



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, March 18, 2019

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. LAND ACKNOWLEDGEMENT**
- 5. ADDITIONS TO THE AGENDA**
- 6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL
CONFLICT OF INTEREST ACT**
- 7. MINUTES OF PREVIOUS MEETINGS**

7.1 Council Meeting Minutes March 4, 2019

Recommendation

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

Council Meeting March 4, 2019.

8. PUBLIC MEETINGS

8.1 REPORT NO. DS 2019-08

Zone Change Application 05/19

Daniel and Allyson Straus / PEG Architecture + Interiors

**Part of Lot 6, Concession 2, Block B
2527 Notre Dame Drive / 1690 Carmel-Koch Road**

Recommendation

THAT Council approve Zone Change Application 05/19 made by Daniel and Allyson Straus / PEG Architecture + Interiors, affecting Part of Lot 6, Concession 2, Block B, to permit one dwelling unit within an accessory structure as an accessory use on the property.

9. PRESENTATIONS/DELEGATIONS

9.1 Waterloo Economic Development Corporation, Tony LaMantia

9.2 Municipal Grant and Discover Your Wilmot Cheque Presentations

9.3 New Hamburg Lioness, Joan Bilinsky

9.4 Living Well Festival

Wilmot Healthy Communities Coalition, Lisa Akey and Dorothy Wilson

9.5 A Women's Day

Waterloo District Women's Institute, Ruth Jones

9.6 Wilmot Terry Fox Run, Nigel Gordijk

10. REPORTS

10.1 CAO

10.1.1 REPORT CAO 2019-01

2019 Municipal Work Program

Recommendation

THAT the 2019 Municipal Work Program, as per the report dated March 18, 2019, prepared by the Chief Administrative Officer, be endorsed.

10.2 CLERKS**10.2.1 REPORT CL 2019-13****Volunteer Committee Appointments:****Trails Advisory Committee and Sustainability Working Group****Recommendation**

1. THAT Councillors Jeff Gerber and Jennifer Pfenning be appointed as Council representatives and the following individuals be appointed to the Trails Advisory Committee effective March 18, 2019 to December 31, 2022:

Andrew Bearinger

Elaine Brodrecht

Deanna Dakin

Rob Feick

Graydon Peppler

2. THAT the following individuals be appointed to the Sustainability Working Group effective March 18, 2019 to December 31, 2022:

Bobbi Gunn

John Jordan

10.2.2 REPORT NO. CL 2019-14**By-law Establishing a Highway****Pinehill Road****Recommendation**

THAT the Mayor and Clerk be authorized to sign the necessary by-law to open the parcels of land previously acquired by the Township for road widening purposes described as:

PT LT 14-15 BLK A CON 2 WILMOT AS IN C15456, C16026, 179747, 179748 & 179749; TRAVELLED RD THROUGH LTS 14 & 15, CON 2 BLK A; WILMOT RD 15 BTN REGIONAL RD 2 & WILMOT RD 8; WILMOT (PIN 22205-0022).

10.3 FINANCE**10.3.1 REPORT FIN 2019-14****Treasurer's Statement – Development Charges Reserve Funds****Recommendation**

THAT the Development Charges Statement for the year ended December 31, 2018, prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

10.3.2 REPORT FIN 2019-15**Treasurer's Statement – Cash-in-Lieu of Parkland Reserve Fund****Recommendation**

THAT the Cash-in-Lieu of Parkland Statement for the year ended December 31, 2018, be received for information purposes, to comply to the Smart Growth for Our Communities Act (Bill 73).

10.4 PUBLIC WORKS – no reports**10.5 DEVELOPMENT SERVICES****9.5.1 REPORT DS 2019-09****Township Zoning By-law Review****Recommendation**

THAT Report DS 2019-09 be received for information.

10.6 FACILITIES AND RECREATION SERVICES – no reports**10.7 FIRE – no reports****10.8 CASTLE KILBRIDE – no reports**

11. CORRESPONDENCE**11.1 Grand River Conservation Authority – Grand Actions, February, 2019****11.2 City of Waterloo – Unsanctioned Public Gathering Places Resolution
Recommendation**

THAT Correspondence Items 10.1 and 10.2 be received for information.

12. BY-LAWS

**12.1 By-law No. 2019-16 Zone Change Application 05/19
Daniel and Allyson Straus / PEG
Architecture + Interiors
Part of Lot 6, Concession 2, Block B
2527 Notre Dame Drive / 1690 Carmel-Koch
Road**

12.2 By-law No. 2019-17 Road Opening – Pinehill Road

Recommendation

THAT By-law No. 2019-16 and 2019-17 be read a first, second and third time and finally passed in Open Council.

13. NOTICE OF MOTIONS**14. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS****15. BUSINESS ARISING FROM CLOSED SESSION****16. CONFIRMATORY BY-LAW**

16.1 By-law No. 2019-18

Recommendation

THAT By-law No. 2019-18 to Confirm the Proceedings of Council at its Meeting held on March 18, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

17. ADJOURNMENT

Recommendation

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



Council Meeting Minutes

Monday, March 4, 2019

Closed Council Meeting

Wilmot Community Room

6:00 P.M.

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

1. MOTION TO CONVENE INTO CLOSED SESSION

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

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

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

THAT Council reconvene in Open Session at 7:00 P.M.

3. MOMENT OF SILENCE**4. ADDITIONS TO THE AGENDA****5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

Councillor A. Hallman advised that at the March 18, 2019 meeting she is declaring a conflict of interest under the Code of Conduct for Council relative to Zone Change Application 05/19 and will refrain from any discussion on the matter or any subsequent voting thereof. She noted that she is acting on advice received from the Integrity Commissioner.

6. MINUTES OF PREVIOUS MEETINGS**6.1 Council Meeting Minutes February 25, 2019****Resolution No. 2019-41**

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

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

Council Meeting February 25, 2019

CARRIED, AS AMENDED.

Councillor C. Gordijk expressed her opinion that the Minutes regarding Councillor A. Hallman's comments in response to Councillor B. Fisher's request to wait to approve the land acknowledgement provided by Councillor A. Hallman, should be amended to reflect her expression of the importance of Council approving the land acknowledgement, rather than objecting to his request.

Councillor J. Gerber provided clarification on his comment relating to the land acknowledgment, he advised he did not require more time for understanding of the land acknowledgment, rather, he was suggesting more time should be given to consider and evaluate what is being proposed.

Councillor J. Pfenning advised that she had asked that staff provide clarification on the Township website regarding the Wilmot Healthy Communities Collation as not being a Committee of Council.

Councillor A. Hallman asked that clarification be made regarding the reference Ms. Lefebvre made with identifying that the law identifies indigenous people as a nation within a nation.

7. PUBLIC MEETINGS

7.1 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

(To allow an apartment within a detached garage)

Resolution No. 2019-42

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

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.

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 Local Planning Appeal Tribunal, the Tribunal has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

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

The Manager of Planning / EDO outlined the report.

Councillor C. Gordijk asked why there were no concerns from the Grand River Conservation Authority on the building location since it appears to be close to the flood zone. The Manager of Planning / EDO advised that the diagram does not capture that the building is actually located on top of a slope therefore the Grand River Conservation Authority was satisfied.

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

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

8. PRESENTATIONS/DELEGATIONS – no presentations

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

9.2.1 REPORT CL 2019-11

Trails Advisory Committee

Terms of Reference

Resolution No. 2019-43

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

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

CARRIED.

Councillor B. Fisher asked if it would be possible for a quarterly report to Council be included as part of a reporting structure. The Director of Clerk's Services advised that the structure of the committee requires minutes to be recorded, which will be provided to Council; however, the Terms of Reference will be amended to include quarterly reporting.

Councillor J. Gerber asked for clarification on the Council appointment for both the Trails Advisory Committee and the Sustainability Advisory Committee and the Director of Clerk's Services advised that the application process for citizen members closes on March 10, 2019 at which time the applications will be evaluated using the Bias-Free Ranking Form. Once the applications have been reviewed, the Director of Clerk's Services and Mayor L. Armstrong will review the applications and the Mayor will recommend appointments for members of Council. A report for approval will be presented at the March 18, 2019 Council meeting.

9.2.2 REPORT CL 2019-12

Land Acknowledgement

Resolution No. 2019-44

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

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.

We 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.

CARRIED, AS AMENDED.

Councillor J. Gerber asked for the second paragraph to start with we instead of I.

Councillor A. Hallman, added that it is tradition to ask if there are any indigenous persons present if they wish to read the statement. She added that this would extend to staff members as well.

Mayor L. Armstrong suggested that each member of Council take a turn reading the statement at each Council meeting.

The Director of Clerk's Services was directed to include the Land Acknowledgement and the procedures outlined by Mayor L. Armstrong and Councillor A. Hallman be included in the upcoming review of the Procedural By-law.

Councillor A. Hallman advised that this is a tradition that dates back centuries for indigenous people. This is a small but essential step forward toward reconciliation between our two Nations to recognize the original inhabitants of the lands we are situated on. I am proud to be sitting around this horseshoe with all of you here this evening as we take this step forward together. The federal government's Truth and Reconciliation Commission (TRC) report of December 2015 contained 94 calls to action to further reconciliation between Canadians and Indigenous Peoples. It contains the government's commitment to a renewed nation-to-nation relationship with Indigenous Peoples. Municipal governments across the country have been and continue to take the correct steps forward. Through a motion of Council on June 29, 2016, the City of Guelph recognizes the traditional territory and acknowledged the presence of Indigenous Peoples. Mayor Cam Guthrie passed on his congratulations. Heather Hughson expressed that she whole heartedly supports this and thanked her for making this a priority. Christie McLardie, comments that the Town of Ajax recognizes the traditional territories as they meet and gather on at the beginning of each Ajax council meeting.

9.3 FINANCE

9.3.1 REPORT FIN 2019-12

Sustainability Working Group Terms of Reference

Resolution No. 2019-45

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

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.

CARRIED.

The Director of Finance outlined the report.

Councillor J. Pfenning thanked staff and advised she is looking forward to being part of the committee.

9.3.2 REPORT FIN 2019-13

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

Resolution No. 2019-46

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

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.

CARRIED.

Councillor C. Gordijk asked why Mayor L. Armstrong's phone charges are lower than the rest of Council and the Director of Finance advised that the Region of Waterloo provides the Mayor's phone.

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

**11.1 By-law No. 2019-14 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**

Resolution No. 2019-47

Moved by: Councillor B. Fisher Seconded by: Councillor C. Gordijk

THAT By-Law No. 2019-14 be read a first, second and third time and finally passed in Open Council.

CARRIED.

12. NOTICE OF MOTIONS**Resolution No. 2019-48**

Moved by: Councillor B. Fisher Seconded by: Councillor A. Hallman

THAT staff be directed to purchase training for Council and Senior Staff on the subject matter and that funding be allocated from the 2019 operating budget.

CARRIED, AS AMENDED.

Councillor J. Gerber noted that in the February 11, 2019 minutes, Mayor L. Armstrong had directed staff to prepare a response to Council regarding the procurement process and he asked staff where they are with that. The Director of Finance advised that there was a series of emails that were circulated to all of Council discussing the process. The Director of Finance also cautioned Council regarding the naming of a specific vendor and pricing in the Notice of Motion, advising that leaves little to no room for any variation in the process.

Councillor C. Gordijk asked what the next steps are and the Director of Finance advised that there is no requirement for another report and through this Notice of Motion, staff are being directed to begin the tender process for the training.

Councillor J. Pfenning agreed that the Notice of Motion should not provide specific details and should be more of a general direction motion.

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

- 13.1 Councillor A. Hallman thanked staff for the input they provided for the Town Hall meeting, noting that it was successful and it was a great opportunity for staff and Council to work together.

Councillor A. Hallman asked that staff make note for the 2020 budget process that incorporating green bin services at all Community Centres be explored.

- 13.2 Councillor C. Gordijk asked that staff prepare a report to Council regarding possible events to recognize International Women's Day and Canadian Women History Month for consideration through the 2020 budget process.

- 13.3 Councillor J. Penning advised of the upcoming season for the Community Players Theatre. She noted the plays this year are the Hunchback of Notre Dame and Calendar Girls. She advised that season tickets go on sale March 9, 2019 both on line and at Joslin Insurance.

Councillor J. Pfenning thanked the Fire Chief for the work done to provide the upcoming Flood Preparedness Open House.

- 13.4 Councillor C. Gordijk announced the Shrove Tuesday celebrations are happening at the Wilmot Recreation Complex as well as the Emmanuel Church in Petersburg.

- 13.5 Mayor L. Armstrong advised of the upcoming All Council meeting on March 29, 2019 and to ensure Council Members RSVP. He noted that once the agenda is complete it will be forwarded to Council.

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2019-15

Resolution No. 2019-48

Moved by: Councillor B. Fisher

Seconded by: Councillor C. Gordijk

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.

CARRIED.

16. ADJOURNMENT (7:45 p.m.)

Resolution No. 2019-49

Moved by: Councillor B. Fisher Seconded by: Councillor C. Gordijk

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

CARRIED.

Mayor

Clerk



Township of Wilmot

REPORT

REPORT NO. DS 2019-08

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: March 18, 2019

SUBJECT: Zone Change Application 05/19
Daniel and Allyson Straus / PEG Architecture + Interiors
Part of Lot 6, Concession 2, Block B
2527 Notre Dame Drive / 1690 Carmel-Koch Road

Recommendation:

That Council approve Zone Change Application 05/19 made by Daniel and Allyson Straus / PEG Architecture + Interiors, affecting Part of Lot 6, Concession 2, Block B, 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 25, 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 that a permit will be required for the future pool house identified on the plan.

Discussion:

The subject lands are comprised of approximately 51.29ha, are designated Agricultural Resource Area in the Township Official Plan, and are zoned Zone 1 (Agricultural) within the Township Zoning By-law.

The lands formerly consisted of a full sized agricultural property (2527 Notre Dame Drive) and a land locked undersized property (1690 Carmel-Koch Road). Despite being shown as separate properties on the attached site plan, the parcels have merged as one parcel.

The subject property is currently developed with a single detached dwelling and farm buildings gaining access from Notre Dame Drive. Existing structures located on the former 1690 Carmel-Koch Rd property are to be demolished.

The applicant proposes to construct a new single family dwelling to replace the existing dwelling but retain the existing home during construction. Upon occupancy of the new home, the applicant will demolish the existing dwelling.

Section 39 of the Planning Act allows the Council of a municipality to pass a by-law to authorize a temporary use of land, building or structure for a period of not more than three years.

This application proposes to allow, as a temporary use, a second dwelling on the property for a period of not more than 18 months from the date of issuance of a building permit for the new dwelling. The temporary use by-law would include a clause prohibiting the occupancy of more than one dwelling at the same time.

Strategic Plan Conformity:

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

Financial Considerations:

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

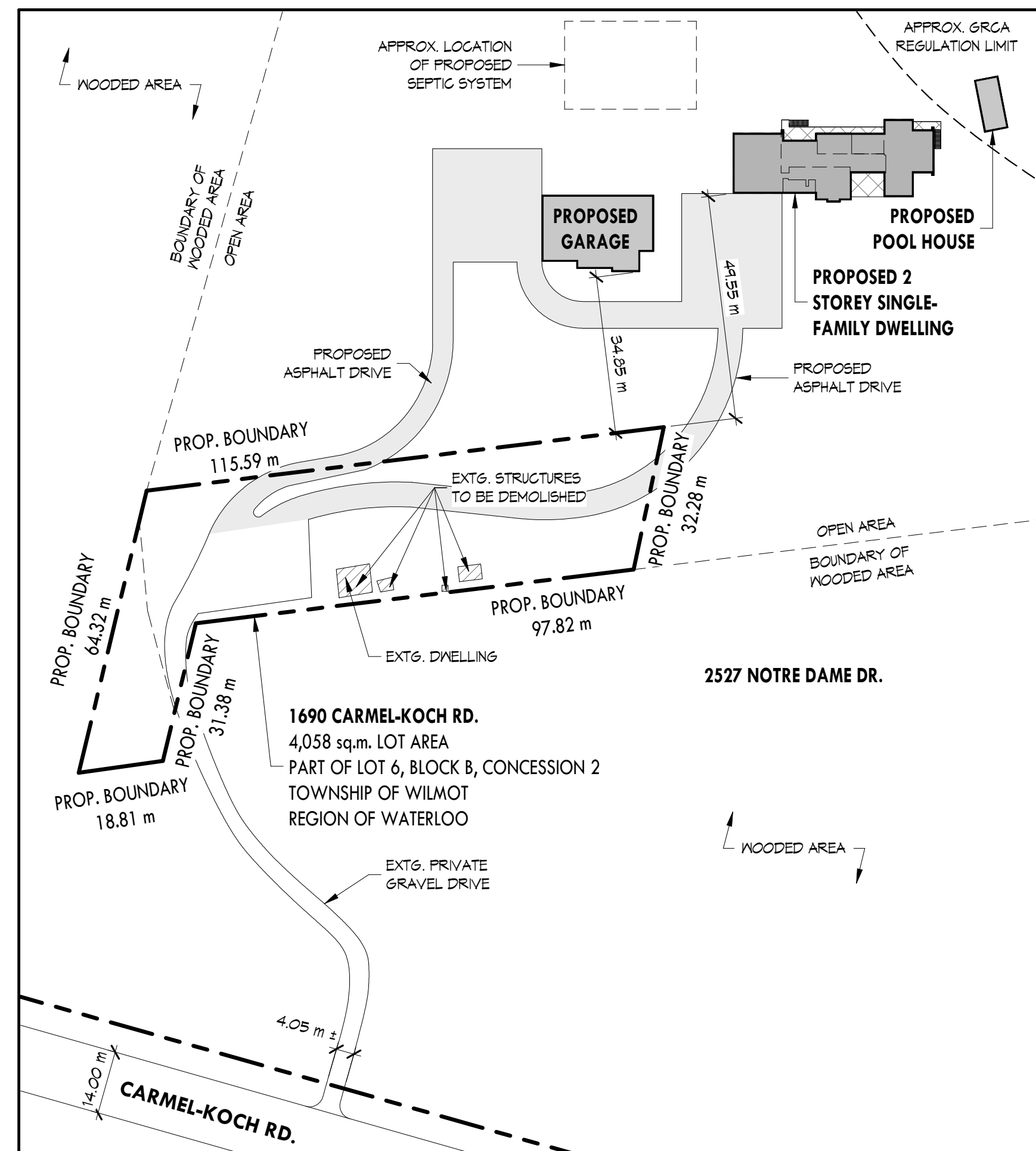
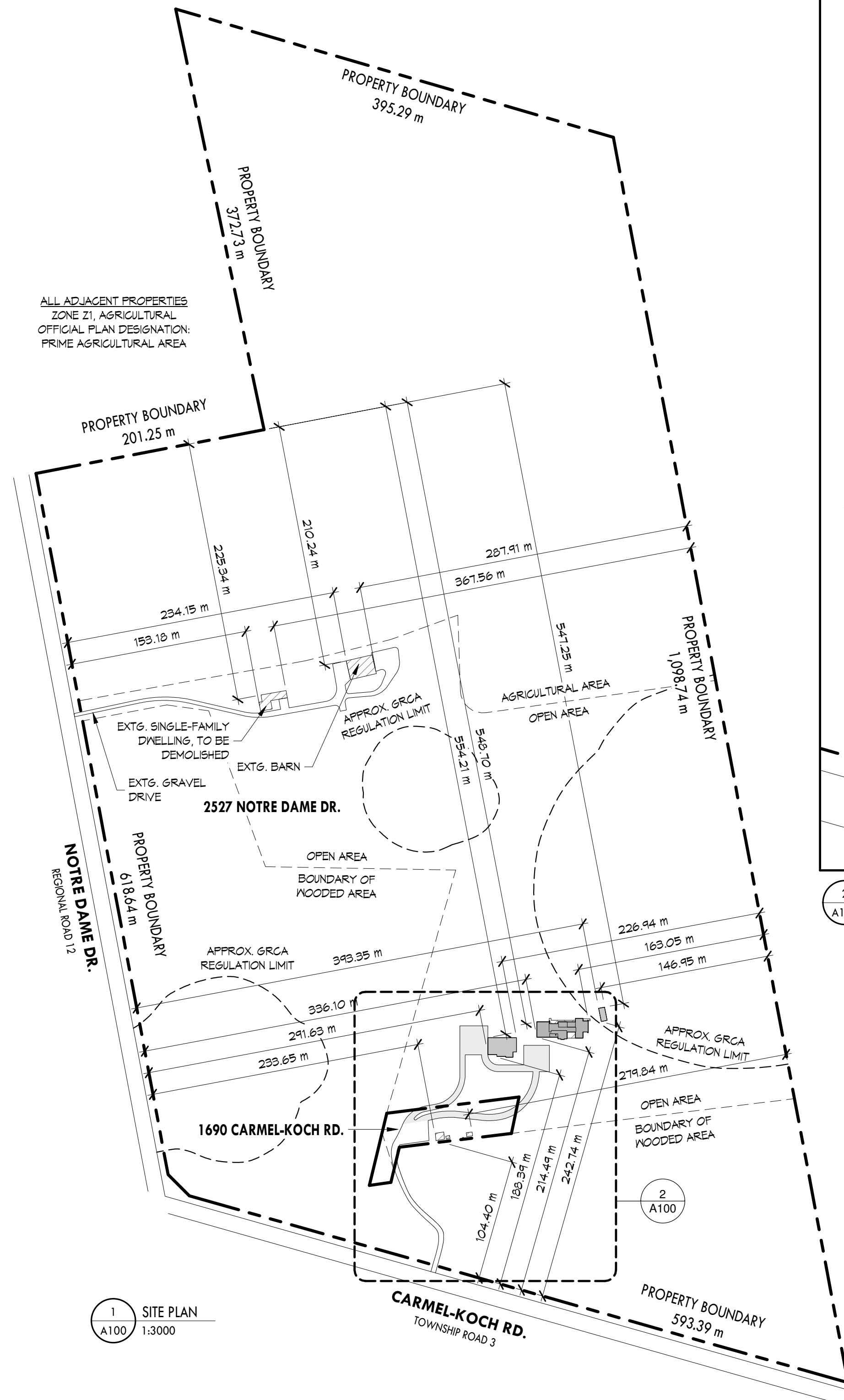
Conclusion:

Section 39 of the Planning Act allows the Council of a Municipality to pass a by-law to authorize a temporary use of land, building or structure. The implementing by-law clearly establishes a time frame for removal of the dwelling being replaced and limits occupancy to only one dwelling at any time.

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



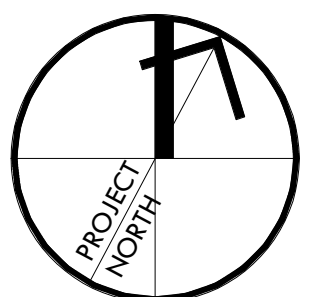
FLOOR AREA		
LOCATION	AREA	
	ft²	m²
BASEMENT	4,611	428.4
GROUND FLOOR	4,022	373.6
SECOND FLOOR	1,146	106.5
ATTACHED GARAGE	3,164	293.9
PORCHES/TERRACE	2,316	215.2
DETACHED GARAGE	4,149	385.4
POOL HOUSE	677	62.9
SITE STATISTICS		
TOTAL BUILDING AREA	574.8 m²	
LOT AREA		
1690 CARMEL-KOCH RD.	4,058 m² (1,003 ac)	
2527 NOTRE DAME DR.	513,864 m² (126,919 ac)	

The logo for PEG architecture + interiors features a dark blue triangle pointing upwards. Inside the triangle, the letters "PEG" are written in a large, white, sans-serif font. Below the triangle, the words "architecture" and "interiors" are written in a smaller, dark blue, sans-serif font, separated by a red plus sign.

1730 BISHOP STREET NORTH, SUITE 8
CAMBRIDGE, ON N1T 1N5
t. 519 620 1224 f. 519 620 9476

STRAUS RESIDENCE

1690 CARMEL-KOCH RD., ST. AGATHA
(2527 NOTRE DAME DR.)

[illegible]

DRAWING

SITE PLAN

PROJECT No. D18057

DRAWN BY J.A. CHECKED BY M.B.

