



**TOWNSHIP
OF WILMOT**

Council Meeting Agenda

Monday, September 9, 2019

Closed Council Meeting

Wilmot Community Room

6:15 P.M.

Regular Council Meeting

Council Chambers

7:00 P.M.

1. MOTION TO CONVENE INTO CLOSED SESSION

Recommendation

THAT a Closed Meeting of Council be held on Monday, September 9, 2019 at 6:15 p.m. in accordance with Section 239 (2) (d) of the Municipal Act, 2001, for the purposes of:

- d) labour relations or employee negotiations.

- 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 August 26, 2019

Recommendation

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

Council Meeting August 26, 2019.

- 8. PUBLIC MEETINGS**
- 9. PRESENTATIONS/DELEGATIONS**

9.1 REPORT NO. CL 2019-48

Acceptance of Dog Park Petition

Continuation of Leash-Free Dog Park Beyond Pilot Period

Recommendation

THAT Council received the petition concerning the Continuation of the Leash-Free Dog Park beyond the Pilot Period;

THAT the Leash-Free Dog Park Pilot Project approved in Report No. CL 2019-39 be authorized to continue until a permanent Leash-Free Dog Park is decided on during the 2020 Budget process and, if approved, constructed; and

THAT the approximate cost of \$9,100.00, excluding HST, for the continuation of the Leash-Free Dog Park in 2019 be approved.

9.1.1 Glen and Phyllis Wood

Dog Park Petition

**9.2 Nigel Gordijk
Wilmot Terry Fox Run**

**9.3 Tara Bedard, Executive Director of Immigration Partnership,
and Karen Spencer, Executive Director of Family and Children's
Services
Immigration Matters**

10. CONSENT AGENDA

**10.1 REPORT NO. CL 2019-51
Acceptance of Petition for Drainage Works
North Part Lot 20, Concession North of Bleams Road**

Recommendation

THAT Report No. CL 2019-51 be approved.

11. REPORTS

11.1 CAO

**11.1.1 REPORT NO. CAO 2019-03
2019 Work Program – Mid-Year Review**

Recommendation

THAT the updated 2019 Municipal Work Program, as per the report dated September 9, 2019, prepared by the Chief Administrative Officer, be endorsed.

11.2 CLERKS

**11.2.1 REPORT NO. CL 2019-49
Community Safety and Crime Prevention Engagement
Committee Terms of Reference**

Recommendation

THAT the Terms of Reference for the Community Safety and Crime Prevention Engagement Committee be approved; and

THAT staff be directed to begin the recruitment and appointment process for members.

11.2.2 REPORT NO. CL 2019-50

Heritage Designation of St. James Lutheran Church

66 Mill Street, Baden

Lot 180, Plan 627

Recommendation

THAT By-law No. 2019-44, Being a By-law to Designate the Property Known as St. James Lutheran Church, 66 Mill Street, Baden, Lot 180, Plan 627 be adopted, and further;

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

11.3 FINANCE

11.3.1 REPORT NO. FIN 2019-31

Rural Economic Development Funding Application

Recommendation

THAT Report FIN 2019-31, regarding the Rural Economic Development Fund, be received for information purposes.

12. CORRESPONDENCE

12.1 To be received for information purposes only.

13. BY-LAWS

13.1 By-law No. 2019-44

Heritage Designation St. James Lutheran Church

Recommendation

THAT By-law No. 2019-44 be read a first, second and third time and finally passed in Open Council.

14. NOTICE OF MOTIONS

15. ANNOUNCEMENTS

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2019-45

Recommendation

THAT By-law No. 2019-45 to Confirm the Proceedings of Council at its Meeting held on September 9, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

18. ADJOURNMENT

Recommendation

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



TOWNSHIP OF WILMOT

Council Meeting Minutes

Monday, August 26, 2019

Closed Council Meeting

Wilmot Community Room

6:15 P.M.

Regular Council Meeting

Council Chambers

7:00 P.M.

1. MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2019-174

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

THAT a Closed Meeting of Council be held on Monday, August 26, 2019 at 6:15 p.m. in accordance with Section 239 (2) (c) of the Municipal Act, 2001, for the purposes of:

- c) a proposed or pending acquisition or disposition of land by the municipality.

CARRIED.

2. MOTION TO RECONVENE IN OPEN SESSION

Resolution No. 2019-175

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

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

CARRIED.

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

Councillor J. Pfenning declared a pecuniary conflict of interest with regards to Report No. FIN 2019-30 relative to family owned property noted in the Report.

7. **MINUTES OF PREVIOUS MEETINGS**

7.1 **Council Meeting Minutes July 15, 2019**

Resolution No. 2019-176

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

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

Council Meeting July 15, 2019.

CARRIED.

Councillor B. Fisher advised that in regards to the Notice of Motion that was brought forward by Councillor C. Gordijk, he would like the minutes to reflect that he noted a staff direction rather than a Notice of Motion could have ended in the same result.

Councillor J. Pfenning noted that the money raised at the BBQ was \$16,000.

8. **PUBLIC MEETINGS**
9. **PRESENTATIONS/DELEGATIONS**
10. **CONSENT AGENDA**
 - 10.1 **REPORT NO. CL 2019-44**
2020 Regular Council Meeting Schedule
 - 10.2 **REPORT NO. CL 2019-45**
Appointment of Drainage Engineer

Resolution No. 2019-177

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

THAT Report Nos. CL 2019-44 and CL 2019-45 be approved.

CARRIED.

11. REPORTS

11.1 CLERK'S SERVICES

11.1.1 REPORT NO. CL 2019-46

Encroachment Agreement

Paul Snyder

2949 Wilby Road, Baden

Township of Wilmot

Resolution No. 2019-178

Moved by: Councillor C. Gordijk

Seconded by: Councillor A. Hallman

THAT the Township of Wilmot enter into an encroachment agreement with Paul David Snyder for 2949 Wilby Road, Baden with respect to a culvert for storm runoff outlet encroaching onto Wilby Road east of the Nith River, subject to the owner / applicant bearing all costs associated with the registration of such agreement; and further,

THAT the Mayor and Clerk be authorized to execute all associated documentation.

CARRIED.

The Director of Clerk's Services outlined the report.

11.2 FINANCE

11.2.1 REPORT NO. FIN 2019-30

Development Charges Background Study and By-Law

Resolution No. 2019-179

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

THAT the Development Charges Background Study, prepared by Watson & Associates Economists Ltd, as amended be approved;

THAT no further public meeting is required;

AND THAT the 2019 Development Charges by-law be approved, with an effective date of August 31, 2019.

CARRIED.

Councillor J. Pfenning did not take part in the discussion and abstained for voting.

The Director of Finance / Treasurer outlined the report.

Councillor C. Gordijk asked for clarification on how and if, there are more opportunities for the public to receive notice of these types of changes and the Director of Finance / Treasurer noted that staff currently exceed legislated notice requirements; however, staff could investigate more options.

Councillor A. Hallman asked if the development community was satisfied with this process and the Director of Finance / Treasurer noted that there was a large reach out to the community and nothing further has been received as of this meeting.

Councillor A. Hallman and Mayor L. Armstrong thanked all staff for their work on this report.

Councillor B. Fisher asked for clarification regarding the watermain looping back to the Region and what the criteria for this is, the Director of Finance / Treasurer noted that the Director of Public Works and Engineering would be more suited to answer that question when he returns.

Councillor B. Fisher asked why collector roads are eligible and local roads are not, the Consultant advised that the local roads are constructed as part of the development.

11.3 PUBLIC WORKS AND ENGINEERING

11.3.1 REPORT NO. PW 2019-15

Richardson Drain Branch A Maintenance – Award of Contract

Resolution No. 2019-180

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT Tender 2019-23 be awarded to Van Gestel Excavating Services for the Municipal Drain maintenance of the Richardson Drain Branch A as per their tender submitted June 28, 2019, in the amount of \$86,272.13 plus HST.

CARRIED.

The Director of Finance / Treasurer outlined the report.

John Kuntze outlined the additional work that is required with this particular drain.

11.4 DEVELOPMENT SERVICES

11.4.1 REPORT NO. DS 2019-21

Zone Change Application 08/19

Capital Homes (HH) Inc.

Lot 32, 33, 35, 37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414

Municipal addresses:

138, 142, 150, 164, 176 and 180 Theodore Schuler Blvd

10, 14, 18, 22, 26, 29, 20, 33 and 34 Marty Lane

13, 19, 25, 31, 37, 41, 45, 49 and 53 Strauch Ave

79 Stier Rd, New Hamburg

Resolution No. 2019-181

Moved by: Councillor J. Pfenning

Seconded by: Councillor B. Fisher

THAT Zone Change Application 08/19 made by Capital Homes (HH) Inc. affecting Lots

32,33,35,37, 40, 41, 53-61, 69-77, and 97, Plan 58M-414 to permit one secondary unit within each of the permitted single detached dwellings be approved subject to the implementing bylaw amendment including the following regulations:

- a. that each single detached dwelling provide a minimum of 2 off-street parking spaces (one of which must be provided behind the building line);
- b. a secondary unit shall be defined as the use of a single detached dwelling where a separate self-contained dwelling unit is located within the principal dwelling;

- c. that a minimum of 1 off-street parking space be required for each secondary unit and that said space may be provided in front of the building line;
- d. that the maximum driveway width shall be 6.0m;
- e. a direct entrance to the second dwelling unit from the outside shall be provided from a rear yard or side yard only; and
- f. the secondary unit may not solely occupy any storey, or below grade floor level, of the principal dwelling.

CARRIED.

The Manager of Planning / EDO outlined the report.

Paul Ditner, 169 Theodore Schueller Blvd., appeared as a delegation. Mr. Ditner advised that he agreed with the Manager of Planning / EDO's comments; however, if this was known since 2011 when he purchased his home he was not made aware of this. He advised he is not appearing in opposition to intensification, he is looking for clarification on what will the houses look like. The Manager of Planning / EDO provided clarification that in terms of the reference he made to 2011 was not specific to this developer, rather that was the year the Province introduced this Policy. The Manager of Planning / EDO advised that the Zoning By-law does not outline design guidelines. Mr. Ditner asked for clarification on why these particular lots are being looked at and not the overall Township and the Manager of Planning / EDO noted that the developer is looking to have a head start on the process.

Councillor C. Gordijk asked to clarify that approving the Zone Change Application will allow the developer to build these units but it does not mean all lots will include homes with a secondary dwelling unit.

Councillor J. Pfenning noted that her experience in looking for a rental unit for family and it looked just like any other home on the street.

Councillor C. Gordijk advised that she appreciates the report and the work that went into it.

11.5 FIRE SERVICES

11.5.1 REPORT NO. FD 2019-08**Award of RFT 2019-24 Station 3 New Hamburg Renovation****Resolution No. 2019-182****Moved by: Councillor C. Gordijk****Seconded by: Councillor J. Pfenning**

That RFT 2019-24 be awarded to STM Construction Ltd. from Brantford, Ontario for the renovation project located at Fire Station 3 New Hamburg as per their proposal dated August 15, 2019, for the fee of \$337,150.45, plus HST.

CARRIED.

The Fire Chief outlined the report.

Councillor J. Pfenning advised she noticed there is a substantial difference in the quotes and asked if staff knew why. The Fire Chief advised that he is unaware of the reason but that the references for the successful bidder were satisfactory.

Councillor A. Hallman noted that after the tour of the fire stations, it was very obvious that the station needs these renovations.

11.5.2 REPORT NO. 2019-07**Award of RFP 2019-18 Self-Contained Breathing Apparatus****Resolution No. 2019-183****Moved by: Councillor B. Fisher****Seconded by: Councillor C. Gordijk**

THAT RFP 2019-18 be awarded to A.J. Stone Company Ltd. for the Supply, Training and provisioning of MSA G1 Self Contained Breathing Apparatus, as per their proposal dated August 2, 2019, for the fee of \$707,364, plus HST.

CARRIED.

The Fire Chief outlined the report.

Councillor J. Pfenning thanked the Fire Chief for all the work put into this report.

Councillor A. Hallman, echoed comments on Fire Fighter safety and partnering with neighbouring municipalities.

12. CORRESPONDENCE

13. BY-LAWS

13.1 By-law No. 2019-40 Zone Change Application 08/19

By-law No. 2019-41 Encroachment Agreement – Paul Snyder

By-law No. 2019-42 Development Charges Background Study

Resolution No. 2019-184

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

THAT By-law Nos. 2019-40 and 2019-41 and 2019-42 be read a first, second and third time and finally passed in Open Council.

CARRIED, AS AMENDED.

Councillor J. Pfenning did not take part in the discussion and abstained for voting.

Resolution No. 2019-185

Moved By: Councillor C. Gordijk Seconded By: Councillor J. Gerber

THAT By-law No. 2019-42 be read a first, second and third time and finally passed in Open Council.

CARRIED.

14. NOTICE OF MOTIONS

15. ANNOUNCEMENTS

15.1 Councillor A. Hallman thanked Mayor L. Armstrong and Councillor C. Gordijk for supporting the New Dundee Bandshell concerts.

Councillor A. Hallman noted that Sunday, September 8 is the New Dundee Soap Box Derby and the Fire Fighters Breakfast.

Councillor A. Hallman advised that it was a pleasure to represent Council at the AMO Conference.

- 15.2 Councillor C. Gordijk noted that the Petersburg Optimists last Breakfast in the Park is on September 8.

Councillor C. Gordijk noted the online auction, for the Terry Fox Run, is currently live, with nearly 30 items donated by members of the community. The auction runs until Tuesday September 3, 2019. Bids can be placed at wilmotteryfox.ca/auction/

Councillor C. Gordijk noted that the Coffee for Terry is at MeMe's Café in New Hamburg on Thursday September 5, 2019. Supporters can buy a cup of coffee for the price of a freewill donation.

Councillor C. Gordijk advised that Mr. N. Gordijk will have a Terry Fox booth at Personally Fit on Friday September 6, where he will be selling this year's Run t-shirt and the On the Road CD. For every shirt or CD sold that day, he will be performing 100 skips with a skipping rope.

