



# TOWNSHIP OF WILMOT

## **Council Meeting Agenda**

**Monday, March 4, 2019**

**Closed Council Meeting**

**Wilmot Community Room**

**5:30 P.M.**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

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

THAT a Closed Meeting of Council be held on Monday, March 4, 2019 at 5:30 p.m. in accordance with Section 239 (3.1) of the Municipal Act, 2001, for the purposes of:

(3.1) education and training (Council Orientation on Human Resources Management).

**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**

**Page 6**

**6.1 Council Meeting Minutes February 25, 2019**

**Recommendation:**

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

Council Meeting February 25, 2019

**7. PUBLIC MEETINGS**

**7.1 Zone Change Application 04/19**

**Page 17**

**Terry and Christa Gerber**

**Part of Lots 17 and 18, Concession 4, Block B**

**Being Part 1, Plan 58R-16333**

**820 Lisbon Road**

**(To allow an apartment within a detached garage)**

**Recommendation:**

THAT Council approve Zone Change Application 04/19 made by Terry and Christa Gerber, affecting Part of Lots 17 and 18, Concession 4, Block B, being Part 1, Plan 58R-16333, to permit one dwelling unit within an accessory structure as an accessory use on the property.

**8. PRESENTATIONS/DELEGATIONS – no presentations**

**9. REPORTS**

**9.1 CAO – no reports**

**9.2 CLERKS**

**9.2.1 REPORT CL 2019-11**

**Page 20**

**Trails Advisory Committee**

**Terms of Reference**

**Recommendation:**

THAT Council approve the Trails Advisory Committee Terms of Reference attached as Appendix A to Report CL 2019-11.

**9.2.2 REPORT CL 2019-12****Page 24****Land Acknowledgement****Recommendation:**

THAT Council adopts the inclusion of the following land acknowledgement at Council Meetings:

*We have gathered in Wilmot Township on the traditional territory of the Neutral, Anishnaabeg (u-nish-a-nah-bey) Haudenosaunee (ho-din-a-son-ni) and Mississauga peoples.*

*I also want to acknowledge the importance of The Dish with One Spoon Covenant - a peace agreement made between Indigenous nations before the Europeans arrived. It characterizes our collective responsibility to each other and Mother Earth - we should take only what we need, leave enough for others and keep the dish clean.*

*By acknowledging this covenant and the First Nations, Métis and Inuit peoples, we are reminded of our important connection to this land where we live, learn and work together as a community.*

**9.3 FINANCE****9.3.1 REPORT FIN 2019-12****Page 29****Sustainability Working Group Terms of Reference****Recommendation:**

THAT the Terms of Reference for the Sustainability Working Group, as per report FIN 2019-12, be endorsed; and further,

THAT Councillor Jenn Pfenning be appointed as the Council representative on the Sustainability Working Group for the 2018-2022 term.

**9.3.2 REPORT FIN 2019-13****Page 34****Honorariums and Expenditures of Council and Committee  
Members for the Year Ended December 31, 2018****Recommendation**

THAT Report FIN 2019-13, prepared by the Director of Finance / Treasurer, outlining honorariums and expenditures of Council and Committee Members for the 2018 fiscal year, be adopted.

**9.4 PUBLIC WORKS – no reports****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 – no correspondence****11. BY-LAWS**

- |             |                           |  |
|-------------|---------------------------|--|
| <b>11.1</b> | <b>By-law No. 2019-14</b> | <b>Zone Change Application 04/19<br/>Terry and Christa Gerber<br/>Part of Lots 17 and 18,<br/>Concession 4, Block B<br/>Being Part 1, Plan 58R-16333<br/>820 Lisbon Road</b> |
|-------------|---------------------------|--|

**12. NOTICE OF MOTIONS**

That Amberley Gavel Ltd. be hired for a mandatory attendance training session for council as a whole and senior management. The cost of \$5,000 plus taxes and expenses of the two instructors and for this to be completed before the end the first quarter.

Furthermore, that an additional training session be offered to all sitting members of Committees of Council.

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

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2019-15**

**Recommendation:**

THAT By-law No. 2019-15 to Confirm the Proceedings of Council at its Meeting held on March 4, 2019 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, February 25, 2019**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

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

**Staff Present:** Chief Administrative Officer G. Whittington, Director of Clerk's Services D. Mittelholtz, Deputy Clerk T. Murray, Director of Facilities & Recreation Services S. Nancekivell, Fire Chief R. Leeson, Director of Finance P. Kelly, Curator of Castle Kilbride T. Loch, Manager of Planning / EDO A. Martin.

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION (IF NECESSARY)**
- 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 February 11, 2019**

**Resolution No. 2019-33**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor B. Fisher**

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

Council Meeting February 11, 2019

CARRIED.

Councillor C. Gordijk asked for an amendment to the February 11, 2019 minutes to include her disclosure of pecuniary interest on page 8, in particular that staff separate out her two disclosures. Staff will amend accordingly.

**7. PUBLIC MEETINGS – no public meetings**

**8. PRESENTATIONS/DELEGATIONS**

**8.1 Christine Lefebvre**

**Land Acknowledgment Statements and Smudging**

The Director of Clerk's Services introduced Ms. Lefebvre to present and discuss land acknowledgement and perform a smudging.

Councillor A. Hallman presented Ms. Lefebvre with a Tabaco Offering. Tobacco is one of the four sacred medicines. It is the very first thing that should be offered in respect and honouring an invited Indigenous person. It is a small amount of loose tobacco wrapped in a red cloth with a tie in a small pouch.

Ms. Lefebvre thanked Council for the opportunity to attend the meeting. Ms. Lefebvre explained the smudging process and the land that Wilmot Township is situated on. She provide a background history on land acknowledgement and its ties to decision making, noting that land acknowledgement is only affective if it is genuine for those present, otherwise it is merely a process. Ms. Lefebvre noted that the First Nations identify themselves as a nation within a nation.

Ms. Lefebvre performed a smudging ceremony and those in attendance were invited to participate.

Mayor Armstrong thanked Ms. Lefebvre for her presentation and smudging.

The Director of Clerk's Services introduced the report and Mayor L. Armstrong asked if anyone had any comments.

Ms. Lefebvre expressed her disappointment that the phrase First Peoples was used in the proposed acknowledgment, in particular because that does not recognize the actual tribes that had settled in Wilmot Township. Ms. Lefebvre did however acknowledge staff's intention to recognize community. She suggested that Council reach out and see how other governments phrase their acknowledgments.

Councillor J. Pfenning thanked her for her presentation. Councillor J. Pfenning advised her family are original settlers of this land and she wishes her family had been more open to acceptance, acknowledging she too has a lot to learn about land recognition. Councillor J. Pfenning advised that she feels the statement falls short on what the Township needs and she is open to amendments on the statement.