SCALE As indicated DATE FEB-19

DRAWING No.

A100

WATERLOO EDC UPDATE

Wilmot Township
March 18, 2019



WATERLOO EDC
inventing the future



WHO WE ARE

The first point of contact for companies – of all sectors – looking to locate, relocate or expand in Waterloo Region.

OUR SERVICES

- ✓ Promoting growth potential for firms in Waterloo Region
- ✓ Marketing sites and developing targeted cost analyses
- ✓ Connecting firms to key local and global ecosystems and networks
- ✓ Key talent search
- ✓ Support from pipeline, landing through to first year of operations
- ✓ Referral partner for Global Skills Program (IRCC)
- ✓ “Go to” Municipal, Provincial and Federal Government partner (EDOs, TCS)



WATERLOO EDC
inventing the future



MUNICIPAL PARTNERS



3

COLLABORATION BLUEPRINT



GLOBAL

OWN

- Investment Promotion and Trade
- Promotion of Waterloo Region
- Outbound Missions
- Inbound Missions
- Government Navigation (Fed/Prov)

SUPPORT

- Tourism
- Talent Recruitment
- Official (non-business) Missions



REGION

OWN

- Investment Promotion
- Government Navigation (w EDOs)
- Business-friendly Service/SPOC

SUPPORT

- Data
- Retention/Aftercare w EDO Partners
- Events
- Capability Building
- Infrastructure
- Talent



COMMUNITY

OWN

- Voice of Business Community with Chambers of Commerce and Boards of Trade

SUPPORT

- Arts and Culture
- Education/Training



4

STRATEGIC PILLARS

INVESTMENT SALES

To forge a clear track record of investment attraction, scale-up wins and increased Waterloo Region vibrancy.

CONCIERGE SERVICE AND ADVOCACY

To build a best-in-class “go to” concierge and advocacy service to facilitate investment attraction and retention.

INVESTMENT MARKETING AND AWARENESS

To increase awareness of and interest in Waterloo Region’s unique value proposition in targeted geographies and sectors.



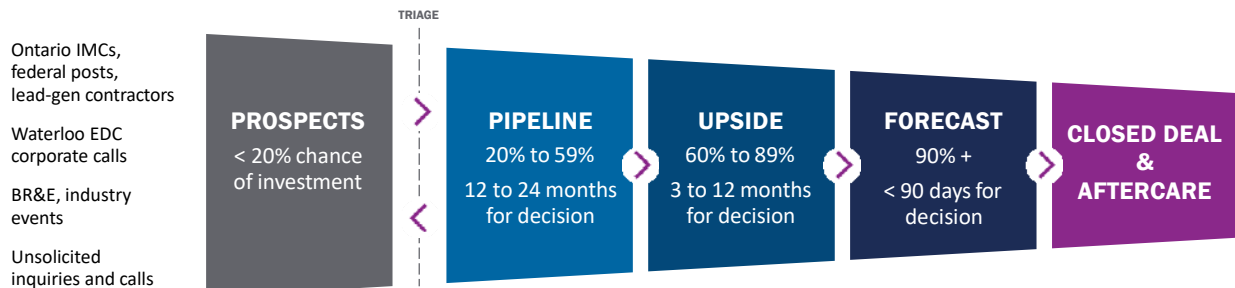
5

DISCIPLINED SALES FUNNEL

GENERATE AND QUALIFY LEADS

Targeted marketing and lead generation

SERVICE INVESTMENT OPPORTUNITIES



6

2018 KEY HIGHLIGHTS



7

2018 KEY HIGHLIGHTS

INVESTMENTS CLOSED (2018)

15 closed deals

Investment value of
\$320,700,000

908 new jobs created

8 local expansions
7 FDI

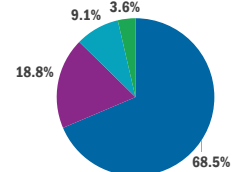
Breakdown by sector (\$):

83% automotive/
advanced mfg
15% ICT
2% health/medtech

Investment by Municipality (\$)

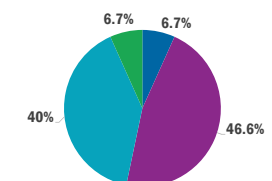
Townships = \$11.6 Million

Cambridge
Kitchener
Waterloo
Townships



Wins by Municipality (#)

Cambridge
Kitchener
Waterloo
Townships



8

2018 KEY HIGHLIGHTS

INVESTMENT DEAL PIPELINE

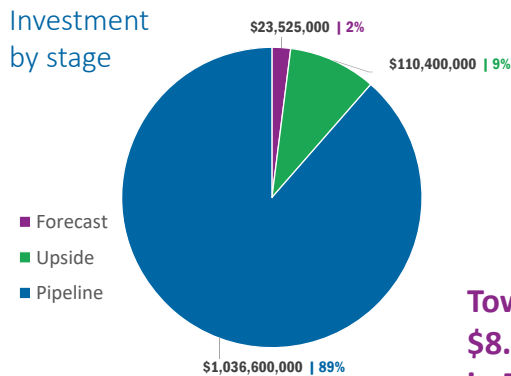
53 deals in our pipeline with an estimated value of \$1,175,525,000

5 in 'forecast' with an estimated value of **\$23,525,000**

Investment by stage

- Forecast: \$23,525,000 (2%)
- Upside: \$110,400,000 (9%)
- Pipeline: \$1,041,600,000 (89%)

Investment
by stage



**Townships =
\$8.3 Million
in Forecast**



9

2018 KEY HIGHLIGHTS

13 Outbound
Missions

California (x3) – Detroit – Ecuador
Site Selectors Guild Ohio –
Hannover Messe/Munich – Berlin
United Kingdom – Japan – Boston
New York (x2)

63 Inbound
Missions

Multinationals in aerospace -
automotive and manufacturing -
major finance and venture funds -
delegations from Germany,
California, Japan, etc

79 Events

Growing Your Business Through Talent – The Story
of Scaling – Manufacturing Summit with the
GKWCC – True North – Conservative Business
Association – Scotiabank FactoryU Innovation Lab
Launch – 3rd Annual AutoTech Symposium

SSSG

Rural Economic
Development Strategy –
Dedicated California
Market Development –
Inbound Marketing – Lead
Generation Content



10

2016-2018 (Start-up to Scale-Up: 4 – 11 – 15)

INVESTMENT CLOSED DEALS (2016-2018)

30 closed deals

Investment value of
\$645,800,000

2607 new jobs created

18 local expansions
12 FDI

**Breakdown of
deals by sector (\$):**

53% automotive/
advanced
manufacturing

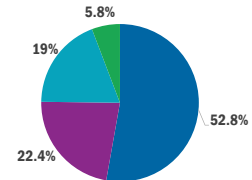
27% information and
communications
technology (ICT)

20% other

Townships = \$122.7 Million

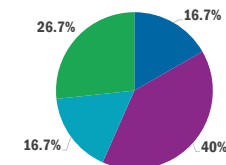
Total Investment by
Municipality (\$)

■ Cambridge
■ Kitchener
■ Townships
■ Waterloo



Wins by
Municipality (#)

■ Cambridge
■ Kitchener
■ Townships
■ Waterloo



11

2016-2018 THREE YEARS OF SUCCESS



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ECONOMIC DEVELOPMENT REGIONAL BENEFIT

People that **work in Wilmot**, the top **3 places** they **reside** are in **Waterloo Region** (Wilmot, Kitchener and Waterloo respectively)

For **residents of Wilmot**, the top **4 places of work** are in **Waterloo Region** (Kitchener, Wilmot, Waterloo and Cambridge respectively)

Wilmot	Wilmot	Wilmot	Wilmot	Wilmot	Wilmot
Wilmot	Kitchener	2,355	Wilmot	Wilmot	2,260
Wilmot	Wilmot	2,260	Kitchener	Wilmot	1,250
Wilmot	Waterloo	1,425	Waterloo	Wilmot	410
Wilmot	Cambridge	750	Perth East	Wilmot	230
Wilmot	Stratford	255	Wellesley	Wilmot	220
Wilmot	Woolwich	205	Blandford-Blenheim	Wilmot	195
Wilmot	Guelph	175	East Zorra-Tavistock	Wilmot	170
Wilmot	North Dumfries	150	Cambridge	Wilmot	135
Wilmot	Wellesley	130	Stratford	Wilmot	110
Wilmot	Perth East	100	Woodstock	Wilmot	85
Wilmot	Woodstock	80	North Dumfries	Wilmot	45
Wilmot	Mississauga	70	Brant	Wilmot	40
Wilmot	Toronto	65	Woolwich	Wilmot	30

"A rising tide lifts all boats"



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RURAL ECONOMIC DEVELOPMENT STRATEGY

Phase I Objective

- Develop first phase of an economic development strategy for the four townships of Waterloo Region
- Focus on key initiatives that can be executed in the immediate/short term
- Focus on common opportunities and challenges across all townships

Process/Involvement

- Engaged ICA (now Conway) - experts in corporate investment and expansion, site selection and rural strategy development
- Consultations with each of the Townships, Waterloo EDC and the Region of Waterloo
- Consultations with business leaders from each of the Townships
- Review of leading rural economic development strategies within North America

Timing/Next Steps

- Master Strategy and Condensed Action plan draft completed
- Meeting with Townships, Region of Waterloo, WRTMC and Waterloo EDC currently being scheduled



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WILMOT ANCHOR COMPANIES



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LOOKING FORWARD TO 2019/Beyond

- Growing our pipeline
- Increasing internal lead generation
- Stronger inbound marketing campaigns
- Securing additional funding
- Promoting a unified Waterloo Region brand (arts/culture)
- Scaling international investment promotion
- Continuing to market the Toronto-Waterloo Corridor
- Township capacity-building
- Continued local business outreach and engagement (SWODF/regulatory)
- Landing investments into YKF



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CHALLENGES



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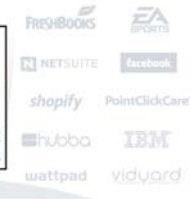
THE TORONTO-WATERLOO CORRIDOR

COMMUNITECH



Toronto

THECORRIDOR.CA
TORONTO-WATERLOO REGION



112km/70miles



18

OUR VALUED PARTNERS

Academic
Institutions

Cambridge
Chamber of
Commerce

Ecosystem Assets

Municipal EDOs

Federal and
Provincial
Governments

Grand Alliance

Greater KW
Chamber of
Commerce

Industry Partners

CCCA/ICCI

Key Investment
Intermediaries

Mayors/Chair

Municipal
Councillors

Provincial
SEO/IIDRs,
Program
Managers

Tourism Team and
Assets

YKF



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THANK YOU FOR YOUR ONGOING SUPPORT!



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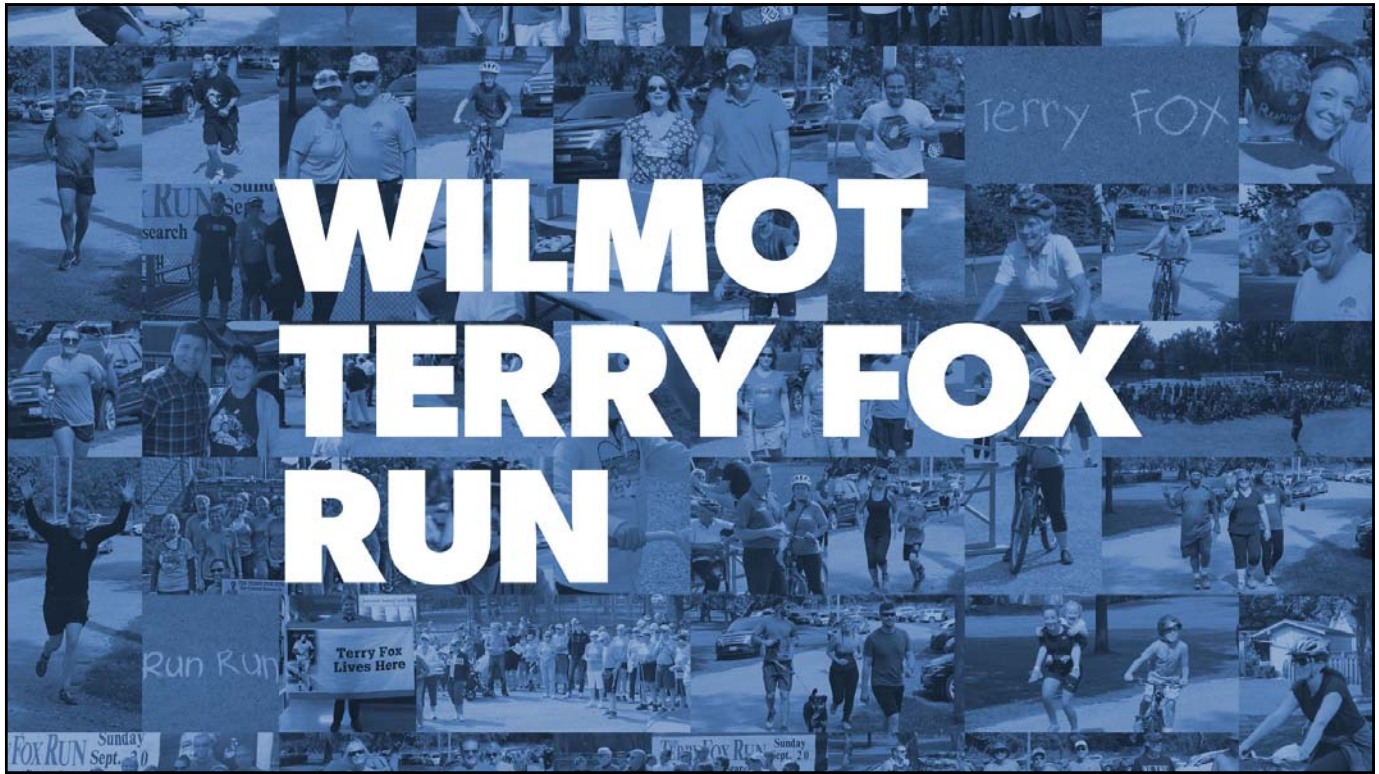
LET'S GET TO WORK!



/Waterloo EDC



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**82 cents of every
dollar raised by
the Terry Fox Run
is used to fund
cancer research.**



#BeLikeTerry #WilmotTerryFoxRun

www.WilmotTerryFox.ca









Township of Wilmot **REPORT**

REPORT NO.	CAO 2019-01
TO:	Council
PREPARED BY:	G. Whittington Chief Administrative Officer
DATE:	March 18, 2019
SUBJECT:	2019 Municipal Work Program

Recommendation:

That the 2019 Municipal Work Program, as per the report dated March 18, 2019, prepared by the Chief Administrative Officer, be endorsed.

Background:

On March 5, 2018, Council approved the overall 2018 Municipal Work Program, which included each of the department's 2018 work programs. On August 27, 2018, Council approved the mid-year review and the updates to the 2018 Municipal Work Program.

Discussion:

To follow up on the approval and implementation of the 2018 Municipal Work Program, the following information is provided:

Accomplishments for the Year 2018:

The status of the individual departmental work programs has been reviewed and attached to this report. Additional tasks requiring immediate attention were initiated during this time period and are acknowledged accordingly.

A majority of the wide range of tasks in the year 2018 Work Program have been completed. This achievement is worth acknowledgement as 2018 was another year of strong business activity and capital project construction.

As acknowledged; the working relationship with Council and municipal staff is very important, to show leadership and positive support towards completing the tasks that are necessary to improve customer service, respond to provincial initiatives and maintain a strong and vibrant local community. This reflects well on the Township's Vision "Wilmot is a cohesive, vibrant and

welcoming countryside community” and the Township’s Mission “To evolve and grow as a community of caring people working together to build upon a sure foundation”.

2019 Municipal Work Program:

The 2018 Municipal Work Program has been prepared outlining the projects to be undertaken by each department for the full year. The work program indicates projects or major tasks and does not list the day to day activities of each of the departments.

The year 2019 represents another busy year involving a number of major studies such as the Updated Strategic Plan, Township’s Asset Management Plan, Library Services Facility Study, Updated Fire Master Plan, Update DC Background Study, New Hamburg Arena Building Analysis Study, the continued implementation of the approved Parks, Facilities & Recreation Master Plan, Fire Master Plan, Arts and Culture Master Plan and the New Hamburg Downtown Parking Study. The Work Program highlights a very wide range of equipment, roads, trails, utilities, building and bridge infrastructure improvements and program. As well, the Work Program includes the implementation of new and amended Provincial legislation.

The establishment of the work program provides several benefits, including:

- Implementation of the Township’s Strategic Plan;
- Focused resource planning of personnel;
- The ability to provide measurements of the completion of major tasks by each department;
- A clear understanding between both staff and Council as to the priorities of the municipality;
- Continued focus towards improvements of the overall municipal organization and services; and
- The avoidance of establishing unnecessary actions and projects.

The Management Team will monitor the work program and issues raised will be acted upon at the weekly meetings.

Upon the approval of the 2019 Municipal Work Program, the CAO will provide an updated report to Council after 6 months, to confirm the status of the listed tasks and accomplishments. At the same time, the ability to review and initiate further tasks within the Strategic Plan and new priorities of Council and municipal staff will be provided.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goals of being an engaged community through communication of municipal matters and most importantly, incorporating the Strategic Plan actions into the annual Municipal Work Program.

Financial Considerations:

The Municipal Work Program identifies the capital projects that are within the approved 2019 Budget.

Conclusion:

The approval of the 2019 Municipal Work Program is a continued important step in the implementation of the approved Township Strategic Plan, 2019 Budget, 10 Year Capital Plan and Council approved Master Plans, (such as Trails, Fire, Parks, Facilities & Recreation and Arts & Culture).

Grant Whittington

Prepared and Submitted by
Chief Administrative Officer

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: CAO									
	STRATEGIC PLAN								
1.	Regional Economic Development Corporation	Municipal CAOs, Manager of Planning / EDO	x				x		Project on-going. 5 Year renewal of MOU completed.
2.	Waterloo Region Tourism Marketing Committee	CAO	x				x		Project on-going.
3.	Monitor / pursue senior government funding opportunities	SMT	x	x	x	x	x	x	Application pending to OCIF Top-up Fund & Ontario Fire Service Equipment Grant
4.	Library Services Facilities Review	Steering Committee, Consultant	x	x	x	x	x	x	Pending completion of ROW Library Services Strategic Plan
5.	Arts and Culture Master Plan	Steering Committee	X	x	x	x			Project complete
6.	Review delegation of Planning Approvals	CAO, Director of Development Services							Project complete.
7.	Undertaking Wilmot Branding Process (digital, social media, website etc.)	SMT	x	x	x	x	x	x	Project on-going.
8.	Asset Management Plan	SMT	x	x	x	x	x	x	Update will occur over multiple years through the Asset Management Roadmap exercise.
9.	Employment Lands	CAO, Dir. Development Services, Dir. Financial Services, Dir. Public Works	x	x	x	x	x	x	Staff continue working with property owners on development applications.
10.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Acct, SMT	x	x	x	x	x	x	Applications pending to OCIF Top-up Fund and Ontario Fire Services Equipment Grant
11.	Employment Lands	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, CAO	x	x	x	x	x	x	Staff continue working with property owners on development applications.
12.	Health and Safety Program Establishment	SMT	x	x	x	x	x	x	Project works have been initiated with consulting services from K. Blair Safety Consulting Inc.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	<i>CAPITAL PROGRAM</i>								
1.	Update 10 year Capital Forecast	SMT			x	x	x	x	
2.	Library Services Review	Steering Committee, Consultants	x	x	x	x	x	x	Pending completion of RoW Library Services Strategic Plan
	<i>GENERAL</i>								
3.	RFP for Development Charges Background Study	CAO, Dir. Development Services, Dir. Financial Services			x	x	x	x	Co-operative purchasing RFP to be released in Q4 by Woolwich, Wellesley and Wilmot Townships.
4.	Budget 2018	SMT							Project Completed.
5.	Budget 2019	SMT			x	x	x	x	Project Completed, approved February 11, 2019
6.	Update 10 Year Capital Forecast	SMT			x	x	x	x	Project Completed, approved January 31, 2019
7.	Employee Performance Reviews	SMT			x	x	x	x	Project on-going.
8.	2017 Work Program year-end review	SMT							Project Completed.
9.	2018 Work Program January – December	SMT							Project Completed.
10.	2018 Work Program mid-Year review	SMT	x	x					Project Completed.
11.	2019 Municipal Grants Program	CAO, Financial Services Staff			x	x	x	x	Project Completed
12.	RFP for Development Charges Background Study	Dir. of Finance, Dir. of Dev Services, CAO			x	x	x	x	Co-operative purchasing RFP to be released in Q4 by Woolwich, Wellesley and Wilmot Township.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
13.	Township Fees and Charges Review	Mgr. of Acct, SMT		x	x	x	x	x	Project commenced with anticipated completion with the 2019 municipal budget.
14.	Employee Performance Review	CAO					x	x	Project Completed.
15.	Policy Updates (Violence and Harassment)	Mgr. HR, Senior Management Team	x						To be completed in conjunction with Health & Safety
16.	Health and Safety Program	Mgr. HR, Senior Management Team	x	x	x	x	x	x	Project work has been initiated with consulting services.
17.	Bill 148 Implementation	Mgr. HR, Finance Staff, Senior Management Team	x	x	x	x	x	x	Project anticipated to be completed for Quarter 4
18.	Bill 148 Part-time Positions Evaluation	Mgr. HR, Senior Management Team	x	x	x	x	x	x	Positions have been submitted for evaluation and draft plan is being reviewed.
19.	Part-time/full-time/Council Market Review	Mgr. HR, Consultant, Sr. Mgmt. Team	x	x	x	x	x	x	Market survey distributed, results to be collected and reviewed in Quarter 4
20.	Health & Safety Program Establishment	Senior Management Team, Mgr. HR, Consultant	x	x	x	x	x	x	Project works have been initiated with consulting services from K. Blair Safety Consulting Inc.
21.	Emergency Management Training	CAO, CEMC, ECG, Chief			x				2018 Training and Compliance goals completed
22.	Full-Time Grid and Council Remuneration Market Review	HR/H&S Coordinator, HR Consultant, Senior Management Team, Mayor	x	x	x	x	x	x	Project analysis on-going with HR Consultant.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	NEW INITIATIVES								
23.	Council Orientation	Senior Management Team				x	x	x	Project on-going.
24.	Downtown Flood Action Committee Liaison	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, Fire Chief, CAO	x	x	x	x	x	x	Application submitted to Municipal Disaster Recovery Assistant (MDRA), follow-up with the Downtown Flood Action Committee on status of other funding programs completed.
25.	Ontario Municipal Partnership Fund (OMPF) formula	Director of Finance, CAO		x	x				Discussion continue with Ministry regarding formula, and forecasted reductions. Briefing to be presented at AMO Conference
26.	Discover Your Wilmot Grant Program	Financial Analyst, Director of Finance, CAO					x	x	Project Completed.
27.	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	Project Completed.
28.	Water Rescue Program Development	Fire Mgmt Team, CAO, Dir. of Finance	x	x	x	x	x		Research complete, project received funding approval for 2019 budget.
29.	Hiring Deputy Clerk	CAO, Dir. of Clerk's Services, HR							Project Completed.
30.	Hiring Senior MLEO	CAO, Dir. of Clerk's Services, Fire Chief, HR							Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: CLERK'S SERVICES									
	STRATEGIC PLAN								
1.	Undertake Wilmot Branding Process	Communications Specialist	x	x	x	x	x	x	Project on-going.
2.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	Application pending to OCIF Top-up Fund. Reporting on-going for OCIF, Fed Gas Tax, CWWF, FCM MAMP, OMCC and Main Streets Revitalization Fund
3.	Assist H&S consultant with preparing/delivering corporate health and safety program	SMT, all staff	x	x	x	x	x	x	Project on-going
	CAPITAL PROGRAM								
4.	Mannheim Municipal / Community Events Grd Sign – Budget 2018	Dir. of Clerk's Services, Deputy Clerk		x	x	x			Deferred to 2019
5.	Replace By-law Enforcement Truck	Dir. of Clerk's Services, Sr. Enforcement Officer	x	x					Project Completed.
	GENERAL								
6.	Council for a Day Program 2018	Dir. of Clerk's Services, Deputy Clerk,							Project Completed.
7.	2017 Work Program year-end review	Dir. of Clerk's Services, Deputy Clerk, Sr. Mgmt Team							Project Completed.
8.	2018 Work Program January – December	Dir. of Clerk's Services, Deputy Clerk, Sr. Mgmt Team							Project Completed.
9.	2018 Work Program mid-Year review	Dir. of Clerk's Services, Deputy Clerk, Sr. Mgmt Team	x	x					Project Completed.
10	Victoria Day Event 2018 Liaison	Dir. of Clerk's Services, By-law Enforcement staff							Collaboration on-going.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
11	2018 Municipal Election Preparation	Dir. of Clerk's Services, Deputy Clerk	x	x	x	x	x	x	Election held. Collecting Financial Statements.
12	Community Newsletter (with interim tax bills)	Deputy Clerk							Project Completed.
13	Community Newsletter (with final tax bills)	Deputy Clerk							Project Completed.
14	Hire Summer student through Federal Grant	Dir. of Clerk's Services, Sr. By-Law Enforcement Officer, Mgr. of HR							Project Completed.
15	Update Township Property Inventory	Deputy Clerk						x	Project Completed.
16	Budget 2018	SMT, Deputy Clerk							Project Completed.
17	Budget 2019	SMT, Deputy Clerk			x	x	x	x	Project Completed, approved February 11, 2019
18	Update 10 Year Capital Forecast	SMT, Deputy Clerk			x	x	x	x	Project Completed, approved January 31, 2019
19	Employee Performance Review	Director of Clerk's Services					x	x	Project Completed.
20	Gingerich Road Municipal Drain	Director of Clerk's Services, Drainage Engineer							Project Completed.
21	Dog Bite Prevention Program – Initiation	Dir. of Clerk's Services, By-law Enforcement							Project Completed.
22	Snyder Petition Municipal Drain (Formerly Finnie Petition)	Director of Clerk's Services, Drainage Engineer	x	x	x	x	x	x	Site meeting and survey completed.

