



**Council Meeting Agenda  
Monday, March 21, 2016  
Regular Council Meeting  
Council Chambers  
7:00 P.M.**

- 1. Motion to Convene Into Closed Session**
- 2. Motion to Reconvene In Open Session**
- 3. Moment of Silence**
- 4. Additions to the Agenda**
- 5. Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act**
- 6. Minutes of Previous Meetings**
  - 6.1 Council Meeting Minutes March 7, 2016.**

**Recommendation**

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

Council Meeting March 7, 2016.

- 7. PUBLIC MEETINGS**
- 8. PRESENTATIONS/DELEGATIONS**
- 9. REPORTS**
  - 9.1 CAO – no reports**

**9.2 CLERKS**

**9.2.1 REPORT NO. CL2016-02**

**Wag Pet Resort**

**(Tara Ridge Kennel)**

**2056 Witmer Rd., Petersburg**

**Proposed Expansion of Kennel Licence**

**Recommendation**

THAT Report No CL 2016-02 be received for information.

**9.3 FINANCE**

**9.3.1 REPORT NO. FIN 2016-14**

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

**Recommendation**

THAT the Development Charges Statement for the year ended December 31, 2015, prepared by the Director of Finance, be received for information purposes.

**9.4 PUBLIC WORKS**

**9.4.1 REPORT NO. PW 2016-06**

**2015 Summary Water Distribution Report and  
Drinking Water Quality Management System**

**Recommendation**

THAT report PW-2016-05 be received for information purposes.

**9.5 DEVELOPMENT SERVICES – no reports**

**9.6 FACILITIES AND RECREATION SERVICES – no reports**

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE – no reports**

**10. CORRESPONDENCE**

**10.1 Grand River Conservation Authority – GRCA Current, March 2016**

**Recommendation**

THAT Correspondence Item 10.1 be received for information.

**11. BY-LAWS**

**12. NOTICE OF MOTIONS**

**13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2016-16**

**Recommendation**

THAT By-law No. 2016-16 to Confirm the Proceedings of Council at its Meeting held on March 21, 2016 be introduced, 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.



# TOWNSHIP OF WILMOT

## **Council Meeting Minutes**

**Monday, March 7, 2016**

**Closed Council Meeting**

**Councillor's Gallery**

**6:30 P.M.**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

Members Present: Mayor L. Armstrong, Councillors A. Junker, P. Roe, B. Fisher, J. Gerber and M. Murray

Staff Present: Chief Administration Officer G. Whittington, Director of Clerk's Services B. McLeod, Deputy Clerk D. Mittelholtz, Director of Public Works G. Charbonneau, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Fire Chief M. Raine, Director of Finance R. Tse, Planner/EDO A. Martin, Manager of Accounting P. Kelly, Senior MLEO D. Wallace

### **1. Motion to Convene Into Closed Session**

**Resolution No. 2016-33**

**Moved by: M. Murray**

**Seconded by: A. Junker**

That a Closed Meeting of Council be held on Monday, March 7, 2016 at 6:30 p.m. in accordance with Section 239 (2) (b) of the Municipal Act, 2001, for the purposes of considering the following matters:

- 2 (b) personal matters about an identifiable individual.

**CARRIED.**

**2. Motion to Reconvene In Open Session**

**Resolution No. 2016-34**

**Moved by: J. Gerber**

**Seconded by: B. Fisher**

THAT we reconvene into open session of Council.

CARRIED.

**3. Moment of Silence**

**4. Additions to the Agenda**

**5. Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act**

None disclosed.

**6. Minutes of Previous Meetings**

**6.1 Council Meeting Minutes February 8, 2016; and,**

**Special Council Meeting Minutes February 10, 2016.**

**Resolution No. 2016-35**

**Moved by: A. Junker**

**Seconded by: P. Roe**

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

Council Meeting February 8, 2016; and,

Special Council Meeting February 10, 2016.

CARRIED.

**7. PUBLIC MEETINGS****7.1 REPORT NO. DS 2016-09****Zone Change Application 03/16****Tim Reparon****Part Lot 13, Concession South of Erb's Road****3524 Sandhills Road****Resolution No. 2016-36****Moved by: M. Murray****Seconded by: J. Gerber**

THAT Zone Change Application 03/16 made by Tim Reparon, affecting Part Lot 13, Concession South of Erb's Road, be approved as follows:

1. To pass a temporary use by-law to permit a second dwelling for a period of eighteen months, subject to the following:
  - a) That the implementing by-law specifically limit occupancy to only one dwelling at any time; and,
2. To permit a residential building – two units.

**CARRIED.**

Mayor 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 Ontario Municipal Board, the Board 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 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 Planner/EDO highlighted the report.

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

Mayor L. Armstrong asked if the applicant wished to address Council. The applicant did not address Council.

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.

## **8. PRESENTATIONS/DELEGATIONS**

### **8.1 Municipal Grant Recipients**

Mayor L. Armstrong presented the following groups with their municipal grant funding.

- Wilmot Horticultural Society, Glenn Zehr and Judy Yutzi
- Wilmot Agricultural Society, Ben Broughton
- Interfaith Community Counselling, Lisa Akey
- WODSS, Councillor Jeff Gerber
- Foodlink, Stephanie Soulis
- Wilmot Seniors Woodworking, Larry Livingston
- New Hamburg Firebirds, Bernie Shantz
- NH Concert Band, Ken Seltzer
- Community Care Concepts, Cathy Harrington
- Wilmot Family Resource Centre, Trisha Robinson
- School Safety Patrollers, Catherine Wilkinson

### **8.2 Discover Your Wilmot Grant Recipients**

Mayor L. Armstrong presented the following Discover Your Wilmot grant recipients with their cheques.

- Community Connections, Cathy Harrington, Trisha Robinson
- Expanding Hope, Lisa Akey
- New Dundee Victoria Day Celebration, Gord Perrin
- BCA Fishing Derby, Stephen Clarke
- On-Going Trail and Club Survival, Dan Holst, Roger Greig
- Living Well Festival, Stephanie Goertz
- Wilmot Community School Outdoor Improvement Community Engagement Project:
  - New Dundee Public – Andrea Michelutti, Brandy Cameron

- Grandview – Jane Pritchard, Martha Cook
- Holy Family – Trina Nelson
- Baden –
- St Agatha – Lisa Cvar
- Forest Glen – Kathy Williams, Jen Hansonberry, Amy Zister
- Waterloo Oxford – Beth Bodkin, Jodi Szimanski
- Sir Adam Beck – Roger Boettcher, Sally Reijerse

### **8.3 Dave Cole, St. Agatha Lions Club**

#### **St. Agatha Strawberry Festival**

Mr. Cole spoke to Council about the St. Agatha Lions Club's long history of sponsoring the St. Agatha Strawberry Festival and that they have always been proud to have been involved in the success and fun of this event. He advised Council that the Club is now taken on the role of running the event which will remain much the same but will offer more of what the visitors love about the event. He provided Council with a schedule of events and activities which will include, for the first time, an exhibit honouring Canadian veterans with the Portraits of Honour. He noted that the local Roger's radio stations will be advertising the event and that they have a new website, [www.stagathalionsstrawberryfest.wordpress.com](http://www.stagathalionsstrawberryfest.wordpress.com).

Councillor P. Roe thanked Mr. Cole for his presentation and noted how much he enjoys the festival.

### **8.4 Lisa Akey, Interfaith Counselling Centre**

#### **Stephanie Goertz, Living Well Festival**

Ms. Akey advised Council on the recent endeavours of Interfaith Counselling Centre (ICC) including the new corporate logo, the Expanding Hope campaign, the updated exterior sign and the renovated interior space. She spoke to the goals of ICC which include increasing prevention efforts, increasing their digital presence and responding to the diverse needs of the community. Ms. Akey summarized the upcoming annual Silent Auction which will occur again at the Living Well Festival.

Ms. Goertz highlighted the different activities and events occurring at the Living Well Festival including roller skating, conversation café, coffee house with local musicians, tots' time, read well day, kids in motion and Wilmot community corner and market. The Living Well Festival will be on April 29 and 30, 2016 at the Wilmot Recreation Complex.



Ms. Goertz confirmed for Mayor L. Armstrong that the Coffee House is run by John Wiebe.

Mayor L. Armstrong thanked ICC and all of the local organizations who have worked together to provide this event to Township residents.

Ms. Akey clarified for Councillor J. Gerber that the open house for the ICC is from 6:30 7:00 pm prior to their annual general meeting.

### **8.5 Sydney Atwood and Brad Ullner, VisitAble Housing Canada**

Mr. Ullner presented to Council the objectives for the VisitAble Housing Task Force and the features that make housing visitable. He noted that the features listed are a minimum standard for accessibility in a residential property. He highlighted the challenges that can occur specifically with stairs for those with and without accessibility needs.

Ms. Atwood spoke to Council about the challenges faced with VisitAble housing becoming a standard for home building, both regulatory and attitudinal. She noted that the key challenge is with no-step entrances but that solutions do exist at a variety of different cost points. She concluded her presentation by stating that it is easier to build a home that is visitable then to renovate after it has been built.

Ms. Atwood responded to Councillor A. Junker's inquiry concerning the objectives of the task force by stating that they would love for all housing to be built to these standards but that they know it may not be practicle.

Councillor. A. Junker noted that he appreciated what the VisitAble Housing Task Force is trying to accomplish but that he notes the challenges in this area would be around drainage for the no-step access.

## **9. REPORTS**

### **9.1 CAO**

#### **9.1.1 REPORT NO. CAO 2016-01**

#### **2016 Municipal Work Program**

### **Resolution No. 2016-37**

**Moved by: A. Junker**

**Seconded by: B. Fisher**

THAT the 2016 Municipal Work Program, as per the report dated March 7, 2016, prepared by the Chief Administrative Officer, be endorsed.

CARRIED.

The CAO highlighted the report.

In response to Councillor B. Fisher, the Director of Public Works commented that an RFP for pavement markings will be posted for completion in the summer and Livingston Boulevard at Snyder's Road could be considered but that width requirements would be a factor if three lanes are proposed.

The Fire Chief clarified for Councillor B. Fisher that the signage at the Wilmot Fire Stations being proposed would be above the buildings and would include their station numbers.

Councillor A. Junker requested that pavement markings include "slow down" on Haysville Road and on Bleams Road East in Mannheim. He also requested that Public Works include "stop ahead" signs in their sign inventory especially for "T" intersections.

