



## Council Meeting Agenda

### Council Meeting

Monday, April 8, 2024

7:00 p.m.

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

This meeting will be held in-person and electronically in accordance with Section 238 (3.3) of the Municipal Act, 2001. Please subscribe to the Township of Wilmot You Tube Channel to watch the live stream or view after the meeting.

Delegations must register with the Legislative Services Department. The only matters being discussed at this meeting will be those on the Agenda.

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Pages

1. **CALL TO ORDER**  
**RECOMMENDATION**  
THAT the Regular Council Meeting held on April 8, 2024 be called to order at 7:00 p.m.
2. **TERRITORIAL LAND ACKNOWLEDGEMENT**  
Mayor N. Salonen
3. **ADDITIONS TO THE AGENDA**
4. **ADOPTION OF THE AGENDA**  
**RECOMMENDATION**  
THAT the Agenda as presented for April 8, 2024 be adopted.
5. **DISCLOSURE OF PECUINARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**  
*Members of Council and members of the Township's local boards are required to file a written statement when they have a conflict of interest. If a conflict is declared, please review the Policies and Rules for Council and complete the Disclosure of Pecuniary Interest Form.*
6. **MINUTES OF PREVIOUS MEETING(S)**  
**RECOMMENDATION**  
THAT the Minutes of the March 25, 2024 be adopted as presented.
7. **PRESENTATIONS**

## 7.1 Wilmot Heritage Fire Brigades

Peter Gingerich

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## 8. DELEGATIONS

*Pursuant to Council's Procedural By-law, delegations are permitted to address the Committee for a maximum of seven (7) minutes. Delegations are only permitted to discuss matters listed on the Council agenda as staff reports; informal and formal public meetings; notice of motions; and by-laws. All Delegations where possible are encouraged to register prior to the start of the meeting. For Delegates who are attending in-person, registration is permitted up to the start of the meeting. Delegates who are interested in attending virtually must register by 3:00 p.m on April 8, 2024, in order to participate electronically.*

## 9. CORRESPONDENCE

## 10. CONSENT AGENDA

### RECOMMENDATION

THAT Consent Agenda Item 10.1 be approved.

### 10.1 CS-2024-06 - Renewal of Lease Agreement with Wilmot Heritage Fire Brigades

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#### RECOMMENDATION

THAT Report CS-2024-06, Renewal of Lease Agreement with Wilmot Heritage Fire Brigades be received for information; and

THAT the Mayor and Clerk be authorized to execute an agreement with the Wilmot Heritage Fire Brigades based on the Terms of Reference for the provision of renewed lease at 10 Bell Drive, Baden.

## 11. REPORTS

### 11.1 COR-2024-19 - Councillor Committee Appointment

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#### RECOMMENDATION

THAT Report COR-2024-19 be received as information; and further,

THAT Councillor \_\_\_\_\_ be appointed to the 2024 Wilmot Canada Day Event Task Force.

### 11.2 CAO-2024-06 - Township of Wilmot Engagement Framework: For Prime Ministers Path and Ongoing Engagement

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#### RECOMMENDATION

THAT Report CAO-2024-06 be received by Council for information;

THAT Council appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to participate on the RFP review team to hire a consultant to facilitate the creation of the Prime Ministers Path Working Group and the development of an engagement strategy.

## 12. BY-LAWS

### RECOMMENDATION

THAT By-Laws as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.

12.1 By-Law 2024-19 Being a By-Law to Appoint a Treasurer and to Rescind all By-Laws for any Previously Appointed Treasurers 49

12.2 By-Law 2024-20 Being a By-Law to Appoint a Deputy Treasurer and to Rescind all By-Laws for any Previously Appointed Deputy Treasurers 50

13. NOTICES OF MOTION

14. ANNOUNCEMENTS

15. CONFIRMATORY BY-LAW 51  
RECOMMENDATION

THAT the Confirmatory By-Law as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.

16. ADJOURNMENT

RECOMMENDATION

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

## Council Meeting Minutes

### Council Meeting

Date: March 25, 2024, 5:00 P.M.

Location: Council Chambers - Hybrid  
60 Snyder's Road West  
Baden, Ontario  
N3A 1A1

Members Present: Mayor N. Salonen  
Councillor S. Cressman  
Councillor K. Wilkinson  
Councillor H. Sidhu  
Councillor L. Dunstall  
Councillor S. Martin

Staff Present: Chief Administrative Officer, S. Chambers  
Interim Treasurer / Chief Financial Officer, D. Elliott  
Director of Infrastructure Services, J. Molenhuis  
Director of Development Services, H. O'Krafka  
Director of Community Services, C. Catania  
Interim Director of Corporate Services / Clerk, J. Bunn  
Supervisor of IT, K. Jeffreys  
Desktop Support Technician, R. Ubhi  
Manager of Communications and Strategic Initiatives, D. Kell  
Supervisor of Legislative Services / Deputy Clerk, K. Bos  
Manager of Community Services, M. O'Krafka

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#### 1. CALL TO ORDER

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Martin

THAT the Regular Council Meeting held on March 25, 2024 be called to order at 5:00 p.m.

