



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, December 9, 2019

Closed Council Meeting

Wilmot Community Room

6:30 P.M.

Regular Council Meeting

Council Chambers

7:00 P.M.

1. MOTION TO CONVENE INTO CLOSED SESSION

THAT a Closed Meeting of Council be held on Monday, December 9, 2019 at 6:30 p.m. in accordance with Section 239(3), (c) for the purposes of:

- b) personal matters about an identifiable individual, including municipal or local board employees; and
- 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 November 18, 2019

(PAGE 6)

Recommendation

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

Council Meeting November 18, 2019.

8. PUBLIC MEETINGS

8.1 REPORT NO. DS 2019-32

(PAGE 14)

**2020 Proposed Building Permit Fee Increases
Proposed Amendments to Building Bylaw**

Recommendation

THAT, Schedule A to the Building Bylaw be amended to increase certain fees to ensure that the enforcement and administration of the Ontario Building Code within Wilmot Township remains self funded by the building industry in accordance with the provisions of Bill 124; and,

THAT the Township of Wilmot Building Bylaw be amended to require engineer confirmation of soil bearing capacity prior to pouring of footings for buildings of residential occupancy, implementing annual indexing of square footage based fees and deleting references to "Equivalents".

9. PRESENTATIONS/DELEGATIONS

(PAGE 29)

**9.1 Chantelle Thompson, Grand River Transit, Region of Waterloo
Blair Allen, Grand River Transit, Region of Waterloo
Route 77 Enhancements**

Recommendation

THAT the Township of Wilmot support an increase in frequency on Route 77 Wilmot commencing September 2020, as recommended in Region of Waterloo 2020 Proposed Budget Issue Papers, at an estimated annual levy of \$177,000 (\$59,000 in 2020) which will be part of the Regional tax levy to the Township.

10. CONSENT AGENDA**10.1 REPORT NO. ILS 2019-59 (PAGE 41)**

Volunteer Committee Appointments Trails Advisory Committee

10.2 REPORT NO. ILS 2019-60 (PAGE 43)

Appointments to the Grand River Accessibility Advisory Committee (GRAAC) 2020-2024

10.3 REPORT NO. FIN 2019-48 (PAGE 46)

**Volunteer Committee Appointments:
Community Safety and Crime Prevention Engagement Committee**

10.4 REPORT NO. DS 2019-30 (PAGE 49)

Billboard Sign Renewals

Recommendation

THAT Report Nos. ILS 2019-59, ILS 2019-60, FIN 2019-48 and DS 2019-30 be approved.

11. REPORTS**11.1.1 REPORT NO. ILS 2019-57 (PAGE 53)**

Mannheim Digital Community Events Sign Survey Results

Recommendation

THAT Report No. ILS 2019-57 be endorsed.

11.1.2 REPORT NO. ILS 2019-58**(PAGE 65)****Council Conference and Training Expenditure Allowance
Governance Policy****Recommendation**

THAT Governance Policy CL-10.6 be endorsed and that it become effective for the 2020 Budget.

11.2 FINANCIAL SERVICES**11.2.1 REPORT NO. FIN 2019-27****(PAGE 71)****Award of Contract - Building Condition Assessments****Recommendation**

THAT RFP 2019-28 be awarded to Englobe Corp. for the Building Condition Assessment as per their proposal submission November 21, 2019, in the amount of \$75,370.00, excluding HST, and further

THAT additional funding be sourced from Development Charges, as per Report FIN 2019-37.

12. CORRESPONDENCE**13. BY-LAWS****13.1 By-Law 2019-52****Being a By-law respecting Construction,
Demolition, Change of Use, Condition
Permits, Sewage Systems and Inspections****Recommendation**

THAT By-law 2019-52 be read a first, second and third time and finally passed in Open Council.

14. NOTICE OF MOTIONS**14.1 Allocation of Funding**

WHEREAS the Discover Your Wilmot program has provided several organizations within the community with much needed funding for the establishment and continuation of community events and programs;

AND WHEREAS the Township of Wilmot is grateful to the Kitchener and Waterloo Community Foundation (KWCF) for providing grant programs that foster a greater sense of belonging throughout Waterloo Region;

AND WHEREAS the KWCF is a not-for-profit organization dependent on donations and investments to fund their grant programs;

AND WHEREAS the priority areas for the KWCF Community Grants Program are identified through Wellbeing Waterloo Region as affordable housing, healthy children and youth, and social inclusion;

THEREFORE, BE IT RESOLVED THAT if the application from the Corporation of the Township of Wilmot is not successful under the KWCF Community Grants Program, staff be directed to allocate funding of \$5,000 from the 2020 General Levy towards the continuation of the Discover Your Wilmot program.

15. ANNOUNCEMENTS

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2019-53

Recommendation

THAT By-law No. 2019-53 to Confirm the Proceedings of Council at its Meeting held on December 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, November 18, 2019

Closed Council Meeting

Wilmot Community Room

6:30 P.M.

Regular Council Meeting

Council Chambers

7:00 P.M.

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

Staff Present: Chief Administrative Officer G. Whittington, Director of Information and Legislative Services D. Mittelholtz, Director of Public Works and Engineering J. Molenhuis, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Fire Chief R. Leeson, Director of Finance / Treasurer P. Kelly, Director / Curator Castle Kilbride T. Loch, Manager of Information and Legislative Services T. Murray, Manager of Customer Service and Community Development M. Jones

1. MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2019-234

Moved by: Councillor A. Hallman

Seconded by: Councillor C. Gordijk

THAT a Closed Meeting of Council be held on Monday, November 18, 2019 at 6:30 p.m. in accordance with Section 239(3), (c) 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. 2019-235

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

THAT Council reconvene in Open Session.

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**

7. MINUTES OF PREVIOUS MEETINGS

7.1 Council Meeting Minutes October 28, 2019

Resolution No. 2019-236

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

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

Council Meeting October 28, 2019.

CARRIED, AS AMENDED.

Councillor C. Gordijk advised that on Page 17, Mr. Louis' name is spelled incorrectly.

8. PUBLIC MEETINGS

9. PRESENTATIONS/DELEGATIONS

**9.1 Len Kuehner, Vice-Chair
Castle Kilbride Committee**

Mr. Kuehner provided a presentation on the upcoming holiday season and associated activities at Castle Kilbride.

10. CONSENT AGENDA

10.1 REPORT ILS 2019-55

Quarterly Activity Report

July 1 to September 30, 2019

Resolution No. 2019-237

Moved by: Councillor J. Gerber

Seconded by: Councillor J. Pfenning

THAT Report ILS 2019-55 be approved.

CARRIED.

11. REPORTS

11.1 FACILITIES AND RECREATION SERVICES

11.1.1 REPORT NO. FRS 2019-10

Township of Wilmot Municipal Alcohol Policy

Resolution No. 2019-238

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

THAT Report No. FRS 2019-10 be deferred until such time that staff have consulted with community user groups on the Township of Wilmot Municipal Alcohol Policy.

CARRIED.

The Manager of Customer Service and Community Development provided an overview of the proposed Municipal Alcohol Policy. The presentation included highlights of the changes and new requirements.

Mr. Rob Clark and Mr. Brian McEnhill from the Waterloo Region Insurance Pool were in attendance and also provided an overview of the Municipal Alcohol Policy and the

Township involvement in the Waterloo Region Insurance Pool. Mr. Clark and Mr. McEnhill outlined and provided statistics relating to risk and rate comparisons with a variety of municipalities.

Councillor J. Pfenning asked if there were options to consider different user groups differently within the Insurance Pool and Mr. Enhill advised that there are various allocations of risk that can be investigated and/or matrix's developed that would allow staff the ability to negotiate rates used, he did advise that the alcohol liability could still be a significant risk to the Township.

Councillor C. Gordijk noted that she understands the liability; however, suggested her opinion that the proposed policy is not reflective of the Township nor did it consider Wilmot community groups. Mr. Enhill advised that the Insurance Pool did not have involvement in the actual policy development, rather provided input from a liability and best practices standpoint.

Councillor C. Gordijk advised that she is not in support of passing the policy and put forward a motion to defer.

Councillor A. Hallman advised that she is in support of the deferral; however, does have comments on the original proposed policy.

Councillor J. Gerber advised that assuming further support and discussion from the Insurance Pool of their willingness to continue discussions with staff and user groups, he would also support the deferral.

Mayor L. Armstrong advised that discussion of the policy would not occur at this meeting; however, registered delegations will still have the opportunity to speak to Council regarding this matter.

The Director of Information and Legislative Services advised that any comments Council may have on the policy can be forwarded to the Manager of Customer Service and Community Development for consideration as part of the further review of the policy.

Mr. A. Fewkes and Mr. T. Crouse from The Community Players (TCP) provided Council with comments and concerns TCP has with the existing proposed Policy. Mr. Fewkes advised that TCP is supportive of participating in further discussions surrounding the policy.

Mr. M. Cameron, New Dundee Optimists, recognized staff effort into this policy and the comments of Council, noting that the Optimists have long been partners with the Township and has concerns for the risk to events this proposed policy may create and is looking forward to further discussions.

11.2 DEVELOPMENT SERVICES

11.2.1 REPORT DS 2019-28

Ontario Building Code Regulations Changes

Resolution No. 2019-239

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

That Report DS 2019-28 be received for information.

CARRIED.

The Director of Development Services outlined the report.

Councillor A. Hallman asked for clarification on page 86 relative to what a vegetative roof is referring to and the Director of Development Services advised that it likely refers to a green roof.

Councillor C. Gordijk thanked staff for the detailed report and expressed appreciation for the time and effort that went into the report.

11.2.2 REPORT DS 2019-29

Transforming and Modernizing the Delivery of Ontario's Building Code Services

Resolution No. 2019-240

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

THAT Report DS 2019-29 be received for information; and,

THAT Report DS 2019-29 be forwarded to the Ministry of Municipal Affairs and Housing as the Township of Wilmot's comments on Transforming and Modernizing the Delivery of Ontario's Building Code Services.

CARRIED.

The Director of Development Services outlined the report.

Councillor J. Pfenning thanked staff for the comments provided through this report.

12. CORRESPONDENCE

13. BY-LAWS

14. NOTICE OF MOTIONS

Councillor B. Fisher introduced the following motion for consideration at the December 9, 2019 Council meeting.

- 14.1** WHEREAS the Discover Your Wilmot program has provided several organizations within the community with much needed funding for the establishment and continuation of community events and programs;

AND WHEREAS the Township of Wilmot is grateful to the Kitchener and Waterloo Community Foundation (KWCF) for providing grant programs that foster a greater sense of belonging throughout Waterloo Region;

AND WHEREAS the KWCF is a not-for-profit organization dependent on donations and investments to fund their grant programs;

AND WHEREAS the priority areas for the KWCF Community Grants Program are identified through Wellbeing Waterloo Region as affordable housing, healthy children and youth, and social inclusion;

THEREFORE, BE IT RESOLVED THAT if the application from the Corporation of the Township of Wilmot is not successful under the KWCF Community Grants Program, staff be directed to allocate funding of \$5,000 from the 2020 General Levy towards the continuation of the Discover Your Wilmot program.

15. ANNOUNCEMENTS

- 15.1** Councillor C. Gordijk thanked The Community Players theatre for their generous offering of the proceeds of over \$2,600 from their 50-50 draw to the Wilmot Terry Fox Run.
- 15.2** Councillor C. Gordijk advised that the New Hamburg Santa Clause Parade is on December 1.

- 15.3** Councillor C. Gordijk noted that herself and Councillors Hallman and Pfenning are wearing purple scarves in honour of International Month of Elimination of Violence Against Women.
- 15.4** Councillor J. Gerber advised that he will not be in attendance at the New Hamburg Santa Clause parade due to prior commitments.
- 15.5** Mayor L. Armstrong noted that the Tree of Light Ceremony is on November 29th, the Baden Santa Clause Parade is on December 7 and the St. Agatha Parade is on December 14.
- 15.6** Councillor J. Pfenning noted that members of Council have received their tickets to give out for 2 upcoming Firebirds Hockey games, the first is on November 30 and the second is on December 6, which is the Teddy Bear Toss game.