Councillor C. Gordijk noted that the Pizza for Terry is at Twice the Deal Pizza in New Hamburg on Monday September 9, from noon to 8:00pm. Supporters can order a medium Canadian pizza and all the profits will be donated to the Wilmot Terry Fox Run. "Buy a Canadian for the greatest Canadian." She concluded by stating that details of all remaining fundraisers are at wilmotterryfox.ca/events.

- 15.3 Councillor B. Fisher advised of the 25th anniversary celebration for Castle Kilbride on September 22nd from 1:00 – 4:00 pm

- 15.4 Councillor J. Gerber advised that he is unable to attend the November 4, 2019 Council meeting.

- 15.5 Councillor J. Pfenning advised that the fall fair is still looking for volunteers.

Councillor J. Pfenning advised that the Pfenning Farm is hosting a fundraiser for the Volunteer Search and Rescue group on September 7th.

Councillor J. Pfenning thanked staff and council for the ability to represent the Township at the AMO Conference.

- 15.6 Mayor L. Armstrong noted there was good representation at the AMO Conference and expressed his appreciation to all.

Mayor L. Armstrong noted that this Thursday is the last concert on the front lawn of Castle Kilbride for the season.

16. BUSINESS ARISING FROM CLOSED SESSION

16.1 Beckdale Trail

Land and Trail Construction Donation

Resolution No. 2019-186

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

THAT Council accept the generous donation of an additional 13m of land north of and parallel to the CN railway from Stremma Developments Inc. and that staff be authorized to enter into necessary agreements to facilitate this donation.

THAT Council endorse and accept the proposal for Scout Corporation to construct that Beckdale Trail in lieu of the cash equivalent donation.

CARRIED.

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2019-43

Resolution No. 2019-187

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

THAT By-law No. 2019-43 to Confirm the Proceedings of Council at its Meeting held on August 26, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

18. ADJOURNMENT (7:59)

Resolution No. 2019-188

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

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

CARRIED.



TOWNSHIP OF WILMOT

CLERK'S SERVICES *Staff Report*

REPORT NO: CL 2019-48

TO: Council

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: September 9, 2019

SUBJECT: Acceptance of Dog Park Petition
Continuation of Leash-Free Dog Park Beyond Pilot Period

RECOMMENDATION:

THAT Council received the petition concerning the Continuation of the Leash-Free Dog Park beyond the Pilot Period;

THAT the Leash-Free Dog Park Pilot Project approved in Report No. CL 2019-39 be authorized to continue until a permanent Leash-Free Dog Park is decided on during the 2020 Budget process and, if approved, constructed; and

THAT the approximate cost of \$9,100.00, excluding HST, for the continuation of the Leash-Free Dog Park in 2019 be approved.

SUMMARY:

Staff received a petition from the public requesting that the Leash-Free Dog Park in Scott Park be kept until a permanent Leash-Free Dog Park is decided on and potentially constructed. The 2019 costs to keep the Dog Park operating have not been included in the Budget.

REPORT:

On June 23, 2019, Council approved the installation of a Leash-Free Dog Park in Scott Park, New Hamburg. The costs associated with the Dog Park was not included in the 2019 Budget but was approved at a cost of \$3,620.00, excluding HST.

Staff have received overwhelmingly positive feedback on the Dog Park. Dogs, large and small, have been enjoying the park everyday of the week, morning, afternoon, and night. Members of the public have been using it as a place to gather, meet new people, and become engaged in their community. As the Pilot has continued, the community became concerned on the loss of the Dog Park when the Pilot was scheduled to end on October 31, 2019.

In late July, staff became aware of the petition to keep the Dog Park in operation following the end of the Pilot. Staff in Clerk's Services and Facilities and Recreation Services discussed what was needed and how this could be accomplished.

Consideration of continuation of the Dog Park needs to be separated by financial year. To finish the 2019 period, the cost of the rental fence would be approximately \$1,600.00, excluding HST. This cost has not been included in the 2019 Budget. In 2020, fence rental would continue to be approximately \$2,500.00, excluding HST, per quarter and would be incorporated into the 2020 Budget. Scott Park, like all Township Parks, is closed during the winter months to motorized vehicles. To keep the Dog Park in operation while still closing the rest of Scott Park, a second set of bollards will need to be purchased and installed at a cost of approximately \$7,500.00, excluding HST. The proposed bollards would be constructed in 2019 and have not been included in the 2019 Budget. The bollards location is identified on the map attached as Schedule A. The location of bollards allows for vehicles access to the Dog Park and the parking lot south of the Field House.

In addition to costs noted above, certain unknown and potential costs would need to be considered. Scott Park is closed in the winter months but the entryway up to the second set of bollards will require snow removal for access to the Dog Park. Parking lot clearing will also be required, as the grass areas adjacent to the driveway are not suitable for parking during the fall/winter/spring seasons due to the soft turf conditions. Staff will consider the expansion and installation of wooden bollards next to the driveway to help deter parking on the grass areas, if Scott Park is approved as a permanent location for a Dog Park. Costly turf repairs will be necessary if Dog Park patrons do not restrict the driving/parking of their vehicles to the hard surfaced areas only. Also, waste receptacles are typically removed during the winter months as they fill with snow, ice and water which can become very heavy. Additional monitoring of a waste receptacle for dog waste at the Dog Park during the winter months could add maintenance costs to the program. As well, tearing of the bag liner may expose maintenance staff to a bio-hazard condition if the contents of a heavy bag are released during the removal process. Staff will monitor this and address the concern as needed.

The current fencing and gates were not rented for use during the winter months in mind. Depending on the amount of snow and ice, the gates may no longer function optimally and may require additional maintenance or rental of gates with a different design, if available. Staff will monitor the function of the gates and investigate possible solutions.

Upon consideration during the 2020 Budget process, staff will provide permanent fencing options based on the final recommendations that have incorporated the public engagement results.

Staff wish to recognize the efforts of the members of public who are invested in the continued success of the Dog Park. The petition received by staff contained 1026 signatures of Dog Park users. The users of the Dog Park in Wilmot are not only Wilmot residents. As the petition illustrates, users come from beyond Township boundaries to enjoy the Dog Park.

On August 27, 2019, staff hosted an informal meeting where members of the public could voice their opinions on if a Dog Park Committee was needed and what the basic mandate of a Committee might be. The discussion was lively and positive and yielded recommendations for staff to incorporate a Committee if a permanent Dog Park is approved in the 2020 Budget. If approved, Clerk's Services staff will prepare Terms of Reference for the Dog Park Advisory Committee and reach out to Facilities and Recreation Services staff for assistance.

Next steps in the Dog Park Pilot Project includes a survey to get feedback from the community on the Dog Park. The survey includes questions concerning locations, size, and amenities. The survey has been released and will be available until the end of November.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

By continuing a leash-free dog park, the Township is providing recreational opportunities for everyone. By installing signage, monitoring the park and responding to any issues that may arise, the Township is ensuring people's safety. The community engagement that is occurring with the project the Township is communicating municipal matters and achieving the goal of an engaged community.

FINANCIAL CONSIDERATIONS:

2019 Budget

The estimated costs for the continuation of the Dog Park includes ongoing use of the rental steel fencing with a double gate for safe access to the park and the purchase and installation of bollards for the park entryway. Based on current fees and quotes, staff is anticipating \$1,600.00 for fencing and \$7,500.00 for the bollards, both excluding HST, in 2019. These costs do not include level of service or maintenance costs or costs that may be incurred as a result of winter weather conditions. Such variable costs may include: snow and ice removal, waste removal, fence maintenance due to ice and winter storms, de-thawing of the gate, and Dog Park clean-up following winter storms.

2020 Budget

In 2020, the minimum cost would be expected to be \$2,500.00, excluding HST, for fence rentals for the first quarter of 2020. For costs of the Dog Park beyond March, assuming approval of a permanent Dog Park, staff will investigate the most cost effective installation of a permanent fence for the Dog Park and incorporate those costs in the proposed 2020 Budget. The quoted price for the buy-out of the fence currently in use would be \$12,031, excluding HST. If this fence is purchased prior to the end of the contract, the remaining rental fees would be waived.

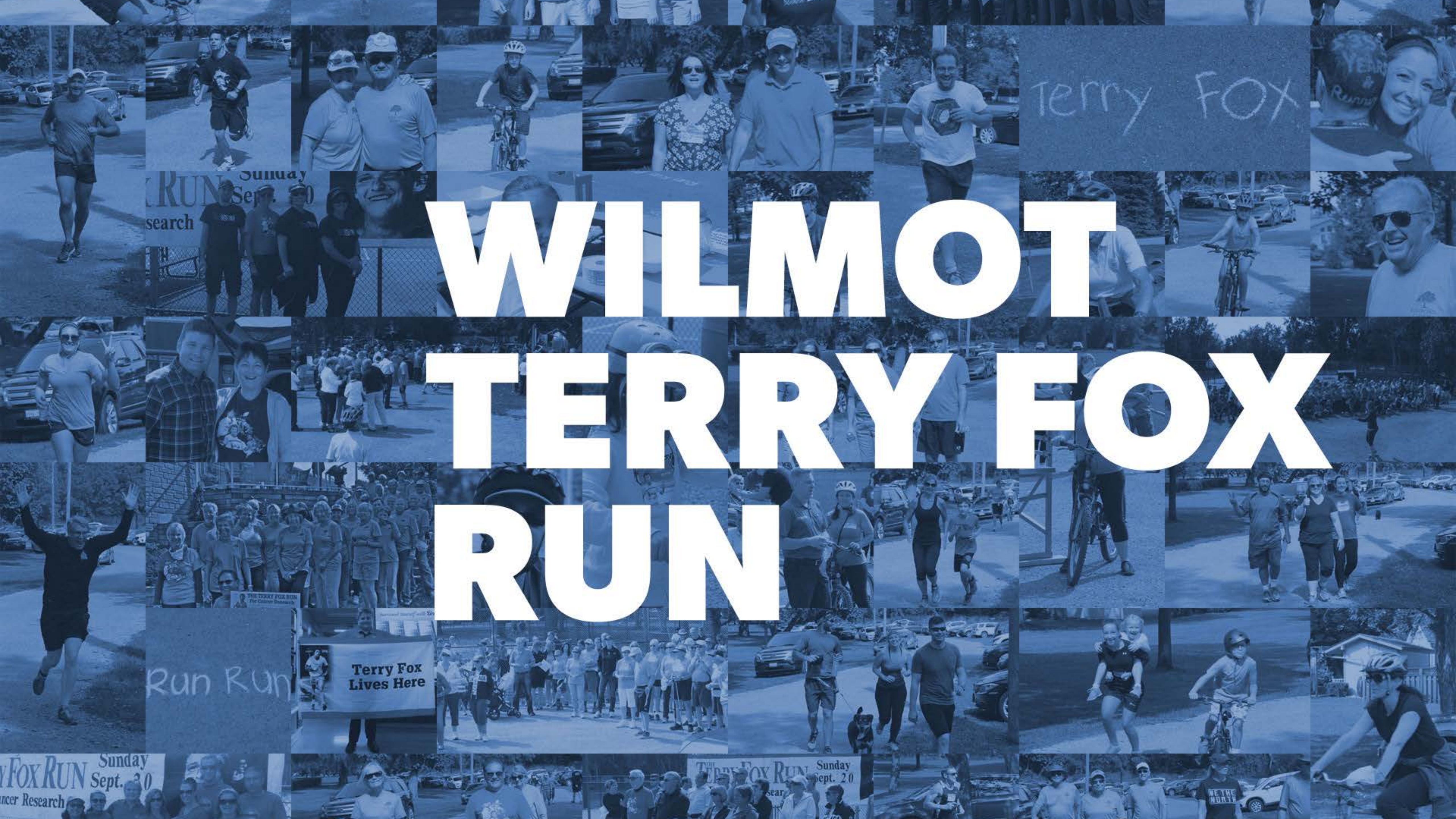
ATTACHMENTS:

Attachment 1: Map of Scott Park

Attachment 2: Petition (available for viewing at the Township Office)

Dog Park Pilot





WILMOT TERRY FOX RUN

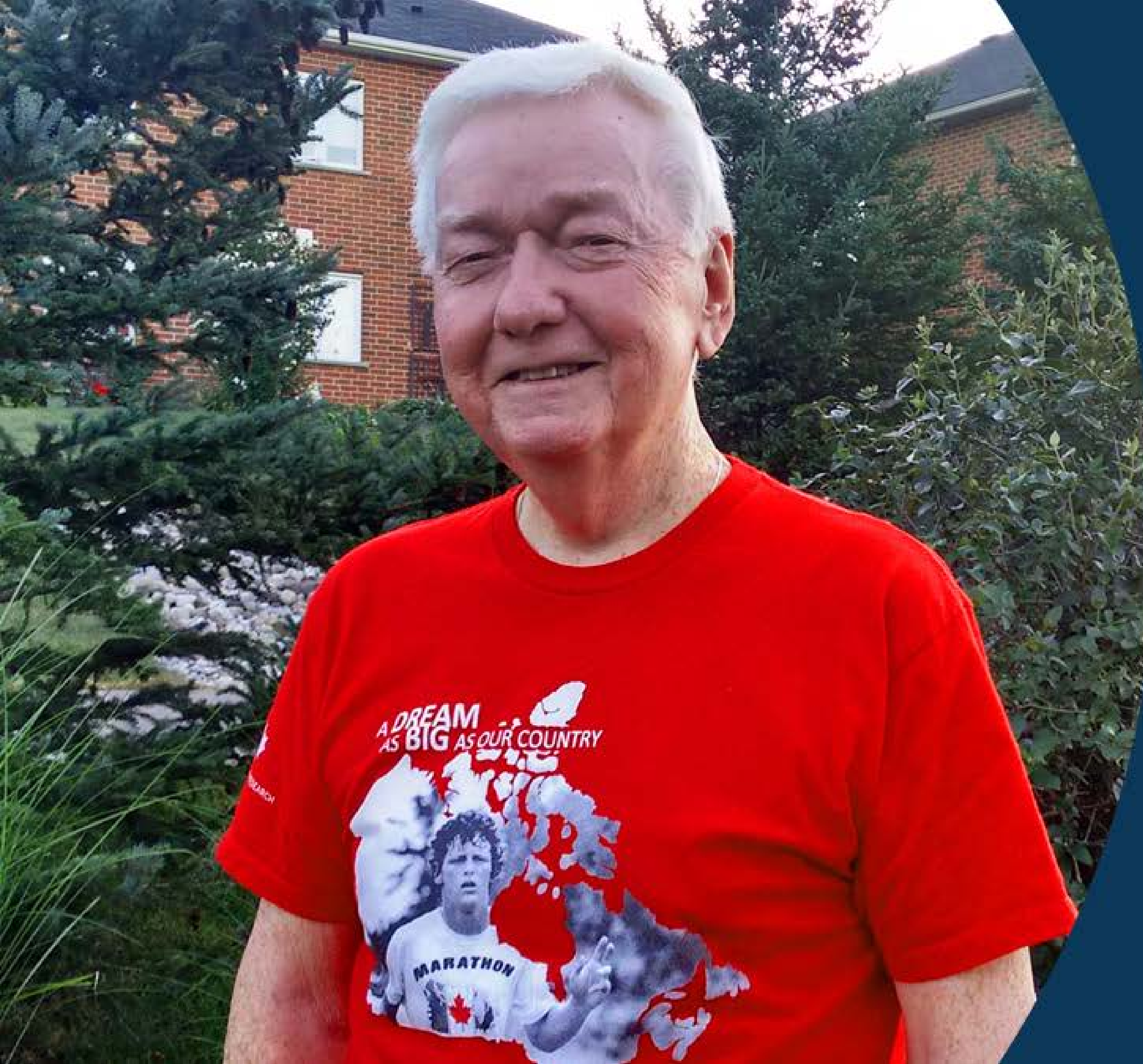
WILMOT
TERRY FOX RUN
Sunday
Sept. 20
Cancer Research

Run Run

Terry Fox
Lives Here

WILMOT
TERRY FOX RUN
Sunday
Sept. 20
Cancer Research

WILMOT
TERRY FOX RUN
Sunday
Sept. 20
Cancer Research



REMEMBERING
JIM DWYER
1935-2019

This section of the
Wilmot Terry Fox Run
is dedicated to

Marsha Day

MOTHER. SISTER. AUNT.



