Registering bees is free. Chickens should be too
	Annual registration fee, with initial inspection to ensure conformity to regulations and animal well being, with inspections on a complaint basis, or biennially.
	Annual fee with regular inspection at time of renew plus impromptu inspections throughout the year plus on a complaint
	Annual registration fee with inspections at time of renewal PLUS on a complaint basis PLUS randomly throughout the year.

<b>If backyard chickens were permitted, should there be regulations on how they are kept on a property (e.g. location and/or size of chicken coop, distance to property lines etc.)?</b>	
Number of yes responses	46
<b>If yes, please select any of the following that you feel should apply.</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Requirement to provide a chicken coop and outdoor enclosure area	32
Minimum distance to property lines or neighbouring residences from the chicken coop and outdoor enclosure area	28
Minimum and/or maximum sizes of the chicken coop and outdoor enclosure area	28
Manure storage and disposal regulations	30
Secure feed storage area	23
Other	4
<b>If selected yes to applying a regulation for the minimum and/or maximum sizes of the chicken coop and outdoor enclosure area, what should the minimum/maximum height of the chicken coop and outdoor enclosure area be?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
0 to 2.0 metres (approximately 0 to 6.5 feet)	12
2.0 to 3.0 metres (approximately 6.5 to 10.0 feet)	9
same height as any other accessory structure	6
<b>If selected yes to applying a regulation for the minimum and/or maximum sizes of the chicken coop and outdoor enclosure area, what should the minimum/maximum combined area of the chicken coop and outdoor enclosure area be?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
0 to 10 square metres (0 to 108 square feet)	0
10 to 20 square metres (108 square feet to 215 square feet)	0
same area as any accessory structure	0
<b>If selected yes to applying a regulation for the minimum distance to property lines or neighbouring residences from the chicken coop and outdoor enclosure area, what should the minimum distance to property lines be for the chicken coop and outdoor enclosure area?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
0 to 1 metre (approximately 3 feet)	2
1 to 2 metres (approximately 3 feet to 6.5 feet)	8
2 to 3 metres (approximately 6.5 feet to 10 feet)	3
more than 3 metres	14
<b>If selected yes to applying a regulation for the minimum distance to property lines or neighbouring residences from the chicken coop and outdoor enclosure area, what should the minimum setback be from the chicken coop and outdoor enclosure area to a neighbouring dwelling?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
0 to 1 metre (approximately 3 feet)	0
1 to 2 metres (approximately 3 feet to 6.5 feet)	0

2 to 3 metres (approximately 6.5 feet to 10 feet)	0
more than 3 metres	0
<b>Do you have any concerns with the keeping of backyard chickens that you would like to identify?</b>	
Number of yes responses	15
<b>If yes, what are your main concerns with the keeping of backyard chickens? Select all that apply</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Property value	6
Noise	12
Odour	10
Health and safety risks	5
Mistreatment / abandonment of chickens	5
Other (please specify)	4
<b>Do you have any other comments about backyard chickens?</b>	
Number of responders	32
Detailed responses	<p>I am not a farmer so I would not know the minimum requirements for raising chickens but would hope staff would investigate and suggest at the very least best practices within the industry. Also curious to know what other municipalities have done and how does Wilmot Townships approach compares.</p> <p>No, its a great idea and great for kids!</p> <p>I have a 3 acres property with half of it outside town boundary. People can have many large dogs why can I not have a few chicken.</p> <p>What if every property wanted to have chickens and a coop? What a disaster that would be!</p> <p>We are now worried about the return of the coyotes. Imagine the numbers if you allowed chickens not to mention the foxes in the hen house.</p> <p>The smell and noise of chickens can be awful to your neighbours in close knit areas.</p> <p>backyard chickens should be permitted in the rural area not in urban and rural settlement areas.</p> <p>It is really only the roosters that make the noise. Laying hens would be great.</p> <p>Will there be regulations about butchering?</p> <p>I would love to have backyard chickens. The only requirement should be that they are fenced in and can't go on neighbouring property</p> <p>I think it is a great idea to allow backyard chickens</p> <p>Don't allow it. Chickens should be harboured in agricultural property only.</p> <p>If they don't keep the pens clean, the smell is terrible and they will attract rats, plus stimulate on how they kill them and where</p> <p>If not cleaned properly they will attract rats</p> <p>Allowing backyard chickens will provide opportunity for residents to provide a secure food source for their families and educate children about food production and animal care and welfare.</p>



	I left my answers fairly loose because I think someone with a town house and a few chickens should not be restricted. My neighbors dogs are much bigger and annoying than any hens I've met and it's not required to have a large lot for them. I would also say keep coops away from property lines, but only by a couple feet. I think hens would be a great way to be self sufficient, and have useful animals and teach families about food and the real world.
	Since Kitchener has approved the keeping of backyard chickens I think it's ridiculous that a small town in the country like Baden doesn't allow this. Our children were very involved in the 4H club. We have raised rabbits and quail and never had any complaints with our neighbours.
	Attracting of wild animals (racoons, foxes, etc.) which otherwise may not migrate into residential zones.
	I have neighbours(s) that currently have chickens. They are always noisy and their dog, as well as neighbour dog(s), are forever barking at the chickens. One of the families that own chickens are loud and noisy already. The chickens just add tot he noise. Our peaceful quiet neighborhood no longer exists and the property owners care not when confronted about the situation. We are unable to sit out and enjoy the evening or a talk with yelling children, barking dogs and chickens squawking. Life is noisy enough already and eggs are cheap to buy. Let quiet reign. As well no matter where chickens are located (residential or agricultural, if complaints about the chickens persist they should be removed.
	Requirements that would force people to take care and clean up after them ensuring their Odor is kept to a minimum. Biggest issue would be Odor.
	A residents right to peace and quiet must supersede a residents right to have chickens.
	I am completely against backyard chickens. Enough noise already in residential areas with barking dogs, loud music and backyard fire pits. Let's not add more noise!!!
	Chickens attract rodents and natural enemies in search of the chickens feed or to eat the chickens. Once a predator has found a food source, they become a problem. Complaints can become a costly burden on Municipal resources to enforce regulations and police. The majority of lots are too small to have a minimum distance separation from neighbours. Clucking hens can disturb night shift workers daytime sleep. The keeping of hens is farm related whether for the eggs or meat and should be restricted to agriculturally zoned land.
	We have 3 acres that are zoned residential. We could keep chickens on our property. I grew up on a farm and farmed for many years and in my current line of work (ag seed sales) am on farms 5 days per week.