16. BUSINESS ARISING FROM CLOSED SESSION

Resolution No. 2019-241

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

THAT the Victoria Street unopened road allowance, northwest of Boullee Street, be declared surplus; and,

THAT staff be directed to proceed with the disposition of the aforementioned property in accordance with By-law Number 95-54, a By-law to Establish a Procedure Governing the Sale of Real Property for the Township of Wilmot.

CARRIED.

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2019-51

Resolution No. 2019-242

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

THAT By-law No. 2019-51 to Confirm the Proceedings of Council at its Meeting held on November 18, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

18. ADJOURNMENT

Resolution No. 2019-243

Moved by: Councillor B. Fisher

Seconded by: Councillor A. Hallman

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

CARRIED.



REPORT NO: DS 2019-32

TO: Council

SUBMITTED BY: Harold O’Krafka, MCIP RPP
Director of Development Services

PREPARED BY: Harold O’Krafka, MCIP RPP
Director of Development Services

REVIEWED BY: Grant Whittington, CAO

DATE: December 09, 2019

SUBJECT: 2020 Proposed Building Permit Fee Increases
Proposed Amendments to Building Bylaw

RECOMMENDATION:

That, Schedule A to the Building Bylaw be amended to increase certain fees to ensure that the enforcement and administration of the Ontario Building Code within Wilmot Township remains self funded by the building industry in accordance with the provisions of Bill 124; and,

That the Township of Wilmot Building Bylaw be amended to require engineer confirmation of soil bearing capacity prior to pouring of footings for buildings of residential occupancy, implementing annual indexing of square footage based fees and deleting references to “Equivalents”.

SUMMARY:

This report outlines proposed increases to certain fees for building permits and proposed changes to the Wilmot Building Bylaw.

BACKGROUND:

The Building Code Act allows municipalities to recover the reasonable costs of enforcing and administering the Ontario Building Code through the charging of fees and to set consistent standards and specifications for construction activity through the Township Building Bylaw.

In reviewing 2019 building permit revenues and preparing the 2020 operating budget for the enforcement and administration of the Ontario Building Code within Wilmot Township it was noted that while the anticipated fees to be collected from building activity at current rates may be sufficient to cover the anticipated costs of enforcement in 2020 the Bill 124 reserve fund continues to be in a deficit position.

To address the continued reserve fund deficit staff are proposing an increase to fees levied for some types of construction to ensure that the enforcement and administration of the Ontario Building Code with Wilmot Township remains self funded by the building industry

REPORT:

In accordance with clause 7(1)(c) of the Building Code Act S.O. 1992, c23 as amended notice of the Public Meeting regarding the proposed changes to the Building By-law 2005-53 were given in the week of November 18th and December 2nd editions of the New Hamburg Independent.

In addition, notice of the Public Meeting was placed on the Township of Wilmot website on November 15th and also tweeted via the Wilmot twitter account.

While permit fees are reviewed annually, permit fees for non-residential and agricultural fees have not been reviewed since 2016. The proposed changes are intended to ensure that over the long term the Building Section of the Development Services Department remains fully funded as a user pay enterprise while ensuring our permit fees remain comparable with other area municipalities. The proposed fee amendments would see the following increases to permit fees:

Group C:	Creation of a new dwelling unit within an existing dwelling unit \$1.00/ft ²
Group C:	Final inspection deposit from \$400/unit to \$1000/unit
Group F:	Shell from \$0.60/ft ² to \$0.75/ft ²
	Finished from \$0.80/ft ² to \$0.90/ft ²
	Finishing of Shell from \$0.20/ft ² to \$0.25/ft ²
Agricultural:	From \$0.35/ft ² to \$0.40/ft ²
Fireplace	From \$100 to \$250
Major Revision	Minimum Fee of \$250.00

One typographical correction results in a proposed fee decrease:

Alterations	Minor from \$0.45/ft ² to \$0.25/ft ²
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In addition to the proposed fee changes staff are proposing three amendments to the Building Bylaw.

Firstly staff are proposing the deletion of Section 4.6 Equivalents as it has been replaced by Code provisions for Alternative Solutions.

Secondly staff are proposing to require under Section 7.4 that prior to the pouring or placing of concrete for footings that the bearing capacity of the soils supporting a new Group C Occupancy building (a house) shall be determined by a person competent in that field (ie Geotechnical Engineer or designate of a Geotechnical firm). Such written confirmation shall be provided to the Building Inspector at footing inspection time.

The purpose of this requirement is to expand upon the requirements of the standard subdivision agreement to minimize the liability exposure of the municipality from improper compaction of soils. Currently the inspector has the authority to request an engineer report where uncertainty of proper bearing capacity exists which causes delays in construction, in particular when the builder is expecting the inspection to pass and has a concrete truck onsite waiting to pour. As such by consistently requiring the engineers report as a standard practice for all residential footings the inspection process will be streamlined, the municipality will be protected against claims and the end purchaser will benefit from a 'sure foundation'.

Thirdly and finally staff are proposing that all square footage fees be indexed annually beginning on December 1, 2020 which aligns with the indexing date of Development Charges. The Indexing factor would be the same factor used in indexing Development Charges for consistency and simplicity.

Indexing recognizes that the costs of enforcing and administering the Ontario Building Code increase to the municipality each year. As staffing costs are the bulk of costs and as staffing costs increase each year it is reasonable and appropriate to build an indexing factor into the bylaw to streamline the process of fees review where fee increases are being made only to offset increases in staffing costs.

Indexing would not preclude the modification of fees higher or lower or the introduction of new fees via the public meeting process.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Ensuring that the enforcement of the Ontario Building Code is self-funded through activity maintains and sustains the Township's strong fiscal position.

Proper and consistent verification of soil bearing capacity ensures that new homes in Wilmot Township will adhere to the Township motto: Building A Sure Foundation.

FINANCIAL CONSIDERATIONS:

Administration and enforcement of the Ontario Building Code is a user pay enterprise and is not funded by general levy. Increasing permit fees will provide the opportunity for the Bill 124 Reserve Fund to recover from its current deficit position.

ATTACHMENTS:

Attachment 1: Proposed Amendments to the Wilmot Building Bylaw and Fee Schedule

**THE CORPORATION OF
THE TOWNSHIP OF WILMOT
BY-LAW NO. 2019- 52**

**Being a By-law respecting Construction, Demolition, Change of Use,
Conditional Permits, Sewage Systems and Inspections**

WHEREAS Section 7 of the Building Code Act, 1992, s.o. 1992 c.23 as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, conditional permits, sewage systems and inspections;

AND WHEREAS Section 391 of the Municipal Act, S.O. 2001, c. 25, as amended, a Municipality may pass by-laws imposing fees or charges for services of activities provided or done by or on behalf of it;

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

1. SHORT TITLE

1.1 This By-law may be cited as the “Building By-law”

2. DEFINITIONS

2.1 In this By-law,

- 2.1.1 “**Act**” means the Building Code Act, 1992, as amended, including amendments thereto.
- 2.1.2 “**As Constructed Plans**” means as constructed plans as defined in the Building Code.
- 2.1.3 “**Building**,” means a building as defined in Section 1(1) of the Act.
- 2.1.4 “**Building Area**” means the greatest horizontal area of a building within the outside surface of the exterior walls, as defined in Section 1(1) of the Act
- 2.1.5 “**Building Code**” means the Regulations made under Section 34 of the Act.
- 2.1.6 “**Chief Building Official**” means the Chief Building Official appointed by the By-law of the Corporation of the Township of Wilmot for the purposes of enforcement of the Act.
- 2.1.7 “**Completion**” permit means a permit that is obtained to complete a project that has had a portion of the project constructed without benefit of a permit. The permit fee for the class of permit includes the cost of any enforcement required to obtain compliance.
- 2.1.8 “**Corporation**” means the Corporation of the Township of Wilmot.
- 2.1.9 “**Farm Building**” means a farm building as defined in the Building Code.
- 2.1.10 “**Partial Permit**” means written permission or written authorization from the Chief Building Official to perform certain limited construction of a project where the balance of the drawings of the project will be submitted at a later date.
- 2.1.11 “**Permit**” means written permission or written authorization from the Chief Building Official to perform work regulated by the By-law and the Act.
- 2.1.12 “**Plumbing**,” means plumbing as defined in Section 1(1) of the Act.
- 2.1.13 “**Remedy Unsafe**” permit means a permit that has become necessary due to a building being determined to be unsafe by the Chief Building Official. The permit fee for this class of permit includes the cost of any enforcement required to obtain compliance.
- 2.1.14 “**Sewage System**” means a sewage system as defined in the Building Code.
- 2.1.15 “**Special Inspection**” means an inspection that is requested and carried out not in connection with a permit, at the discretion of the Chief Building Official.

3. CLASSES OF PERMITS

- 3.1 Classes of permits with respect to construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule "A".

4. THE APPLICATION

To obtain a permit, the owner or an agent authorized by the owner shall file an application in writing by completing a prescribed form available at the office of the Chief Building Official or from the Building Code website www.obc.mah.gov.on.ca

- 4.1 Where application is made for a building permit under Subsection 8(1) of the Act, the application shall:
- 4.1.1 Identify and describe in detail the work and the occupancy to be covered by the permit for which application is made.
 - 4.1.2 Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot.
 - 4.1.3 Include a minimum of two sets of complete plans and specifications for the work being covered by the permit and show the occupancy of all parts of the building. The list of plans or working drawings are described in Schedule "C", attached to and forming part of this by-law.
 - 4.1.4 State the names, addresses and telephone numbers of the owner and of the architect or engineer, where applicable, or other designer or contractor.
 - 4.1.5 Be accompanied by written acknowledgement of the owner that he has retained an architect or professional engineer to carry out the field review of the construction where required by the Building code and,
 - 4.1.6 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- 4.2 Where the application is made for a demolition permit under Subsection 8(1) of the Act, the application shall,
- 4.2.1 Contain the information required by clauses 4.1.1 to 4.1.6 of this by-law and
 - 4.2.2 May be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services.
- 4.3 Where the application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:
- 4.3.1 Contain the information required by clauses 4.1.1 to 4.1.6 of this by-law and
 - 4.3.2 Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require.
 - 4.3.3 State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit were not granted.
 - 4.3.4 State the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained.
 - 4.3.5 State the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

4.4 CHANGE OF USE PERMITS

- 4.4.1 Every applicant for a change of use permit issued under Subsection 10(1) of the Act shall be submitted to the Chief Building Official and shall,
- 4.4.2 Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building,
- 4.4.3 Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
- 4.4.4 Include plans and specification which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capabilities,
- 4.4.5 Be accompanied by the required fee,
- 4.4.6 State the name, address and telephone number of the owner, and
- 4.4.7 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

4.5 SEWAGE SYSTEMS

- 4.5.1 Every application for a sewage permit shall be submitted to the Chief Building Official and contain the following information:
- 4.5.2 A design and site evaluation prepared and submitted by a qualified Professional Engineer;
- 4.5.3 The information required by Section 4.1 of this by-law;
- 4.5.4 The name, address, telephone number and valid license number of the person installing the sewage system;
- 4.5.5 Where the person named in Section 4.5.4 above requires a license under the Act and the Building Code, the number and date of issuance of the license, and the name of the qualified person supervising the work to be done under the sewage system permit; and,
- 4.5.6 A site evaluation shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - a) The date the site evaluation was done
 - b) Name, address, telephone number and signature of the person who prepared the evaluation and septic design report
 - c) A scaled map of the site showing:
 - the legal description, lot size, property dimensions, existing rights-of-way, easements of municipal/utility corridors
 - the location of any existing or proposed buildings
 - the location of the proposed sewage system
 - the location of any unsuitable, disturbed or compacted areas
 - proposed access routes for system maintenance
 - d) Depth of bedrock
 - e) Depth to zones of soil saturation
 - f) Soil properties, including soil permeability
 - g) Soil conditions, including the potential for flooding
 - h) Location of items listed in column 1 of table's 8.2.1.5. 8.2.1.6.A,B,C

4.6 EQUIVALENTS repealed to be deleted – now alternative solutions

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under section 9 of the Act is requested, the following information shall be provided:

- (1) A description of the proposed material, system or building design for which authorization under section 9 of the Act is requested.
- (2) Any applicable provisions of the Building Code
- (3) Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

4.7 PLANS AND SPECIFICATIONS

- 4.7.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform to the Act, the Building Code and any other applicable law.
- 4.7.2 After the issuance of a permit under the Act, any material change to a plan, specification, document or other information on the basis of which the permit was issued shall not be made without the written authorization of the Chief Building Official.
- 4.7.3 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this by-law.
- 4.7.4 Plans shall be drawn to scale (Min 3/16"= 1') on paper, cloth or other durable material shall be legible and without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "C" to this by-law, unless otherwise specified by the Chief Building Official.
- 4.7.5 Site plans shall be accurately drawn to scale, and when required by the Chief Building Official to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site Plans shall show:
 - 4.7.5.1 Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings,
 - 4.7.5.2 Existing and finished ground levels or grades,
 - 4.7.5.3 Existing rights-of-way, easements and municipal services.
- 4.7.6 Verification by an Ontario Land Surveyor of By-law compliance may be required before the proceeding past foundation state, if required by the Chief Building Official.

