



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, February 10, 2019

Closed Council Meeting

Wilmot Community Room

5:45P.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, February 10, 2020 at 5:45 p.m. in accordance with Section 239(2), (k) for the purposes of:

- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality

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 January 13, 2019

This information is available in accessible formats upon request

Recommendation

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

Council Meeting January 13, 2019.

8. PUBLIC MEETINGS

8.1 REPORT NO. DS 2020-005

Zone Change Application 01/20

Mike Roth / Philip Peppiatt & Crystal Oliveria

236 Wilmot Street, New Hamburg

Recommendation

THAT Council approve Zone Change Application 01/20 made by Mike Roth and Philip Peppiatt & Crystal Oliveira affecting 236 Wilmot Street to rezone a portion of the subject property from Zone 11 (Open Space) and Zone 3f (Residential) to Zone 3f(H) and to reduce the front yard setback from 7.6m to 3.5m.

9. PRESENTATIONS/DELEGATIONS `

Youth-09

10. CONSENT AGENDA

10.1 REPORT NO. PW 2020-03

4th Quarter 2019 Operations Activity Report

October – December 2019

10.2 REPORT NO. FIN 2020-05 (Deferred from January 13, 2020)

Investing in Canadian Infrastructure Program (ICIP) - Intake 3

10.3 REPORT NO. FRS 2020-003

Facilities and Recreation Services Quarterly Activity Report

10.4 REPORT NO. DS 2020-003

2019 Building Code Act Enforcement Cost Summary

10.5 REPORT NO. FIN 2020-06 (Deferred from January 13, 2020)

Bill 138 Plan to Build Ontario Together Act

10.6 REPORT NO. FIN 2020-14

Rural Economic Development Funding

10.7 REPORT NO. FD 2020-01

Quarterly Report

10.8 REPORT NO. CK 2020-01

Quarterly Activity Report

Recommendation

THAT Report Nos. PW 2020-03, FIN 2020-05, FRS 2020-003, DS 2020-003, FIN 2020-06, FIN 2020-14, FD 2020-01 and CK 2020-01 be approved.

11. REPORTS

11.1 CLERKS

11.1.1 REPORT NO. ILS 2020-001 (Deferred from January 13, 2020)

Notice of Proposed Procedural By-law Amendments

Recommendation

THAT the Draft Procedural By-law be received for information; and,

THAT the Director of Information and Legislative Services proceed with a Public Meeting at the Regular Council Meeting on February 24, 2020.

11.1.2 REPORT NO. ILS 2020-05

**Establishment and Maintenance of Governance Policy and
Administrative Directives Framework**

Recommendation

THAT Report ISL 2020-05, 'Establishment and Maintenance of Governance Policy and Administrative Framework be received; and,

THAT Governance Policy GP-001, as set out in Attachment "A" be approved.

11.2 FINANCIAL SERVICES**11.2.1 REPORT NO. FIN 2020-11****2020 Municipal Budget****Recommendation**

That the 2020 Municipal Budget, as prepared by the Director of Finance / Treasurer and Manager of Finance / Deputy Treasurer, be endorsed and recommended to Council on February 10, 2020.

11.2.2 REPORT NO. FIN 2020-12**HR Management Administrative Directive, and Governance Policy for Hiring Personnel Recommendation****Recommendation**

THAT Council authorize the repeal of By-law 2001-61, being the Bylaw to Adopt an Employee Policy Manual and endorse Governance Policy #??? Being a policy for the Hiring of Employees; and further,

THAT Council receive the Administrative Directive on Human Resources Management, as approved by the Senior Management Team, for information purposes.

11.3 PUBLIC WORKS AND ENGINEERING**11.3.1 REPORT NO PW 2020-02****Water Supply Access Agreements with
Township of Perth East
Township of East Zorra-Tavistock****Recommendation**

THAT the Water Supply Access Agreement with the Township of Perth East and the Township of East Zorra-Tavistock, be received for information;

THAT the Mayor and Clerk be authorized to execute the agreements.

11.4 FACILITIES AND RECREATION SERVICES

11.4.1 REPORT NO. FRS 2020-002

Recreation Programming Update

Recommendation

That Report FRS 2020-002 be received for information.

11.5 DEVELOPMENT SERVICES

11.5.1 REPORT NO. DS 2020-004

Release of Agreement

Instrument Number 988117

3 Redford Drive, Petersburg

Recommendation

THAT, Council authorize the Mayor and Clerk to execute and register the release of Agreement registered as Instrument Number 988117.

12. CORRESPONDENCE

12.1 Annual Ombuds Report (Deferred from January 13, 2020)

12.2 2019 Year End Assessment Report - MPAC

Recommendation

THAT the Correspondence 12.1 and 12.2 be received for information.

13. BY-LAWS

- | | | |
|-------------|---------------------------|--|
| 13.1 | By-law No. 2020-04 | Execution of Water Agreement – Perth East |
| 13.2 | By-law No. 2020-05 | Execution of Water Agreement – East Zorra Tavistock |
| 13.3 | By-law No. 2020-06 | Zone Change Application 01/20 |
| 13.4 | By-law No. 2020-07 | Water Rates 2020 |

Recommendation

THAT By-law No. 2020-06 be read a first, second and third time and finally passed in Open Council.

14. NOTICE OF MOTIONS

14.1 (Deferred from January 13, 2020)

To direct administration to bring a report back to council in the 2020 work program on the logistics of live streaming the Council Meetings for the viewing of live and archived meetings for the ability of the residents of Wilmot Township whom do not have the ability to attend our council meetings. This motion supports Wilmot's commitment to exploring open, transparent and effective governance.

14.2 (Deferred from January 13, 2020)

That staff be directed to prepare by the end of the second quarter to create an appropriate email address and an advertisement to be posted on the Townships website and social media inviting the community to nominate good neighbours in Wilmot.

This will be to recognize a Wilmot resident, group, business, or organization who make Wilmot a better place to live. They will receive a thank you card signed by the mayor and member(s) of council from the appropriate ward to send to the recipient.

15. ANNOUNCEMENTS

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2020-08

Recommendation

THAT By-law No. 2020-08 to Confirm the Proceedings of Council at its Meeting held on February 10, 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, January 13, 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 Planning A. Martin

1. MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2020-001

Moved by: Councillor Seconded by: Councillor

THAT a Closed Meeting of Council be held on Monday, January 13, 2020 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. 2020-002

Moved by: Councillor Seconded by: Councillor

THAT Council now reconvenes into 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**

Councillor C. Gordijk declared a conflict of interest under the Municipal Conflict of Interest Act in reference to Item 8.1, Report No. DS 2020-002 Zone Change Application 08/19 due to a family member working for the applicant. She also declared a conflict of interest for Item 11.1.2 due to a family member working for the proposed purchaser.

7. MINUTES OF PREVIOUS MEETINGS

7.1 Council Meeting Minutes December 9, 2019

Resolution No. 2020-003

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

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

Council Meeting December 9, 2019.

CARRIED, AS AMENDED.

Councillor A. Hallman noted on page 13, the objective statement was not included but the minutes stated they would be.

Councillor J. Pfenning noted that her comment on the Benefit Breakfast sentence was incomplete.

8. PUBLIC MEETINGS

8.1 REPORT NO. DS 2020-002

Zone Change Application 08/19

Jackson Harvest Farms Ltd.

1894-1922 Witmer Road

Resolution No. 2020-004

Moved by: Councillor B. Fisher

Seconded by: Councillor J. Gerber

THAT Report DS 2020-002 be received for information.

CARRIED.

Councillor C. Gordijk declared a conflict of interest and left the room.

Mayor Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Local Planning Appeal Tribunal, the Tribunal has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

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

The Manager of Planning / EDO outlined the report.

Mr. David Sisco, IBI Group, provided a detailed presentation of the Zone Change Application on behalf of the applicant Mr. Rick Esbaugh. Mr. Sisco introduced the professionals involved in the project.

Mr. Sisco noted there are two applications for this particular property, relating to two separate Acts, requesting extraction of sand and gravel in the Hallman Pit. Mr. Sisco noted that each process is separate. He noted the first request is the Zone Change, which falls under the authority of Township Council which is the reason for the meeting on this date. Township Council can approve the application, deny the application or chose to not make a decision at all, known as a refusal to make a decision. He noted

that in any of the mentioned scenarios, the applicant or any member of the public can choose to appeal that decision to LPAT.

The second application is for the gravel pit license, noting that that application is under the Ministry of Natural Resources and Forestry. The license application is the responsibility of the applicant, noting that the applicant is responsible for notification, and is required to follow detailed process as outlined by the Ministry of Natural Resources and Forestry. Mr. Sisco noted that the process required the applicant to provide notices to property owners and several agencies for formal comment. Mr. Sisco noted that the Ministry of Natural Resources and Forestry will not approve an aggregate license until the applicant has secured a zone change approval and successfully completed all requirements as set out by the Ministry. These requirements include a mandatory public engagement process hosted by the applicant.

Mr. Sisco noted that in terms of the Zone Change Application, requirement of what an applicant is mandatory to do is set out in the Regional Official Plan, Township Official Plan and the Provincial Aggregate Resources Act. As a requirement of those agencies, a pre-consultation was held. He noted that the applicant has submitted all documentation that was required to fulfill the obligations set out by these agencies, for technical comments.

Mr. Sisco provided a detailed overview of the aspects of the proposed pit, as outlined in his slide presentation, attached as Appendix A.

Mayor L. Armstrong asked if Council had any questions of a technical nature. There were none.

Mayor L. Armstrong asked if anyone wished to address Council on this matter, and the following delegations spoke.

Mr. David Donnelly, 276 Carla St, Toronto.

Mr. Donnelly advised that his firm represents the Citizen's for Safe Ground Water. He advised that the primary purpose of his submission was to provide Council with information on what other municipalities are doing with similar applications. He noted that, he will be presenting, on behalf of his client, a proposal for an Interim Control By-law relating to this matter. Mr. Donnelly advised that the Citizen's for Safe Groundwater has hired several experts to review the proposed pit as well. He outlined details on licensed quarries within Ontario, including locations and future need for aggregate. He advised that there are over 7,000 pits in Ontario to fill projected needs for aggregate currently. He noted that aggregate has several impacts to land and that historically, rehabilitation efforts have not been successful. He suggested that the Township rethink how land is being used. Mr. Donnelly made reference to the Ministry decision in regards to the Wellington County pit refusal, noting their reasons for such and that Council should take into consideration those reasoning's in this situation. Mr. Donnelly also suggest that Council consider an Air Quality By-law, similar to that of the City of

Burlington, which, he noted, can be commenced through an Interim Control By-law. Mr. Donnelly provided examples, as outlined in his slide presentation, attached as Appendix B, of initiatives other municipalities have undertaken in regards to gravel pits, to put in place policy surrounding approvals of gravel pits.

Mr. Wilf Ruland, P. Geo.

Mr. Ruland provided an overview of general hydrogeology concerns surrounding gravel pits and the impact on available groundwater resource. He noted that the Waterloo Moraine is an impressive source of water that should be protected. He advised that he is familiar with this area due to the work that he has done at the Wilmot Centre Well Field. Mr. Ruland noted that there were nitrate levels that were noted in the results of the drills that were done on site. He noted the application mentions aggregate washing without mention of key details in that particular operation. Mr. Ruland noted that the application fails to show how the site will protect the Wilmot Centre Well Field and does not show groundwater flow directions for the Wilmot Centre Well Field. He also noted that neighbouring wells appear to have not been taken into consideration as there is no prevention / mitigation measures in place. He raised concerns with the applicants proposal to monitor only one well. Mr. Ruland advised that in his professional view, Council decline or table the application until such time as groundwater impact assessments have been complete through a peer review. Mr. Ruland provided a handout to Council and is attached as Appendix C.

Councillor B. Fisher asked if Mr. Ruland could expand on Bill 132 and Mr. Ruland advised that he was unable to speak to that.

Richard Stevenson, 2125 Bleams Road, Shingletown

Mr. Stevenson presented to Council his concerns with the proposed pit. He noted that the Township of Wilmot Official Plan states that, noise, dust, vibration studies demonstrating the proposed operation is appropriately designed to prevent adverse effects, he stated, that after reading the applicants documents, he found causes for concern. He outlined that there was not a vibration study completed, and he was unsure as to why this is not a requirement, considering the operations of the facility. He proposed that Council require a vibration study be complete prior to any approvals. He also noted that there are 3 houses within the set back and he is asking for clarification regarding those setbacks, and what affect those setbacks will have on those properties and proper enjoyment. Mr. Stevenson advised that the noise study does show concerns on how data collection and calculations were done, including the hours that the noise studies where completed in comparison with the proposed hours of operation. He raised concerns with the proposal of water usage to control dust and the affects that road salt may have on the site during winter months.

Robert Gebotys, 2052 Sandhills Road, Baden

Mr. Gebotys, spoke of the general plans of Municipal and Provincial plans, such as the Golden Horseshoe, Moraine Plans etc., and noted that those plans all have the health and welfare of residents in mind. Mr. Gebotys provided a slide presentation, attached as Appendix D, in regards to various aspects of the application. He advised that the traffic report and the perceived contradiction with numbers, as well as the road usages for the trucks. He advised that the noise report and levels of decibels in terms of pain threshold and noted that a crusher is close to that threshold. He discussed the noise study and the errors in prediction that were not included in that study. Mr. Gebotys also noted that the vibration analysis for the crusher was not included in the reports. He mentioned that the Government of Canada has a safety data sheet for sand and gravel and the health concerns of those substances. Mr. Gebotys also noted that the agricultural report outlines the different classes of soil of the subject property and that the sample size in the report should be expanded. Mr. Gebotys noted that the water report, identifies the risk to the ground water.

Patricia Chevalier, 2062 Bleams Road

Ms. Chevalier noted that her particular interest is in preventative strategies for mental health concerns. She noted that when the mapping is reviewed the setback goes into people's properties and the impact that has on mental health and fine particulate matter. She discussed the carbon emissions and relationship to dust from the carbon itself. Ms. Chevalier referenced a study done that reviewed adverse health effects from these dust particles, and the various impacts of exposure. Ms. Chevalier provided statistics on noise pollution and its impact on health as well. Ms. Chevalier advised Council that she recommends they wait until the impact these exposure have on health is better understood. Ms. Chevalier's presentation is attached as Appendix E.

Mark Gordon, 2062 Bleams Road, Shingletown

Mr. Gordon advised that the proposed pit, would have an impact on the residents, noise pollution, air pollution to name a few. He spoke of the quality of living that will change as a result of the gravel pit that the residents in other Township communities will not be impacted by. Mr. Gordon advised that the environmental impacts, lost farmland, and the risk to the water supply need to be considered. He advised that the operations of the gravel pit will directly impact the climate emergency that Township Council declared in 2019. He noted that if the gravel pit is approved, it will be the first gravel pit approved in a Source Water Protection Area.

Douglas Huber, 157 St. George St., St. Thomas

Mr. Huber noted that he has friends and family that live in the area and that he has not been compensated for his time or expenses, rather he reviewed and is commenting as a Professional Geoscientist. Mr. Huber noted that based on the reports, the individual wells will potentially be impacted. Mr. Huber provided a background of his professional experience. Mr. Huber outlined Ontario Government Policy statements regarding Surface Water Quality Management, noting that existing wells are not to be impacted. He noted that the well on his brother's property has seen an increase in the nitrates in the well and currently use bottled water for drinking and cooking and that their neighbours well has higher levels of nitrates. Mr. Huber discussed that in this professional opinion, the heavy levels of previous farming activities have created these problems. He noted that hydrogeological report is a best guess of what is truly happening and that it is not an exact science. He noted that the groundwater chloride concentrations in the monitoring wells show variations in levels in each of those wells, as well as, the report states some of these wells show groundwater contamination.