**Motion Carried Unanimously**

## 2. CLOSED SESSION

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT a Closed Meeting of Council be held on March 25, 2024, at 5:00 p.m. at the Wilmot Administrative Complex, in accordance with Section 239 (2)(a)(f) and (h) of the Municipal Act, 2001, to consider the following:

- Planning Matter - Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- Confidential Information Supplied in Confidence from the Province of Ontario- Section 239(2)(f) - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. Section 239 (2)(h) - Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any item.
- Prime Minister Path Statues Storage Options - Section 239 (a) The security of the property of the municipality.

**Motion Carried Unanimously**

## 3. RECONVENE INTO OPEN SESSION

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

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

**Motion Carried Unanimously**

Mayor N. Salonen reflected on the following:

Loss of Former Mayor Ernie Ritz

Loss of Former Councillor Willie Cober

## 4. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor H. Sidhu read the Territorial Land Acknowledgment.

## 5. ADDITIONS TO THE AGENDA

Item 9.1 Presentation by Alfred Lowrick on the Waterloo Region Land Assembly

Item 10.2 - Delegations regarding Item 13.2

- Linda Laepple
- Barry Wolfe
- Marie Pavey

Item 11.1 - Correspondence from Minister of Seniors and Accessibility Raymond Cho Regarding Nominations for the 2024 Ontario Senior of the Year

Item 11.2 - Correspondence from Mike Rice Regarding Integrity Commissioner Report IC2023-01

Item 11.3 - Correspondence from Glen Mathers Regarding Prime Minister Path Statues

## 6. **ADOPTION OF THE AGENDA**

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT the Agenda as presented for March 25, 2024 be adopted, as amended.

**Motion Carried Unanimously**

## 7. **DISCLOSURE OF PECUINARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

Councillor L. Dunstall declared a conflict of interest with Agenda Item 13.3 IC-2023-01 - Integrity Commissioner Report.

## 8. **MINUTES OF PREVIOUS MEETING**

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor S. Cressman

THAT the Minutes of the March 4, 2024 Council meeting be adopted as presented.

**Motion Carried Unanimously**

## 9. **PRESENTATIONS**

Alfred Lowrick presented on the Region of Waterloo led project of land assembly.

## 10. **DELEGATIONS**

10.1 Agenda Item 13.1 Report IS-2024-09 - All-Way Stop Control Warrant Review - Hunsberger Drive and Stuckey Avenue/Michael Myers Road Intersection, Baden

10.1.1 Rob Ritza

10.2 Agenda Item 13.2 Report CAO-2024-04 - Prime Ministers Path: Additional Information Relating to Option 2 Outlined in CAO Report 2024-03

10.2.1 Andrew Kipp

10.2.2 Linda Laepple

10.2.3 Barry Wolfe

10.2.4 Marie Pavey

## 11. **CORRESPONDENCE**

Mayor N. Salonen pulled Item 11.1 Correspondence from Minister for Seniors and Accessibility Raymond Cho Regarding 2024 Ontario Senior of the Year Award.

11.1 Correspondence from Minister for Seniors and Accessibility Raymond Cho Regarding 2024 Ontario Senior of the Year Award

11.2 Correspondence from Mike Rice Regarding Integrity Commissioner Report IC2023-01

11.3 Correspondence from Glen Mathers Regarding Prime Minister Path Statues

## 12. **CONSENT AGENDA**

Mayor N. Salonen pulled Item 12.1 COR-2024-15 - Council and Committee Remuneration and Expenses - 2023.

Councillor K. Wilkinson pulled Item 12.2 COR-2024-16 - Notice of Award of Contract – Development Charges Background Study and Bylaw Preparation

Councillor S. Cressman pulled Item 12.3 COR-2024-17 - Excluded Expenses update as required of Ontario Regulation.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT Consent Agenda Items 12.1, 12.2, 12.3, and 12.4 be approved.

**Motion Carried Unanimously**

12.1 COR-2024-15 - Council and Committee Remuneration and Expenses - 2023

Council asked and received answers from staff regarding the following:

- Committee Remuneration

THAT Report COR-2024-15 Council and Committee Remuneration and Expenses – 2023 be received for information, and

THAT Report COR-2024-15 be posted in the Council section of the Township's website for public accountability and transparency.

12.2 COR-2024-16 - Notice of Award of Contract – Development Charges Background Study and Bylaw Preparation

Council asked and received answers from staff regarding the following:

- Provincial funding from the Housing Accelerator Fund
- Timing and turnaround of the Request for Proposal

THAT Report COR-2024-10 Notice of Award of Contract – Development Charges Background Study and Bylaw Preparation be received for information; and

THAT the budget for Capital Project number 2024-50 be increased by \$5,616 funded by Development Charges reserve fund; and

THAT the contract for the coordination and preparation of a Development Charges background study and new bylaw be awarded to Watson & Associates Economists Ltd in the amount of \$35,000 plus taxes.