This section of the
Wilmot Terry Fox Run
is dedicated to

Jim Dwyer

**LOYAL AND ENTHUSIASTIC
TERRY FOXER.**



WILMOT TERRY FOX RUN
#TerryFoxRun #WilmotTerryFoxRun











SIGNUP NOW!



Immigration Matters

Wilmot Township Council
September 9, 2019

INSPIRING
IMMIGRATION
CONNECTIONS
IN WATERLOO
REGION



Who Are We and Why Are We Here?

Immigration in Wilmot Township

- Immigrants make up 10.3% of the population; lowest proportion among the area municipalities.
- Annual permanent resident landings grew by almost 22% between 2006 and 2016; 3rd fastest among the area municipalities.

INSPIRING
IMMIGRATION
CONNECTIONS
IN WATERLOO
REGION





IMMIGRATION
PARTNERSHIP
Settle. Work. Belong.

Why Immigration Matters

WHY IS IMMIGRATION IMPORTANT TO CANADA?



25% of Canada's population will be
over 65 by 2035



5,000,000

Canadians set to retire
by 2035



Canada's worker-to-retiree
ratio TODAY



Canada's worker-to-retiree
ratio in 2035



1.6 Canada's fertility rate,
which is ranked **181st**
globally, is well below Canada's
replacement rate of **2.1**

Immigrants TODAY make
up 65% of Canada's net
annual population growth



Almost
100%
of Canada's net
population growth
will be through
immigration by 2035

350,000

Estimated number of
immigrants Canada will
need annually by 2035
to meet its workforce
needs



The Conference Board
of Canada

Le Conference Board
du Canada

Canada's acceptance of
immigrants on humanitarian
grounds demonstrates
compassion, leadership
and enhances Canada's
global standing



IMMIGRANTS...



boost trade ties
between Canada
and the world

strengthen culture
and diversity



are motivated,
innovative and
entrepreneurial



INSPIRING
IMMIGRATION
CONNECTIONS
IN WATERLOO
REGION

National Immigration Centre | conferenceboard.ca/NIC | [@ImmigrationCBoC](https://twitter.com/ImmigrationCBoC)

What We Would Like

- Deeper engagement for mutual benefit
- Spectrum of attraction, retention and integration
- Township Council and staff engage in our groups and events
- Opportunity to support municipal planning and service improvement

INSPIRING
IMMIGRATION
CONNECTIONS
WILLOW
BRIDGE



Thank you. Shukran. Gracias.

ImmigrationPartnership@regionofwaterloo.ca

www.immigrationwaterlooregion.ca

@ImmigrationWR

INSPIRING
IMMIGRATION
CONNECTIONS
IN WATERLOO
REGION





TOWNSHIP OF WILMOT

CLERK'S SERVICES *Staff Report*

REPORT NO: CL 2019-51

TO: Council

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

PREPARED BY: Tracey Murray, Deputy Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: September 9, 2019

SUBJECT: Acceptance of Petition for Drainage Works
North Part Lot 20, Concession North of Bleams Road

RECOMMENDATION:

THAT the Township of Wilmot accept the Notice of Petition for Drainage Works received from Patrick George for North Part Lot 20, Concession North of Bleams Road, Township of Wilmot; and,

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

SUMMARY:

The Council of the Township of Wilmot is being asked to consider the acceptance of a Petition for Drainage Works that are for storm water management pond and other drainage improvements.

BACKGROUND:

Patrick George submitted and filed a petition with the Clerk on August 29, 2019 to initiate Drainage Works under the Drainage Act. The petition is for storm water management pond and other drainage improvements.

REPORT:

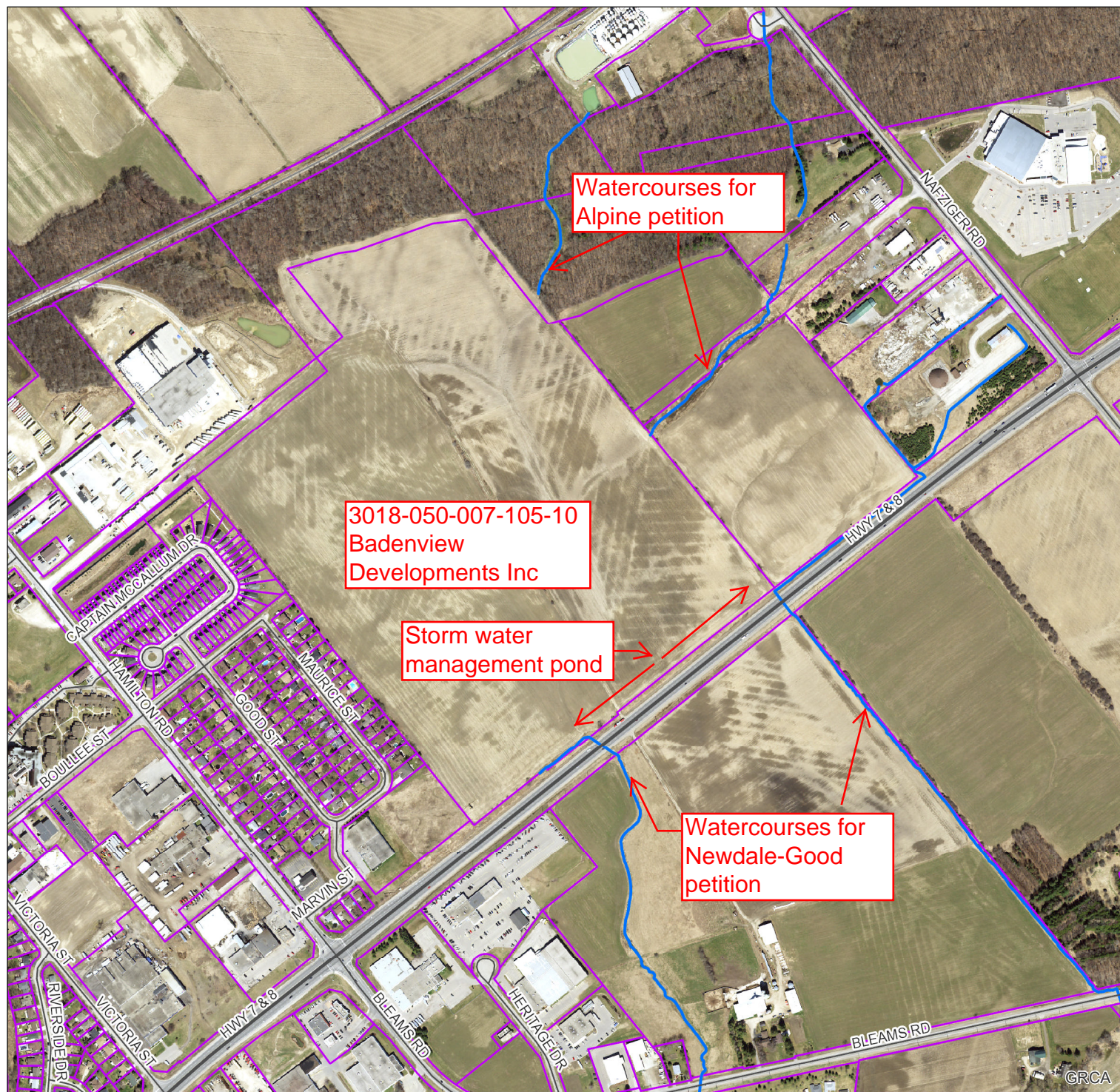
The Drainage Superintendent has met with the petitioners and has confirmed the petition. Pursuant to the Drainage Act, once the petition is filed, it proceeds to Council for acceptance. Following acceptance of the petition, staff will forward written notice within 30 days to: the requester, the Grand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

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

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

FINANCIAL CONSIDERATIONS:

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





TOWNSHIP OF WILMOT

OFFICE OF THE CAO *Staff Report*

REPORT NO: CAO 2019-03

TO: COUNCIL

SUBMITTED BY: Grant Whittington, CAO

PREPARED BY: Grant Whittington, CAO

DATE: September 9, 2019

SUBJECT: Updated 2019 Municipal Work Program

RECOMMENDATION:

THAT the updated 2019 Municipal Work Program, as per the report dated September 9, 2019, prepared by the Chief Administrative Officer, be endorsed.

BACKGROUND:

On March 18, 2019, Council approved the overall 2019 Municipal Work Program, which included each of the departments' 2019 Work Programs. As noted, within the previous report, the CAO will provide an updated report to Council, after 6 months, to confirm the status of the listed tasks and accomplishments. At that time, the update would provide the ability to review and initiate further tasks and new priorities of Council and staff.

As noted within the departmental Work Programs, various further tasks have been incorporated.

REPORT:

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 wide range of tasks for the first half of year 2019 have been completed. The actions not

This information is available in accessible formats upon request

completed are noted and revised. Staff have been undertaking the tasks outlined for the second half of 2019. The highlights include the extensive work undertaken by all staff and Council in the preparation and approval of the 2019 Budget, which included the implementation of a number of municipal policies, capital budgets and departmental and corporate procedures.

There are a large number of new initiatives, that were added to the 2019 Work Program. These initiatives are adding to the workload of each Department, which were generated by several factors, including Council Member's requests, provincial initiatives and new legislation.

As Council is aware, the Work Program is a very important document and attempts to balance the amount of staff resources with municipal priorities.

Municipal staff and Council have always been very proud of the amount of achievements and work ethic that is displayed by the number and range of project completions and new initiatives created each year. Recognizing the organization is known for its combination of energy and lean operations, Senior Management Team is monitoring the amount of work versus staff resources. This will be further detailed during the 2020 budget and any service level request reports for Council's consideration.

As noted previously, the working relationship with Council and municipal staff has been productive and wishes to show leadership and positive attitude towards completing the tasks that are necessary to improve customer service, respond to provincial/federal initiatives and maintain a strong and vibrant local community. The MacLean's August article of the Best Communities of Canada and placing Wilmot Township as the top 20 Community in Canada, reflects well on the efforts of Council, staff and residents on this achievement. This is further highlighted by the strong results of the CIW (Canadian Index of Wellbeing) community wellbeing survey (2019) report prepared by the Facility of Applied Health Services, University of Waterloo.

The attached updated 2019 Work Program has been prepared, outlining the projects to be undertaken by each department, for the second half of 2019. The Work Program indicates only projects or major tasks and does not list the day-to-day activities of the departments.

The updated list of actions provides a continued focus towards improvements of the municipal organization and services. The list provides the ability of measuring the successful resolution of these matters and a clear understanding between both staff and Council, as to the priorities of the municipality.

Upon the approval of the updated 2019 Municipal Work Program, the CAO will again provide an updated report to Council, at year-end, to confirm the status of the listed tasks and accomplishments. At that time, a new 2020 Municipal Work Program will be established, which will reflect new tasks and priorities of Council.

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

This information is available in accessible formats upon request

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

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 Programs.

FINANCIAL CONSIDERATIONS:

The Municipal Work Program identifies the major capital projects that are within the approved 2019 Budget and the 10-Year Capital Forecast.