The Fire Chief responded to Councillor A. Junker about his questions concerning Direct Detect stating that it is a fire alarm system that connects directly into dispatch centre in Kitchener.

Councillor P. Roe noted that a warning sign along the Wilmot Line has gone missing and is in need of replacement. He also concurred with Councillor A. Junker on the benefits of "stop ahead" signs.

## **9.2 CLERKS**

### **9.2.1 REPORT NO. CL2016-04**

#### **2016-2020 Multi-Year Accessibility Plan**

#### **Resolution No. 2016-38**

**Moved by: M. Murray**

**Seconded by: J. Gerber**

THAT the 2016-2020 Multi-Year Accessibility Plan be endorsed.

CARRIED.

The Deputy Clerk highlighted the report.

Councillor A. Junker commented that the address for the Doug Fisher Memorial Park needs to be updated and he questioned if voters with low vision are able to have a support person with them to assist with casting their vote. The Director of Clerk's Services confirmed that voters requiring assistance may have someone help them during the voting process but that they will be required to take the prescribed oath.

Councillor B. Fisher asked if the Baden Parkette could be included in the list of Municipal Facilities. The Director of Facilities and Recreation Services confirmed that it can be included.

### **9.3 FINANCE**

#### **9.3.1 REPORT NO. FIN 2016-13**

##### **Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2015**

#### **Resolution No. 2016-39**

**Moved by: M. Murray                      Seconded by: A. Junker**

THAT Report FIN 2016-13, prepared by the Director of Finance, outlining honorariums and expenditures of Council and Council appointees for the 2015 fiscal year, be adopted.

CARRIED.

The Director of Finance highlighted the report.

### **9.4 PUBLIC WORKS**

#### **9.4.1 REPORT NO. PW 2016-03**

##### **Main Street Reconstruction**

#### **Resolution No. 2016-40**

**Moved by: A. Junker                      Seconded by: B. Fisher**

THAT the tender submitted by Steed and Evans Limited for the reconstruction of Main Street in New Dundee in the amount of \$876,991.15, plus HST, be accepted.

CARRIED.

The Director of Public Works highlighted the report.

Councillor A. Junker commented that he was pleased that this project is occurring and that the addition of sidewalks will be beneficial to the area.

**9.4.2 REPORT NO. PW 2016-04**

**Trussler Road Municipal Drain Construction**

**Resolution No. 2016-41**

**Moved by: P. Roe**

**Seconded by: A. Junker**

THAT the tender submitted by Van Gestel Excavating for the construction of the Trussler Road Municipal Drain in the amount of \$94,432.62, plus HST, be accepted.

CARRIED.

The Director of Public Works highlighted the report.

**9.4.3 REPORT NO. PW 2016-05**

**Single and Tandem Axle Truck Cab and Chassis  
c/w Dump Box, Snowplow, Wing and Attachments**

**Resolution No. 2016-42**

**Moved by: B. Fisher**

**Seconded by: M. Murray**

THAT the tender submitted by Team Truck Centre for a Single and Tandem Axle Truck Cab and Chassis c/w Dump Box, Snowplow, Wing and Attachments in the amount of \$231,000.00 and \$272,00.00 respectively, plus HST, be accepted.

CARRIED.

**9.5 DEVELOPMENT SERVICES – no reports**

**9.6 FACILITIES AND RECREATION SERVICES – no reports**

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE – no reports**

**10. CORRESPONDENCE**

**10.1 Heritage Wilmot Advisory Committee – January 13 and February 3, 2016 Meeting Minutes**

**10.2 Castle Kilbride Advisory Committee – January 21, 2016 Meeting Minutes**

**Resolution No. 2016-43**

**Moved by: P. Roe**

**Seconded by: A. Junker**

THAT Correspondence Items 10.1 to 10.2 be received for information.

CARRIED.

**11. BY-LAWS**

**11.1 By-law No. 2016-12, Zone Change Application 03/16, Tim Reparon, Part Lot 13, Concession South of Erb's Road, 3524 Sandhills Road, Temporary Use**

**11.2 By-law No. 2016-13, Zone Change Application 03/16, Tim Reparon, Part Lot 13, Concession South of Erb's Road, 3524 Sandhills Road**

**11.3 By-law No. 2016-14, Being a By-law to Amend By-law No. 2015-30 Regarding the Trussler Road Municipal Drain 2015.**

**Resolution No. 2016-44**

**Moved by: A. Junker**

**Seconded by: M. Murray**

THAT By-law Nos. 2016-012, 2016-13 and 2016-14 be read a first, second and third time and finally passed in Open Council.

CARRIED.

## **12. NOTICE OF MOTIONS**

## **13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

- 13.1 Mayor L. Armstrong read a notice about the Parks, Facilities and Recreation Master Plan being undertaken in 2016 and that a community launch event will be taking place on Wednesday, March 9 at the Wilmot Recreation Complex from 7:00 - 8:30 pm. He noted that an online survey will be available until March 23 at [www.wilmot.ca/rmpsurvey](http://www.wilmot.ca/rmpsurvey). He stated that the process will also include focus groups and interviews at a later date. He directed people to go to [www.wilmot.ca/rmp](http://www.wilmot.ca/rmp) for more information. He asked all residents, user groups and potential user groups to get involved so that all voices might be heard.
- 13.2 In response to Councillor A. Junker's comments concerning the railway crossing in Petersburg, Mayor L. Armstrong replied that he has communicated with the railway about having the rails removed that are no longer necessary and having the crossing repaired. He noted that the work can only be done by the railway and that similar conditions exist on Waterloo Street as well.
- 13.3 Councillor A. Junker announced that the New Dundee Board of Trade will be having their annual pancake breakfast from 9:00 am -1:00 pm on March 13.
- 13.4 Councillor A. Junker announced that the New Hamburg Firebirds are starting their series with Ayr starting on March 10.
- 13.5 Councillor A. Junker reiterated the information about the Living Well Festival occurring on April 29 and 30. He noted that the family area will be upstairs at the Wilmot Recreation Complex and that the coffee house will again showcase some amazing local young talent. He also invited all residents to attend the free lunch being served by Council on the Saturday.

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2016-15**

**Resolution No. 2016-45**

**Moved by: P. Roe**

**Seconded by: M. Murray**

THAT By-law No. 2016-15 to Confirm the Proceedings of Council at its Meeting held on March 7, 2016 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**16. ADJOURNMENT (8:30 P.M.)**

**Resolution No. 2016-46**

**Moved by: M. Murray**

**Seconded by: A. Junker**

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

CARRIED.

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Mayor

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Clerk



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** CL2016-02 **REVISED**

**TO:** Council

**PREPARED BY:** Barbara McLeod, Director of Clerk's Services

**DATE:** March 21, 2016

**SUBJECT:** Wag Pet Resort  
(Tara Ridge Kennel)  
2056 Witmer Rd., Petersburg  
Proposed Expansion of Kennel Licence

### **Recommendation:**

**THAT Report No CL 2016-02 be received for information.**

### **Background:**

Wag Pet Resort (Tara Ridge Kennel) located at 2056 Witmer Rd., Petersburg, has been a licensed kennel in the Township for approximately 25 years. Owners are Lavern Forwell and his daughter, Wendy Forwell. The current licence for this kennel permits the housing of thirty (30) dogs. The aforesaid kennel is a boarding and breeding kennel.

### **Discussion:**

The owners of the kennel have made application under By-law 2008-01, requesting an expansion from the thirty (30) dogs that they are currently licensed to house, to an additional twenty (20) dogs for a total allotment of fifty (50) dogs. The number of dogs housed at this site fluctuates throughout the year because it is a boarding/breeding kennel. The kennel owners are proposing to construct an addition to their existing kennel building that will accommodate the additional dogs and provide a separate whelping area for dogs with puppies.

The expansion of the kennel licence to fifty (50) dogs is permitted under Section 8.19 of By-law 2008-01. It should be noted that the maximum number of dogs under the current By-law is 50.

Over the course of the years, no issues/concerns have been raised with respect to the subject kennel, no complaints from neighbouring properties have been received and all inspections have passed successfully. A positive working relationship exists between the Township and the owners.



Please see the attached application and diagram submitted by the Applicant (Appendix 1), which staff has reviewed and accepts as an accurate representation of the layout of the facility. Appendix 2 is an aerial photograph of the property where Wag Pet Resort is situated and which demonstrates the proximity of the kennel facility to the applicant's neighbours in closest range.

Section 8.9 of By-law 2008-01 requires that kennels be located within a minimum of one hundred fifty (150) metres of any adjacent habitable building, and/or building used for the keeping of livestock. The distance from the subject kennel to the property south (2089 Witmer Road) is 120 m± and falls short of this requirement. During a recent site visit by staff, it was observed that the house located at 2089 Witmer Road is not habited. The Forwells have advised that at such time as people live at the aforesaid address and should noise complaints arise, they would willingly address any concerns with additional mitigation measures. Currently, several young deciduous trees are planted along the south boundary of the kennel property close to the road allowance.

2040 Witmer Road is 129 m± from the kennel. There are some substantial coniferous trees located between the two properties as well as some younger trees. The Forwells have indicated that the existing building has sound baffles around all exterior walls (typically used in music studios) and designed to absorb any noise from the dogs. Air conditioning was installed 3 years ago - no windows are open during the summer months. The proposed new building will have an exterior steel wall, the interior will have insulation, drywall and tile installed on the walls which provide ample sound deafening. The expansion will also be air conditioned, eliminating any noise from open windows. The dogs are outside only during 8:00 to 10:00 am and 4:00 to 6:00 pm. and then very briefly at 8:30 pm. The Forwells have advised staff that additional noise mitigation measures could be investigated and put in place to address any concerns from the abovementioned two neighbouring properties, should they arise.

Pursuant to section 8.10 of the By-law, all neighbours identified within 150 metres proximity of the boundaries of the kennel property have received notice of Wag Pet Resort's application to expand their kennel. One letter in objection to the expansion was received from 2138 Witmer Road which is 290 m± to the west of the kennel. (attached as Appendix 3 to this Report).

The Development Services Department has met with the owner's regarding the construction of the expansion. Pending Council approval of the expansion, the owners intend to provide the necessary engineer-stamped drawings of the proposed construction, as required by the Department.