12.3 COR-2024-17 - Excluded Expenses update as required of Ontario Regulation

Council asked and received answers from staff regarding the following:

- The amortization of depreciating assets
- Consumption of assets

THAT Report COR-2024-17, Excluded Expenses Update as required of Ontario Regulation, be received for information.

12.4 COR-2024-18 - Creation of Canada Day Event Trust Fund



THAT Report COR-2024-18, Creation of Canada Day Event Trust Fund, be received for information.

### 13. REPORTS

#### 13.1 IS-2024-09 - All-Way Stop Control Warrant Review - Hunsberger Drive and Stuckey Avenue/Michael Myers Road Intersection, Baden

Director of Infrastructure Services, J. Molenhuis presented the report.

Delegate R. Ritza spoke to Staff Report IS-2024-09 - All-Way Stop Control Warrant Review - Hunsberger Drive and Stuckey Avenue/Michael Myers Road Intersection, Baden.

Council asked and received answers from staff regarding the following:

- The standards, and best practices in place to resolve and address traffic concerns
- The timeline for reviewing traffic calming requests
- The potential precedence being set

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor H. Sidhu

THAT Report IS-2024-09 be received for information.

**Motion Carried Unanimously**

Council now considered Notice of Motion Item 15.1 Councillor H. Sidhu Regarding the Hunsberger Drive and Stuckey Avenue/Michael Meyers Road Intersection.

The motion was moved Councillor H. Sidhu and seconded by Councillor K. Wilkinson at the March 4, 2024 Council Meeting.

WHEREAS the safety and well-being of our community's residents, pedestrians, and motorists are of utmost priority; and,

WHEREAS there has been an increasing concern regarding pedestrian safety and vehicle speeds within the residential areas in the community of Baden, specifically in areas with young families, schools and daycares; and,

WHEREAS the Ward 3 Councillor, through discussion with residents has heard many concerns about the safety of the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road; and

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, and the Highway Traffic Act, R.S.O. 1990, c. H.8., as amended, give The Township of Wilmot the power to pass bylaws respecting its highways, including parking and traffic on highways; and

WHEREAS the Township of Wilmot adopted By-law 2016-52 being a by-law to regulate traffic and parking on Township Highways, cited as the Traffic and Parking By law.

THEREFORE BE IT RESOLVED that Staff be directed to install a 4-Way Stop at the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road;

BE IT FINALLY RESOLVED that Staff be directed to prepare the appropriate by-law to amend By-law 2016-52 to permit for the installation of a 4-Way Stop at the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road.

Council asked and received a response on the following:

- The probability of duplicating a set of data collected for the intersection
- Post installation monitoring period
- The Traffic Calming and Speed Mitigation Study
- The cost of installation of the all-way stop
- The implication of future development impacts on the area.

Council now voted on the motion as presented.

The motion carried.

13.2 CAO-2024-04 - Prime Ministers Path: Additional Information Relating to Option 2 Outlined in CAO Report 2024-03

A motion was brought forward by Councillor S. Martin, seconded by Councillor K. Wilkinson THAT Report CAO-2024-04 regarding Additional Information Relating to Option 2 Outlined in CAO Report 2024-03, be received as information, and further, THAT Council directs staff to proceed with Option #\_\_\_ as outlined in CAO Report 2024-03.

Chief Administrative Officer, S. Chambers presented the report.

Council asked and received answers from staff regarding the following:

- How will the decision be made on this item
- Further engagement options

The following Delegates spoke to Staff Report CAO-2024-04 - Prime Ministers Path: Additional Information Relating to Option 2 Outlined in CAO Report 2024-03.

- A. Kipp
- L. Laepple
- B. Wolfe
- M. Pavey, on behalf of Wilmot Ecumenical Working Group on Indigenous/Settler Relationships

Council asked and received answers from staff regarding the following:

- The scope of the original motion
- The funding opportunity through the Multiculturalism Program

A motion was brought forward by Councillor S. Cressman, seconded by Councillor L. Dunstall THAT Council amends the motion to insert 1 after Option #. The motion carried unanimously.

Council now voted on the main motion as amended.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor K. Wilkinson

THAT Report CAO-2024-04 regarding Additional Information Relating to Option 2 Outlined in CAO Report 2024-03, be received as information, and further,

THAT Council directs staff to proceed with Option #1 as outlined in CAO Report 2024-03.

### **Motion Carried Unanimously**

A motion was brought forward by Councillor K. Wilkinson, seconded by Councillor L. Dunstall THAT Council does now recess at 9:35 p.m. to reconvene in 10 minutes. The motion carried unanimously.