	<p>1. Chickens should NEVER be allowed in residential areas.</p> <p>2. Backyard chickens will ALWAYS attract rodents such as skunks, weasel, rats and mice.</p> <p>3. Anyone who has lived around out door chickens will attest to this fact.</p> <p>4. If the by-law is changed to allow any number of chickens, it will pit neighbour against neighbour because by-law enforcement will happen on a complaint basis only -- this is not what Wilmot township living is about -- pitting neighbour against neighbour!</p> <p>5. When thinking through your thoughts on this issue -- I hope each of you council members think what it might be like to see rats, weasels, skunks and mice running through your back yard from your neighbours chicken coop. Would you each want this stink and hassle in your own backyard?</p> <p>6. Please use common sense and provide leadership that walks in the footsteps of those leaders who have made the residential areas of Wilmot awesome places to live.</p>
	<p>I currently live in Kitchener but work in Wilmot township. We are actively looking to move into the township but will not move if backyard chickens are prohibited. We currently have chickens as they are allowed in Kitchener which is an even more urban setting than Wilmot township. My children are learning about where their food comes from and how to care for animals. This is important to many families.</p>
	<p>We had backyard chickens (albeit illegally) for years until the bylaw officer saw them. The kids grew up with them, learning their care, and never one complaint from neighbours.</p>
	<p>As long as adjacent property owners are ok with the chickens, they should be allowed</p>
	<p>I work in Wilmot township but live in Kitchener. We are actively looking for a property in Wilmot. Presently we have chickens in Kitchener as it is allowed, even though it is a more urban location. If chickens are not permitted in Wilmot we would decide against moving there with our family of 4.</p>
	<p>We live in town but have 3 chickens out on our family farm just outside New Hamburg. They are wonderful birds but extremely noisy. I could not imagine having them in a coop in town. It would not be fair to my neighbours. They lay eggs once a day and get even louder while laying. The thought is great but it will truly make for problems between neighbours. We live on Milton Street and Heidi Wenger lives out at the end of Shade Street that turns into Perth St and we can hear her roosters crowing about 2 kilometers away. I cant imagine if they were next door. We are farmers at heart and love everything about agriculture but for those who are not I believe will not be a good end result.</p>
	<p>Backyard chickens should NOT be kept in residential areas. If a person wants farm animals they should live on a farm. In rural areas sound</p>

	<p>travels. We hear cows and other animals from miles away on a clear quiet weather day. We hear the activity at the ball diamonds even though they are blocks away. We do NOT want to hear or smell chickens as close as our neighbour's yard!. In addition, we already hear and see coyotes on a regular basis. We've had them on occasion at our back fence and in the winter when the snow is high in our backyard. Chickens in the city would just encourage them to come further into town and cause a safety issue for small dogs, pets and small children. Many people are not aware of the time and commitment required to keep chickens. They are not easy and they do not transfer or integrate well. Thus when people get tired of the work involved, or when the cute little chicks grow into loud and smelly chickens, these no-longer-wanted chickens will more than likely have to be put down.</p>
	<p>By having chickens in residential areas it encourages mice, rats and coyotes. Sound carries in the country and we don't want to hear or smell chickens and their feces. Chickens belong on a farm NOT in a residential neighbourhood.</p>
	<p>I think backyard chickens are wonderful. They are quiet, easy to take care of and keep clean. They provide great learning for kids about where food comes from and provide an inexpensive food source for families. Backyard chickens also make great pets- they are kind and gentle and so fun to care for and watch. Everyone should have the opportunity if they choose to have chickens to care for. The benefits of having backyard chickens are many.</p>
	<p>None. I would love to see the bylaw updated to allow this. Cities like Kitchener allow this, I believe Wilmot should as well.</p>
<b>Section: What regulations should be applied to accessory buildings?</b>	
Number of responders who selected this section: 47	
<b>How should the maximum area of an accessory building (or combination of buildings) be measured in a residential zone?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Fixed area regardless of the lot size or dwelling (status quo)	8
Percentage of lot area up to a maximum size	20
Percentage of lot area with no maximum size	16
<b>If fixed area or percentage of lot coverage up to a maximum were selected, what should the maximum area be? Please select one or a combination of measurements?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
50 to 70 square metres (approximately 538 to 753 square feet)	5
70 to 80 square metres (approximately 753 to 861 square feet)	1
80 to 90 square metres (approximately 861 to 968 square feet)	3
greater than 90 square metres	0
Up to 25% of the ground floor area of the dwelling on the property	7
Up to 50% of the ground floor area of the dwelling on the property	3



Up to 75% of the ground floor area of the dwelling on the property	1
No larger than the dwelling on the property	4
Other	3
<b>If percentage of lot area with no maximum was selected, what should the maximum percentage of lot coverage be?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
5%	1
10%	1
15%	0
20%	5
more than 20%	9
<b>What should the maximum height of an accessory building be?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Less than 4.5 metres	7
4.5 metres (14.8 feet)	8
5.0 metres (16.4 feet)	8
5.5 metres (18 feet)	6
6.0 metres (19.7 feet)	10
More than 6.0 metres	5
<b>Should accessory structures be permitted to have more than one storey?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Yes	15
No	16
Depends on the circumstance	13
If you selected "Depends on circumstance", please explain when an accessory structure should be permitted to have more than one storey.	Perhaps if approval from immediate neighbours were obtained.
	Storage above a detached garage, so no need for a storage shed.
	For loft storage
	My personal use case is a weaving studio/loft above a woodworking workshop. It's not a separate dwelling but a totally reasonable scenario, in my opinion
	If your property is rural or in one of the small residential areas.
	In-law apartment above garage
	If the lot is large and if it's built in an area that doesn't obstruct the neighbour's views
	When it affects the surrounding view from neighbors
	Garage with room above it.
	On lots where the property backs/sides onto woods, etc and not another house.
	Someone may want a studio/office space above the garage. This should be considered on a case by case basis.