Councillor J. Pfenning thanked Mr. Huber for his presentation and asked what methods can be used to trace water preference in a well, noting that in her experience with her well, which is an artesian well, that the water would be coming from a great distance and asked if he was aware of any mapping. He noted that he has experience with surface water, which would include dyes that would not be done in drinking water and it is hard to compare.

Linda Laepple, 2298 Bleams Road

Ms. Laepple noted she has concerns with the hydrological assessment and the agricultural impact. She provided a detailed overview of her slide presentation, which is attached as Appendix F, providing statistics and identifying where she feels information is missing. Ms. Laepple advised that she recommends denial of the rezoning application and that the Township work with the stakeholders in efforts of de-commissioning the contaminated former feed lot site and rehabilitate the land.

Councillor J. Pfenning asked if a copy of the slide presentation could be forwarded to Council and the Director of Information and Legislative Services advised that all presentations received after the Council packages were distributed will be made available to Council and on the website.

Christina Harnack, 2158 Bleams Rd

Ms. Harnack presented her concerns, as outlined in her slide presentation, attached as Appendix G, she noted that she appreciated the opportunity to speak regarding her concerns for the rezoning of the property. Ms. Harnack outlined why she objects to the proposed pit such as, water safety, toxic pollution, contamination, climate change and negative effects on the environment. Ms. Harnack outlined the concerns for ground water protection as the Region of Waterloo relies almost entirely on ground water as its water source. She noted that the proposed site is currently zoned as prime agriculture and is protected under the Protected Countryside Policy, the Clean Water Act and Source (Water) Protection Policy. Ms. Harnack noted that she is proposed to the proposed location of the pit, she noted several examples of worldwide initiatives that are being done to protect the environment and recognize the impacts these have on the climate emergency, she noted that this is our responsibility and is interested in the peer review from the GRCA.

Ann Dupej, 2122 Bleams Rd

Ms. Dupej presented her concerns in regards to the proposed aggregate site. Ms. Dupej noted that through her research, the rehabilitation plan in the Region of Waterloo is at 20%, she noted that Regional staff have been quoted as questioning the monitoring of submitted reports. She advised that the goal of rehabilitation is to return the lands to their former natural environment, the Township of Wilmot policy states that the rehabilitation must be maximized back to the same quality; however, the Waterloo Federation of Agriculture has stated it is impossible to rehabilitated farm land back to its previous productivity. Ms. Dupej noted that the elevations on 3 sides of the property varies, and that the proposal to rehabilitate is to bring in Ministry approved fill, totalling 55,000 truckloads of fill, Ms. Dupej is questioning where this soil is coming from and is there risk for contamination and who is responsible for monitoring this activity, she noted the contamination that was recognized at the Sandhills Pit last year. She noted she would like to see further studies by an agricultural expert regarding the rehabilitation to farmable land. She expressed her concerns regarding the loss of farmland relating to the depth of extraction terms in the Official Plan. Ms. Dupej noted that the other concerns she holds are the number of pits in the Township, namely 13 current sites with extractions and another 9 sites within a kilometer abutting the Township and there is no study on the combined impact of all pits. Ms. Dupej noted that this needs to be thoroughly investigated and she urged Council to take their time and ensure they have all the answers.

Ed Dupej, 2122 Bleams Road

Mr. Dupej spoke on 2 of the reports on the pit, the geotechnical and transportation studies. Mr. Dupej provided an overview of the recommendations that CMT identified in their study of the existing Witmer Road. He advised there is no mention of heavy truck traffic westboard from the pit entrance to Sandhills Road and raised concerns on the abilities of the roads to have the standards enough to carry that type of traffic. Mr. Dupeji noted that the peak traffic counts for gravel trucks is concentrated in a 6-month period and not truly year round numbers. He questioned the school bus safety, impacts to emergency service vehicles, and dangerous blind hills on Witmer Road that have not been addressed. He noted there is a lack of study on the impact of all local roads, increased traffic impact on all residents. Mr. Dupej suggested that the internal haul route of the existing Cattle Lands Agreement should be followed.

Rory Farnan, 1481 Mannheim Road

Mr. Farnan provided a slide presentation outlining his concerns for the proposed pit. He advised that he attended a small presentation on the gravel pit proposal and became involved due to his concerns regarding the protection of the ground water and agricultural land. He agreed that the concerns expressed by the previous delegations. Mr. Farnan questioned how this application supports the Source Water Protection Area, the Climate Emergency, and infrastructure costs. Mr. Farnan noted that the applicant has a responsibility to show there are no negative impacts as a result of the application, noting that has not been done, he noted there are no benefits or enhancements to the quality of life for the entire community as a result of this application. Mr. Farnan asked that Council vote against the application.

Mayor L. Armstrong call Registered Delegation Ingrid Rosner, Council was advised she left the meeting.

Michelle Lemire, 1470 Mannheim Road

Ms. Lemire agreed with all of the previous speakers. Ms. Lemire questioned why this is being proposed, as it does not fill a need in the community. She advised that it appears to be a positive proposal; however, felt that the complex nature of the gravel pit does not guarantee that contamination would not happen. She advised that she and her clients use Witmer Road to run and with the increased truck traffic puts users at risk.

Samantha Lernout, 1790 Witmer Road

Ms. Lernout acknowledged the difficult task of the decision making process; she noted there is a lack of clarity in the application and advised that Council has an obligation to protect the citizens. She noted that as highlighted by previous delegations, there are potential negative impacts. She noted that she recognizes the need for aggregate but noted that clean water is needed. Ms. Lernout noted that the Wilmot Official Plan purpose is to protect residents and the community and that as stated earlier the expert's reviews are incomplete in addressing residential impacts. She noted that the Township Official Plans states that a Hydrogeological study must prove no negative impacts to the quality and quantity of the water. She noted that Grand River Environmental Network identifies the Region of Waterloo having crucial protection of the ground water. She advised of the concerns that the Region of Waterloo has with the application on the potential impact of the ground water. Ms. Lernout advised that it is of the utmost importance that the Township consider the far reaching impacts. She advised that she would like to know more about levels of atrazine on this site. Ms. Lernout commended Tri-City for the response to the alleged near miss spill on their site today with the alleged fuel truck and containing of that alleged incident. Ms. Lernout provided images from Google on other pits in the Township and questioned the contamination, she also provided a slide of the pit she alleges had a close to catastrophic spill today on Snyder's Road showing the accessory uses. She discussed the permit to draw water from the Region of Waterloo and if the impact has been addressed for these permits with the projected growth and demand in the Region. She raised concerns she has over the wetlands on the property and the topography protection of the site. Ms. Lernout's presentation is attached as Appendix H.

Louissette Lanteigne, 700 Star Flower Ave. Waterloo

Ms. Lanteigne referenced the Bible in relation to value of water. Ms. Lanteigne noted that she has been an advocate of environment protection for 20 years. She advised to not squander the water supply and the obligation to protect the land. Ms. Lanteigne noted that the Ministry of Natural Resources and Forestry are responsible for issuing licenses and indicated that there is a conflict of interest considering the largest consumer of aggregates in Ontario is the Ontario Ministry of Transportation. Ms. Lanteigne identified violations of the Haldimand Tract Agreement and Treaties within the location of the application. Ms. Lanteigne went through her slide presentation outlining lost revenues, and the perceived risks to the Township to approve the application. Her presentation is attached as Appendix I.

Dave Bricker, 1768 Witmer Road

Mr. Bricker advised that he has submitted written objection to this application. He advised that he is concerned of the property value loss, truck traffic, well water quality, destruction of agricultural land and soils. Mr. Bricker also noted that enjoyment of his property is also at risk and this is not wanted in their area.

Yvonne Fernandes

Ms. Fernandes advised she is in attendance as a former City Councillor with Kitchener and advised that she is speaking as a previous member of the steering committee for the OMB reform which presented a paper to the Province on the changes from the OMB to LPAT, putting the power back to the Municipalities. She advised that Councillors listened to their constituents at that forum to protect their official plans. She acknowledged the comments and information that Council has heard and that those are difficult decisions to make, she reminded them that as a Council they will always be held responsible to the development community and the constituents; however, advised Council to take into consideration the expert comments and the residents comments. Ms. Fernandes noted that aggregate companies can change site plans as they see fit and that should be taken into consideration as well.

Jennifer Lauzon, 2144 Bleams Road

Ms. Lauzon advised that she learned many things as a result of this application; however, she noted that the most important thing she learned is the strength and bravery of the residents of Wilmot Township to object to the application. She advised this process has been a journey of friendship, loyalty and determination. She advised everyone has come together as one to fight for what is right to protect the environment, the water and keep the community safety, clean and vibrant for all generations.

Paula Brown, 37 Country Creek Drive, Baden

Ms. Brown advised that they have enjoyed a superior quality of life provided by Wilmot Township and has concerns that quality of life will be jeopardized. Ms. Brown noted that in the 2019-2022 Strategic Plan update is asking residents for feedback on what makes Wilmot Township a caring community and she feels that voting against this zone change will show that caring community.

Ruth Rosner, 2161 Bleams Road

Ms. Rosner acknowledged the amount of information that Council needs to consider. Ms. Rosner noted that there is a working aggregate operation directly across the road from this proposed site and that owner has stated there is sufficient gravel at that site for the foreseeable future and to approve another gravel pit seems ridiculous. She noted that as read in the 2019 Official Plan for the Township, extraction should not be permitted if it does not benefit the general public, the applicant is the only one to benefit. She noted the loss of agricultural land should the application be approved. Ms. Rosner noted that in 2019, Council declared a Climate Emergency and that there is an obligation to honour that declaration and respect resident objections. Ms. Rosner noted that an aggregate operation is permitted because it is for an interim use of the land, she has not found a definition of interim to mean a 35-year span, rather, interim is for a short time. Ms. Rosner asked that Council oppose this application and vote no.

Ann Goss, 2143 Bleams Road

Ms. Goss advised that the proposed gravel pit is directly behind their home. She advised that they have a private well that raises concerns, along with the noise and dust. She noted that if the proposed pit is approved, their investments and financial losses to tax payers will result in losses to the Township as well. She noted that the wells that supply 70% of the Regional water are of close proximity to the proposed pit, putting that supply at risk. The proposed pit is also directly behind a growing residential community, which is not a good location. Ms. Goss noted of the requirements of mandatory inspections of septic tanks in areas of the Source Water Protection, at the home owners expense; however, this application is going to affect the ground water. Ms. Goss asked that Council refuse the application. She advised that the Region is the largest jurisdiction in Canada that relies on ground water, and it needs to be protected.

Christine Grey, 2153 Bleams Road

Ms. Grey advised that all of her concerns have been raised; however, the residents of Shingletown and members of the Citizens for Safe Drinking Water have all come together on this matter. She advised that there is still signs available and if any wishes to have more information visit safeh2o.com

Sherri Witzel, 2031 Bleams Road

Ms. Witzel she advised that they share the wetland and own the vast majority of that wetland. She noted that she grew up at that property and knows the history of that

property with the cattle operation. Ms. Witzel noted that they are opposed to the gravel pit and they are concerned about the quality and quantity of the ground water. She noted that the other concern is the 20 foot right of way and how the mix of farm equipment and dump trucks will navigate that right of way.

Marlin Swartzentruber, 1785 Witmer Road

Mr. Swartzentruber rents a home in the centre of a gravel pit that is leased to Steed and Evans. He noted he has an observation, he advised that Dino Trucking approached him 5 years ago to assist with the workload and a common practice in a gravel pit is to scratch the bed after a heavy rainfall to quickly remove the water. He noted that he believes the subject property had a request in the past for a gravel pit and was declined. Mr. Swartzentruber advised that his cousin informed him that allegedly Tri-City Trucking had a load of diesel fuel from Boucher and Jones delivered and the driver was unable to judge the road and got stuck. He advised that the correct measures were taken, a wrecker was brought in to stabilize the truck, brought in another truck to off load and this situation could have occurred for Dino Trucking as well. He suggested another 10 feet and the truck could have tipped over and he was bringing this up to point out the various scenarios of the situation. What needs to be recognized is there is a resource on top of a resource with this property and he advised he is glad there are smarter people that can figure this out.

Calvin Wood, 2155 Bleams Road

Mr. Wood advised that he moved into Shingletown to retire and is disappointed to find out that the Township of Wilmot has had an application in process for years and has never been caught in the position that he is in, despite doing background checks on the property. He noted that his walkway on his country home is not going to be used as intended if the gravel pit is approved. Mr. Wood advised that he has been declined a well on his property. Mr. Wood acknowledged the situation that Council is in for the decision making on this application. He noted that he purchased his home on a protected ground source protection area to avoid this type of situation.

Mayor L. Armstrong asked if there was anyone else that would like to address Council on this matter.

Mayor L. Armstrong asked if there was a timeframe to expect this to come back to Council and the Manager of Planning / EDO advised that there is no date set as of yet.

Mayor L. Armstrong asked 3 times if anyone else wished to address Council on this matter. There were none and the public meeting was declared closed.

Mayor L. Armstrong noted that according to the Procedural By-law we need a resolution to continue beyond 11:00

Councillor J. Gerber advised he would make a recommendation to extend the Council meeting to deal with only those items that need to be. Seconded by Councillor J. Pfenning, all in favor, carried.

9. PRESENTATIONS/DELEGATIONS

10. CONSENT AGENDA

10.1 REPORT NO. DS 2020-01

Release of Easement WR420624

Temporary Turning Circle / Emergency Access

Activa MDS Lands – Part 8 58R-15446

10.2 REPORT NO. ILS 2020-03

Information and Legislative Services Quarterly Report

10.3 REPORT NO. ILS 2020-04

Community Safety and Crime Prevention Engagement Committee

Committee Appointments

Resolution No. 2020-005

Moved by: Councillor C. Gordijk

Seconded by: Councillor A. Hallman

THAT Report Nos. DS 2020-01, ILS 2020-03 and ILS 2020-04 be approved.

CARRIED.

11. REPORTS

11.1 CLERKS

11.1.1 REPORT NO. ILS 2020-001

Notice of Proposed Procedural By-law Amendments

Recommendation

THAT the Draft Procedural By-law be received for information; and,

THAT the Director of Information and Legislative Services proceed with a Public Meeting at the Regular Council Meeting on February 10, 2020.

DEFFERED.

11.1.2 VERBAL REPORT

Offers to Purchase

Unopened Road Allowance

Victoria Street, Northwest of Boullee Street

Recommendation

THAT the Director of Information and Legislative Services be directed to proceed with the conveyance of the unopened road allowance for Victoria Street, northwest of Boullee Street, to Tri-County Mennonite Homes as outlined in Report ILS 2020-02.

Moved by: Councillor J. Pfenning

Seconded by: Councilor B. Fisher

CARRIED.

The Director of Information and Legislative Services provided a verbal update of the report.

Councillor C. Gordijk declared a conflict of interest.

11.2 FINANCIAL SERVICES

11.2.1 REPORT NO. FIN 2020-05

Investing in Canadian Infrastructure Program (ICIP) - Intake 3

Recommendation

THAT Report FIN 2020-05, regarding the Investing in Canadian Infrastructure Program (ICIP) - Intake 3 application, be received for information purposes.

DEFERRED.

11.2.2 REPORT NO. FIN 2020-06

Bill 138 Plan to Build Ontario Together Act

Recommendation

THAT Report FIN 2020-06 regarding the proposed cancellation of deferred development charge payments for commercial and industrial development, as set out in Bill 138, Plan to Build Ontario Together Act, 2019, be received for information purposes.