A motion was brought forward by Councillor L. Dunstall, seconded by Councillor S. Cressman THAT Council does now reconvene at 9:26 p.m. The motion carried unanimously.

### 13.3 IC-2023-01 - Integrity Commissioner Report

Councillor L. Dunstall declared a conflict of interest on this item, and recused from voting.

A motion was brought forward by Councillor S. Martin and seconded by Councillor K. Wilkinson THAT Council receive the Integrity Commissioner's Report 2023 – 01 dated March 20, 2024; and, THAT Councillor Lillianne Dunstall no longer serve as the Council representative on the 2024 Canada Day Event Task Force; and, THAT Councillor Lillianne Dunstall acknowledge publicly that she participated in Council business to the benefit local organizations of which she is a member, contrary to the Code of Conduct.

Dr. Robert J. Williams, Ph.D. presented the report.

Councillor L. Dunstall provided a response to the report. Councillor L. Dunstall voluntarily resigned from her seat on the 2024 Canada Day Event Task Force.

Mayor N. Salonen stepped down as chair at 9:52 p.m. for Council to consider the following motion.

Councillor K. Wilkinson, as Acting Chair called forward the motion.

A motion was brought forward by Councillor S. Cressman, and seconded by Mayor N. Salonen THAT Council amend the motion to strike out "THAT Councillor Lillianne Dunstall no longer serve as the Council representative on the 2024 Canada Day Event Task Force; and, THAT Councillor Lillianne Dunstall acknowledge publicly that she participated in Council business to the benefit local organizations of which she is a member, contrary to the Code of Conduct." The motion carried.

Mayor N. Salonen resumed as Chair at 9:55 p.m.

Council now voted on the main motion as amended.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor K. Wilkinson

THAT Council receive the Integrity Commissioner's Report 2023 – 01 dated March 20, 2024.

**Motion Carried**

### 13.4 CS-2024-05 - Request for Event to be Deemed Municipally Significant

Manager of Community Services, M. O'Krafka presented the report.

Council asked and received answers from staff regarding the following:

- The requirement under the AGCO for this event, versus a private event.
- The expected attendance of the event.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT Report CS-2024-05 be received for information.

THAT Council designate the South Indian DJ party held at the St. Agatha Community Centre on April 20, 2024 a Municipally Significant Event.

**Motion Carried Unanimously**

#### 14. BY-LAWS

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor K. Wilkinson

THAT By-Laws as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.

**Motion Carried Unanimously**

14.1 By-Law 2024-17 Being a By-Law to Amend the Trust Fund By-Law 2016-44 of the Township of Wilmot

#### 15. NOTICES OF MOTION

15.1 Councillor H. Sidhu Regarding the Hunsberger Drive and Stuckey Avenue/Michael Meyers Road Intersection

Councillor H. Sidhu introduced the motion for consideration at the March 4, 2024 Council Meeting.

A motion was brought forward by Councillor S. Cressman, seconded by Councillor S. Martin THAT Council defer the consideration of this motion until the March 25, 2024 Council Meeting pending a Staff Report with further information. The motion carried.

This Item was considered at the conclusion of Item 13.1 Staff Report IS-2024-09- All-Way Stop Control Warrant Review - Hunsberger Drive and Stuckey Avenue/Michael Myers Road Intersection, Baden.

**Moved by:** Councillor H. Sidhu

**Seconded by:** Councillor K. Wilkinson

WHEREAS the safety and well-being of our community's residents, pedestrians, and motorists are of utmost priority; and,

WHEREAS there has been an increasing concern regarding pedestrian safety and vehicle speeds within the residential areas in the community of Baden, specifically in areas with young families, schools and daycares; and,

WHEREAS the Ward 3 Councillor, through discussion with residents has heard many concerns about the safety of the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road; and

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, and the Highway Traffic Act, R.S.O. 1990, c. H.8., as amended, give The Township of Wilmot the power to pass bylaws respecting its highways, including parking and traffic on highways; and

WHEREAS the Township of Wilmot adopted By-law 2016-52 being a by-law to regulate traffic and parking on Township Highways, cited as the Traffic and Parking By law.

THEREFORE BE IT RESOLVED that Staff be directed to install a 4-Way Stop at the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road;

BE IT FINALLY RESOLVED that Staff be directed to prepare the appropriate by-law to amend By-law 2016-52 to permit for the installation of a 4-Way Stop at the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road.

**Motion Carried**

## 16. ANNOUNCEMENTS

Mayor N. Salonen provided announcements on:

- Holi Festival
- Community Services Master Plan Workshop- March 26, 2024

- Castle Kilbride- Fabled
- Easter Office Hours
- Easter Egg Hunt- New Dundee Community Centre
- Emma! Pop Musical

Councillor K. Wilkinson provided announcements on:

- Community Services Master Plan Workshop- March 26, 2024 at the Wilmot Recreation Complex
- Knipfel Drinking Water System Meeting - April 4, 2024 at St. Agatha Community Centre at 6:00 p.m.
- Erb's Road Shelter- Information Meeting - April 16, 2024 at the Paramedic Building

## 17. BUSINESS ARISING FROM CLOSED SESSION

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor L. Dunstall

THAT Council receives advice that is subject to solicitor-client privilege, including communications necessary for that purpose in accordance with Section 239 (2) (f) relating to a planning matter; and further,  
THAT the Solicitor be directed to proceed as directed.