	In the case of a detached garage you should be able to permit a second storey. Also if zoned residential/commercial/agriculture (ie mixed use)
<b>What should the minimum side and rear yard setback be for an accessory building?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
There should be no setbacks	6
0.3 metres (approximately 1 foot)	4
0.6 metres (approximately 2 feet)	4
1.0 metre (approximately 3 feet)	16
1.2 metres (approximately 4 feet)	6
more than 1.2 metres	7
Other	0
<b>Should accessory buildings be permitted within a flankage yard that abuts a front yard on a neighbouring property?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Yes, regulations should be the same as any other residential property	19
Yes, but only small garden sheds (100 square feet or less)	15
No, there should be no accessory buildings in a flankage yard	9
<b>Should accessory buildings be permitted within a flankage yard that abuts a flankage yard on a neighbouring property?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Yes, regulations should be the same as any other residential property	24
Yes, but only small garden sheds (100 square feet or less)	14
No, there should be no accessory buildings in a flankage yard	5
<b>Should regulations for accessory buildings within residential zones also apply to small agriculturally zoned properties (rural residential lots)?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Yes, if an agricultural zoned property is a comparable size to a residential zoned property, the same rules should apply	12
No, there should be different regulations for rural residential lots	32
<b>Do you have any other comments on regulations for accessory buildings?</b>	
Number of yes responses	5
Detailed responses	I have noticed an increase in the number of the canvas car port structure popping up in drive ways for the parking or storing of cars. Are these considered accessory buildings? Has a permit been approved? Has an inspection been done?

	Re lot coverage, there should be a coverage limit for all buildings combined rather than a separate one for accessory buildings. When open space is concerned, the classification of the building seems to me to be irrelevant.
	Re setbacks, don't fire safety considerations also affect setbacks?
	accessory structure provisions should be large enough without exceeding lot coverage to permit a two car garage. this allow individuals who have a bit of larger property to store their recreational vehicles, and personal equipment indoors. Typically, those looking to construct a larger building are looking to store their 'toys' indoors. However, I'd be curious to know what the home based business by-laws are since it is also often seen that larger accessory buildings result in illegal commercial uses on properties. Rural areas should be supportive of home based businesses/industries.
	If you have the property to put up a large out building on a rural residential lot and still have over half the lot left, then you should be able to put up a building. The township gets the increased property tax and the homeowner is happy. Win ,win.
	I have no opinion on this area.
<b>Section: Regulations for secondary units (secondary suites / accessory apartments)?</b>	
Number of responders who selected this section: 50	
<b>Do you have concerns with the creation of secondary units?</b>	
Number of yes responses	21
<b>If you have concerns, are you concerned with what neighbourhoods secondary units will be permitted in?</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Yes, I'm concerned with secondary units being created in existing neighbourhoods	2
Yes, I'm concerned with secondary units being created in new neighbourhoods	2
Yes, I'm concerned with secondary units being created in existing and new neighbourhoods	14
No, I'm not concerned with the neighbourhood in which secondary units are created	4
<b>If you have concerns, what type of secondary unit do you have concerns with? Select all that apply.</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Second units within single detached dwellings	16
Second units within semi-detached dwellings	14
Second units within townhomes	12
Second units within accessory buildings	11
<b>If you have concerns, what are your primary concerns? Select all that apply.</b>	
<i>Choice</i>	<i>Number of yes responses</i>
Need for adequate parking	16



Increased density in existing neighbourhoods		16
Impact on property values		14
Other		3
"Other" responses	Noise from units in accessory buildings close to property lines.	
	impact on drainage when these second units are built. Sheds are built by homeowners and placed to close to fence lines, drainage can become a problem when they change the level of the land.	
	Many homeowners, motivated by the prospect of additional income, create secondary residential units in their home without an awareness of Ontario Building Codes, Fire Codes, and the necessity of completing a Development Application with the Township, including applicable building permits and inspections. While infilling is great for Township, homeowners, and prospective tenants, it's important that the public be aware of what's necessary to create residential spaces in their existing homes. Perhaps easy-to-see information on the website? Even just a "so you want to make a basement apartment" line, with an invitation to visit Planning and Development to learn what's needed, would be great.	
<b>Should a secondary unit within an accessory building be permitted to be located within a second storey?</b>		
Choice		Number of yes responses
Yes, if necessary the maximum height of an accessory building should be increased to permit a secondary unit within a second storey.		32
No, secondary units should only be permitted on the ground floor level of an accessory building.		15
<b>Do you have any other comments relating to secondary units?</b>		
Number of yes responses		10
Detailed responses	I just dont want to see 12 people in one house and cars every where	
	Increasing density is important to keep housing affordable, as well as for building a community and attracting younger people to Wilmot.	
	zone provisions should also address servicing, especially on private services. How is the water metered in on municipal services? One parking space per dwelling unit.	
	I think secondary units are becoming a necessity in order to provide/establish affordable housing for all residents. Also, this will help with facilitating more dense housing.	
	Good for intensification of land use and the lack in rental units outside the cities. Seniors would potentially benefit too.	
	Secondary units if allowed should be required to provide a buffer between neighbours i.e privacy fencing.	
	Secondary units above garages or accesory buildinds should only be allowed for	
A: max height should only be enough to allow area to meet applicable building codes i.e. max 7' interior ceiling height		

	B: a direct relative of the property owner or current tenant of primary building ( up to 1st cousin, nephew, neice etc)
	No other opinions at this time.
	There should be minimum requirements for parking available if a secondary unit is allowed.
	I am concerned with the zone change application in the capital homes development (application 08/19).
	<p>I recently purchased a house in this neighbourhood with the expectations that single detached homes only (without a secondary suite) would be built around me, creating a nice, calm family neighbourhood.</p> <p>This re-zoning would likely change the expected dynamic of the neighbourhood (especially if duplexes were permitted), it would increase traffic on the street and crowd roads with parked vehicles. It would also diminish the value of our home significantly, and impact the key reasons why I chose to purchase in this neighbourhood in the first place.</p> <p>The New Hamburg Heights neighbourhood is all single detached houses and has really become a beautiful community of proud home owners and young families. The addition of secondary dwellings would bring in an entirely different type of community feel. There would be too much traffic in the area, which is increasingly dangerous for all of the kids playing in the area, as well as a completely different demographic in the feel of the community. Turning home owners into renters typically leads to properties being less cared for. The last phases should be kept just as the entire neighbourhood has been constructed so the feel of a small family community is upheld for the years to come.</p>