5. PAYMENT OF FEES

- 5.1 Fees for a required permit shall be as set out in Schedule "A" and are due and payable upon submission of an application for a permit or as directed by the Chief Building Official.
- 5.2 Where the fees payable in respect of any application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of valuation of proposed work, the cost of valuation of the proposed work shall mean the total value of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.

5.3 The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed the applicant shall pay the required fee under protest and, within six (6) months of completion of the project, shall submit an audited statement of the actual costs and where the audited value is determined to be less than the valuation, the Chief Building Official shall issue a refund.

5.4 On December 1, 2020 and the first day of December in each year thereafter, the fees indicated on Schedule 'A' and anywhere in this By-law, shall be adjusted in accordance with the following formula:

$$A \times (1 + C) = D$$

Where:

A= the fees in effect the preceding year

C= the Statistics Canada Quarterly, Construction Price Statistics Index percentage change expressed as an exact decimal,

D= the fees for the subject year, effective December 1.

6. REFUNDS

In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "B" attached to and forming part of this by-law. Application for refund must be made within 6 months of the date of permit application in order to be eligible for a refund of any permit fee.

7. REQUIREMENTS FOR INSPECTION

7.1 The owner or an authorized agent shall notify the Chief Building Official at least two (2) business days prior to each stage of construction for which notice in advance is required under the Building Code.

7.2 With respect to "additional notices" under 2.4.5.2 of the Building Code, the owner or an authorized agent shall notify the Chief Building Official or an inspector at least two (2) business days prior to each stage of construction for which notice in advance is required under the Building Code.

7.3 Notice may be given in one of the following ways during business hours:
1) Phone message at (519) 634-8444
2) In person at the Development Services counter

7.4 Prior to pouring or placing concrete for footings, the bearing capacity of the soils supporting a new Group C Occupancy building, shall be determined by a person competent in that field (ie Geotechnical Engineer or designate of a Geotechnical firm). Such written confirmation shall be provided to the Building Inspector at footing inspection time.

8. AS CONSTRUCTED PLANS

8.1 The Chief Building Official may as a condition of approval of a permit require that a set of plans of a building or any class of buildings as constructed be filed with the Chief Building Official at completion of construction under such conditions as may be prescribed in the Building Code.

9. Fencing

- 9.1 In addition to the requirements pertaining to Public Way Protection as set out in the Occupational Health and Safety Act, the owner or builder shall comply the provisions of this Section.
- 9.2 The person to whom the building permit is issued in respect of construction which will take place at a construction site shall erect or cause to be erected and maintained a fence enclosing the construction site in accordance with the provisions of this chapter.
- 9.3 Where there is fencing on or adjoining a construction site erected prior to the application for a building permit in respect of that site, such fencing shall be deemed to be in compliance with this Section provided it is extended along the entire perimeter of the construction site as determined by the Chief Building Official and the extended fencing erected in accordance with this Section.
- 9.4 The height of every fence shall be a minimum of 4 feet (1.2 meters) and a maximum of 6 feet (1.8m), to be measured from the highest adjacent grade.
- 9.5 Every fence required under this Section shall be located on the perimeter of the construction site as determined by the Chief Building Official and constructed as follows:
 - (i) If of chain link construction, the chain link shall be fastened to a 1.5 inch (38mm) diameter metal bar which is securely fastened to metal posts at not greater than 10 feet (3.04m) on center and embedded into the ground to provide rigid support;
 - (ii) If of wood construction, the exterior face shall be 0.5inch exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing; The Facing shall be supported by 2in by 4in nominal size wood posts spaced at not greater than 8 feet (2.43m) on center and embedded into the ground to provide a rigid support;
 - (iii) If the fence is of snow fence or plastic mesh type, the fencing should be securely fastened to T-bar posts at not greater than 10 feet (3.04m) on center and embedded into the ground to provide a rigid support; and,
 - (iv) Other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety is provided.
- 9.6 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction site provided that these openings are closed off when the site is shut down for the day.

10. REPEAL OF BY-LAWS

- 10.1 By-law 2005-53, of the Corporation of the Township of Wilmot is hereby repealed.

11. CODE OF CONDUCT

- 11.1 The Code of Conduct and associated policies, as required under Section 7.1 of the Act out in Schedule "D" of this by-law.

12 CONTRAVENTION OF BY-LAW - OFFENCE

12.1 Every person who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable of a fine as provided in Section 36 of the Building Code Act, 1992, S.O. 1992,c.32 as amended.

READ a First and Second Time this 9th day of December, 2019.

READ a Third Time and Finally Passed in Open Council this 9th day of December, 2019.

MAYOR

CLERK

SCHEDULE "A"

To By-Law No. 2019-52

CLASSES OF PERMITS		Permit Fee	
		Fee Per Square Foot	Fee Per Unit
GROUP A - Assembly	All assembly classifications	\$2.40	
	Portable Classroom		\$500.00
GROUP B - Institutional	All institutional classifications	\$2.50	
GROUP C - Residential	Dwelling (SFD, Semi, Row, Duplex, Triplex, etc)	\$1.40	
	Creation of New Dwelling Unit within Existing Building	\$1.00	
	Garage, Carport, Shed, Deck	\$0.45	
	Final Inspection Deposit - Per Dwelling Unit Deposit returned if Permit completed within 12 months of Occupancy		\$1,000.00
GROUP D - Business and Personal Service	Shell	\$1.50	
	Finished	\$1.75	
	Finishing of Existing Shell	\$0.25	
GROUP E - Mercantile	Shell	\$1.25	
	Finished	\$1.50	
	Finishing of Existing Shell	\$0.25	
GROUP F - Industrial	Shell	\$0.75	
	Finished	\$0.90	
	Finishing of Existing Shell	\$0.25	
AGRICULTURAL	Farm Building	\$0.40	
	Silo, Manure Tank or Pit, Hoop Storage		\$250.00
MISCELLANEOUS	Fireplace / Woodstove		\$250.00
	Retaining Wall	\$2.00/ft	
INTERIOR FINISHES	Interior finishes to previously unfinished areas (including finishing of residential basements)	\$0.45	
ALTERATIONS / RENOVATIONS	Minor	\$0.25	
	Major	\$0.45	
PLUMBING	Each Fixture		\$15.00
	Each Service		\$40.00
	Site Services	\$0.75/ft	
SEWAGE SYSTEM	New - Conventional		\$750.00
	New - Secondary / Tertiary		\$1,000.00
	Major Repair		\$500.00
	Minor Repair		\$250.00
CHANGE OF USE	No Construction Proposed		\$250.00
ALTERNATIVE SOLUTION	All Classifications		\$500.00
MINIMUM FEE FOR ALL CLASSES OF PERMITS LISTED ABOVE		\$250.00	
DEMOLITION	Demolition of a building or part thereof		\$100.00
	Demolition of a building or part thereof which requires a P. Engineer		\$150.00
CONSTRUCTION WITHOUT A PERMIT	Normal fee will be doubled	Fee x 2	
REVISION TO EXAMINED PLANS - ALL CLASSIFICATIONS	Minor Revision		\$100.00
	Major Revision (Minimum Fee \$250.00)	\$0.05	
BUILDING PERMIT TRANSFER	All Classifications		\$200.00
ADDITIONAL INSPECTIONS	Fee per inspection deemed necessary by the Chief Building Official or for call-back inspections where the work was not complete (applicable to existing buildings or defective/deficient new/altered buildings)		\$150.00
RESIDENTIAL SWIMMING POOLS	Above Ground		\$100.00
	In-Ground / On-Ground		\$250.00
SIGN PERMIT	All sign types		\$100.00
HERITAGE PERMIT	Per \$1000/Value Min Fee \$10	\$10.10	

SCHEDULE “B” to By-law No. 2019 - 52

REFUNDS

- 1.1 In case of abandonment of all or a portion of the work, or of the non-commencement of any building, the Chief Building Official may revoke a permit in accordance with the Act and may determine the amount of refund of permit fees, if any, that may be returned to the permit holder in accordance with the following:
- (a) The fees that may be refunded shall be a percentage of the fees payable under this By-law, as follows:
 - (i) Eighty (80%) percent if administrative functions only have been performed;
 - (ii) Seventy (70%) percent if administrative and zoning functions only have been performed;
 - (i) Forty-five (45%) percent if administrative, zoning, and plan examination functions have been performed;
 - (ii) Thirty-five (35%) percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
 - (iii) Five (5%) percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
 - (b) Notwithstanding 6.5(a) above, no refund shall be made of an amount less than Seventy-Five (\$75.00) Dollars.
 - (c) No refund shall be made unless the owner or his agent therefore makes a written application and unless the permit is returned for cancellation.
 - (d) Notwithstanding 6.5(a) above, no refund shall be made where the Chief Building Official has revoked a permit under Section 8(10)(b) and (c) of the Act.
- 1.2 Each permit fee for a residential dwelling shall have included an amount equal to \$1000 to cover the cost of the final inspection.
- 1.3 When the successful Final Inspection of a residential dwelling occurs within 12 months of the date of the issuance of an Occupancy Permit for said dwelling, a refund in the amount of \$1000 will be made to the permit holder upon request.

This is Schedule “B” to By-law No. 2019-52
Passed this 9th day of December, 2019.

Mayor

Clerk

SCHEDULE “C” to By-law No. 2019 - 52

**LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY
APPLICATIONS FOR PERMITS**

1. The Site Plan (2 copies)
2. Foundation Plans (2 copies)
3. Floor Plans (2 copies)
4. Framing Plans (2 copies)
5. Roof Plans (2 copies)
6. Building Elevations (2 copies)
7. Cross Sections & Details (2 copies)
8. Plumbing Drawings (2 copies)
9. Heating, Ventilation and Air Conditioning Drawings (2 copies)
10. Electrical Drawings (2 copies)
11. Sewage Systems (2 copies)
12. Any engineered product information, reports or material specifications require to review the plans

NOTE: **The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for permit.**

This is Schedule “C” to By-law No. 2019-52
Passed this 9th day of December, 2019.

Mayor

Clerk

SCHEDULE “D” to By-law No. 2019 - 52

Code of Conduct for the Chief Building Official and Inspectors

1. Purpose

- a) To promote appropriate standards of behavior and enforcement actions by the chief building official and inspectors in the exercise of a power or the performance of a duty under this Act or the building code.
- b) To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the chief building official and inspectors in the exercise of a power or the performance of a duty under this Act or the building code.
- c) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under this Act or the building code by the chief building official and inspectors.

2. Scope

This policy applies to the Chief Building Official and all appointed Building Officials-Plans Examiners and Building Inspectors.

The code of conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the code has been breached and disciplinary actions that may be taken if the code is breached

3. Contents

Code of Conduct

- 1. Always act in the public interest, particularly with regard to the safety and accessibility aspects of building works and structures.
- 2. Apply all relevant building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- 3. Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- 4. Extend professional courtesy to all.

4. Breaches of the Code of Conduct

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against municipal building officials. Where the allegations are against the Chief Building Official, senior management of the municipality will review the allegations.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

This is Schedule “D” to By-law No. 2019-52
Passed this 9th day of December, 2019.