**Motion Carried Unanimously**

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Martin

THAT Council receives advice that is subject to solicitor-client privilege, including communications necessary for that purpose in accordance with Section 239 (2) (f) relating to Confidential Information Supplied in Confidence from the Province of Ontario.

**Motion Carried Unanimously**

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT staff be directed to proceed as directed relating to a matter relating to the security of Township property.

**Motion Carried Unanimously**

**18. CONFIRMATORY BY-LAW**

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

THAT the Confirmatory By-Law as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.

**Motion Carried Unanimously**

**19. ADJOURNMENT**

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Martin

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

**Motion Carried Unanimously**

































































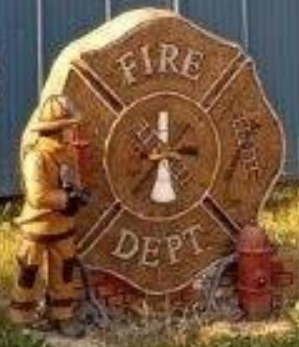






# FIRE BRIGADES MUSEUM

Come in, we're  
**OPEN**





## Community Services *Staff Report*

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REPORT NO: CS-2024-06

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Chris Catania, Director of Community Services

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: April 8, 2024

SUBJECT: Renewal of Lease Agreement with Wilmot Heritage Fire Brigades

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### RECOMMENDATION:

THAT Report CS-2024-06, Renewal of Lease Agreement with Wilmot Heritage Fire Brigades be received for information; and

THAT the Mayor and Clerk be authorized to execute an agreement with the Wilmot Heritage Fire Brigades based on the Terms of Reference for the provision of renewed lease at 10 Bell Drive, Baden.

### SUMMARY:

This report recommends entering into an agreement with the Wilmot Heritage Fire Brigades for the renewal of lease agreement, for a five (5) year term at 10 Bell Drive, Baden.

### BACKGROUND:

The Township of Wilmot and the Wilmot Heritage Fire Brigades initially entered into an agreement on January 26, 2009, with subsequent renewals on July 1, 2014 and July 1, 2019 on the lease of the municipally owned facility located at 10 Bell Drive, Baden. This facility is used to store and present a collection of antique fire fighting vehicles and equipment. The current lease will expire on June 30, 2024.



**REPORT:**

The Wilmot Heritage Fire Brigades is a volunteer based, not for profit organization that formed in 1995 by former Baden Firefighters to preserve Wilmot's Fire department history. Over the years, the Township has donated various fire related items that include a steam pumper, trucks, equipment, and small artifacts. Furthermore, the Wilmot Heritage Fire Brigades have made various lease-hold improvements that included installation of a concrete floor for the building, retrofit of LED lights, installation of a gas furnace, roofing, siding and painting.

The Wilmot Heritage Fire Brigades participate in every Wilmot Heritage Day. They also provide joint programming with Castle Kilbride for various displays and at events such as the summer event series. Besides having free admission to their museum, the Wilmot Heritage Fire Brigades have participated in Canada Day celebrations as well as provincial displays at Queens Park.

**Agreeable Terms of Reference**

Agreeable terms of reference for a renewal of lease agreement with the Wilmot Heritage Fire Brigades. This includes:

- Five (5) year Term beginning July 1, 2024.
- Wilmot Heritage Fire Brigade to pay One (\$1.00) Dollar per year.
- Wilmot Heritage Fire Brigades to maintain the premises in a state of cleanliness.
- Wilmot Heritage Fire Brigades to maintain the premises in a state of repair and fit for occupancy.
- Wilmot Heritage Fire Brigades to incur any costs associated with damage to building, lands or equipment belonging to the Township.
- Wilmot Heritage Fire Brigades responsible for utilities.
- Wilmot Heritage Fire Brigades to operate according to all applicable legislation.
- Wilmot Heritage Fire Brigades to maintain independently general liability insurance, Owned and non-owned automobile liability insurance and Tenant's legal liability satisfactory of the Township.

This draft agreement with the Wilmot Heritage Fire Brigades has been reviewed by the Waterloo Region Municipalities Insurance Pool to reflect current liability insurance requirements and is also satisfactory to the Municipal Solicitor. The Secretary/Treasurer of the Wilmot Heritage Fire Brigades has subsequently reviewed the draft agreement and has advised that the organization is satisfied with the agreement.