**REPORT NO:** DS 2019-19

**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:** July 15, 2019

**SUBJECT:** Zone Change Application 04/16  
Donel Farms Ltd. and Shantz Mennonite Church  
Part of Lot 12, Concession South of Erb’s Road  
2417 and 2473 Erb’s Road

---

**RECOMMENDATION:**

THAT Zone Change Application 04/16 made by Donel Farms Ltd. and Shantz Mennonite Church affecting Part of Lot 12, Concession South of Erb’s Road, be approved as follows:

1. to change the zoning of a portion of the lands presently owned by Donel Farms Ltd. from Zone 1 to Zone 12;
2. to reduce the MDS 1 setback for a Type B land use (a church) from the manure storage and livestock facility on the lands owned by Donel Farms Ltd. from 598m and 553m to 312m and 239m respectively; and
3. to change the zoning of a portion of the lands presently owned by Shantz Mennonite Church from Zone 12 to Zone 1.

**SUMMARY:**

This report has been prepared to summarize Zone Change Application 04/16 which proposes to change the zoning of portions of the subject properties to Zone 1 and Zone 12 ultimately facilitating the exchange of land between a farm property (Donel Farms Ltd.) and an abutting church (Shantz Mennonite Church).



The rezoning and associated lot addition to Shantz Mennonite Church would facilitate the construction of a new church facility while retaining the existing church for associated institutional uses. The rezoning and associated lot addition to Donel Farms Ltd. provides for a more logical boundary to the farm parcel.

### **BACKGROUND:**

A Public Meeting was held on June 20, 2016. No comments were received from neighbouring property owners before, at, or following the public meeting.

At that time, additional comments from the Region of Waterloo were outstanding. Over the past three years, the applicant has worked towards satisfying a number of items that came up through the review of the application including comments from the Region of Waterloo.

A significant amount of time and effort was required to complete a Scoped Hydrogeological Assessment with respect to the septic system required to serve the proposed church and retained building. Ultimately that plan was approved by the Region of Waterloo.

In order to determine that the proposed lot addition from Donel Farms was sufficient for the needs Shantz Mennonite Church, significant effort was required to complete the design of the property, review uses of the retained church building after construction of the new church, look at parking requirements, septic system size, and storm water management.

The applicant has provided a detailed site plan and long term plans for the retained church demonstrating zoning compliance and confirming that the amount of land to be added to the church achieves the needs for the property. The land area proposed to be added to the church was increased slightly, but does not change the overall intent of the initial application.

All of the matters have now been addressed with respect to the zone change application.

Remaining Regional comments will be addressed through conditions of the consent applications filed concurrently with the zone change application. These matters include the registration of an agreement with the Region with respect to a noise warning clause, the dedication of a road allowance and daylighting triangle widening including an encroachment agreement for the parking lot area encroaching within the widening, and the confirmation of approval of an expanded archaeological assessment of the property (as required by the Ministry of Tourism, Culture and Sport).

### **REPORT:**

The subject lands are designated Prime Agricultural in the Township Official Plan and are zoned Zone 1 (Agricultural) and Zone 12 (Institutional) within the Township Zoning By-law.

This application proposes to change the zoning of a portion of the lands presently owned by Donel Farms Ltd. from Zone 1 (Agricultural) to Zone 12 (Institutional) to facilitate the addition of lands to Shantz Mennonite Church.

The application also proposes to change the zoning of a portion of the lands presently owned by Shantz Mennonite Church from Zone 12 to Zone 1 to facilitate the addition of lands to Donel Farms Ltd. An illustration of the proposal is included as Attachment A.

Through the detailed review process and justification of the proposed lot addition, it was determined that the proposed new boundary of the church would further reduce an already deficient MDS 1 setback from the existing church boundary to the livestock and manure storage facilities on the Donel Farms property. The proposed reductions are now included as part of the proposed zoning for the site. Given that the impacted farm is also a co-applicant and has no concerns, Township staff are satisfied that the MDS 1 reductions are appropriate in support of the application.

The applicant has undertaken significant effort to determine how the property will be used upon completion of the new church. After occupying the new church, Shantz Mennonite Church plans to utilize the existing church building for institutional uses aligned with and/or affiliated with the church. They have identified that groups such as Community Care Concepts, Wilmot Family Resource Centre, Interfaith Counseling, and the Centre for Family Medicine could occupy the building for uses such as adult or senior exercise programs and social gatherings, group therapy sessions, and individual counseling. Through this review, the applicant has demonstrated that the site can be serviced by an individual septic system in compliance with the Ontario Building Code, sufficient parking can be provided for both the new and retained church buildings, and future uses of the retained church will be in conformity with the Township Zoning By-law. The conceptual site plan is included as Attachment B.

No outstanding items remain with respect to the zone change application. Approval of the zoning would then facilitate the subsequent provisional approval of consent applications to implement the proposed land exchange. Conditions of consent would be used to implement remaining items from the Region of Waterloo.

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

Detailed analysis of development applications including justification of land needs, ensures that we protect our natural environment by planning for growth while protecting farmland and green space and using our resources responsibly.