#### **Strategic Plan Conformity:**

Through the process of the circulation to the adjacent property owners and the public meeting, the municipality is ensuring that municipal matters are being communicated.

#### **Financial Considerations:**

The owners of the kennel have paid the applicable fee to expand their kennel licence.

#### **Conclusion:**

Input received prior to the public meeting and associated with the public meeting, will be reviewed and staff will prepare a subsequent report for Council's consideration. Individuals having made written or verbal presentations at or prior to the public meeting will be provided

notice when the application is slated to return to Council with a recommendation.

Barbara McLeod  
Director of Clerk's Services

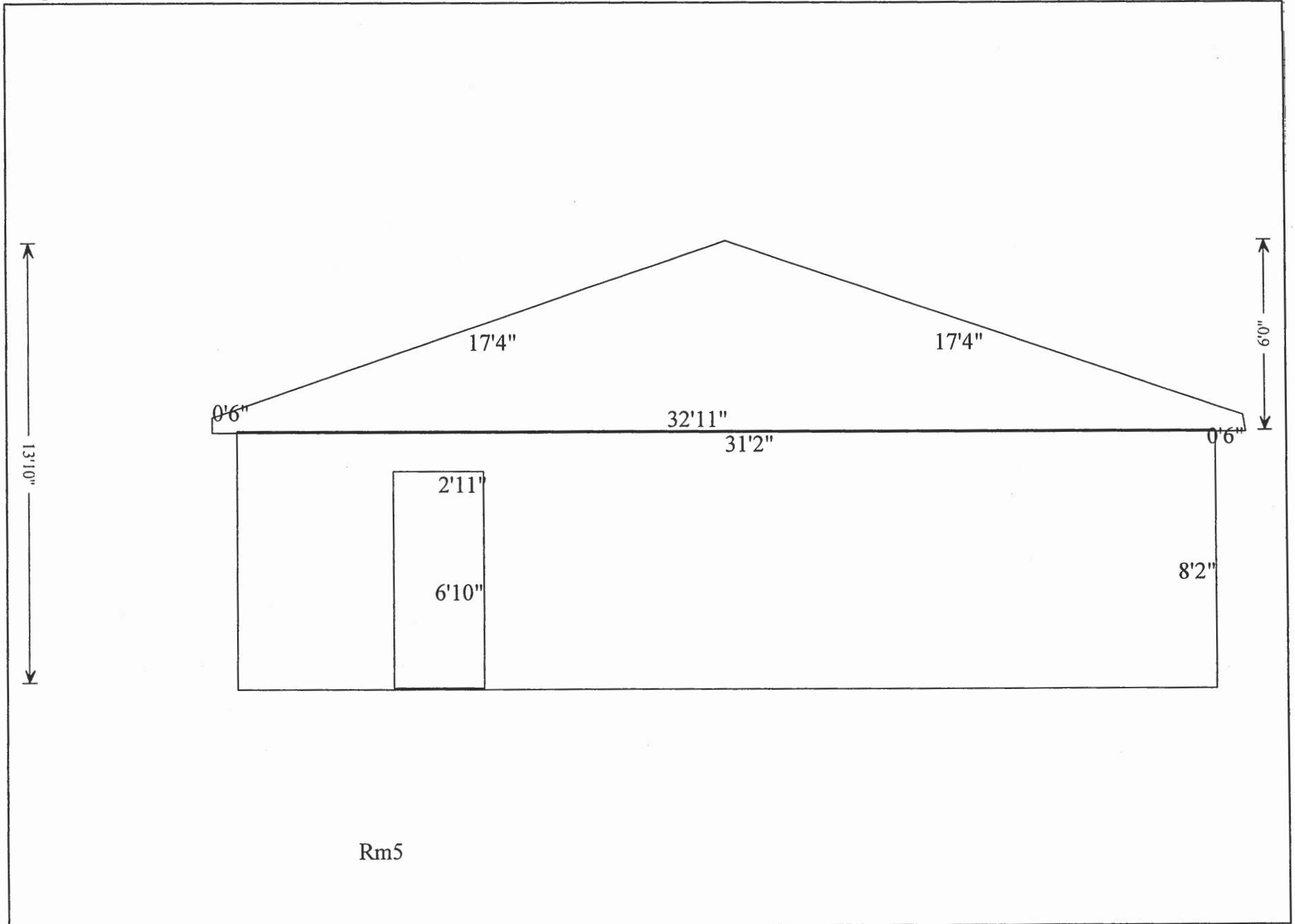
Grant Whittington  
Reviewed by CAO

Project: kennel addition.fepx

Layer: New Layer

Prepared by:

Print Date: 12:30 PM 05/11/2015



# FORWELL SHEED ADDITION TO EXISTING

door supplied

4/12 trusses w.o.c.

removed not steel

to south

St. Pauline

who train

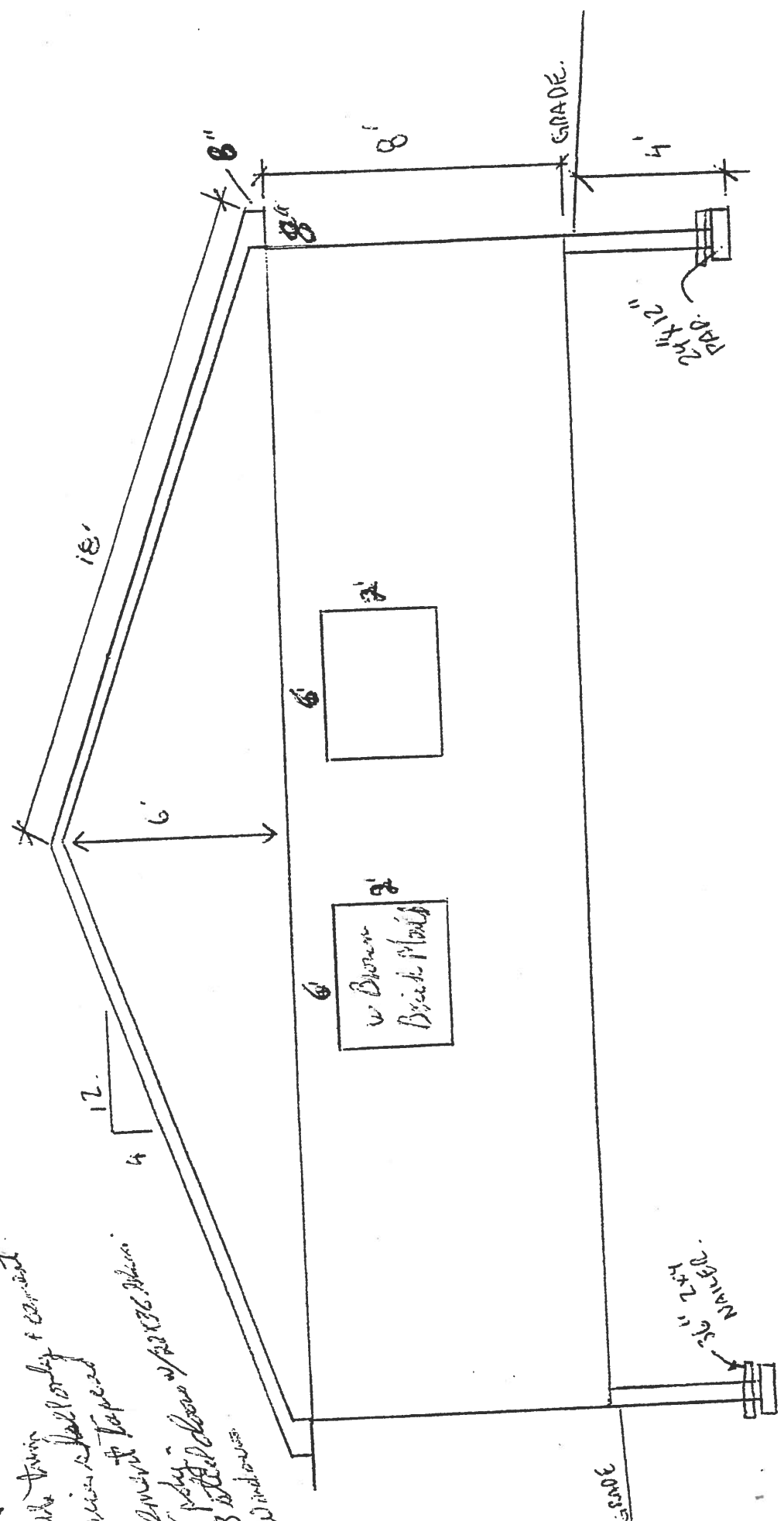
new steel joists & cement

new steel joists

down to top level

1' peak to eave w/ 2x8x6. 3/16" dia.

3' x 12' x 12'



6' x 8'