Mayor

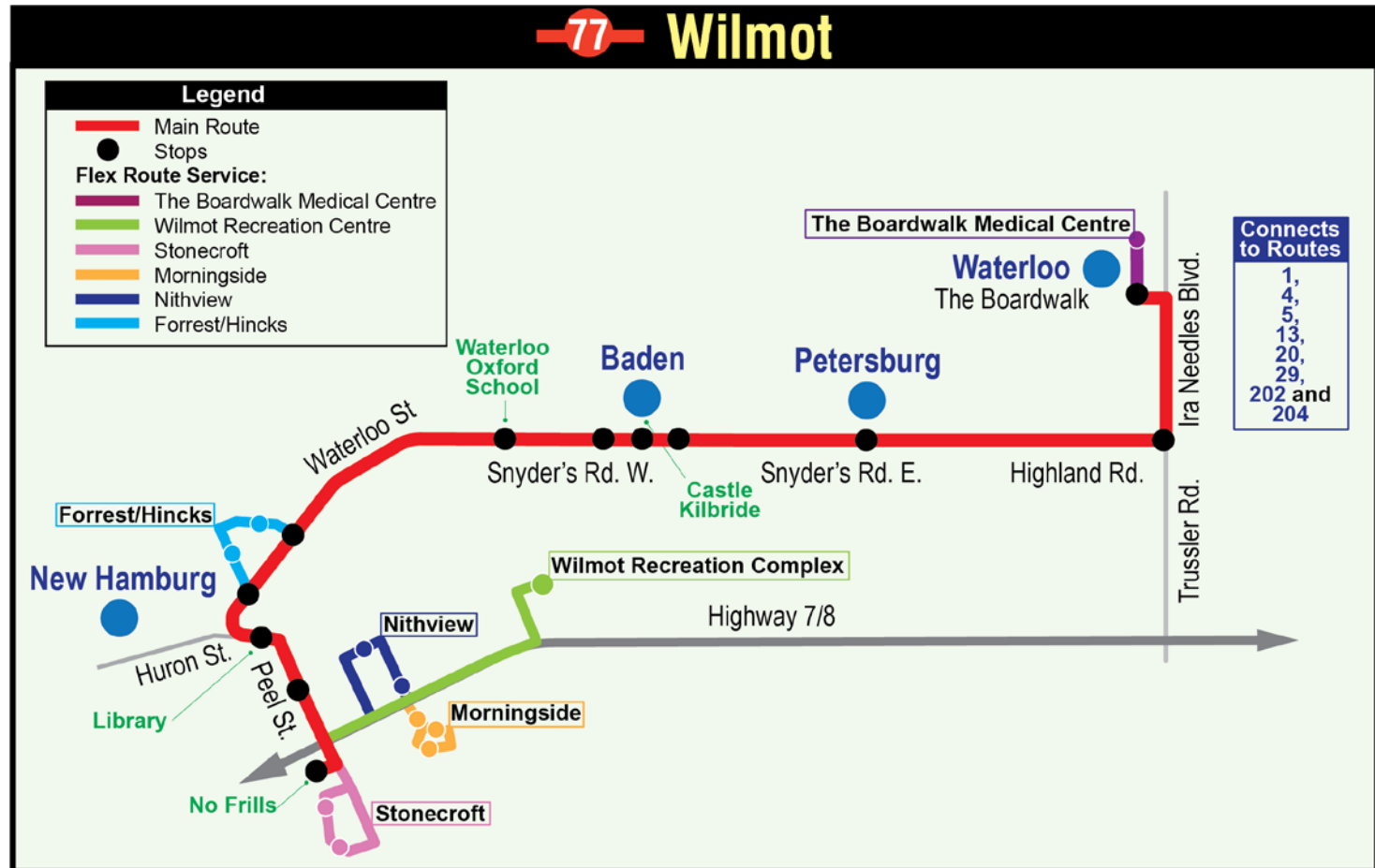
Clerk



Route 77 Wilmot

December 9, 2019

Route Overview



Route History

April 2016
MTO awards
funding. Route
77 pilot begins.



March 2017
Route becomes
permanent,
funded through
Region's
budget.



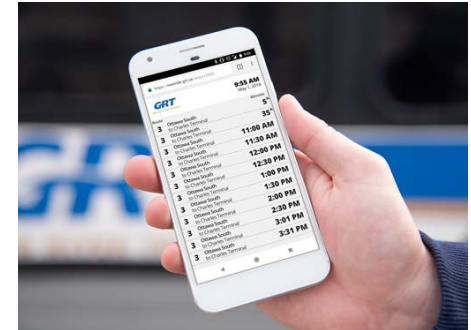
June 2017
Additional
funds from
MTO allow
extension of
service hours .



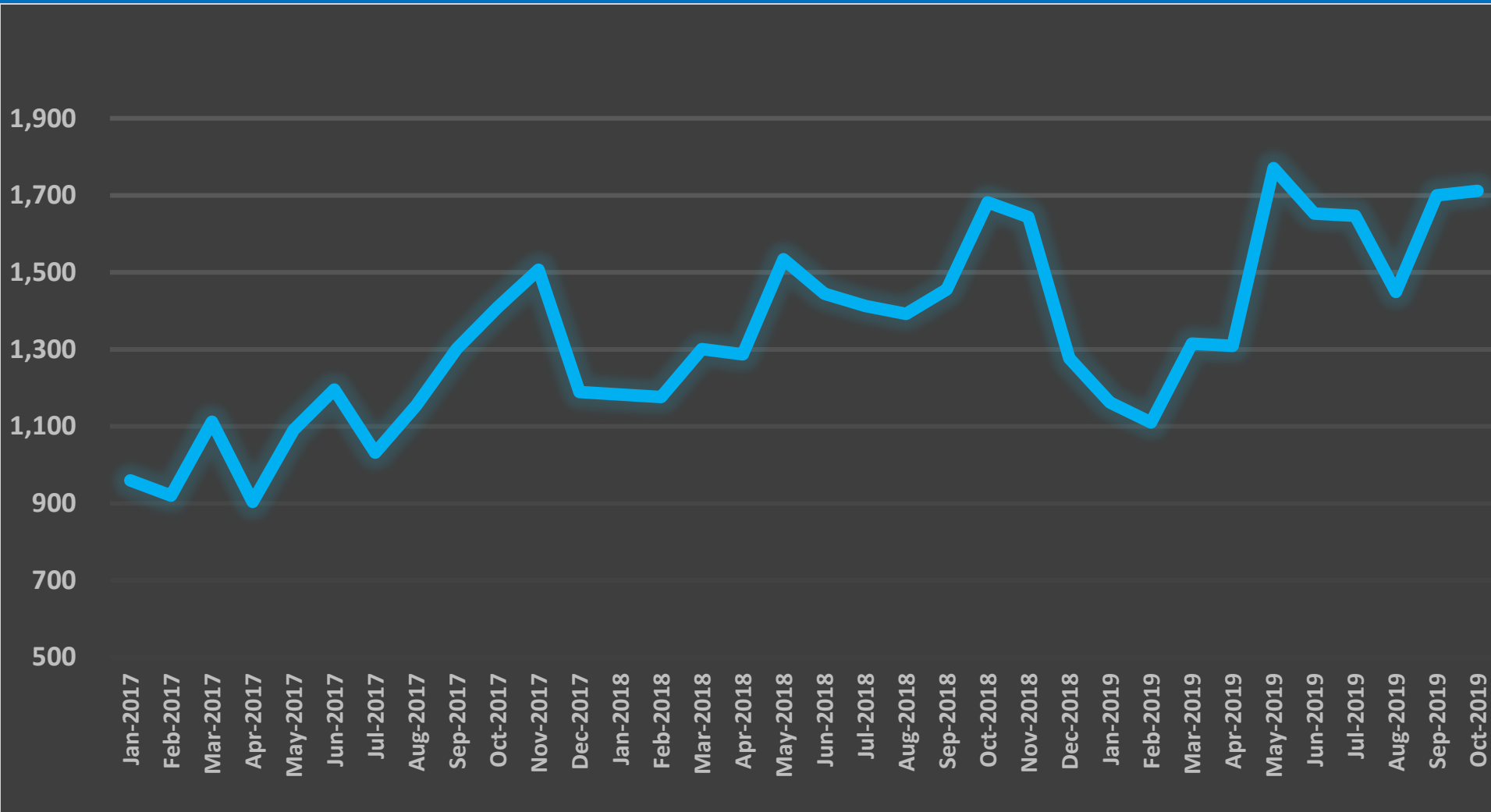
2020
Potential
frequency
improvements.



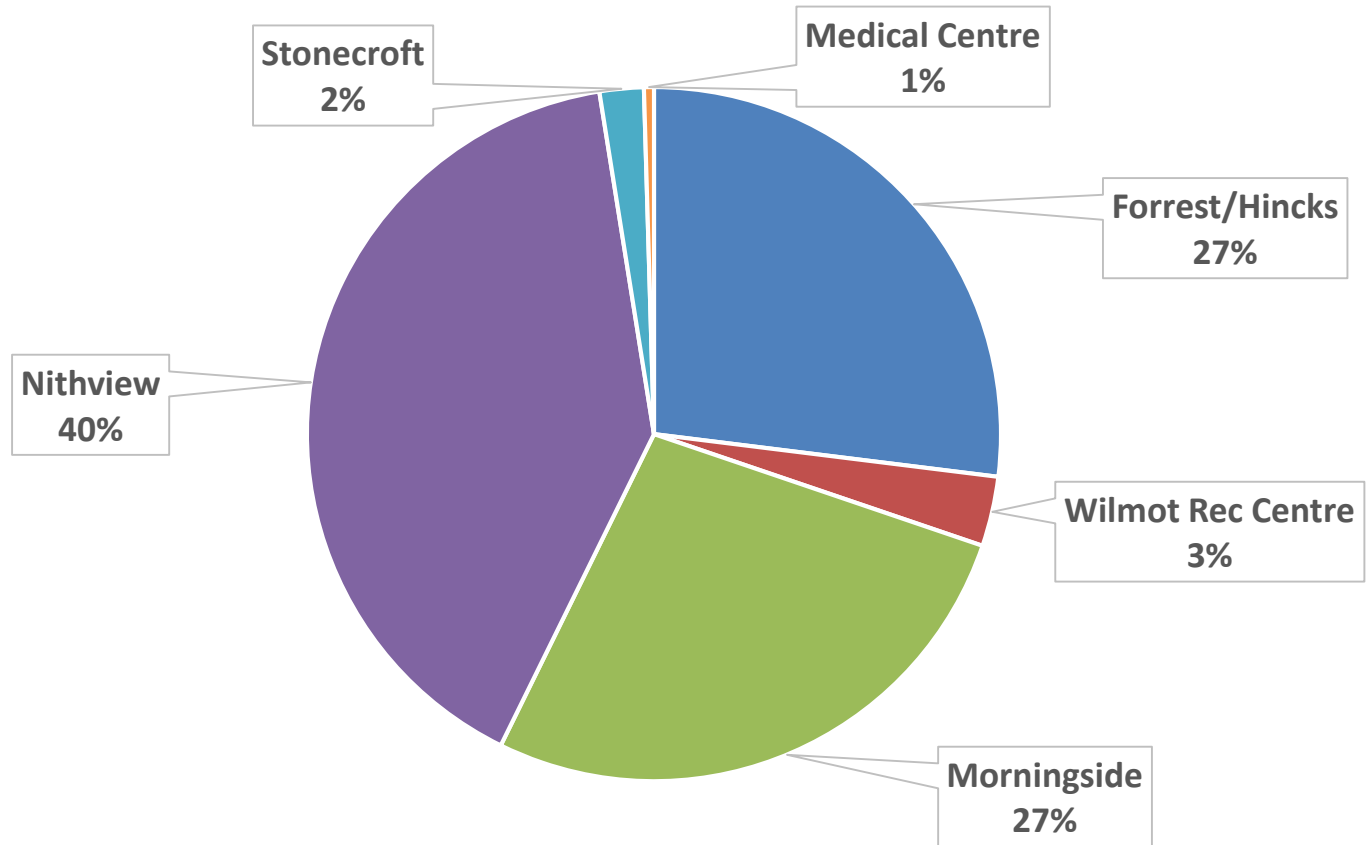
- Real time update:
 - Equipment required on site
 - Working though technical issues
 - Installation plan to be completed
- Electronic fare systems update:
 - High priority
 - Currently completing installation plan
 - Next step: bring vehicles in for installation



Route 77 Boardings 2017 - 2019



Flex Route Usage



- Top requests continue to be:
 - Frequency improvements
 - Extended service hours
 - Weekend service
- Golden Triangle Sikh Temple stop request
- Waterloo Oxford High School bell times
- Additional running time for schedule adherence