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

The information contained within this report align with the Strategic Plan goals of:

- Quality of Life through Arts, Culture, Heritage
- Community Engagement through Support for Community Groups, Volunteers, Youth

**FINANCIAL CONSIDERATIONS:**

N/A

**ATTACHMENTS:**

N/A



## CORPORATE SERVICES

### *Staff Report*

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REPORT NO: COR-2024-19

TO: Council

SUBMITTED BY: Greg Clark, Director of Corporate Services / Chief Financial Officer

PREPARED BY: Jeff Bunn, Municipal Clerk / Manager of Legislative Services

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: April 8, 2024

SUBJECT: Councillor Committee Appointment

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#### RECOMMENDATION:

THAT Report COR-2024-19 be received as information; and further,

THAT Councillor \_\_\_\_\_ be appointed to the 2024 Wilmot Canada Day Event Task Force.

#### SUMMARY:

The purpose of this report is to address a vacancy on the 2024 Wilmot Canada Day Event Task Force (hereafter “the Task Force”), specifically relating to the appointment of a Council representative, and to seek the appointment of a new member of Council to the Tas Force.

#### BACKGROUND:

At the March 25, 2024, Regular Council Meeting, Councillor Dunstall informed Council that she was resigning from her position on the Task Force.

Council established the Task Force in 2023 with the purpose of planning, implementing and executing an inclusive Canada Day celebration event.



## REPORT:

The Committee Governance Policy GP-23-01, and the Terms of Reference for the Task Force, allow for one member of Council to be appointed to the Task Force.

The Task Force is responsible for:

- Planning, implementing and executing the 2024 Canada Day celebration event;
- Ensuring continued community engagement through multiple avenues (e.g., in person, website, social media, community digital signs etc.) to recruit community members interested in volunteering with the event; and,
- Seeking donations, sponsorships or fundraise for any additional desired activities beyond the budget upset limit established by Council.

The member of Council appointed to the Task Force will be responsible for attending all future meetings of the Task Force. At this time, the following meeting dates are anticipated:

- April 9, 2024
- April 23, 2024
- May 14, 2024
- June 11, 2024
- August 13, 2024
- September 10, 2024

## ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report aligns with the good governance strategic goal.

## FINANCIAL CONSIDERATIONS:

There are no financial implications associated with this report.

## ATTACHMENTS:

**Attachment “A”** – 2024 Wilmot Canada Day Event Taskforce Terms of Reference

## **2024 Wilmot Canada Day Event Task Force**

Committee Type: Task Force

Reports to: Council

Administered by: Community Services

Committee Administrator: Manager of Community Services

Established: October 16, 2023

Effective: December 11, 2023 – September 30, 2024

### **1. Enabling Legislation/Authorizing By-law.**

The 2024 Wilmot Canada Day Event Task Force is established pursuant to the Township's Committee Governance Policy GP-23-01.

### **2. Purpose/Mandate**

The purpose of the 2024 Wilmot Canada Day Event Task Force is to plan, implement and execute an inclusive Canada Day celebration event, which normally consists of one focal event on July 1<sup>st</sup>, in combination with smaller complementary activities, such as contests or other events, with respect to the following:

- Encourage a strong economic and tourism base;
- Promote and support local businesses;
- Promote cultural diversity, civic and national pride;
- Promote active lifestyles by creating a public gathering place;
- Engage all sectors of the community, such as Service Clubs, businesses, agriculture, sports organizations, arts, cultural, etc., in developing and promoting the celebration; and,
- Build volunteerism and community.

### **3. Responsibilities/Specific Functions**

The 2024 Wilmot Canada Day Event Task Force is responsible for:

- Planning, implementing and executing the 2024 Canada Day celebration event;
- Ensuring continued community engagement through multiple avenues (e.g., in person, website, social media, community digital signs etc.) to recruit community members interested in volunteering with the event;
- Seeking donations, sponsorships or fundraise for any additional desired activities beyond the budget upset limit established by Council.

### **4. Committee Composition**

The Committee will be composed of:

- Township of Wilmot Mayor (ex officio);
- One (1) member of Council appointed by Council;
- Up to eight (8) representatives from service organizations operating within the Township of Wilmot (i.e., service clubs); and,
- Up to three (3) members from the community at large (e.g., business owners, community stakeholders, residents, etc.).

**5. Chair Appointment**

The members of the Committee shall elect a Chair from among themselves. When the Chair is absent through illness or otherwise, the Committee may appoint another member as acting Chair.

**6. Meeting Quorum**

Quorum for the task force shall be six (6) members.

**7. Frequency and time of Meetings**

The Task Force will meet at a minimum once a month and may hold additional meetings as needed.

The monthly meetings will be held on the Second Tuesday of each month in the Wayne Roth Meeting Room at the Wilmot Recreation Complex at 7:00 p.m.

**8. Agendas and Procedures**

The Task Force is required to publish meeting agendas in accordance with the Township of Wilmot Procedural By-law 2023-43. Meetings of the Task Force shall be governed by the Procedural.