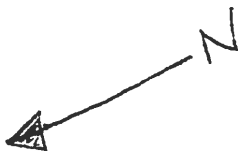
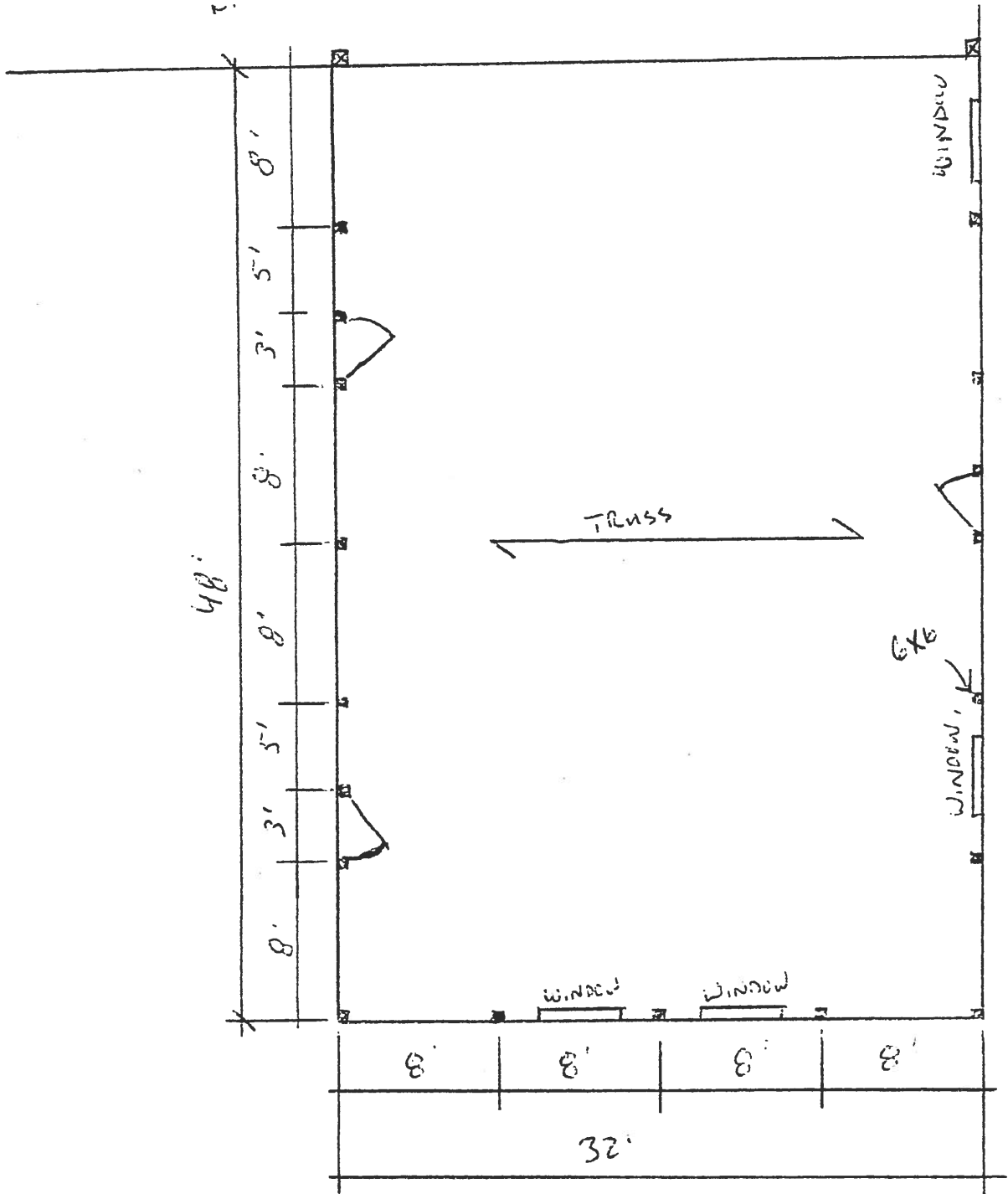
6' x 8' w Brown Brick Paved

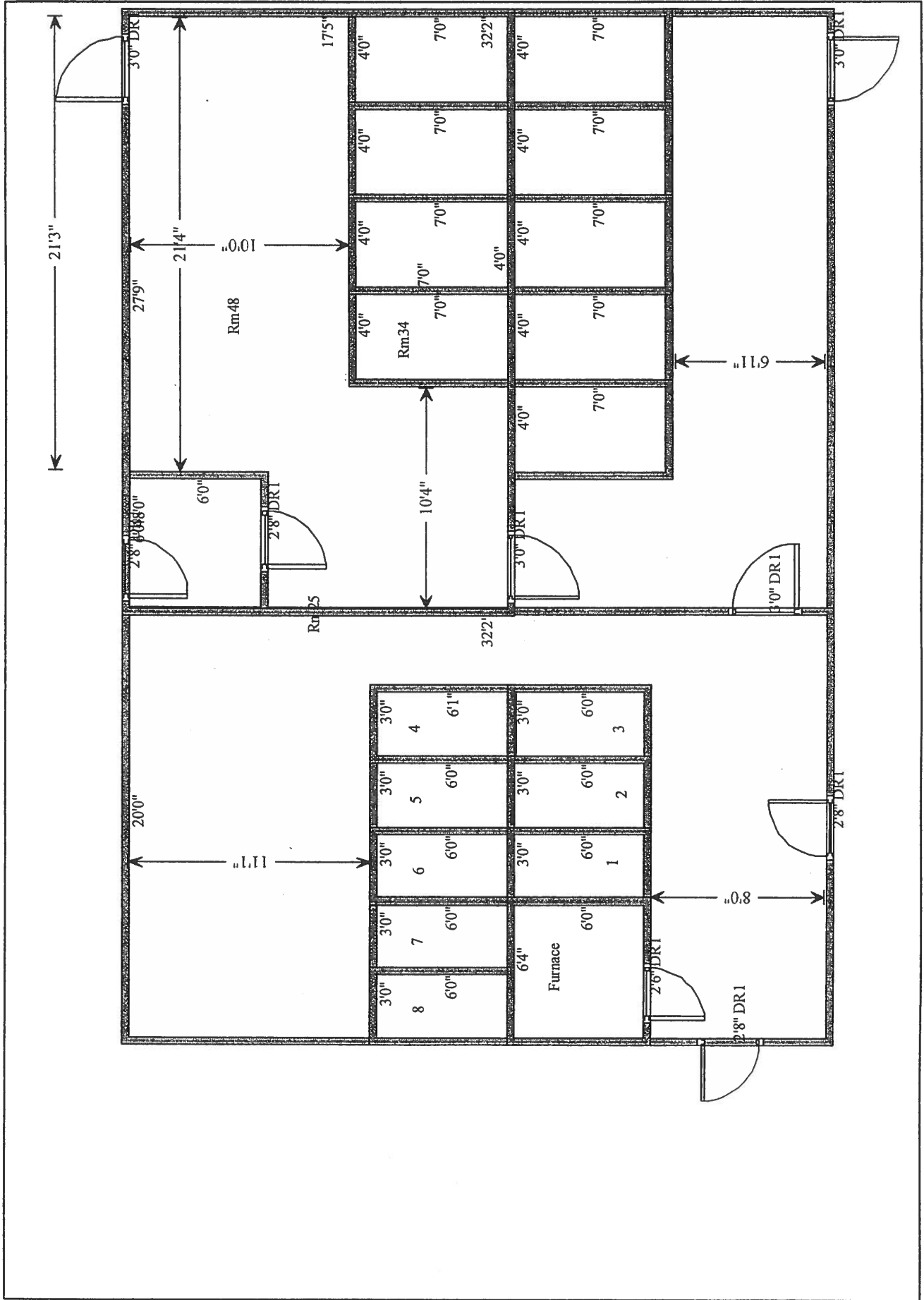
24" x 12" P.A.P.

36" x 24" NAILED

GRADE.

GRADE





Appendix 2





March.14,2016

RECEIVED

MAR 14 2016

Township of Wilmot

**TIMOTHY GRUB**

2138 WITMER ROAD  
PETERSBURG, ONTARIO  
N0B 2H0

▶ **Barbara Mcleod**  
**Clerk's Services Department**  
**The Corp. of the Township of Wilmot**

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

**Dear M. McLeod:**

Re: Application to Expand Existing Kennel License  
Wag Pet Resort  
2056 Witmer Road

Comments re application as above:

- 1) At no time did I receive any application notification on the original and/or any other application prior to current application notification dated Feb.8,2016. I have not received any other application notifications from other addresses as well. Why are these notifications not sent legally registered? What regress is there from original application?
- 2) As an example of lack of respect of abutters from the applicant, according to The New Dundee Snowmobile Club, members of this family instructed the said club to place the snowmobile trail approx. 127 meters further from their residence and adjacent to 2138 Witmer Road.
- 3) The applicant has already expanded the operation in the summer of 2015 by the addition of an open meshed fenced in dog run, approx. size larger than said building.
- 4) Fenced in dog run as described in 3) faces metal sided building which in turn faces 2138 Witmer Road residence.
- 5) Because of architecture and location, the applicant has knowingly or unknowingly built a large sound amplifier (metal sided building) directed towards 2138 Witmer Road. All barking, equipment, and human voices are completely audible. As well secondary equipment such as farm, snowmobiles, and other activities located on applicants' land are reflected back to 2138 Witmer Road.
- 6) The proposed addition in said application will only worsen the situation as now the South side of proposed building will be reflecting back East wall and then towards 2138 Witmer Road.

I ask that said application be denied, original application be addressed, and fenced in dog run be removed.

  
TIMOTHY GRUB





# ***Township of Wilmot*** **REPORT**

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**REPORT NO.** FIN 2016-14  
**TO:** Council  
**PREPARED BY:** Rosita Tse, Director of Finance  
**DATE:** March 21, 2016  
**SUBJECT:** Treasurer's Statement – Development Charges Reserve Funds

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## **Recommendation:**

**That the Development Charges Statement for the year ended December 31, 2015, prepared by the Director of Finance, be received for information purposes.**

## **Background:**

In accordance with By-law 2014-34, the Treasurer is required to furnish Council with an annual statement, in respect to the Development Charge Reserve Funds. Section 43 (3) of the Development Charges Act, 1997, requires the Treasurer to give a copy of this statement to the Ministry of Municipal Affairs and Housing (MMAH) within 60 days of reporting to Council.

## **Discussion:**

Development Charges were collected during the year from developers at the issuance of building permits. Expenses were disbursed to growth related capital projects based on the Development Charges Study. Attached is a summary of the development charge collections and disbursement for the year ended December 31, 2015.

## **Strategic Plan Conformity:**

This report is aligned with the goal of being an engaged community through the communication of municipal matters. Staff provide Council and the community with an update on the status of Development Charge Reserve Funds in accordance with the Development Charges Act.

## **Financial Considerations:**

Funding towards growth based capital projects from Development Charges was included within the approved 2015 capital budget. Upon completion of capital projects, any unused funds from these projects were returned to their respective Development Charges Reserve Funds.

**Conclusion:**

Staff will forward a copy of the attached Development Charges Statement to the Ministry of Municipal Affairs and Housing (MMAH) following approval from Council.