	Project	Staff Lead(s)	J	A	S	O	N	D	Comments
23	Drain maintenance – Myers / Richardson / Biesel / Jantzi / Distler	Director of Clerk's Services	x	x	x	x	x	x	Richardson In progress, Myers / Biesel / Jantzi / Distler Completed
24	Conflict of Interest Form / Registry (Preparation – 2019 Compliance)	Dir. of Clerk's Services, Deputy Clerk							Project Completed.
25	Nachurs-Alpine Municipal Drain	Director of Clerk's Services, Drainage Engineer	x	x	x	x	x	x	Engineer consulted with staff on draft report. Final report being prepared.
26	Prime Ministers Statue / Education Resource Project – Staff Liaison	Dir. of Clerk's Service / Committee	x	x	x	x	x	x	Project On-going.
27	Official Unveiling Ceremony – 2018 Prime Minister Statue K. Campbell	Dir. of Clerk's Services / Committee	x	x					Project Completed.
28	St. Agatha Municipal Drain 2015	Dir. of Clerk's Services, Drainage Engineer			x	x	x	x	Project Completed.
29	Staff Liaison – GRAAC Monthly Meetings	Deputy Clerk	x	x	x	x	x	x	Project On-going.
30	Annual Review of GRAAC Membership	Deputy Clerk							Project Completed.
31	Digital Records Management System	Director of Clerk's Services, Deputy Clerk					x	x	Project On-going
32	Update Traffic & Parking By-law Set Fine Schedules	Clerk's Services Team							Project Completed.
33	Election Recount Policy	Deputy Clerk							Project Completed.
34	Lottery Licensing Quarterly Report to Ministry	Deputy Clerk	x			x			Project On-going
35	Procedural By-law RE: Delegations / Electronic Participation Review	Dir. of Clerk's Services, Deputy Clerk						x	Project On-going

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
36	Bill 68 – Review & Compliance	Dir. of Clerk's Services, Deputy Clerk	x	x	x	x	x	x	Pregnancy/Parental Leave Policy, Staff Professional Relations Policy and Local Boards Code of Conduct Completed.
37	Part-Time Position Evaluations	HR/H&S Coordinator, HR Consultant, Senior Management Team	x	x	x	x			Project Completed. Part-time wage grid will be implemented effective April 1, 2019.
38	Full-Time Grid and Council Remuneration Market Review	HR/H&S Coordinator, HR Consultant, Senior Management Team	x	x	x	x	x	x	Project analysis on-going with HR Consultant.
39	Township Fees and Charges Review	Mrg. of Finance, Senior Management Team		x	x	x	x	x	Project Completed.
40	Policy Updates (Violence and Harassment)	HR/H&S Coordinator, Senior Management Team	x	x	x	x	x	x	Project on-going as part of Health and Safety Program Update
	NEW INITIATIVES								
41	Use of Municipal Resources during a Municipal Election Policy	Dir. of Clerk's Services							Project Completed.
42	Trailer Amendment to the Traffic & Parking By-law	Dir. of Clerk's Services, Sr. MLEO, MLEO	x	x				x	Research and review underway.
43	Hiring Deputy Clerk	CAO, Dir. of Clerk's Services, HR							Project Completed.
44	Hiring Senior MLEO	CAO, Dir. of Clerk's Services, Fire Chief, HR							Project Completed.
45	Hiring Part Time MLEO	Dir. of Clerk's Services, Sr. MLEO, HR	x	x	x				Project Completed.
46	Notice for Improvement to the St. Agatha Municipal Drain 2015	Dir. of Clerk's Services, Drainage Engineer							Engineer appointed to prepare report.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
47	Council Orientation	Senior Management Team				x	x	x	Project On-going.
48	Cannabis Retail Locations – Opting In/Out	Dir. of Clerk’s Services, Senior MLEO						x	Project Completed
49	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	Project Completed.

Project	Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: FINANCIAL SERVICES								
STRATEGIC PLAN								
1. Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	Application pending to OCIF Top-up Fund. Reporting on-going for OCIF, Fed Gas Tax, CWWF, FCM MAMP, OMCC and Main Streets Revitalization Fund
2. Asset Management Plan Update	Dir. of Finance, Dir. of Public Works, Mgr. of Finance, AM Coordinator	x	x	x	x	x	x	Update will occur over multiple years through the Asset Management Roadmap exercise
3. Sustainability Committee Meetings	Sustainability Committee			x			x	Terms of Reference for new Sustainability Working Group approved on March 4, 2019.
4. Employment Lands	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, CAO	x	x	x	x	x	x	Staff continue working with property owners on development applications.
5. Trails Implementation Working Group Meetings	Trails Implementation Working Group			x			x	Terms of Reference for new Trails Advisory Committee approved on March 4, 2019.
6. Health and Safety Program Establishment	Senior Management Team	x	x	x	x	x	x	Draft Health and Safety Program under review with K. Blair Safety Consulting Inc.
CAPITAL PROGRAM								
7. Library Services Review	Steering Committee, Consultants	x	x	x	x	x	x	Pending completion of RoW Library Services Strategic Plan
8. Asset Management Roadmap (Phase I - III)	Finance, Public Works, Fire, Recreation & Facilities	x	x					Project completed. Future Phases included within 10-year Capital Forecast.
9. Upgrade Desktops and Notebooks	IT Systems Administrator							Project Completed.

Project	Staff Lead(s)	J	A	S	O	N	D	Comments
10. Server Upgrades	IT Systems Administrator	x	x	x				Project Completed.
GENERAL								
11. Budget 2018	Dir. of Finance, Mgr. of Finance, Sup of Payroll/Procurement, Fin. Analyst, SMT							Project Completed.
12. Budget 2019	Dir. of Finance, Mgr. of Finance, Sup of Payroll/Procurement, Fin. Analyst, SMT			x	x	x	x	Project Completed, approved February 11, 2019
13. Update 10-Year Capital Budget Forecast	Dir. of Finance, Mgr. of Finance, Sup of Payroll/Procurement, Fin. Analyst, SMT			x	x	x	x	Project Completed, approved January 31, 2019
14. Digitize Property Roll and Pre-Authorized Payment Plan Files	Mgr. of Finance, Rev. Clerk, Fin. Clerk	x	x	x	x	x	x	Project Completed.
15. Year End Financial Statements, FIR and Audit	Dir. of Finance, Mgr. of Finance, Sup of Payroll/Procurement							Project Completed.
16. Annual GHG Reporting to Sustainable Waterloo Region	Sustainability Committee, Sup of Payroll/Procurement							Project Completed.
17. Green Energy Act Reporting on GHG Emissions	Sustainability Committee, Sup of Payroll/Procurement							Project Completed.
18. Annual Reporting of Council Remuneration, Development Charges and Cash in-lieu of Parkland	Manager of Finance							Project Completed.
19. Update Tangible Capital Assets Policy	Dir. of Finance, Mgr. of Finance, Auditors				x	x	x	Policy update deferred, to be completed as part of on-going Asset Management Roadmap.

Project	Staff Lead(s)	J	A	S	O	N	D	Comments
20. Continuation of Departmental Inventory Program	Mgr. of Finance, Sup of Payroll/Procurement, Financial Analyst	x	x	x	x	x	x	Project on-going.
21. Update Reserve Fund By-Law	Director of Finance				x	x	x	Project deferred to coincide with update of Asset Management Plan.
22. 2017 Work Program year-end review	Director of Finance							Project Completed.
23. 2018 Work Program January – December	Director of Finance							Project Completed.
24. 2018 Work Program mid-Year review	Director of Finance	x	x					Project Completed.
25. Review/Implement Recreation Financial Assistance for Seniors	Financial Analyst, Recreation		x	x				Project deferred to 2019.
26. Update Wilmot Water Financial Plan	Mgr. of Finance, Utilities		x					Project Completed.
27. 2019 Municipal Grants Program	Fin. Analyst, Dir. of Finance, CAO				x	x	x	Project Completed.
28. RFP for Development Charges Background Study	Dir. of Finance, Dir. of Dev Services, CAO			x	x	x	x	Project Completed. Contract works on-going throughout 2019 with Watson & Associates.
29. Develop/Implement Process for Digital Records Management in Accounts Payable	Mgr. of Finance, Rev. Clerk, Fin Clerk, Fin. Analyst							Project Completed.
30. e-Contracts Database	Sup of Payroll/Procurement, Purchasing Agents	x	x	x	x			Project deferred to 2019 to coincide with update to new software platform.
31. Implement Water Use By-Law	Mgr. of Finance, Utilities Mgr.				x	x	x	By-law currently under review by Utilities Manager.

Project	Staff Lead(s)	J	A	S	O	N	D	Comments
32. Update Investment Policy	Dir. of Finance, Mgr. of Finance							Project Completed.
33. Create Anti-Idling Education Webpage	Sustainability Committee	x	x					Project Completed.
34. Drinking Water Quality Management System (DWQMS) Internal Audit	Mgr. of Finance, Utilities			x	x			Project Completed.
35. Implementation of CityWide Asset Management Works Module	Mgr. of Finance, AM Coordinator	x	x	x	x	x	x	Project works on-going with third-party consultants to establish data collection protocols.
36. Internal Audit - ActiveNet Financial Database	Mgr. of Finance, Fin. Analyst, Recreation	x	x					Project Completed.
37. Township Fees and Charges Review	Mgr. of Finance, SMT		x	x	x	x	x	Project Completed.
38. Implementation Planning for Transition to Monthly Billing - Water	Mgr. of Finance, Rev. Clerk, Fin. Clerk			x	x	x	x	Project Completed. Review resulted in decision to remain on bi-monthly billing. Review will be conducted again in conjunction with Municipal Accounting Software update.
39. Update Various GIS Layers in CityWide	Mgr. of Finance, AM Coordinator		x	x	x	x	x	Project on-going as part of Asset Management Roadmap.
40. Formalize Procedure for Tax Write-off	Dir. of Finance, Mgr. of Finance	x	x					Project Completed.
41. Employee Performance Review	Director of Finance					x	x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	IT SERVICES								
42.	Mobile Device Upgrades	IT Sys. Admin, Sup of Payroll/Procurement							Project Completed.
43.	Network Printer Replacements (Finance, Building, Fire)	IT Sys. Admin, Sup of Payroll/Procurement							Project Completed.
44.	Establish Office 365 Migration Framework	IT Sys. Admin, Mgr. of Finance				x	x	x	Project Completed. Office 365 migration included in 2019 Capital Budget.
45.	Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software	IT Sys. Admin, Mgr. of Finance, SMT				x	x	x	Project on-going
46.	Desktop Management Software Deployment	IT Sys. Admin				x	x	x	Project deferred to 2019.
47.	IT Help Desk Deployment	IT Sys. Admin, Mgr. of Finance				x	x	x	Project deferred to 2019.
48.	Network Audit & Security Needs Review	IT Sys. Admin, Mgr. of Finance	x	x	x				Project Completed. Network security enhancement included in 10-year capital forecast. Physical security upgrades at Administration Complex included in 2019 Capital Program. Network and physical security needs review on-going.
49.	Council Chambers A/V Enhancement	IT Sys. Admin	x						Project Completed.

Project	Staff Lead(s)	J	A	S	O	N	D	Comments
	HUMAN RESOURCES / HEALTH AND SAFETY							
50.	Online Timesheet Implementation			x	x	x	x	Project Completed.
51.	Develop Formal Leave Procedure for VFF's					x	x	Project deferred to 2019.
52.	Recruitment (Full-Time, Part-Time, Seasonal and VFFs)	x	x	x	x	x	x	2018 recruitments completed, on-boarding process on-going for several personnel
53.	Policy Updates (Violence and Harassment)	x	x	x	x	x	x	Project on-going as part of Health and Safety Program Update.
54.	Transition Training - OMERS Administration							Project Completed.
55.	Bill 148 Implementation							Project Completed.
56.	Part-Time Position Evaluations	x	x	x	x			Project Completed. Part-time wage grid will be implemented effective April 1, 2019.
57.	Full-Time Grid and Council Remuneration Market Review	x	x	x	x	x	x	Project analysis on-going with HR Consultant.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	NEW INITIATIVES								
58.	Downtown Flood Action Committee (DFAC) and Funding Opportunities	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, Fire Chief, CAO	x	x	x	x	x	x	Application submitted to Municipal Disaster Recovery Assistance (MDRA). Awaiting confirmation from Ministry.
59.	Ontario Municipal Partnership Fund (OMPF) Formula	Dir. of Finance, CAO	x	x	x	x	x	x	Discussions continue with Ministry regarding funding formula, and forecasted reductions. Dir. of Finance representing four (4) Townships on Provincial OMPF Resource Group.
60.	Discover Your Wilmot Grant Program	Fin. Analyst, Dir. of Finance, CAO					x	x	Project Completed.
61.	Finance Security Enhancement Review	Dir. of Finance, Mgr. of Finance			x	x	x		Project Completed.
62.	Implement CityWide Capital Planning and Analysis Module	Manager of Accounting		x	x	x	x		Project to occur as part of larger Asset Management Roadmap works.
63.	Council Electronic Devices Refresh	IT Systems Administrator				x	x	x	Project Completed.
64.	Council Orientation	Senior Management Team				x	x	x	Project Completed.
65.	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: FACILITIES & RECREATION SERVICES									
	STRATEGIC PLAN								
1.	Continue to research, develop and implement seniors/youth programming	Mgr. Rec. & Comm. Services, staff	x	x	x	x	x	x	Project on-going
2.	Trails Implementation Working Group Meetings	FRS, PW, DS, FIN	x	x	x	x	x	x	Terms of Reference for new Trails Advisory Committee approved March 4, 2019
3.	Sustainability Committee Meetings	Sustainability Committee			x			x	Terms of Reference for new Sustainability Working Group approved on March 4, 2019.
4.	Trail design process (Beckdale North, Smiths Creek Flats, Schneller/Country Creek)	TIWG, consultant	x	x	x	x	x		RFP nearing completion. To be released in Q1 2019
5.	Construct Schneller/Country Creek pathway linkage	FRS, consultant, contractor					x	x	Construction deferred to 2019 pending completion of design elements
6.	Assist with Healthy Communities Week	Mgr. Rec. & Comm. Services, staff							Project completed
7.	Wilmot Reforestation Program - Parks	Dir. FRS			x	x	x		Project completed
8.	Arts & Culture Master Plan	Curator, Consultant, Steering Committee	x	x	x	x			Project completed
9.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	Application pending to OCIF Top-up Fund. Reporting on-going for OCIF, Fed Gas Tax, CWWF, FCM MAMP, OMCC and Main Streets Revitalization Fund
10	Health and Safety Program Establishment	SMT	x	x	x	x	x	x	Project works have been initiated with consulting services from K. Blair Safety Consulting Inc.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	<i>CAPITAL PROGRAM</i>								
11	Library Services Facility Review	Steering Committee, Consultants	x	x	x	x	x	x	Pending completion of RoW Library Services Strategic Plan
12	Asset Management Roadmap (Phase I - III)	FIN, PW, FIRE, FRS	x	x					Project Completed. Future phases included within 10-year Capital Forecast.
13	Castle Kilbride exterior painting	Dir. FRS, Curator, contractor	x						Project completed
14	121 Huron Street boiler replacement	HVAC Tech.	x	x	x	x	x	x	Project completed
15	Purchase P&F maintenance vehicles (2)	Mgr. P&F, staff, supplier							Project completed
16	Woodworking Shop – lot grading/drainage/re-surfacing	Mgr. P&F, staff, contractor	x	x	x	x			Project deferred to 2019 due to unfavorable fall weather
17	Install Beck Park tennis court lighting	Mgr. P&F, P&F Project Coord.	x	x	x	x			Underground work and post bases complete. Awaiting post and fixture installation in spring 2019.
18	Complete tennis court replacement at ND Community Park	Mgr. P&F, contractor	x	x	x				Project completed
19	Bandshell façade/roof shingle replacement; picnic shelter roof shingle replacement	Mgr. P&F, contractor							Project completed
20	Replace exterior cladding on Mannheim CC	Mgr. P&F, staff, contractor	x	x	x				Project weather delayed to be completed February 2019
21	Replace exterior doors on Mannheim CC	Mgr. P&F, staff, contractor							Project completed

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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
22.	NH Arena Engineering/Re-commissioning Study	Dir. FRS, consultant	x	x	x	x	x	x	Consultant's draft report complete. Staff report to Council anticipated in 2019
23.	Kirkpatrick Park and area parking enhancement review/design	Dir. FRS, consultant	x	x	x				Review/design phase has been completed, project on-going
24.	Norm Hill Park material storage bunkers	P&F Super., staff				x	x		Project completed
25.	Replace NH Arena/CC floor scrubber	Mgr. P&F							Project completed
26.	NHCC fire alarm, pull station, sprinkler upgrades	Dir. FRS, Fire Chief, Mgr. P&F, contractor	x	x					Project completed
27.	Replace D#3 backstop fence at Norm Hill Park	Mgr. P&F, contractor		x	x	x			Project completed
28.	Playground component replacement at Constitution Park, NH	Mgr. P&F, P&F Project Coord., contractor	x	x	x	x			Work awarded (PRD 2018-07). Spring 2019 installation
29.	Scott Park fieldhouse washroom renovations	P&F Super, contractor, staff							Project completed
30.	Forest Glen trail development	TIWG, P&F Project Coord.,	x	x	x	x			Ash tree removal project has been completed – trail design included as part of RFP to be released in Q1 2019
31.	WRC LED retrofits (twin pad arenas, pool)	Mgr. P&F, contractor	x	x	x	x			Twin pads have been completed – awaiting delivery & installation of pool fixtures
32.	Re-lamp T-8 fixtures in lobbies, track, meeting & change rooms with LEDs at WRC	Ops Super., staff	x	x	x				Project completed

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
33.	Major maintenance (WRC aquatic centre)	Mgr. P&F, Aq. Mgr., HVAC Tech, staff		x	x				Project completed
34.	WRC roof repairs (Phase 1 canopy and north fire exit areas)	Dir. FRS, Mgr. P&F, consultant	x	x	x	x	x		Project completed
35.	Install columbarium #2 at Riverside Cemetery	Dir FRS, FRS Clerk, contractor	x	x					Project completed
36.	Assist H&S consultant with preparing/delivering corporate health and safety program	SMT, all staff	x	x	x	x	x	x	Project on-going
37.	GENERAL								
38.	2018 Operating & Capital Budgets	SMT							Project completed
39.	Undertake comprehensive recreation facility rental rate review as part of the Fees & Charges Review	Mgr. Rec. & Comm. Services, staff	x	x	x			x	Project completed
40.	Design/distribute Community Recreation Guide	Mgr. Rec. & Comm. Services, FRS Clerk, staff	x	x					Fall/winter guide completed
41.	Work with WRDSB to develop artificial turf field at WODSS	Dir FRS, WRDSB	x	x	x	x	x		Project deferred to 2019 as per WRDSB
42.	Investigate/review ice allocation policy for WRC as per Rec Master Plan	Dir FRS, Mgr. Rec. & Comm. Services	x	x	x	x	x	x	Sample policies being compiled by staff
43.	Complete Fire Safety Plan for NH Arena/CC	Dir. FRS, Fire Services	x	x	x	x			Draft plan received and under review
44.	Complete annual performance reviews for FT staff	Dir FRS, all Mgrs					x	x	Project completed
45.	Continue the development of a departmental operating policies manual	Dir. FRS, all Mgrs	x	x	x	x	x	x	Project on-going

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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
46.	Review facility scheduling process/services	Dir. FRS, Mgr. Rec. & Comm. Services, staff	x	x	x	x	x	x	Project on-going
47.	Hire/train P&F summer students	Mgr. P&F, P&F Super.							Project completed
48.	Hire P&F Project Coordinator	Dir FRS, HR							Project completed
49.	Budget 2018	SMT							Project Completed.
50.	Budget 2019	SMT			x	x	x	x	Project Completed, approved February 11, 2019
51.	Update 10 Year Capital Forecast	SMT			x	x	x	x	Project Completed, approved January 31, 2019
52.	2017 Work Program year-end review	FRS Director							Project Completed.
53.	2018 Work Program January – December	FRS Director							Project Completed.
54.	2018 Work Program mid-Year review	FRS Director	x	x					Project Completed.
55.	Part-Time Position Evaluations	HR/H&S Coordinator, HR Consultant, Senior Management Team	x	x	x	x			Project Completed. Part-time wage grid will be implemented effective April 1, 2019.
56.	Full-Time Grid and Council Remuneration Market Review	HR/H&S Coordinator, HR Consultant, Senior Management Team	x	x	x	x	x	x	Project analysis on-going with HR Consultant.
57.	Township Fees and Charges Review	Mgr. of Finance, Senior Management Team		x	x	x	x	x	Project Completed.
58.	Review/Implement Recreation Financial Assistance for Seniors	Financial Analyst, Recreations		x	x				Project deferred to 2019

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	NEW INITIATIVES								
59.	Investigate/initiate volunteer recruitment program	Mgr. Rec. & Comm. Services, staff	x	x	x	x	x	x	Preliminary discussions have been initiated
60.	Council orientation	SMT				x	x	x	Project completed
61.	Policy Updates (Violence and Harassment)	HR/H&S Coordinator, Senior Management Team	x	x	x	x	x	x	Project on-going as part of Health and Safety Program Update
62.	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: PUBLIC WORKS									
	STRATEGIC PLAN								
1.	LED Streetlight Replacement Program-Deficiency work	Eng. Tech.							Project Completed.
2.	Road Condition Survey and Traffic Counts	Eng. Tech., Director of Public Works	x	x	x	x	x	x	Report anticipated to Council in Q1 or Q2 2019.
3.	Asset Management Update	Director of Public Works, Director of Finance, Manager of Accounting, AM Coordinator	x	x	x	x	x	x	Update will occur over multiple years through the Asset Management Road Map exercise.
4.	Level of Service Implementation (2 FTE)	Director of Public Works							Project Completed.
5.	Trails Implementation Working Group Meetings	Trails Implementation Working Group			x			x	Terms of Reference for new Trails Advisory Committee approved on March 4, 2019.
6.	Sustainability Committee	Sustainability Committee	x	x	x	x	x	x	Terms of Reference for new Sustainability Working Group approved on March 4, 2019..
7.	Employment Lands	Director of Development Services, Director of Public Works, Director of Finance, CAO	x	x	x	x	x	x	Staff continue working with property owner on development applications.
8.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	Application pending to OCIF Top-up Fund. Reporting on-going for OCIF, Fed Gas Tax, CWWF, FCM MAMP, OMCC and Main Streets Revitalization Fund