DEFERRED.

11.3 FACILITIES AND RECREATION SERVICES

11.3.1 REPORT NO. FRS 2020-001

RFP 2019-30

Consulting Services for Sandhills Road Multi-use Trail Design/Construction Management

Resolution No. 2020-007

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT MTE Consultants be awarded the contract for design and construction management of a multi-use trail along Sandhills Road from Snyder's Road East to approximately 870m south of Gingerich Road, as per their proposal received December 20, 2019 for the bid price of \$60,095 plus applicable taxes.

CARRIED.

12. CORRESPONDENCE

12.1 Annual Ombuds Report

Recommendation

THAT the Correspondence be received for information.

DEFERRED.

13. BY-LAWS

13.1 By-law No. 2020-01 Fees and Charges

13.2 By-law No. 2020-02 Interim Tax Levy

Resolution No. 2020-008

Moved by: Councillor J. Gerber

Seconded by: Councillor J. Pfenning

THAT By-law Nos. 2020-01 and 2020-02 be read a first, second and third time and finally passed in Open Council.

CARRIED.

14. NOTICE OF MOTIONS

14.1

To direct administration to bring a report back to council in the 2020 work program on the logistics of live streaming the Council Meetings for the viewing of live and archived meetings for the ability of the residents of Wilmot Township whom do not have the ability to attend our council meetings. This motion supports Wilmot's commitment to exploring open, transparent and effective governance.

DEFERRED.

14.2

That staff be directed to prepare by the end of the second quarter to create an appropriate email address and an advertisement to be posted on the Townships website and social media inviting the community to nominate good neighbours in Wilmot.

This will be to recognize a Wilmot resident, group, business, or organization who make Wilmot a better place to live. They will receive a thank you card signed by

the mayor and member(s) of council from the appropriate ward to send to the recipient.

DEFERRED.

15. ANNOUNCEMENTS

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2020-03

Resolution No. 2020-009

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

THAT By-law No. 2020-03 to Confirm the Proceedings of Council at its Meeting held on January 13, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

18. ADJOURNMENT (11:14 PM)

Resolution No. 2020-010

Moved by: Councillor B. Fisher **Seconded by: Councillor J. Gerber**

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

CARRIED.

Jackson Harvest Farms Ltd. Hallman Pit

Introductions

- Project Co-ordination and Registered Professional Planner:

David Sisco (IBI Group)



- Landowner and applicant:

Rick Esbaugh (Jackson Harvest Farms Ltd.)

Introductions

- Hydrogeologist / Groundwater Engineer:
Stan Denhoed (Harden Environmental Ltd.)
- Acoustical Engineer:
Mandy Chan (HGC Engineering)
- Ecologist:
Ken Dance (Dance Environmental Inc.)
- Transportation Engineer
Matt Brouwer (Paradigm)



Notice of Application



NOTICE OF APPLICATION UNDER THE AGGREGATE RESOURCES ACT

Jackson Harvest Farms Ltd. hereby gives notice that application has been made for a Category 3, Class A (Pit Above Water) Licence to excavate aggregate from a pit of 52.27 Ha., located in Part Lot 10, Concession South of Bleam's Road, Township of Wilmot, Region of Waterloo.

A detailed site plan and report(s) for the proposal may be examined in the local municipal or Regional office or at the District Office of the Ministry of Natural Resources and Forestry.

The Applicant:
Jackson Harvest Farms Ltd.
2879 Herrgott Road,
St. Clements, ON N0B 2M0
(519) 588-2884
rickesbaugh@gmail.com

Ministry of Natural Resources and Forestry:
1 Stone Road West
Guelph, Ontario N1G 4Y2
c/o Seana Richardson,
Aggregate Technical Specialist
(519) 826 - 4927
Seana.Richardson@ontario.ca

A Public Information Session will be held on:
November 26th, 2019, from 6:45 p.m. to 9:00 p.m. (Consultant presentation at 7:00 p.m.) at the Wilmot Recreation Complex, Room A and B, located at 1291 Nafziger Road, Baden, Ont.

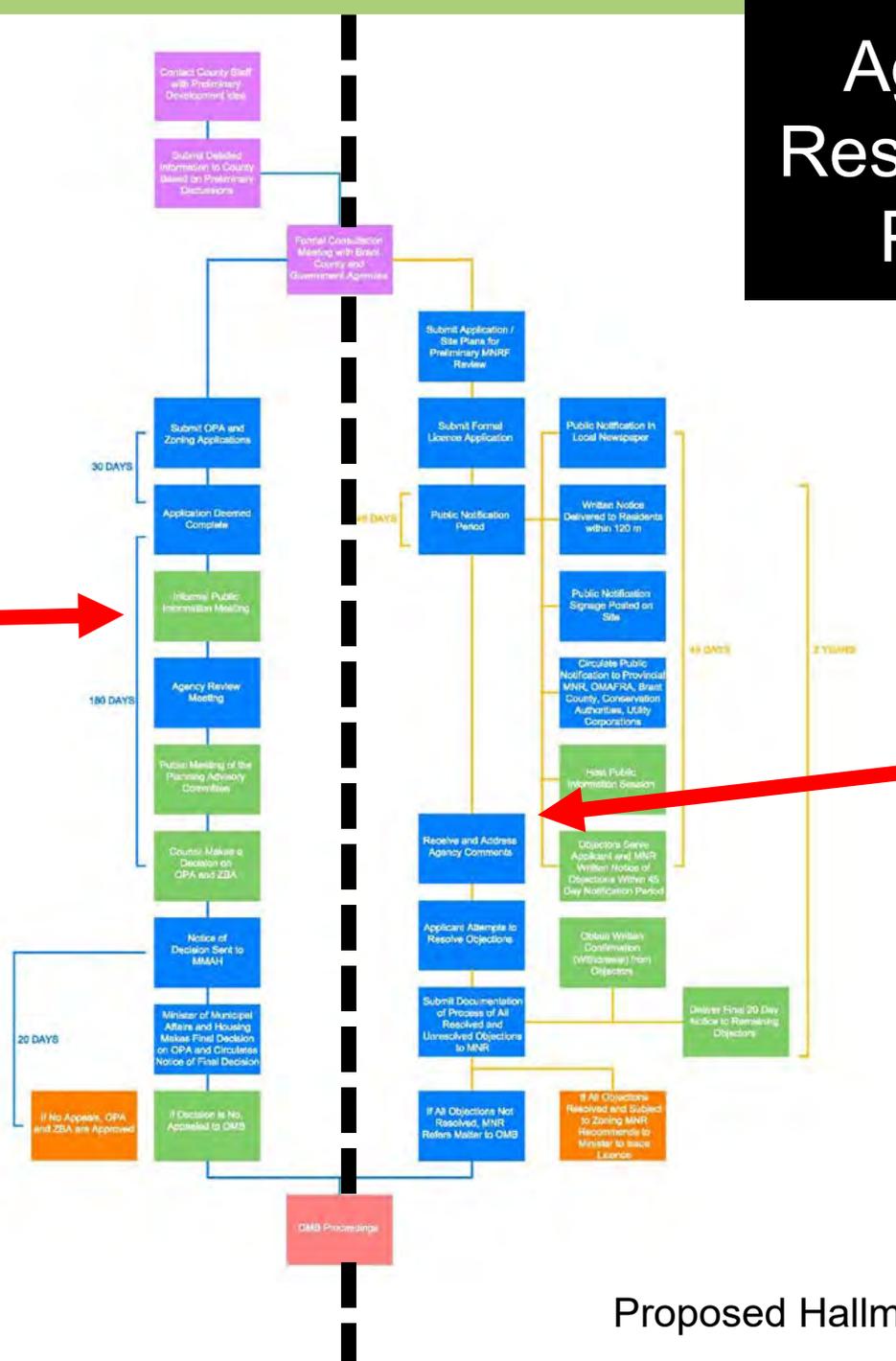


Planning Act Process

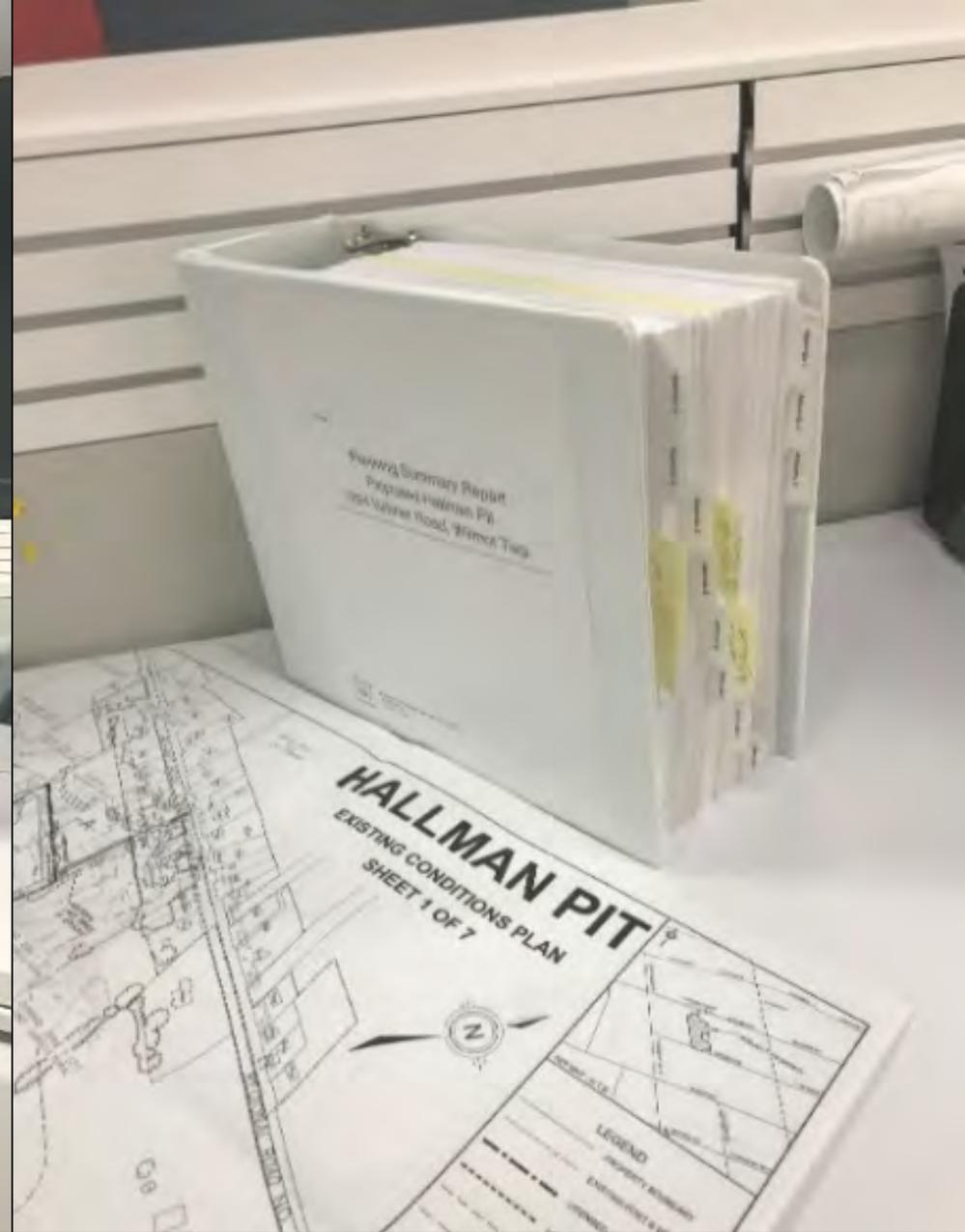
Aggregate Resources Act Process

We are here →

← **We are here**



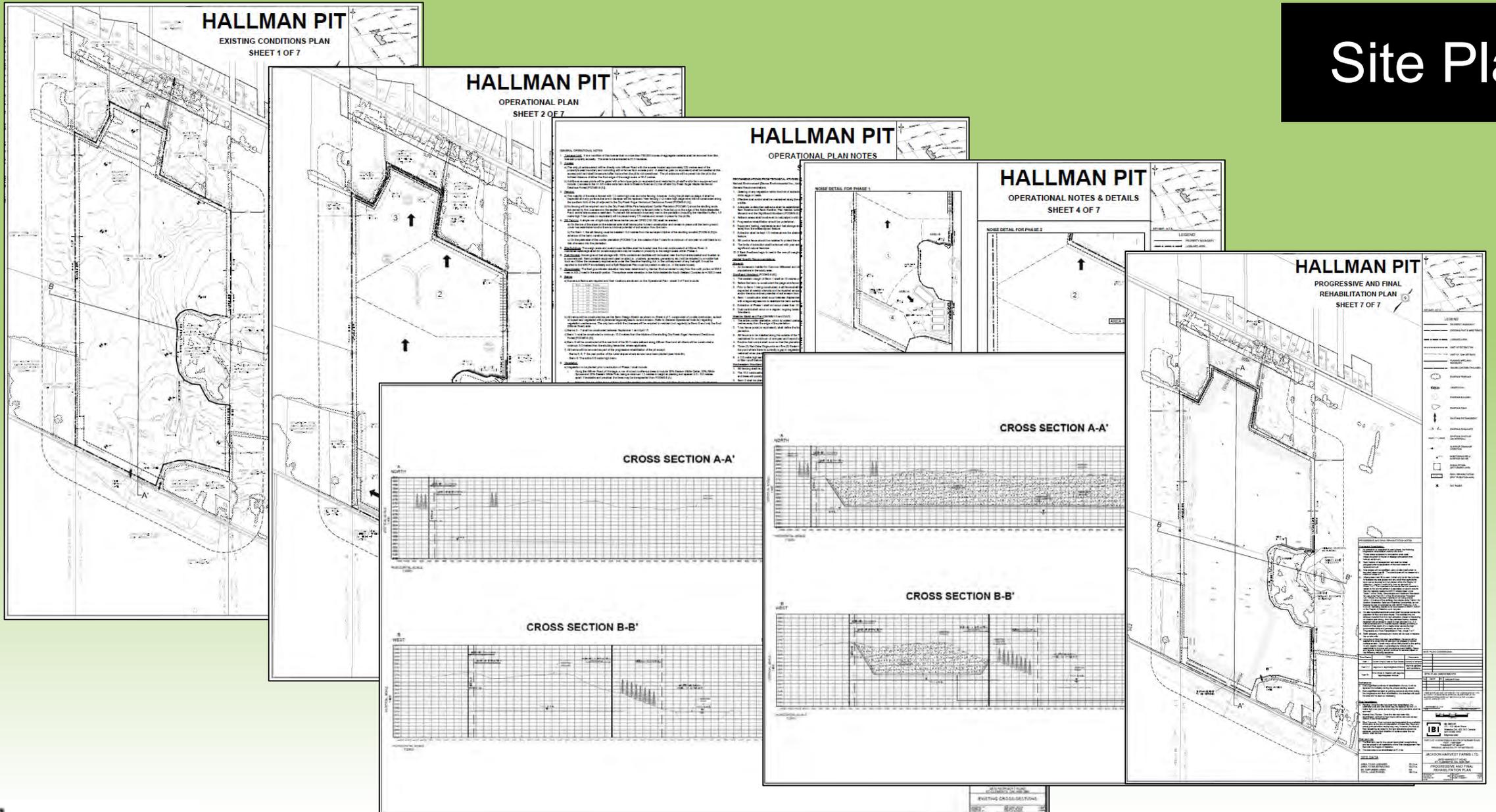
Reports and Supporting Documents



- 1. The lands are appropriately zoned**
- 2. Complete the ARA public notification / engagement process**
- 3. Completed within two years**
- 4. Document the process and submitted to MNRF.**