Rosita Tse  
Director of Finance

Grant Whittington  
Reviewed by CAO

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**DEVELOPMENT CHARGES STATEMENT  
JANUARY 1, 2015 TO DECEMBER 31, 2015**

Description	REVENUE			EXPENDITURES	
	Balance January 1 2015	Contributions Received Development Charges	Interest	Transfer to (Return from) Capital Fund Schedule (A)	Balance December 31 2015
<b>Infrastructure</b>					
Sanitary Sewers	(\$489,037)	\$102,584	(\$3,333)		(\$389,786)
Water	(157,424)	17,193	(1,140)		(\$141,371)
Roads	399,800	123,172	4,348	66,000	\$461,320
Development Charges Studies	186,211	5,466	1,549	61,600	\$131,626
Parks and Recreation	278,081	119,284	3,014	76,077	\$324,302
Fire Services	654,735	8,918	5,693	171,378	\$497,968
<b>Total</b>	<b>\$872,366</b>	<b>\$376,617</b>	<b>\$10,131</b>	<b>\$375,055</b>	<b>\$884,059</b>

**Schedule A Transfer to /(Return from) Capital Fund**

**Roads**

Gingerich Road Bike Lanes \$ 66,000

**Development Charges Studies**

Recreation Master Plan \$ 40,000  
 Official Plan Review 21,600  
\$ 61,600

**Parks and Recreation**

Wilmot Recreation Complex Backup Power Supply \$ 81,000  
 Petersburg Parking Lot (4,923)  
\$ 76,077

**Fire Services**

Station 1 Infrastructure Improvements \$ 110,000  
 Station 1 Rear Apron Pavement 45,000  
 Fire Service Vehicle 794  
 Personal Protective Equipment (New Recruits) 15,584  
\$ 171,378

**Total transfer to capital projects**

**\$ 375,055**



## ***Township of Wilmot*** **REPORT**

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**REPORT NO.** PW-2016-06

**TO:** Council

**PREPARED BY:** Gary Charbonneau, Director of Public Works

**DATE:** March 21, 2016

**SUBJECT:** 2015 Summary Water Distribution Report and  
Drinking Water Quality Management System

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### **Recommendation:**

**That report PW-2016-05 be received for information purposes.**

### **Background:**

The municipality is required under the Safe Drinking Water Act (SDWA), 2002 - O. Reg. 170/03 – Schedule 22 to submit to Council an annual summary report for the large municipal residential and small municipal residential water systems owned by the municipality. The report must include any orders against the systems as well as information regarding the quantity of water supplied to the system.

### **Discussion:**

#### **Summary Water Distribution Report**

The information in the attached chart has been gathered using Region of Waterloo pumpage reports attached to monthly invoices sent to the Township. Baden and New Hamburg are considered one system however, we have shown them separately based on the Regional reports. The Township assumed the operation and maintenance of the Mannheim and Shingletown water distribution system from the City of Kitchener in July 2015.

#### **Drinking Water Quality Management System (DWQMS)**

The Drinking Water Quality Management Standard (DWQMS), under the Safe Drinking Water Act, 2002 and Regulation 188/07, requires the Township of Wilmot to become

licensed to operate and maintain the various Water Distribution Systems within the Township. One of the licensing requirements is the preparation of a Quality Management System (QMS).

The Township has received drinking water permits and licences to operate each of the water distribution systems. The licences and permits are posted for information on the Township website and attached to this report.

There were no orders issued against any of the systems. There were three adverse water quality tests in 2015. The first was a low chlorine residual that occurred on January 29<sup>th</sup> at a fire hydrant in the Baden/New Hamburg system. The second was a total coliform exceedance which occurred on July 16<sup>th</sup> in the St. Agatha system and the third was also a total coliform exceedance that occurred on July 29<sup>th</sup> in the Baden/New Hamburg system. All adverse test results were remediated by flushing and re-sampling.

Section 19 of the Safe Drinking Water Act imposes a statutory standard of care on persons who oversee the municipal drinking water system, which includes Council since they have authority over decision-making. Element 20 of the QMS states that the results of the management review be communicated to the Owner and therefore we have attached the minutes from November 24, 2015 (Appendix A) and also the minutes from the City of Kitchener dated February 17, 2016 (Appendix B).

### **Strategic Plan Conformity**

This report is aligned with the Strategic Plan goal of being an engaged community through the communication of municipal matters.

### **Financial Considerations:**

N/A

### **Conclusion:**

That Report PW-2015-05, 2015 Summary Water Distribution Report and Drinking Water Quality Management System, be received for information purposes.

Gary Charbonneau  
Director of Public Works

Grant Whittington  
Reviewed by CAO

**Township of Wilmot**

**Drinking Water Systems**

**M.O.E. Classifications and Drinking Water License & Permit Numbers**

	<b><u>New Hamburg - Baden Distribution System (1)</u></b>	<b><u>New Dundee Distribution System</u></b>	<b><u>St. Agatha Distribution System</u></b>	<b><u>Mannheim Distribution System (2)</u></b>
<b>Water Works Category</b>	Large Municipal Residential	Large Municipal Residential	Large Municipal Residential	Large Municipal Residential
	Population (13,244)	Population (1,214)	Population (416)	Population (454)
<b>Water Works Number</b>	260002642	260002681	260093132	260094939
<b>Drinking Water License</b>	078-101	078-102	078-103	078-101
<b>Drinking Water Permit</b>	078-201	078-202	078-203	078-201

1. Includes Mannheim/Shingletown free chlorine system supplied by Regional wells in Wilmot.
2. Includes chloraminated sections of Mannheim (Simon-Wood Sub and Paul Tuerr Sub) which are supplied from Regional reservoir in Kitchener.

19-Jan-16

### 2015 WATER USAGE

	<b>BADEN</b>	<b>NEW HAMBURG</b>	<b>NEW DUNDEE</b>	<b>ST. AGATHA</b>	<b>TOTAL</b>
<b>January</b>	15,724	62,894	5,580	3,325	87,523
<b>February</b>	14,895	59,579	4,782	2,795	82,051
<b>March</b>	16,682	66,727	5,347	3,921	92,677
<b>April</b>	16,844	67,374	5,255	3,447	92,920
<b>May</b>	20,000	79,999	7,509	4,160	111,668
<b>June</b>	16,492	65,967	6,491	3,749	92,699
<b>July</b>	17,520	70,081	7,256	4,045	98,902
<b>August</b>	17,774	71,098	6,888	3,537	99,297
<b>September</b>	18,556	74,225	6,663	3,472	102,916
<b>October</b>	16,469	65,878	5,624	3,184	91,155
<b>November</b>	15,621	62,482	4,984	2,998	86,085
<b>December</b>	15,958	63,830	5,214	2,939	87,941
<b>TOTAL</b>	202,535	810,134	71,593	41,572	1,182,422

Volumes are recorded in cubic metres. (1 cubic metre = 220 imperial gallons)

Volumes taken from monthly Regional invoices for Baden, New Hamburg, St. Agatha and New Dundee.

Volume for Mannheim/Shingletown is calculated from bi-monthly Township readings and is included in yearly total.

NH and Baden do not have separate meters and therefore split is calculated at 80/20 by Region.

## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

<b><sup>1</sup>Meeting Date:</b>	November 24 <sup>th</sup> 2015	<b>Next Meeting:</b> November 24 2016
<b>Attendees:</b>	Gary Charbonneau, Sean Montgomery, Chris Thorne	
<b>Absent:</b>	None	
<b>Minutes by:</b>	Chris Thorne	

### MEETING TOPICS AT A GLANCE

- a) Incidents of regulatory non-compliance:
- b) Incidents of adverse drinking water tests:
- c) Deviations from critical control point limits and response actions:
- d) The effectiveness of the risk assessment process:
- e) Results of internal and 3rd party audits:
- f) Results of relevant emergency response testing:
- g) Operational performance :
- h) Water quality trends:
- i) Follow-up on actions items from previous management reviews:
- j) Status of management action items (if any) identified between reviews:
- k) Changes that could affect the QMS:
- l) Consumer feedback:
- m) The resources needed to maintain the QMS:
- n) The results of the infrastructure review:
- o) Operational Plan currency, content and updates:
- p) Staff suggestions:
- q) Minutes and action items from the Management Review performed by the Operating Authority for the Villages of Mannheim and Shingletown.



## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

Item	Discussed	Action By	Timing
A	Incidents of regulatory non-compliance: <ul style="list-style-type: none"> <li>• No incidents of regulatory non-compliance as inspected by the Ministry of the Environment January 2015</li> </ul>		
B	Incidents of adverse drinking water tests: <ul style="list-style-type: none"> <li>• There were 3 incidents of adverse drinking water tests in 2015. The first was a low Chlorine residual which occurred on January 29<sup>th</sup> at a hydrant in the New Hamburg/Baden system. The second was a total coliform exceedance which occurred on July 16<sup>rd</sup> at the WID 48 sample port in the St Agatha system. The third was also a total coliform exceedance which occurred on July 29<sup>th</sup> at the WID 13 sample port in the New Hamburg/Baden system. All adverse test results were remedied by flushing and resampling.</li> </ul>		
C	Deviations from critical control point limits and response actions: <ul style="list-style-type: none"> <li>• No deviations from critical control points limits in 2015.</li> </ul>		
D	The effectiveness of the risk assessment process: <ul style="list-style-type: none"> <li>• On July 21<sup>st</sup> 2015 a review of the risk assessment process was conducted. All staff members including senior management were involved in the review, where assigned values for likelihood, severity and detectability were reviewed. Major modifications were made to the table which includes the addition of the chloraminated portion of the Mannheim system. All changes were made based on current events and past experiences.</li> </ul>		
E	Results of internal and 3rd party audits: <ul style="list-style-type: none"> <li>• There were zero corrective action requests and nine opportunities for improvement identified during the internal audit.                             <ul style="list-style-type: none"> <li>○ OFI #1 “Staff to consider joining Regional Water Wagon Group for Events in the township”. This opportunity was brought forward during the management review. After discussion it was determined that due to the cost and lack of availability of the wagon it was not in the best interest of the township to join this group.</li> <li>○ OFI #2 “Consider including salt management as a threat/hazard to source water- refer to Township Salt Management as how to mitigate risk”. This OFI has been rejected on the basis of redundancy. The township currently has a column on the risk assessment table that details chemical contamination of the source water. Contamination due to excess salt is included in this column.</li> <li>○ OFI #3 “In the Risk Management Table consider including relevant operating procedure associate with risk – eg what needs to be done in a water main break”. This OFI has been rejected based on redundancy. Risks that have been identified as high and are under the control of the Township are assigned a critical control point and associated document.</li> <li>○ OFI #4 “Change wording in OP plans from “The township of</li> </ul> </li> </ul>		

**UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES**

	<p>Wilmot owns and operates the water distribution system including pipes, valves and hydrants.....” to “The township of Wilmot owns and operates the water distribution system including all pipes and appurtenances.....” . This OFI was accepted on the basis of using a term that doesn’t allow for interpretation.</p> <ul style="list-style-type: none"> <li>○ OFI #5 “Procurement Bylaw was updated in 2015, please review and adjust authorities accordingly and associate dollar values”. This OFI was accepted based on new information and changes were made accordingly.</li> <li>○ OFI #6 “In DWQMS Procedure WD1.33 Microbiological Sampling (Rev3) change abbreviation for Chlorine (Capitalize)”. This OFI is accepted based on grammatical correctness.</li> <li>○ OFI #7 “Page 9 of DWQMS Operation Plan on page 10 remove on “t” from temperature”. This OFI was rejected based on the inability to locate the identified deficiency.</li> <li>○ OFI #8 “Consider placing QMS/OP Plans on Township wide shared drive. Migrate data from (Public Works) M: drive to (Shared) H: drive”. This OFI has been rejected for security and tracking reasons.</li> <li>○ OFI #9 Consider adding what sized anode to be installed in SOPs”. This OFI was accepted on grounds of improving operational performance of the distribution system. The phrase “12lbs or 24lbs dependent on size and condition of the pipe” was added to repair descriptions in WD1.17.</li> <li>● There were 2 Corrective action requests and 1 opportunity for improvement identified during the external audit. <ul style="list-style-type: none"> <li>○ CAR #1 At the time of the audit, there was an obsolete version of the Quality Policy posted on the township's website. This oversight was due to a communication error and has been corrected.</li> <li>○ CAR #2 Risk assessment documentation (electronic filenames as well as History of Changes) indicates that current revision is 11. Risk assessment document footers indicate that current revision is 10. This issue has been corrected.</li> <li>○ OFI #1 The internal audit process was found to be effectively implemented. The Summary of Findings table in Internal Audit Report should be completed in a manner consistent with the key, e.g. 'R' = Recommendation for Improvement'. This opportunity has been brought to the lead auditor and will be implemented next year.</li> </ul> </li> </ul>		
F	<p>Results of relevant emergency response testing:</p> <ul style="list-style-type: none"> <li>● Emergency response testing was completed on November 20<sup>th</sup>. Staff were trained on policies regarding Terrorism/vandalism, Adverse results reporting, and Power outage.</li> </ul>		
G	<p>Operational performance:</p> <ul style="list-style-type: none"> <li>● A full flush of the New Hamburg / Baden system was completed</li> </ul>		

## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	<ul style="list-style-type: none"> <li>Valve turning is expected to be completed in the New Hamburg / Baden, and St Agatha systems by the end of November.</li> <li>Hydrant maintenance was completed in the New Hamburg / Baden system.</li> <li>Water meter change out / MXU installation program is ongoing.</li> <li>There were 7 water main breaks, 5 frozen services, and a total of 34 excavations.</li> </ul>		
H	<p>Water quality trends:</p> <ul style="list-style-type: none"> <li>No relevant water quality trends noted.</li> <li>High consumption and low pressure comprise the majority of complaints.</li> </ul>		
I	<p>Follow-up on actions items from previous management reviews:</p> <ul style="list-style-type: none"> <li>All corrective actions and OFI's were closed out from the both the internal and external audit.</li> <li>Emergency response testing was completed on Nov 20<sup>th</sup> 2014</li> </ul>		
J	<p>Status of management action items (if any) identified between reviews:</p> <ul style="list-style-type: none"> <li>No action items were identified between management reviews.</li> </ul>		
K	<p>Changes that could affect the QMS:</p> <ul style="list-style-type: none"> <li>The Township is still waiting on the completion of a pressure reducing valve on Nafziger road. At which time the township will be required to submit for reclassification of the New Hamburg / Baden system.</li> </ul>		
L	<p>Consumer feedback:</p> <ul style="list-style-type: none"> <li>No trends have been noted from customer complaints.</li> </ul>		
M	<p>The resources needed to maintain the QMS:</p> <ul style="list-style-type: none"> <li>The external audit for 2016 is scheduled to be an onsite audit. Additional funds will be required to support the requirement.</li> </ul>		
N	<p>The results of the infrastructure review:</p> <ul style="list-style-type: none"> <li>The results of the infrastructure review consist of the Manager's report and the 10 year capital plan.</li> <li>There are no major reconstruction jobs planned for next year.</li> </ul>		
O	<p>Operational Plan currency, content and updates:</p> <ul style="list-style-type: none"> <li>The operational plan is current and up to date.</li> <li>All reference to the city of Kitchener as the operating authority for Mannheim &amp; Shingletown has been removed.</li> <li>A description of the chloramine portion of the Mannheim system was added for information and clarification.</li> </ul>		
P	<p>Staff suggestions:</p> <ul style="list-style-type: none"> <li>As the result of staff suggestions an inventory sign out form will be created and used to track essential supplies.</li> </ul>	Chris	ASAP
Q	<p>Minutes and action items from the Management Review performed by the Operating Authority for the Villages of Mannheim and Shingletown:</p> <ul style="list-style-type: none"> <li>Awaiting city of Kitchener 2015 Management review to be presented to council.</li> <li>This will be the last year that the Township is required to include the city of Kitchener's report.</li> </ul>		

Item #	Item Discussed	Action By	Timing
1.	<p>Incidents of Regulatory Non-Compliance</p> <ul style="list-style-type: none"> <li>• The MOECC Inspection was conducted the week of November 23, 2015 and covers the period from February 1 to November 2015. We did not receive any non-compliances but were reminded to review proper logbook procedures with Operators before the next inspection and to revise procedures related to the new mainbreak procedure prior to May 2016. We received a final inspection rating of 100%.</li> </ul>	Water Engineer and QMS Specialist	May 2016
2.	<p>Incidents of Adverse Drinking Water Tests</p> <ul style="list-style-type: none"> <li>• There were 24 Adverse Water Quality Incidents (AWQI) during 2015, the majority of which were due to the presence of total coliform on temporary water mains. Other noted AWQI's were due to low chlorine and self-imposed Boil Water Advisories (BWA).</li> <li>• There were three precautionary BWA events (Apr 23-26; Sept 27-Oct 1 &amp; Oct 15-17). Two were due to potential sewer contamination and one was due to the presence of total coliform.</li> <li>• There were 7 locations with lead exceedances in the plumbing system and none in the distribution system in 2015. Therefore, we can continue to complete a reduced lead sampling program in 2016. A summary of the lead exceedances is provided below: <ol style="list-style-type: none"> <li>1. At one location the Lead result after filter was below reporting limit of 1.0 ug/L.</li> <li>2. Four locations were resampled and had results (of both samples collected at each location) below the lead exceedance limit (10 ug/L).</li> <li>3. At one location the owner did not want a resample and stated they would have a plumber check the plumbing.</li> <li>4. The last location has a history of elevated lead levels and this service line is not used for drinking water.</li> </ol> </li> <li>• Graphs have been provided at the end of the report.</li> </ul>	No Further Action Required – Information Only	
3.	<p>Deviations from Critical Control Points Limits and Response Actions</p> <ul style="list-style-type: none"> <li>• There were 139 watermain breaks in 2015. Incident debriefs are completed for watermain breaks. The average number of watermain breaks per 100km is steadily increasing and is well above the Municipal average (as per Benchmarking program). Watermain break information is available in GIS and is updated at least annually. This information helps to determine priorities for replacement due to condition (see graphs at end of report – yearly comparison of breaks and breaks by pipe material).</li> <li>• The Average Number of Units Affected per Watermain Break and Average Number of Hours Without Water per Watermain Break for years 2011 to 2015 can be seen in the attached graphs. No significant change has been observed in the average number of units affected per watermain break; however the average number of hours without water per watermain break had steadily increased with a decrease in 2015 (see attached graphs).</li> <li>• Water loss for 2015 was 11.3%; the MOECC target is 10%. The</li> </ul>	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
	<p>water loss has steadily been increasing over the past few years. This is discussed further in the maintenance section (item #17) below.</p> <ul style="list-style-type: none"> <li>• There were 332 frozen services during the winter of 2015. The total cost to thaw these services or to run by-pass hoses to neighbouring properties was \$268,000 (of which \$124,500 was contractor plumber costs, the remainder was C&amp;M staff and material costs). The additional cost of lost revenue was \$139,200 for water and \$156,200 for sewer. The lost revenue costs are because the two properties (donor and receiver) are put on minimum billing and are asked to keep their water running, so the lines do not re-freeze. The cost does not include meter shop time/administrative time. During 2015 some of the previously frozen services were replaced during reconstruction and some are planned to be replaced as part of future reconstruction.</li> </ul>		
4.	<p>Efficacy of the Risk Assessment Process</p> <ul style="list-style-type: none"> <li>• A risk assessment was completed on July 20, 2015. The purpose of the risk assessment was to brainstorm potential risks and identify counter measures, where appropriate. The following is a summary of changes made to the risk assessment in 2015: <ul style="list-style-type: none"> <li>○ Five additional potential risks were added: <ul style="list-style-type: none"> <li>▪ Risk of Water Hammer effect,</li> <li>▪ Tapping without C&amp;M staff present,</li> <li>▪ Not using an updated document or unable to find a document,</li> <li>▪ Incomplete/missing paperwork, and</li> <li>▪ Failure to update ArcReader, potentially resulting in inaccurate locates.</li> </ul> </li> <li>○ There are 4 Critical Control points: <ul style="list-style-type: none"> <li>▪ Exceeding legislated limits in the distribution system,</li> <li>▪ Chamber full of water with air relief valve,</li> <li>▪ Backflow and back siphonage, and</li> <li>▪ Unauthorized hydrant use.</li> </ul> </li> </ul> <p>Two of the critical control points have associated emergency procedures, and two are addressed via a revised By-Law. Commenced preparing a procedure to address a chamber full of water with an air relief valve.</p> <ul style="list-style-type: none"> <li>○ We reduced the risk rating related to a main break in supply to the southeastern end of City since a pressure relief valve (PRV) was installed in 2014.</li> </ul> <li>• Summary of Cross Connection Program (includes the Bulk Water Fill) as of end of 2015: 1,886 services are protected by Backflow Prevention (BFP) devices (premise isolation) and a total of 2,610 devices (includes internal devices) are tracked. Approximately 4,660 properties require premise isolation (see graph at end of Report).</li> </li></ul>	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
5.	<p>Results of DWQMS Internal and External Audits</p> <ul style="list-style-type: none"> <li>An External Audit was completed by an external contractor (SAI Global) on May 5 and 6, 2015. No non-conformances were found related to this surveillance audit.</li> <li>Elements of the standard are internally audited monthly from September to March. We have moved towards process audits rather than elemental audits. To date for the 2015/2016 there are no non-conformances.</li> </ul>	No Further Action Required – Information Only	
6.	<p>Results of Emergency Response Training/Testing</p> <ul style="list-style-type: none"> <li>A new Emergency Training program was developed and staff are to be trained every three years. The last training was completed in December 2014/January 2015. Training will once again be completed with staff in November/December 2017.</li> <li>In addition, debriefs are also completed for selected events. For example, Boil Water and Drinking Water Advisories to improve our processes.</li> </ul>	On Going Training – Information Only	
7.	<p>Operational Performance</p> <p>There needs to be an action plan regarding how we address pressures that are &gt;80psi and &lt;100psi in the City e.g. individual Pressure Reducing Valves (PRVs) &amp; Regional Pressure Regulating Valve's. This is an issue causing damage and an action plan for affected residents is required. There is a Regional Master Plan where this issue has been brought forward. The Master Plan was expected to be complete in July 2012; however, it was completed in 2015. We will be discussing an approach to this situation with the Region in 2016.</p>	Engineer/Region	2016
8.	<p>National Water &amp; Wastewater Benchmarking Initiative (NWWBI) – 2014 Data</p> <ul style="list-style-type: none"> <li>National benchmarking allows for comparisons between Kitchener and other municipalities across Canada.</li> <li>Kitchener Utilities participated in the NWWBI for the third year; results related to this initiative were not available at the time of this report, as the project is ongoing.</li> </ul>	For Information	