Councillor A. Hallman thanked Ms. Lefebvre for her presentation and voiced her concern regarding both the report and statement. She stated her disapproval of the acknowledgment and advised that the statement needs to be more than what it is. Councillor Hallman suggested an amendment to the staff report and read a prepared statement she wrote and suggested to the remainder of Council that they consider passing a resolution to adopt the land acknowledgment she presented.

Councillor C. Gordijk agreed and voiced her disappointment on the change from land acknowledgment to a community acknowledgement, noting that from her understanding this is not the definition of a land acknowledgement. Ms. Lefebvre advised that there is potential for a multi-step process and acknowledgements can be amended over time.

Councillor B. Fisher also thanked Ms. Lefebvre and suggested that staff review the proposed amendments to the resolution that Councillor A. Hallman is proposing, allowing time for Ms. Lefebvre to also provide input on the amendment.

Councillor A. Hallman voiced her objection to Councillor B. Fisher's recommendation and urged that Council approve her land acknowledgement as presented.

Councillor J. Gerber also thanked Ms. Lefebvre for her presentation and guidance. Councillor J. Gerber asked Ms. Lefebvre for clarification on her disappointment of the first people's reference and she advised the development of an acknowledgement is an extensive undertaking, noting that the proposed acknowledgement is not entirely accurate and not representative of what a land acknowledgement is. Councillor J. Gerber thanked Ms. Lefebvre for clarification and also stressed the importance of Councillor B. Fisher's suggestion that staff and Council take the time required to reflect on the proposed amendment from Councillor A. Hallman.



Mayor L. Armstrong agreed that further conversation is required and that a review process is logical.

Councillor J. Pfenning also agreed to have staff and Council review the proposed amendment, noting that the acknowledgment has to be meaningful to everyone. Councillor J. Pfenning advised that she is in favour of supporting Councillor A. Hallman's proposal at the next Council meeting.

Councillor C. Gordijk echoed Councillor J. Pfenning's support for the proposed wording.

Councillor A. Hallman advised Council that she has done the research regarding the acknowledgement therefore she is willing to connect Council to those resources for confirmation.

Mayor L. Armstrong suggested that Council take the week and review the proposal that Councillor A. Hallman is suggesting.

Staff was directed to include the proposed land acknowledgement from Councillor A. Hallman in the March 4, 2019 Council Meeting.

#### **8.1.1 REPORT NO. CL2019-08**

##### **Community Acknowledgement**

#### **Resolution No. 2019-34**

**Moved by: Seconded by:**

THAT Council adopts the inclusion of the following community acknowledgement at Council Meetings:

*As we gather, we are reminded that Wilmot is situated on land that is steeped in rich history and is home to many different cultures and peoples. We acknowledge the First Peoples on whose traditional territory we are now meeting.*

*As a Township we have a responsibility for the stewardship of the land on which we live and work and a responsibility to embrace the diversity of all people who form our local and global community.*

*Today we acknowledge our past while working towards a future built on mutual respect, embracing our differences and coming together as municipal leaders.*

**REJECTED.**

**9. REPORTS****9.1 CAO – no reports****9.2 CLERKS****9.2.1 REPORT CL 2019-07****Council-Staff Professional Relations Policy****Resolution No. 2019-35****Moved by: Councillor J. Gerber****Seconded by: Councillor J. Pfenning**

THAT Council approve Corporate Policy #CA-007, Council – Staff Professional Relations Policy in accordance with Bill 68, Modernizing Ontario's Legislation Act.

CARRIED, AS AMENDED.

Councillor J. Pfenning asked if staff could amend Item 6 in the Policy to include that if there is a complaint against the Chief Administrative Officer, that those complaints are directed to the Ombuds.

Councillor C. Gordijk raised the topic of electronic participation at meetings and that it should be included in the policy. The Director of Clerk's Services advised that it was her understanding that this particular item was an optional policy and staff have not yet explored that option; however, staff can examine how other municipalities have implemented this. Councillor A. Hallman also expressed interest in having this implemented as well.

Mayor L. Armstrong advised that staff are directed to look at this option as something that could be included in meeting procedures.

Councillor J. Gerber suggested that this option might be more suited to be included as part of the procedural by-law as opposed to this policy. The Director of Clerk's Services advised that, if adopted, the electronic participation at meetings policy would be developed as a stand-alone policy that is consistent with what has already been approved in other policies.

Mayor L. Armstrong advised that staff will look into this and report back to Council on their findings.

**9.2.2 REPORT CL 2019-09****Pregnancy and Parental Leave for Council Policy****Resolution No. 2019-36****Moved by: Councillor B. Fisher****Seconded by: Councillor A. Hallman**

THAT Council adopt the Pregnancy and Parental Leave for Council Policy attached as Appendix A to Report CL2019-09.

CARRIED.

**9.2.3 REPORT CL 2019-10****Code of Conduct for Local Boards****Resolution No. 2019-37****Moved by: Councillor J. Pfenning****Seconded by: Councillor C. Gordijk**

THAT Council adopt the Code of Conduct for Local Boards attached as Appendix A, as amended to Report CL2019-10.

CARRIED, AS AMENDED.

Councillor C. Gordijk asked for clarification on what a Local Board is and the Director of Clerk's Services advised that the Municipal Act defines what a Local Board is and the definitions do not include community groups such as Lions or Optimist Clubs.

Councillor A. Hallman questioned staffs opinion on the Board of Trade's status as a non-local board and the Director of Clerk's Services advised that the Board of Trade is a stand-alone organization without municipal authority or accountability and the Director of Finance confirmed that the Board of Trade is not considered a local board as they do not receive tax dollars to support their organization.

Councillor J. Gerber asked if Council would be approving the report or if Council wanted to defer the report to allow staff time to amend the Code of Conduct, if necessary.

Councillor C. Gordijk asked why the Wilmot Healthy Communities Collation was not included in the policy and staff advised that it is not a Committee of Council either. It was noted that the website needs to be updated to reflect that.

Councillor C. Gordijk also asked that Page 37 be amended to say may be deemed confidential instead of shall be deemed confidential.

**9.3 FINANCE – no reports**

**9.4 PUBLIC WORKS – no reports**

**9.5 DEVELOPMENT SERVICES**

**9.5.1 REPORT DS 2019-06**

**Township of Wilmot Response**

**Proposed Amendment No. 1 to the Growth Plan for the  
Greater Golden Horseshoe (2017)**

**Resolution No. 2019-38**

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

THAT Report DS 2019-06 be received for information; and,

THAT Report DS 2019-06 be forwarded to the Minister of Municipal Affairs and Housing as the formal Township of Wilmot response to Proposed Amendment No. 1 to the Growth Plan for the Greater Golden Horseshoe (2017).