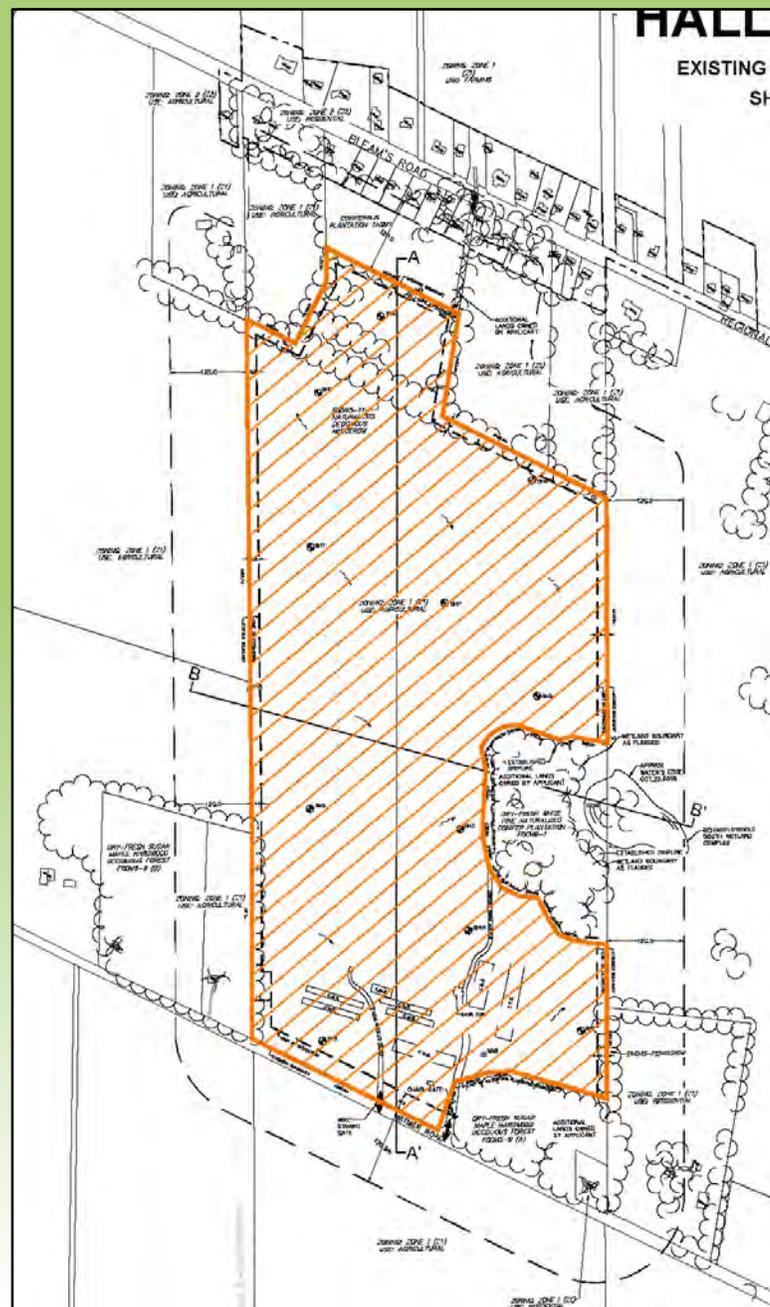


Site Plans



Existing Conditions Plan

Existing Conditions Plan Sheet 1 of 7



Existing Conditions Plan Sheet 1 of 7



1

Existing Conditions Plan Sheet 1 of 7



1

2

Existing Conditions Plan Sheet 1 of 7

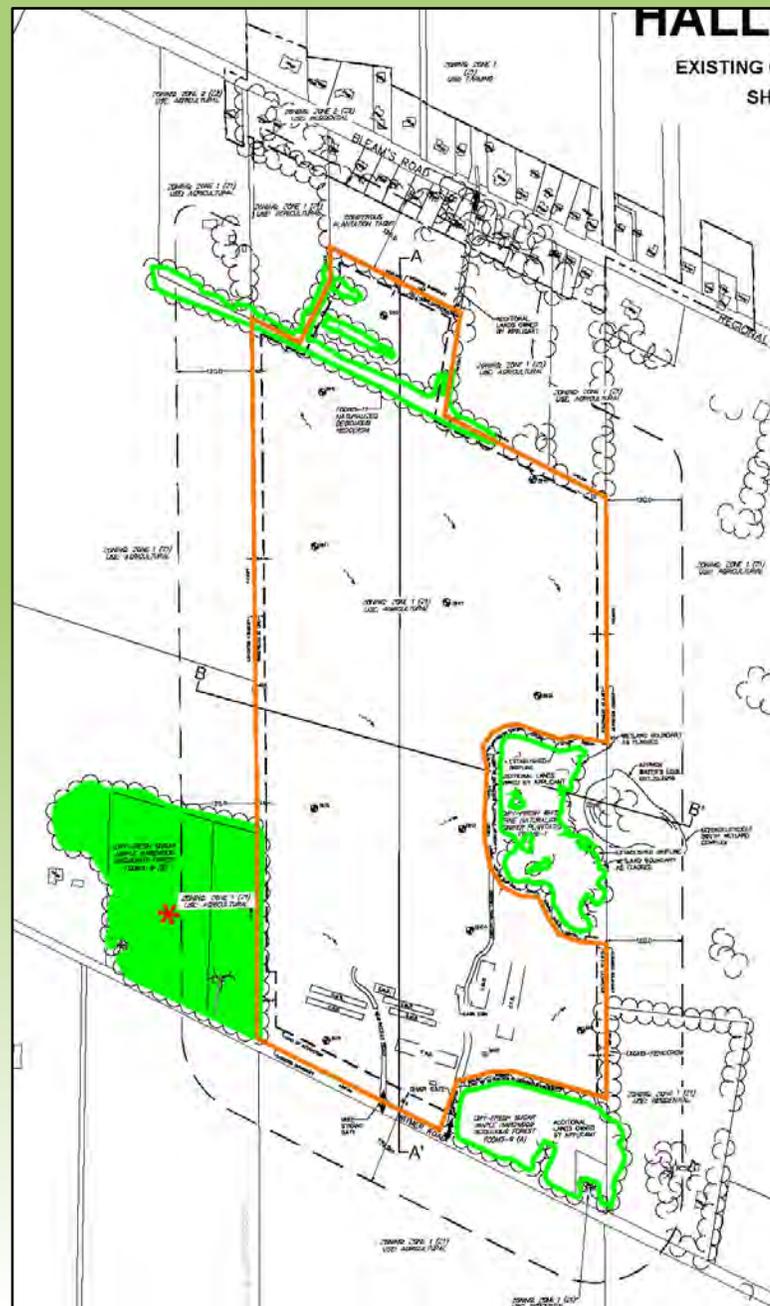


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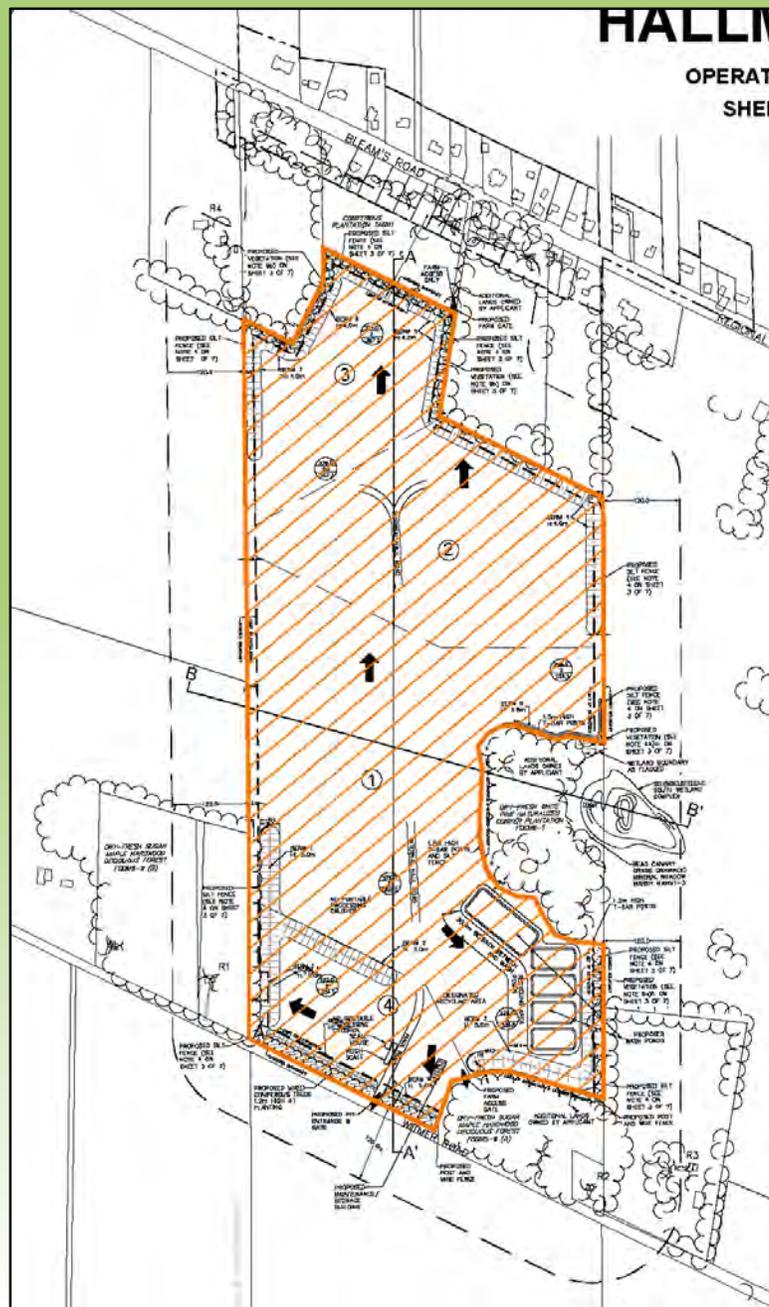
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Existing Conditions Plan Sheet 1 of 7



Operational Plan

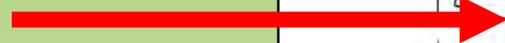
Operational Plan Sheet 2 of 7





Operational Plan Sheet 2 of 7

Phase 1







Processing Operation with Wash Plant

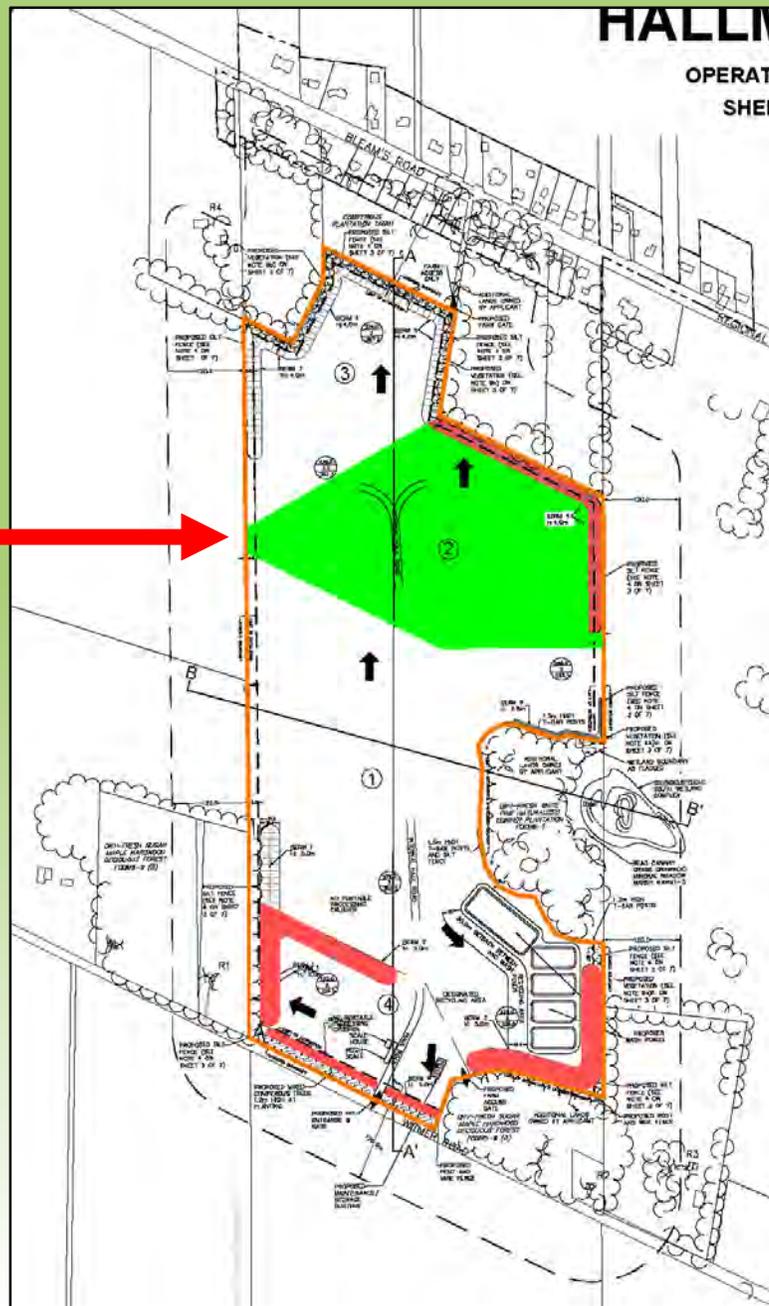
Aggregate
Washing





Operational Plan Sheet 2 of 7

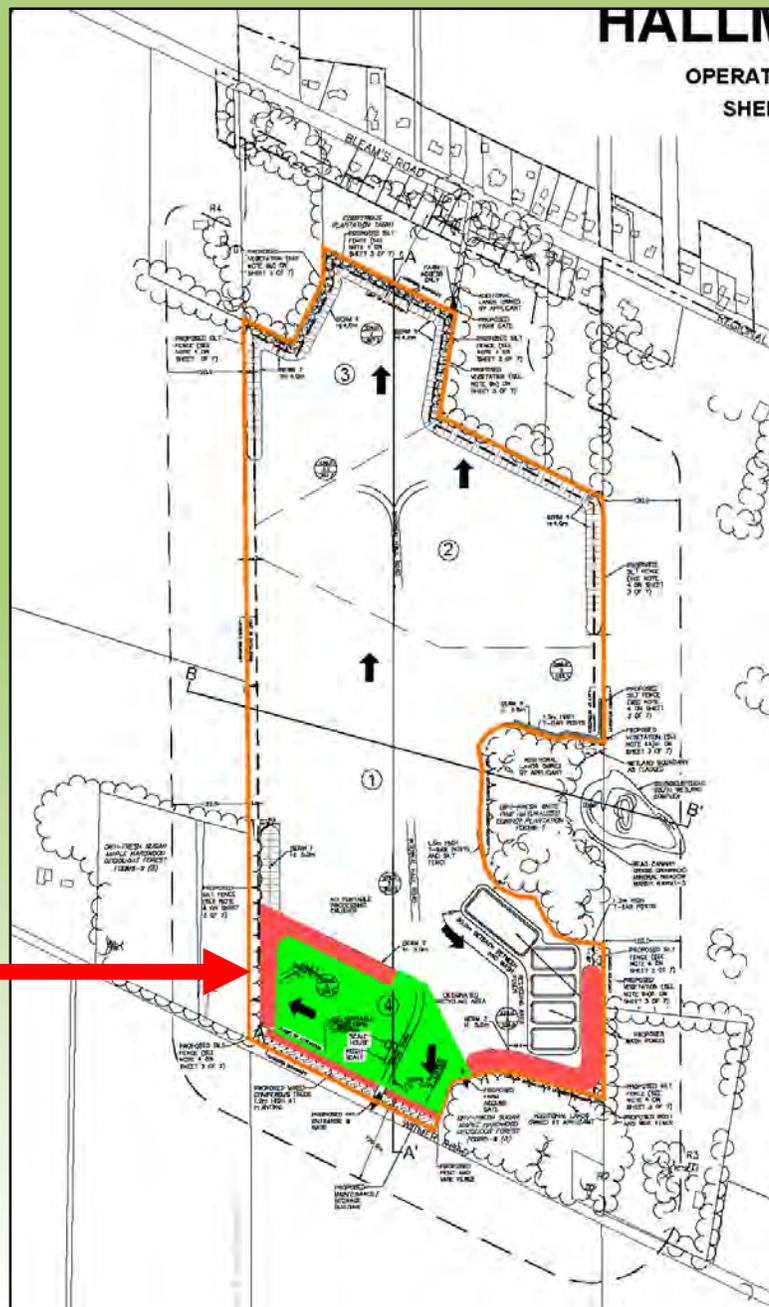
Phase 2





Operational Plan Sheet 2 of 7

Phase 4 →



Progressive Rehabilitation



Examples of Rehabilitation



Fugitive Dust

Water Truck



Hydrogeology

Groundwater Monitoring Equipment



**Example of a
Monitoring Well**

Groundwater Monitoring Equipment



**Example of
Groundwater
Testing**

Noise Impacts



Archaeology

Archaeology





Image 29: Lithic Artifacts

Archaeology



Image 30: Indigenous Pottery
(Pottery Body Sherd, Site 1, Record 6)