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
9.	Assist H&S consultant with preparing/delivering corporate health and safety program	SMT, all staff	x	x	x	x	x	x	Project on-going
	<i>CAPITAL PROGRAM</i>								
10	Holland Mills Bridge Construction	Eng. Tech., Director of Public Works	x	x	x	x	x	x	Project substantially complete. Deficiency work and small items will be completed Spring 2019. Heritage commemoration in Q2 or Q3 2019.
11	Hot Mix Asphalt Program	Eng. Tech, Manager of Roads	x	x	x	x			Project Completed.
12	Tar & Chip Program	Eng. Tech, Manager of Roads	x	x	x	x			Project Completed.
13	Bridge Street Bridge-Repairs	Eng. Tech, Director of Public Works	x	x	x	x	x		Project Completed.
14	Sidewalk Program	Eng. Tech., Manager of Utilities	x	x	x				Project Completed.
15	King Street - Surface Coat Asphalt	Eng. Tech.	x						Project Completed.
16	Milton and Byron Reconstruction	Eng. Tech., Director of Public Works	x	x	x	x	x		Project is substantially complete. Minor site works to be completed in spring 2019.
17	Lewis & Hannah Street Reconstruction - Engineering	Eng. Tech., Director of Public Works	x	x	x	x	x	x	On-going.
18	Wilmot and Church Street Reconstruction-Engineering	Eng. Tech., Director of Public Works	x	x	x	x	x	x	On-going. Construction in 2019 as per budget approval.
19	Bridge Program Minor Repairs and Improvement-Engineering	Eng. Tech., Director of Public Works	x	x	x	x	x	x	On-going.
20	Snyder's Road Sanitary and Storm Reconstruction-Engineering (Region)	Eng. Tech., Director of Public Works	x	x	x	x	x	x	On-going, Regional construction timing anticipated for 2020-2021.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
21	Replace Articulated Loader	Manager of Roads	x	x	x	x	x	x	Project Completed.
22	Reforestation Contract	Eng. Tech.	x	x	x	x			Project Completed.
23	Rail Crossings Safety Review	Eng. Tech.							Project Completed.
	BUDGET								
24	2018 Budget	Director of Public Works, Manager of Roads, Manager of Utilities, Eng. Tech., Senior Management Team							Project Completed.
25	2019 Budget	Director of Public Works, Manager of Roads, Manager of Utilities, Eng. Tech., Senior Management Team		x	x	x	x	x	Project Completed, approved February 11, 2019
26	Update 10-Year Capital Budget Forecast	Director of Public Works, Manager of Roads, Manager of Utilities, Eng. Tech., Senior Management Team			x	x	x	x	Project Completed, approved January 31, 2019
	ROADS								
27	Winter Sand Stockpile	Manager of Roads				x	x		Project Completed.
28	Prepare Roads for 2019 Hard Surfacing Programs	Manager of Roads			x	x			Project Completed.
29	Gravel Resurfacing Program	Manager of Roads							Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
30	Storm Water Management (SWM) Facilities - Inventory and Components	Manager of Roads,, Asset Management Coordinator	x	x	x	x	x	x	On-going.
31	Pavement Marking Program	Manager of Roads			x	x			Weather delays, on-going in 2019.
32	Minor Capital Procurement and Construction	Manager of Roads	x	x	x	x	x		Project Completed.
33	Gravel Hauling and Crushing Contract	Manager of Roads, Eng. Tech							Project Completed.
34	Road Patrol Software (Minimum Maintenance Standards - MMS)	Manager of Roads, Director of Public Works	x	x	x	x			Project Completed.
35	Road Sign Retro-reflectivity and Inventory (Minimum Maintenance Standards - MMS)	Manager of Roads	x	x	x	x			Project Completed.
	UTILITIES								
36	Replace Lift Pumps @ Station 2 (Milton Street)	Manager of Utilities	x	x	x	x			Project Completed.
37	Minor Capital Procurement	Manager of Utilities	x	x	x	x	x		Project Completed.
38	Sidewalk Maintenance Unit Specifications	Manager of Utilities	x	x	x	x	x		Project Completed.
39	Drinking Water Quality Management System (DWQMS) Updates and Audit	Manager of Utilities, Eng. Tech., Finance	x	x	x	x			Project Completed.

2018 Work Program Year End Review
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Project		Staff Lead(s)	J	A	S	O	N	D	Comments
40	Infiltration and Inflow Sourcing and Mapping	Manager of Utilities, Eng. Tech.	x	x	x	x	x	x	On-going.
41	Implement Water Use By-Law	Manager of Utilities, Manager of Accounting				x	x	x	By-law currently under review by Utilities Manager, on-going in 2019.
	GENERAL								
42	2017 Work Program year-end review	Director of Public Works							Project Completed.
43	2018 Work Program January – December	Director of Public Works							Project Completed.
44	2018 Work Program mid-Year review	Director of Public Works	x	x					Project Completed.
45	Employee Performance Reviews	Director of Public Works, Manager of Utilities, Manager of Roads				x	x		Project Completed.
46	PW Health and Safety Program	Director of Public Works, Manager of Utilities, Manager of Roads	x	x	x	x	x	x	Working to support establishment of a corporate program, including departmental program elements.
47	GIS Inventory and Spatial Repository Updates	Asset Management Coordinator	x	x	x	x	x	x	Comprehensive review of the data and inventory in PW. Identifying gaps in the current data repository. On-going in 2019.
48	Regional Coordination for Design Guidelines and Supplemental Specifications for Municipal Services (DGSSMS), Best Management Practices for Water and Wastewater Operations (BMP), Road Supervisors, Traffic Coordinators Groups	Director of Public Works, Manager of Utilities, Manager of Roads, Eng. Tech., Asset Management Coordinator	x		x	x			On-going.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
49	Public Works-Website updates	Director of Public Works	x	x	x	x	x	x	Updating website content related to work programs.
50	Sourcewater Protection - SWM/Roads	Director of Public Works, Manager of Roads, Eng. Tech.	x		x		x		Further reporting required into the 2019 Work Program through the Sourcewater Protection and Salt Management report.
51	Township Fees and Charges Review	Mgr. of Finance, Senior Management Team		x	x	x	x	x	Project Completed.
	NEW INITIATIVES								
52	Flood Damage Repairs-Bridge Street/Oxford-Waterloo Road/Pedestrian Bridge	Director of Public Works, Manager of Utilities, Manager of Roads, Eng. Tech.		x	x	x	x		Project Completed.
53	Work Order Implementation	Asset Management Coordinator, Finance	x	x	x	x	x	x	On-going.
54	Asset Management Policy Development (O. Reg. 588/17)	Asset Management Coordinator, Director of Public Works, Finance		x	x	x			Project Completed.
55	MMS Program Review (O. Reg. 366/18)	Director of Public Works, Manager of Roads			x	x	x	x	On-going.
56	Stuckey/Isaac Shantz/Jacob Cressman Corridor Review	Director of Public Works	x	x	x	x			Project Completed.
57	Salt Management Working Group (Regional/Environment Canada Road Salt Management)	Manager of Roads, Eng. Tech.	x	x	x	x	x		Report to Council in 2019.
58	Council Orientation	Senior Management Team				x	x	x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
59	Policy Updates (Violence and Harassment)	HR/H&S Coordinator, Senior Management Team	x	x	x	x	x	x	Project on-going as part of Health and Safety Program Update.
60	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: FIRE SERVICES									
	STRATEGIC PLAN								
1.	Fire Route Bylaw/Update	Chief, FPO		x	x	x	x	x	Research nearing completion
2.	Review/Update By-Law to Establish a Fire Department	Chief, Fire Mgmt Team	x						Project Completed
3.	Monitor/Pursue Senior Government Funding Opportunities	Chief, Fire Mgmt Team	x	x	x	x	x	x	Application pending to OCIF Top-up Fund. Reporting on-going for OCIF, Fed Gas Tax, CWWF, FCM MAMP, OMCC and Main Streets Revitalization Fund
4.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	Application pending to OCIF Top-up Fund. Reporting on-going for OCIF, Fed Gas Tax, CWWF, FCM MAMP, OMCC and Main Streets Revitalization Fund
	CAPITAL PROGRAM								
5.	Asset Management Plan Update	Finance, Chief	x	x	x	x	x	x	Working directly with Finance
6.	Fire Tanker Truck Replacement (T35)	Chief, DC Strickler, Fire Mgmt Team							Project Completed
7.	Shore Based Water Rescue Equipment and Training	Chief, Fire Mgmt Team, TO	x	x					Project received funding approval through 2019 Budget Process

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
8.	Branding – Uniforms/Station Wear	Chief, Fire Mgmt Team	x	x	x				Project Completed
9.	Roof Replacement Station 1 – Center Roof	Chief, DC Koenig							Project Completed.
10	Defibs – New Units	Chief	x						Project Completed
11	Prep Tender Station 1, Rescue 7 & Station 1, Pumper 2	Chief, Fire Mgmt Team, DC Koenig				x	x	x	2020 Budget
12	Radio Equipment Upgrades	Chief, Fire Mgmt Team, Regional Working Group	x	x	x	x	x	x	Established storage location with Kitchener Fire, Regional initiative awaiting further information
13	Auto Extrication Equipment	Chief, Fire Mgmt Team	x	x	x	x			Project Completed
	GENERAL								
14	Budget 2019	Finance, Chief, Senior Mgmt Team				x	x	x	Project Completed.
15	Budget 2018	Chief, SMT							Project Completed, approved February 11, 2019
16	Update 10 year Capital Forecast	Chief, SMT				x	x	x	Project Completed, approved January 31, 2019
17	Emergency Management Training	CAO, CEMC, ECG, Chief			x				2018 Training and Compliance goals completed
18	Fire Prevention Officer Recruitment/Onboarding	Chief, HR							Project Completed
19	Protective Gear Replacements/Recruits	Chief, TO, Fire Mgmt Team							Project Completed.
20	Small Capital Equipment Purchases	Chief, Fire Mgmt Team	x	x	x	x	x	x	Projects Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
21	PPE Cleaning Policy	Chief, H&S Comm, Fire Mgmt Team	x	x	x	x	x	x	Draft Policy created, in review by senior management and H&S Committee, completion in first quarter 2019
22	Burn Bylaw Review/Update	Chief, FPO, Fire Mgmt Team				x	x	x	Scheduled to be complete in 2019.
23	Station 3 Reno Design Drawings/Project Plan for 2019	Chief, DC Strickler, Fire Mgmt Team	x	x	x	x	x	x	Preliminary discussions on-going, 2019 Capital Project
24	Canned Messages Aizan	Chief, CEMC, Admin Assist							Project completed.
25	Fire Prevention/Pub Ed – Schools, Rural Residence, Fall Open House	Chief, FPO		x	x	x	x		2018 Goals and objectives completed
26	Annual Fire Pump Testing Program	Chief, District Chief's							Project Completed.
27	Recruit Firefighter Training	Chief, Fire Mgmt Team, TO	x						2018 Recruit program completed
28	Live Fire Training	Chief, Fire Mgmt Team, TO				x			2018 Live Fire Completed.
29	First Aid Certification - Recruits	Chief, TO							Project completed.
30	DZ Licensing	Chief, Fire Mgmt Team, TO	x	x	x	x	x	x	In discussion with company that may provide fire specific driver training and license prep instructions, project moved to 2019
31	Review Program for PTSD	Chief, HR, H&S Comm, Fire Mgmt Team	x	x	x	x			2018 training completed, working with trainer to deliver 2019 program
32	Forcible Entry Training Program	Chief, TO			x	x	x	x	Lesson plan in research phase, moved to 2019

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
33	Auto Extrication Training Program	Chief, TO							Project completed
34	Roof Ventilation Training Program	Chief, TO				x	x	x	Lesson plan design in research phase, moved to 2019
35	SCBA Replacement Review, Create Committee (Regional)	Chief, Fire Mgmt Team, H&S Comm			x	x			Wilmot leading a regional evaluation committee, on-going in 2019
36	Develop Formal Leave Procedure for VFFs	Chief, HR, H&S Comm, Fire Mgmt Team	x	x	x	x			Project Completed
37	Breathing Air Filling Station – Station 1	Chief, Fire Mgmt Team, H&S Comm	x	x	x				Project Completed
38	Revision/Review/Update Department SOG's	Chief, Fire Mgmt Team, H&S Comm	x	x	x	x	x	x	SOG's in various stages of development and approval, continuation into 2019
39	WRENS - Mass notification system – Everbridge – Regional System	Chief, CEMC, Admin Assist	x	x	x	x	x		Roll-out date now set to March 1, 2019
40	Policy Updates (Violence and Harassment)	HR, H&S Coordinator, Sr.Mgmt Team	x	x	x	x	x	x	Project on-going as part of Health and Safety Program Update
41	Township Fees and Charges Review	Mgr. of Finance, Sr. Mgmt Team		x	x	x	x	x	Project Completed.
42	Employee Performance Review	Chief						x	Project Completed
43	2017 Work Program year-end review	Chief							Project Completed.
44	2018 Work Program January – December	Chief							Project Completed.

45	2018 Work Program mid-Year review	Chief	x	x					Submitted.
Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	NEW INITIATIVES								
46	Door to Door Smoke Alarm Program – Start in New Hamburg	Chief, FPO, DC Strickler	x	x	x	x	x		Project Completed
47	Aizan database update – mass notification system	Chief, Admin Assist, FPO		x	x	x	x		Project Completed
48	Water Rescue Program Development	Chief, Fire Mgmt Team, CAO, Dir. of Finance	x	x	x	x	x		Research complete, project received funding approval for 2019 budget
49	Council Orientation	SMT				x	x	X	Project Completed.
50	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: DEVELOPMENT SERVICES									
	STRATEGIC PLAN								
1.	Review of Delegation of Planning Approvals	Dir. of Dev Services, CAO	x	x	x	x	x	x	Part Lot Control delegation completed. Project on-going.
2.	Continue to review/prioritize trails projects (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	FRS / PW / DS/ FIN	x	x	x	x	x	x	Project on-going.
3.	Wilmot Employment Lands	DS / PW / FIN / CAO	x	x	x	x	x	x	Staff continue working with property owners on development applications
4.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	Application pending to OCIF Top-up Fund. Reporting on-going for OCIF, Fed Gas Tax, CWWF, FCM MAMP, OMCC and Main Streets Revitalization Fund
5.	Sustainability Committee Meetings	Sustainability Committee			x			x	Terms of Reference for new Sustainability Working Group approved on March 4, 2019.
6.	Health and Safety Program Establishment	SMT	x	x	x	x	x	x	Project works have been initiated with consulting services from K. Blair Safety Consulting Inc.
	CAPITAL PROGRAM								
7.	Budget 2018	Dir. of Dev Services, SMT							Project Completed.
8.	Budget 2019	Dir. of Dev Services, SMT			x	x	x	x	Project Completed, approved February 11, 2019
9.	Updated 10 yr Capital Forecast	Dir. of Dev Services, SMT			x	x	x	x	Project Completed, approved January 31, 2019

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
	GENERAL								
10.	2017 Work Program year-end review	Dir. of Clerk's Services, Deputy Clerk, Sr. Mgmt Team							Project Completed.
11.	2018 Work Program January – December	Dir. of Clerk's Services, Deputy Clerk, Sr. Mgmt Team							Project Completed.
12.	2018 Work Program mid-Year review	Dir. of Clerk's Services, Deputy Clerk, Sr. Mgmt Team	x	x					Project Completed.
13.	Building Permit Fees Review	Dir. of Dev Services, CBO	x	x	x				Project completed.
14.	Township Official Plan Review (Implementation)	Dir. of Dev Services, Mgr. of Planning	x	x	x	x	x	x	Project ongoing. Appeal of ROPA 1 resolved. Approval of OPA#9 with modifications pending continued negotiations.
15.	Township Zoning By-law Review (Implementation)	Dir. of Dev Services, Mgr. of Planning	x	x	x	x	x	x	Project on-going. Initiation delayed due to OP delayad,
16.	High Speed Rail EA – monitor, participate	Dir. of Dev Services, Mgr. of Planning	x	x	x	x	x	x	Project on-going. Awaiting direction from Province on EA.
17.	Greenbelt Expansion Study Area – monitor, participate	Dir. of Dev Services, Mgr. of Planning	x	x	x	x	x	x	Project on-going. Awaiting direction from Province.
18.	Development Charges Rebate Program	Dir. of Dev Services							Project Completed. Application Filed. Funding not Provided.
19.	2018 Work Program Review	Dir. of Dev Services		x					Project Completed.
20.	Employee Performance Reviews	Dir. of Dev Services, CBO					x	x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
21.	RFP for Development Charges Background Study	Dir. of Finance, Dir. of Dev Services, CAO			x	x	x	x	Project Completed. Contract works on-going throughout 2019 with Watson & Associates.
20.	Part-Time Position Evaluations	HR/H&S Coordinator, HR Consultant, Senior Management Team	x	x	x	x			Project Completed. Part-time wage grid will be implemented effective April 1, 2019.
21.	Full-Time Grid and Council Remuneration Market Review	HR/H&S Coordinator, HR Consultant, Senior Management Team	x	x	x	x	x	x	Project analysis on-going with HR Consultant.
22.	Township Fees and Charges Review	Mrg. of Finance, Senior Management Team		X	X	X	X	X	Project Completed.
	NEW INITIATIVES								
23.	Council Orientation	Senior Management Team				x	x	x	Project on-going.
24.	Downtown Flood Action Committee Liaison	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, Fire Chief, CAO	x	x	x	x	x	x	Application submitted to Municipal Disaster Recovery Assistant (MDRA), follow-up with the Downtown Flood Action Committee on status of other funding programs completed.
25.	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
DEPARTMENT: Castle Kilbride									
	STRATEGIC PLAN								
1.	Designate a Wilmot Township Property	Curator/Director, Heritage Wilmot				x	x	x	In progress; Designation planned for October 2019.
2.	Update Non-Designated Register of Heritage Properties	Curator/Director, Heritage Wilmot	x	x	x	x	x	x	In progress; Committee to provide update April 2019.
3.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	Application pending to OCIF Top-up Fund. Reporting on-going for OCIF, Fed Gas Tax, CWWF, FCM MAMP, OMCC and Main Streets Revitalization Fund
4.	Health and Safety Program Establishment	SMT	x	x	x	x	x	x	Project works have been initiated with consulting services from K. Blair Safety Consulting Inc.
	CAPITAL PROGRAM								
5.	Coordinate Grandstand mural project	Curator/Director, Heritage Wilmot			x				Project Completed.
6.	Coordinate Arts and Culture Master Plan	CK Staff, Committee, Consultants	x	x	x	x	x		Project Completed; Endorsed by Council November 2018.
7.	Castle Kilbride Exterior Painting	Curator/Director, Director of Facilities & Recreation Services, Contractor	x						Project Complete
	GENERAL								
8.	Write federal/provincial grants for summer youth employment	Curator/Director							Project Completed.
9.	Continue Involvement with Prime Minister Statue Project Committee	Curator/Director, Clerks, Committee	x	x	x	x	x	x	Project on-going.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
10.	Part-Time Position Evaluations	HR/H&S Coordinator, HR Consultant, Senior Management Team	x	x	x	x			Project Completed. Part-time wage grid will be implemented effective April 1, 2019.
11.	Full-Time Grid and Council Remuneration Market Review	HR/H&S Coordinator, HR Consultant, Senior Management Team	x	x	x	x	x	x	Project analysis on-going with HR Consultant.
12.	Research and establish 2018 event and exhibit schedules	Curator/Director, Assistant Curator							Project Completed.
13.	2017 Work Program year-end review	Curator/Director, Assistant Curator							Project Completed.
14.	2018 Work Program January – December	Curator/Director, Assistant Curator							Project Completed.
15.	2018 Work Program mid-Year review	Curator/Director, Assistant Curator	x	x					Submitted.
16.	Research, develop and install spring/summer exhibits	Assistant Curator	x						Project Completed.
17.	Solicit Colleges/universities for Internship proposals	Curator/Director					x	x	Project Completed.
18.	Interview, hire and train summer staff for Castle / Heritage Wilmot	Curator/Director, Assistant Curator	x	x					Project Completed.
19.	Write Community Museums operation Grant (CMOG) for museum	Curator/Director, Assistant Curator							Project Completed.
20.	Prepare and deliver summer programs and events	Curator/Director, Assistant Curator	x	x	x				Project Completed
21.	Employee Performance Reviews	Curator/Director					x	x	Project on going
22.	Research, develop and install fall/winter exhibits	Assistant Curator	x	x	x	x	x		Project Completed.
23.	Plan 2018 budget	Management Team						x	Project Completed.

Project		Staff Lead(s)	J	A	S	O	N	D	Comments
24.	Research and plan draft 2019 special event and exhibit list	Curator/Director, Assistant Curator						x	Project Completed.
25.	Prepare and deliver winter programs and events	Curator/Director, Assistant Curator				x	x	x	Project Completed.
26.	Health and Safety Program Establishment	Senior Management Team	x	x	x	x	x	x	Draft Health and Safety Program under review with K. Blair Safety Consulting Inc.
27.	Township Fees and Charges Review	Mgr. of Finance, Senior Management Team		x	x	x	x	x	Project Completed.
28.	Update 10-year capital forecast	Senior Management Team			x	x	x	x	Project Completed.
29.	Policy Updates (Violence and Harassment)	HR/H&S Coordinator, Senior Management Team	X	x	x	x	x	x	Project on-going as part of Health and Safety Program Update
	CASTLE KILBRIDE ADVISORY COMMITTEE								
30.	Plan 2018 initiatives with Chairperson from Castle Kilbride	Curator/Director, CK Chairman							Project Completed.
31.	Set Castle lecture Series	CK Staff, Committee							Project Completed.
	HERITAGE WILMOT ADVISORY COMMITTEE								
32.	Plan 2018 initiatives with Chairperson from Heritage Wilmot	Curator/Director, HW Chairman							Project Completed.
33.	Plan and deliver 2018 Heritage Day	Curator/Director, Heritage Wilmot							Project Completed.

	NEW INITIATIVES								
34.	Council Orientation	Senior Management Team				x	x	x	Project Completed.
35.	Coordinate mural enhancement on New Hamburg Fire Hall	Curator/Director			x	x			Project Completed.
36.	Safety Audit – Municipal Office	Senior Management Team	x	x	x	x	x	x	Project Completed.