Proposed 2020 Improvements

Weekday Only							
To New Hamburg				To The Boardwalk			
The Boardwalk (Depart)	Snyder's / Notre Dame	Waterloo Oxford D.S.S.	No Frills Grocery (Arrive)	No Frills Grocery (Depart)	Waterloo Oxford D.S.S.	Snyder's / Notre Dame	The Boardwalk (Arrive)
A	B	C	D	D	C	B	A
7:00	7:07	7:15	7:24	6:30	6:40	6:48	6:56
8:00	8:07	8:15	8:24	7:30	7:40	7:48	7:56
9:15	9:22	9:30	9:39	8:45	8:55	9:03	9:11
10:30	10:37	10:45	10:54	10:00	10:10	10:18	10:26
11:45	11:52	12:00	12:09	11:15	11:25	11:33	11:41
3:15	3:22	3:30	3:39	2:34	2:44	2:52	3:00
4:30	4:37	4:45	4:54	4:00	4:10	4:18	4:26
5:45	5:52	6:00	6:09	5:15	5:25	5:33	5:41
7:00	7:07	7:15	7:24	6:30	6:40	6:48	6:56

1. Add a second vehicle to Route 77
2. Increase frequency to 40-45 min (currently 75 min)

Additional Route 77 Service

BORD WALK	SNYD NODA	WATL OXFD	NOFR ILLS	NOFR ILLS	WATL OXFD	SNYD NODA	BORD WALK
625a	632a	640a	649a	630a	641a	649a	700a
705a	712a	720a	729a	710a	721a	729a	740a ←
745a	752a	800a	809a	750a	801a	809a	820a ←
825a	832a	840a	849a	830a	841a	849a	900a ←
905a	912a	920a	929a	910a	921a	929a	940a ←
945a	952a	1000a	1009a	950a	1001a	1009a	1020a
1025a	1032a	1040a	1049a	1030a	1041a	1049a	1100a ←
1105a	1112a	1120a	1129a	1110a	1121a	1129a	1140a
1145a	1152a	1200p	1209p	1150a	1201p	1209p	1220p ←
225p	232p	240p	249p	230p	241p	249p	300p
305p	312p	320p	329p	310p	321p	329p	340p ←
345p	352p	400p	409p	350p	401p	409p	420p ←
425p	432p	440p	449p	430p	441p	449p	500p ←
505p	512p	520p	529p	510p	521p	529p	540p ←
545p	552p	600p	609p	550p	601p	609p	620p ←
625p	632p	640p	649p	630p	641p	649p	700p ←
705p	712p	720p	729p	715p	726p	734p	745p ←

Draft Schedule. Subject to consultation and further changes

Benefits

- Match better with urban busPLUS routes
- Address schedule adherence issues
- Additional time for flex stops
- Address W-O High School request
- Evaluate additional stop requests along existing route
- Evaluate flex routes as permanent
- Frequency improvements tend to have a higher rate of return



Support for Additional Service

That the Township of Wilmot support an increase in frequency on Route 77 Wilmot commencing September 2020 at an estimated annual levy of \$177,000 (\$59,000 in 2020) which will be part of the Regional tax levy to the Township.



Region of Waterloo

Thank You

Chantelle Thompson

Principal Planner

cthompson@regionofwaterloo.ca

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Blair Allen

Supervisor Transit Development

ballen@regionofwaterloo.ca



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2019-59

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director Information and Legislative Services
/ Municipal Clerk

PREPARED BY: Dawn Mittelholtz, Director Information and Legislative Services
/ Municipal Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: December 9, 2019

SUBJECT: Volunteer Committee Appointment:
Trails Advisory Committee

RECOMMENDATION:

THAT the resignation of Elaine Brodecht from the Trails Advisory Committee be accepted; and

THAT Paul Ming be appointed to the Trails Advisory Committee effective December 9, 2019 to December 31, 2022.

SUMMARY:

After circulating the notice for a replacement member on the Trails Advisory Committee and conducting the bias-free ranking process, staff is recommending Paul Ming as a Committee Member.

BACKGROUND:

The Trails Advisory Committee and staff received the resignation of Elaine Brodecht from the Trails Advisory Committee in the fall of 2019. The Chair of the Committee advised that they would like staff to undertake the recruitment process for the appointment of a replacement member.

REPORT:

Notice for the recruitment of a Trails Advisory Committee member was published in the New Hamburg Independent and posted on the Township website and Twitter account. Two applications were received for the Committee and were ranked using the Bias-Free Ranking form by three members of the Senior Management Team not associated with the Committee. The applications were assigned a number and all identifying information (name, address, phone number, email etc.) was removed from the document prior to review by the three members of the Senior Management Team.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This Committee helps the Township in achieving all four of the main goals of the Strategic Plan. The appointment of community members to the Committee helps the Township communicate municipal matters, strengthen customer service and integrate volunteers.

FINANCIAL CONSIDERATIONS:

None.



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2019-60

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services / Deputy Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: December 9, 2019

SUBJECT: Appointments to the Grand River Accessibility Advisory Committee (GRAAC) 2020-2024

RECOMMENDATION:

THAT the following appointments to the Grand River Accessibility Advisory Committee (GRAAC), be approved for a four-year term ending December 31, 2024:

1. Paula Saunders,
2. Carrie Speers,
3. Bernardes Wesselink,
4. Tamara Bell,
5. Heather Clark Harris, and
6. Mamie Sealey-Baker.

SUMMARY:

The Township of Wilmot participates along with neighbouring Townships on the Grand River Accessibility Advisory Committee (GRAAC). Recruitment and appointments to the Committee are done on a yearly basis, with recommendation to and final approval by each participating Township Council.

BACKGROUND:

In 2004, the Grand River Accessibility Advisory Committee (GRAAC) was created to meet the requirements of the Ontarians with Disabilities Act, 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act (AODA). GRAAC is a joint committee of the seven area municipalities, the Region of Waterloo, the Cities of Kitchener and Waterloo, and the Townships of North Dumfries, Wellesley, Wilmot, and Woolwich. The committee provides direction, planning and recommendations to member municipalities to develop remove barriers and improve accessibility for people with disabilities within their communities.

Recruitment for GRAAC is organized each year by a Staff Recruitment Team with representatives from each of the supporting municipalities. Appointments are staggered to support succession planning and knowledge sharing. The Staff Recruitment Team ranks applicants in a bias-free process, considering diversity of perspectives and geography when possible. The recommended appointments must be approved by all seven of the supporting Councils, who will receive similar reports in December or January.

REPORT:

The Township of Wilmot has participated in actively supporting the operation of GRAAC. The partnership with the other area municipalities is an efficient and cost-effective way to have access to an advisory committee and fulfill this legislated requirement of the Accessibility for Ontarians with Disabilities Act.

Of 15 total members, GRAAC has nine members returning in the year 2020, including Dawn Clelland, Greg Moore, Brenda Robinson, Donna Hartzler, Rob Bender, Jolene MacDonald, as well as representation from the following organizations, the Canadian Hearing Society, Carizon, and the Independent Living Centre of Waterloo Region. The Township of Wilmot currently has 2 appointed representatives.

There were 7 individual applications submitted for 2020: Paula Saunders, Carrie Speers, Bernardes Wesselink, Tamara Bell, Heather Clark Harris, Mamie Sealey-Baker, and Julia Mary Stellings and one application from Elmira District Community Living as a community agency.

The appointments recommended in this report are based on having a diversity of perspectives on GRAAC and favouring individual applicants over agency applications. With the appointments recommended in this report, the all 15 seats on GRAAC will be filled.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

We are an engaged community through integrating volunteers and involving community groups, communicating municipal matters and strengthening customer service.

We enjoy our quality of life through ensuring people's safety and enhancing mobility.

FINANCIAL CONSIDERATIONS:

None.



REPORT NO: FIN 2019-48

TO: Council

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: December 9, 2019

SUBJECT: Volunteer Committee Appointments:
Community Safety and Crime Prevention Engagement
Committee

RECOMMENDATION:

THAT the following individuals be appointed to the Community Safety and Crime Prevention Engagement Committee effective December 9, 2019 to December 31, 2022.

**Marco Jardim, New Hamburg, ON
Eddie Lewis, Baden, ON
Valerie Therese Fioravanti, Petersburg, ON**

SUMMARY:

This report outlines the application process and recommended appointments for the newly established Community Safety and Crime Prevention Committee.

BACKGROUND:

On September 9, 2019, Council adopted the Terms of Reference for the Community Safety and Crime Prevention Engagement Committee. This Committee was given the mandate 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.

REPORT:

The online application process was released shortly after approval of the Terms of Reference. The application window closed on November 27, 2019 at 9:00pm EST.

A total of three (3) applications were submitted as of the closing date. Given the role of the Director of Information and Legislative Services as staff liaison to this committee, the applications were independently verified by the Director of Finance for completeness and eligibility. Through this review it was determined that all three (3) applications were acceptable. The applicants were discussed with Mayor Armstrong and endorsed.

The three (3) applicants were as follows:

- Eddie Lewis, Baden ON – Staff Sergeant, WRPS
- Valerie Therese Fioravanti, Petersburg, ON – Certified Human Resources Leader
- Marco Jardim – New Hamburg, ON – Detective Sergeant, WRPS

Each of the candidates are qualified to participate and support this committee in meeting its mandate.

As per the approved Terms of Reference, 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).

Unfortunately, at this point, zero applications were submitted to fill the youth representative position.

The Director of Information and Legislative 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.

As the total applications submitted were below the maximum membership on the committee, the unbiased ranking process was not required.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The Committees of Council themselves help the Township in achieving all four of the main goals of the Strategic Plan.

The appointment of community members to the Committee and Working Group helps the Township communicate municipal matters, strengthen our customer service and integrate volunteers.

FINANCIAL CONSIDERATIONS:

The fiscal implications of committees of Council are reflected with the staffing costs of those who participate in a mandatory or ad hoc capacity on the various committees. These operating costs are not currently separated from the general operating costs of the impacted departments and service areas.

ATTACHMENTS:

None



TOWNSHIP OF WILMOT

DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS 2019-30

TO: COUNCIL

SUBMITTED BY: Harold O’Krafka, MCIP RPP
Director of Development Services

PREPARED BY: Andrew Martin, MCIP RPP
Manager of Planning/EDO

REVIEWED BY: Grant Whittington, CAO

DATE: December 9, 2019

SUBJECT: Billboard Sign Renewals

RECOMMENDATION:

THAT report DS 2019-30 be endorsed.

SUMMARY:

This report is prepared annually to advise of the status of each of the billboard signs licensed in the Township of Wilmot. The report details the condition, status of payment and provides recommendations for renewal, or renewal subject to conditions, for each of the billboards. Of the four billboards presently licensed, three require modifications to be completed as a condition of license renewal.

BACKGROUND:

The Township’s Sign By-law 2002-68, sets out limitations on size, messaging, and location of billboards throughout the Township. The By-law further requires annual review of billboards, and Council’s approval to renew billboard licenses. There are presently 4 billboards licensed in the Township of Wilmot.

REPORT:

Werner Kuehlenborg

Location: Corner of Bleams Road and Trussler Road, Mannheim

Date of first issuance: November 15, 2006

Summary:

The billboard has been renewed annually since November of 2006. In 2007, Council approved a variance to the sign by-law to permit 25% of the billboard to advertise non Wilmot based businesses. This percentage was further increased to 38%, subject to conditions. All sign faces are currently filled on the billboard in compliance with the sign's conditions of approval.

Recommendation:

That the billboard permit be extended for an additional year.



Sign face as of November 25, 2019

2614235 Ontario Limited

Location: 200 Waterloo Street, New Hamburg

Date of first issuance: November 22, 2010

Summary:

This building was first considered for licensing of a billboard in 2006. Two signs are required to be removed or replaced at this time. All Flowers & Charms is no longer in operation, so the sign is should be removed. NAV Graphics relocated to Hamilton Road several years ago, so the "We're moving" information is out of date. As such the sign should either be removed or replaced.



Sign faces as of November 25, 2019

Recommendation:

That prior to December 31, 2019 the All Flowers & Charms sign and the current NAV Graphics sign be removed. Subject to the compliance with these requirements, the billboard permit be extended for an additional year.