Archaeology



Image 32: Sample of Foodways Artifacts

Natural Environment / Ecology

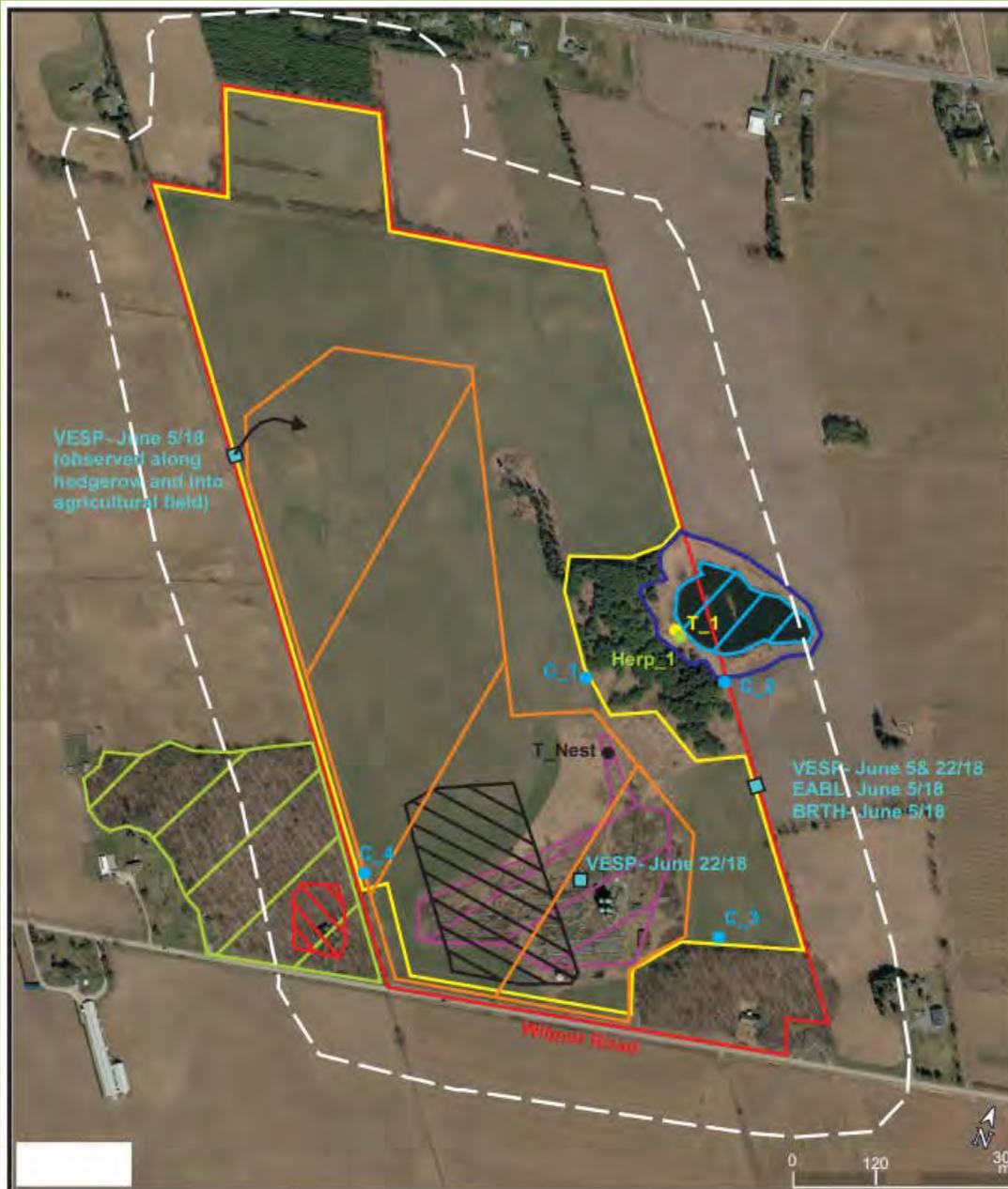
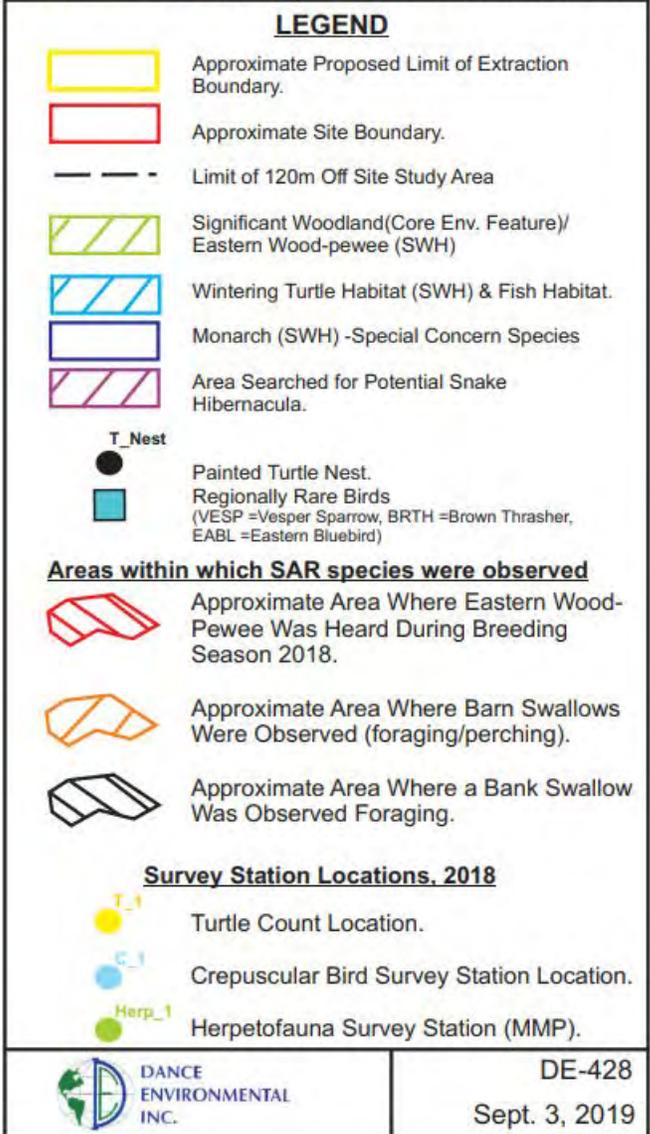


Figure 1. Study Area Boundaries, Locations of Survey Stations, SWH, and SAR Observations, Proposed Hallman Pit.