**9. Closed Meetings**

The Task Force may not meet in a closed meeting, unless authorized by the Municipal Clerk and in accordance with the applicable legislative open meeting exemptions outlined in the Municipal Act, 2001.

**10. Minutes and Reporting Requirements**

The Task Force is required to publish meeting minutes in accordance with the Township of Wilmot Procedural By-law 2023-43.

The Task Force is required to submit a post-event report to Council within three (3) months of the Canada Day event taking place. The report should highlight the total event expenditure, successes, and areas for continued improvement.

**11. Compensation**

Members on the 2024 Wilmot Canada Day Event Task Force will not receive compensation or remuneration for their volunteer service.



## OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER *Staff Report*

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REPORT NO:

TO: Council

SUBMITTED BY: Sharon Chambers, CAO

PREPARED BY: Sharon Chambers, CAO  
Donna Kell, Manager of Communications and Strategic Initiatives

REVIEWED BY: Sharon Chambers, CAO

DATE: April 8, 2024

SUBJECT: Township of Wilmot Engagement Framework: For Prime Ministers Path and Ongoing Engagement

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RECOMMENDATION:

THAT Report CAO-2024-06 be received by Council for information;

THAT Council appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to participate on the RFP review team to hire a consultant to facilitate the creation of the Prime Ministers Path Working Group and the development of an engagement strategy.

SUMMARY:

This report provides an overview of proposed elements to be included in a Request For Proposals to select a consultant to facilitate next steps for the Prime Minister's Path engagement.

Staff are requesting that Council appoint two Council representatives to the RFP review team to review the RFP document before release and to select the successful proponent.

## BACKGROUND:

On February 26, 2024, Council received and considered staff report CAO-2024-03 – Prime Minister’s Path: Options for Next Steps, which provided three options for Council’s consideration for the future of Prime Ministers Path, including:

- Option #1: Maintain Current Direction and Create a Working Group Comprised of a Balanced Representation of the Individuals and Communities within Wilmot Township
- Option #2: Engage Further on the Prime Ministers Path Project to Assess Community Support for Establishing the Working Group or Explore Alternative Approaches for Citizen Engagement and Decision-Making.
- Option #3: Conduct a Referendum (question on the ballot)

Council directed staff to return to Council on March 25, 2024, with additional detail regarding Option #2. On March 25, 2024, Council approved the following:

THAT Report CAO-2024-04 regarding Additional Information Relating to Option 2 Outlined in CAO Report 2024-03, be received as information, and further,

THAT Council directs staff to proceed with Option #1 as outlined in CAO Report 2024-03.

### **Option #1: Description**

As described in CAO Report 2024-03, Option #1 is to Maintain Current Direction and Create a Working Group Comprised of a Balanced Representation of the Individuals and Communities within Wilmot Township.

This option would follow the previously given Council direction of July 5, 2021, to create a working group comprised of a balanced representation of the individuals and communities within Township of Wilmot to discuss, develop and suggest plans for the implementation of next steps centred in community cohesion and healing, including engagement with Indigenous representatives.

Further, this option advances the work done by the First Peoples Group on behalf of the Township, using a collaborative approach to help to determine a path forward for the Prime Ministers Path statues.

## REPORT:

To move forward with the creation of the PMP Working Group, staff recommended that the Township issue a Request for Proposals to hire an experienced firm that specializes in creating inclusive engagement plans for diverse communities.

This RFP would seek a firm to take the lead in shaping the work and providing guidance on the following aspects:

### **Creation of the Working Group:**

1. Working Group Implementation: The firm shall offer insights on how to establish an effective working group. This includes defining the group's purpose, structure, and composition, citing best practices and case studies of similar working groups.
2. Terms of Reference and Mandate: The firm shall assist in crafting clear and comprehensive Terms of Reference for the Working Group. These documents will outline the group's objectives, scope, and responsibilities.
3. Selection Process: Drawing from their experience, the firm shall propose best practices for selecting Working Group members to ensure a diverse representation.
4. Advice to the Working Group: The firm shall provide ongoing advice and support to the Working Group throughout its operation. This will involve facilitating meetings, addressing challenges, promoting collaboration and assisting with research.

### **Support for the Working Group/Other Activities**

- Development of a community engagement plan using visioning exercises and value discussions with Working Group.
- Development of a two-year community engagement framework to apply to all projects led by the Township of Wilmot, including recommending public participation techniques for various levels of community engagement, as identified in the International Association for Public Participation (IAP2) Spectrum of Public Participation.
- Public engagement training for the Working Group, Council and the Corporate Leadership Team using IAP2 principles as a basis. Training may take place generally, as one group, or in smaller groups with varying levels of detail.

### **Qualification Requirements**

- Experience in working with contentious issues, including those of national significance, and has led successful engagement that includes matters related to Canada's Indigenous communities.