ATTACHMENTS:

2019 Mid-Year Work Program

This information is available in accessible formats upon request

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|---|-----------------|-----------------------|---|---|---|---|---|---|---|--|
| SENIOR MANAGEMENT TEAM / ALL DEPARTMENTS | | | | | | | | | | |
| 1 | Strategic Plan | SMT | 2019 Strategic Plan Update | x | x | x | x | x | x | Gathering public input. Completion scheduled Nov/Dec 2019 |
| 2 | Strategic Plan | SMT | Health and Safety Program Implementation and Training | x | x | x | x | x | x | Program approved. On-line training environment has been configured for fall deployment. Comprehensive Training Matrix established for all departments. |
| 3 | Strategic Plan | SMT | Organizational Corporate Culture Review and Implementation | x | x | x | x | x | x | RFP released in Q3. Consultant hired for leadership and communication facilitation / coaching. |
| 4 | General | SMT | 2018 Work Program – Year End Review | | | | | | | Project completed. |
| 5 | General | SMT | 2019 - 10 Year Capital Forecast | | | | | | | Project completed. |
| 6 | General | SMT | 2019 Budget | | | | | | | Project completed. |
| 7 | General | SMT | 2019 Quarterly Reporting | x | | | | x | | On-going |
| 8 | General | SMT | 2019 Work Program – Mid-Year Review | | | | | | | Project completed. |
| 9 | General | SMT | 2019 Work Program Establishment | | | | | | | Project completed. |
| 10 | General | SMT | Council Orientation | | | | | | | Project completed. |
| 11 | General | SMT | Development Charges Background Study | | | | | | | Project completed. |
| 12 | General | SMT | Employee Performance Reviews | | x | x | x | | | Reviews to be completed in September / October |
| 13 | General | SMT | Interdepartmental Charges Review / Update | x | x | | | | | Currently under review. Results to be incorporated into the 2020 operating budget process. |
| 14 | General | SMT | Legislative & Municipal Leadership Training – SMT and Council | | x | x | x | x | | |
| 15 | General | SMT | Website Content Review and Update | | x | x | x | | | Departmental reviews for content accuracy |
| OFFICE OF THE CAO | | | | | | | | | | |
| 16 | Strategic Plan | CAO / FIN / DS / PW&E | Employment Lands Development and Servicing | x | x | x | x | x | x | Meetings held with developer and stakeholders regarding cost sharing of core infrastructure components. Plan of subdivision pending review by external agencies. |
| 17 | General | CAO | Waterloo EDC | x | x | x | x | x | x | On-going |
| 18 | General | CAO | Smart Waterloo Region Application | | | x | x | x | x | Steering Committee meeting in September to establish next steps. |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|-------------------------|-----------------|-----------------------|---|---|---|---|---|---|---|---|
| 19 | New Initiatives | CAO | Joint Service Delivery Review - Consulting Services | | x | x | x | x | x | Joint RFP released, closing September 9th. Project schedule outlined in Report CAO 2019-02 |
| 20 | New Initiatives | CAO / FIN / CS / FIRE | Provincial Regional Review | x | x | x | x | x | x | Review on-going at Provincial level. Area municipalities continue to monitor and await Provincial Report, which is expected in November |
| 21 | Strategic Plan | CS | Undertake Wilmot Branding Process | x | x | x | x | x | x | Initial stages of project underway |
| 22 | New Initiatives | CAO / DS | Municipalities within the Region of Waterloo Joint Review of Planning Approvals | x | x | x | x | x | x | CAO's & Planning Directors are meeting to review the process of planning approvals. |
| CLERK'S SERVICES | | | | | | | | | | |
| 22 | Strategic Plan | CS / CK | Prime Ministers Path Committee Involvement | x | x | x | x | x | | On-going |
| 23 | Strategic Plan | CS / FIN | Terms of Reference and Recruitment for Sustainability Working Group | | | | | | | Project completed. |
| 24 | Capital Program | CS | Mannheim Municipal / Community Event Ground Sign | x | x | x | x | x | x | Survey in progress |
| 25 | General | CS | Electronic Participation at Meetings Policy | | | | x | x | | Area Clerks working group discussing |
| 26 | General | CS | Lottery Licensing File Updates | x | x | x | | | | Communications sent to community organizations. Receiving updates. |
| 27 | General | CS | Community Newsletter (Interim and Final Tax Bills) | | | | | | | Project completed. |
| 28 | General | CS | Private Property Parking By-law Update | | | | | | | Project completed. |
| 29 | General | CS | Procedural By-law Update | | | | | | | Project completed. |
| 30 | General | CS | Recruitment and On-boarding Communication Specialist | | | | | | | Project completed. |
| 31 | General | CS | Bill 68 Review and Compliance | x | x | x | x | x | x | Met requirement deadlines. Ongoing review of By-laws and Policies including discussion on discretionary items. |
| 32 | General | CS | Staff Liaison – GRAAC Monthly Meetings | x | x | x | x | x | x | On-going |
| 33 | General | CS | Council for a Day Program 2019 | x | x | x | | | | Program tabled - revamp for 2020 |
| 34 | General | CS | Terms of Reference and Recruitment Community Safety and Crime Prevention Engagement Committee | x | x | x | x | | | Terms of Reference reviewed by Waterloo Regional Police. Staff report on the September 9, Council meeting |
| 35 | General | CS | Annual Review of GRAAC Membership | | | x | x | | | Recruitment campaign and appointments in Fall 2019 |
| 36 | General | CS | Cannabis Retail Policy Statement | | | | | x | x | Pending |
| 37 | General | CS | Corporate Communications Plan Development/Implementation | x | x | x | x | x | x | Development and Implementation on-going |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|------|-----------------|--------------|--|---|---|---|---|---|---|--|
| 38 | General | CS | Digital Records Management System | | | | x | x | x | Office 365 training for Records Management to be scheduled |
| 39 | General | CS | Haid Petition for Municipal Drain Improvements | | | x | x | x | x | Engineer preparing report |
| 40 | General | CS | Nachurs-Alpine Municipal Drain | | | x | x | x | x | Engineer preparing report |
| 41 | General | CS | Review of Exotic Pet By-law | | | | | x | x | To be reviewed following Zoing By-law adoption |
| 42 | General | CS | Richardson/Petersburg Drain Maintenance | | | x | x | x | x | Engineer preparing report |
| 43 | General | CS | Snyder Petition Municipal Drain | | | x | x | x | | Engineer Appointed |
| 44 | General | CS | Social Media Policy Review | | x | x | x | x | | Initial review underway |
| 45 | General | CS | Terms of Reference and Recruitment for Trails Advisory Committee | | | | | | | Project Complete |
| 46 | General | CS | Women's Day and Women's Month Celebration for 2020 | x | x | x | x | x | x | Initial planning underway |
| 47 | New Initiatives | CS | Discharge of Firearms Review | | | | | | | Project completed |
| 48 | New Initiatives | CS | Job Fact Questionnaire - Deputy Clerk and MLEO positions | | x | x | | | | Review with Consultant for calculation on grid |
| 49 | New Initiatives | CS | Heritage Designation - St. James Church | x | x | x | x | | | Legislated process. Report to Council |
| 50 | New Initiatives | CS | Line Fences Act - Stier Rd. / Theodore Scheuller | | | | | | | Project Complete |
| 51 | New Initiatives | CS | Line Fences Act - Stier Rd. | | | x | | | | Hearing Scheduled |
| 52 | New Initiatives | CS | Encroachment Agreement - 231 Peel St. | x | | x | | | | Project Complete |
| 53 | New Initiatives | CS | Encroachment Agreement - 2949 Wilby Rd | x | x | | | | | Project Complete |
| 54 | New Initiatives | CS | Governance Policy - Communications Protocol | x | x | x | x | x | | Report Forthcoming |
| 55 | New Initiatives | CS | Administrative Directive - Community Engagement | | | | x | x | x | To be developed |
| 56 | New Initiatives | CS | GRCA Flood Mitigation Study | | | x | x | x | x | Rollout of Communications as required by GRCA |
| 57 | New Initiatives | CS | Governance Policy / Administrative Directives Implementation | x | x | x | x | x | x | Report Forthcoming |
| 58 | New Initiatives | CS / FAC&REC | Dog Park Pilot Project | x | x | x | x | x | x | Pilot underway. Report re: Pilot Extension at the September 9, 2019 Council meeting. |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|---------------------------|-----------------|------------|--|---|---|---|---|---|---|--|
| 59 | New Initiatives | CS | Website Refresh | | x | x | x | x | x | Exploration for inclusion in 2020 Budget |
| FINANCIAL SERVICES | | | | | | | | | | |
| 60 | General | FIN | Comprehensive Data Update for HRIS System, including Internal Audit of Training Records / Compliance | x | x | x | x | x | x | Data gathering on-going. New H&S training matrix will assist in updated records and compliance verifications. |
| 61 | General | FIN | Continuation of Departmental Inventory Program | x | x | x | x | x | x | Departmental inventory works are on-going. Asset management dataset updated accordingly. |
| 62 | General | FIN | Develop Security Camera Use Policy | x | x | x | | | | Draft Corporate Guideline under review. |
| 63 | General | FIN | Fees and Charges Review | | | x | x | x | x | Fees and Charges to be reviewed in conjunction with the 2020 budget process. |
| 64 | General | FIN | Develop Investment Strategy | x | x | x | x | x | | Finance staff meeting with investment service providers to determine market options for long-term investments. |
| 65 | General | FIN | Wilmot Water Financial Plan Update | x | x | x | x | | | Financial Plan anticipated to be presented to Council in October |
| 66 | General | FIN | Waterloo Regional Municipal Insurance Pool (WRMIP) Renewals / Assessments | x | x | x | | | | Insurance inspections of municipal assets on-going. |
| 67 | General | FIN | Staff Recruitment (Full-time, Part-time, Seasonal and VFFs) | x | x | x | x | x | x | On-going in coordination with managers and supervisors. |
| 68 | General | FIN | 2020 Municipal Grants Program | | | x | x | x | x | Online application portal to be launched in September. |
| 69 | General | FIN | Review/Update Performance Management System | x | x | x | x | x | x | Performance appraisal system under review. Shift to comprehensive Performance Management System anticipated for 2020. |
| 70 | General | FIN | Violence and Harassment Policy Implementation and Training | | | x | x | x | | Policy updated as part of Corporate Health and Safety Program. Training to occur in Q4. Pink Shirt Day planned for Q4. |
| 71 | General | FIN | Develop and Implement Community Engagement Program for Municipal Budget | x | x | x | | | | Pre-budget consultations scheduled. Online Survey launched in August. |
| 72 | General | FIN | IT Help Desk Deployment | | | | | | | Project anticipated to be completed in Q4 2019. |
| 73 | General | FIN | Annual Legislative Reporting of Council Remuneration, Development Charges and Parkland Dedication | | | | | | | Project completed. |
| 74 | General | FIN | Area Rating Review – Regional Library and Regional Transit Services | | | | | | | Project completed. |
| 75 | General | FIN | Deploy On-line Training Environment Corporate Wide | | | | | | | Project completed. |
| 76 | General | FIN | Establish Safety Talks Program – Corporate Wide | | | | | | | Project completed. |
| 77 | General | FIN | GHG Reporting to Sustainable Waterloo Region | | | | | | | Project completed. |
| 78 | General | FIN | Green Energy Act Reporting on GHG Emissions | | | | | | | Project completed. |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|------|-----------------|------------|---|---|---|---|---|---|---|--|
| 79 | General | FIN | Streamline Full-Time and Part-Time Recruitment Process (Checklist) | | | | | | | Project completed. |
| 80 | General | FIN | Update Offer of Hire Letter and On-Boarding Materials | | | | | | | Project completed. |
| 81 | General | FIN | Wi-Fi Installations at PWOC, Mannheim and New Hamburg CC | | | | | | | Project completed. |
| 82 | General | FIN | Year End Financial Statements, FIR and Audit | | | | | | | Project completed. |
| 83 | General | FIN | Update Tangible Capital Assets Policy | | | | | | | Project deferred pending further progress with Asset Management Roadmap to ensure alignment between reporting and Asset Management lifecycle strategies. |
| 84 | General | FIN | e-Contracts Database Implementation | | | | | | | Project deferred pending launch of Office 365 environment, and update to online bids/tenders environment. |
| 85 | General | FIN | Desktop Management Software Deployment | | | | | | | Project deferred to 2020, additional levels of service to be proposed within 2020 budget. |
| 86 | General | FIN | Develop and Implement Cyber Security; Suspicious Email and Safe Use Practice Training | | | | | | | Project deferred to 2020, additional levels of service to be proposed within 2020 budget. |
| 87 | General | FIN | Develop and Implement IT Orientation for New Staff | | | | | | | Project deferred to 2020, additional levels of service to be proposed within 2020 budget. |
| 88 | General | FIN | Establish Design and Framework For IT Disaster Recovery Site at Backup EOC | | | | | | | Project deferred to 2020, additional levels of service to be proposed within 2020 budget. |
| 89 | General | FIN | IT Business Plan Review/Update | | | | | | | Project deferred to 2020, additional levels of service to be proposed within 2020 budget. |
| 90 | General | FIN | Network Audit & Security Review | | | | | | | Project deferred to 2020, additional levels of service to be proposed within 2020 budget. |
| 91 | General | FIN | Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software | | | | | | | Project deferred to 2020, additional levels of service to be proposed within 2020 budget. |
| 92 | General | FIN | Review Tax Policy and Infrastructure levy | x | x | x | x | x | x | On-going in conjunction with Level of Service review. Results to be included within 2020 budget committee reporting. |
| 93 | General | FIN | Development / Implement Digital Records Management for HR / Personnel Records | | x | x | x | x | x | Project to be completed as part of Office 365 deployment |
| 94 | General | FIN | Investigate Corporate Web Conference Call Services | | | x | x | x | x | Project to be completed as part of Office 365 deployment |
| 95 | General | FIN | OMPF Resource Group | | x | x | x | x | | Resource group meetings on-going. Decision on OMPF allocations for 2020 to be finalized prior to budget. |
| 96 | General | FIN | Enhance Year End Financial Statement Package | | | | | | | Review to be conducted in conjunction with the 2020 financial statements. |
| 97 | General | FIN | Municipal Accounting Software Needs Assessment | | x | x | | x | | Software options investigations currently being investigated. |
| 98 | General | FIN | Corporate Phone System Replacement Review | | | | x | x | | To be conducted in early Q4 in preparation for the 2020 Budget. |
| 99 | General | FIN | Explore Opportunities to Leverage HRIS System | x | x | x | x | x | x | Training on-going with HR software, modules being utilized to enable better tracking of employee demographics and training records. |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|------|-----------------|---------------|---|---|---|---|---|---|---|--|
| 100 | General | FIN | Update Tangible Capital Asset Valuation and Attributes | x | x | x | x | x | x | Update of asset attributes on-going in conjunction with Asset Management Roadmap activities. |
| 101 | General | FIN | Update Reserve Fund By-Law | | | | | | | Project deferred to 2020 following Infrastructure Levy direction, and Implementation of Municipal Accommodation Tax |
| 102 | General | FIN / CAO | Annual Job Evaluations (HR Consultant) | x | x | x | x | x | | Eligible positions submitted to HR Consultant. Results anticipated prior to 2020 Budget. |
| 103 | General | FIN / CAO | Market Salary Review (Full-Time, Council, CAO) | | | | | | | Project completed. |
| 104 | General | FIN / CAO | Recruitment and On-boarding Human Resources & Health and Safety Coordinator | | | | | | | Project completed. |
| 105 | General | FIN / FAC&REC | Review/Implement Recreation Financial Assistance for Seniors | | | | | | | Project deferred until return of Financial Analyst from mat leave. |
| 106 | General | FIN / FAC&REC | First Aid Recertification Program - Staff | | | x | | | | Training scheduled for September session, in coordination with Wilmot Aquatics staff. |
| 107 | General | FIN / PW&E | Review/Implement Work Order Management System and Road Patrol Software | x | | | | | | Third party software deployed for Transportation Services work orders. AM Coordinator reviewing software options for other departmental operations. |
| 108 | General | FIN / PW&E | Water Meter Audit | | | | | | | Project on-going. |
| 109 | New Initiatives | FIN | Community Benefits Charge Working Group | | x | x | x | x | x | Meetings to occur over Q3/Q4 to prepare for impacts of Bill 108 on existing Development Charges framework. Dir. of Finance to represent four (4) rural municipalities on Regional Working Group. |
| 110 | New Initiatives | FIN | Ergonomic Assessment Program | x | x | x | x | x | x | Online assessments distributed to all staff for completion. Training materials distributed for review. Works on-going in preparation for MOL ergo safety blitz. |
| 111 | New Initiatives | FIN | Supervisor / Manager Training | x | x | | | | | Online training modules distributed to all supervisors, managers and directors for completion by end of August. |
| 112 | New Initiatives | FIN | Employee Group Benefits Review | | | | | | | Project completed. |
| 113 | New Initiatives | FIN | HR Policy Manual Update | | | x | x | x | x | Project to commence upon establishment of new Policy/Guidelines framework and repeal of by-law authorizing outdated manual. |
| 114 | New Initiatives | FIN | Update Green and Clean Community Webpage | x | x | x | x | | | Refresh webpage to reflect new mandate and direction of Sustainability Working Group. |
| 115 | New Initiatives | FIN | Property Tax Module Investigation (website) | x | x | x | x | | | Staff investigation options for public access via website to Property Information. |
| 116 | New Initiatives | FIN | Job Hazard Assessments | x | x | x | x | x | x | Template established. Assessments to occur across municipal facilities throughout Q3/Q4. |
| 117 | New Initiatives | FIN / PW&E | Grant Application - Investing in Canadian Infrastructure (ICIP) Program | x | x | x | | | | Application submitted for Bride Street Bridge, support received from Province. Awaiting confirmation of approval from Federal Government |
| 118 | New Initiatives | FIN / DS | Grant Application - Rural Economic Development (RED) Funding Program | | x | x | x | x | x | Application submitted for Nith River Pathway and Bank Erosion Control. |
| 119 | New Initiatives | FIN | IT Ergonomic Updates | | | | x | x | x | Project to be completed as part of Corporate Health & Safety roll-out. |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|---|-----------------|---------------|--|---|---|---|---|---|---|---|
| 120 | New Initiatives | FIN | Property Tax Welcome Letter Update | | | | | | | Project to be completed prior to issuance of 2020 Interim Tax Bills |
| 121 | New Initiatives | FIN | Server Room Fortification | | | | x | x | x | Project specifications under review |
| 122 | New Initiatives | FIN & DS | Bill 108 Review, Feedback and Implementation Planning | x | x | x | x | x | x | Legislation review and feedback submitted. Survey submitted regarding Community Benefits Charge Regulations. Joint-municipal working group to be established. |
| 123 | New Initiatives | FIN / FAC&REC | Solar Assessment (Municipal Facilities) | x | x | x | | | | Assessments on-going in conjunction with Grand River Energy (GRE). |
| 124 | New Initiatives | FIN / FAC&REC | Electric Vehicle Charging Station Investigation (NRCan) | x | x | x | x | | | Staff working with Regional peers on joint application for funding to support EV charging stations. |
| FACILITIES AND RECREATION SERVICES | | | | | | | | | | |
| 125 | Strategic Plan | FAC&REC | Assist with Healthy Communities Week | | | | | | | Project completed. |
| 126 | Strategic Plan | FAC&REC | Hire Landscape Architect for Beckdale North, Schneller/Country Creek, Laschinger Woods, Baden-New Hamburg Trailway, Smiths Creek Flats | | x | x | x | | | Draft RFP modified to only include Schneller/Country Creek. RFP released in late August. |
| 127 | Strategic Plan | FAC&REC | Host Wilmot Community Group Meeting | | | | | | | Project completed. |
| 128 | Strategic Plan | FAC&REC | Prepare/Undertake Volunteer Recruitment, Management, Retention, Recognition Workshop(s) | | | x | x | x | x | Preliminary staff discussions have occurred with the first workshop being planned for Q4 |
| 129 | Strategic Plan | FAC&REC | Research, Develop and Implement Seniors/Youth Programming | x | x | x | x | x | x | On-going |
| 130 | Strategic Plan | FAC&REC | Trail development/active transportation opportunities in accordance with the Trails Master Plan | x | x | x | x | x | x | On-going |
| 131 | Capital Program | FAC&REC | NH Library - Replace Rooftop HVAC Unit | | | | | | | Awaiting quotations for the rooftop unit - anticipate project commencement in late Q3 |
| 132 | Capital Program | FAC&REC | Beck Park - Replace Tennis Court Lighting | | | | | | | Project completed. |
| 133 | Capital Program | FAC&REC | Install Exterior Cladding at Mannheim CC | | | | | | | Project completed. |