Enforcement



Traffic

Traffic



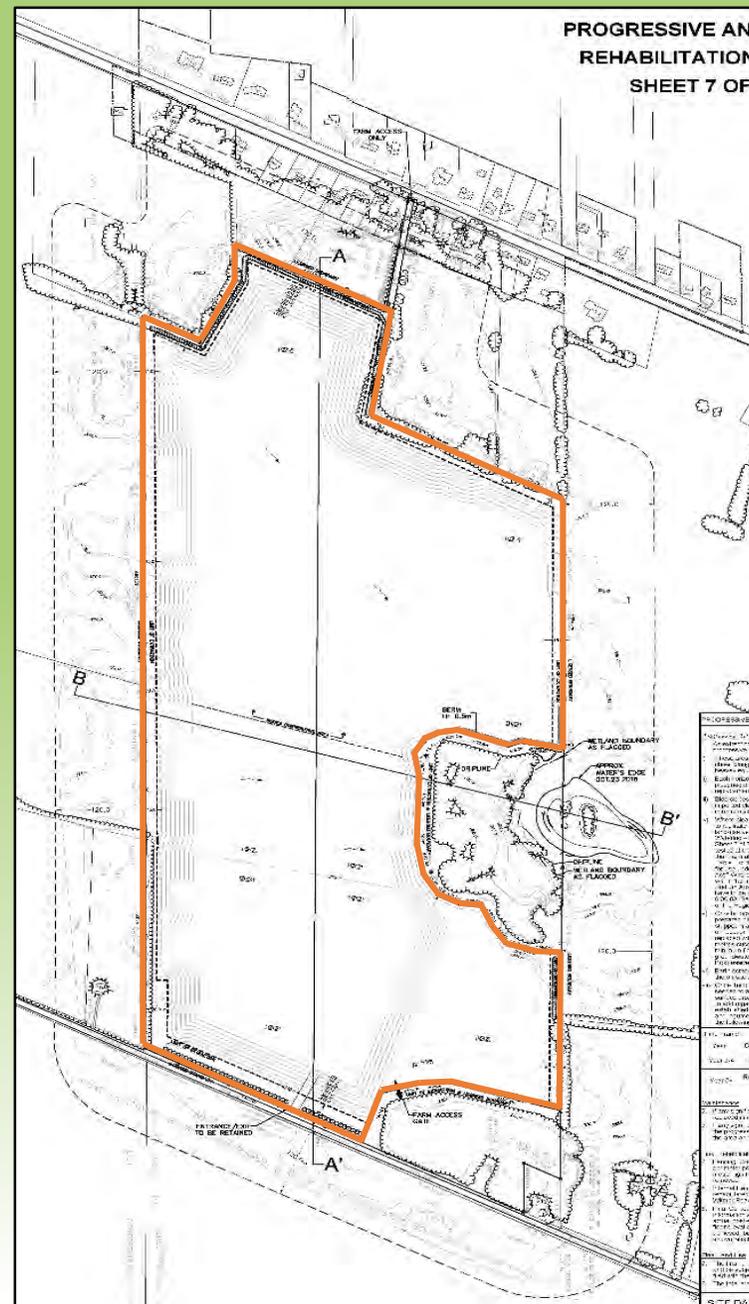
Witmer Road

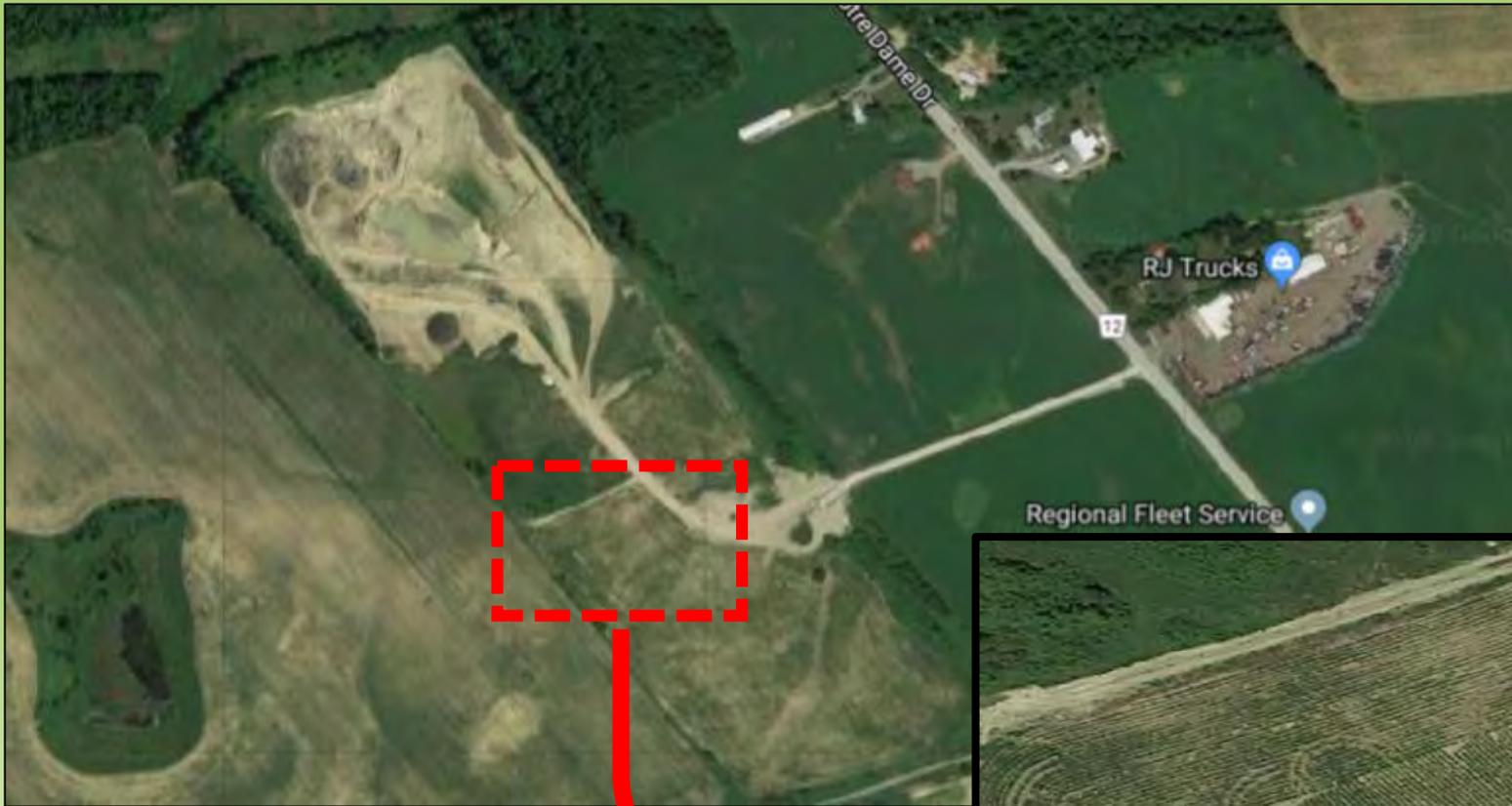
Traffic



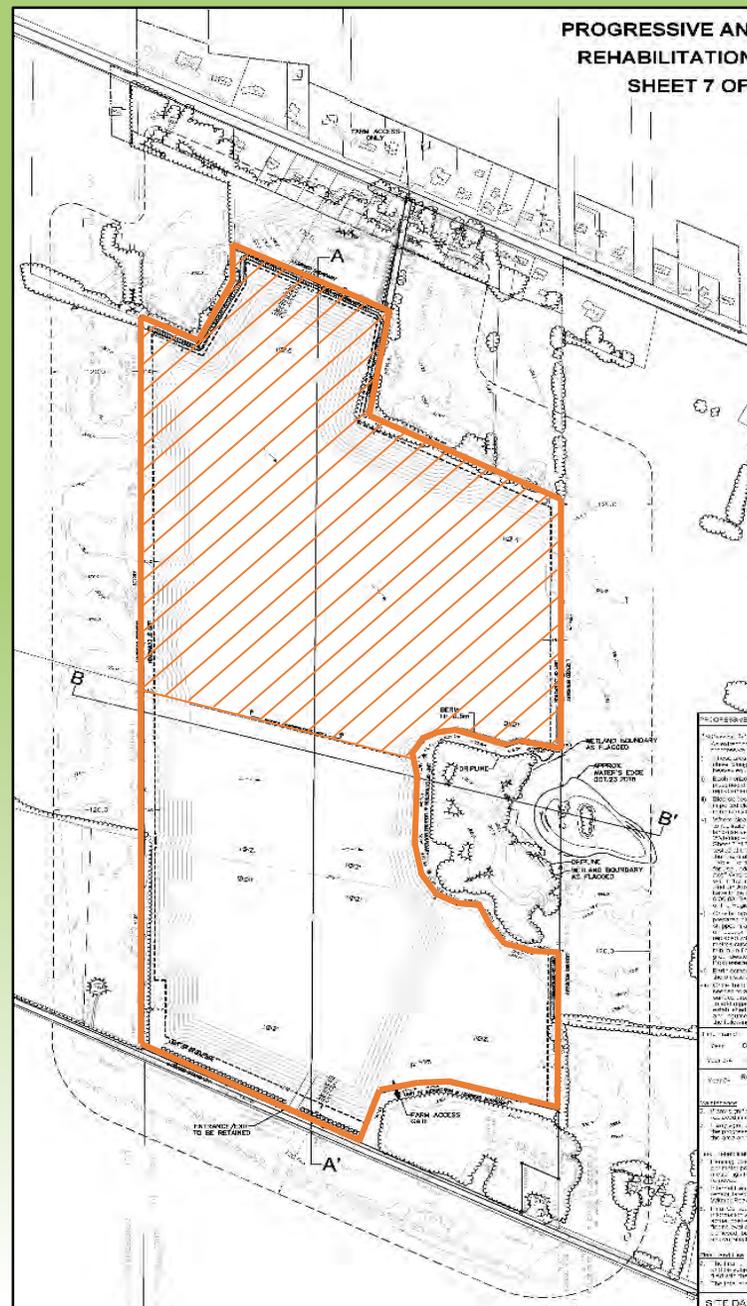
Progressive and Final Rehabilitation Plan

Progressive & Final Rehabilitation Plan Sheet 7 of 7



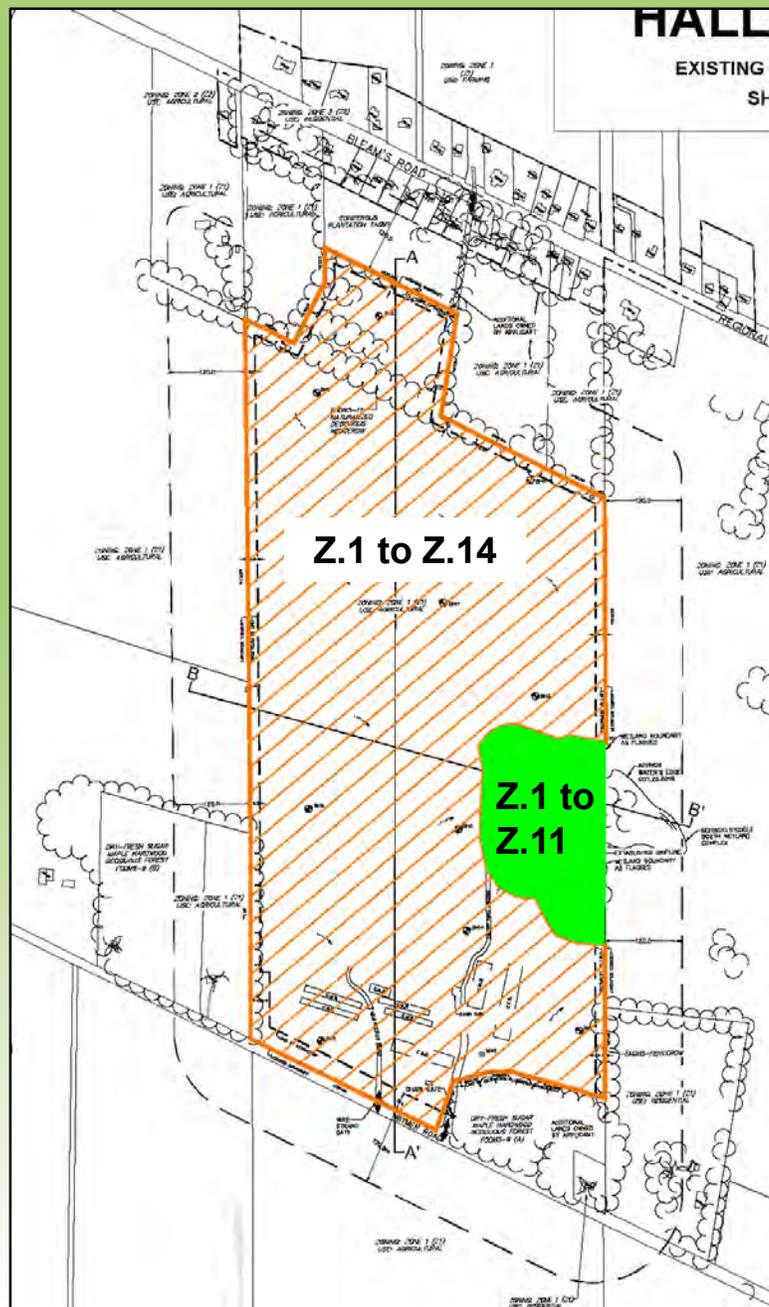


Progressive & Final Rehabilitation Plan Sheet 7 of 7



Zoning

Zoning Map



Region of Waterloo

- Agricultural Impact Assessment
- Noise / Dust
- Hydrogeology
- Environmental Impact Studies (EIS)



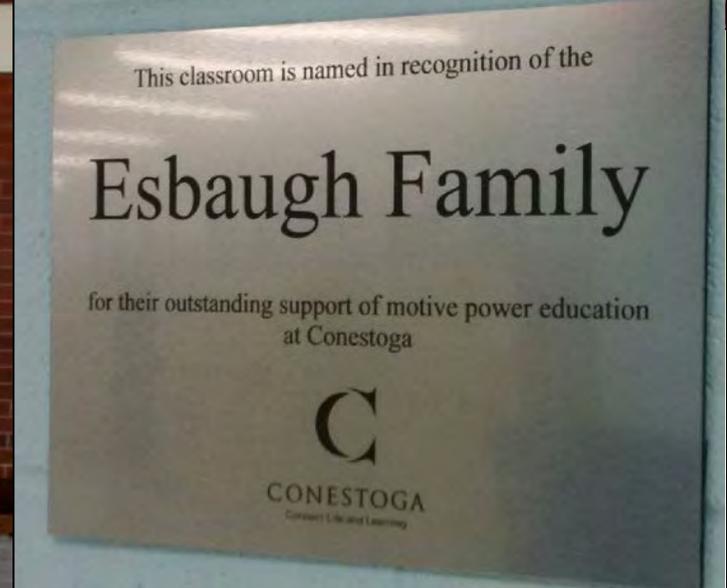
Region of Waterloo

Township of Wilmot

- Peer Reviews of Traffic / Geotechnical



The annual Tri City Golf Tournament has raised a total of \$328,625.15 since 2010 towards the Grand River Regional Cancer Centre and Local Charities!