ADS High Impact Advertising Inc.

Location: 374 Hamilton Road, New Hamburg

Date of first issuance: April 14, 2011

Summary:

Council approved licensing of this billboard on January 31, 2011. A billboard sign permit was subsequently issued on April 14, 2011. Non-Wilmot based content is permitted to occupy up to 20% of the sign. As of November 14, 2018, that percentage was just over 21%. As a result either non-Wilmot content needs to be removed, or additional Wilmot content needs to be added in order to comply with the original conditions of approval.



Sign face as of November 25, 2019

Recommendation:

That prior to December 31, 2019, the sign shall be altered to ensure that non-Wilmot content does not exceed 20% of the sign face. Subject to the compliance with this condition, the billboard permit be extended for an additional year.

Took-A-Look Media

Location: Northwest corner of Nafziger Road and Waterloo Street

Date of first issuance: December 10, 2010

Summary:

This billboard sign was first considered for licensing in April of 2009. The approval was given such that the license is deemed to automatically renew from year to year for a period of 10 years subject to an annual review and payment of the annual license fee. That initial 10 year period has now expired and this billboard will now be licensed annually on the same basis as all other billboards.

In February of 2013 a variance was approved to allow one side of the sign face to advertise non-Wilmot based business subject to approval by Council. Harmony Door Service Inc. was authorized to advertise on the sign. As is apparent in the picture below, Real Estate/Mortgage Broker sign is extremely faded. The billboard owner has indicated the New Hamburg Dental Group has rented out the sign space and will be replacing the sign in the near future.



Sign faces as of November 25, 2019

Recommendation:

That prior to December 31, 2019 the Troy Hoerle / Jim Scott sign face be replaced. Subject to the compliance with this requirement, the billboard permit be extended for an additional year.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

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

FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

none



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2019-57

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director Information and Legislative Services

PREPARED BY: Dawn Mittelholtz, Director Information and Legislative Services

REVIEWED BY: Grant Whittington, CAO

DATE: December 9, 2019

SUBJECT: Mannheim Digital Community Events Sign Survey Results

RECOMMENDATION:

THAT Report No. ILS 2019-57 be endorsed.

SUMMARY:

The results of the Mannheim digital community events sign survey question of whether Mannheim should have a digital community event sign was very close. The Township is undertaking the creation of a communications plan and conducting a branding exercise, so staff are recommending that the Mannheim digital community events sign and the Petersburg digital community events sign be deferred, pending the results of the branding review.

BACKGROUND:

The first Digital Community Events Sign was installed in 2013 for use at the Administration Complex. The Wilmot Recreation Complex (WRC) already had a digital sign but its use was reserved, predominately, for events occurring at the WRC. Since that first sign was installed, additional signs have been erected in New Hamburg, St. Agatha, and New Dundee.

During the 2015 Township of Wilmot Budget process, staff were directed by Council to include digital community events signage into the 10 Year Capital Forecast for Mannheim and

Petersburg to further enhance communications given the positive feedback received on the existing digital community events signs. Subsequently, in 2016, the 10 Year Capital Forecast then incorporated amounts for these signs.

REPORT:

Earlier in 2019, staff were approached by a member of Council suggesting that some Mannheim residents were not in favour of a digital community events sign and requested that an engagement process be undertaken. Staff began the engagement process by speaking with a representative of the Mannheim Optimists, owner of the manual event sign located on Bleams Road near Knechtel Court. The discussions with the Optimist representative lead staff to understand that the current manual sign meets the needs of the club and they enjoy the operating model of being the contact for posting messages. The proposed Mannheim digital sign was not intended to replace the Optimist sign. As is the case in New Dundee, the Township sign and the Optimist sign are both strategically placed in the community for maximum benefit.

Staff then developed an online survey that was sent to all property owners in the settlement area of Mannheim and properties fronting Bleams Road between Mannheim and Queen Street, 399 properties in total. The survey was simple, asking only four questions: do you want a sign in or around Mannheim; if there is a sign, should it be in town or outside of town; what general location would you prefer if there is a sign (four options provided); and, are you a resident of Mannheim or live along Bleams Road. The Township received 85 responses including online, email and paper submissions.

The first question, and its results was the most important in terms of how to move the project forward. The majority of responses were not in favour of a digital community events sign but the following should be noted: Based on the responses provided and despite the survey clearly identifying that the sign is a “communication device” used by “community event organizers” to post messages about “community events,” some respondents thought this was for automated speed signs. Based on this, one can conclude that some of the respondents were unclear as to what was being asked.

Question 1: Do you feel a digital sign is needed/wanted in or around Mannheim?

Yes – 38

No – 45

No answer - 2

Given the slim divide between those who were in favour and those who were not, staff is suggesting this project and the Petersburg digital community events sign be put on hold until the Township completes the branding review in late 2020 which will be identified in the 2020 Work Program. As staff have previously indicated, the addition of a dedicated Communications Specialist will assist in the professional and holistic approach to corporate communications. A communications plan and branding exercise will provide Council and staff with further guidance on the most efficient and effective approach to corporate communications throughout

the Township. The remaining responses to this survey will be retained for consideration during the communications planning process.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The completion of the targeted survey and responding to the results of the survey, demonstrates a commitment to the engagement goals noted in the Strategic Plan.

FINANCIAL CONSIDERATIONS:

The current Capital Program includes \$22,000 in funding for the installation of signage in Mannheim, with an additional provision of \$22,000 for a sign in Petersburg in 2020. This additional funding will be deferred to reflect both digital community events signs being put on hold until the communications plan and branding exercise have been completed.

ATTACHMENTS:

- Attachment 1: Copy of Survey
- Attachment 2: Survey Responses to Question 5: Do you have any comments to add about the Mannheim digital sign?

Welcome

Thank you for taking the time to complete this short survey about possible placement for a digital sign in Mannheim. The Township wants to hear from residents in and close to Mannheim as they are the residents most effected by the installation of the sign. Location decisions have not been made and are subject to several factors such as hydro availability, WiFi availability and quality, and land ownership.

The digital signs are well used communication devices that are fantastic vehicles for relaying messages from the Township and the community.

When the sign is installed and in operation, Mannheim community event organizers will be able to contact the Township and let us know what needs to be posted. Mannheim events and Township notices are given priority, followed by community events in the rest of the Township.

Please contact the Director of Clerk's Services, Dawn Mittelholtz, if you have any questions or if you would rather respond to this survey by email or phone. dawn.mittelholtz@wilmot.ca or 519-634-8444 ext. 230

All responses are kept confidential.

Do you feel a digital sign is needed/wanted in or around Mannheim? *

☐ Yes

☐ No

Would you prefer to see the sign within town limits or outside of town limits?

☐ In Town

☐ Outside of Town

Which general location would you be most in support of?

☐ Mannheim Community Park

☐ In town, along Bleams Road

☐ Outside of town, along Bleams Road

☐ The Bleams Road and Queen Street intersection

Are you a resident of Mannheim or live along Bleams Road?

☐ Yes

☐ No

Do you have any comments to add about the Mannheim digital sign?

Thank You

We appreciate your time in responding to this survey. Staff will analyze your responses and advise Council and the community of the results.

If you have any questions, please let us know.

Do you have any comments to add about the Mannheim digital sign?
A sign is not needed at all. The Mannheim optimist sign is more than sufficient for a small community. For township events, a far more cost efficient and also more effective communication method is to create a direct link to a simple and user friendly community site that has a one page interface showing all events and hyperlinks to more details if someone clicks on it. We are almost in 2020 and this is a digital age. As newer generations turn over in the community, a physical sign will not be the most effective method of communication, but a digital platform would be better and far less expensive. The cost vs benefit of this idea is just not justifiable.
Another intersection could be Bleams/Trussler lights.
Digital signage, not sure of its effectiveness in a digital age. Maybe better Facebook/Social media presence. Drivers should be focused on the road in front of them. Plus ongoing operational costs could be spent in other areas of communication.
Money could be spend on other things like a traffic calming zone in Mannheim, or a community safety zone(s).
Money could be used to improve other items such as out of date park equipment, or bylaw enforcement of the park rules.
Maybe adding a "Mannheim" sign coming into Mannheim on Mannheim Road, or some signage that cars are about to enter a neighbourhood, possibly making Mannheim/Witmer Road a 3-way stop to avoid speeders coming into Mannheim from Huron Road. Maybe reducing the speed on the "rural" half of Mannheim Road from 80 to 60 before dropping to 50 (or lower).
The Optimist Club have a sign, and are the only service club operating in Mannheim. Maybe the Township wants to help them refurbish their sign in support of the work they do for the community. They are the bedrock of community activities in Mannheim, without them there would be very little, maybe no programming for Mannheim families. By helping them refresh their sign (ie. providing money to the Club), they can better spend their money on programming.
There are other issues facing Mannheim outside of a lack of a digital sign that are more pressing to the community.
Bleams and knetchel or bleams and trusler would be perfect spot. Near or replacing the optimist sign. It would be seen by most coming home from work and while waiting at lights.
Bleams/ Trussler area would be my first choice. Bleams/ Queen would be my last choice.
Forget the sign idea. Don't want an ugly sign in the village. Put it somewhere else.
Hello - I think money should be given to the Optimist Club of Mannheim to refurbish their sign - this group is the only group that provides any sort of programming in Mannheim. Mannheim is all but forgotten by the Township. We don't need some big, tacky, bright sign that is an eyesore and causes light pollution and annoys the people who live near it.
Hi, I wasn't sure about what is considered "in town" vs out of town. I was assuming 'in town' was a very small stretch close to Colour Paradise. I was thinking that the sign could be placed across from Sparling around the existing Optimist sign - that area on Bleams gets lots of traffic flow and therefore would be seen by lots of residents - without being too intrusive on anyone's property or sight lines. Thanks

I appreciate the thought behind modernization and tying the villages and towns together through standardized community signs, however, I believe that many residents deem it unnecessary. I am not against the sign myself. Nor am I specifically for it.

I am concerned that the location of a lighted sign could have a negative impact on residence with windows facing the sign. The light will also be amplified in foggy conditions.

I don't feel there is enough traffic in front of the park or on the West end of the village to warrant a sign in those locations. The best area would be at the corner of Bleams and Trussler (southwest corner), where the current billboards are, to reap the greatest exposure.

I am a Mannheim Optimist Member and manage the Optimist Billboard. I worry that we will lose our billboard, our best means of communicating with the community, when the new sign is installed. I would hope that, if that occurs, the Optimist Club would get priority for event notices being that they are the foremost (and only, I believe) community group in Mannheim. I understand that the Optimist would be able to post on the sign but worry about slating important events into the queue. Eventually, the sign could become inundated with messages due to the proximity to the Kitchener subdivision explosion to the East, and make it pointless as a means of communication with the residence of Mannheim for which it is intended.

I hope that an image/design for the sign that represents the community has been chosen to go above the marquee. I had intended to revisit this with the township some time ago but thought I had missed the deadline as the sign was supposed to have been erected some time ago. It would be nice to poll the residence for ideas if it's not too late.

Thank you for asking for community input on the subject. I feel that Wilmot Township truly does listen to residents and acts in their best interests... typically :)

I do not think a digital sign is needed anywhere in Mannheim or outside of town. I think that it is an expensive endeavour that adds little or no value to Mannheim. I have lived in Mannheim for over 30 years and would like to see that money spent on road improvements and/or sidewalks. These items mentioned would greatly enhance the safety of the residents of Mannheim and those visiting.

Mannheim Rd has very narrow shoulders on both sides. Anyone walking, biking etc. takes their life in their hands every time they are on this road. I would propose putting sidewalks along one side of Mannheim Rd at the very least from Bleams Rd to the Mannheim Park entrance. I was walking to the park yesterday with my two granddaughters from Woodridge Dr. to the Park. Some but not all vehicles will give you extra space as they pass. For some it does not matter if there is no oncoming traffic they will not move forcing us onto someones front lawn or into the ditch. A wider paved shoulder along one side would also help to keep our residents safe. Do we have to wait until someone is seriously injured or killed to act. Putting in an digital sign seems unnecessary when peoples safety is at risk.