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER													
	STRATEGIC PLAN												
1.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT											
		x	x	x	x	x	x	x	x	x	x	x	x
2.	Strategic Plan Update	Steering Committee, Consultants, SMT											
		x	x	x	x	x	x	x	x				
3.	Asset Management Plan Roadmap	Dir. of Finance, Dir. of Public Works, Mgr. of Finance, AM Coordinator											
		x	x	x	x	x	x	x	x	x	x	x	x
4.	Sustainability Working Group Quarterly Meetings	Dir. of Finance, Mgr. of Finance, Sustainability Working Group											
					x		x			x			x
5.	Employment Lands Development and Servicing	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, CAO											
		x	x	x	x	x	x	x	x	x	x	x	x
6.	Health and Safety Program Implementation and Training	SMT, HR / H&S Coordinator											
		x	x	x	x	x	x	x	x	x	x	x	x
7.	Wellness Training and Mental Health Awareness	SMT, HR/ H&S Coordinator											
		x	x	x	x	x	x	x	x	x	x	x	x

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
GENERAL													
8. Development Charges Background Study	SMT	x	x	x	x	x	x	x	x				
9. Budget 2019	SMT	x	x										
10 Budget 2020	SMT								x	x	x	x	
11 2018 Work Program – Year End Review	SMT	x	x	x									
12 2019 Work Program January - December	SMT	x	x	x	x	x	x	x	x	x	x	x	x
13 2019 Work Program – Mid-Year	SMT							x	x				x
14 10 Year Capital Forecast	CAO									x	x	x	x
15 Employee Performance Review	CAO								x	x			
16 2020 Municipal Grants Program	Fin. Analyst, Dir. of Finance, CAO										x	x	
17 Interdepartmental Charges Review / Update	Mgr. of Finance, SMT							x	x	x			
18 Legislative & Municipal Leadership Training – SMT and Council	SMT, Consultant			x									
19 Human Resources & Health and Safety Coordinator Recruitment	Dir. of Finance, CAO		x	x	x								

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
20 Market Salary Review (Full-time, Council, CAO)	HR/H&S Coordinator, Dir. of Finance, CAO, HR Consultant, Mayor				x	x	x						
21 Annual Job Evaluations	HR/H&S Coordinator, Dir. of Finance, CAO, HR Consultant				x	x							
22 Waterloo Region Tourism & Marketing Corporation (WRTMC)	Regional CAOs, CEO WRTMC	x			x			x			x		
23 Waterloo EDC	Regional CAOs	x			x			x			x		
24 Smart Waterloo Region	CAO, IT Systems Administrator, Recreation Programmer	x	x	x									
25 Council Orientation	SMT	x	x	x	x								
26 Fire Master Plan	Chief, Fire Mgmt Team, Steering Committee			x	x	x	x	x	x	x	x	x	x
27 Library Services Review	Steering Committee, Consultants					x	x	x	x	x	x	x	

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: CLERK'S SERVICES													
STRATEGIC PLAN													
1.	Undertake Wilmot Branding Process	Communications Specialist							X	X	X	X	X
2.	2019 Strategic Plan Update	Strategic Plan Steering Committee, Communications Specialist		X	X	X	X	X	X	X	X	X	X
3.	Continue Involvement with the Prime Ministers Path Committee	Curator/Director, Dir. of Clerk's Services, Committee	X	X	X	X	X	X	X	X	X	X	X
4.	Health and Safety Program Implementation and Training	SMT, H&S Coordinator	X	X	X	X	X	X	X	X	X	X	X
5.	Wellness Training and Mental Health Awareness	SMT, H&S Coordinator	X	X	X	X	X	X	X	X	X	X	X
6.	Monitor / Pursue Senior Government Funding Opportunities	SMT	X	X	X	X	X	X	X	X	X	X	X
7.	Establish / Recruit Sustainability Working Group	Dir. of Clerk's Services, Dir. of Finance, Sustainability Committee		X	X	X							
CAPITAL PROGRAM													
8.	Mannheim Municipal / Community Event Ground Sign	Director of Clerk's Services, Deputy Clerk			X	X	X	X	X				

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: CLERK'S SERVICES													
	GENERAL												
9.	Council for a Day Program 2019			X	X	X							
10	2018 Work Program year-end review	X	X	X									
11	2019 Work Program January – December	X	X	X	X	X	X	X	X	X	X	X	X
12	2019 Work Program – Mid Year							X	X				
13	2019 Quarterly Reporting	X			X			X			X		
14	Community Newsletter (Interim Tax Bills)	X	X										
15	Community Newsletter (Final Tax Bills)					X	X						
16	Budget 2019	X	X										
17	Budget 2020							X	X	X	X	X	X
18	10 Year Capital Forecast								X	X	X	X	X

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: CLERK'S SERVICES													
19 Employee Performance Review	Director of Clerk's Services								X	X			
20 Staff Liaison – GRAAC Monthly Meetings	Deputy Clerk	X	X	X	X	X	X	X	X	X	X	X	X
21 Annual Review of GRAAC Membership	Deputy Clerk	X	X										
22 Digital Records Management System	Senior Management Team, Deputy Clerk				X	X	X	X	X	X	X	X	X
23 Bill 68 Review and Compliance	Director of Clerk's Services, Deputy Clerk	X	X										
24 Private Property Parking By-law Update	Director of Clerk's Services, Senior Municipal Enforcement Law Officer	X	X										
25 Traffic and Parking By-law Amendment – Trailers	Director of Clerk's Services, Director of Public Works, Senior Municipal Enforcement Officer	X	X	X	X	X							
26 Hiring Communication Specialist	Director of Clerk's Services, Deputy Clerk	X	X	X	X								
27 Lottery Licensing File Updates	Deputy Clerk	X	X	X	X								
28 Procedural By-law Update	Director of Clerk's Services, Deputy Clerk	X	X	X	X								

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: CLERK'S SERVICES													
29 Council Orientation	Senior Management Team, Deputy Clerk, Senior Municipal Law Enforcement Officer	X	X	X	X								
30 Women's Day and Women's Month Celebration for 2020	Director of Clerk's Services, Deputy Clerk, Communications Specialist						X	X	X	X	X	X	X
31 Township Communications Plan	Director of Clerk's Services, Communications Specialist				X	X	X	X	X	X	X	X	X
32 Social Media Policy Review	Deputy Clerk, Communications Specialist				X	X	X						
33 Website Content Review and Update	Communications Specialist				X	X	X	X	X				
34 Cannabis Retail Policy Statement	Director of Clerk's Services, Senior Municipal Law Enforcement Officer					X	X						
35 Review/Implement Cannabis Legalization Implementation Fund	Dir. of Finance, Dir. of Clerk's Services					x	x	x	X				
36 Trails Advisory Committee and Sustainability Working Group Terms of Reference and Membership Appointment	Senior Management Team		X	X									
37 Community Safety and Crime Prevention Engagement Committee	Director of Clerk's Services, Senior Municipal Law Enforcement Officer, Waterloo Regional Police Service	X	X	X	X	X	X	X					
38 Review and implement dog-park pilot project	Clerk's Services, Facilities and Recreation Services			X	X	X	X	X	X	X	X		

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: CLERK'S SERVICES													
39 Electronic Participation at Meetings Policy	Director of Clerk's Services, Deputy Clerk				X	X							
40 Snyder Petition Municipal Drain	Director of Clerk's Services, Drainage Engineer	X	X	X	X	X	X	X	X	X	X	X	X
41 Drainage Superintendent RFP	Director of Clerk's Services, Financial Services, Public Works								X	X	X	X	X
42 Nachurs-Alpine Municipal Drain	Director of Clerk's Services, Drainage Engineer	X	X	X	X	X	X	X	X	X	X	X	X
43 Haid Petition for Municipal Drain Improvements	Director of Clerk's Services, Drainage Engineer	X	X	X	X	X	X	X	X	X	X	X	X
44 Review of Exotic Pet By-law	Director of Clerk's Services, Deputy Clerk, Senior Municipal Law Enforcement Officer											X	X
45 Richardson/Petersburg Drain Maintenance	Director of Clerk's Services, Financial Services	X	X	X	X	X	X	X	X	X	X	X	X
46 Legislative & Municipal Leadership Training – SMT and Council	SMT, Consultant			X									

Project		Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: FINANCIAL SERVICES														
	STRATEGIC PLAN													
1.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	x	x	x	x	x	x
2.	Strategic Plan Update	Steering Committee, Consultants, SMT	x	x	x	x	x	x	x	x				
3.	Asset Management Plan Roadmap	Dir. of Finance, Dir. of Public Works, Mgr. of Finance, AM Coordinator	x	x	x	x	x	x	x	x	x	x	x	x
4.	Sustainability Working Group Quarterly Meetings	Dir. of Finance, Mgr. of Finance, Sustainability Working Group				x		x			x			x
5.	Employment Lands Development and Servicing	Dir. of Finance, Dir. of Public Works, Dir. of Dev Services, CAO	x	x	x	x	x	x	x	x	x	x	x	x
6.	Health and Safety Program Implementation and Training	SMT, HR / H&S Coordinator	x	x	x	x	x	x	x	x	x	x	x	x
7.	Establish/Recruit Sustainability Working Group	Sustainability Committee, Dir. of Finance, Dir. Clerk's Services		x	x	x								
8.	Organizational Corporate Culture Review and Implementation	External Consultants, CAO, Dir. of Finance; HR / H&S Coordinator			x	x	x	x	x	x	x			
9.	Wellness Training and Mental Health Awareness	SMT	x	x	x	x	x	x	x	x	x	x	x	x
	CAPITAL PROGRAM													
10.	Library Services Review	Steering Committee, Consultants					x	x	x	x	x	x	x	

11.	Upgrade Desktops and Notebooks	IT Systems Administrator			x	x	x	x						
12.	Office365 Migration	IT Sys. Admin, Mgr. of Finance					x	x	x	x				
13.	Physical Security Enhancements (Admin Complex)	Mgr. of Finance, IT Sys. Admin		x	x	x	x	x						
	GENERAL													
14.	Development Charges Background Study	Dir. of Finance, SMT	x	x	x	x	x	x	x	x				
15.	Budget 2019	Dir. of Finance, Mgr. of Finance, SMT	x	x										
16.	Budget 2020	Dir. of Finance, Mgr. of Finance, Sup of Payroll/Procurement, Fin. Analyst, SMT								x	x	x	x	
17.	2019 Work Program January - December	Dir of Finance, SMT	x	x	x	x	x	x	x	x	x	x	x	x
18.	2019 Work Program – Mid-Year	Dir. of Finance, Mgr. of Finance, Sup of Payroll/Procurement, IT Sys. Admin							x	x				x
19.	2019 Quarterly Reporting	Director	x			x			x			x		
20.	10 Year Capital Forecast	Dir. of Finance									x	x	x	x
21.	2018 Work Program – Year End Review	Dir. of Finance, SMT	x	x	x									
22.	Year End Financial Statements, FIR and Audit	Dir. of Finance, Mgr. of Finance, Sup of Payroll/Procurement	x	x	x	x								
23.	Annual GHG Reporting to Sustainable Waterloo Region	Sustainability Committee, Sup of Payroll/Procurement			x									

24.	Green Energy Act Reporting on GHG Emissions	Sustainability Committee, Sup of Payroll/Procurement		x	x										
25.	Annual Reporting of Council Remuneration, Development Charges and Cash in-lieu of Parkland	Manager of Finance			x										
26.	Area Rating Review – Regional Library and Regional Transit Services	Dir. of Finance, Area Treasurers	x	x	x						x	x	x		
27.	Update Tangible Capital Assets Policy	Dir. of Finance, Mgr. of Finance, Auditors						x	x	x					x
28.	Continuation of Departmental Inventory Program	Mgr. of Finance, Sup of Payroll/Procurement, Financial Analyst	x	x	x	x	x	x	x	x	x	x	x		
29.	Update Reserve Fund By-Law	Director of Finance								x	x				
30.	Review/Implement Cannabis Legalization Implementation Fund	Dir. of Finance, Dir. of Clerk's Services					x	x	x	x					
31.	Review/Implement Recreation Financial Assistance for Seniors	Financial Analyst, Recreation				x	x	x							
32.	OMPF Resource Group	Dir. of Finance		x	x	x	x	x	x	x	x	x	x		
33.	Update Wilmot Water Financial Plan	Mgr. of Finance, Dir. of PW, Supervisor Utilities								x	x				
34.	2020 Municipal Grants Program	Fin. Analyst, Dir. of Finance, CAO											x	x	
35.	Fees and Charges Review	Mgr. of Finance, SMT									x	x	x	x	
36.	e-Contracts Database	Sup. of Payroll/Procurement, Purchasing Agents					x	x	x	x					
37.	RFP – Municipal Drains Superintendent Services	Dir. of Finance, Dir. of PW and Eng, Dir. of Clerk's Services					x	x	x						
38.	DWQMS Internal Audit	Mgr. of Finance, Dir. of PW, Supervisor Utilities								x	x	x			

39.	Review/Implement Work Order Management System	Mgr. of Finance, AM Coordinator								x	x	x		
40.	Quarterly Financial Updates	Manager of Finance				x			x			x		
41.	Interdepartmental Charges Review / Update	Mgr. of Finance, SMT							x	x	x			
42.	Municipal Accounting Software Needs Assessment	Mgr. of Finance, Dir. of Finance						x	x	x	x			
43.	Water Meter Audit	Mgr. of Finance, Fin. Clerk, Dir. of Public Work, Supervisor Utilities					x	x	x					
44.	Update Tangible Capital Asset Valuation and Attributes	Mgr. of Finance, Asset Management Working Group						x	x	x	x			
45.	Review Backflow Valve Incentive Program	Dir. of Finance, Mgr. of Finance and Dir of Development Services							x	x	x	x		
46.	Develop and Implement Community Engagement Program for Municipal Budget	Dir. of Finance, Mgr. of Finance								x	x	x		
47.	Enhance Year End Financial Statement Package	Dir. of Finance, Mgr. of Finance			x	x								
48.	Waterloo Regional Municipal Insurance Pool Renewals / Assessments	Director of Finance			x	x	x							
49.	Develop Investment Strategy	Director of Finance								x	x			
50.	Review Tax Policy and Infrastructure levy	Dir. of Finance, Mgr. of Finance					x	x	x	x	x	x		
51.	Employee Performance Reviews	Director of Finance								x	x			
52.	Legislative and Municipal Leadership Training – SMT and Council	SMT, Consultant			x									
	IT SERVICES													

53.	Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software	IT Systems Administrator, Mgr. of Finance	x	x	x	x	x	x	x	x	x	x	x	
54.	Desktop Management Software Deployment	IT Systems Administrator									x	x	x	x
55.	IT Help Desk Deployment	IT Sys. Admin, Mgr. of Finance									x	x	x	x
56.	Network Audit & Security Review	IT Systems Administrator	x	x	x	x	x	x	x	x	x	x	x	x
57.	Wi-Fi Installations at PWOC, Mannheim and New Hamburg CC	IT Systems Administrator		x	x	x	x							
58.	IT Business Plan Review/Update	Mgr. of Finance, IT Sys. Admin								x	x	x	x	
59.	Develop Security Camera Use Policy	Mgr. of Finance, IT Sys. Admin								x	x	x		
60.	Develop and Implement Cyber Security; Suspicious Email and Safe Use Practice Training	IT Sys. Admin, Mgr. of Finance						x	x	x				
61.	Corporate Phone System Replacement Review	IT Sys. Admin, Mgr. of Finance								x	x	x	x	
62.	Develop and Implement IT Orientation for New Staff	IT Systems Administrator							x	x	x			
63.	Investigate Corporate Web Conference Call Services	IT Systems Administrator									x	x		
64.	Establish Design and Framework For Disaster Recovery Site at Backup EOC	IT Systems Administrator								x	x	x	x	
	HUMAN RESOURCES / HEALTH & SAFETY / EMPLOYEE WELLNESS													
65.	Human Resources & Health and Safety Coordinator Recruitment	Dir. of Finance, CAO		x	x	x								
66.	Market Salary Review (Full-Time, Council, CAO)	HR / H&S Coordinator, Dir. of Finance, CAO; HR Consultant, Mayor				x	x	x						

67.	Annual Job Evaluations	HR / H&S Coordinator Dir. of Finance, CAO, HR Consultant				x	x								
68.	Establish Safety Talks Program – Corporate Wide	HR / H&S Coordinator						x	x						
69.	Streamline Full-Time and Part-Time Recruitment Process (Checklist)	HR / H&S Coordinator, Dir. of Finance		x	x	x									
70.	Update Offer of Hire Letter and On-Boarding Materials	HR / H&S Coordinator, Dir. of Finance			x	x									
71.	Update Violence and Harassment Policy (incl. Training)	HR / H&S Coordinator, SMT				x	x	x	x						
72.	Deployment On-line Training Environment (HR Downloads) Corporate Wide	HR / H&S Coordinator, Dir. of Finance					x	x	x	x	x	x	x		
73.	Development / Implement Digital Records Management for HR / Personnel Records	HR / H&S Coordinator						x	x	x	x	x	x	x	x
74.	Coordinate First Aid Recertification Program	HR / H&S Coordinator									x	x			x
75.	Update Workplace Safety Boards to Include Wellness Initiatives	HR / H&S Coordinator								x	x	x			
76.	Explore Opportunities to Leverage HRIS System	HR / H&S Coordinator			x	x	x	x	x	x	x	x	x		
77.	Comprehensive Data Update for HRIS System, including Internal Audit of Training Records / Compliance	HR / H&S Coordinator						x	x	x	x	x	x	x	x
78.	Review/Update Performance Appraisals Review Process/Documentation	HR/SMT							x	x	x				x
79.	Recruitment (Full-time, Part-time, Seasonal and VFFs)	HR / H&S Coordinator	x	x	x	x	x	x	x	x	x	x	x	x	x

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: RECREATION AND FACILITIES SERVICES													
	STRATEGIC PLAN												
1.	Continue to research, develop and implement seniors/youth programming	Recreation Programmer & Rec staff											
2.	Continue to review trail development/active transportation opportunities in accordance with the Trails Master Plan	Trails Advisory Committee Trails Staff Working Group											
3.	Hire landscape architect to advance the trail/linkage design process for Beckdale North, Schneller/Country Creek, Laschinger Woods, Baden-New Hamburg Trailway, Smiths Creek Flats	Trails Advisory Committee Trails Staff Working Group Project Coordinator											
4.	Construct Schneller/Country Creek Linkage	Project Coordinator											
5.	Construct Laschinger Woods Trail	Project Coordinator											
6.	Assist with Healthy Communities Week	P&F Manager, WRC staff											
7.	Wilmot Reforestation Program - Parks	FRS Director											
8.	NH Arena Engineering/Re-commissioning Study Report to Council	FRS Director											
9.	Wellness Training and Mental Health Awareness	SMT, H&S Coordinator											
10.	Health and Safety Program Implementation and Training	SMT, H&S Coordinator											

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: RECREATION AND FACILITIES SERVICES													
11. Host Wilmot community group meeting	FRS Director, Recreation & Community Services staff			x	x								
12. Prepare/undertake volunteer recruitment, management, retention, recognition workshop(s)	Recreation & Community Services staff, workshop instructors									x	x	x	
13. Smith's Creek Carbon Sink Design	Sustainability Committee, Trails Committee, DS Director, FRS Director												
14. Asset Management Plan Update	SMT			x	x	x	x	x	x	x	x	x	x
15. Strategic Plan Update	SMT	x	x	x	x	x	x	x	x	x			
<i>CAPITAL PROGRAM</i>													
16. Library services facility review	Steering Committee, FRS Director								x	x	x	x	x
17. Replace NH Library rooftop HVAC Unit	HVAC Technician					x	x	x	x				
18. 27 Beck Street parking lot regrading/resurfacing project	P&F Manager				x	x	x						
19. NHCC, SACC, NDCC kitchen renovations	Project Coordinator					x	x	x					
20. Complete LED lighting retrofits at WRC (Aquatic Centre)	P&F Manager								x	x	x		
21. Install automatic field irrigation system at WRC	P&F Manager, Project Coordinator				x	x							

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: RECREATION AND FACILITIES SERVICES													
22. WRC parking lot repairs (crack seal, line painting, trail crossings)	WRC Operations Supervisor						x	x					
23. Install exterior cladding at Mannheim CC	P&F Supervisor		x	x									
24. Replace playground elements at Constitution Park	Project Coordinator				x	x							
25. Kirkpatrick Park parking lot reconstruction	FRS Director, P&F Manager, Project Coordinator				x	x	x	x					
26. Utility vehicle replacement (Norm Hill Park)	P&F Manager		x	x									
27. Replace tennis court lighting at Beck Park	Project Coordinator					x							
28. Beck Park playground element addition	Project Coordinator									x	x		
29. SACC auditorium floor replacement	Project Coordinator					x							
30. Admin building LED lighting retrofit	P&F Manager						x	x	x				
31. Admin building boiler replacement	HVAC Technician						x	x	x	x			
32. Admin building parking lot expansion design and temporary lighting replacement	FRS Director, P&F Manager						x	x	x	x	x		
33. Castle Kilbride chimney repairs	P&F Manager, Curator					x	x	x					

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: RECREATION AND FACILITIES SERVICES													
34. Riverside Cemetery utility vehicle replacement	P&F Manager		x	x									
35. Review re-purposing of HCC former “games room”	FRS Director, F&F Manager, Project Coordinator						x	x	x				
36. Report to Council on “organics collection” program for community centres	FRS Director, P&F Manager										x	x	
37. Review grades (design vs existing) on ND ball diamonds	P&F Manager					x							
GENERAL													
38. Budget 2019	FRS Director	x	x										
39. Budget 2020	FRS Director									x	x	x	x
40. 10 Year Capital Forecast	FRS Director								x	x	x	x	x
41. 2019 Quarterly Reporting	FRS Director	x			x			x			x		
42. Design/distribute Community Recreation Guide	Recreation & Community Services staff	x						x	x				x
43. Work with WRDSB to develop/construct artificial turf field at WO	FRS Director, P&F Manager, Project Coordinator	x	x	x	x	x	x	x	x	x			
44. Employee Performance Reviews	FRS Director, all Managers								x	x			

Project		Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: RECREATION AND FACILITIES SERVICES														
45.	Continue development of departmental Operating Procedures Manual	FRS Director, all Managers	x	x	x	x	x	x	x	x	x	x	x	x
46.	Hire/train P&F summer students	P&F Supervisor			x	x								
47.	2018 Work Program Year End Review	FRS Director	x	x	x									
48.	2019 Work Program January – December	FRS Director	X	X	X	X	X	X	X	X	X	X	X	X
49.	2019 Work Program – Mid Year Review	FRS Director							X	X				
50.	CPTED audit at WRC	FRS Director, WRPS			x	x	x							
51.	Review Alcohol Risk Management Policy	FRS Director, Recreation & Community Services staff				x	x	x	x	x				
52.	Emergency Management training	Emergency Control Group										x	x	x
53.	Remove Horseshoe Pits at Mannheim Community Centre	Recreation Staff				X								
54.	Legislative and Municipal Leadership Training – SMT and Council	SMT, Consultant			x									

Project		Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: PUBLIC WORKS & ENGINEERING														
	STRATEGIC PLAN													
1.	Monitor / Pursue Senior Government Funding Opportunities	Dir. of Public Works, SMT	x	x	x	x	x	x	x	x	x	x	x	x
2.	Asset Management Plan Roadmap	Public Works & Engineering, Finance, Fire, Recreation and Facilities	x	x	x	x	x	x	x	x	x	x	x	x
3.	Sustainability Working Group Support	Sustainability Working Group				x			x			x		
4.	Trails Interdepartmental Working Group (TIWG) Support	TIWG				x			x			x		
5.	Employment Lands	Development Services, CAO, Public Works & Engineering, Finance	x	x	x	x	x	x	x	x	x	x	x	x
6.	Health and Safety Program Implementation and Training	SMT, HR / H&S Coordinator	x	x	x	x	x	x	x	x	x	x	x	x
7.	Wellness Training and Mental Health Awareness	SMT, HR/ H&S Coordinator	x	x	x	x	x	x	x	x	x	x	x	x
	CAPITAL PROGRAM													
8.	Holland Mills Bridge Final Work and Heritage Commemoration	Director, Director/Curator				x	x	x	x	x				