Q

Questions

&

and

A

Answers

➤ Project Co-ordination / Planner:
David Sisco



➤ Landowner / applicant:
Rick Esbaugh

➤ Hydrogeologist:
Stan Denhoed



➤ Acoustical Engineer:
Mandy Chan



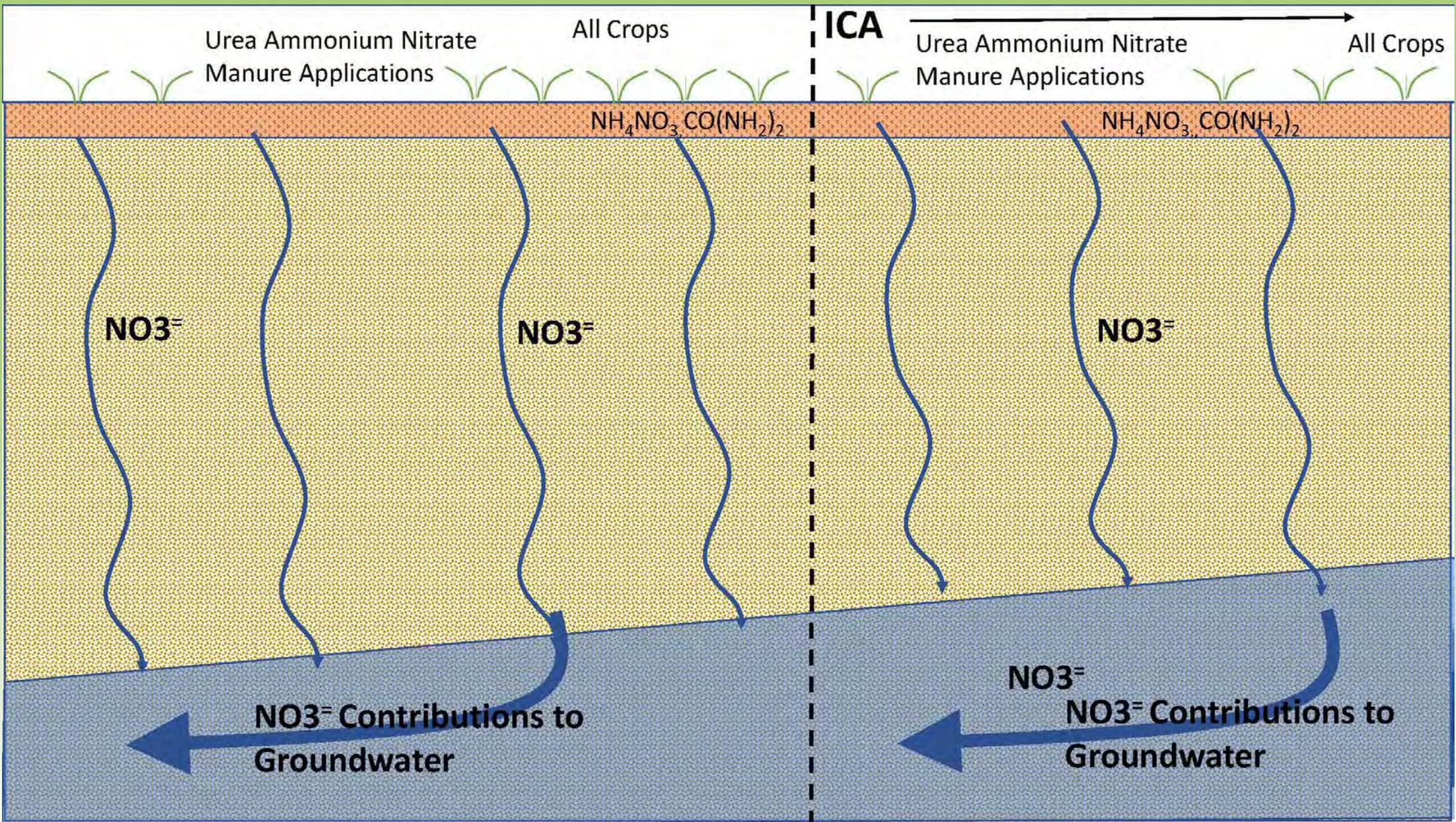
➤ Ecologist:
Ken Dance

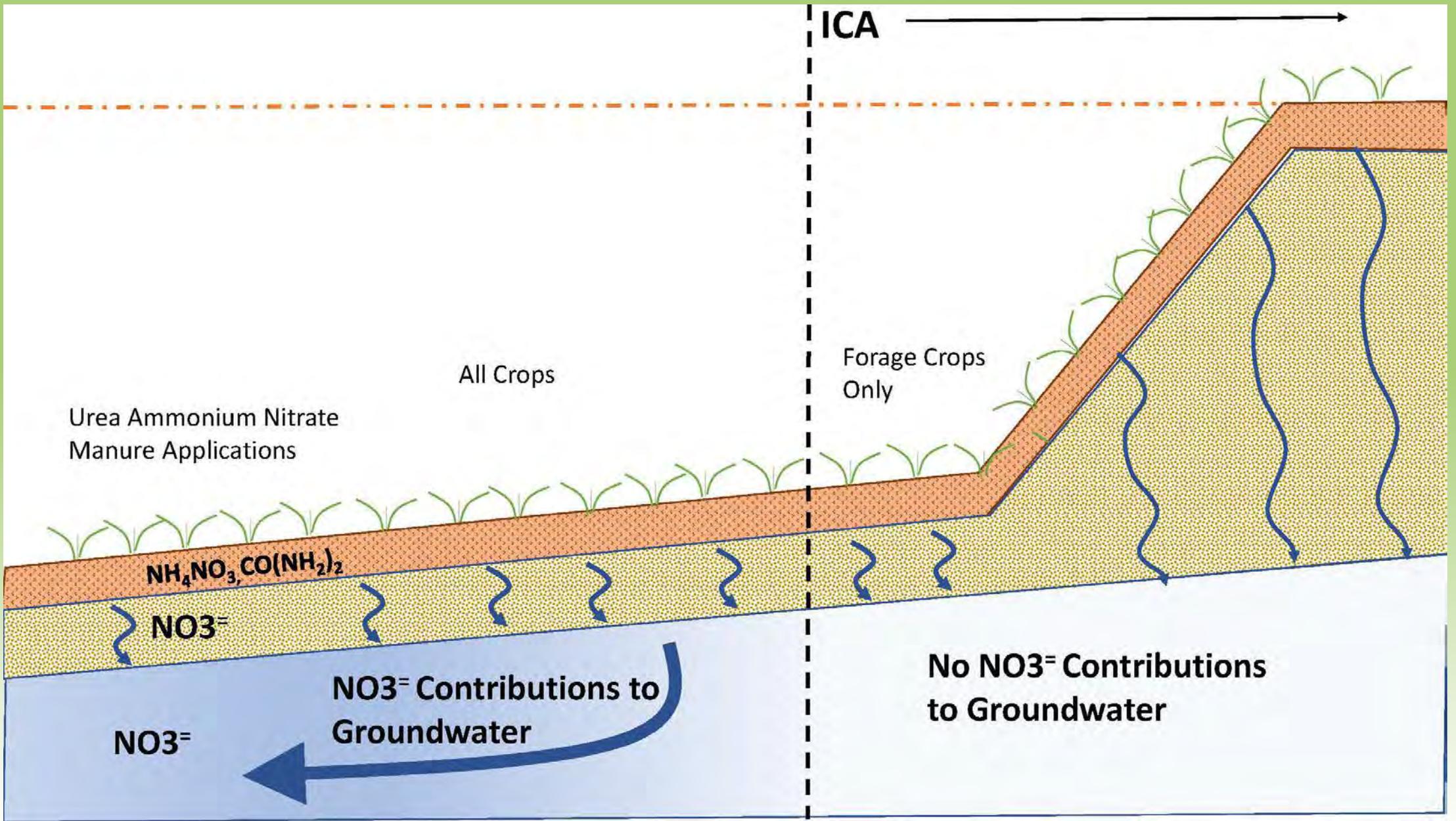


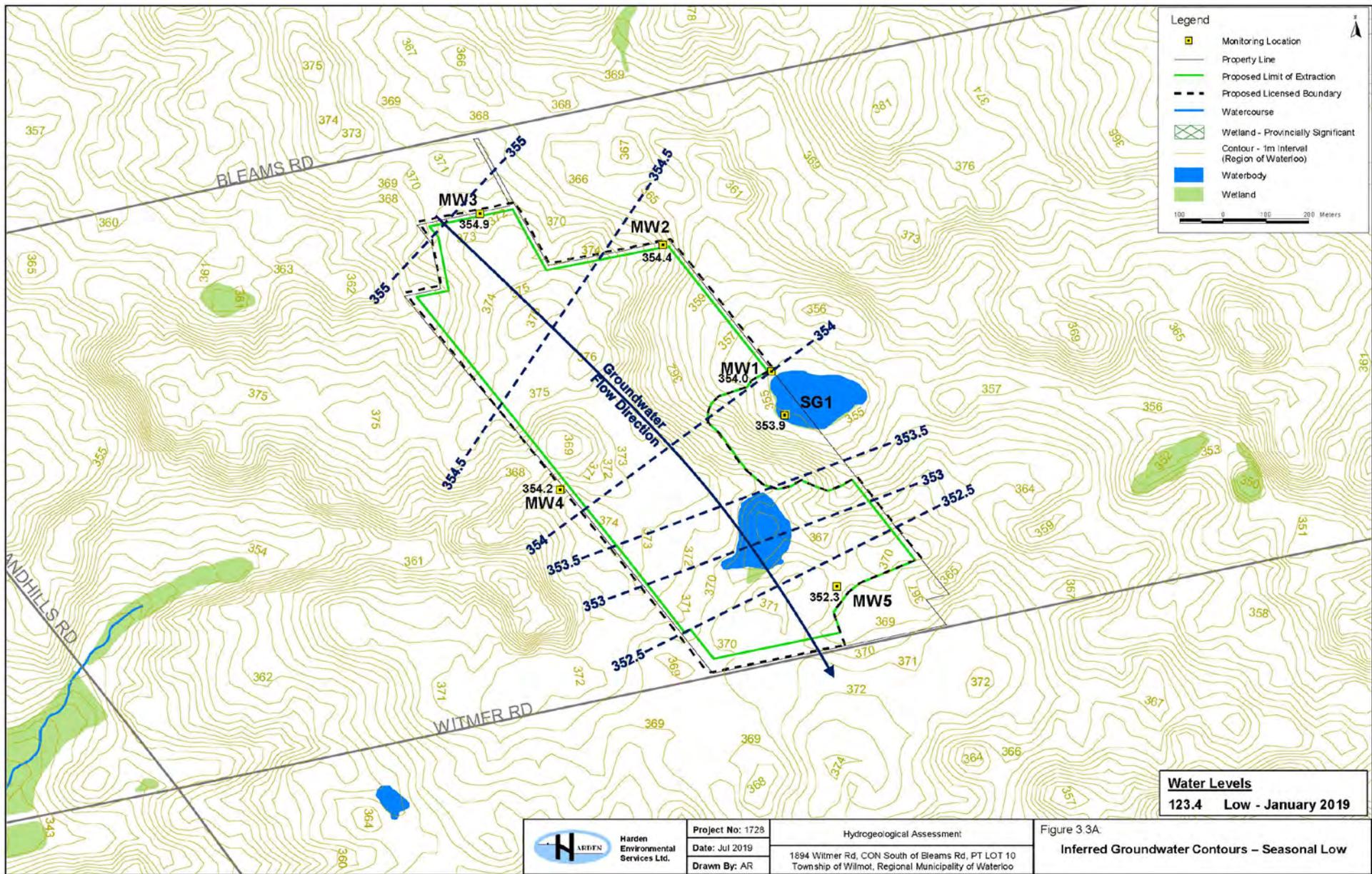
➤ Traffic Engineer:
Matt Brouwer

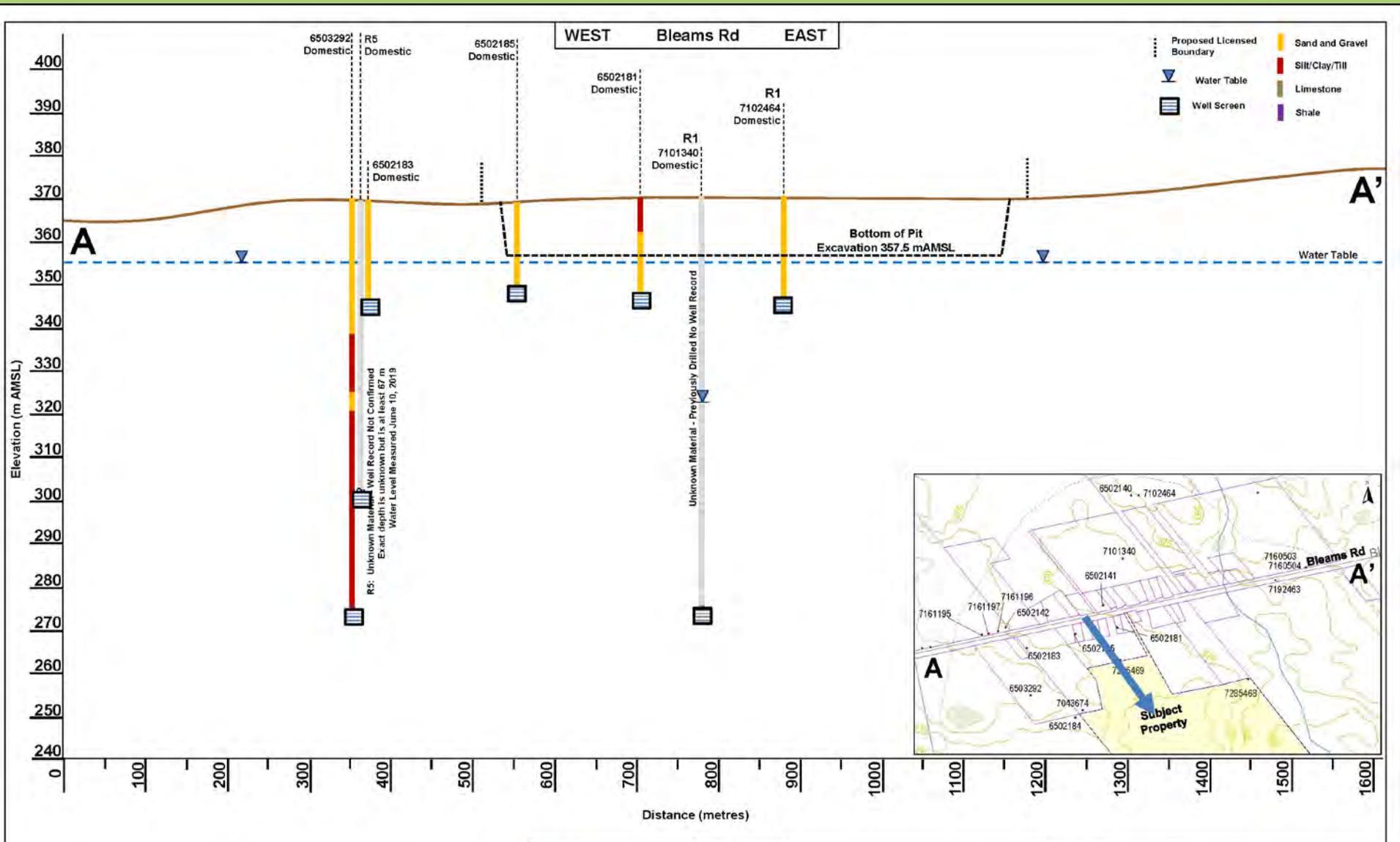




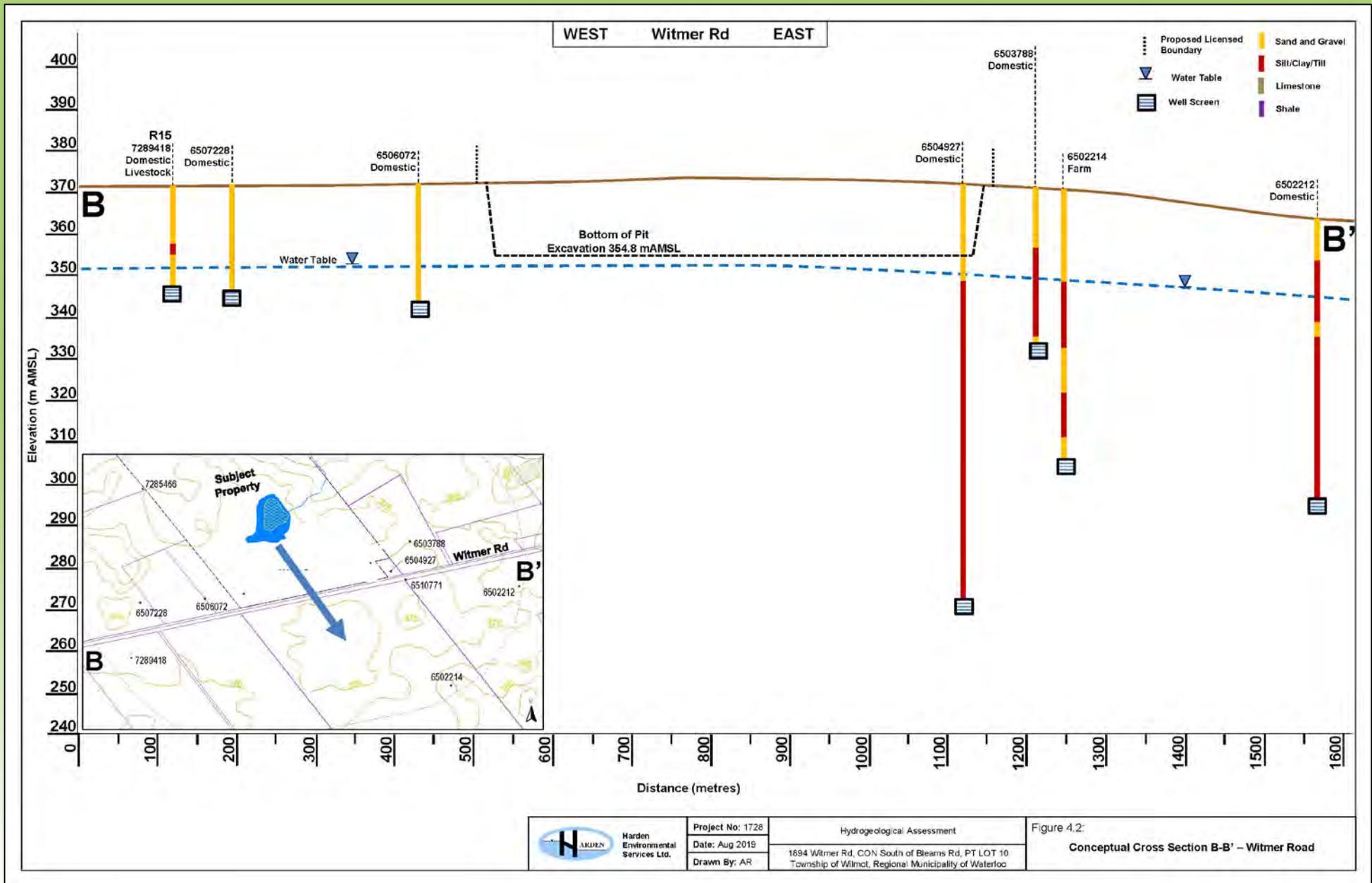


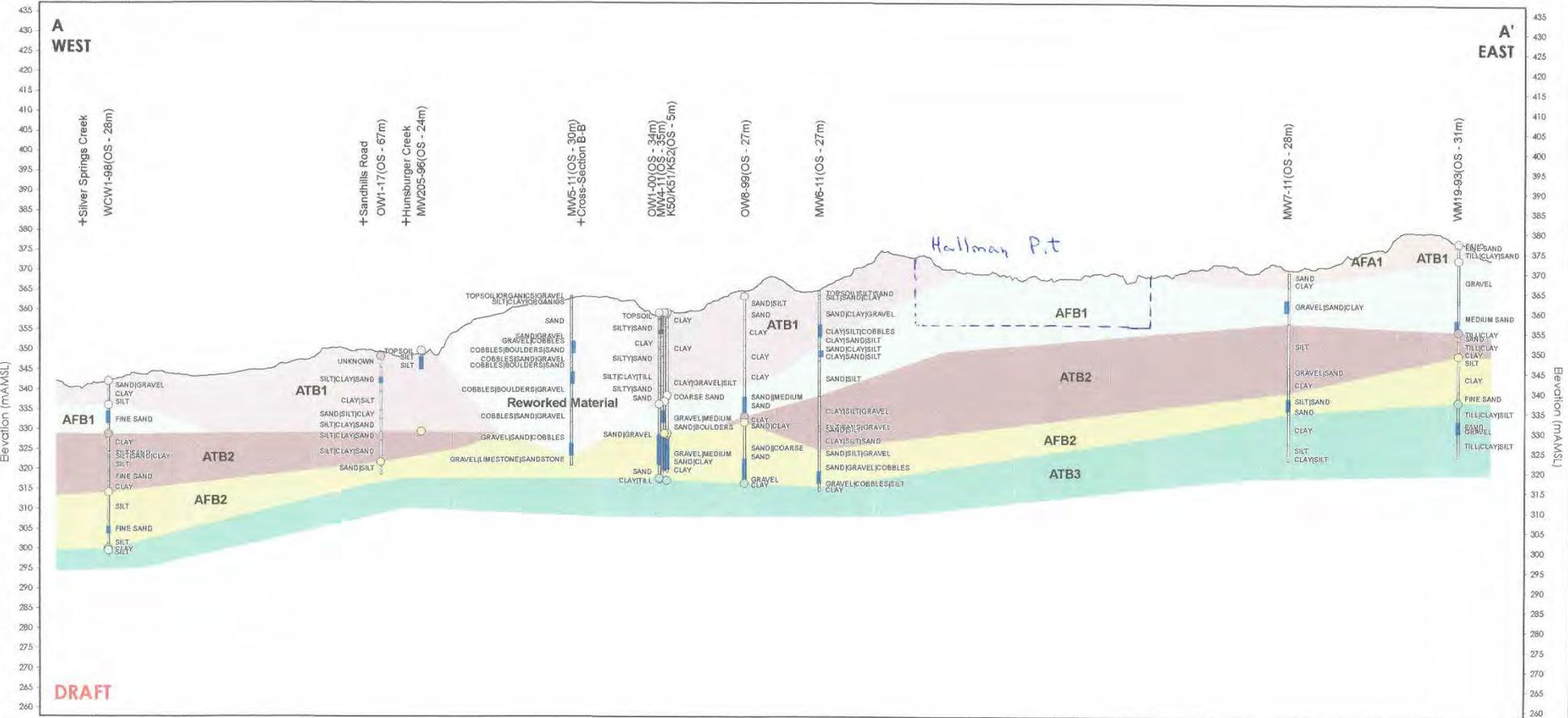






	Project No: 1728	Hydrogeological Assessment	Figure 4.1 Conceptual Cross Section A-A' - Bleams Road
	Date: Aug 2019	1694 Wilmer Rd, CON South of Bleams Rd, PT LOT 10 Township of Wilmot, Regional Municipality of Waterloo	
	Drawn By: AR		





- Formation Pick
 - Ground Surface Elevation (SWOOP 2015 DEM)
- Stratigraphic Units**
- Reworked Material
 - AFB1
 - ATB1
 - AFB2
 - ATB2
 - AFB3
 - ATB3
 - ATC1
 - ATE1
 - AFF1/ATG1
- Well ID (Offset)**
- Sand
 - Stratigraphy
 - Water Level
 - Well Screen

10x Vertical Exaggeration
 0 190 380 metres
 1:10,000 [At original document size of 11x17]

Stantec

Project Location: 160900862 REV A
 Address/City/Municipality: Prepared by/Co-ordinator: 33194568
 Technical Review By: LV on: 2019-06-02

Client/Project: 2018 OPERATIONAL TESTING PROGRAM
 WILMOT CENTRE WELL FIELD
 REGION OF WATERLOO

Figure No. **5** **DRAFT**

Title: **Cross-Section A-A'**

Disclaimer: Stantec assumes no responsibility for data supplied in electronic format. The recipient accepts full responsibility for verifying the accuracy and completeness of the work. The recipient releases Stantec, its officers, employees, consultants and agents, from any and all claims arising in any way from the content or provision of the data.