I do not think a digital sign is needed anywhere in Mannheim or outside of town. I think that it is an expensive endeavour that adds little or no value to Mannheim. I have lived in Mannheim for over 30 years and would like to see that money spent on road improvements and/or sidewalks. These items mentioned would greatly enhance the safety of the residents of Mannheim and those visiting. Mannheim Rd has very narrow shoulders on both sides. Anyone walking, biking etc. takes their life in their hands every time they are on this road. I would propose putting sidewalks along one side of Mannheim Rd at the very least from Bleams Rd to the Mannheim Park entrance. I was walking to the park yesterday with my two granddaughters from Woodridge Dr. to the Park. Some but not all vehicles will give you extra space as they pass. For some it does not matter if there is no oncoming traffic they will not move forcing us onto someones front lawn or into the ditch. As an alternative a wider paved shoulder along one side would also help to keep our residents safe. Do we have to wait until someone is seriously injured or killed to act. Putting in an digital sign seems unnecessary when peoples safety is at risk.

I don't want to see money waisted on a sign in town or outside of town!

I like the idea of a sign near Bleams/Queen that is effectively shared with Shingletown. Other options that I support are Mannheim Park, Knechtel/Trussler, Bleams/Trussler and Rickert Way/Trussler. I don't like Bleams/Knechtel because it is already a confusing corner for many drivers.

Where ever it is, light pollution will be an issue if it is near houses or backyards. Even if it is near houses - please only illuminate one side so that there is no unnecessary light pollution.

Thanks - I'm glad that you're seeking feedback because there has been a ton of chatter in Mannheim about this - with a lot of confusion about why it is needed.

I live on Mannheim Cr, have for the last 30 years. our of a digital sign, do not see the need for one.

I personally donâ€™t have a particular need nor desire for a sign; however if a sign was to be installed within the community, I would hope that care would be taken not to install it close to homes where the light from the sign could be bothersome.

Tx for the opportunity to contribute!

I personally don't see the need for this, but if there is support for it then why not. I would prefer if there was a sign, that it not be out in front of my house (address redacted), but otherwise it doesn't matter to me. The park seems like it would be a place that makes sense, so it gets my vote.

I think a digital sign would make Mannheim look commercialized like inside of KW. I don't want a digital sign at all. Why ruin our rural landscape?

I think that this is a wonderful idea that will modernize our small community. Thanks for seeking our input.

I think the Township needs to determine what information the residents of Mannheim would really need to be informed about. Kitchener doesn't have something like this, so what is the purpose for Wilmot? Can we not het this information from the Wilmot township website, just like any other town would do? How many times would the sign be used? I don't think this is a good use of money. But it almost sounds like its a done deal, by the phrasing of your letter above, so if you were to put this in , the only place it make sense to put it is by the Bleams Rd and Trussler road intersection. EVERYONE in Mannheim goes by that intersection and you dont even have it on your options!

I was happy to see the digital sign being placed, although I believe it was placed along the wrong section of Woodridge Drive. It was placed at the section of Woodridge where the road was in such poor shape that people had to slow down in order not to destroy their cars. A patch has been completed in that area although the sign was rarely working. The area that the sign needs to be placed is further up on Woodridge before you turn left onto Meadowpark Place. People constantly race down that area, a dog has been killed there and people constantly do not STOP at the stop sign. There has been a resurgence of new residents with young children moving into the area, I would hate to see one of them injured. Anything that could be done to slow traffic would be helpful as I feel it's just a matter of time.

Thanks (name redacted)

I'm really not clear on the value. Does one exist in Kitchener or Waterloo? I've never seen one. We don't need it.

It can be dangerous walking my dog on Mannheim Rd. Cars travel very fast and they don't yield to pedestrians. I hate to think of kids walking on that street. When my kids were younger, we never walked to the park. I always drove.

Trussler Rd. is also very dangerous. Cars are speeding they go well over 70. When you travel the posted 60 the cars ride on your bumper very close.

Many cars speed along Bleams Road as they maintain or increase their momentum down the hills on both sides of town.

Cars also speed along Mannheim Road but the big difference here is it's a narrower, residential street with no sidewalks.

Assuming studies prove the digital signs have a positive impact on vehicle speeds, I think both roads need these digital signs in both directions.

Money would be better spent on speeding on Mannheim Road

Money would be better spent on showing a police presence after hours seems to be a lot of activity after dark

no

NO

No need for a sign in Mannheim

NO SIGNS IN MANNHEIM!

Not needed.

Against the idea

Please, no digital signs in Mannheim

Road safety is a higher concern to me right now than community events. I do like the idea of the sign, but speeding traffic through residential areas affects us more in our daily lives when out walking or biking.

Sign should be visible from both directions.

Thanks for this feedback opportunity.

We would also love to see more of those speed signs that flash the speed of approaching traffic. There's one at the moment on Woodridge. There are many speeders who go through town and it would be nice to take more steps to slow them down.

Thanks

<p>The cost of a digital sign to taxpayers seems like a waste. I regularly bike along Trussler road from Mannheim over to Kitchener and back and it's dangerous. There are no bike lanes or separation from an extremely busy road. Also, not sure how the new subdivision entrance will impact the existing Mannheim estates entrance. This will be another dangerous situation. I believe Tax dollars could be spend in much better ways and improve actual problems in the area.</p>
<p>The digital sign just removed from Woodridge Dr. was removed way to early. This is a long street which encourages fast drivers. This didn't help matter after they patched up the rough spots. If this maintenance was done by complaint, it may have just allowed faster drives.</p>
<p>The Optimist sign located where Knechtel meets Bleams is quite sufficient. This quaint village does not need a digital sign. Who comes up with these ideas?????? Spend the money on new trees or sidewalk widening/ installation or new speed signs on Knechtel by the church. A sign is a foolish idea.</p>
<p>The Optimist Sign seems to keep people in touch with what is happening in Mannheim. There is only one service club in Mannheim, so any community events are posted on the Optimist billboard. Perhaps you would consider not spending money on an electronic sign and use that money to help to restore the Optimist sign.</p>
<p>This is a good idea.</p>
<p>This is a ridiculous idea! We DO NOT need a digital message board! More sign pollution, more light pollution , more visual distraction! Start a campaign to get residents to look for notifications on Facebook....this is 2019! And do not call this form Mannheim Sign and then pretend it wouldn't go IN Mannheim. A waste of tax dollars.</p>
<p>This survey should also include info on who is paying for the sign. I stated NO for question #1 because it is not clear if the sign will be paid for by our tax dollars. If the taxpayers are paying for the sign then I am not in favor of a sign. If the sign will be free (paid by other means other than tax money like donations or community groups), then I see no harm in the sign and then I would support it.</p>
<p>This would be a benefit to residents since we live a distance from Baden and New Hamburg and most commute towards Kitchener/Waterloo and surrounding municipalities. It would also serve those that live in the community and may not access the Internet or Web sites. The sign location as a suggestion could replace the existing community park sign on Bleams Rd.</p>
<p>Unsure what has prompted the desire for a digital sign - have there been requests from Mannheim residents or service groups? What is the anticipated cost of such a device? will these costs be paid from township tax revenue? The Mannheim Optimists maintain a manual sign at the intersection of Bleams Road and Knechtel Court to advertise their events and activities. I do take note of this sign - what would the Township communicate on a digital sign?</p>
<p>We are a small Village; why would we need a Sign? Spend the Property Tax Dollars on better things like - speedier snow removal in winter, improved maintenance of Mannheim trails and parks, connection to Kitchener Transit. Signed A Mannheim resident of 30 years</p>
<p>We do not feel the sign is necessary at this time. More pressing matters to us would be the installation of speed bumps on Bleams to slow traffic. A dump truck went through town around 4am and must have been going at least 100km/hour. We consistently observe speeders and I fear for the many children and animals that could be effected. Any advice on how to pursue this would be appreciated. I would be happy to assist in any way possible.</p>

We don't need a sign. Lower taxes are more important.
We like the "small town" manual sign.
We think the spot where the current info sign is located on Bleams Rd., just past Knectel Court as you drive down the hill away from Trussler Rd. is a great location. It is very easy to see, the majority of residents drive past it each day and those that don't (in the newer "big" house" area of Mannheim) can take a short detour to see it.
We chose In Town and Outside of town above in the survey, as I'm not sure where the exact border is, but the same location as the current sign seems ideal.
Thanks for asking for our opinions...greatly appreciated.
We would like to see the sign along Bleams just inside the Mannheim town limit, approximately where the Optimist sign is. It should be lit up only on one side, so you see it as you enter Mannheim from the Kitchener end.
We would suggest that the digital sign not be placed at a 4-way stop, for instance the Bleams Road and Queen Street intersection, as it may act as a driver distraction when focus should be on right-of-way.
What is a sign needed for in Mannheim? Please don't waste our tax dollars on this.
While information distribution is a good thing I do not believe that the expense for an electronic sign is something money should be spent on. It would be more cost effective to do this through the internet or cell phones in some way shape or form.
Why a sign in Mannheim? What possible need does Mannheim have of a digital sign? Do you not have enough to think about with important township business? That's just one more blight on our neighborhood and the countryside. All it will ultimately be used for is for businesses to advertise. Does the township want to be like Google and get into advertising? Already you can't escape advertising on every web page you visit. Now you want to extend that blight to the countryside. It is a distraction to driving when we do NOT need any more distractions while people are driving. Put you community announcements in the New Hamburg Independent. If you must have a sign, why not New Hamburg, Baden or along Highway 8 at the sports complex where you already have space power and WIFI and people will see it? Are you all out of your minds to want a sign in Mannheim? What have we done to deserve more negativity in the village? Resident of Mannheim 20 years (name and address redacted)
Would like to keep evening dark and do not need another eye sore.
Would this sign replace the current Optimists of Mannheim Sign? I am an Optimist member, and we have been discussing the need to replace this sign for several years now. If this were to replace this sign, it would be an effective tool to communicate community information about our Optimist Events, as well as other Township Events. If you would like to contact our Optimist Group you can call (names and numbers redacted) You can check the website if you want to know what's going on



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2019-58

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director Information and Legislative Services
/ Municipal Clerk

PREPARED BY: Dawn Mittelholtz, Director Information and Legislative Services
/ Municipal Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: December 9, 2019

SUBJECT: Council Conference and Training Expenditure Allowance
Governance Policy

RECOMMENDATION:

THAT Governance Policy CL-10.6 be endorsed and that it become effective for the 2020 Budget.

SUMMARY:

Staff is proposing a Governance Policy that introduces per-Member budget allocations for Members of Council to attend conferences and training that are targeted to municipal matters.

BACKGROUND:

The historic costs associated with Council Members attending conferences of municipal interest have rarely surpassed \$2,000. The to-date costs for Members of Council attending conferences and training in 2019 is \$7,176.43. As of the writing of this report, staff have received requests for attendance at conferences that would total approximately \$16,850.

REPORT:

The attendance of Members of Council at municipal conferences is a normal cost of business for municipalities across Ontario and the rest of Canada. Such conferences and professional development opportunities allow elected officials to connect with their municipal colleagues, hear from keynote speakers, attend education sessions, and connect with political leaders in senior levels of government on matters important to Wilmot. These are important investments in the professional development of Council Members and are opportunities to further the priorities of the Township.

Until 2019, few Councillors attended municipal conferences, the priorities of the Township were communicated by the Mayor as Head of Council. In 2019, a larger delegation of Township of Wilmot Members of Council attended the Association of Municipalities of Ontario annual conference which increased the budget for Council conferences and training.

As the budget for conferences was increasing, staff initiated an inquiry with Wilmot's township counterparts in Waterloo Region to see if there was a consistent approach to Council conference and training budgets. The Township of Woolwich allocates \$2,500 per Member of Council annually to spend as the Member deems appropriate for municipal conferences. The Township of Wellesley is proposing a \$2,100 budget allocation starting for 2020 Budget. The Township of North Dumfries has a by-law governing Council budgets for conferences. The following is an excerpt from that by-law:

- a. The Head of Council may attend yearly, two conferences within the Province of Ontario related to their duty as a member of Township Council and/or matters of Township significance and/or matters within the Township's mandate up to a maximum cost of \$4,000 spent in one fiscal year.
- b. Each member of Council may attend yearly, one within the Province of Ontario related to their duty as a member of Township Council and/or matters of Township significance and/or matters within the Township's mandate up to a maximum cost of \$2,000 spent in one fiscal year.