| 134 | Capital Program | FAC&REC | Norm Hill Park - Utility Vehicle Replacement | | | | | | | Project completed. |
| 135 | Capital Program | FAC&REC | Riverside Cemetery Utility Vehicle Replacement | | | | | | | Project completed. |
| 136 | Capital Program | FAC&REC | St Agatha CC - Auditorium Floor Replacement | | | | | | | Project completed. |
| 137 | Capital Program | FAC&REC | NH Arena - Engineering/Re-commissioning Study Report to Council | x | x | x | x | | | Consultants report is complete - anticipate a staff report to Council in September |
| 138 | Capital Program | FAC&REC | Schneller/Country Creek Linkage Construction | | | | x | x | x | Design/construction to be completed upon the hiring of landscape architect via RFP |
| 139 | Capital Program | FAC&REC | Admin Complex - Boiler replacement | | x | x | x | x | x | HVAC Tech continuing to work with suppliers to secure scope and cost estimates to complete the project |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|------|-----------------|---------------------|---|---|---|---|---|---|---|--|
| 140 | Capital Program | FAC&REC | Kirkpatrick Park Parking Lot Reconstruction | x | x | x | | | | Parking lot substantially complete. Retaining wall guards and lighting to be installed in September. |
| 141 | Capital Program | FAC&REC | Laschinger Woods Trail Construction | x | x | x | | | | Boardwalk and pathway construction complete. Signage has been ordered. |
| 142 | Capital Program | FAC&REC | Constitution Park - Replace Playground Elements | | x | x | | | | Project substantially complete - site restoration to occur late Q3 |
| 143 | Capital Program | FAC&REC | Admin Complex - LED lighting retrofit | | | | x | x | | Project to commence in early Q4 |
| 144 | Capital Program | FAC&REC | WRC Parking Lot repairs (crack seal, line painting, trail crossings) | x | x | x | | | | Work has commenced - late Q3 completion anticipated. |
| 145 | Capital Program | FAC&REC | Beck Park - Playground Element Addition | x | | x | x | x | | Quotations being obtained - Q4 completion anticipated. |
| 146 | Capital Program | FAC&REC | New Dundee Ball Diamonds - Review grades (design vs existing) | | | | x | | | Review as-built elevation drawings for the ball diamonds |
| 147 | Capital Program | FAC&REC | NHCC, SACC, NDCC Kitchen Renovations | x | x | x | x | x | x | Quotations for 2 of the 3 kitchens to be received in August. Engineering /design work nearing completion for SACC kitchen. |
| 148 | Capital Program | FAC&REC | Admin Complex - Parking Lot Expansion Design / Temporary Lighting Replacement | | | x | x | x | | Scope of work to be finalized in late Q3, with RFP for consultant to be released in Q4 |
| 149 | Capital Program | FAC&REC | Wilmot Reforestation Program - Parks | | | | x | x | | Spring plantings complete - fall plantings to occur in Oct/Nov. |
| 150 | Capital Program | FAC&REC | Haysville CC - Review re-purposing of former "games room" | | | x | x | x | | Staff review to occur in early Q4 |
| 151 | Capital Program | FAC&REC | Install Automatic Field Irrigation System at WRC | | x | x | x | x | x | Staff working with suppliers to specify cost appropriate equipment. RFQ to be released in Q4. |
| 152 | Capital Program | FAC&REC | LED lighting retrofits at WRC (Aquatic Centre) | | x | x | | | | To be completed by late Q3 |
| 153 | Capital Program | FAC&REC | 27 Beck Street Parking Lot regrading/resurfacing project | | | x | x | | | To be completed in early Q4 |
| 154 | Capital Program | FAC&REC | Tender/Construction of Artificial Turf Field at Waterloo Oxford with WRDSB | | | | | | | WRDSB tender over budget. Project deferred to 2020 subject to approved DC By-law and revised budget estimates for full project |
| 155 | Capital Program | FAC&REC / CAO / FIN | Library Services Facility Review | x | x | x | x | x | x | Discussions to occur with Regional staff regarding their strategic plan priorities and the joint Township service review |
| 156 | Capital Program | FAC&REC / CAS | Castle Kilbride Chimney Repairs | x | x | | | | | Project completed. |
| 157 | General | FAC&REC | CPTED Audit at WRC | | | x | x | x | | Awaiting schedule from WRPS |
| 158 | General | FAC&REC | Design/Distribute Community Recreation Guide | | | | | | | Project completed. |
| 159 | General | FAC&REC | Mannheim CC - Remove Horseshoe Pits | | | | | | | Project completed. |
| 160 | General | FAC&REC | Review Alcohol Risk Management Policy | x | x | x | x | | | Policy review and draft ammendements complete. |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|-------------------------------------|-----------------|---------------------|---|---|---|---|---|---|---|---|
| 161 | General | FAC&REC | Standard Operating Procedures Manual Development | x | x | x | x | x | x | On-going |
| 162 | General | FAC&REC | Report to Council on “organics collection” Program for Community Centres | | | | x | x | | Staff to receive estimates from private waste collection firm and prepare a report to Council in Q4 |
| 163 | General | FAC&REC / CAS/ PW&E | Recruitment and On-boarding of Seasonal Staff | | | | | | | Project completed. |
| 164 | New Initiatives | FAC&REC | NH Arena - Equipment Shed Column Repairs | | x | x | | | | Awaiting Quotations |
| 165 | New Initiatives | FAC&REC | Assist with Relocating Wilmot Market to 27 Beck Street | | | | | | | Project completed. |
| 166 | New Initiatives | FAC&REC | Mannheim CC - Basketball Net installation | | | | | | | Project completed. |
| 167 | New Initiatives | FAC&REC | Resident vs Non-resident Usage Reporting for WRC Aquatic Centre | | | | | | | Project completed. |
| 168 | New Initiatives | FAC&REC | Correct Sight-line Concerns at WRC's North Driveway/Maintenance Doors | | | | | | | Project completed, wing wall lowered to enhance sight lines |
| 169 | New Initiatives | FAC&REC | Stakeholder/Community Group Information Meeting Re: Municipal Alcohol Policy | | | x | x | | | Information session anticipated in September, with staff report to Council anticipated in October |
| 170 | New Initiatives | FAC&REC | Beckdale North Trail Layout and Construction | | x | x | x | x | | Staff working to facilitate construction following issuance of revised property survey |
| 171 | New Initiatives | FAC&REC | Neighbourhood Survey re: Protective Netting at Sir Adam Beck Park Ball Diamonds | | x | x | x | x | | Neighbourhood survey issued July 5th, data being compiled for report to Council in Q4 |
| 172 | New Initiatives | FAC&REC | Wilmot Smart Commute Program - report | | | | x | x | | To be completed in Q4 |
| 173 | New Initiatives | FAC&REC | Cost Estimate for New Dundee Park Concession Booth | | | | | x | x | To be completed in Q4 |
| 174 | New Initiatives | FAC&REC / DS | Wilmot Trails Advisory Committee (WTAC) Monthly Meetings | x | x | x | x | x | x | Monthly meetings |
| 175 | New Initiatives | FAC&REC / DS | Gibney Forest/Sandhills Road Multi-Use Trail and Parking Lot Design | | | | | x | x | RFP to be prepared and issued for design services in late Q3 |
| PUBLIC WORKS AND ENGINEERING | | | | | | | | | | |
| 176 | Strategic Plan | PW&E / FIN | Asset Management - Plan Roadmap (Phase II) | x | x | x | x | x | x | Staff continuing to perform data gap analysis on core infrastructure assets. |
| 177 | Capital Program | PW&E | Replace 2009 Tandem Axle Dump Truck (305-09) | | | | x | | | Anticipated delivery Q4. |
| 178 | Capital Program | PW&E | Wilmot Street Engineering (Church to Huron) | x | x | x | x | x | x | Consolidated with Wilmot/Church. |
| 179 | Capital Program | PW&E | Church & Wilmot Reconstruction | x | x | x | x | x | x | Construction delayed due to pricing. |
| 180 | Capital Program | PW&E | Replace 2009 Utilities Service Vehicle (402-10) | | | | | | | Delayed to 2020. |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|------|-----------------|------------|---|---|---|---|---|---|---|--|
| 181 | Capital Program | PW&E | Milton & Byron Reconstruction-Final | x | x | x | x | x | x | Final asphalt/Hydro complete. Deficiency work being completed. |
| 182 | Capital Program | PW&E | Snyder's Road Reconstruction Sanitary/Storm/Sidewalk (Regional Project Committee) | x | x | x | x | x | x | Final design on-going. Anticipated construction 2020/21. |
| 183 | Capital Program | PW&E | Holland Mills Bridge Final Work and Heritage Commemoration | x | x | x | x | x | x | Heritage Committee working on sign. |
| 184 | Capital Program | PW&E | Roads Needs Study Final Report | x | x | x | x | x | x | Implementing Capital and Operating impacts. |
| 185 | Capital Program | PW&E | Guiderail Program | x | x | x | x | x | x | Initial specification and project development underway. |
| 186 | Capital Program | PW&E | St. Agatha Watermain Looping (Regional Project Committee) | x | x | x | x | x | x | Region PIC mid-September. |
| 187 | Capital Program | PW&E | Morningside Trunk Sanitary Sewer Engineering | | x | x | x | x | x | RFP anticipated release Q3/4. |
| 188 | Capital Program | PW&E | Sanitary System Infiltration Study | | x | x | x | x | x | RFP drafted. Anticipate procurement in Q3/4. |
| 189 | Capital Program | PW&E | Bridge Inspections (OSIM) | x | x | x | | | | RFQ Awarded. Consultant to undertake work in Q3/4. |
| 190 | Capital Program | PW&E | Sidewalk Repair and Replacement Program | | x | x | x | x | x | RFQ's released. Work anticipated Q3. |
| 191 | Capital Program | PW&E | Hannah & Lewis Reconstruction | x | x | x | x | x | x | RFT Awarded. |
| 192 | Capital Program | PW&E | Hot Mix Paving Program | x | x | x | x | | | RFT Awarded. Work anticipated Q3. |
| 193 | Capital Program | PW&E | Surface Treatment Program | x | x | x | x | | | RFT Awarded. Work anticipated Q3. |
| 194 | Capital Program | PW&E | Richardson, Doering, Krampien Municipal Drain Maintenance | x | x | x | x | x | x | Richardson Branch A RFT awarded. |
| 195 | Capital Program | PW&E | Radar Speed Display Signs | x | x | x | x | | | Substantially complete. Minor items to procure. |
| 196 | Capital Program | PW&E | Tender/Purchase New Engineering Pick-up Truck | x | x | x | x | | | Substantially complete. Minor items to procure. |
| 197 | Capital Program | PW&E | Gravel Crushing, Hauling and Maintenance Program | x | x | x | x | | | Substantially complete. |
| 198 | Capital Program | PW&E | LED Lighting Upgrades (Works Yard) | x | x | x | x | | | Substantially complete. |
| 199 | Capital Program | PW&E | Mounted Pressure Washer Systems | x | x | x | x | | | Substantially complete. |
| 200 | Capital Program | PW&E | Replace 2007 Sidewalk Tractor (SW1) | x | | | | | | Project Complete. |
| 201 | Capital Program | PW&E | Snow Storage Review | | | | x | x | x | Anticipate Q4 |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|----------------------|-----------------|------------|--|---|---|---|---|---|---|--|
| 202 | General | PW&E | Accessibility and Sidewalk Program Expansion Report | | | | x | x | x | Anticipate Q4 |
| 203 | General | PW&E | Radar Speed Display Sign Level of Service Report | | | | x | x | x | Anticipate Q4 |
| 204 | General | PW&E | Settlement Signage Cost Analysis Report | | | | x | x | x | Anticipate Q4 |
| 205 | General | PW&E | Asset Management - Program Status Report | x | | | | | | Project Complete. |
| 206 | General | PW&E | Asset Management - Risk and Criticality Framework | | | | x | x | x | Anticipate Q4 |
| 207 | General | PW&E | Confined Space Entry Program Review | | | | x | x | x | Anticipate Q4 |
| 208 | General | PW&E | Crossing Guard Signage Pilot Project | x | x | x | | | | Clerk's Services implemented in Q3. |
| 209 | General | PW&E | Maintenance Standard 239/02 Review Report | x | x | x | x | x | x | On-going. |
| 210 | General | PW&E | Material Management and Seasonal Preparation | x | x | x | x | x | x | On-going. |
| 211 | General | PW&E | Pavement Marking Program | x | x | x | x | x | x | Anticipate Q3/4. |
| 212 | General | PW&E | Public Works & Engineering Website Updates | x | x | x | x | x | x | On-going. |
| 213 | General | PW&E | Public Works Ergonomics Risk Assessments | x | x | x | x | x | x | On-going. |
| 214 | General | PW&E | Regional Committee Coordination for DGSSMS, Water/Wastewater BMP, Road Supervisors, Traffic Coordinators, Sourcewater Protection | x | x | x | x | x | x | On-going. |
| 215 | General | PW&E | Sidewalk and Parking Lot Maintenance Review Report | x | x | x | x | x | x | On-going. |
| 216 | General | PW&E / FIN | Internal Drinking Water Quality Management System (DWQMS) Audit | x | x | x | x | x | x | On-going. |
| 217 | New Initiatives | PW&E | Rogers Telecom Utility Project | x | x | x | x | x | x | Approvals underway for first project phase. |
| 218 | New Initiatives | PW&E | Contract General Conditions for Reconstruction Projects | | | | | | | Project Complete. |
| 219 | New Initiatives | PW&E | Infrastructure Specifications | x | x | x | x | x | x | On-going. Joint service/project discussions with Woolwich. |
| 220 | New Initiatives | PW&E | Municipal Consent Requirements Document | x | x | x | x | x | x | On-going. |
| 221 | New Initiatives | PW&E | Sanitary Growth Servicing Study | x | x | x | x | x | x | On-going. |
| FIRE SERVICES | | | | | | | | | | |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|------|-----------------|-------------|---|---|---|---|---|---|---|--|
| 222 | Strategic Plan | FIRE | Review/Update By-Law to Establish a Fire Department | x | x | x | x | x | x | To be completed in conjunction with Fire Master Plan |
| 223 | Capital Program | FIRE | Mounted Apparatus Pressure Washers | x | x | x | x | x | | Acquired 3 quotes, units purchased, installations to commence in September |
| 224 | Capital Program | FIRE | Coveralls and Safety Boots | x | x | x | x | x | | Coveralls and work boots ordered. Work boots arrived, coveralls to arrive mid October. |
| 225 | Capital Program | FIRE | Thermal Imaging Cameras | x | x | x | x | x | | Purchased 4 units this year and will delay remaining until 2020. Awaiting a new product release. |
| 226 | Capital Program | FIRE | SCBA Replacement Program/RFP | x | x | x | x | x | x | RFP released on Tuesday July 9, 2019, Council Approved project on August 26, 2019 |
| 227 | Capital Program | FIRE | Water/Ice Rescue Level of Service | x | x | x | x | x | x | Surface Water Certified, Flood water Training set for October 26 and 27, 2019 |
| 228 | Capital Program | FIRE | Supply and Install Commercial Washers/Dryers | x | x | x | x | x | x | Tender approved by council on July 15th. Installations to begin in Mid September |
| 229 | Capital Program | FIRE | Station 3 Renovations | x | x | x | x | x | x | Tender approved by Council on August 26th. Works to commence in September. |
| 230 | Capital Program | FIRE / CAO | Master Fire Plan | x | x | x | x | x | x | Project is underway and on schedule |
| 231 | Capital Program | FIRE / PW&E | P-25 Regional Radio System | x | x | x | x | x | x | WRPS and Region continue to move this project forward, anticipate Fire to go live in 2nd quarter 2020. |
| 232 | General | FIRE | Annual Mandatory Fire Pump Testing Program | x | | | | | | Annual Pump Testing Completed |
| 233 | General | FIRE | Implement H2S Detectors/SOG/Training | x | x | x | x | x | | Anticipate training roll out by 3rd quarter 2019 |
| 234 | General | FIRE | Emergency Management Training | x | x | x | x | x | x | CEMC Training to be conducted at Station 2 |
| 235 | General | FIRE | Fire Safety Plans – Township Facilities | | | | | | | Project completed. |
| 236 | General | FIRE | DZ Licensing | x | x | x | x | x | | DZ licensing training on-going |
| 237 | General | FIRE | Live Fire Training | | | | x | | | Live fire training will be completed in October at WRESTRC. |
| 238 | General | FIRE | Flood Preparedness Open House | | | | | | | Project completed. |
| 239 | General | FIRE | Alert Waterloo Region Mass Notification System | x | x | x | x | x | | Program is launched Region wide, continue advertising and encouraging public to subscribe |
| 240 | General | FIRE | Update H&S SOP's and SOG's | | | | | | | Project completed for 2019 |
| 241 | General | FIRE | Firefighter Green Light Program - Research | | x | x | x | x | x | On-going |
| 242 | General | FIRE | Firepro Firefighter Training Records Management | x | x | x | x | x | x | On-going |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|-----------------------------|-----------------|--------------------|--|---|---|---|---|---|---|---|
| 243 | General | FIRE | Firepro Station Inventory Updates | x | x | x | x | x | x | On-going |
| 244 | General | FIRE | Revision / Updating of Departmental SOG's | x | x | x | x | x | x | On-going |
| 245 | General | FIRE | Recruit Firefighter Training | x | x | x | x | x | x | Recruit basic training completed. AS&E certification exams and testing to be completed in |
| 246 | General | FIRE | Burn Bylaw Review/Update | x | x | x | x | x | x | Research and Development On-going |
| 247 | General | FIRE | Fire Route Bylaw/Update | x | x | x | x | x | x | Research and Development On-going |
| 248 | General | FIRE | First Aid Certification - New Recruits | | | | | | | Training Completed |
| 249 | General | FIRE | Grant Application - Bullex Fire Extinguisher Training System | x | x | x | | | | Waiting for announcement. |
| 250 | New Initiatives | FIRE | Apparatus Lock Box Program | | | | | | | Project completed |
| 251 | General | FIRE | Door to Door Smoke Alarm Program | | | | | | | Project completed for 2019 |
| 252 | General | FIRE | Electrical Safety Training | | | x | x | x | | Training date set and on schedule |
| 253 | New Initiatives | FIRE | Emergency Management Evacuation Centers | x | x | x | x | x | x | Project on-going |
| 254 | General | FIRE | Fire Prevention/Pub Ed - Schools, Rural Residence, Fall Open House | x | x | x | x | x | x | Projects for 2019 on schedule |
| 255 | New Initiatives | FIRE | Hose Testing | x | x | x | x | x | | Project on-going |
| 256 | New Initiatives | FIRE | Play Safe/Be Safe School Program | | | x | x | x | x | Fall roll-out, corresponds with return of students |
| 257 | New Initiatives | FIRE | Pro Board Certification | x | x | x | x | x | | New projects being planned and scheduled for 2020 |
| 258 | General | FIRE | Township Lock Box Program | x | x | x | x | x | x | Project on-going |
| DEVELOPMENT SERVICES | | | | | | | | | | |
| 259 | Capital Program | DS | Sign Bylaw Review | x | x | x | x | x | x | On-going |
| 260 | Capital Program | DS | Township Zoning Bylaw Review (Implementation) | x | x | x | x | x | x | On-going |
| 261 | Capital Program | DS / FAC&REC / CAO | Smith's Creek Carbon Sink Design | x | x | x | x | x | x | Background meetings with applicable agencies and community champions are on-going. Report to Council anticipated by end of Q3 |
| 262 | General | DS | Municipal Tree Canopy Policy Consolidation Exercise | | | | | | | Delayed to 4th quarter |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|------------------------|-----------------|------------|---|---|---|---|---|---|---|---|
| 263 | General | DS | Bill 66 / Amendment No. 1 to Growth Plan / Planning Act & PPS Review | x | x | x | x | x | x | On-going |
| 264 | General | DS | Building Permit Fees Review (Non-Res) | | x | x | x | | | On-going |
| 265 | General | DS | Digital Permit Submission / Review / Issuance Pilot | x | x | x | | | | On-going |
| 266 | General | DS | Green Building Standards Regional Committee | x | x | x | x | x | x | On-going |
| 267 | General | DS | High Speed Rail EA / Greenbelt Expansion Study Area | x | x | x | x | x | x | Waiting Terms of Reference of the Southwest Ontario Transportation Plan |
| 268 | General | DS | Region of Waterloo Municipal Comprehensive Review (MCR) | x | x | x | x | x | x | On-going |
| 269 | General | DS | Take Action on Radon - Study Review | x | | | | | | On-going |
| 270 | General | DS | Township Official Plan Review (Implementation) | x | x | x | x | x | x | On-going |
| 271 | General | DS / FIN | Backwater Valve Program | x | x | | | | | Research and Development On-going |
| 272 | General | DS / PW&E | Source Water Protection and Salt Management Reporting and Updated Plan | x | x | x | x | x | x | On-going |
| 273 | New Initiatives | DS | Planning Fees Review | x | x | | | | | On-going |
| CASTLE KILBRIDE | | | | | | | | | | |
| 274 | Strategic Plan | CK | Designate Property under Part IV of the Ontario Heritage Act | x | x | x | x | | | Official designation of St. James Lutheran Church, Baden to occur in early November. Endorsed by Council July 15/19. |
| 275 | Strategic Plan | CK | Research a Public Art Policy | x | x | x | x | x | x | A Public Art Policy is to be completed by 2021-2022 based on the Arts & Culture Master Plan (2018). On-going. |
| 276 | Strategic Plan | CK | Update Non-Designated Register of Heritage Properties | x | x | x | x | x | | Updated list endorsed by Council July 15/19 adding 21 properties. Further properties to be presented November/19 for consideration. |
| 277 | Captial Program | CK/FAC&REC | Castle Kilbride Chimney Repairs | | | | | | | Project completed. |
| 278 | General | CK | Write federal and provincial grant application for summer youth employment | | | | | | | Project completed. |
| 279 | General | CK | Plan 2019 initiatives with Chairperson from Castle Kilbride | | | | | | | Project completed. |
| 280 | General | CK | Plan 2019 initiatives with Chairperson from Heritage Wilmot | | | | | | | Project completed. |
| 281 | General | CK | Plan and deliver 2019 Heritage Day | | | | | | | Project completed. |
| 282 | General | CK | Interview, hire and train summer staff for Castle Kilbride and Heritage Wilmot. | | | | | | | Project completed |