9.	Roads Needs Study Final Report	Director, Asset Management Coordinator					x	x						
10	Milton & Byron Reconstruction-Final	Operations Technologist				x	x	x	x					
11.	Snow Storage Review	Manager, Operations Supervisor				x	x	x	x	x	x	x	x	x
12.	LED Lighting Upgrades (Works Yard)	Operations Supervisors		x	x	x	x	x	x	x	x	x	x	x
13.	Replace 2009 Tandem Axle Dump Truck (305-09)	Operations Supervisor, Roads		x	x	x	x	x	x	x	x	x	x	x
14.	Replace 2007 Sidewalk Tractor (SW1)	Operations Supervisor, Water/Wastewater	x											
15.	Radar Speed Display Signs	Director			x	x								
16.	New Engineering Pick-up Truck	Manager, Engineering		X	x	x	x	x						
17.	Mounted Pressure Washer Systems	Operations Supervisors		x	x	x	x	x	x	x	x	x	x	x
18.	Replace 2009 Utilities Service Vehicle (402-10)	Operations Supervisor, Water/Wastewater		x	x	x	x	x						
19.	Bridge Inspections (OSIM)	Manager, Engineering		x	x	x	x	x	x	x	x	x	x	X
20.	Sanitary System Infiltration Study	Director, Manager, Operations Supervisor, Water/Wastewater		x	x	x	x	x	x	x	x	X	x	x
21.	Hannah & Lewis Reconstruction	Manager, Engineering		x	x	x	x	x	x	x	x	x	x	X
22.	Church & Wilmot Reconstruction	Manager, Engineering		x	x	x	x	x	x	x	x	x	x	X

23.	Wilmot Street Engineering (Church to Huron)	Manager, Engineering		x	x	x	x	x	x	x	x	x	x	x	X
24.	Morningside Trunk Sanitary Sewer Engineering	Director, Manager	X	x	x	x	x	x	x	x	x	x	x	x	X
25.	St. Agatha Watermain Looping (Regional Project Committee)	Manager, Engineering	x	x	x	x	x	x	x	x	x	x	x	x	x
26.	Snyder's Road Reconstruction Sanitary/Storm/Sidewalk (Regional Project Committee)	Director, Manager, Engineering	x	x	x	x	x	x	x	x	x	x	x	x	X
27.	Richardson, Doering, Krampien Municipal Drain Maintenance	Operations Supervisor, Roads	x	x	x	x	x	x	x	x	x	x	x	x	X
28.	Hot Mix Paving Program	Manager, Engineering	x	x	x	x	x	x	x	x					
29.	Surface Treatment Program	Manager, Engineering	x	x	x	x	x	x	x	x					
30.	Sidewalk Repair and Replacement Program	Manager, Engineering	x	x	x	x	x	x	x	X					
31.	Guiderail Program	Manager, Engineering		x	x	x	x	x	x	x	x	x	x	x	X
32.	Minor Capital Implementation	Director, Manager, Operations Supervisors	x	x	x	x	x	x	x	x	x	x	x	x	x
33.	2019 Work Program January – December	Director	x	x	x	x	x	x	x	x	x	x	x	x	x
34.	2019 Work Program – Mid-Year Review	Director							x	x					
35.	2018 Work Program – Year End Review	Director	x	x	x										
36.	2019 Quarterly Reporting	Director, Operations Supervisors	x			x			x			x			
37.	2019 Budget	Director	x	x											

38.	2020 Budget	Director, Manager										x	x	x	x
39.	2020 10-Year Capital Forecast	Director, Manager, Operations Supervisors										x	x	x	x
40.	Material Management and Seasonal Preparation	Operations Supervisors			x	x	x			x	x	x			
41.	2019 and 2020 Hard Surfacing Program	Operations Supervisor, Roads					x	x	x	x	x	x			
42.	Gravel Crushing, Hauling and Maintenance Program	Operations Supervisor, Roads				x	x	x	x	x	x	x	x		
43.	Pavement Marking Program	Operations Supervisor, Roads					x	x	x	x	x	x			
44.	Road Patrol Software Implementation	Asset Management Coordinator, IT, Operations Supervisor, Roads			x	x	x	x	x	x	x	x			
45.	Maintenance Standard 239/02 Review Report	Director, Operations Supervisor, Roads						x	x	x	x	x			
46.	Sidewalk and Parking Lot Maintenance Review Report	Director, Operations Supervisor, Water/Wastewater						x	x	x	x	x			
47.	Sourcewater Protection and Salt Management (SWM Facilities and Roads) Report	Director, Operations Technologist						x	x	x	x	x			
48.	Regional Committee Coordination for DGSSMS, Water/Wastewater BMP, Road Supervisors, Traffic Coordinators, Sourcewater Protection	All	x	x	x	x	x	x	x	x	x	x	x	x	x
49.	Public Works & Engineering Website Updates	Director, Manager								x	x	x	x	x	
50.	Internal Drinking Water Quality Management System (DWQMS) Audit	Operations Supervisor, Water/Wastewater, Operations Technologist, Finance							x	x	x				

51.	Asset Management Condition Assessment Protocols	Asset Management Coordinator								x	x	x	x	x	x
52.	Asset Management Risk and Criticality Framework	Asset Management Coordinator								x	x	x	x	x	x
53.	Drainage Superintendent RFP	Dir. of Clerk's Services, Dir. of Finance, Dir. of Public Works								x	x	x	x	x	x
54.	Legislative and Municipal Leadership Training – SMT and Council	SMT, Consultant			x										
55.	Traffic and Parking By-Law Amendment – Trailer	Dir. Clerk's Services, Dir. PW, Sr. MLEO	x	x	x	x	x								
56.	Asset Management Information Report (Council 2019 Budget Request)	Asset Management Coordinator, Director					x	x	x	X					
57.	Radar Speed Display Sign Level of Service Report (Council 2019 Budget Request)	Director									x	x	X		
58.	Accessibility and Sidewalk Program Expansion Report (Council 2019 Budget Request)	Director, Deputy Clerk								x	x	X	X		
59.	Settlement Signage Cost Analysis Report (Council 2019 Budget Request)	Director										x	X		
60.	Crossing Guard Signage Pilot Project (Council 2019 Budget Request)	Operations Technologist								x	x	x	X		
61.	Social, Health and Wellness Program Implementation	Management Team	x	x	x	x	x	x	x	x	x	x	x	x	x
62.	Confined Space Entry Program Review	Director, Operations Supervisors				x	x	x	x	x	x	x	X		
63.	Public Works Ergonomics Risk Assessments	Director, Operations Supervisors				x	x	x	x	x	x	x	x		

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: FIRE													
STRATEGIC PLAN													
1. Fire Route Bylaw/Update	FPO, Clerk, Bylaw				x	x	x	x	x	x	x	x	x
2. Burn Bylaw Review/Update	Chief, Fire Mgmt Team, FPO, Clerk		x	x	x	x	x	x	x	x	x	x	
3. Review/Update By-Law to Establish a Fire Department	Chief, Fire Mgmt Team			x	x	x	x	x	x	x	x	x	xx
4. Monitor/Pursue Senior Government Funding Opportunities	Chief, Finance	x	x	x	x	x	x	x	x	x	x	x	x
5. Asset Management Plan Update	Finance, Chief, SMT			x	x	x	x	x	x	x	x	x	x
6. Health and Safety Program Implementation and Training	SMT, HR / H&S Coordinator	x	x	x	x	x	x	x	x	x	x	x	x
7. Wellness Training and Mental Health Awareness	SMT	x	x	x	x	x	x	x	x	x	x	x	x
8. Strategic Plan Update	Steering Committee, Consultants, SMT	x	x	x	x	x	x	x	x				
9. Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	x	x	x	x	x	x

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
	<i>CAPITAL PROGRAM</i>												
10 Master Fire Plan	Chief, Fire Mgmt Team, Steering Committee			x	x	x	x	x	x	x	x	x	x
11 Station 3 Renovations	Chief, Fire Mgmt Team			x	x	x	x	x	x	x	x	x	x
12 Thermal Imaging Cameras	Chief, Fire Mgmt Team			x	x	x	x	x	x	x	x	x	x
13 Water/Ice Rescue Level of Service	Training Officer, Chief, Fire Mgmt Team			x	x	x	x	x	x	x			
14 Supply and Install Commercial Washers/Dryers	Chief, Fire Mgmt Team			x	x	x	x	x	x	x			
15 SCBA Replacement Program/RFP	Chief, Fire Mgmt Team			x	x	x	x	x	x	x	x	x	x
16 Mounted Apparatus Pressure Washers	Chief, Fire Mgmt Team		x	x	x	x	x	x	x	x	x	x	
17 Coveralls and Safety Boots	Chief, Fire Mgmt Team			x	x	x	x	x	x	x			
18 P-25 Regional Radio System	Chief, Fire Mgmt Team	x	x	x	x	x	x	x	x	x	x	x	x

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
GENERAL													
19 Budget 2020	Finance, Fire Mgmt Team, TO, FPO								x	x	x	x	x
20 Budget 2019	Finance, Fire Mgmt Team, TO, FPO	x	x										
21 Emergency Management Training	CEMC/Chief/ECG				x	x	x	x	x	x	x	x	x
22 Fire Prevention/Pub Ed - Schools, Rural Residence, Fall Open House	Chief, FPO, Admin Support			x	x	x	x	x	x	x	x	x	x
23 Annual Mandatory Fire Pump Testing Program	Chief, District Chiefs				x	x	x	x					
24 Recruit Firefighter Training	Training Officer, Chief, Fire Mgmt Team		x	x	x	x	x	x	x	x	x	x	x
25 Live Fire Training	Training Officer, Chief, Fire Mgmt Team				x				x	x	x		
26 First Aid Certification	Training Officer			x	x	x	x	x	x	x			
27 DZ Licensing	Chief, Fire Mgmt Team, TO				x	x	x	x	x	x	x	x	x
28 Revision / Updating of Departmental SOG's	Chief, Fire Mgmt Team, H&S Comm	x	x	x	x	x	x	x	x	x			
29 2019 Work Program January – December	Chief	x	x	x	x	x	x	x	x	x	x	x	x

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
30 2019 Work Program Mid Year Review	Chief							X	X				
31 2018 Work Program Year End Review	Chief	X	X	X									
32 2019 Quarterly Reporting	Chief	x			x			x			x		
33 Grant Application - Bullex Fire Extinguisher Training System	FPO, Dir. of Finance			x	x	x				x	x		
34 Small Capital Equipment Purchases	Chief, Fire Mgmt Team			x	x	x	x	x	x	x	x		
35 Implement H2S Detectors/SOG/Training	Training Officer			x	x	x	x	x					
36 Alert Waterloo Region Mass notification System	Chief, CEMC	x	x	x	x	x					x	x	
37 Flood Preparedness Open House	Donna, Chief		x	x									
38 Fire Safety Plans – Township Facilities	FPO			x	x	x	x	x	x	x	x		
39 Web Site Update/Refresh	Admin Assistant, Chief, FPO, TO		x	x	x	x	x	x	x	x	x		
40 Firepro Station Inventory Updates	Admin Assistant		x	x	x	x	x	x	x	x	x	x	
41 Firepro Firefighter Training Records Management	Admin Assistant		x	x	x	x	x	x	x	x	x	x	
42 Play Safe/Be Safe School Program	FPO			x	x	x	x			x	x	x	

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
43 Electrical Safety	FPO			x	x	x	x			x	x	x	
44 Firefighter Green Light Program - Research	FPO			x	x	x	x	x	x	x	x	x	
45 Legislative and Municipal Leadership Training – SMT and Council	SMT, Consultant			x									
46 Clothing – Coats	WRPS				x								

Project		Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: Development Services														
	STRATEGIC PLAN													
1	Health and Safety Program Implementation and Training	SMT, H&S Coordinator	x	x	x	x	x	x	x	x	x	x	x	x
2	Wellness Training and Mental Health Awareness	SMT, H&S Coordinator	x	x	x	x	x	x	x	x	x	x	x	x
3	Strategic Plan Update	SMT	x	x	x	x	x	x	x	x				
4	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Dev Services, SMT	x	x	x	x	x	x	x	x	x	x	x	x
5	Wilmot Employment Lands	DS/ PW / FIN / CAO	x	x	x	x	x	x						
6	Smith's Creek Carbon Sink Design	Sustainability Committee, Trails Committee, Dir. Dev Services, FRS Director	x	x	x	x	x	x	x	x	x	x	x	x
	GENERAL													
7	Budget 2019	Dir of Dev Services / CBO, SMT	x	x										
8	Budget 2020	Dir of Dev Services / CBO, SMT									x	x	x	x
9	10 yr Capital Forecast	Dir of Dev Services, SMT									x	x	x	x

Project		Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
	GENERAL													
10	2019 Work Program January – December	Dir of Dev Services	x	x	x	x	x	x	x	x	x	x	x	x
11	2019 Work Program Mid-year Review	Dir of Dev Services							x	x				
12	2018 Work Program Year End Review	Dir of Dev Services	x	x	x									
13	Building Permit Fees Review (Non-Res)	CBO / Deputy CBO				x	x	x						
14	Township Official Plan Review (Implementation)	Dir. of Dev Services	x	x	x	x	x	x						
15	Township Zoning Bylaw Review (Implementation)	Mgr of Planning	x	x	x	x	x	x	x	x	x	x	x	x
16	Sign Bylaw Review	Mgr of Planning	x	x	x	x	x	x	x	x	x	x	x	x
17	High Speed Rail EA / Greenbelt Expansion Study Area	Dir. of Dev Services	x	x	x	x	x	x						
18	Bill 66 / Amendment No. 1 to Growth Plan / Planning Act & PPS Review	Dir. of Dev Services	x	x	x	x	x	x						
19	Development Charges Background Study and Bylaw	Dir. of Dev Services / Dir. of Finance, SMT	x	x	x	x	x	x	x					
20	Take Action on Radon – Study Review	Dir. of Dev Services / CBO	x	x	x	x	x	x	x					
21	Backwater Valve Program	Dir. of Dev Services / CBO	x	x	x	x	x	x	x	x				

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
22 Digital Permit Submission / Review / Issuance Pilot	CBO / Deputy CBO	x	x	x	x	x	x	x	x	x			
23 Green Building Standards Regional Committee	Dir. of Dev Services / CBO	x	x	x	x	x	x						
24 Municipal Tree Canopy Policy Consolidation Exercise	Dir. of Dev Services	x	x	x	x	x	x						
25 Source Water Protection Updated Plan Implementation Review	Dir. of Dev Services	x	x	x	x	x	x						
26 Region of Waterloo Municipal Comprehensive Review An MCR (Municipal Comprehensive Review) is an official plan amendment initiated by the Region to comprehensively review and apply the policies and schedules of the Growth Plan for the Greater Golden Horseshoe 2017.	Dir. of Dev Services / Mgr. of Planning	x	x	x	x	x	x	x	x	x	x	x	x
27 2019 Work Program Review	Dir. of Dev Services								x				
28 Employee Performance Reviews	Dir. of Dev Services / CBO								x	x			
29 Legislative and Municipal Leadership Training – SMT and Council	SMT, Consultant			x									
30 2019 Quarterly Reporting	Dir. of Dev Services	x			x			x			x		

Project		Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
DEPARTMENT: CASTLE KILBRIDE														
	STRATEGIC PLAN													
1.	Health and Safety Program Implementation	SMT												
2.	Wellness Training and Mental Health Awareness	SMT												
3.	Monitor/Pursue Senior Government Funding Opportunities	Dir. of Finance, Mgr. of Finance, SMT	x	x	x	x	x	x	x	x	x	x	x	x
4.	Strategic Plan Update	Steering Committee, Consultants, SMT	X	X	X	X	X	X	X	X				
5.	Designate a Wilmot Township property under Part IV of the Ontario Heritage Act	Curator/Director, Heritage Wilmot		X	X	X	X	X	X	X	X			
6.	Update Non-Designated Register of Heritage Properties for Wilmot Township	Curator/Director, Heritage Wilmot	X	X	X	X	X	X	X	X	X	X	X	
7.	Continue involvement with the Prime Ministers Path Committee	Curator/Director, Director of Clerks Services, Committee	X	X	X	X	X	X	X	X	X	X	X	X
8.	Collect research for a Public Art Policy based on the Arts & Culture Master Plan	Curator/Director									X	X	X	X

Project	Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
9.	<i>CAPITAL PROGRAM</i>												
10.	Coordinate Chimney Repair project for Castle Kilbride	Curator/Director, Dir. of Facilities & Recreation		X	X	X	X	X	X				
11.	<i>GENERAL</i>												
12.	Write federal/provincial grants for summer youth employment	Curator/Director	X										
13.	Research and establish 2019 event and exhibit schedules	Assistant Curator	X	X									
14.	2019 Work Program January – December	Curator/Director, Assistant Curator	X	X	X	X	X	X	X	X	X	X	x
15.	2019 Work Program Mid Year Review	Curator/Director, Assistant Curator						X	X				
16.	2018 Work Program Year End Review	Curator/Director, Assistant Curator	X	X	X								
17.	Plan 2019 initiatives with Chairperson from Castle Kilbride	Curator/Director, Castle Kilbride Chair			X	X							
18.	Plan 2019 initiatives with Chairperson from Heritage Wilmot	Curator/Director, Heritage Wilmot Chair			X	X							
19.	Research, develop and install spring/summer exhibits	Assistant Curator	X	X	X	X							
20.	Solicit colleges/universities for Internship proposals	Curator/Director			X								

Project		Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
21.	Plan and deliver 2019 Heritage Day	Curator/Director,, Heritage Wilmot	X	X										
22.	Coordinate new interior/exterior signage in Township Office and Castle Kilbride	Curator/Director, SMT			X	X	X	X						
23.	Interview, hire and train part time staff for Castle/ Heritage Wilmot	Curator/Director, Assistant Curator			X	X	X	X	X	X				
24.	Write Canadian Museum Operating Grant (CMOG) for provincial museum funding	Curator/Director, Assistant Curator				X	X							
25.	Continue rural tourism strategies with Waterloo Region Tourism Marketing Corporation (WRTMC). Enhance or create opportunities for Wilmot based on the Arts & Culture Master Plan	Curator/Director, CEO WRTMC				X	X							
26.	Prepare and deliver summer programs and events	Assistant Curator/ Curator/Director,					X	X	X	X				
27.	Review Terms of Reference for the Castle Kilbride and Heritage Wilmot Advisory Committees	Curator/Director, Assistant Curator, Committees			X	X	X							
28.	Research, develop and install fall/winter exhibits	Assistant Curator					X	X	X	X	X	X	X	
29.	Update the Castle Kilbride Five Year Museum Plan based on Ministry of Culture's direction for Canadian Museum Operating Grant (CMOG) eligibility	Curator/Director, Assistant Curator, Castle Kilbride Committee			X	X	X	X						
30.	Review artifact storage room	Assistant Curator, Curator/Director					X	X	X	X	X			
31.	Employee Performance Reviews	Curator/Director								x	x			
32.	Budget 2020	Curator/Director, SMT										X	X	X
33.	Budget 2019	Curator/Director, SMT	X	X										

Project			Staff Lead(s)	J	F	M	A	M	J	J	A	S	O	N	D
34.	10 Year Capital Forecast		Curator/Director, SMT									x	x	x	x
35.	Research and plan draft 2020 special event and exhibit list		Assistant Curator, Curator/Director							x	x	x	x	x	x
36.	Prepare and deliver winter programs and events		Assistant Curator, Curator/Director										x	x	x
37.	Legislative and Municipal Leadership Training – SMT and Council		SMT, Consultant			x									
38.	2019 Quarterly Reporting		Curator/Director	x			x			x			x		



Township of Wilmot

REPORT

REPORT NO. CL2019-13

TO: Council

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

DATE: March 18, 2019

SUBJECT: Volunteer Committee Appointments:
Trails Advisory Committee and Sustainability Working Group

Recommendation:

1. THAT Councillors Jeff Gerber and Jennifer Pfenning be appointed as Council representatives and the following individuals be appointed to the Trails Advisory Committee effective March 18, 2019 to December 31, 2022:

Andrew Bearinger
Elaine Brodrecht
Deanna Dakin
Rob Feick
Graydon Peppler

2. THAT the following individuals be appointed to the Sustainability Working Group effective March 18, 2019 to December 31, 2022:

Bobbi Gunn
John Jordan

Background:

On February 11, 2019, Council approved the creation of the Trails Advisory Committee and the Sustainability Working Group. On March 4, 2019, Council adopted the Terms of Reference for both Committees.

A notice requesting applications for both Committees was published in the New Hamburg Independent and posted on the Township website and on Twitter.

Discussion:

Trails Advisory Committee

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. The Director of Facilities and Recreation Services and the Manager of Planning / EDO are non-voting Members.

Seven applications were received for the Committee and were ranked using the Bias-Free Ranking form by three members of the Senior Management Team not associated with the Committee. One application was disqualified as they are not residents of Wilmot and the Terms of Reference specifically state Members are to be residents of Wilmot. The applications were assigned a number and all identifying information (name, address, phone number, email etc.) was removed from the document prior to review by the three members of the Senior Management Team. The Terms of Reference allows for up to five resident Members, five applicants have been recommended for appointment.

The Mayor has advised of his intention to appoint Councillors J. Gerber and J. Pfenning as Council representatives on this Committee.

Sustainability Working Group

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.

Three applications were received for the Working Group and were ranked using the Bias-Free Ranking form (attached) by three staff members not associated with the Committee. Due to the involvement of more than half of the Departments in the Township, non-Senior Management Team staff were asked to evaluate the applications. Again, these staff members were from Departments not involved with the Committee. All identifying information were removed from these applications as well. Two applicants are being recommended for appointment to the Working Group as stated in the Terms of Reference.

On February 25, 2019, Council appointed Councillor J. Pfenning to be the Council representative on this Working Group.

Strategic Plan Conformity:

The Committees of Council themselves help the Township in achieving all four of the main goals of the Strategic Plan. The appointment of community members to the Committee and Working Group helps the Township communicate municipal matters, strengthen our customer service and integrate volunteers.

Financial Considerations:

None.

Conclusion:

It is recommended that the Trails Advisory Committee and Sustainability Working Group members be appointed by resolution as listed in the report.

Dawn Mittelholtz
Prepared and Submitted by
Director of Clerk's Services

Grant Whittington
Reviewed by Chief Administrative Officer



Township of Wilmot **REPORT**

REPORT NO. CL2019-14
TO: Council
PREPARED BY: Dawn Mittelholtz, Director of Clerk's Services
DATE: March 18, 2019
SUBJECT: By-law Establishing a Highway
Pinehill Road

Recommendation:

That the Mayor and Clerk be authorized to sign the necessary by-law to open the parcels of land previously acquired by the Township for road widening purposes described as:

PT LT 14-15 BLK A CON 2 WILMOT AS IN C15456, C16026, 179747, 179748 & 179749; TRAVELLED RD THROUGH LTS 14 & 15, CON 2 BLK A; WILMOT RD 15 BTN REGIONAL RD 2 & WILMOT RD 8; WILMOT (PIN 22205-0022).

Background:

Township staff received a request from the solicitor for a property being sold that is located on Pinehill Road. The solicitors search of the property revealed that the property is technically landlocked due to a land transfer in 1959 for the purposes of widening the road. Typically, a land transfer for these purposes leads to Council opening that portion of land as a highway by by-law and the by-law being registered with the Land Registry Office. For reasons unknown, no by-law was registered for this portion of Pinehill Road.

Discussion:

Staff conducted a search of Township by-laws to confirm that no such by-law was passed or registered. The search revealed that some portions of the road widening for Pinehill Road had been registered, but not all. These lands have been maintained by the Township as a highway for several decades.

Through discussion with the Township solicitor and a local land surveyor, staff determined that a by-law establishing a highway for the entire section of Pinehill Road (illustrated in Appendix A) would be the most efficient manner to have the lands registered on title.

Alternative solutions would delay the sale of lands and would have a more significant cost to the Township.

Strategic Plan Conformity:

The process to Establish the Highway is more housekeeping in nature, however, find solutions to expedite the process helps to strengthen customer service.

Financial Considerations:

The legal fees associated with this by-law development will be funded through the operating budget for legal services, under the CAO, Clerks Services operating budget.

Conclusion:

It is recommended that Council approve the establishment of the highway and the subsequent by-law be passed.

Dawn Mittelholtz
Prepared and Submitted by
Director of Clerk's Services

Grant Whittington
Reviewed by Chief Administrative Officer





Township of Wilmot

REPORT

REPORT NO.	FIN 2019-14
TO:	Council
PREPARED BY:	Ashton Romany, CPA Manager of Finance / Deputy Treasurer
DATE:	March 18, 2019
SUBJECT:	Treasurer's Statement – Development Charges Reserve Funds

Recommendation:

That the Development Charges Statement for the year ended December 31, 2018, prepared by the Manager of Finance / Deputy Treasurer, 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, 2018.