**CARRIED.**

Councillor A. Hallman asked what, if any, impacts there would be for the Creamery site and the Manager of Planning / EDO advised that through the current Regional Growth Plan, there are policies that require a comprehensive review to be completed prior to any consideration for designation change, this process would not change through this plan.

Councillor C. Gordijk asked for clarification on what is deemed provincially significant employment lands and the Manager of Planning / EDO advised that based on what he has seen, the Province generally identifies those areas closer to urban areas.

Councillor J. Pfenning advised that although this plan will not have a huge impact on the Township, there are many municipalities that are concerned about potential farm land impacts. The Manager of Planning / EDO responded that is why the Township placed its focus on the rural rounding out.

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

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE – no reports**

**10. CORRESPONDENCE – no correspondence**

**11. BY-LAWS – no by-laws**

**12. NOTICE OF MOTIONS**

**12.1 Council / Senior Management Training**

Councillor A. Hallman read a motion introducing a mandatory training session for all of Council and Senior Management on broad topic Council guidelines by Amberley Gavel Ltd. at a cost of \$5,000 plus HST.

The Director of Finance reminded Council to keep in mind that such an item would be considered unbudgeted expenses and would potentially reduce the transfers to the reserve funds at the end of the year.

Councillor J. Gerber asked for clarification regarding Notice of Motions and advised that his understanding is that the proper process for Notice of Motion is advanced notice and details of an item that will be raised by a member of Council. The Director of Clerk's Services confirmed that this particular item is considered a notice of motion under the Procedural By-law and that she would recommend Council should follow that protocol.

Mayor L. Armstrong directed staff to prepare a response to Council on the correct Procurement By-law process for such an item for consideration at the March 4, 2019 Council meeting.

Councillor J. Gerber expressed his concerns about the process of the proposal and noted that he would need time to understand what is being proposed.

The Director of Clerk's Services advised that the principles of parliamentary procedures must allow for members to have fair time to review a matter prior to consideration.

Councillor J. Pfenning expressed that transparency and communication is important and agrees that having staff provide more information and allowing Council to review the proposal is reasonable.

The Director of Finance expressed his concerns surrounding the procurement process and the potential for perception of an unfair bidding process considering all the details are unknown at this time and there may be other vendors that provide the same service that should be considered.

Councillor C. Gordijk expressed her opinion that since this firm is the Township's closed meeting investigators therefore that allows us to contract them for training as well.

Councillor A. Hallman also expressed her opinion that the procurement process does not apply to this situation.

The Chief Administrative Officer asked Councillor A. Hallman to pass along as much detail of her proposal as possible to staff to allow staff the opportunity to respond accordingly.

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

- 13.1** Councillor J. Pfenning brought forward an Amendment to a Previously Adopted Motion concerning the Trails Advisory Committee.

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

THAT the number of resident members on the Trails Advisory Committee be increased from up to 3 members to up to 5 members.

CARRIED.

- 13.2** Councillor A. Hallman noted the success of Heritage Week and the activities on Saturday for Heritage Day. She asked how often the chairs at the Community Centre are cleaned and the Director of Facilities and Recreation Services advised he will verify when they were last cleaned; however, the replacement of the chairs has been included in the 10 Year Capital forecast.

- 13.3** Councillor A. Hallman asked for an update on the granite statue in the park and the Director of Facilities & Recreation Services advised that staff have met with a granite expert and the statue, which was commissioned by the developer, was made with a lower quality granite and although repairs are possible, it was strongly suggested that the Township do not repair the statue at this time, rather monitor and review as necessary.
- 13.4** Councillor B. Fisher applauded the installation of the new sign at Adam Beck Park.
- 13.5** Mayor L. Armstrong advised that he attended many of the occurring events on the weekend around the Township and they were all very well attended.
- 13.6** Councillor J. Pfenning thanked staff for providing her with an excellent report to present at the Heritage Day event.
- 13.7** Councillor C. Gordijk thanked the Curator/Director of Castle Kilbride and her staff for the hard work and great day on Saturday for Heritage Day.
- 13.8** Mayor L. Armstrong also advised that area Mayors and the Chief Administrative Officers are going to Queen's Park on Wednesday for an advocacy day.

Councillor J. Pfenning asked that any briefing notes be forwarded to Council.

Councillor C. Gordijk asked if there were any briefing notes from the Ottawa advocacy day and the Chief Administrative Officer advised he would forward both to Council as he receives them.

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2019-08**

**Recommendation No. 2019-39**

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

THAT By-law No. 2019-08 to Confirm the Proceedings of Council at its Meeting held on February 25, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

**16. ADJOURNMENT (9:00 p.m.)**

**Recommendation No. 2019-40**

**Moved by: Councillor J. Gerber**

**Seconded by: Councillor B. Fisher**

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





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

**REPORT NO.** DS 2019-07

**TO:** Council

**PREPARED BY:** Andrew Martin, Manager of Planning/EDO

**DATE:** March 4, 2019

**SUBJECT:** Zone Change Application 04/19  
Terry and Christa Gerber  
Part of Lots 17 and 18, Concession 4, Block B  
Being Part 1, Plan 58R-16333  
820 Lisbon Road

### **Recommendation:**

That Council approve Zone Change Application 04/19 made by Terry and Christa Gerber, affecting Part of Lots 17 and 18, Concession 4, Block B, being Part 1, Plan 58R-16333, to permit one dwelling unit within an accessory structure as an accessory use on the property.

### **Background:**

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on February 11, 2019. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

*WRDSB:* no comments or concerns

*Region:* no objections

*GRCA:* no objections, but indicating permit requirements as well as permit/review fees

### **Discussion:**

The subject lands are designated Agricultural Resource Area in the Township Official Plan, and are zoned Zone 1 (Agricultural) within the Township Zoning By-law.

The subject property is currently developed with a single detached dwelling. The applicants would like to construct a detached garage with a portion of the building containing a dwelling unit. The dwelling unit is intended to provide housing for the applicants' father / father-in-law.

The Strong Communities through Affordable Housing Act requires municipalities to establish official plan policies and zoning by-law provisions allowing additional dwelling units in detached, semi-detached and row houses, as well as ancillary structures. In considering additional dwelling units the Act recognizes that there may be inherent constraints in the introduction of additional dwelling units; the constraints contemplated are related to flood-prone areas and inadequate servicing. Secondary unit policies are included within Township OPA 9.

While the subject property contains areas of flood plain and slope hazards as identified by the Grand River Conservation Authority, the GRCA has indicated that the proposed building and dwelling unit are not located within these hazard areas and have no objection to approval of the application.

The property has ample room for adequate sewage disposal to service both the existing house and the proposed dwelling unit.