| Item | Functional Area | Department | Project Description | J | A | S | O | N | D | Notes |
|------|-----------------|--------------------|---|---|---|---|---|---|---|---|
| 283 | General | CK | Prepare and Deliver Summer Programs and Events | | | | | | | Project completed. |
| 284 | General | CK | Research and Establish 2019 Event and Exhibit Schedules | | | | | | | Project completed. |
| 285 | General | CK | Research, Develop and Install Spring/Summer Exhibits | | | | | | | Project completed. |
| 286 | General | CK | Solicit Colleges/Universities for Internship proposals | | | | | | | Project completed. |
| 287 | General | CK | Write Community Museum Operating Grant (CMOG) for provincial museum funding | | | | | | | Project completed. |
| 288 | General | CK | Update the Castle Kilbride Five Year Museum Plan based on Ministry of Culture's direction for Ontario Museum Operating Grant (CMOG) eligibility | | | | x | x | x | Deadline has been revised. This will allow museums a phased-in approach now to demonstrate best practices to complete a meaningful Plan. Plan due 2021. |
| 289 | General | CK | Coordinate New Interior/Exterior Signage at Admin Complex and Castle Kilbride | x | x | x | | | | On-going. Project to be completed end of September/early October. |
| 289 | General | CK/CS | Prime Ministers Path Committee involvement | x | x | x | x | x | x | On-going |
| 290 | General | CK | Artifact Storage Room review | | | | x | x | x | This review is to assess current and future storage needs for the collection. |
| 291 | General | CK | Research, Develop and Install Fall/Winter Exhibits | x | x | x | x | x | | To be installed mid November |
| 290 | New Initiatives | CK | Assist New Hamburg Board of Trade with heritage street sign design concepts following the Heritage Conservation District (HCD) Guidelines. | x | x | x | | | | This beautification project in the HCD is with assistance the Heritage Wilmot Advisory Committee. |
| 291 | New Initiatives | CK/FAC&REC/PW/FIRE | Coordinate filming events at Castle Kilbride and downtown New Hamburg | | | | | | | Completed. Two separate filming events occurred in April and August. |
| 292 | New Initiatives | CK | Coordinate 25th anniversary event of museum with the Castle Kilbride Advisory Committee | x | x | x | | | | Event will be celebrated September 22nd at Castle Kilbride |
| 293 | General | CK | Prepare and Deliver Winter Programs and Events | | | | | x | x | These educational events focus on the Victorian Christmas season at Castle Kilbride |
| 294 | General | CK | Research and Plan draft 2020 Special Event and Exhibit list | | x | x | x | x | x | Includes popular events as well as introducing new events/exhibits |
| 295 | General | CK | Review Terms of Reference for the Castle Kilbride and Heritage Wilmot Advisory Committees | | | | x | x | | Review/update with both committees. |
| 296 | General | CK / CAO | Continue Rural Tourism Strategies with Waterloo Region Tourism Marketing Corporation (WRTMC). | x | x | x | x | x | x | On-going |