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 2018 capital budget. Upon completion of capital projects, any unused funds from these projects were returned to their respective Development Charges Reserve Funds. As noted in prior reports, the total balance of DCs currently sits in deficit due to the funding of the Employment Lands project. It is anticipated that future year DC collections will allow for growth to return to a surplus.

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.

Ashton Romany, CPA
Prepared by
Manager of Finance / Deputy Treasurer

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

Grant Whittington
Reviewed by
Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF WILMOT

**DEVELOPMENT CHARGES STATEMENT
JANUARY 1, 2018 TO DECEMBER 31, 2018**

		REVENUE		EXPENDITURES	
Description	Balance January 1 2018	Contributions Received Development Charges	Interest	Transfer to (Return from) Capital Fund Schedule (A)	Balance December 31 2018
Infrastructure					
Sanitary Sewers	(\$97,852)	\$119,192	(\$190)	\$ -	\$21,150
Water	(517,522)	19,995	(2,539)	-	(\$500,066)
Roads	(1,658,885)	144,644	(8,556)	217,600	(\$1,740,397)
Development Charges Studies	116,646	6,395	1,465	35,100	89,406
Parks and Recreation	80,505	144,125	1,313	80,337	\$145,606
Fire Services	489,774	10,674	6,468	20,000	\$486,916
Total	(\$1,587,334)	\$445,025	(\$2,039)	\$353,037	(\$1,497,385)

Schedule A Transfer to /(Return from) Capital Fund

Infrastructure - Roads

Employment Lands Multi-Use Trail \$ 217,600

Development Charges Studies

Zoning By-Law Consolidation \$ 35,100

Parks and Recreation

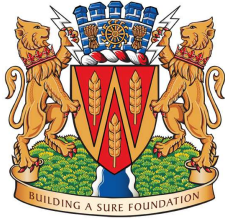
WRC Woodlot Trail Design 5,737
 Trails - Country Creek-Schneller Drive Pathway Linkage 74,600
\$ 80,337

Fire Services

Station 3 Renovation Engineering \$ 20,000

Total transfer to capital projects

\$ 353,037



Township of Wilmot

REPORT

REPORT NO.	FIN 2019-15
TO:	Council
PREPARED BY:	Ashton Romany, CPA Manager of Finance / Deputy Treasurer
DATE:	March 18, 2019
SUBJECT:	Treasurer's Statement – Cash-in-Lieu of Parkland Reserve Fund

Recommendation:

That the Cash-in-Lieu of Parkland Statement for the year ended December 31, 2018, be received for information purposes, to comply to the Smart Growth for Our Communities Act (Bill 73).

Background:

Under section 42 of the Planning Act, a municipality may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. Alternatively, the council may require a payment in lieu, to the value of the land otherwise required to be conveyed.

The Township has been collecting cash-in-lieu of parkland funds for many years and has been maintaining a dedicated reserve fund to record and track the use of those funds.

In accordance with Bill 73, the Smart Growth for Our Communities Act, 2015, this statement, similar to the existing reporting requirements under the Development Charges Act (DCA), occurs in the first quarter of each fiscal year, with copies posted to the Township website, and submitted to the Ministry.

Discussion:

Cash-in-Lieu of Parkland was collected during the year from developers at the issuance of plan of subdivision. Attached is a summary of the collections received for the year ended December 31, 2018.

Strategic Plan Conformity:

This report is aligned with the goal of being an engaged community through the communication of municipal matters. Staff will provide Council and the community with an update on the status of Cash-in-lieu of Parkland Reserve Funds in accordance with the Planning Act.

Financial Considerations:

As noted within Section 42 of the Planning Act, funds collected as “cash-in-lieu” are limited in their usage to the acquisition of land to be used for park or other recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery. Staff recognize the Park Levy Reserve Fund as one of the sources for capital funding as part of the Asset Management Planning and 10-Year Capital Forecasts.

Conclusion:

Staff will forward a copy of the attached Cash-in-lieu of Parkland Treasurer’s Statement to the Ministry of Municipal Affairs and Housing (MMAH) following approval from Council.

Ashton Romany, CPA

Prepared by
Manager of Finance / Deputy Treasurer

Patrick Kelly CPA, CMA

Submitted by
Director of Finance / Treasurer

Grant Whittington

Reviewed by
Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF WILMOT

**CASH-IN-LIEU OF PARKLAND RESERVE FUND
TREASURER'S STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2018**

Opening Balance - January 1, 2018		\$1,374,966
Cash-in-Lieu of Parkland Collections in 2018 (Schedule A)	\$55,600	
2018 Interest Earnings	18,255	73,855
Total Funds Available		73,855
Less: Funds allocated to Capital in 2018 (Schedule B)		-
Closing Balance - December 31, 2018		\$1,448,821

Schedule A Cash-in-Lieu of Parkland Collections

2564365 Ontario Inc.	\$2,700
Jason Droppert	7,500
LAV Developments Ltd.	45,400
Total Cash-in-Lieu of Parkland Collections	\$55,600

Schedule B Transfer to /(Return from) Capital Fund

Total (Net) Transfer to Capital Projects

-



Township of Wilmot

REPORT

REPORT NO. DS 2019-09

TO: Council

PREPARED BY: Andrew Martin, Manager of Planning/EDO

DATE: March 18, 2019

SUBJECT: Township Zoning By-law Review

Recommendation:

That Report DS 2019-09 be received for information.

Background:

The Township of Wilmot Zoning By-law 83-38 was passed by Council on June 13, 1983 and received approval from the Ontario Municipal Board on January 17, 1984. A number of comprehensive and housekeeping amendments and changes have been made to the by-law since that time, along with more than 400 amendments related to site specific uses and developments.

With the anticipated approval of Township of Wilmot OPA 9 by the Region of Waterloo in the coming weeks, the Planning Act requires the Township to update the zoning by-law to conform to the Official Plan within three years of the approval of the revision/update to the Township Official Plan.

Discussion:

There are a number of areas within the Township Zoning By-law for which updates are required as a result of changes in associated plans, Acts, and modernized language. The following is a list of areas within the zoning by-law that have been identified to date for review, but which may be expanded based on public and agency review.

Areas of review

Definitions

Although there have been additions and modifications to the definitions section of the by-law since 1983, a number of the definitions contained within the zoning by-law require rephrasing to update references to other legislation and acts, as well as to use socially acceptable language. Staff have been compiling comparable definitions of similar sized municipalities in Ontario as well as the other area municipalities in Waterloo Region. Additionally, consideration will be given to whether

the range of defined uses is expanded or whether more generic terms are used to provide a greater range for flexibility and interpretation of the zoning by-law. For example, current commercial zones permit a “commercial establishment where goods are sold or services rendered”. This definition provides flexibility for interpreting types of retail or service businesses, but staff do receive inquiries as to what types of retail are permitted. There may be merit in providing further explanation by expanding the list of defined terms.

General regulations – accessory structures

The forms and densities of development have changed since 1983, but little modification has occurred to the general regulations of the by-law as they pertain to accessory structures.

Presently, accessory structures such as sheds have a static maximum floor area, height and setbacks regardless of the geographic location or parcel size of a residential property. For example, under the current zoning, the same size and height restrictions apply to a privately serviced lot of 3100m² in Haysville as they do to a fully serviced urban residential property of 354m² in New Hamburg. Among other considerations, a review will look at lot coverage percentage instead of static maximums, setbacks based on building height, and/or reduced setbacks based on space required to provide minimum maintenance.

General regulations – home and farm related businesses

The zoning by-law presently regulates businesses operating from a residence as well as on-farm businesses.

With respect to home based businesses (home occupations), the zoning currently establishes a maximum floor area for the business, and prohibits employees and retails sales. Home occupations have historically included a range of businesses including personal services such as hair cutting and small home based offices like tax services. The type and number of home based business have increased including online businesses with a home based office, a wider range of home healthcare practitioners (message therapy, chiropractic services etc.), and a number personal/group training businesses.

Farm related businesses (farm related occupations) are currently regulated in the zoning by-law and are permitted on farm properties of at least 35ha. The businesses are geared towards serving the agricultural community, are secondary to the main use of the property for farming, and are not permitted to have employees. Examples of these businesses are farm machinery repair and primary processing facilities such as sawmills and grain drying/storage operations. As updated by OPA 9, the Township Official Plan changes the terms used to describe these businesses by establishing policies for agriculture-related uses (similar to farm related occupations) and on-farm diversified uses (agri-tourism, home industries and production of value-added agricultural products from the farm operation on the property).

A review of the regulations with respect to both home based and farm related businesses will be undertaken as they relate to the nature of businesses currently operating or anticipated to start up in the Township as well as changes in official plan policies relating to these uses.

General regulations – off-street parking

In the review and approval of development applications, off-street parking is often a contentious issue. Both sides of the argument are often presented – the lack of parking available and the

impact that a perceived excess of parking has on the development opportunities for a property. With an increased number of redevelopment projects and prescribed intensification requirements, a review of parking standards for all uses is required. This analysis includes compiling comparable standards from similar sized municipalities in Ontario as well as the other area municipalities in Waterloo Region. Specific areas of consideration will be the standards for accessible parking, commuter bicycle parking, the size of parking spaces (perpendicular, angle and parallel), parking lot aisle widths, parking in relation to property lines, and a review of surfacing requirements (permeable and impermeable surfaces).

Residential zone regulations

The zoning by-law presently contains nine residential zones which include a range of lot sizes, property line setbacks and types and forms of dwellings. Given the legislated requirement for both intensification and higher density greenfield development, a review of residential zone regulations will provide an opportunity to confirm the standards for existing neighbourhoods as well as standards to frame future development and redevelopment. This review will include regulations for second units, height and setbacks, lot coverage, the potential for minimum outdoor amenity areas and limitations on impermeable surface coverage. Some overlap may occur with the review of parking and accessory building regulations.

Backyard chickens and urban agriculture

Presently the zoning by-law restricts the keeping of any livestock (including chickens) to agriculturally zoned properties of 1.2ha or greater. This review will include consideration of zoning to allow the keeping of backyard chickens on residential properties as well as agricultural properties of less than 1.2ha.

As updated by OPA 9, the Township Official Plan includes policies to promote a strong and diverse local food system and speaks specifically to temporary farmers' markets in existing and newly planned neighbourhoods and encourages home and community gardens throughout the Township where appropriate. The zoning regulations will be reviewed to provide for further implementation of these policies.

Conformity

The zoning by-law will be reviewed in its entirety to ensure conformity with applicable legislation, including but not limited to Provincial plans as well as the Regional and Township Official Plans. Some specific areas of conformity review include the prohibition of land uses that may pose a risk to Source Water Protection Areas, Minimum Distance Separation (MDS) regulations, and appropriate zoning and identification of lands regulated by the Grand River Conservation Authority.

Consolidation and housekeeping

Since its approval in 1983, there have been more than 400 amendments to the zoning by-law as well as close to 600 minor variances. Staff are reviewing these amendments and variances to determine common requests and consistencies in approved changes. This information will be used to determine whether there are updates that can occur to the by-law to address frequently requested variances such as accessory building sizes or setbacks as well as looking at similar site specific amendments that can be consolidated.

Public consultation timeline

The following is a plan to achieve the greatest possible public feedback to frame an update to the Township Zoning By-law while moving the process forward in a timely manner.

April 2019

The first component of consultation will be highlighting that the Township is commencing the update. This will include notifications on the Township's website and twitter feeds, local news media, and the Township community signs. This notification will include an invitation to review the current zoning by-law and complete an online survey ranking the importance of the proposed major areas of review and seeking input on any additional areas to be given specific consideration.

For those who prefer in person discussions and who would prefer to complete a survey in printed form, two drop in format open houses will be provided – one in Baden and one in New Dundee. The specific dates and locations are still to be confirmed. A copy of the draft survey is attached in printed form to this report.

Depending on the interest and attendance from the April meetings, staff will consider, for further consultation, whether online surveys will be sufficient to provide feedback on the drafting of new/modified regulations. The remaining time frames reference a survey, but further open houses may be scheduled.

May 2019

In early May a second survey will be released to request comments on the consideration of zoning regulations permitting backyard chickens and urban agriculture opportunities.

In late May, a third survey will be released to request comments on changes to regulations pertaining to accessory structures, off-street parking, and home and farm occupations.

June 2019

In early June, a fourth survey will be released to request comments on potential updates to residential zones for second units, height and setbacks, lot coverage, the potential for minimum outdoor amenity areas and limitations on impermeable surface coverage.

In the event that any additional public open houses are determined to be of value during the initial stages of consultation they will be scheduled throughout May and June.

July – August 2019

Public consultations will not be scheduled during the months of July and August to avoid summer holidays. During these months staff will continue to draft proposed amendments the zoning by-law based on the feedback received from surveys, and if scheduled, additional public meetings.

September 2019

A minimum of two public open houses, will be scheduled throughout September. The number and location will be determined based on the public involvement received in the earlier months of consultation. The open houses will provide the opportunity to review draft zoning regulations pertaining to the survey and open house topics.

October – November 2019

During the months of October and November, the draft zoning by-law update will be finalized and in November the Public Open House and Public Meeting prescribed by the Planning Act will be scheduled to consider the draft document.

Agency consultation timeline

April – September 2019

Township staff have advised the Grand River Conservation Authority and the Region of Waterloo that the Township will be commencing a zoning by-law review.

Specific areas of GRCA involvement will be refining the mapping and zoning regulations as they relate to the current “f” suffix (flood susceptible lands) as well as identifying appropriate zoning for other regulated areas.

The Region of Waterloo will be involved in the general conformity exercise, as well as refining the applicable limits of source water protection areas and limiting the uses permitted within those areas in accordance with Chapter 8 of the Regional Official Plan.

The Federation of Agriculture will be invited to provide comments during the update process, specifically in the areas of updating Minimum Distance Separation regulations, the refinement of farm related occupation regulations, and the consideration of regulations permitting backyard chickens.

Final zoning by-law

It is anticipated that the updated zoning by-law will be before Council for approval in December 2019 or early January 2020.

Strategic Plan Conformity:

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

Financial Considerations:

The Zoning By-Law Update was included within the 2018 Capital Program with funding derived from the General Levy and Development Charges.

Conclusion:

Following the conformity and rationalization updates to the Township Official Plan culminating in the adoption OPA 9, the next key update to Township planning documents is the Township Zoning By-law. This report outlines major themes for which updates to the by-law are required. The proposed consultation process provides an opportunity for residents to help scope the areas of review as well as to provide comments on the specific areas for review that have been highlighted.

The timeframes outlined within the report are ambitious, and while staff will work towards these timeframes, should significant public interest arise with respect to any new or already identified areas of review, additional time may need to be allocated to those respective areas.

As Council is aware, the Provincial government is proposing changes to the Growth Plan for the Greater Golden Horseshoe and has also indicated that they are reviewing the Planning Act and Provincial Policy Statement. The outcome of any proposed changes may also impact the timing outlined in this report.

Within subsequent reporting to Council, staff will highlight any necessary changes to the timeframes presented in this report.

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

The Township of Wilmot is reviewing its Zoning By-law and is looking for your input on what improvements and changes should be made to the by-law.

This survey will be the first of a number of opportunities to be involved in the Zoning By-law review.

In order to provide authenticity to the comments received, you are required to provide your name and street address. This information will not be used for any other purposes and you will not be contacted unless requested.

Please provide your first and last name *

Please provide your street address (address number and street name). *

Are you a resident of Wilmot Township? *

☐ Yes

☐ No

Are you a business owner in Wilmot Township? *

☐ Yes

☐ No

Please select any of the following areas of employment that apply to you.

☐ Building and
construction

☐ Engineering

☐ Farming

☐ I am a student

☐ Land surveying

☐ Land use planning

☐ Real estate

☐ Other

Please describe your area of employment

Have you read any of the Township's current zoning by-law?

☐ Yes

☐ No

Where did you access the portion(s) of the by-law that you have read?

☐ Online

☐ At the Township
Administration Complex

☐ I have a copy of the by-law

☐ By email from a Township
planner

☐ Other

The following areas have been identified to date as significant areas of review within the Zoning By-law. We would like your assistance in confirming the areas of review.

Please select any item below that you agree needs to be reviewed. *

☐ Definitions

☐ Regulations for accessory structures (sheds, pools etc.)

☐ Regulations for home based businesses

☐ Regulations for farm based businesses

☐ Backyard chickens and urban agriculture

☐ Second units (apartments in houses and accessory buildings)

☐ Residential zoning regulations (setbacks, height, density, outdoor amenity areas etc.)

☐ Parking (accessible parking, bicycle parking, parking sizes, number of required spaces)

☐ Restricting lands uses within source water protection areas

☐ Minimum distance separation (distances between agricultural facilities and non agricultural uses)

☐ I have additional areas that I wish to identify

For any of the areas of review you identified, please use the spaces below to provide any additional information that you feel would be helpful in the review process.

Definitions**Regulations for accessory structures (sheds, pools etc.)****Regulations for home based businesses**

Regulations for farm based businesses

Backyard chickens and urban agriculture

Second units (apartments in houses and accessory buildings)

Residential zoning regulations (setbacks, height, density, outdoor amenity areas etc.)

Parking (accessible parking, bicycle parking, parking sizes, number of required spaces)

Restricting lands uses within source water protection areas

Minimum distance separation (distances between agricultural facilities and non agricultural uses)

Please provide details on additional areas that should be considered in reviewing the Township Zoning By-law

If you would like to be notified of future meetings, surveys or other updates with respect to the Zoning By-law review, please provide your email address and/or your mailing address.

Thank you for completing this survey.

Please visit www.Wilmot.ca/ZoningUpdate for updates on this process.



GRAND Actions

The Grand River watershed newsletter



February 2019 • Volume 24, Number 1

What's Inside:

Features

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Cover photo

The Grand River in Brantford, Ontario. An ice jam event caused damage and flooding in February 2018.



What a difference a year makes. Or does it?

Looking back to November 2018, this winter was beginning to take on a much different feel than the year before. Relatively warm temperatures and a lack of precipitation stood in stark contrast to the deep freeze that took hold of the Grand River watershed in late 2017. Yet as this winter rolled into January and a few weeks of extremely cold temperatures, waterways throughout the watershed began to take on the same similarly icy look that they had last year. Despite the contrast, the outcomes have been similar over the past two years featuring rapid mid-winter thaws, which resulted in numerous ice jams and localized flooding. In 2017, the cities of Cambridge and Brantford experienced

near-record level ice jams, while 2018 brought similar record-setting ice conditions to West Montrose and another dramatic ice jam release in Cambridge. Prior to 2017, the last time communities like Cambridge and Brantford saw such extreme ice conditions was 1996.

While the Environment Canada outlook for the first three months of this year suggests temperature and precipitation conditions will be near normal in southern Ontario it leaves some asking the question 'what is normal?' given the most recent weather extremes. More importantly, how do you prepare for a normal that features drastic temperature swings and extreme precipitation events?



Flood Forecasting

The Environment Canada weather outlook is just one of the many tools GRCA flood operations staff use to maintain a continual watch over the watershed and the weather systems that may impact it. Understanding where the jet stream is carving its path across North America, how frequently moisture-laden ‘Colorado Lows’ or ‘Alberta Clippers’ traverse the province help paint a picture of the potential local impact that these weather systems may have on the watershed.

Beyond using the resources provided by weather forecasting agencies, GRCA staff use snow survey information to better understand how much water will run off the land during a snow melt event. Snow depth is measured in 12 locations throughout the watershed twice a month. Snow surveys show the depth and density of the snow on the ground as well as how frozen the ground is in those key areas. From this information, GRCA staff can determine how much water content is in the snow and how quickly it will run off during a melt event.

River Monitoring Network

Being aware of what might be coming and what could happen is only part of the broader understanding that is required for flood forecasting. Having a real-time understanding of the conditions in the river are critical in preparing for a flood, even when the risk of flooding is low. The GRCA operates automatic water level and flow gauges in important locations on waterways throughout the watershed. In the event of an ice jam, heavy rainfall, or sudden increase in water levels, alarms will trigger and alert GRCA staff, who are on-duty around the clock, that something has changed and should be investigated.

The automatic river gauges only tell part of the story though. If a flood event is anticipated, GRCA flood operations staff will activate the River Watch program. This program uses staff from the GRCA operations division to visually inspect reaches of the river between gauges in the river monitoring network. Having eyes on the ground to report on river conditions is an important component of our flood response process and helps support the decision-

making process during an event.

Flood Storage

The GRCA owns and operates seven multipurpose reservoirs located in the northern and central portions of the watershed. During the dry summer months, these reservoirs are used to augment the flow in the river, supporting an adequate water supply for downstream waste water treatment plants and drinking water facilities. Between late fall and early spring, these reservoirs serve a much different function, providing the maximum available flood storage capacity to help mitigate downstream flooding. In the spring, this storage space is used to handle the spring melt, while the additional capacity in the fall is used to deal with the remnants of tropical storms.

During a flood event, the GRCA reservoirs act as a system to help manage downstream flooding by storing runoff using available capacity and releasing it in a controlled manner, ideally once the flood peak has started moving downstream. This storage and reduction in flows can help reduce the magnitude of flooding in communities downstream of these reservoirs.

The most challenging period for reservoir operations is in late spring and early summer when reservoirs are most full. The GRCA has established daily reservoir target levels – called “rule curves” – to guide reservoir operations. The rule curves provide guidance on balancing the competing objectives of having sufficient water available for flow augmentation while maintaining space available to help manage downstream flooding.

These rule curves are based on decades of data, experience, and computer models.

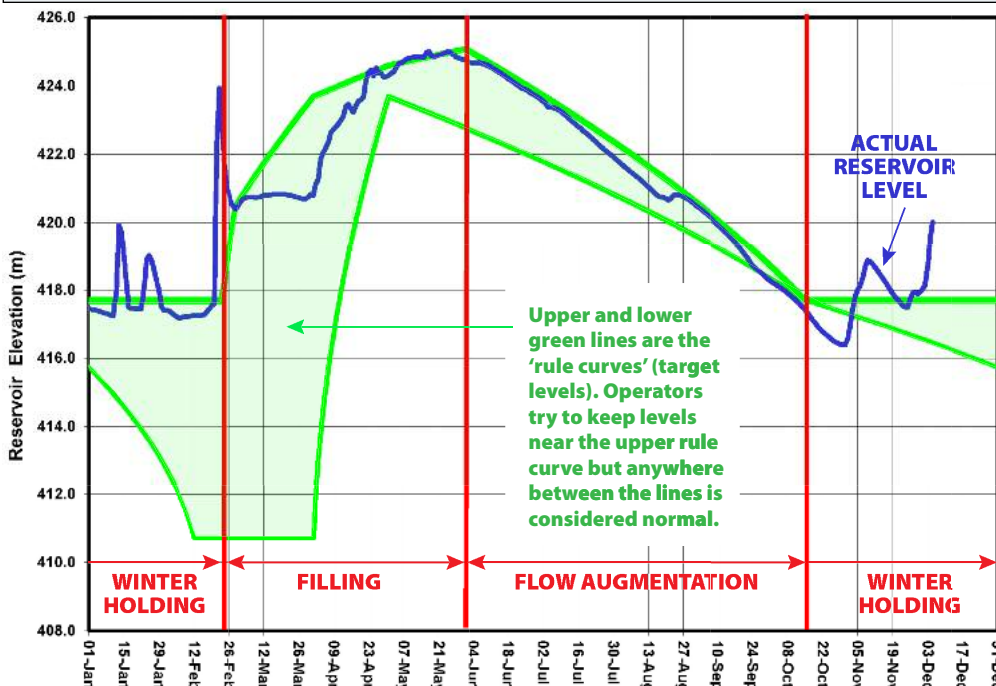
When reservoirs are full in early June, even in a dry year, they would be able to provide enough flow augmentation to meet downstream water supply targets for waste water and drinking water systems through the fall.