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

The inclusion of second dwelling units within residential buildings and ancillary structures maximizes the use of existing infrastructure and reduces the demand for additional greenfield lands to accommodate all residential development which are both strategies in achieving the Township's goal to protect the natural environment.

#### **Financial Considerations:**

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

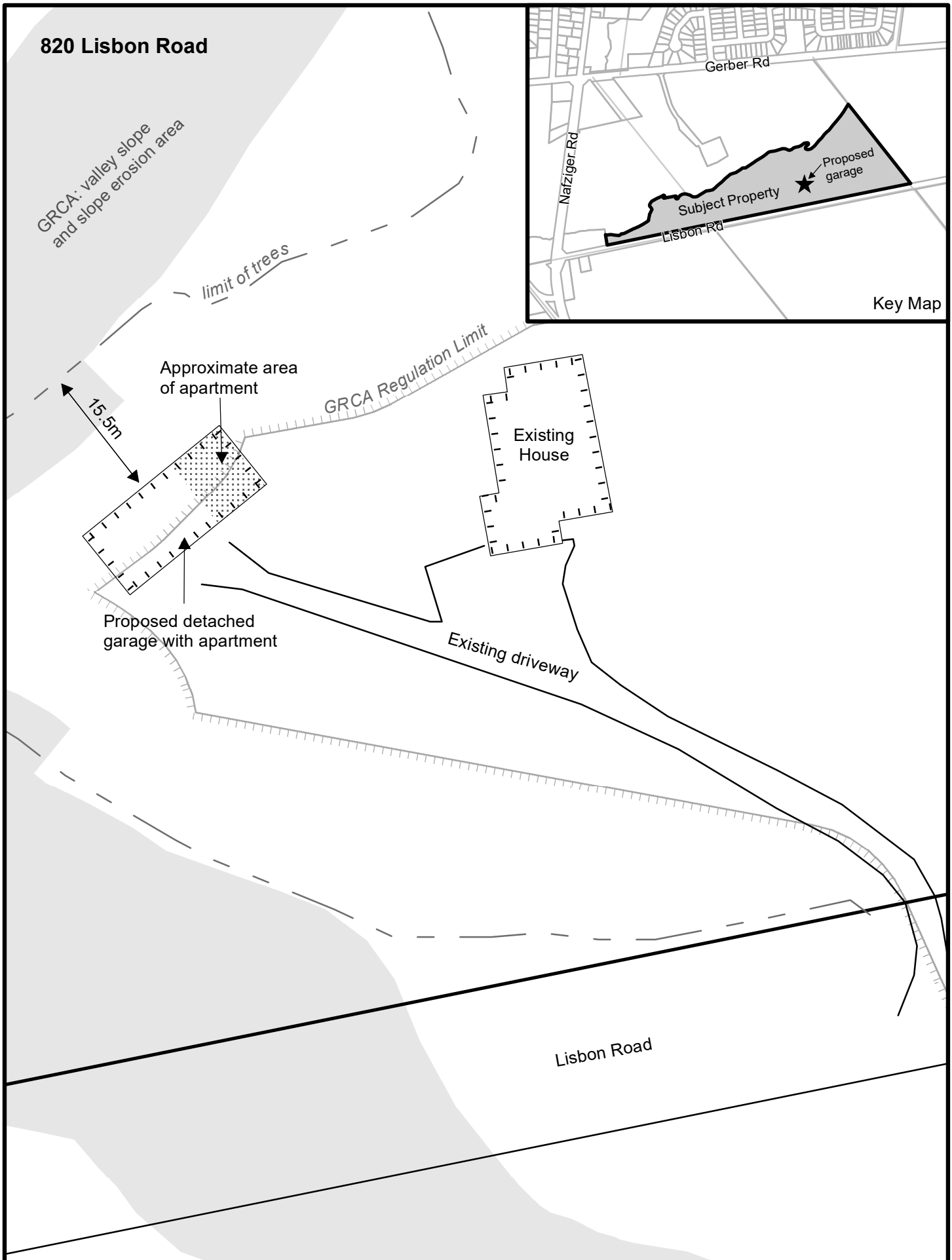
#### **Conclusion:**

The inclusion of second units within dwellings or ancillary structures increases the supply and range of affordable housing opportunities and can support changing demographics by providing more housing options for extended families, aging parents and live-in caregivers. This application serves to achieve both of these goals. For these reasons and given there are no constraints to development, the proposed zoning amendment represents an appropriate land use for the subject property. Staff support approval of the application.

Andrew Martin, MCIP RPP  
Prepared by Manager of Planning/EDO

Harold O'Krafka, MCIP RPP  
Submitted by Director of Development Services

Grant Whittington  
Reviewed by Chief Administrative Officer





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

**REPORT NO.** CL2019-11

**TO:** Council

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

**DATE:** March 4, 2019

**SUBJECT:** Trails Advisory Committee  
Terms of Reference

### **Recommendation:**

THAT Council approve the Trails Advisory Committee Terms of Reference attached as Appendix A to Report No. CL2019-11.

### **Background:**

On February 11, 2019, Council approved the establishment of a Trails Advisory Committee and directed staff to create Terms of Reference for Council adoption.

### **Discussion:**

The resolution approved by Council to establish the Trails Advisory Committee helped form certain aspects of the Terms of Reference such as structure, mandate and member composition. To complete the Terms of Reference, staff met with Councillor Jenn Pfenning, whose Notice of Motion led to the creation of the Committee. During that meeting, certain components were suggested and now being recommended in the proposed Terms of Reference.

To complete the proposed Terms of Reference, staff consulted similar documents from both internal and external sources. Directors of Departments involved with the Trails Interdepartmental Working Group have been circulated the proposed Terms of Reference for review and comment. As part of the Terms of Reference, amendments can be proposed to Council at any time to ensure the Committee and trail development continue in an efficient and effective manner.

**Strategic Plan Conformity:**

Sharing the Terms of Reference as part of Council Agenda Package communicates municipal matters.

**Financial Considerations:**

None.

**Conclusion:**


Staff recommends approval of the attached Terms of Reference for the Trails Advisory Committee.

Dawn Mittelholtz

Prepared and Submitted by  
Director of Clerk's Services

Grant Whittington

Reviewed by Chief Administrative Officer

|   |   |
|---|---|
|  <b>TOWNSHIP<br/>OF WILMOT</b> | <b>Corporate Policy Manual</b>  |
|   | Section: Council - Committees   |
|   | Policy # CL-05.6 <b>Pg. 1 of 2</b><br><b>Trails Advisory Committee Terms of Reference</b> |
| Revision Date:  | Issue Date: March 4, 2019   |
| Approved by: Council  | Review Date:  |

## PURPOSE

To establish the Terms of Reference for the Trails Advisory Committee for the Township of Wilmot.