Item #	Item Discussed	Action By	Timing
9.	<p>Follow-up Action Items from Previous Management Reviews</p> <ul style="list-style-type: none"> <li>Data entry/inspection development continues.</li> <li>Laptops with direct CityWorks inspection data entry capability is required. In 2015, a pilot program was started. Continuation of pilot program and expansion expected in 2016. See Table 1 for the list of maintenance programs.</li> <li>Broken water valves should be replaced. There are ongoing meetings with the Region regarding broken valves. A work plan has been started and will be finalized based on the findings of the criticality analysis.</li> <li>Joint Supervisor/Top Management meetings to discuss changes – ongoing.</li> <li>Backflow Prevention – we are moving forward with the implementation of AMANDA as the backflow data repository. The potential of a user entry portal website will be discussed once AMANDA is implemented. Need to decrease the administrative load on the Cross Connection Specialist to increase the rate of properties with protection. The current rate of compliance will not allow us to ensure all identified risks have proper premise isolation.</li> </ul>	<p>CityWorks Team</p> <p>Region/ Engineer</p> <p>Engineer/ AMANDA team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>2016</p>
10.	<p>Status of Action Items Identified Between Management Reviews</p> <ul style="list-style-type: none"> <li>Smaller scale management reviews are targeted to be completed 2-3 times during the year, in addition to the year-end review so fewer action items are identified between reviews.</li> </ul>	For Information	
11.	<p>Regulatory Changes</p> <ul style="list-style-type: none"> <li>A new Watermain Disinfection Procedure will come into effect in May 2016. It will require changes to the watermain break procedure, debrief form and Kitchener Utilities classification of an Operator-in-Charge. In addition, training will be rolled out to staff outlining the changes.</li> <li>Proposed changes to the Region of Waterloo Public Health Adverse Drinking Water Quality Incidents Communication Protocol Regulation 170/03 were implemented into our Procedures in 2015.</li> <li>Proposed Health Canada document for Guidance for Issuing and Rescinding Boil Water Advisories is expected to be released in 2016. This may have an impact on our BWA response protocols.</li> </ul>	Engineer/ QMS Specialist	<p>2015</p> <p>2016</p>
12.	<p>Changes that May Affect DWQMS</p> <ul style="list-style-type: none"> <li>Watermain Disinfection Procedure – see above</li> <li>Regulated Drinking Water Systems and the Building Code Act – some discussion regarding condos and definitions of private water, financial responsibilities with respect to maintenance of the water service.</li> <li>MOECC looking into making changes to DWQMS Program, minor changes, mainly regarding Continual Improvement and accounting for Climate Change as part of the Risk Assessment.</li> </ul>	<p>Engineer</p> <p>QMS Specialist</p>	

Item #	Item Discussed	Action By	Timing
13.	<p>Consumer Feedback</p> <ul style="list-style-type: none"> <li>A process was previously developed in CityWorks to capture customer complaints (see chart at back of report). This consists of Problem, Cause and Remedy and is working well.</li> <li>Additional information has been provided on the website to educate customers in dealing with backflow prevention, curb stop repairs, leak responsibilities and poor pressure situations.</li> </ul>	No Further Action Required – Information Only	
14.	<p>Resources Needed to Maintain the DWQMS</p> <ul style="list-style-type: none"> <li>Additional laptops/tablets are required to implement our mobile computing needs for maintenance programs.</li> <li>A mobile solution for inspection data entry would decrease administrative assistance.</li> <li>A document management system to handle the growing number of documents required to maintain the DWQMS is required.</li> <li>Increased reporting capabilities of CityWorks allow for better report generation for benchmarking regarding maintenance effectiveness.</li> </ul>	Top Management	
15.	<p>Results of Infrastructure Review</p> <ul style="list-style-type: none"> <li>Held meetings to finalize the 2015 reconstruction projects with both the Region and Asset Management.</li> <li>There is a problem with watermains in the range of 25-49 years old, which consists of 37% of the system. This era of watermain, particularly the ductile iron (291 km) is not reaching the 80 year expected life, 50 years is more likely. This is due to the manufacturing change resulting in thinner walled pipe, which has resulted in increased failures to these watermains. (See graphs/map at end of the report).</li> <li>Valves have an expected life of 40 years (33% of the valves are older – 2,238). This results in increased watermain repair costs and customer disruptions due to valve failure (see graph).</li> <li>A Trenchless Watermain Program/Watermain Replacement Program is required to address the backlog of watermains that are not candidates for triple funded projects.</li> <li>Kitchener Zone 2 and 4 Optimization Study identifies the Regional trunk watermains and other infrastructure for the newly developing area in the south of Kitchener. On-going meetings with the Region and City’s Development group are conducted to ensure these recommendations are incorporated into the development (both Regional and Municipal watermain/infrastructure requirements). Additional projects were included in the 2015 budget process.</li> <li>Light Rapid Transit (LRT) – additional projects were included in the 2015 budget process.</li> <li>Region is conducting an Environmental Assessment to install a 750mm trunk zone 4 watermain from Mannheim Water Treatment Plant to Strasburg Road.</li> <li>Undergoing a criticality analysis to answer the question -“Which watermains will have the greatest impact to the City/Region, should a break occur”. Areas to consider include – single feeds, watermains under expressways/rivers, key customers, size of main, bottle necks in</li> </ul>	No Further Action Required – Information Only	2016



Item #	Item Discussed	Action By	Timing
	<p>the system &amp; feeds to other municipalities. The Region's Water Supply and Distribution Operations Master Plan may impact infrastructure requirements.</p> <ul style="list-style-type: none"> <li>Undertaking a water rate study in conjunction with the City of Waterloo – consumption is decreasing yet there are many fixed costs and the size of the system is increasing.</li> </ul>	<p>Specialist  Utilities Engineer/ QMS Specialist</p>	<p>2016</p>
16.	<p>Summary of Maintenance (see Table 1 for list of maintenance programs)</p> <ul style="list-style-type: none"> <li>Hydrant maintenance - spring and fall for all hydrants (included Mannheim/Shingletown) was completed - a contractor was hired to assist. Follow-up work based on 2015 inspections is ongoing.</li> <li>Hydrant painting of approximately 285 hydrants was completed based on the results of inspection. Hydrant painting is planned for 2016.</li> <li>Dead end main flushing (included Mannheim/Shingletown).</li> <li>Valve turning was changed to a third of the city instead of half annually. The target of a third was not met in 2015 due to a difficult winter. A 3-11 shift was implemented in 2015 to assist with the maintenance program. The shift is also providing better coordination of emergency shut-downs.</li> <li>Follow-up valve repairs are an issue. Part of the issue was that valve data had not been entered to allow follow-up work orders. This has since been corrected. A valve replacement program was implemented in 2015. In addition to reconstruction projects, a total of 23 valves were replaced in 2015. An effort was made to have these broken valves mapped in ArcReader.</li> <li>Leak detection survey – 1/3 of city completed each year. Follow-up is completed on identified leaks (in 2015, 335km of mains were surveyed resulting in the identification of 2 watermain/service leaks, 6 secondary valve leaks and 11 hydrant leaks).</li> <li>Anodes are installed on existing watermains whenever they are exposed (e.g. watermain breaks, valve repairs, hydrant repairs)</li> <li>Pressure regulating valve maintenance was completed in 2015.</li> <li>Chamber pump outs were a new item added to the maintenance schedule in 2013, inspections commenced in 2014. Some issues include air reliefs under water and significant corrosion to the materials with the chambers. A strategy needs to be developed to prioritize and repair. There are 555 chambers in the program.</li> </ul>	<p>No Further Action Required – Information Only</p> <p>Engineer/ Region</p>	<p>2016</p>
17.	<p>Effectiveness of Maintenance</p> <ul style="list-style-type: none"> <li>The completion of maintenance, particularly related to valve operation was again a struggle in 2015. This was partially due to the difficult winter which delayed/stopped normal spring maintenance. Approximately 33% of the valves are older than their expected life of 40 years, The lack of preventative maintenance (e.g. valve operating checks), leads to increased time to isolate and repair watermains, increased water outages, resulting in increased emergency response costs.</li> <li>The effectiveness of the maintenance program is determined by the following factors (see graphs at end of report): <ul style="list-style-type: none"> <li>Number of Adverse Water Quality Incidents,</li> <li>Water loss,</li> </ul> </li> </ul>	<p>No Further</p>	