To be consistent with the other townships in Waterloo Region and to ensure fiscal responsibility, staff prepared the attached Governance Policy. The Mayor reviewed the policy prior to presentation to Council. The Mayor agreed with the policy in principle as a means to ensure a fair and equitable approach to Council attendance at conferences and training opportunities. The standards introduced in the policy include an annual allocation between the highest and the lowest of Wilmot's township counterparts but also includes a training allocation for the first year of the new term of Council.

In addition to the budget allocations, the Governance policy also includes the caveats introduced in the by-law from the Township of North Dumfries. This inclusion is intended to provide residents with the assurance that their elected officials are attending such events that directly benefit the Township and are therefore an appropriate investment of Township tax dollars.

The budget allocations proposed in Governance Policy CL-10.6 does not include industry training provided for Council that could include all Council Members. Training to all Council is arranged by staff under the Township's Procurement By-law as directed by Council or to provide situational training such as Council Orientation. Examples of this type of training would include training sessions that occurred earlier in 2019 from Redbrick Communications, Bernardi Law, Aird and Berlis Law, and the Township's Integrity Commissioner.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:


This policy demonstrates Council's dedication to accountability and transparency which is a legislated requirement under the Municipal Act, 2001, rather than a Strategic Plan alignment.

FINANCIAL CONSIDERATIONS:

The proposed 2020 Budget will include \$2,250 per Member of Council for the purposes of industry conferences or industry training as part of the Operating Budget.

ATTACHMENTS:

Attachment 1: Governance Policy CL-10.6

	Governance Policy
	Section: COUNCIL
	Policy # CL-10.6 Pg. 1 of 3 Council Conference and Training Expenditure Allowance
Revision Date:	Issue Date: December 9, 2019
Approved by: Council	Review Date: December 9, 2023

PURPOSE

To establish a financially sustainable and equitable approach to expenditure allowance for Members of Council with regards to industry conferences and industry training.

SCOPE

Every year various associations throughout Ontario and Canada provide professional development opportunities targeted to municipal governments, Members of Council and staff. In Ontario alone, Members of Council could attend the Association of Municipalities of Ontario, Rural Ontario Municipal Association, Ontario Good Roads Association, Ontario Small Urban Municipalities plus others. Each association offers unique benefits and insights specific to their mandate.

The costs associated with each professional development opportunity includes registration, mileage and, in some cases, accommodations. By establishing a pre-approved budgeted amount per Member of Council, all Members of Council have an equal opportunity for professional development and training but also make prudent choices based on clear expectations.

DEFINITIONS

Corporation means, the Corporation of the Township of Wilmot.

Corporate Training means, education or training provided by a recognized professional or corporation specialized on matters relevant to municipal governments or to the role of a Member of Council and is procured by the Corporation for Council as a whole and may also include members of the Senior Management Team.

Industry Conferences means, professional development, networking, education sessions or other such formal meetings targeted to municipal governments for the discussion of municipal matters.

Industry Training means, education or training provided by a recognized professional or corporation specialized on matters relevant to municipal governments or to the role of a Member of Council.

Members of Council means, the Mayor and five Councillors elected to serve the Township of Wilmot.

STANDARDS AND PROCEDURES

Members of Council shall be allocated up to \$2,250 per calendar year to attend industry conferences and/or industry training.

In the first full calendar year of a new term of Council, each Member of Council shall be allocated an additional \$500 for Industry Training.

Unspent allocations cannot be rolled into subsequent years or subsequent terms of Council. Members of Council cannot “borrow” allocations from another Member.

Any conferences or training must be related to their duty as a Member of Council and/or matters of Township significance and/or matters within the Township’s mandate. Any concerns over the relevancy or applicability of the conference or training will be brought to the attention of Council as whole for direction.

The aforementioned allocations do not include training supplied to Council as a whole through the Corporation and shall be budgeted for separately.

RESPONSIBILITIES

Members of Council

1. Provide details to the Director of Information and Legislative Services / Municipal Clerk on any conferences or training they wish to register for.
2. Retain any receipts for submission and reimbursements by filling out an expense form. Completed expense forms can be submitted to the Director of Information and Legislative Services / Municipal Clerk for signoff and submission to the Finance Department.
3. Provide notice to the Director of Information and Legislative Services / Municipal Clerk of any dietary restrictions or accommodation requests, including shared accommodations.
4. Provide notice to the Director of Information and Legislative Services / Municipal Clerk if they will be making their own arrangement for accommodations at a location other than the host hotel or other hotel associated with the conference.
5. Advise on the preferred mode of transportation. If the preferred mode of transportation is the Member of Council’s personal vehicle and they wish to be reimbursed, they will be required to submit mileage on an expense report.

Director of Information and Legislative Services / Municipal Clerk

1. Propose budget allocations as per the amounts noted in this policy and monitor expenditures.
2. Register, or have registered, Members of Council at the conferences or training they request and are allowable under this policy.
3. Reserve, or have reserved, accommodations and transportation, as required, for Member of Council at the host hotel or other hotel associated with the conference or training. Members of Council who indicate wishing to share accommodations will be accommodated based on availability at the hotel.

Director of Finance / Treasurer

1. Prepare the annual Honorariums and Expenditures of Council Members report as required by the Municipal Act, 2001.

COMMUNICATION

Upon approval, this policy will form part of the Governance Policy Framework. Members of Council will be notified of this policy during Council Orientation with each new term of Council.

Members of Information and Legislative Services Department and the Finance Department who have a responsibility or delegated responsibility under this policy will be provided training on this policy.

EVALUATION

This policy will be reviewed by the Mayor and Director of Information and Legislative Services within the first year of a new term of Council.

Any amendments that materially change the policy will require approval by Council. Minor amendments (typographical errors, grammatical errors, spelling, staff title changes, department title changes, policy numbering changes) may be made by staff without Council approval. Amendments that are required as the result of legislative changes may be made by staff without Council approval but will cause the policy to be recirculated for information purposes.

LEGISLATIVE REPORTING REQUIREMENTS

Municipal Act, 2001, Section 284 (1)

284 (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).



REPORT NO: FIN 2019-37

TO: Council

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

PREPARED BY: Leslie Nanibush, Asset Management Coordinator

REVIEWED BY: Grant Whittington, CAO

DATE: December 9, 2019

SUBJECT: Award of Contract - Building Condition Assessments

RECOMMENDATION:

THAT RFP 2019-28 be awarded to Englobe Corp. for the Building Condition Assessment as per their proposal submission November 21, 2019, in the amount of \$75,370.00, excluding HST, and further

THAT additional funding be sourced from Development Charges, as per Report FIN 2019-37.

SUMMARY:

The purpose of this Report is to present the results of the procurement process for RFP 2019-28 Building Condition Assessments.

The services required will include data collection for facility components attributes, deficiencies, and overall condition. This field data collected will be uploaded in the Township's Asset Registry Software (CityWide), and utilized to continue bringing further alignment between our Asset Management Program and 10-Year Capital Forecast.

BACKGROUND:

In September 2018, the Township of Wilmot approved its Asset Management Policy. In it, the Township committed to evidence-based decision making on our assets. The foundation of an

effective asset management program is based on having comprehensive and reliable information on the current condition of its assets. The Township will need to have a clear understanding of the performance and condition of not only our buildings and accessory structures, but of all of our assets. This information will allow us to make informed decisions on the levels of service, lifecycle, risk and criticality of our assets. An incomplete understanding of an asset may lead to its premature replacement or failure.

The Township of Wilmot owns and maintains approximately forty (40) municipal facilities (buildings) and eleven (11) accessory structures (Appendix A). As part of our on-going efforts to build capacity from an asset management perspective, and ensure compliance with O. Reg. 588/17, the corporation sought qualified consulting firms to submit proposals for the completion of building condition assessments.

REPORT:

In late October, staff released RFP 2019-28 for Building Condition Assessments.

The condition assessments will provide the Township with:

- A detailed inventory of facilities and their components.
- Condition descriptions and ratings of facilities and their components
- The ability to create the Township's current and future capital budgets.
- The ability to forecast capital renewal costs of its assets over the next 25 years.
- Overall current Replacement Value estimates of each asset. This value is the cost to rebuild the equivalent asset and includes material, labor, and design costs.

The RFP document was made available online through the Township's e-bidding site. There were a total of thirty-six (36) plan takers, with twenty-one (21) bids received at time of close on November 14, 2019.

Proposals were submitted by the following:

Proponent	Location
IRC Building Sciences Group	Mississauga, ON
Stephenson Engineering Limited	Toronto, ON
Pinchin Ltd	Mississauga, ON
Pretium Engineering Inc.	Toronto, ON
RDH Building Science	Toronto, ON
OH Environmental Inc. O/A OHE Consultants	Mississauga, ON
McIntosh Perry Consulting Engineers	Carp, ON
Mantecon Partners Inc.	Toronto, ON
WT Infrastructure Solutions Inc.	Guelph, ON
FCAPX Ltd.	Oakville, ON

MTE Consultants Inc.	Kitchener, ON
Nadine International Inc.	Mississauga, ON
Accent Building Sciences Inc.	Markham, ON
Centex Engineering and Development Inc.	Guelph, ON
K Smart Associates Limited	Kitchener, ON
Peto MacCallum Ltd.	Toronto, ON
Entuitive	Toronto, ON
Altus Group Limited	Toronto, ON
Green PI Inc	Caledon East, ON
Englobe Corp.	Toronto, ON
Integral Group Engineering (Ontario) LP	Toronto, ON

An Internal Selection Committee was established prior to closing of the bid, and includes: Asset Management Coordinator; Parks and Facilities Project Coordinator; Director of Public Works and Engineering; and Director of Finance / Treasurer.

The proposals were evaluated based upon Project Understanding and Approach (40%), Experience and Reference (25%), Project Team (10%) and Cost Proposal (25%).

Englobe Corp. showed a good understanding of the scope of building condition assessments and has experience on similar projects. They addressed the scope anticipated for this project within their proposal. Therefore, staff is recommending that Englobe Corp. be authorized to provide services associated with the Building condition assessment on the forty (40) buildings and eleven (11) accessory structures owned and maintained by the Township of Wilmot.

The RFP process also included a provisional item for the completion of Energy Audits on several municipal facilities. The purpose of this provisional item was to determine the budget impact of an Energy Audit, for inclusion within future budgets. This provisional item will be included within the upcoming 10-year Capital Forecast, as part of the 2020 Budget process.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

As we prepare to meet our O. Reg. 588/17 requirements, assessments like these will ensure we have a prosperous community through maintaining our infrastructure. As these municipal facilities are used regularly by our residents, reporting on our asset management program is consistent with the strategic plan goal of being engaged community through communicating municipal matters.

FINANCIAL CONSIDERATIONS:

The 2019 budget allocated \$35,000 for Asset Management Roadmap works. Early in 2019, staff and consultants from Public Sector Digest recognized a significant gap in the existing condition assessment information. Through this process staff identified the benefit to consolidating

condition assessment works within 2020, to support future roadmap works on levels of service, risk/criticality modelling and life cycle analysis.

Staff reviewed the 10-year Capital forecast which included provisions for individual condition assessments at several locations through 2020-2022. This RFP provided the opportunity to consolidate these projects into one comprehensive project, with uniform and consistent information.

The 10-year capital forecast included the following allocations for condition assessment and lifecycle analysis:

Location	Year	Funding
Fire Stations	2021	15,000
Public Works Yard Facilities	2021	40,000
Lift Station Facilities	2020	45,000
Wilmot Recreation Complex	2022	50,000
Wilmot Administration Complex	2020	45,000

Staff have determined that a portion of the funds dedicated for the above works could be shifted to Asset Management Roadmap works in 2020, to offset the unbudgeted impact of this project. The 2019 DC Background Study identified these studies as growth related, and as such \$43,347 of DC funding is being collected. Therefore, the expanded scope of work beyond the 2019 budget allocation will not have an impact on the municipal levy.

The overall project cost of \$76,697 (net of HST rebate) is intended to be funded as follows:

Funding Source	Year	Funding
Ontario Community Infrastructure Fund	2019	35,000
Development Charges (Studies)	2020	41,697

Cost estimates for each of the existing Condition Assessment projects within the 10-year capital forecast will be reduced accordingly, and presented as part of the overall 2020 Municipal Budget process.

ATTACHMENTS:

Appendix A – Listing of Properties/Locations included in Scope of Work