Flood Preparedness

While monitoring and mitigation efforts play a role in reducing the impact of flooding in the Grand River watershed, preparedness is

Reservoir Levels - Belwood (2018) - Showing Rule Curves

The GRCA has established daily reservoir target levels – called “rule curves” – to guide reservoir operations. The rule curves provide guidance on balancing the competing objectives of having sufficient water available for flow augmentation while maintaining space available to help manage downstream flooding.





This flow gauge, located at Bridgeport Road in Kitchener, is one of 55 GRCA flow gauges used for flood forecasting and warning.

key for all residents who live within the floodplain. GRCA staff meet annually with watershed flood coordinators and community emergency managers in February to provide an overview of flood emergency communications, discuss response plans, review roles and responsibilities, and provide an outlook for spring weather conditions that might impact the watershed.

Municipal staff and first responders take information learned in this meeting back to their own communities in order to better prepare their own staff and help ensure they

are prepared to support the residents within their communities. Residents also play a role in this process, ensuring that they too are aware of the flood risk they face in their own communities and prepare themselves accordingly.

For residents who are unsure of their own risk or what they can be doing to help reduce the impact that flooding may have on their lives and property, it is important to check with your local municipality. The GRCA website www.grandriver.ca is also a great source of information on what you can do before, during and after a flood.

Helen Jowett and Chris White acclaimed to lead GRCA Board for fourth term

At the general membership meeting on January 25, 2019, Helen Jowett was acclaimed to a fourth one-year term as Chair of the Grand River Conservation Authority and Chris White was acclaimed to a fourth one-year term as Vice-Chair by the GRCA Board of Directors.

As per the GRCA by-laws, a member is

eligible to be re-elected to the role of chair or vice-chair for a maximum of five one-year terms. The 26-member GRCA Board is composed of representatives appointed by the municipalities within the Grand River watershed.

“The role of the Grand River Conservation Authority as a leading watershed

management agency, and the relationships with our partners are critical to the health and vitality of our communities,” said Helen Jowett. “I look forward to continuing to work with the board and GRCA staff as we continue with the implementation of our strategic plan.”

During the meeting, both the Chair and Vice-Chair expressed appreciation to fellow board members and GRCA staff for their dedication and contributions in the stewardship of the water and natural resources within the Grand River watershed.

“I am grateful for the opportunity to support the board and GRCA staff as we continue to work towards our shared vision of a healthy watershed where we live, work, play and prosper in balance with the natural environment,” said Chris White.

Helen Jowett was elected as a Region of Waterloo Councillor for Cambridge in 2014, and was subsequently appointed as a member of the GRCA Board. She holds an MBA and is a Certified Human Resources Professional and Mediator.

Chris White has been a member of the GRCA Board since 2014. He holds a BA in History and Economics, and is a certified ISO 9000 Lead Auditor. He was elected to the Guelph/Eramosa Township Council in 2003, became Mayor in 2006 and served as Warden from 2011-2014.



Helen Jowett (left) was acclaimed to a fourth one-year term as Chair of the Grand River Conservation Authority and Chris White (right) was acclaimed to a fourth one-year term as Vice-Chair by the GRCA Board of Directors.

WHAT'S HAPPENING

Winter in Grand River Parks

It took some time to get here, but winter finally arrived in the Grand River watershed. With the cold temperatures and after a few intense snowfall events, select Grand River Parks were able to open for winter programming. This was welcomed by ski, snowshoe and ice fishing enthusiasts looking to get outdoors.

Pinehurst Lake, Shade's Mills, Laurel Creek, and Belwood Lake conservation areas were able to offer limited winter programs in January, before losing much of the snow and ice cover in early February.

While we may have a few months of winter yet ahead, weather conditions will play an important factor in determining if the conservation areas are able to offer winter programming for the duration of this season.

For current conditions at our conservation areas offering winter programs, please phone the conservation areas directly and listen to the recorded message.

To learn more about the Grand River Parks 2019 winter programs, visit www.grandriver.ca/winterprograms.

Apply now for Community Conservation Grants

Applications are now being accepted for grants for schoolyard and community environmental projects offered by the Grand River Conservation Authority and the Grand River Conservation Foundation.



Eight of our conservation areas offer camping: Conestogo Lake, Elora Gorge, Guelph Lake, Rockwood, Laurel Creek, Pinehurst Lake, Brant and Byng Island. Combined, they have about 2,200 campsites, making Grand River Parks the second largest network of campgrounds in Ontario, after Ontario Parks.

The deadline for applications is February 28, 2019. Grants will be distributed in the spring to schools, and in the fall to community groups.

Community Conservation Grants are available in two categories:

- Community groups can get up to \$1,000 for conservation projects that are tangible and available for use or benefit of the entire community. For example, previous recipients have built a river access point, carried out habitat restoration and planted trees.
- Elementary schools in the Grand River watershed can get up to \$750 to pay for the natural elements (e.g. trees, shrubs, seeds, plants) of a schoolyard naturalization project.

Details and an application form are available on the GRCF website at www.grcf.ca.

Money for the grants comes from two

sources:

- The GRCA's Thiess Riverprize Endowment Fund, which was established with the monetary portion of the GRCA's 2000 Brisbane, Australia award for excellence in watershed management.
- The Foundation's Grand Champions fund, established through private donations to support local environmental work.

Grand River Parks set to take reservations March 1

The 2019 camping season is nearly here and the Grand River Parks camping reservation system will be open for reservations online and over the phone

starting March 1, 2019.

The reservation system at www.grcacamping.ca provides 24-hour online reservation service until mid-October, when the camping season closes. As well, a call centre is available for those who want to reserve a campsite by phone. The call centre, which can be reached toll-free at 1-877-558-GRCA (4722), is open from 9 a.m. to 9 p.m. Monday through Friday, and 9 a.m. to 5 p.m. on Saturdays and Sundays. Campsite bookings can be made for all eight Grand River Parks that offer camping. Longer wait times are anticipated at the call centre when it first opens.

Online booking for Hillside Festival available February 28

Hillside Festival campers will be able to book 'regular' nightly campsites online, starting February 28, 2019 at 9 a.m.

Reservations for these campsites are in high demand and are usually filled quickly.

Full-weekend 'festival' site reservations

will also be available for early booking online, between 11 a.m. and 11:59 p.m. on February 28, 2019.

Any remaining full-weekend 'festival' sites for Hillside can be booked online or by visiting the Guelph Lake gatehouse, starting May 1, 2019.

This early online booking opportunity is for campsites at Guelph Lake Conservation Area for the Hillside Festival that takes place in July. This opportunity was created in response to requests from festival fans who represent the overwhelming majority of customers using the GRCA's campsite reservation system when it first opens.

The GRCA is the second largest campground operator in Ontario offering 2,200 campsites throughout the Grand River watershed. Of the GRCA's 11 conservation areas, eight offer nightly, monthly, and seasonal camping opportunities.

Quick Facts:

- GRCA online camping reservation website: www.grcacamping.ca

- Online hours of operations: 24 hours a day, March 1 through to mid-October (Feb. 28 online bookings for Hillside only)

- Reservation call centre: 1-877-558-4722 (GRCA)

- Reservation call centre hours:
Monday to Friday 9 a.m. to 9 p.m.,
Saturday and Sunday 9 a.m. to 5 p.m.

March Break Adventure Day Camps

There are still spots available for March Break Adventure Day Camps at the following GRCA nature centres: Apps' Mill (Brantford), Laurel Creek (Waterloo) and Shade's Mills (Cambridge). March Break camps at Guelph Lake Nature Centre are full.

Camps run from March 11 to 15 and activities may include snowshoeing, snow sculptures, animal tracking, feeding the chickadees, campfires and more.

Activities are adjusted to the weather, but children go outside daily to explore the fields and forests that surround the nature centres. Campers' days are filled with nature-themed activities, outdoor play and time around a campfire.

The day camps run from 9 a.m. to 4 p.m. Early drop-off and late pick-up options are available free of charge from 8:00 a.m., and up to 5 p.m.

These educational and fun-filled days are designed specifically for kids ages 6 to 11. The Grand River Conservation Authority is a member of the Ontario Camp Association, representing camps parents can trust.

Online registration is fast and easy at <http://grandriver.eventbrite.ca>. Visit www.grandriver.ca/naturecentres for details, or phone the nature centre to speak to staff.



GRCA Day Camps focus on environmental discovery to connect campers with the outdoors in a fun, yet educational way. The GRCA is an accredited member of the Ontario Camp Association and conforms to their year-round standards.

Restoration work continues on grassland habitat in Brantford



Showing a prescribed burn at Brant Conservation Area in 2015. Another prescribed burn is scheduled to take place on GRCA property along Birkett Lane in Brantford some time between late March and the end of April. The purpose of the ongoing stewardship project on this property is to improve the quality of grassland habitat for Eastern Meadowlark, as well as other songbirds and pollinators that depend on this habitat.

The Grand River Conservation Authority (GRCA), in partnership with the City of Brantford, is focused on helping grassland habitats make a comeback in southern Ontario.

Grassland habitats support a number of grassland-specific bird species including the Eastern Meadowlark— a threatened species that has been recorded in and around the City of Brantford.

As part of the restoration work, a prescribed burn is scheduled to take place on GRCA property along Birkett Lane in Brantford some time between late March and the end of April. The exact date is not known, since the burn must take place when weather conditions allow. There

must be several days of dry weather in advance of the burn, and there must be little to no wind on the burn day.

About 9.5 hectares will be burned. The burn will be conducted by the Prescribed Burn Unit from Lands & Forests Consulting. The company strictly follows the intensive Ontario Ministry of Natural Resources and Forestry guidelines for prescribed burning to ensure safety and effectiveness.

Natural firebreaks will be used to protect adjacent properties and contain the burn within GRCA land.

City of Brantford municipal government, nearby property owners, the fire department and police service will be

notified. The fire department will be notified of the exact time of the prescribed burn, when it is known.

Signs will be posted at the site on the day of the burn, and the public is reminded to obey all signage. Fire and smoke may be visible for up to four hours and will be easily seen from the surrounding area.

The goal of the prescribed burn is to reduce native woody plants and non-native grasses, so that the proportion of native grasses will increase. Native species can tolerate fire, so burning the land clears out non-native species. Fire also releases important nutrients into the soil, which promotes growth and increases seed yields of native wildflowers and grasses.

The purpose of the ongoing stewardship project on this property is to improve the quality of grassland habitat on the site for the Eastern Meadowlark, as well as other songbirds and pollinators that depend on this type of habitat.

In addition, as part of GRCA's grassland stewardship of its own land, two other prescribed burns are scheduled to take place between late March and the end of April. Locations for these prescribed burns are Brant Park, and the Morton Property near Pinhurst Lake Conservation Area.

These prescribed burns are being conducted to maintain and improve significant grassland habitat in support of at risk grassland birds. At one time, about 25 per cent of the Grand River watershed was tallgrass prairie. Today, only one per cent remains.

Public Information Session

An information session about the restoration project and the prescribed burn will be held on:

Monday, March 4, 2019
Doug Snooks Eagle Place
Community Centre.
333 Erie Ave., Brantford
From 7:00 to 8:00 p.m.

GRCA Natural Heritage Specialist Kevin Tupman will talk about the upcoming prescribed burn, as well as provide an overview of the entire restoration project.

For more information on this project or to learn more about grassland stewardship, visit www.grandriver.ca/GrasslandStewardship.

Volunteer Program opportunities

Well before spring awakes, GRCA staff are busy planning for the growing season. Wildflower planting, maintaining woodcock habitat, tree pruning and tending, and the enhancement of the new Guelph Lake Nature Centre learning grounds are among the projects currently being planned.

Each year, these stewardship needs outweigh what staff can accomplish on their own.

Corporate community engagement via team workdays is becoming an increasingly important way of reaching goals for each site, contributing to overall watershed health and connecting volunteers to a cause via hands-on projects. The combined sweat equity and

donations from groups like Canon Canada, Stantec, Wells Fargo and RBC in previous years have meant vast improvements for turtle, pollinator and bird habitat, for example.

If your group or team is interested in connecting with us outdoors this spring, please email us at volunteer@grandriver.ca.

This year, we have a particular emphasis on the site of the new Guelph Lake Nature Centre and improving natural areas in the Waterloo Region.

Learn more about volunteering

- For upcoming community events open to the public, please subscribe to the GRCA volunteer webpage at www.grandriver.ca/volunteer and/or our online Events Calendar at www.grandriver.ca/events.
- Visit www.grandriver.ca/volunteer to view our Volunteer Program photo album on Flickr.



RBC staff in the Waterloo area planted a pollinator meadow at Laurel Creek Conservation Area in 2018. Corporate engagement via team workdays is becoming an increasingly important way of reaching goals for each site, contributing to overall watershed health and connecting volunteers to a cause via hands-on projects.

THE GRAND CALENDAR

Toyota Get Outside Winter Walks

Sunday, March 3

Need a dose of Vitamin "N"? Come explore Shade's Mill and Pinehurst Lake conservation areas. Our nature guide will help you look for signs and tracks of animals, sounds of birds and other natural wonders. This is a great chance to get some exercise, enjoy the crisp winter air and discover how to connect with nature. For more information visit www.grandriver.ca/events.

Public Information Session – Birkett Lane Grassland Stewardship Project

Monday, March 4

The Grand River Conservation Authority (GRCA), in partnership with the City of Brantford, is focused on helping grassland habitats make a comeback in southern Ontario. As part of the restoration work, a prescribed burn is scheduled to take place on GRCA property along Birkett Lane in Brantford some time between late March and the end of April. An information session

about the restoration project and the prescribed burn will be held on: Monday, March 4, 2019
Doug Snooks Eagle Place Community Centre, 333 Erie Ave, Brantford)
From 7:00 to 8:00 p.m.

GRCA Natural Heritage Specialist Kevin Tupman will talk about the upcoming prescribed burn, as well as provide an overview of the entire restoration project.

For more information on this project or to learn more about grassland stewardship, visit www.grandriver.ca/GrasslandStewardship.

March Break Adventure Camps at three nature centres

March 11 to 15

Get the kids outdoors and enjoying winter during their March break. Spots are still available at Apps' Mill, Laurel Creek and Shade's Mills nature centres. Registration is full at the Guelph Lake Nature Centre. Daily outdoor activities allow kids to explore the fields and forests around the nature centres. For details and to register, visit www.grandriver.eventbrite.ca.

Order trees before March 1

Landowners can order trees to be planted on their own properties of 2.5 acres or more (exclusive of buildings) from the GRCA until March 1. Orders must be for 200 seedlings or 20 saplings or more.

For more information or to arrange a visit to your property, check www.grandriver.ca/trees, email trees@grandriver.ca or call 519-621-2761 and ask for a Forestry Specialist.

Note: All GRCA events and updates are posted online and available at www.calendar.grandriver.ca.

About Grand Actions:

This newsletter is produced several times a year by the Grand River Conservation Authority.

Submissions:

Submissions may be edited. We do our best to publish items; however, we are not able to guarantee publication.

More information:

Current and back issues as well as subscription information is available online at

www.grandriver.ca/GrandActions.

For more information please contact the GRCA Communications department.

Phone: 519-621-2761

Email: communications@grandriver.ca

Mail: PO Box 729, 400 Clyde Road
Cambridge, ON N1R 5W6



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March 13, 2019

The Honourable Doug Ford

Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

RE: Unsanctioned Public Gathering Places

Please be advised that the Council of The Corporation of the City of Waterloo at its meeting of the Committee of the Whole held on Monday, March 4, 2019, approved the following motion:

“WHEREAS evidence shows that there are an ever increasing number of people participating in unsanctioned gatherings on public property;

AND WHEREAS the growth in the size of unsanctioned public gatherings places undue risks to public safety;

AND WHEREAS municipalities and partner agencies, involved in addressing and mitigating public safety risks, continue to develop and implement plans to address and mitigate such risks;

AND WHEREAS these municipalities and agencies are experiencing increased strains on resources as a result of these unsanctioned gatherings;

AND WHEREAS municipalities believe it necessary to see changes in provincial legislation to provide them with more authority and jurisdiction to adequately address issues of public safety, including but not limited to unsanctioned public gatherings;

AND WHEREAS municipalities believe that this increased authority and jurisdiction should include the ability for municipal law enforcement officers to require identification from individuals as part of the investigative process relative to municipal by-laws;

AND WHEREAS municipalities further believe that this increased authority and jurisdiction should include the authority to increase penalties for municipal by-law violations that are associated with events or occurrences that pose a high degree of risk to public safety;

AND WHEREAS municipalities believe it necessary to see changes in provincial legislation to provide them with increased ability to collect defaulted fines imposed for violations of municipal by-laws;

BE IT RESOLVED THAT:

- 1) the Council of The Corporation of the City of Waterloo calls on the Premier of Ontario and the appropriate Ministries to engage municipalities and appropriate experts in a discussion aimed at legislative initiatives that will include, but not be limited to:
 - a) allowing for municipal law enforcement officers to require identification from individuals as part of their investigative processes; and,
 - b) allowing for municipalities to increase penalties for municipal by-law violations that are associated with events or occurrences that pose a higher degree of risk to public safety; and,
 - c) providing for increased ability to collect defaulted fines resulting from municipal by-law violations, which shall include, but not be limited to, the ability to apply a defaulted fine against a person's driver's license; and,
- 2) that a copy of this resolution be forwarded to:
 - a) the Premier of Ontario;
 - b) the Association of Municipalities of Ontario;
 - c) the Association of Clerks and Treasurers of Ontario;
 - d) Catherine Fife, Member of Provincial Parliament for Kitchener-Waterloo; and,
 - e) the Clerks of the municipalities within Waterloo Region."

Carried Unanimously

If you have any questions, please contact me.

Sincerely,



Olga Smith
City Clerk & Director,
Legislative Services, Corporate Services

cc: The Association of Municipalities of Ontario
The Association of Municipal Clerks and Treasurers of Ontario
Catherine Fife, Member of Provincial Parliament for Kitchener-Waterloo
Christine Tarling, Director of Legislated Services & City Clerk, City of Kitchener
Michael Di'Lullo, City Clerk, City of Cambridge
Kristine Fletcher, Regional Clerk, Region of Waterloo
Val Hummel, Director of Council & Information Services / Clerk, Township of Woolwich
Dawn Mitelholtz, Director of Clerks /Town Clerk, Township of Wilmot
Grace Kosch, Municipal Clerk, Township of Wellesley
Ashley Sage, Clerk, Township of North Dumfries

TOWNSHIP OF WILMOT

BY-LAW NO. 2019-16

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

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

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

1. That the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, may be used for the following use in addition to the uses permitted in Section 7.1 of By-law No 83-38, as amended:
 - a) a second "Residential Building – One Unit"
2. Notwithstanding Section 1 of this By-law, the following regulations shall apply to the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this By-law:
 - a) only one "Residential Building – One Unit" may be occupied at any time
3. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
4. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto and shall remain in force and effect only for a period of eighteen months from the date of issuance of a building permit for a second "Residential Building – One Unit".

READ a first and second time on the 18th day of **March, 2019**.

READ a third time and finally passed in Open Council on the 18th day of **March, 2019**.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 6, Concession 2, Block B, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2019-16**.

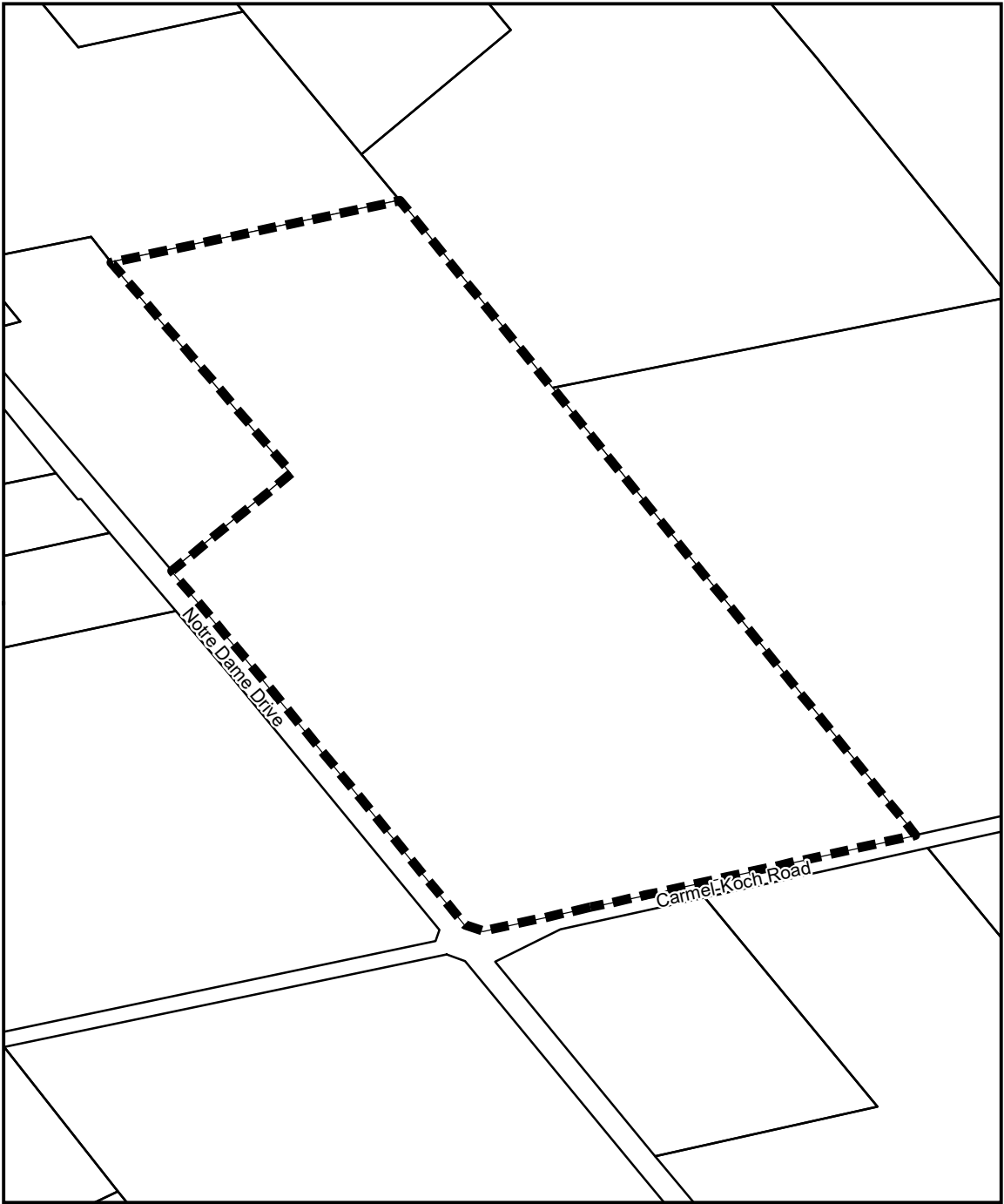
PASSED this **18th** day of **March, 2019**.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOT 6, CONCESSION 2, BLOCK B
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2019-16
PASSED THIS 18TH DAY OF MARCH, 2019.

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2019-17

**BEING A BY-LAW TO CONFIRM THE ESTABLISHMENT OF A HIGHWAY IN THE
TOWNSHIP OF WILMOT**

WHEREAS pursuant to Section 31(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, after January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money;

AND WHEREAS The Corporation of the Township of Wilmot acquired the lands herein described for the purpose of a highway;

AND WHEREAS the lands hereinafter described have been, and are, used and form part of a public highway known as Pinehill Road in the Township of Wilmot;

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

1. That the lands hereinafter described be, and the same are, established and laid out as a public highway to be known as Pinehill Road within the Township of Wilmot:

All and singular that certain parcel or tract of land and premises known as: PT LT 14-15 BLK A CON 2 WILMOT AS IN C15456, C16026, 179747, 179748 & 179749; TRAVELLED RD THROUGH LTS 14 & 15, CON 2 BLK A; WILMOT RD 15 BTN REGIONAL RD 2 & WILMOT RD 8; WILMOT (PIN 22205-0022)

READ a first and second time this 18th day of March, 2019.

READ a third and final time and passed in open Council this 18th day of March, 2019.

Mayor

Clerk