## SCOPE

The mandate for the Trails Advisory Committee is to provide advice to the Trails Staff Working Group on projects to be considered in the Work Programs for the various municipal departments as they relate to trails; to assist with the implementation of the Trails Master Plan as approved by Council; to provide advice on the effective use of donations made to the Township specifically for trails; and to assist in the organization of volunteer opportunities for community members relative to trails.

## STANDARDS AND PROCEDURES

**Structure:** the committee will consist of up to 2 members of Council and up to 5 residents of the Township of Wilmot. Members are expected to have technical knowledge of trails and trail construction or maintenance gained through professional or volunteer experiences, be an avid trail user and have a passion for trails and the role they play in our community and natural environment. The Director of Facilities and Recreation Services will be the lead staff representative and the Manager of Planning / EDO will be a support staff representative. Staff representatives will be non-voting members.

**Appointments to the Committee:** Committee appointments will occur in a method that coincides with the term of Council.

**Chairperson:** A Chairperson for the committee will be voted in by a majority vote at the first meeting of the term of the Committee.

**Secretary:** The Director of Facilities and Recreation Services will be the Secretary for the Committee and will be responsible for preparing the Agenda with the Chairperson, distributing any documents relative to the Agenda and for taking Minutes of the Meeting.

**Meetings:** The Committee will determine an annual meeting schedule at the first Meeting of the calendar year. Meeting Minutes will be circulated to Council at an appropriate time following approval by the Committee

**Community Engagement:** The Committee will explore opportunities for participation in and organizing community events that promote the use and awareness of the Township's trail

network. The Committee will work with related community organization and groups on areas of common interest.

**Trails Master Plan:** The Committee will participate in the review, updating and maintenance of the Trails Master Plan.

**Trails Communication:** The Committee will assist Township staff with the communication of developments in the trail network and accomplishments of the Committee.

**Expulsion of Member:** The Committee may recommend to Council the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues; or continued contravention of the Code of Conduct for Local Boards.

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## **EVALUATION**

This policy may be revisited from time to time at the request of Council, the Committee or staff to ensure the ongoing effectiveness of the Committee and efficiency of trails development in Wilmot.

The policy shall be reviewed with the new term of the Committee.



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

**REPORT NO.** CL2019-12

**TO:** Council

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

**DATE:** March 4, 2019

**SUBJECT:** Land Acknowledgement

### **Recommendation:**

THAT Council adopts the inclusion of the following land acknowledgement at Council Meetings:

*We have gathered in Wilmot Township on the traditional territory of the Neutral, Anishnaabeg (u-nish-a-nah-bey) Haudenosaunee (ho-din-a-son-ni) and Mississauga peoples.*

*I also want to acknowledge the importance of The Dish with One Spoon Covenant - a peace agreement made between Indigenous nations before the Europeans arrived. It characterizes our collective responsibility to each other and Mother Earth - we should take only what we need, leave enough for others and keep the dish clean.*

*By acknowledging this covenant and the First Nations, Métis and Inuit peoples, we are reminded of our important connection to this land where we live, learn and work together as a community.*

### **Background:**

On February 25, 2019 a proposed community acknowledgement was discussed by Council but was not approved. An alternate land acknowledgement was proposed by Councillor Angie Hallman.

### **Discussion:**

At the February 25, 2019, documents pertaining to land acknowledgments was received from Christine Lefebvre and have been attached for Council's information.



**Strategic Plan Conformity:**

Discussing a land acknowledgement statement promotes our rich cultural heritage, communicates municipal matters and strengthens our customer service by acknowledging our past and affirming the diverse population in Wilmot

**Financial Considerations:**

None.

**Conclusion:**

The land acknowledgement proposed has been included as a recommendation for this report.

Dawn Mittelholtz

Prepared and Submitted by  
Director of Clerk's Services

Grant Whittington

Reviewed by Chief Administrative Officer

“As we gather, we are reminded that the library is situated on land that is the traditional home of the Haudenosaunee (Ho-deh-no-show-nee), Anishinaabe (Anish-nah-bay) and Neutral People. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions Indigenous peoples have made in shaping and strengthening this community. We are grateful for the opportunity to meet here and re-affirm our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our community.”

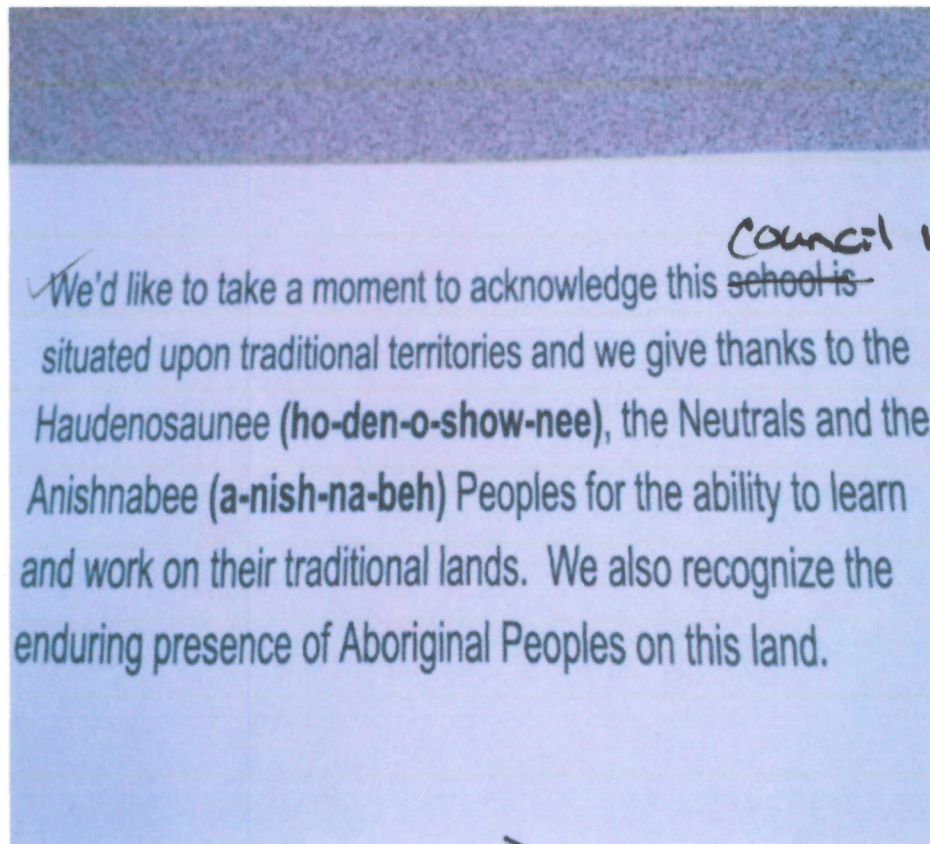
## Use of Acknowledgement

The territorial acknowledgement will be used

Education  
Building  
bridges of  
understanding



through raising awareness and taking action with students. Toward that end, staff initiated making an Indigenous Land Acknowledgement part of the daily announcements beginning in September 2016. The acknowledgement was developed in consultation with Nicole Robinson, Equity and Inclusion Officer with an Indigenous focus at the WRDSB.