TOWNSHIP OF WILMOT

CLERK'S SERVICES *Staff Report*

REPORT NO: CL 2019-49

TO: Council

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: September 9, 2019

SUBJECT: Terms of Reference
Community Safety and Crime Prevention Engagement
Committee

RECOMMENDATION:

THAT the Terms of Reference for the Community Safety and Crime Prevention Engagement Committee be approved; and

THAT staff be directed to begin the recruitment and appointment process for members.

SUMMARY:

The Terms of Reference for the Community Safety and Crime Prevention Engagement Committee establishes the mandate for the Committee and provides the framework the Committee will operate under. Upon approval, staff will advertise to receive applications for members, undertake the bias-free application process, and make recommendations for appointments.

REPORT:

Earlier in 2019, Council approved the Community Safety and Crime Prevention Engagement Committee and directed staff to draft Terms of Reference. Terms of Reference were prepared and circulated to the Waterloo Regional Police Services and Members of Council. Feedback was received and incorporated into the Terms of Reference being recommended.

Essentially, the mandate of the Committee came from the original Notice Motion presented by Councillor A. Hallman but was further summarized from a Member of the Waterloo Regional Police Services, "an engaged community is a safe community." The Township of Wilmot is an engaged community in so many ways, this Committee will build on that and make engagement work towards reducing nuisance behaviours.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:


This Committee aligns with two Strategic Plan goals. It works towards creating an engaged community and creating a safe community.

FINANCIAL CONSIDERATIONS:

Recruitment for the Committee will include advertisement in the local paper, costs are included in the 2019 Operating Budget.

ATTACHMENTS:

Attachment 1: Community Safety and Crime Prevention Engagement Committee Terms fo Reference

| | |
|---|--|
|  TOWNSHIP OF WILMOT | Corporate Policy Manual |
| | Section: Council - Committees |
| | Policy # Pg. 1 of 2 Community Safety and Crime Prevention Engagement Committee Terms of Reference |
| Revision Date: | Issue Date: September 9, 2019 |
| Approved by: Council | Review Date: |

PURPOSE

To establish the Terms of Reference for the Community Safety and Crime Prevention Engagement Committee for the Township of Wilmot.

SCOPE

The mandate for the Community Safety and Crime Prevention Engagement Committee is to facilitate public input on ideas to assist in enhancing the quality of life of the community through programs and activities that encourage personal and community safety and help prevent nuisance behaviours.

- Developing, encouraging, and promoting activities and education programs for Wilmot residents of all ages concerning the safety of the community.
- Developing, encouraging, promoting activities and education programs for Wilmot residents of all ages regarding crime prevention in the community.
- Initiating and facilitating such working groups that may be necessary to assist in the development, encouragement, and promotion of safety and crime prevention programs and activities.
- Acknowledge the actions and activities of individuals and groups that are actively working toward developing community consensus on appropriate strategies for safety and crime prevention issues.

STANDARDS AND PROCEDURES

Structure: the committee will consist of up to 2 members of Council and up to 8 residents of the Township of Wilmot that represent different settlement areas and demographics (7 members-at-large and 1 youth representative between the ages of 18-25). The Director of Clerk's Services will be the lead staff representative. The Fire Chief or other members of the Fire Services Department will be a staff liaison to the Committee. Other Township staff will attend on an as-needed basis to address specific topic areas. Staff representatives will be non-voting members. Members of other agencies may also attend as a resource, specifically, the Waterloo Regional Police Service.

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

Chairperson: A Chairperson for the committee will be voted in by a majority vote at the second meeting of the term of the Committee. The Director of Clerk's Services will fulfil the Chairperson duties for the first meeting of the term of the Committee.

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

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

Meetings are open to the public and the public may participate in a manner consistent with the Township's Procedural By-law.

Committee Meetings shall take place at the Administration Complex but the location may be moved to another Township facility if the Committee deems it necessary for the purposes of community engagement or site visits. The alternate location of the Meeting must be determined no later than the meeting prior and shall be advertised on the Township website as such as soon as practical.

Reporting and Budget: The Committee Meeting Minutes will be provided to Council for information purposes. At a minimum, the Committee will provide a quarterly update to Council on the progress and activities of the Committee.

Expenses incurred by the Committee shall be brought to the Director of Clerk's Services prior to being spent. Starting in the 2020 financial year, the Committee shall prepare a proposed budget for engagement related activities for consideration and inclusion in the Township of Wilmot budget.

Community Engagement: The Committee will explore opportunities for participation in and organizing community events that are consistent with the mandate of the Committee. The Committee will work with related community organization and groups on areas of common interest.

The committee will develop and promote opportunities for enhanced community safety under the premise that "an engaged community is a safe community."

Meeting Decorum: It is important for this Committee to remain a positive vehicle through which Community Safety and Crime Prevention Engagement can occur. Members and the general public shall not use this Committee as a means to criticize enforcement activities relative to the

police or the Township. Continued contravention of Meeting Decorum may result in the expulsion of the Member.

Members of the Committee and the general public will be directed to the proper agency if they have witnessed or experienced a criminal incident or by-law infraction that needs to be reported.

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

EVALUATION

This policy may be revisited from time to time at the request of Council, the Committee or staff to ensure the ongoing effectiveness of the Committee.

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



TOWNSHIP OF WILMOT

CLERK'S SERVICES *Staff Report*

REPORT NO: CL 2019-50

TO: Council

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: September 9, 2019

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

RECOMMENDATION:

THAT By-law No. 2019-44, Being a By-law to Designate the Property Known as St. James Lutheran Church, 66 Mill Street, Baden, Lot 180, Plan 627 be adopted, and further;

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

SUMMARY:

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

BACKGROUND:

The Heritage Wilmot Advisory Committee received a letter from St. James Lutheran Church stating that their church council supported proceeding with a designation of the church. Heritage Wilmot has been working with some members of the church towards the proposed designation of located at 66 Mill Street, Baden. The Committee has completed the research for the church and is recommending that the property be designated on historical, architectural, and contextual criteria as noted under the Ontario Heritage Act. Council considered the

designation recommendation on July 15, 2019, and passed a resolution to initiate the heritage designation process.

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

REPORT:

Following the passage of the resolution to begin the heritage designation process, staff proceeded to advertise the Township's intent to designate the property pursuant to the Ontario Heritage Act. Proper notice was placed in the local newspaper with the required provision of a thirty-day appeal period and notice was forwarded to the Ontario Heritage Trust (OHT) and the owner.

In accordance with the Act, if no objections are filed with the municipality within thirty days after the date of the publication of notice in the newspaper, Council can proceed to pass a by-law designating the property. During the said appeal period the Clerk's Department did not receive any concerns or comments from the public relative to the proposed designation.

Pending Council approval of the By-law, a Notice of Passage will be placed in the local newspaper pursuant to the Ontario Heritage Act. The By-law would then be forwarded to the OHT, registered on title with the local registry office and listed on the official municipal register of designated properties as well as on the provincial register.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

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

FINANCIAL CONSIDERATIONS:

Advertising costs associated with notifying the public of the passage of the By-law would be incurred along with costs for the registration of the designation on title. The 2019 Operating Budget includes advertising and legal provisions for items of this nature.



TOWNSHIP OF WILMOT

FINANCIAL SERVICES *Staff Report*

REPORT NO: FIN 2019-31

TO: Council

SUBMITTED BY: Patrick Kelly CPA, CMA Director of Finance / Treasurer
Harold O'Krafka, MCIP Director of Development Services
Scott Nancekivell, Director of Facilities and Recreation Services

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

REVIEWED BY: Grant Whittington, Chief Administrative Officer

DATE: September 9, 2019

SUBJECT: Rural Economic Development Fund Application

RECOMMENDATION:

THAT Report FIN 2019-31, regarding the Rural Economic Development Fund, be received for information purposes.

SUMMARY:

This report outlines the Township's recent submission to the Rural Economic Development Fund for funding to support the rehabilitation of the Nith River Trail, between the historic Hartman Bridge and Kirkpatrick Park, which serve as anchors to the commercial district in New Hamburg.

BACKGROUND:

Ontario's Rural Economic Development (RED) program provides cost-share funding to support activities that create strong rural communities in Ontario, and opens doors to rural economic development.

The application based program is opened for intake on July 29, 2019, with a deadline of September 9, 2019. Funding assistance is available to address barriers to economic development, better position rural communities to attract and retain jobs and investment, enhance economic growth, build community capacity and support for economic development, and investment in rural communities to help diversify and grow local economies – making

economic growth more inclusive so Rural Ontario continues to share in the province's economic prosperity.

Funding is provided under two (2) streams: The Economic Diversification and Competitiveness Stream, which funds up to 50% of eligible project costs to a maximum of \$150,000; and the Strategic Economic Infrastructure Stream, which funds up to 30% of eligible project costs to a maximum of \$250,000.

Under the Economic Diversification and Competitiveness Stream eligible projects must remove barriers to business and job growth; attract investment; attract or retain a skilled workforce; strengthen sector and regional partnerships, or diversify regional economies in rural Ontario.

Through the Strategic Economic Infrastructure Stream eligible projects will advance economic development and investment opportunities in Rural Ontario, such as: rehabilitation of cultural, heritage or tourism attractions; redevelopment of vacant or under-used properties; or main street minor capital improvements.

The funding program is administered by the Ministry of Agriculture, Food and Rural Affairs (OMAFRA), and all successful applicants must enter into a Contribution Agreement with the Province of Ontario.

REPORT:

Upon notification of this funding opportunity, members of the Senior Management Team (SMT) initiated an immediate review of the existing 10-year Capital Forecast and Asset Management Plan, and Minor Capital plans to identify the most appropriate projects that would be aligned with this funding program.

Five (5) projects were identified and discussed, with the decision being made to move forward with an application that combines two (2) initiatives.

The 10-year Capital Forecast for New Hamburg Parks and Facilities included plans to undertake bank erosion control and design/reconstruct the Nith River Pathway, through two (2) separate projects in the 2021-2023 timeframe. The total combined cost estimate for these works is \$135,000, meaning funding eligibility of approximately \$40,000 under the Strategic Economic Infrastructure Stream.

Other projects considered, but not selected, under this application included Minor Capital Wi-Fi enhancements to public community centres (\$5,000), reproduction of floor covering in Castle Kilbride (\$13,500), and street furniture and signage for the New Hamburg core. These initiatives were not selected in order to maximize the potential value of the grant and recognize the more urgent need to stabilize the riverbank and revitalize the trail as a key building block to the success of the core.

In regards to the street furniture and signage, street signs incorporating the grape cluster could result in 20 – 30 new signs, which would generate a small benefit in terms of overall funding.

Determining the appropriate suite of street furniture, and the potential for continued partnership with the New Hamburg Board of Trade, is an important discussion that would need to occur prior to formalizing a grant application for the project given the extreme range of potential costs dependent on the chosen suite. The ongoing 'depave' effort should be allowed to be completed before advancing other projects along Huron and Peel Streets.

Having said that it is recommended that the discussion proceed in the near term in order that the project would be costed and ready for submission for future grant intakes.

This portion of the Nith River Trail was originally constructed in 1990 as part of a significant municipal and community investment in revitalizing the core and promoting New Hamburg as a tourist destination. The trail construction coincided with other projects including a rebuild of the New Hamburg dam, the construction of the largest operating waterwheel in North America, the designation of the New Hamburg core as a Heritage Conservation District and a significant investment in beautification of the core area through the New Hamburg Streetscape project, to attract tourists and in turn retain local businesses, driving continued investment in the core and community.

Over the last number of years, the community has continued to undertake enhancements including the restoration of the historic Hartman Bridge, restoration of the New Hamburg Cenotaph and Centennial Fountain, the expansion of the public parking lot at Kirkpatrick Park, and the planned expansion of on-street parking and installation of electric charging stations.