**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	Location Map
Attachment B	Concept Plan

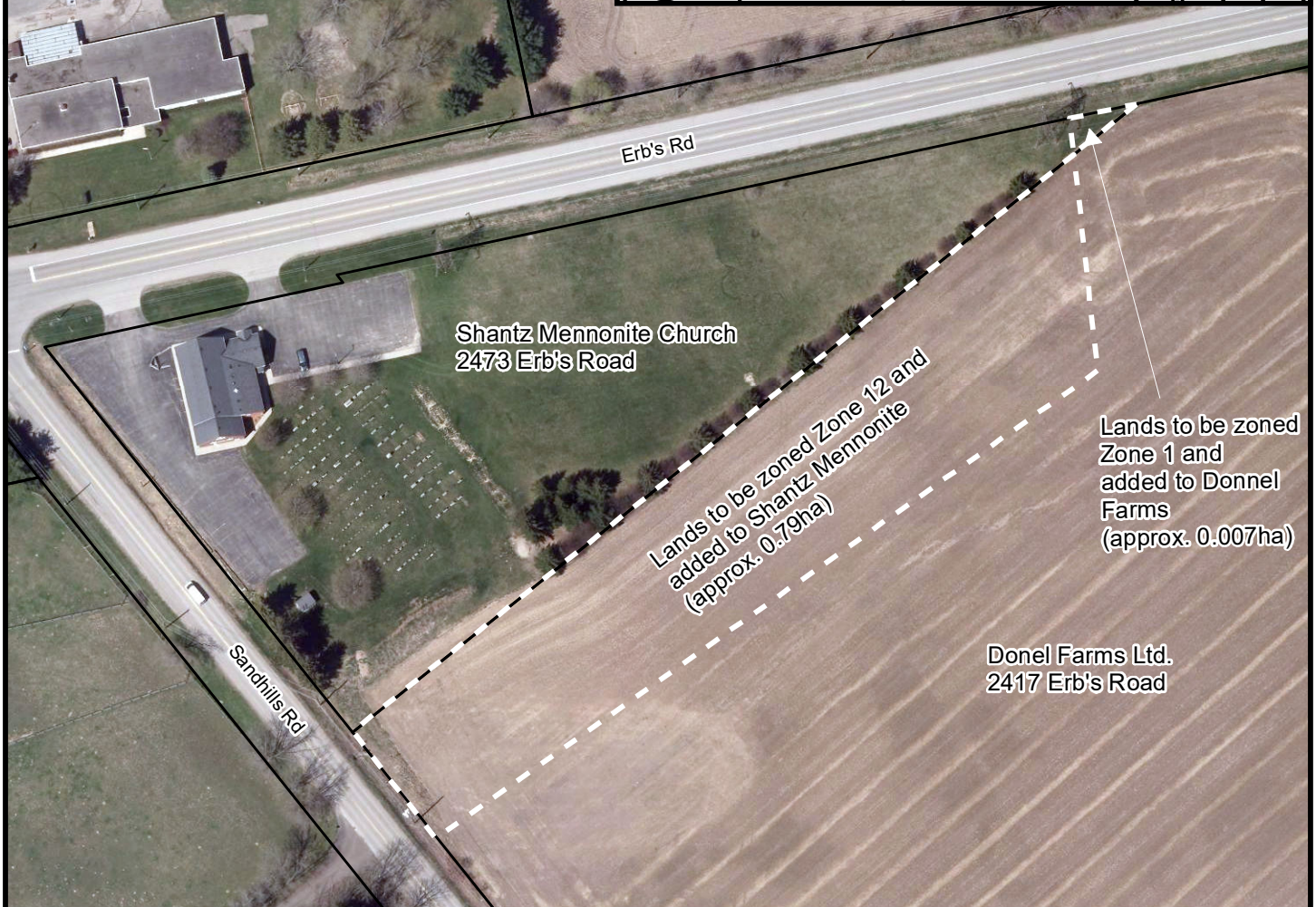
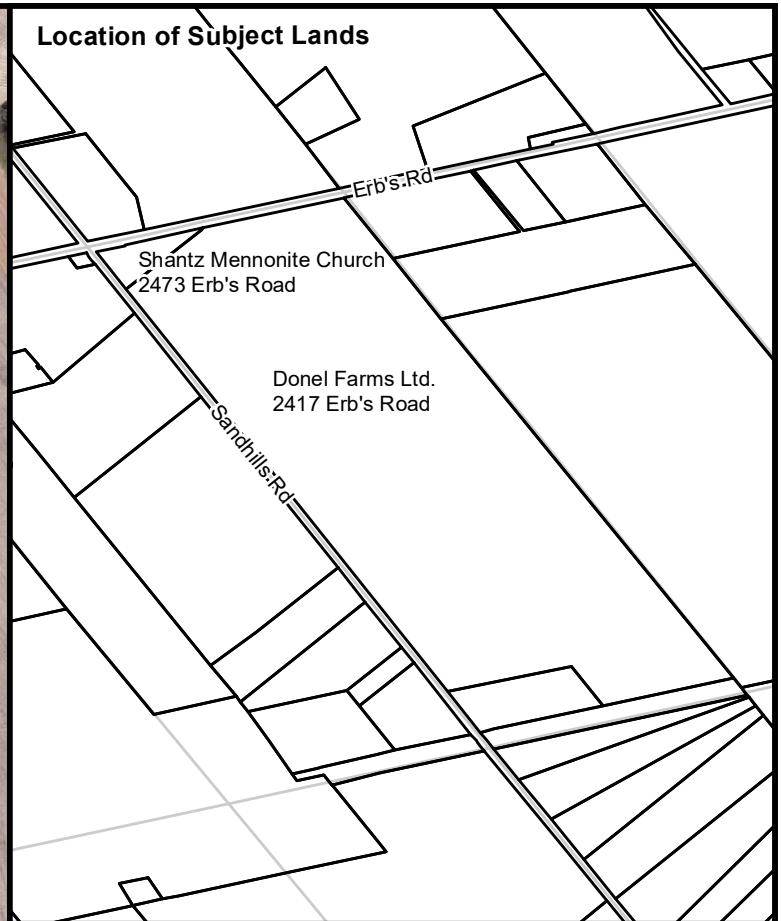