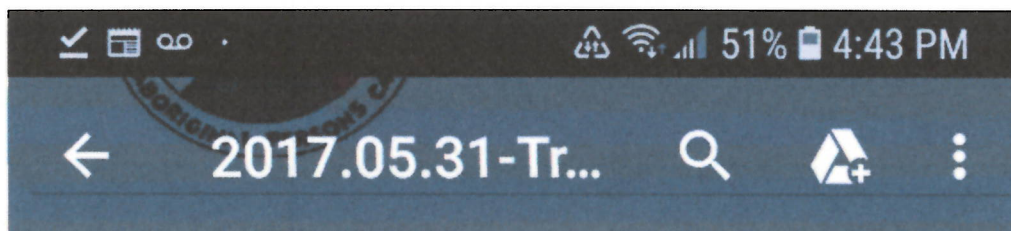
This Indigenous Land Acknowledgement is read as part of the daily announcements at Sheppard Public School in Kitchener, Ontario.

### Beyond the Announcement

Staff at Sheppard P.S. recognize that getting the







## CUPE Aboriginal Greeting

### Acknowledgment

- ✓ We [I] will begin this event (**Name the Event**) by acknowledging that we are on land that has been inhabited by Indigenous peoples from the beginning.
- ✓ As settlers, we're grateful for the opportunity to meet here and we thank all people who have taken care of this land - for thousands of years.
- ✓ Long before today, as we gather here, there have been aboriginal peoples stewards of this place
- ✓ In particular, we acknowledge (**identify the appropriate territory**).
- \* We recognize and deeply appreciate their historic connection to this place. The contributions of Métis, Inuit, and other Indigenous peoples have made, both strengthening this community in particular, and our province and country as a whole.

As settlers, this recognition of the contributions and historic importance of Indigenous peoples also be clearly and overtly connected to our collective commitment to make the challenge of Truth and Reconciliation real in our communities, and in particular to the murdered and missing indigenous women and girls across our country.

**Barrie** – the traditional territory of the Haudensaunee (Iroquois), Ojibwa, and Anishnabek. This territory is covered by the Upper Canada Treaties.

**Brantford** – the traditional territory of the Haudensaunee and Anishnabek, covered by the Upper Canada Treaties and directly adjacent to Haldimand County.

**Cornwall** – the traditional territory of the Haudensaunee (Iroquois), Mohawk, and Lawrence Iroquois), Huron-Wendat. This territory is covered by the Upper Canada Treaties.

**Durham** – the traditional territory of the Mississaugas of Scugog Island First Nation, covered by the Upper Canada Treaties.

**Grey-Bruce** – the traditional territory of the Haudensaunee (Iroquois), Ojibwa, and Anishnabek. This territory is covered by the Upper Canada Treaties.

Haudensaunee – This name refers to the Iroquois Confederacy comprising of these Nations: Mohawk, Cayuga, Seneca and Tuscarora.

Anishnabek/Anishnabek/Anishnabek/Anishnabek – this name covers Ojibwa, Algonquin, Mississaugas, Saulteau, etc....all the Algonkian/Ojibwa Nations. These two names are often used interchangeably.



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

**REPORT NO.**            **FIN 2019-12**

**TO:**                      **Council**

**PREPARED BY:**      **Patrick Kelly CPA, CMA, Director of Finance / Treasurer**  
**Ashton Romany CPA, Manager of Finance / Deputy Treasurer**

**DATE:**                **March 4, 2019**

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

### **Recommendation:**

**That the Terms of Reference for the Sustainability Working Group, as per report FIN 2019-12, be endorsed; and further,**

**That Councillor Jenn Pfenning be appointed as the Council representative on the Sustainability Working Group for the 2018-2022 term.**

### **Background:**

The Township is a member with Sustainable Waterloo Region (SWR). SWR is a dedicated team, motivated by a shared passion for progress towards sustainability across Waterloo Region. Their shared vision is an environmentally and economically resilient community that prioritizes the well-being of current and future generations. The SWR mission is to foster collaborations that enable local organizations to convert their sustainability interest into action.

In 2015, Township staff formed a Sustainability Committee (SC). This committee has helped to promote and support sustainability initiatives for the past number of years. In late 2017, this staff committee presented a GHG reduction target, which was approved for an absolute reduction of 25% by the year 2027, with in 2012 baseline year.

At the Wilmot Council meeting, February 11, 2019, a motion was passed that staff prepare a draft Terms of Reference for a Sustainability Working Group, and that membership be expanded to include an appointed member of Council and two (2) expert community members.

**Discussion:**

The existing staff Sustainability Committee acts in a supportive/consultative manner; as such, the focus is on supporting recommendations and initiatives that fit municipal goals in relation to sustainability.

The proposed Terms of Reference for the new Sustainability Working Group (attached) have been created by the existing Sustainability Committee, to ensure the positive momentum of Wilmot towards our GHG reduction target continues under the new structure.

The staff Sustainability Committee are confident that the new structure will allow expansion to the sustainability efforts with input from engaged community members and Councillor Pfenning.

Staff members from the existing Sustainability Committee that have agreed to continue volunteering for new Sustainability Working Group (SWG) include: the Senior Management representative, Patrick Kelly, Director of Finance/ Treasurer; and staff representatives from four (4) operating departments: Ashton Romany, Manager of Finance/ Deputy Treasurer, Harold O'Krafka, Director of Development Services, Bruce Baechler, HVAC Technician, and Leslie Nanibush, Asset Management Coordinator.

As noted in the Terms of Reference, the Sustainability Working Group will meet quarterly, at minimum, and minutes of these meeting will be presented to Council under correspondence. On an annual basis, the Working Group will present an annual report to Council and the community on sustainability initiatives and successes.

**Strategic Plan Conformity:**

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

**Financial Considerations:**

The annual membership fees with Sustainable Waterloo Region (SWR) are included within the Council operating budget. Any sustainable projects/initiatives supported by the Working Group are funded through departmental capital and operating budgets.

The Sustainability Working Group is intended to act in a supportive/consultative role through the efforts of its members, on and ad hoc basis. Any cost-savings generated through energy reductions or process improvements will be reflected in the actual operating/capital spending moving forward.