The engagement consultant would benefit from knowledge and understanding of the social environment surrounding statues and monuments in North America, including:

- [Truth and Reconciliation Commission of Canada: Calls to Action](#) (municipalities and museums)

- National thought leadership regarding monuments—[Bloomberg Harvard City Leadership Initiative—Reckoning with History: Confederate Monuments in American Cities](#)
- First Peoples Group—[FINAL REPORT: Results, Considerations & Recommendations from the Prime Ministers Path Public Engagement Process](#)
- Statue decisions in other municipalities—City of Kitchener ([Queen Victoria statue](#)), City of Kingston ([statue of Sir John A Macdonald](#))

### **Proposed Timelines:**

The proposed timeline will stage the work in conjunction with the Township's strategic planning process, as follows;

- March to August 2024 – Undertake strategic planning process to develop a vision and goals for the community, based on robust community engagement.
- April 12 – RFP drafted
- April 15 to 19 – Draft RFP reviewed by Team
- April 22 – RFP posted on BidsandTenders.ca
- May 3 – RFP closes
- May 10 – RFP awarded
- End of May – Consultant to submit Working Group framework and engagement plan including proposed timelines for the creation of the working group and proposed work plan.

### **Request for Proposal Review Team**

To ensure collaboration in developing the working group and engagement strategy for Wilmot, staff recommends that two members of Council be appointed to the RFP review team.

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

Engaging with the community on the permanent home for the Prime Ministers Path statues support the goals of Community Engagement, Quality of Life and Responsible Governance. It aligns with the Township's values of Health and Wellbeing, Community, Legacy, Accessibility and Inclusivity, Forward-thinking and Balance.

**FINANCIAL CONSIDERATIONS:****Total Estimated Costs**

Range from \$45,000 to \$60,000

There is existing funding available for engagement regarding Prime Ministers Path. Pending certain conditions, including diversity and inclusion requirements, the grant can be used for engagement, which meaning Options #1 would be fully funded within the existing budget.

**Total Funding Available**

Capital budget \$116,000

Includes Canada Heritage Multiculturalism Program Grant of \$45,000  
(Consultant identified as First Peoples Group) Available into June 2024

**ATTACHMENTS:**

[Prime Ministers Path: Additional Information Relating to Option 2 Outlined in CAO Report 2024-03 \(escribemeetings.com\)](#)

[Prime Minister's Path: Options for Next Steps \(escribemeetings.com\)](#)



**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**BY-LAW NO. 2024-19**

**BY-LAW TO APPOINT A TREASURER**  
**FOR THE CORPORATION OF THE TOWNSHIP OF WILMOT AND**  
**TO RESCIND ALL BY-LAWS FOR ANY PREVIOUSLY APPOINTED**  
**TREASURERS**

**WHEREAS**, Section 286 (1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that a Council shall appoint a Treasurer.

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

1. THAT Greg Clark is hereby appointed as the Treasurer of the Township of Wilmot.
2. THAT the powers and duties of said 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 Treasurer shall perform such other duties as may, from time to time, be assigned to the Treasurer by by-law of Council.
4. THAT any by-laws previously appointing any other individual(s) as Treasurer are hereby rescinded.
5. THAT this by-law shall take effect and come into force on April 8, 2024.

**READ** a first and second time this 8<sup>th</sup> day of April, 2024.

**READ** a third time and finally passed in Open Council this 8<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**BY-LAW NO. 2024-20**

**BY-LAW TO APPOINT A DEPUTY TREASURER**  
**FOR THE CORPORATION OF THE TOWNSHIP OF WILMOT AND**  
**TO RESCIND ALL BY-LAWS FOR ANY PREVIOUSLY APPOINTED DEPUTY**  
**TREASURERS**

**WHEREAS**, Section 286 (2) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that a Council may appoint a Deputy Treasurer.

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

1. THAT Dan Elliott is hereby appointed as the 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 Treasurer by by-law of Council.
4. THAT any by-laws previously appointing any other individual(s) as Deputy Treasurer are hereby rescinded.
5. THAT this by-law shall take effect and come into force on April 8, 2024.

**READ** a first and second time this 8<sup>th</sup> day of April 2024.  
**READ** a third time and finally passed in Open Council this 8<sup>th</sup> day of April 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**BY-LAW NO. 2024-21**  
**TO CONFIRM THE PROCEEDINGS OF COUNCIL**  
**AT ITS MEETING HELD ON APRIL 8, 2024**

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**ENACTS AS FOLLOWS:**

1. The actions of the Council at its meeting held on April 8, 2024, with respect to each recommendation contained in the reports forwarded to Council, and in respect to each resolution and other action passed and taken by Council at this meeting, except where the prior approval of the Ontario Land Tribunal is required, are hereby adopted, ratified and confirmed.
2. The Mayor or in their absence the presiding officer of Council and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor or in their absence the presiding officer, and the Clerk, or in their absence, the Deputy Clerk, are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

**READ** a first and second time this 8<sup>th</sup> day of April, 2024.

**READ** a third time and finally passed in open Council this 8<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**