**Attachment A**

**ZCA-04/16**

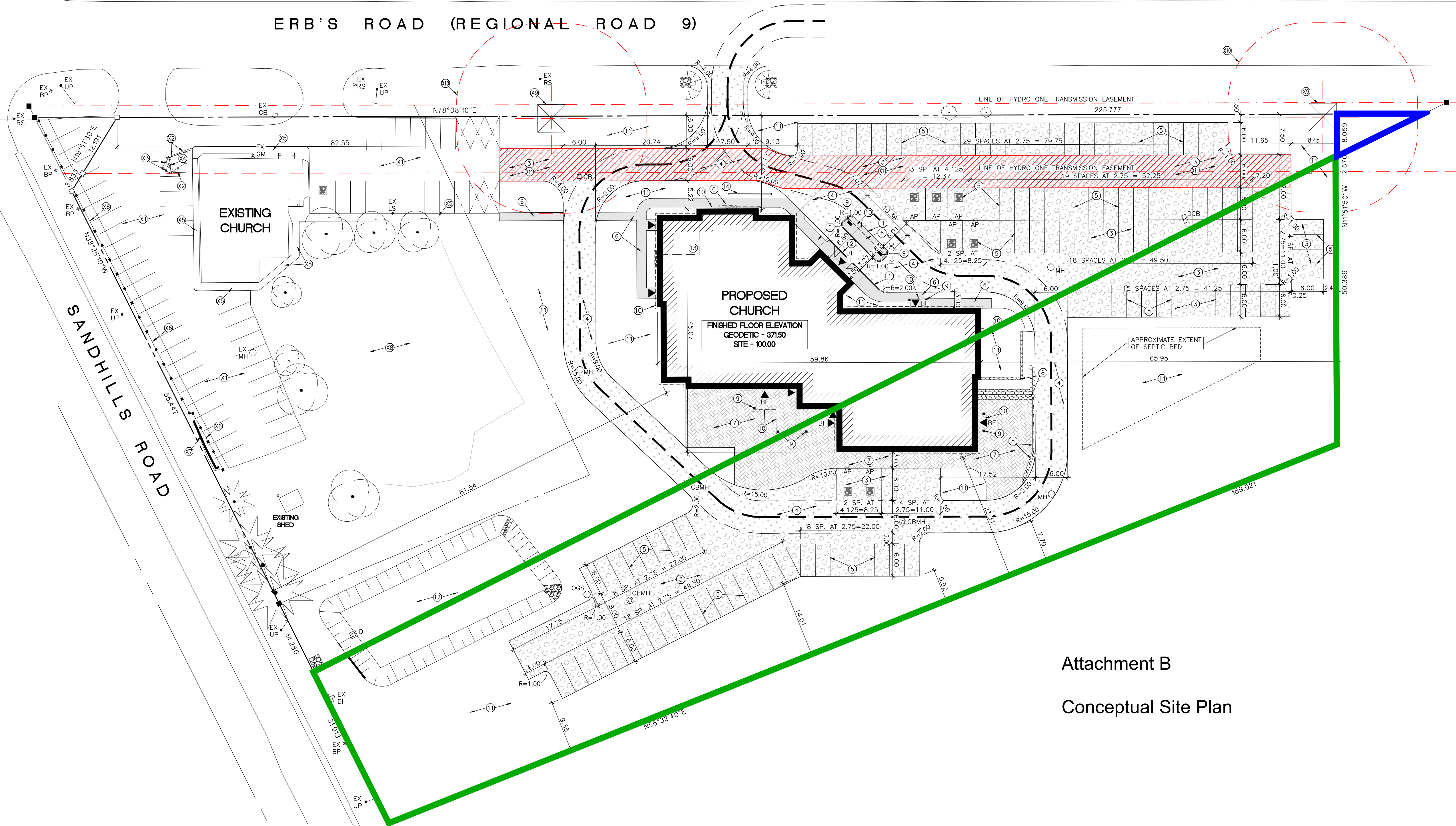
**Donel Farms Ltd. and Shantz Mennonite Church  
2417 and 2473 Erb's Road**

**Location of Subject Lands**





ERB'S ROAD (REGIONAL ROAD 9)



Attachment B

Conceptual Site Plan

Dear stakeholder,

I am pleased to send you two hard copies of my latest Annual Report (one English, one French). This report covers the 2018-2019 fiscal year.

This is our Office's third full fiscal year of reporting on our oversight of municipalities, universities and school boards, in addition to provincial government organizations. I hope that you and all stakeholders in these areas of jurisdiction will find the information in this report of interest.

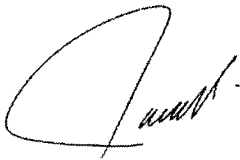
You can also find the entire report, media materials and backgrounders, statistics and video of my press conference at Queen's Park on our website, [www.ombudsman.on.ca](http://www.ombudsman.on.ca).

Our Office understands that statistics do not tell the whole story. To put them in context, we encourage you to read the sections of the report that relate to your area (Municipalities: pages 37-46; Education: 47-53), in which we discuss the most common issues in each sector and the types of cases we have resolved across the province.

In the interests of immediacy and "thinking green," we encourage you to let any interested colleagues and stakeholders know that they can access all of this information online. However, we are of course happy to send additional hard copies upon request.

Should you have any questions about the report or cases related to your organization, please do not hesitate to contact us. We are also happy to assist you with any general questions about our work. You can reach our staff at 1-800-263-1830 or [info@ombudsman.on.ca](mailto:info@ombudsman.on.ca).

Sincerely,



Paul Dubé  
Ombudsman of Ontario



## TOWNSHIP OF WILMOT

### BY-LAW NO. 2019-36

BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.

WHEREAS The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

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

1. That, on the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, one accessory building (a detached garage/personal storage building) shall be permitted prior to the construction of a Residential Building – One Unit.
2. Notwithstanding Section 1 of this By-law, should a Residential Building – One Unit not be constructed on the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this By-law prior to this By-law's expiry, the accessory building permitted by Section 1 of this By-law shall cease to be occupied until such time as the Residential Building – One Unit is constructed.
3. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
4. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto and shall remain in force and effect only for a period three (3) years from the date of issuance of a building permit for the accessory building permitted by Section 1 of this By-law.

READ a first and second time on the 15<sup>th</sup> day of **July, 2019**.

READ a third time and finally passed in Open Council on the 15<sup>th</sup> day of **July, 2019**.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

SCHEDULE "A"

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lots 5 and 6, Concession South of Erb's Road, being Parts 2 and 3, Plan 58R-20056, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2019-36**.