**Conclusion:**

Upon Council approval of the Terms of Reference, staff will initiate the selection process for the two (2) expert community members.

Patrick Kelly CPA, CMA  
Prepared/ Submitted by  
Director of Finance / Treasurer

Ashton Romany CPA  
Submitted by  
Manager of Finance / Deputy Treasurer

Grant Whittington  
Reviewed by Chief Administrative Officer

|   |  |
|---|--|
|  <b>TOWNSHIP<br/>OF WILMOT</b> | <b>Corporate Policy Manual</b>   |
|   | Section:<br><b>Council - Committees</b>  |
|   | Policy # <b>CL-05.7</b> Pg. 1 of 2<br><b>Sustainability Working Group Terms of Reference</b> |
| Revision Date:  | Issue Date: March 4, 2019  |
| Approved by:  | Review Date:   |

## PURPOSE

To move existing sustainability initiatives forward for the Corporation, while identifying new opportunities to protect our natural environment.

## SCOPE

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

## STANDARDS AND PROCEDURES

**Structure:** The Sustainability Working Group (SWG) will include the following members:

- One (1) Member of Council;
- One (1) Member of Senior Management Team;
- Four (4) Full-time Staff covering Facilities and Recreation, Development Services, Public Works and Financial Services;
- Two (2) Expert Community Volunteers

Members are required to sign the Terms of Reference in order to solidify their dedication to participating and driving forward the recommendations and initiatives of the Sustainability Working Group.

The Chair of the SWG will act as the primary facilitator of meetings. The Chair will be elected annually by members of the SWG.

Council appointments to the SWG will occur in a method that coincides with the term of Council.



**Meetings and Attendance:** Meetings will be held quarterly, and may be held more often as activities and action items are developed and need closer coordination.

**Quorum:** The majority of the membership will constitute a quorum. The lack of a quorum at a meeting will not prevent the members from discussion or creating recommendations to be later distributed to the rest of the members for a decision.

**Decision-Making:** Decisions may be made by a majority of the membership, but the team will make a reasonable effort to reach a consensus. All members will be notified when a decision is required and given a set time for a response. If a member or his or her designee does not respond within the specified response time, the decision will be carried by those members who responded.

**Budget:** The SWG acts in a supportive/consultative manner; as such, the SWG will focus on supporting recommendations and initiatives that fit municipal goals in relation to sustainability, and reduce overall GHG emissions. Any recommendations endorsed by departments will then follow the standard municipal budgetary process for implementation through the annual work program.

**Report:** The SMT representatives of the SWG will share updates on activities from the working group with SMT as required. Quarterly minutes will be included within the Council Agenda, and the SWG will report annually to Members of Council on sustainability activities and successes. Best efforts will be made for this report to coincide with any Council meeting involving members of Sustainable Waterloo Region (SWR) and/or Climate Action WR.

**Commitment:** We, the undersigned, declare our support for the Sustainability Working Group, and pledge our time and commitment to its goals.

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## EVALUATION

These Terms of Reference may be amended by the SWG by a consensus, and approved by Council. Any member may propose an amendment. Any proposed amendment will be circulated to the entire membership prior to the next meeting.



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

**REPORT NO.**            **FIN 2019-13**

**TO:**                      **Council**

**PREPARED BY:**    **Patrick Kelly CPA, CMA, Director of Finance / Treasurer**  
**Marzena Kutnik, Supervisor of Procurement and Payroll**

**DATE:**                **March 4, 2019**

**SUBJECT:**            **Honorariums and Expenditures of Council and Committee Members for the Year Ended December 31, 2018**

### **Recommendation:**

**That Report FIN 2019-13, prepared by the Director of Finance / Treasurer, outlining honorariums and expenditures of Council and Committee Members for the 2018 fiscal year, be adopted.**

### **Background:**

In accordance with Section 284 of the Municipal Act, the Treasurer is required to submit to Council, by March 31st of the following year, an itemized statement of remuneration and expenses paid to each member of Council, and to each person appointed to local boards, for the preceding year.

This statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. [2001 c. 25 s 284(2)].

### **Discussion:**

The attached statement summarizes remuneration and expenses for Members of Council and Council Appointees for the year ended December 31, 2018. By-law number 2000-42 authorized remuneration paid to Members of Council of the Township of Wilmot.

In addition to Members of Council, honorariums are provided for committee members, based upon the number of meetings required per year.

Mileage allocations are based upon mileage claimed by Members of Council and committees are reimbursed based on the Township's standard mileage rate.

**Strategic Plan Conformity:**

This report is aligned with the goal of being an engaged community through the communication of municipal matters. The provision of this information to Council and the community is done in accordance with the Municipal Act, as well as the Township's Accountability and Transparency Policy.

**Financial Considerations:**

Honorariums and expenditures of Council Members and Council Appointees were included within the approved 2018 budget. These expenses shown within the attached statement were included under the ad hoc Budget Advisory Committee Report FIN 2019-01, which summarized 2018 Municipal Operations.

**Conclusion:**

Upon approval, the attached statement will be submitted to the Ministry of Municipal Affairs and Housing in accordance with Section 284 of the Municipal Act. Furthermore, the statement will be posted on the Township's official website.

Patrick Kelly CPA, CMA  
Prepared/ Submitted by  
Director of Finance / Treasurer

Marzena Kutnik  
Prepared/ Submitted by  
Supervisor of Procurement and Payroll

Grant Whittington  
Reviewed by Chief Administrative Officer

**The Corporation of the Township of Wilmot**  
**Treasurer's Statement - Remuneration and Expenses**  
**Paid to Members of Council and Committees**

For the Year Ended December 31, 2018

| Members of Council      | Salary           | Benefits<br>(CPP/EI/EHT) | Conference<br>and Training | Mileage<br>Parking | Meals, Mobile<br>Phones, Other | Total             |
|-------------------------|------------------|--------------------------|----------------------------|--------------------|--------------------------------|-------------------|
| Mayor Les Armstrong     | \$ 26,444        | \$ 1,043                 | \$ 429                     | \$ 1,786           | \$ 215                         | \$ 29,918         |
| Councillor Al Junker    | 13,222           | 435                      |                            |                    | 743                            | 14,400            |
| Councillor Peter Roe    | 13,222           | 172                      |                            |                    | 744                            | 14,138            |
| Councillor Barry Fisher | 13,222           | 435                      |                            |                    | 744                            | 14,401            |
| Councillor Jeff Gerber  | 13,222           | 435                      |                            |                    | 749                            | 14,406            |
| Councillor Mark Murray  | 13,222           | 435                      |                            |                    | 798                            | 14,455            |
| <b>Totals</b>           | <b>\$ 92,554</b> | <b>\$ 2,955</b>          | <b>\$ 429</b>              | <b>\$ 1,786</b>    | <b>\$ 3,993</b>                | <b>\$ 101,718</b> |