Rehabilitation of the Nith River Trail will link the historic investments in the Hartman Bridge and Kirkpatrick Park with the core and reaffirm the importance of the Nith River as part of the heritage, culture and tourism attraction of New Hamburg. Upgrading the trail will allow for the inclusion of a trail head, heritage and directional signing, accessibility components, and bank stabilization works to protect the investment against the wear and tear of flooding.

Applications for Strategic Economic Infrastructure Projects are encouraged to note previously completed work (for example, plans, strategies, research and data) that identify the project as an economic development priority. The Nith River Trail works were identified with our 10-year capital plans, the Wilmot Trails Master Plan and previous studies on improvements to the New Hamburg core area.

Staff are confident that the application is well-aligned with program requirements through both the rehabilitation of cultural, heritage or tourism attractions, and main street minor capital improvements. The works described above will bring economic benefits to rural Ontario, and reducing existing economic barriers. Staff outlined this in great detail within the application.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of having a prosperous economy through investing in our downtowns and commercial areas. The works identified also fit the goal of a better quality of life through enhancing our mobility and promoting our rich cultural heritage.

FINANCIAL CONSIDERATIONS:

The project costs that were applied for were estimated within the 2019 Ten-Year Capital Forecast at \$70,000 and \$65,000 respectively. Both projects were anticipated to be funded from the Capital Levy.

Staff submitted an application which included an additional \$5,000 for directional and interpretive signage and a 15% contingency, and total costs of \$161,000. As such, if successful, Wilmot could receive up to \$48,300, and reduce the impact of the Capital levy in the coming years.

ATTACHMENTS:

- Nith River Trailway and Key Features Diagram



NITH RIVER TRAILWAY AND KEY FEATURES

Report IC2019 - 01
to the Council of the Township of Wilmot
in relation to an investigation under the
Code of Conduct for Members of Local Boards

=====

Robert J. Williams, Ph.D.
Integrity Commissioner
August 26, 2019

Summary

Report IC2019-01 of the Integrity Commissioner dated August 26, 2019 advises Council that an investigation of the Township of Wilmot's Code of Conduct for Members of Local Boards concludes that no breach has occurred.

A. Context

1. The Township of Wilmot retained me in January 2014 to serve as its Integrity Commissioner under the terms of the Ontario *Municipal Act, 2001*, Section 223.3. As a result of amendments to the *Act* that took effect on March 1, 2019, the Integrity Commissioner is now "responsible for performing in an independent manner . . . the application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them." (section 223.3 (1) (a)).

2. The Township of Wilmot's Code of Conduct for Members of Local Boards (to be referred to as "the Code" in this report) was approved by Council in February 2019 as mandated by the Ontario *Municipal Act, 2001*, Section 223.2 (1) and took effect on March 1, 2019. The Code presently applies to all members of the Castle Kilbride Advisory Committee, the Committee of Adjustment, the Community Safety and Crime Prevention Engagement Committee, the Dangerous Dog Designation Appeal Committee, the Heritage Wilmot Advisory Committee, the Property Standards Appeal Committee, the Sustainability Working Group, and the Wilmot Trails Advisory Committee.

3. The Code was sent by email to the chairs of each of the local boards who were to share with all members of the particular board she or he chairs. I understand that this has happened in the case under investigation.

I did not conduct an educational session on the Code and its application for the appointees to Wilmot's local boards.

B. The Request for an Investigation

4. On August 1, 2019, I received a request for an investigation under the Code filed by an employee of the Township (hereafter "the appellant") in relation to a posting on Twitter on July 15, 2019 that the appellant believes was offensive and hurtful. The original tweet was posted by a resident of the Township who regularly comments on community activities in Wilmot through Twitter and Facebook.

5. The particular allegation under investigation, however, is directed at a member of one of Wilmot's local boards (hereafter "the respondent") who "liked" the July 15 tweet.

In addition, the tweet (including the "like") also appeared on a Facebook page along with an image from the televised Council meeting on July 15 that shows (but does not identify) a member of the Township's senior management team speaking during the meeting. A copy of the Facebook posting and the image was submitted with the request for an investigation but

that image has now been removed. I have been unable to determine when it was posted and when it was taken down.

A Note on Confidentiality:

6. The *Municipal Act, 2001* (s.223.6 (2)) directs that an Integrity Commissioner shall only disclose “such matters as in the Commissioner’s opinion are necessary for the purposes of the report.” The parties to this appeal are known to one another since they have interacted on Township business in the past, but in keeping with the responsibility of the Integrity Commissioner to respect confidentiality during the conduct of an inquiry, I did not share the appellant’s name with the respondent at the outset of this inquiry. I will continue to hold the name of the both the appellant and respondent in confidence in this report.

I am also extending the same protection in this report to the author of the tweet at the centre of this inquiry; however, it is a public statement posted in his name so I cannot prevent his identity being known to Twitter users.

C. Background

7. In the November 2018 municipal election, three Councillors were elected to their first term on Council and brought new perspectives to the Council table. In discussions with them related to my duties, I learned that a recurring issue is what they each regard as challenges they must overcome to “learn the ropes” (my phrase) when half of the Council and senior staff are experienced in the way the Township “works.”

8. At its meeting of July 15, 2019, Wilmot Council debated and voted on a resolution presented by one of the new Councillors that would require staff to incorporate “their analysis of all projects and programs being considered for grant funding applications . . . including the factors used to arrive at the recommendations being presented to Council,” as well as comments on “projects and programs that were considered but not recommended.”

The rationale for the resolution was stated as assisting Councillors in providing to residents “the justifications” behind staff recommendations presented to Council and for Councillors to grasp “the processes and analysis used by staff when making recommendations to Council.” I reviewed the cable coverage of the discussion and have concluded that the main divergence between supporters and opponents of the motion (as well as the contributions from staff) rested on legitimate differences on whether it was appropriate or necessary for Council to direct Township staff in the specific way that the motion stipulates.

The motion was debated at some length before being adopted on a vote of 4 in favour, 2 against.

9. At 10:40 pm, after the meeting ended, a resident posted a tweet that read:

“I’m prepared to be @’d on this but tonight’s Wilmot Township Council meeting has left me feeling ill and for the first time ashamed to live here! The apparent

disdain certain staff and others have for the people of this fine community & democracy is appalling! #ThisIsNotMyWilmot"

The tweet received no replies and was not retweeted. It received one "like," posted by the respondent in this investigation who informed me that he had left the meeting before the resolution was considered and happened to find the tweet while scrolling through Twitter.

D. The submission

10. There is no doubt that social media platforms such as Twitter have become an attractive opportunity for members of a community to share candid views on all manner of topics, including the proceedings at municipal Council meetings. The operative expression here is "share" – one person's comment evokes responses from others and, in fact, many tweets are posted with that goal in mind. In one sense these media platforms are a welcome development in a society that cherishes free speech; they can promote citizen engagement and can be appreciated as a contribution to community debate.

However, since the most accessible platforms (such as Twitter) are relatively free from editorial or other forms of external oversight and are by their nature spontaneous, they are often prone to language that may be judged to be immoderate or provocative.

11. Whatever the intention, the July 15 tweet is viewed by the appellant as constituting "vexatious and offensive comments directed at . . . Members of council and staff." The language is described as "offensive and hurtful" creating "a significant degree of emotional stress and anxiety."

Unfortunately, examples of these kinds of public attacks on public officials are on the rise across Ontario (and beyond) and have contributed to an erosion of public confidence in municipal government, as well as causing distress to those who perceive themselves to be the target of uncivility.

12. The difficulty for me is that this inquiry is not dealing with the original tweet itself, but with the response to it by someone appointed to serve on one of the Township's boards. The allegation is therefore based on a single tap on the screen of a mobile phone or click of a mouse: the respondent "liked" the original tweet.

Members of the public are not subject to the Code nor do they fall under the legislated responsibilities of the Integrity Commissioner; appointees to local boards are in another category since the *Municipal Act, 2001* now obliges them to adhere to the provisions of a Code of Conduct. For that reason, the request for this investigation is justifiable.

13. The Wilmot Code of Conduct for Local Boards is intended "to enhance public confidence that The Township of Wilmot's appointed representatives operate from a base of integrity,

justice and courtesy.” The formal request for an inquiry rests on the allegations that that the endorsement of the tweet by the respondent breaches three parts of the Code:

Since appointees are expected to show respect for the decision-making process of Council and its Local Boards,

- liking a tweet that uses language that characterizes “certain staff and others” in a disrespectful manner is unacceptable (derived from the section on communications);
- liking a tweet that uses language that disparages Township staff who, in the course of a Council deliberations, articulated judgments that reflect their professional expertise and corporate perspective is inappropriate (derived from the section on interacting with staff); and
- liking a tweet that contains verbal insults constitutes a form of bullying; such mistreatment of a member of Council or a local board, staff or any member of the public is deemed to be misconduct under the Code (derived from the section on harassment or bullying).

4. The Evaluation

14. The appellant’s request is based on the premise that “liking” the original tweet indicates an endorsement of its content and by extension constitutes a breach of the Code since it aligns the respondent in a public way with a statement perceived to contain negative accusations and connotations. As such, the appellant contends that the respondent has compromised his ability to uphold the interests of the municipality that local boards are designed to support and has failed to respect the corporate values of the municipality as articulated in the Code and elsewhere.

While I acknowledge that the Complainant’s appeal is not frivolous or vexatious and that it was made in good faith, I cannot conclude that the action of the respondent actually constitutes a violation of the Code.

15. I base this on four grounds:

- a. There are a number of protocols related to the “like” designation on Twitter and several meanings that individual users may attach to the term. Two are pertinent here. For some users it is simply a signal that they have seen the tweet. For others the designation is closer to the normal meaning of the word “like”: that you support what the tweeter is saying. As I read the appellant’s request, the “like” is assumed to carry the latter meaning. In fact, a Twitter post does not itself distinguish between these two (and other) meanings or intentions.
- b. Overt support for a tweet is usually registered by retweeting the original posting rather than just by liking it. The original poster of the tweet is notified but, more importantly, the original tweet is sent on to the twitter followers of the person who retweets it. In other words, it becomes his or her “own” tweet in that it includes the original poster’s message but also identifies the individual who retweeted the message. The tweet at the centre of this investigation was not retweeted by the respondent.

- c. The identity of the person who liked the original tweet is not immediately visible since Twitter does not show a list of the people who have liked the particular tweet. To determine who posted the “like”, a reader must click on the small profile image or picture of those who have liked or retweeted it - a step that reveals that person’s profile (normally including her or his name). Without taking that additional step, the identity of the person who liked the tweet is not revealed.
- d. Although a profile picture of the respondent in this investigation appears along with the original tweet, clicking in the image identifies the respondent but also includes a statement: “Retweets, Follows and Likes are not an endorsement of any comments or images.”

16. The issue is whether or not a member of a local board has participated in community life in a manner that demonstrates acceptable conduct as embodied the Township’s Code of Conduct for Local Boards. In this case, the action did not cross that line but came close to it.

It may seem trivial that a “like” has required an investigation such as this, but had the respondent taken a more overt action, the outcome of this review could well have been different.

17. My conclusion does not preclude members of local boards from engaging in lively discussion with colleagues on the particular board they serve on or with members of Council or with the general public or to debate with those who may hold another view about a matter of Township business or policy. That is what happens in “politics.”

The investigation should serve to remind members of local boards, however, that their appointment means that they have a different status than other residents of the Township, one that opens certain actions to scrutiny under the Code. This is a new environment for appointees; the authority over local boards of a Code and some other ethical directives such as the *Municipal Conflict of Interest Act* only took effect earlier in 2019. It is therefore important that the various provisions be made clear to all members of local boards in a future training session.

The investigation should also remind members of local boards, and even members of Council, that active participation in social media activities that are judged to have mistreated members of Council or local boards, staff or the general public will not be condoned.

Recommendation

That Council receive for information the Integrity Commissioner’s Report 2019 – 01 dated August 26, 2019.

Robert J. Williams, Ph.D.
Integrity Commissioner, Township of Wilmot

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 20019-44

**BY-LAW TO DESIGNATE THE PROPERTY KNOWN AS
ST. JAMES LUTHERAN CHURCH, LOCATED AT 66 MILL STREET, BADEN,
TOWNSHIP OF WILMOT, REGIONAL MUNICIPALITY OF WATERLOO,
BEING LOT 180, PLAN 627,
UNDER THE ONTARIO HERITAGE ACT**

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O. 1990, Chapter O.18, as amended, authorizes the Council of a municipality to designate property within the municipality to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Township of Wilmot deems it desirable to designate St. James Lutheran Church as having historic, architectural and contextual value and interest;

AND WHEREAS the Clerk of the Township of Wilmot has caused Notice of Intention to Designate to be given in accordance with Section 29 (3 & 4) of The Ontario Heritage Act, R.S.O. 1990;

AND WHEREAS no Notice of Objection has been served on the Clerk within the meaning of Section 29 (5) of The Ontario Heritage Act, R.S.O. 1990.

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

1. That the property described in Schedule "A" attached hereto is hereby designated to be of historic, architectural and contextual value. The Statement of Cultural Heritage Value or Interest is set out in Schedule "B" attached hereto.
2. This By-law shall come into effect on the final passing thereof by the Council of the Corporation of the Township of Wilmot.

READ a first and second time this 9th day of September, 2019.

READ a third time and finally approved in Open Council this 9th day of September, 2019.

Mayor

Clerk

SCHEDULE “A”

to

BY-LAW NO. 2019-44

Legal Description of Property to be designated:

**LOT 180, PLAN 627 TOWNSHIP OF WILMOT, REGIONAL MUNICIPALITY OF
WATERLOO**

SCHEDULE “B” to By-law 2019-44

HERITAGE WILMOT ADVISORY COMMITTEE PROPOSED HERITAGE DESIGNATION

St. James Lutheran Church
66 Mill Street, Baden Ontario

Description of Property – 66 Mill Street

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

Statement of Cultural and Heritage Value

Historical Value

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

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

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

Contextual Value

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

Physical Value

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

Architectural Survey

Front Façade/ East Façade

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

West Façade

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

North/South Façades

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

Reasons for Designation

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

The Heritage Designation should include:

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

Recommendation

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

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