PASSED this **15<sup>th</sup>** day of **July, 2019**.

\_\_\_\_\_

MAYOR

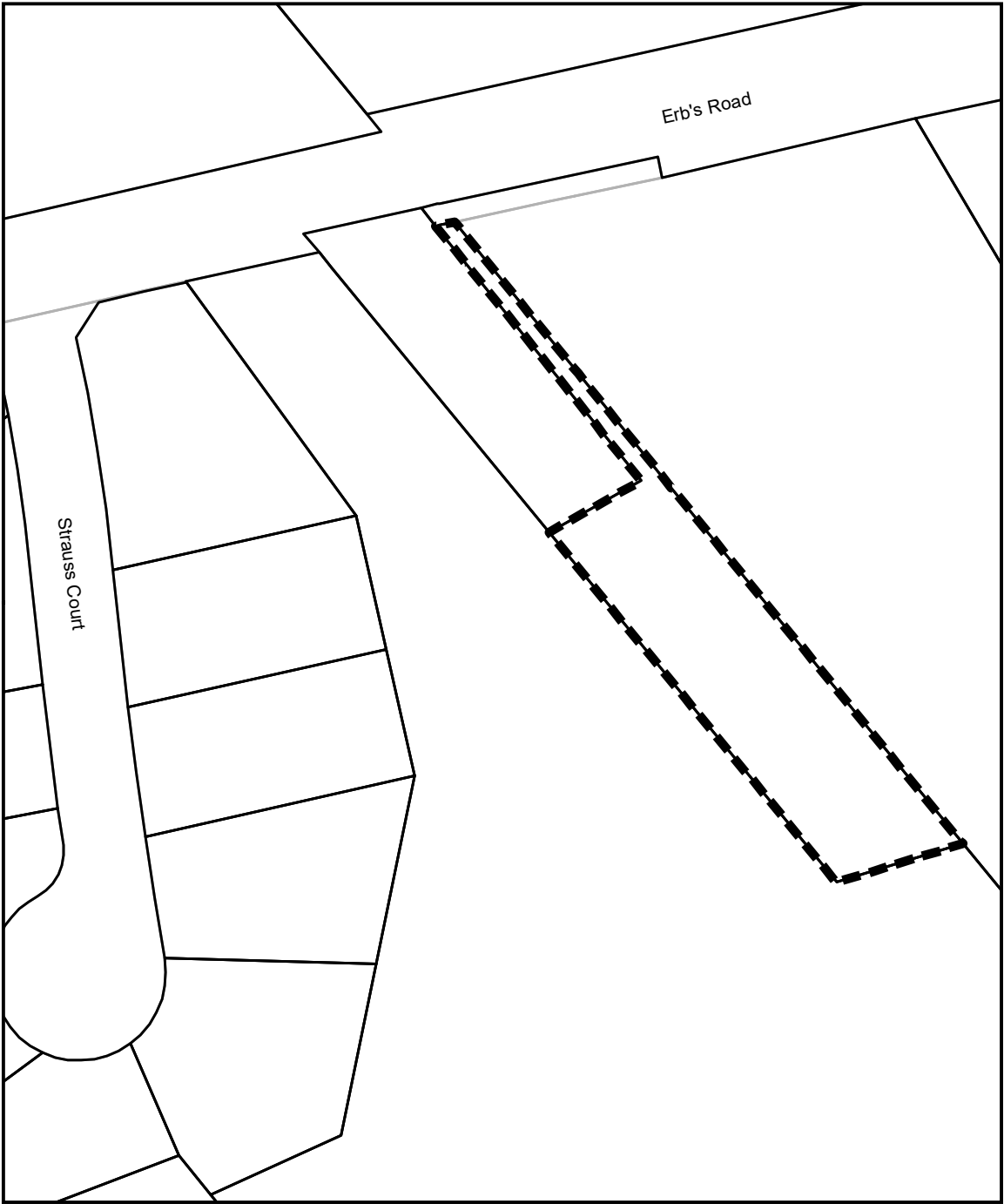
\_\_\_\_\_

CLERK



SCHEDULE "B"  
PART OF LOTS 5 AND 6, CONCESSION SOUTH OF ERB'S ROAD  
BEING PARTS 2 AND 3, PLAN 58R-20056  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2019-36  
PASSED THIS 15TH DAY OF JULY, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



## TOWNSHIP OF WILMOT

### BY-LAW NO. 2019-37

BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.

WHEREAS The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

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

1. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule 'A' and illustrated as "Area A" on Schedule "B" attached to and forming part of this By-law, are hereby removed from Zone 1 (Agricultural) and placed within Zone 12 (Institutional).
2. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule 'A' and illustrated as "Area B" on Schedule "B" attached to and forming part of this By-law, are hereby removed from Zone 12 (Institutional) and placed within Zone 1 (Agricultural).
3. Notwithstanding the provisions of By-law 83-38, as amended, for the lands described on Schedule 'A' and illustrated as "Area A" and "Area C" on Schedule "B" attached to and forming part of this By-law, the following shall be added as Section 22.286:  
  
Notwithstanding any other provisions of this By-law, the following Minimum Distance Separation 1 calculations for a "new or expanding zone or designation for an institutional use outside of a settlement area") shall apply to the lands described as, Part of Lot 12, Concession South of Erb's Road, being Parts 1 and 4, Plan 58R-6075 and Parts 1 and 2, Plan 58R-20516 save and except Parts 3, 4 and 5, Plan 58R-20516 and illustrated on the map forming Part 40 of Schedule 'A':
  - a) the minimum distance from a livestock barn shall be 553m
  - b) the minimum distance from manure storage shall be 598m
4. Notwithstanding the provisions of By-law 83-38, as amended, the Key Plan and the map forming Part 40 of Schedule 'A' to By-law 83-38 be amended as necessary to identify the revised boundaries of Zone 12 as set out in Paragraph 1 and 2 to this By-law and to identify Section 22.286 on the lands now zoned Zone 12.

5. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
6. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 15<sup>th</sup> day of **July, 2019**.