| Committee of Adjustment | Honorarium      | Mileage       | Total           |
|-------------------------|-----------------|---------------|-----------------|
| Karin Demerling         | \$ 500          | \$ 15         | \$ 515          |
| Louise Lalonde          | 500             | 80            | 580             |
| Steve Miller            | 500             | 60            | 560             |
| Wayne Roth              | 500             |               | 500             |
| <b>Totals</b>           | <b>\$ 2,000</b> | <b>\$ 155</b> | <b>\$ 2,155</b> |

| Dangerous Dogs Committee | Honorarium    | Mileage      | Total         |
|--------------------------|---------------|--------------|---------------|
| Blain Bechthold          | \$ 50         | \$ -         | \$ 50         |
| Brian Wolfe              | \$ 50         |              |               |
| Gerald Goeree            | \$ 50         |              |               |
| Gloria McNeil            | \$ 50         |              |               |
| Dennis Mighton           | 50            | 10           | 60            |
| Darlene Vorstenbosch     | 50            |              | 50            |
| <b>Totals</b>            | <b>\$ 300</b> | <b>\$ 10</b> | <b>\$ 160</b> |

## TOWNSHIP OF WILMOT

## BY-LAW NO. 2019-14

BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.

WHEREAS The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

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

1. Notwithstanding the provisions of By-law 83-38, as amended, for the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law, the following shall be added as Section 22.285:  
  
Notwithstanding any other provisions of this By-law, the following additional use shall be permitted on the lands described as, Part of Lots 17 and 18, Concession 4, Block B, being Part 1, Plan 58R-16333, and illustrated on the map forming paragraph 22.285:  
  
a) one dwelling unit within an accessory building as a use accessory to a residential building – one unit.
2. Notwithstanding the provisions of By-law 83-38, as amended, the Key Plan to By-law 83-38 shall be amended as necessary to identify Section 22.285 on the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
3. Notwithstanding the provisions of By-law 83-38, as amended, a new map forming paragraph 22.285 shall be added to By-law 83-38 to identify the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
4. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.

5. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 4<sup>th</sup> day of **March, 2019**.

READ a third time and finally passed in Open Council on the 4<sup>th</sup> day of **March, 2019**.

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MAYOR

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CLERK

SCHEDULE "A"

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lots 17 and 18, Concession 4, Block B, being Part 1, Plan 58R-16333 in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2019-14.

PASSED this 4<sup>th</sup> day of March, 2019.

\_\_\_\_\_

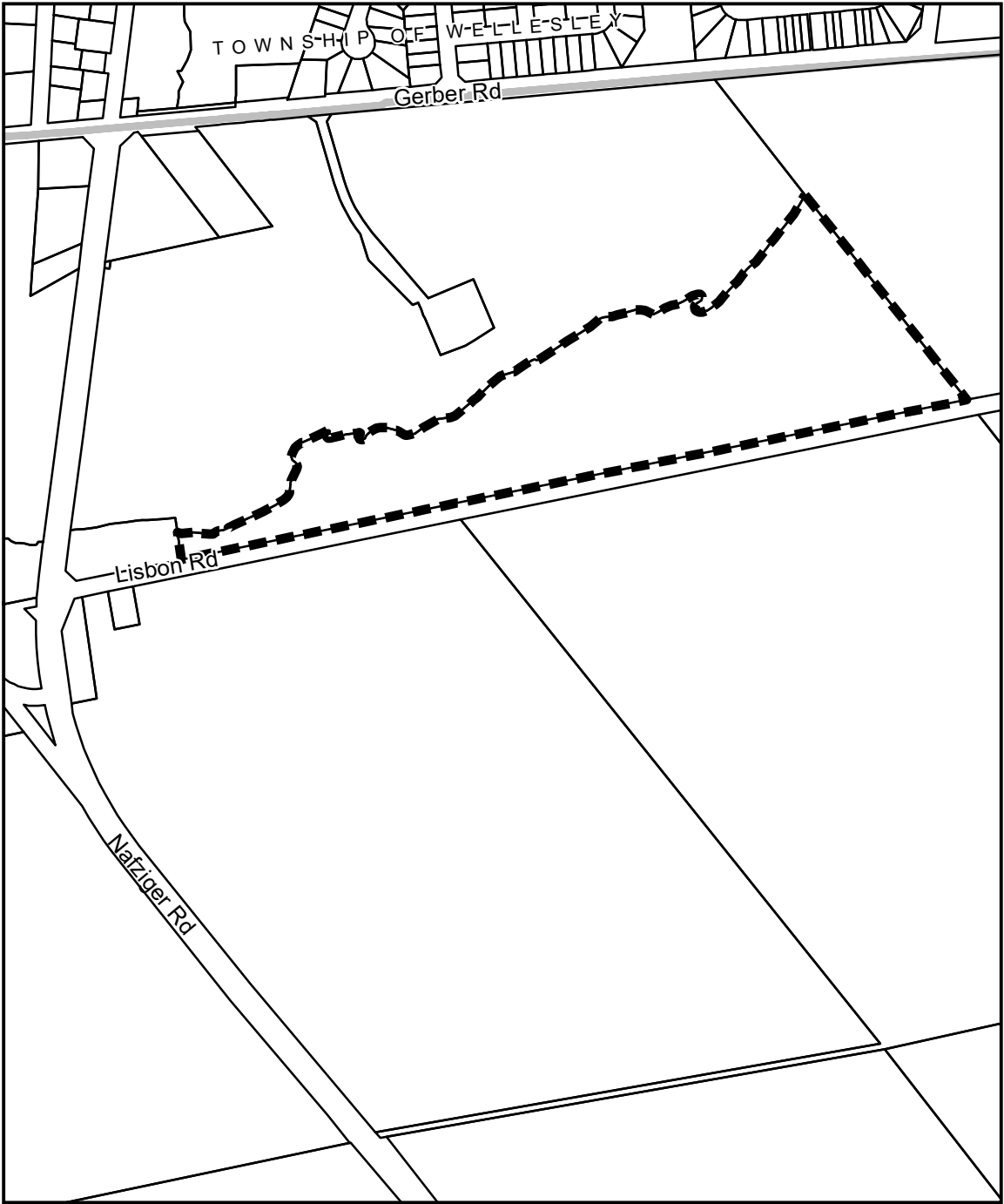
MAYOR

\_\_\_\_\_

CLERK

SCHEDULE "B"  
PART OF LOTS 17 AND 18, CONCESSION 4, BLOCK B  
PART 1, PLAN 58R-16333  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2019-14  
PASSED THIS 4TH DAY OF MARCH, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