Item #	Item Discussed	Action By	Timing
	<ul style="list-style-type: none"> <li>• Water quality complaints,</li> <li>• Number of watermain breaks,</li> <li>• Average number of units affected and average number of hours without water per main break, and</li> <li>• It is anticipated that further indicators will be developed through the benchmarking process.</li> <li>• As discussed above, relative to other municipalities (based on organizations participating in the NWWBI), Kitchener expends more effort on reactive maintenance as a percentage of total operational and maintenance costs – this is likely an indication of the City’s aging infrastructure and inability to maintain required maintenance (for example, valve maintenance).</li> </ul> <p>Mannheim/Shingletown</p> <ul style="list-style-type: none"> <li>• There were no watermain breaks in Mannheim/Shingletown in 2015 for the period that the City of Kitchener operated the system.</li> <li>• Kitchener is not responsible for reporting AWQIs for the Mannheim/Shingletown system.</li> </ul>	Action Required – Information Only	
18.	<p>Operational Plan</p> <ul style="list-style-type: none"> <li>• There were no significant changes to the Operational Plan, however there have been new work instructions and forms developed as part of the continuous improvement. Watermain ownership has been summarized in the Operational Plan.</li> <li>• The Mannheim/Shingletown Operational Plan and all associated documents were removed from the system as of July 2015.</li> </ul>	No Further Action Required – Information Only	
19.	<p>Staff Suggestions</p> <ul style="list-style-type: none"> <li>• ArcReader training – ongoing.</li> <li>• Staff recommended additional laptops since the mapping tool (ArcReader) and all the work procedures are located on the laptop.</li> <li>• Purchase new pump for watermain breaks.</li> <li>• Purchase new 24” guillotine watermain cutting saw.</li> </ul>	Engineer/ QMS Specialist	
20.	<p>Other</p> <ul style="list-style-type: none"> <li>• A copy of this Management Review is to be provided to the Township of Wilmot.</li> <li>• Water consumption has steadily decreased. Currently investigating a Fixed Rate funding model since many operating expenses are incurred regardless of consumption.</li> <li>• Currently conducting a Criticality Analysis in conjunction with the Region and adjacent municipalities to determine critical water infrastructure assets to better guide the capital replacement program.</li> <li>• Added a fee to contractors when samples on temporary or new watermains fail.</li> <li>• Met with the regular private water samplers (for reconstruction and new subdivision projects) to go over the City’s expectations.</li> </ul>	Water Engineer/ QMS Specialist	2016

Item #	Item Discussed	Action By	Timing
21.	Summary of Infrastructure (end of 2015) <ul style="list-style-type: none"> <li>• Infrastructure summary is based on information mapped in GIS – there is a lag between when infrastructure is in the ground and when it is mapped (e.g. 2015 reconstruction projects will not be mapped until 2016, similar with development).</li> <li>• 4,197 hydrants.</li> <li>• 884km of watermain – 751km Kitchener owned, 25km Dual owned, and 107km Regional owned (23km is supply).</li> <li>• 7,306 valves – 6,747 Kitchener owned, 139 Dual and 420 Regional owned.</li> <li>• 64,232 water meters in service.</li> <li>• A breakdown of watermain infrastructure by age and material are included at the back of the report.</li> <li>• Charts representing the growth of the system are included at the back of the report.</li> </ul>	No Further Action Required – Information Only	
22.	Next Meeting <ul style="list-style-type: none"> <li>• Council date for Summary of Management Review – March 7, 2016</li> </ul>	Tammer Gaber & Matt Ryan	March 2016
	Please report any errors or omissions. Report prepared by: Matt Ryan & Parmi Takk		

## GRCA General Membership

**Chair** Helen Jowett

**Vice-Chair** Chris White

**Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley**  
Guy Gardhouse

**Townships of Mapleton and Wellington North** Pat Salter

**Township of Centre Wellington**  
Kelly Linton

**Town of Erin, Townships of Guelph/Eramosa and Puslinch**  
Chris White

**City of Guelph**  
Bob Bell, Mike Salisbury

**Region of Waterloo**  
Les Armstrong, Elizabeth Clarke,  
Sue Foxton, Helen Jowett,  
Geoff Lorentz, Jane Mitchell,  
Joe Nowak, Wayne Roth,  
Sandy Shantz, Warren Stauch

**Municipality of North Perth and Township of Perth East**  
George Wicke

**Halton Region** Cindy Lunau

**City of Hamilton** George Stajanovic

**Oxford County** Bruce Banbury

**County of Brant**  
Brian Coleman, Shirley Simons

**City of Brantford**  
Dave Neumann, Vic Prendergast

**Haldimand and Norfolk Counties**  
Bernie Corbett, Fred Morison

## 2016 budget approved

The GRCA will spend about \$31 million this year on programs that protect water quality, reduce flood damages, protect natural areas, support responsible development and provide outdoor recreation and environmental education.

The budget was approved by the GRCA board February 26.

Municipalities will contribute about \$11.8 million to the GRCA this year, about 38 per cent of the total budget. The municipal levy portion is up about 2.5 per cent this year to \$10.8 million. That works out to about \$10.49 per resident.

Government grants, primarily from the province, are worth about \$3.4 million, representing about 11 per cent of the budget. Included in this amount are federal grants of more than \$300,000 the GRCA is receiving through the Canada 150 Infrastructure Program.

The GRCA generates just under \$15 million, or about 47 per cent, of its own revenue through sources such as camping fees, park admissions, nature centre programs, hydro sales, property rentals, tree sales, planning permits and donations raised by the Grand River Conservation Foundation.

## Spring Flood Outlook

The overall spring forecast is for a warmer and drier than normal spring in the Grand River watershed.

A portion of the runoff from recent melts has been stored in the large reservoirs operated by the GRCA. Runoff from snowmelt and rainfall in March is used to fill the large reservoirs to their normal April 1st operating levels.

The large reservoirs are being filled a little earlier than usual this year to capture runoff from the snowpack that has melted much earlier than is typical. The remaining storage in the reservoirs will be used to reduce flood risk and reservoir levels will be filled to their April 1st operating level over the remainder of March.

The GRCA works closely with municipal

officials to prepare for the spring melt, and holds a series of meetings each year, including a flood coordinators meeting. This year, the municipal flood coordinators meeting took place on February 17. The program included a number of presentations, a review of the flood fan-out system test and a discussion on the role of the municipal flood coordinators.

## Warm February weather

So far this winter has been one of the warmest recorded at Shand Dam.

The average temperature in February was 1.5 C above the long-term average, but there have been large swings in temperature through the month. Temperatures averaged -5 C at Shand Dam during February, compared to -15 C last year, which was one of the coldest months on record.

Precipitation for February was close to or slightly above the long-term average across the watershed. This included about 20 to 25 mm of rain and snow that fell across the watershed during a storm Feb. 24 to 25.

Reservoir levels are slightly higher than normal for this time of year.

Flood messages were issued Feb. 1 and 3 due to a thaw and heavy rains. Watershed conditions statements were issued on Feb. 19 and Feb. 26, also resulting from warm weather events.

The level of Lake Erie is well above the long-term average.

## New GRCA website launched February 9

The GRCA launched a new website [www.grandriver.ca](http://www.grandriver.ca) on Feb. 9 and a new Lake Erie Source Protection website [www.sourcewater.ca](http://www.sourcewater.ca) on Feb. 25.

Both sites have a new look, updated text, new e-services and other improvements.

The GRCA website gets about one million unique visits a year. Many users want to find information about Grand River Parks, while



others are looking for river flow data, job opportunities, planning policies and information about environmental programs.

The newly launched website has improved navigation and complies with provincial accessibility standards. Users can also adjust the type size, use the embedded Browse Aloud reader or translate the website into dozens of languages.

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## Reservation bookings

The campsite reservation system opened on February 29 to provide an opportunity to Hillside Festival campers to make a weekend booking at Guelph Lake Park. These sites were gone very quickly. However, Hillsiders can get one of 300 weekend camping permits that will be available at the park gate July 21.

The reservation system reopened March 1 for all other campsite reservations at the parks during the 2016 season. Grand River Parks have about 2,500 campsites available in eight parks. The parks will open April 30 to Oct. 16 this year.

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## Winter activities

Variable temperature and snow conditions have meant Grand River Parks have had limited opportunities to provide winter programs.

Ice fishing, cross country skiing and snowshoeing were only available for a limited time up to the end of February. Snow that fell often melted quickly. Hiking is available at Rockwood, Belwood Lake and Shade's Mills parks.

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## Contractors will plant 132,000 trees

Three contractors will plant 132,000 trees across the watershed this spring on both private land and GRCA property.

The GRCA is hiring three companies to do the work. Contracts totalling \$149,000 were won by Black River Tree Planting, Brinkman and Associates Reforestation Ltd. and Bartram Woodlands Ltd.

Tree planting is contracted out by the GRCA in blocks based on the planting method and tree size. This allows many people to work at the same time to plant trees quickly.

Plantings on private land are paid for by



Students in a Grade 11 environmental science class from Bishop MacDonnell Catholic High School cut down large buckthorn shrubs near their school in Guelph. They have applied dark plastic "buckthorn baggies" to two tree stumps in the foreground. This stops sunlight from getting to the root and help kill the invasive buckthorn without using chemicals. Later, the area will be replanted with native trees.

the individual property owners, but their costs are often offset by funding that comes from a variety of programs including the Rural Water Quality Program, Trees Ontario and the Habitat Stewardship Program.

Plantings on GRCA property are funded through programs and donations made to the Grand River Conservation Foundation.

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## Many online subscription options

People can subscribe to several categories of news releases, ranging from flood messages to landowner information on [www.grandriver.ca/subscribe](http://www.grandriver.ca/subscribe).

These options ensure that watershed residents receive the information they need.

People can also receive updates about new job postings, beach conditions, volunteer opportunities and more by subscribing to these specific pages of the new website.

To subscribe to calendar events, visit [www.grandriver.ca/events](http://www.grandriver.ca/events) and click on the subscribe tab. You will receive weekly email updates with events tailored to your interests.

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## Stay safe

The public is reminded to exercise extreme caution around rivers, streams and water bodies.

Any remaining ice cover will be severely eroded due to rain and thaw, and riverbanks will be icy and wet.

While air temperatures may be well above normal, water temperatures are still just above freezing.

Anyone going into the water could fall victim to hypothermia within minutes, losing feeling in arms and legs and then becoming unconscious. Safety information for parents and children is available in the GRCA's River Safety Rules booklet.

This issue of *GRCA Current* was published in March 2016.

It is a summary of the February 2016 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

### Next board meeting:

March 24 at 9:30 a.m.,  
GRCA Administration Centre.

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