READ a third time and finally passed in Open Council on the 15<sup>th</sup> day of **July, 2019**.

---

MAYOR

---

CLERK



SCHEDULE "A"

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of 12, Concession South of Erb's Road in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2019-37**.

PASSED this 15<sup>th</sup> day of **July, 2019**.

---

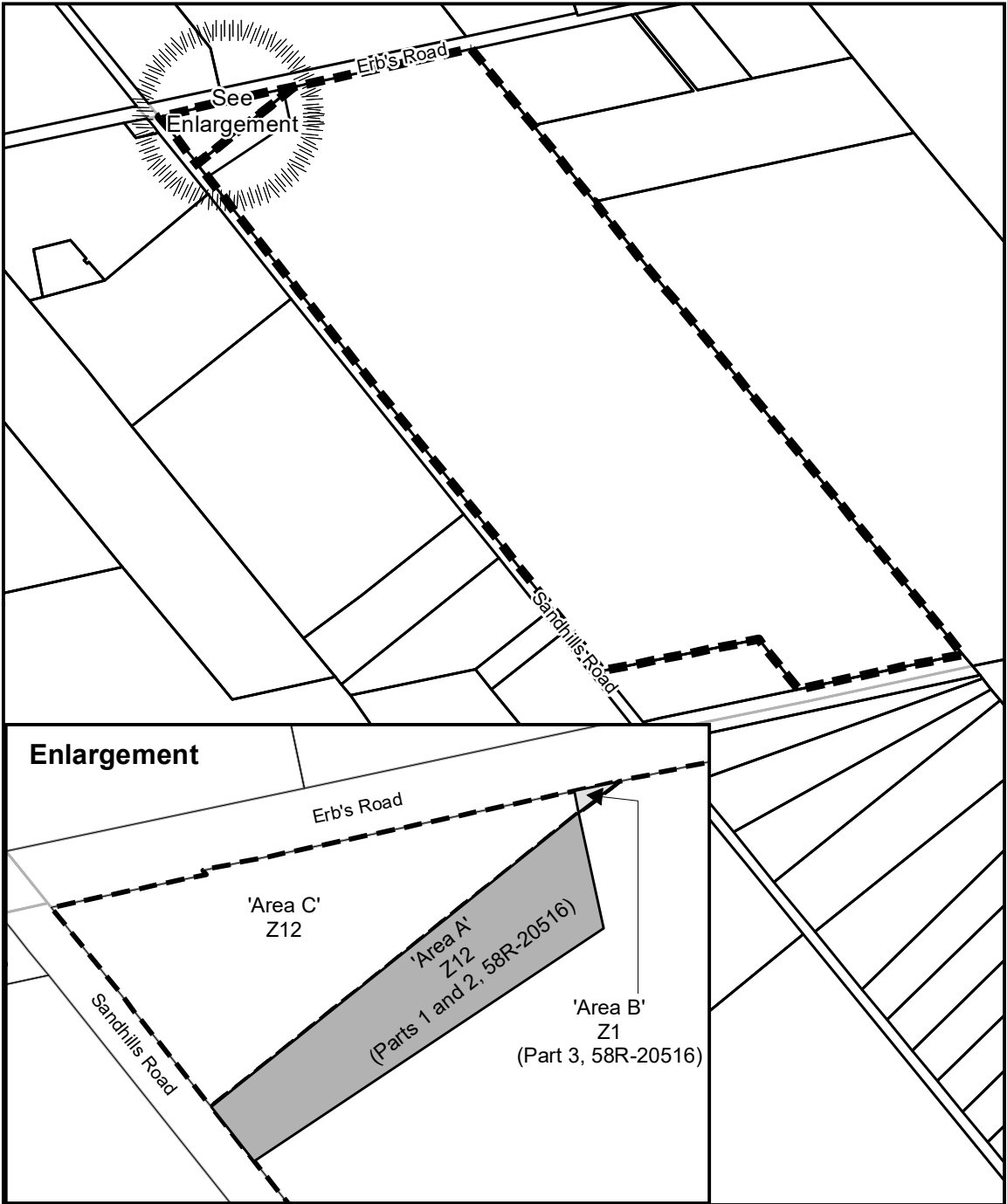
MAYOR

---

CLERK

SCHEDULE "B"  
PART OF LOT 12  
CONCESSION SOUTH OF ERB'S ROAD  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -

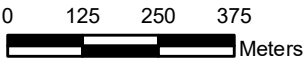


THIS IS SCHEDULE "B" TO BY-LAW NO. 2019-37

PASSED THIS 15TH DAY OF JULY, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NUMBER 2019-38**

**BEING A BY-LAW TO APPOINT A DEPUTY TREASUER FOR THE CORPORATION  
OF THE TOWNSHIP OF WILMOT**

**WHEREAS** Section 286(1) of The Municipal Act, 2001 directs that a municipality shall appoint a treasurer who is responsible for handling all the financial affairs of the municipality on behalf of an in the manner directed by the Council of the municipality;

**AND WHEREAS** Section 286(2) of the Municipal Act, S.O. 2001, c.25 as amended, designates authority to municipalities to appoint deputy treasurers who shall have all the powers and duties of the treasurer under this and any other Act;

**AND WHEREAS** restructuring within the finance department has resulted in some changes to financial roles and responsibilities;

**NOW THEREFORE,** The Municipal Council of the Corporation of the Township of Wilmot enacts as follows:

1. That Ashton Romany is hereby appointed as Deputy Treasurer of the Township of Wilmot.
2. That the powers and duties of said Deputy Treasurer shall be as set out respectively under the provisions of the Municipal Act and the regulations authorized hereby and every other Act and the regulations thereby and in addition, the by-laws of the Corporation of the Township of Wilmot.
3. That in addition to the duties required to be performed under any statute the Deputy Treasurer shall perform such other duties as may, from time to time, be assigned to the Deputy Treasurer by by-law of Council.
4. That this by-law shall take effect and come into force on the date of passage.

**READ** a first, second and third time this 15<sup>th</sup> day of July, 2019

**READ** a third time and finally passed in Open Council this 15<sup>th</sup> day of July, 2019

---

Mayor

---

Clerk