**SAR Screening Request to MECP
for
Aggregate Licence Application
Part Lot 10, German Block South of Bleams Road,
Township of Wilmot
Regional Municipality of Waterloo.
Proposed Hallman Pit**

Prepared for:
Jackson Harvest Farms,
St. Clements, ON
% IBI Group, Waterloo, ON.

Prepared by:
Dance Environmental Inc.
519-463-6156
% Kevin Dance, M.E.S.,
Senior Terrestrial Biologist and Partner

1. Site Location

The location of the proposed Hallman Pit is provided in Figure 1. The site is located on the north side of Witmer Road. The small Hamlet of Shingletown is located to the north of the site on Bleams Road, Waterloo Region.

The use of the term "site" in this letter refers to the licence area for the proposed pit. The term "study area" refers to the site and offsite (within 120m) areas combined.

2. Proposed Undertaking

The applicant is applying for a Category 3 Aggregate Licence. The study area is shown on Figure 1. The licence is proposed to cover 57.27ha. The maximum annual tonnage is proposed to be 750,000 tonnes.

A Natural Environment Level 1 & 2 Technical Report and E.I.S., has been prepared to accompany the licence application, and is available upon request.

A Terms of Reference for the scoped EIS for the proposed aggregate pit was prepared at the request of the GRCA and Region of Waterloo staff. The Terms of Reference was provided to and approved by the Waterloo Region EACC in 2019.

The proposed area of extraction is currently in active agricultural use, and a small section of hedgerow at the north end of the site is proposed to be removed. Trees in the hedgerow are primarily Manitoba Maple with a few scattered Black Cherry.

Timing of land clearing (section of hedgerow) would occur so that bird breeding and bat maternity impacts would be avoided.

3. Existing Information Sources Researched

A) **MNRF:** Tara McKenna at the MNRF Guelph District was sent an Information Request Form along with a request for information letter on May 1, 2018, and Management Biologist Graham Buck responded on June 1, 2018. The June 1, 2018 response letter included a list of SAR species known from Wilmot Township.

The Wilmot SAR list (which included Special Concern species) included: 2 insects, 13 birds, and 3 herpetofauna species. No mammal SAR were on the Wilmot Township list provided by MNRF.

B) **GRCA:** A request for information was sent to Kaitlyn Rosebrugh at the Grand River Conservation Authority (GRCA) by Dance Environmental Inc., on May 1, 2018. Beth Brown from the GRCA responded to the request for information on September 7, 2018. The GRCA did not identify any known Species at Risk for the study area in their response letter.

C) **OHA:** A search for historical records from the Ontario Herpetofauna Atlas (OHA) was completed on April 25, 2018 for square 17NJ30. The Atlas data indicated 15 different species with records for the square, with no records of Threatened or Endangered species being reported from 1998 to 2018.

D) **OBA:** The Ontario Butterfly Atlas (OBA) was searched for historical records for square 17NJ30 on July 29, 2019. The data for butterflies within the square showed 13 butterfly species records, with no records of Threatened or Endangered species.

E) **OBBA:** Information from the second Ontario Breeding Bird Atlas (OBBA) was obtained on April 25, 2018 for historical bird records for square 17NJ30. The Atlas data indicated records of 5 species which are ranked provincially as Threatened or Endangered, including: Common Nighthawk, Bank Swallow, Barn Swallow, Bobolink, and Eastern Meadowlark.

There is no meadow habitat present for Bobolink or Eastern Meadowlark, and they were not heard or observed in 2018 within the study area.

F) **NHIC Make a Map** data were retrieved on April 25, 2018 for squares 17NJ3203 and 17NJ3103. The only result listed for the two squares was: Natural Area – Schindelstедdle South Wetland Complex. No SAR records were noted.

4. Site Inventory to Date

Detailed surveys at the study site were completed in 2018. The dates, times, weather, purposes of site visits and staff present, are provided in Table 1.

To identify whether any Threatened or Endangered species of wildlife/vegetation were present a variety of inventories were undertaken including: Breeding bird surveys, Crepuscular bird surveys, winter owl surveys, herp surveys (using Marsh Monitoring Protocol), snake searches, turtle count surveys, turtle nest searches, Odonata and Lepidoptera inventories, ELC and plant species identification, Butternut searches, and incidental mammal observation.

The herp surveys, snake searches, and turtle counts did not result in any Threatened or Endangered herpetofauna being confirmed to be present, only common species were confirmed to be present.

No insects, herbaceous vegetation or mammal species were found to be present which are listed provincially as Threatened or Endangered.

The ELC communities were identified using Harold Lee's 2008 update to ELC vegetation community types and community codes. The ELC polygons for the study area are provided in Figure 2. No plants were found which are listed provincially as Threatened or Endangered. No Butternut trees or seedlings were found, and searches were undertaken by Ken Dance and Kevin Dance (BHA #486).

The bird species which were observed during the 2018 site visits are listed in Table 2.

No Common Nighthawk or any other SAR bird species were found to be present during the crepuscular bird surveys. No SAR owl species were found to be present during the winter owl surveys (Great Horned Owl and Eastern Screech Owl were confirmed).

There were two Threatened or Endangered bird species which were confirmed to be present within the study area during the 2018 surveys within the study area. Barn Swallow and Bank Swallow.

Confirmed SAR at the study area:

Barn Swallow: During the breeding season and post-breeding Barn Swallows were observed foraging over the proposed extraction area. There were no Barn Swallow nests on the site, nor immediately adjacent.

Figure 1 shows where off site barns and sheds are located relative to the study area. All of these barns are more than 120m away from proposed extraction. This means that the present study site is a Habitat Category 3 area: habitat used for rearing, feeding and resting.

DE-428

Proposed Hallman Pit

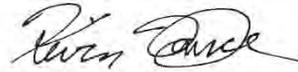
November 21, 2019

Bank Swallow: A single Bank Swallow was seen foraging over the proposed extraction area on a single date, May 23, 2018. No nesting sites are present on the site where currently there is only flat farmland. No June or July breeding season occurrences were observed so there probably is no nesting of this species within 120m. An existing

licensed pit to the east and south of the study area may potentially be where nesting for this species exists in the near vicinity, but none is present in the study area.

Please complete a SAR screening of this project and provide comments.

Thank you.
Kevin Dance



Kevin Dance, M.E.S.
Senior Terrestrial Ecologist
And Partner
Dance Environmental Inc.

TABLE 1. Dates, Times and Weather, 2018 and 2019 Site Visits at Proposed Hallman Pit.

DATE	START (24hrs)	END (24hrs)	WEATHER	STAFF	PURPOSES OF VISIT
April 21/18	19:20	21:05	5.2°C, <5% cloud, no precip.; Beauf. 0	KWD, JLD	Herp survey #1
April 22/18	11:50	13:56	16°C, 30-40% cloud, no precip.; Beauf. 1	KSD	Snake surveys, incl. Birds, Turtle count
April 30/18	12:50	16:48	20°C, 0% cloud, no precip.; Beauf. 2	KWD JLD	Snake surveys, incl. Birds,
May 1/18	13:36	15:29	25°C, <5% cloud, no precip.; Beauf. 2	KSD	Snake surveys, incl. Birds, Turtle count
May 8/18	13:40	15:50	22°C, <5% cloud, no precip.; Beauf. 1	KSD	Snake surveys, incl. Birds, Turtle count
	21:00	21:30	22°C, <5% cloud, no precip.; Beauf. 0	KSD	Herp survey #2
May 15/18	13:55	15:30	18°C, 60% cloud, no precip.; Beauf. 0	KWD	Snake surveys, incl. Birds, plants
May 23/18	11:34	13:02	20°C, <5% cloud, no precip.; Beauf. 2	KSD	Snake surveys, incl. Birds, Turtle count & nesting area search
May 29/18	20:58	22:06	21.5°C, 10% cloud, no precip.; Beauf. 2	KWD JLD	Herp survey #3, Crepuscular birds
June 5/18	06:30	09:20	14°C, 30% cloud, no precip.; Beauf. 2	KSD	Breeding bird survey, turtle nesting area search, incidental wildlife & Butternut searches
June 22/18	05:12	07:42	23°C, 20% cloud, no precip.; Beauf. 1	KSD	Breeding bird survey, turtle nesting area search, incidental wildlife & Butternut searches
June 26/18	22:09	22:55	16°C, 50-80% cloud, no precip.; Beauf. 2	KSD	Crepuscular bird survey, turtle nesting area search
July 5/18	08:40	10:10	27°C, 10% cloud, no precip.; Beauf. 1	KSD	Turtle nesting area search, incidental wildlife, insects, Butternut searches
Sept 17/18	09:48	14:48	19°C, 10% cloud, no precip.; Beauf. 1	KSD	ELC polygon ID/vegetation list, Wetland boundary delineation, and confirmation with GRCA staff, Butternut searches
Sept 20/18	10:40	14:30	16°C, 60% cloud, no precip.; Beauf. 1	KSD	ELC polygon ID/vegetation list,

					Butternut searches
Feb 5/19	19:40	21:10	-6°C, 40% cloud, no precip.; Beauf. 1	KSD	Evening Owl Survey
Feb 19/19	14:10	16:10	-7°C, 15% cloud, periodic light snow, Beauf. 1	KSD	Winter Wildlife
Mar 6/19	14:10	16:10	-15°C, 30% cloud, no precip. Beauf. 3	KSD	Winter Wildlife
April 22/19	21:38	23:40	14°C, 10% cloud, no precip. Beauf. 0-1	KSD	Evening Owl Survey
May 9/19	09:00	10:08	7°C, 80% cloud, no precip. Beauf. 3	KSD	Vegetation and wildlife
May 23/19	11:40	13:58	17°C, 85% cloud, no precip. Beauf. 2	KSD	Check for fish at pond

LEGEND

KWD = Ken Dance, M.Sc.
 KSD = Kevin Dance, M.E.S.
 JLD = Janet Dance

Table 2. Hallman Pit, Wilcox
Avian Species Observed and Known from Study Area

Scientific Name	Common Name	CODE	Dence Environmental Biologist Observations							SRANK	SRANK1	C-SEMIC	SARO	Region of Watershed Significant Breeding Birds
			(FO) (MG-1)	(MG)	(MAM)-3 (S-CAD)	(FO) (MG-1)	(TR) (MG)	(FO) (MG-1)	(FO) (MG-1)					
<i>Columba passerina</i>	Ducks, Geese & Swans Canada Goose	CAGO		U	S, B, P									
<i>Anas platyrhynchos</i>	Wood Duck	WODU												
<i>Anas americana</i>	American Wigeon	AMWI												
<i>Anas platyrhynchos</i>	Mallard	MALL		B	S, B, P									
<i>Ardea herodias</i>	Great Blue Heron	GRBL												
<i>Ardea herodias</i>	Belted Kingfisher	BKIF												
<i>Meleagris gallopavo</i>	Partridges, Grouse & Turkeys Wild Turkey	WTU												
<i>Podiceps podiceps</i>	GREBES Pied-billed Grebe	PEGR			S, B, P									
<i>Ardea herodias</i>	HERONS & BITTERN Great Blue Heron	GRBL		B										
<i>Cathartes aura</i>	VULTURES Turkey Vulture	TUVU			S, B, P, F		P							
<i>Accipiter striatus</i>	HAWKS, KITES & EAGLES Sharp-shinned Hawk	SHSH			P									
<i>Accipiter cooperii</i>	Coeur's Hawk	COHA			P									
<i>Buteo americanus</i>	Red-tailed Hawk	RTHA			S, B, P, F, W									
<i>Buteo swainsoni</i>	CARACARAS & FALCONS American Kestrel	AMKE												
<i>Pluvialis dominica</i>	FLOVERS Pintail	PINT			S, B, P									
<i>Actitis macularia</i>	SANDPIPERS & PHALAROPES Spotted Sandpiper	SPSI												
<i>Larus delawarensis</i>	GULLS, TERNS & SKIMMERS Ring-billed Gull	RBGU												
<i>Hydrochelidon cyanoptera</i>	Carolinian Tern	CATE												
<i>Columba livia</i>	PIGEONS & DOVES Rock Pigeon	ROPI			S, B									
<i>Columba macroura</i>	Mourning Dove	MOUD			S, B, P		B, P, F							
<i>Otus asio</i>	TYPICAL OWLS Eastern Screech Owl	EASO												
<i>Bubo virginianus</i>	Great Horned Owl	GHOW			S, P		S, C							
<i>Meleospiza carolinensis</i>	WOODPECKERS Red-bellied Woodpecker	REWD												
<i>Picoides pubescens</i>	Downy Woodpecker	DOWN												
<i>Picoides villosus</i>	Hairy Woodpecker	HAWO												
<i>Colaptes auratus</i>	Northern Flicker	NOVF												
<i>Contopus virens</i>	TYRANT FLYCATCHERS Eastern Wood Pewee	EAWP												
<i>Contopus richardsonii</i>	Eastern Phoebe	EAPH			S, B									
<i>Myiarchus cinerascens</i>	Great Crested Flycatcher	GCFE												
<i>Tyrannus tyrannus</i>	Eastern Kingbird	EAKB												
<i>Vireo olivaceus</i>	VIREOS Red-eyed Vireo	REVI												
<i>Cyanocitta cristata</i>	CROWS & JAYS Blue Jay	BLJA			P									
<i>Corvus brachyrhynchos</i>	American Crow	AMCR			P, B, W, F									
<i>Empidonax griseus</i>	LARKS Common Lark	COML			S, B									
<i>Icterus spurius</i>	SWALLOWS Tree Swallow	TRIS												
<i>Iridoprocne bicolor</i>	Blunt-shinned Swallow	BNSW												
<i>Hirundo lunifrons</i>	Bank Swallow	BANS			S, B									
<i>Chickadee v. titmouse</i>	CHICKADEES & TITMICE Pied-billed Grebe	PEGR			S, B, P, W									
<i>Parus carolinensis</i>	NUTHATCHES White-breasted Nuthatch	WNUT												
<i>Troglodytes aedon</i>	WRENS House Wren	HOHW												
<i>Regulus satrapa</i>	KINGLETS Golden-crowned Kinglet	GRCK												
<i>Regulus calendula</i>	Red-breasted Kinglet	RECK												
<i>Turdus migratorius</i>	THRUSHES Eastern Bluebird	EABL												
<i>Catherpes mexicanus</i>	Hermit Thrush	HEHT												
<i>Turdus migratorius</i>	American Robin	AMRO			S, B		B, P, F							

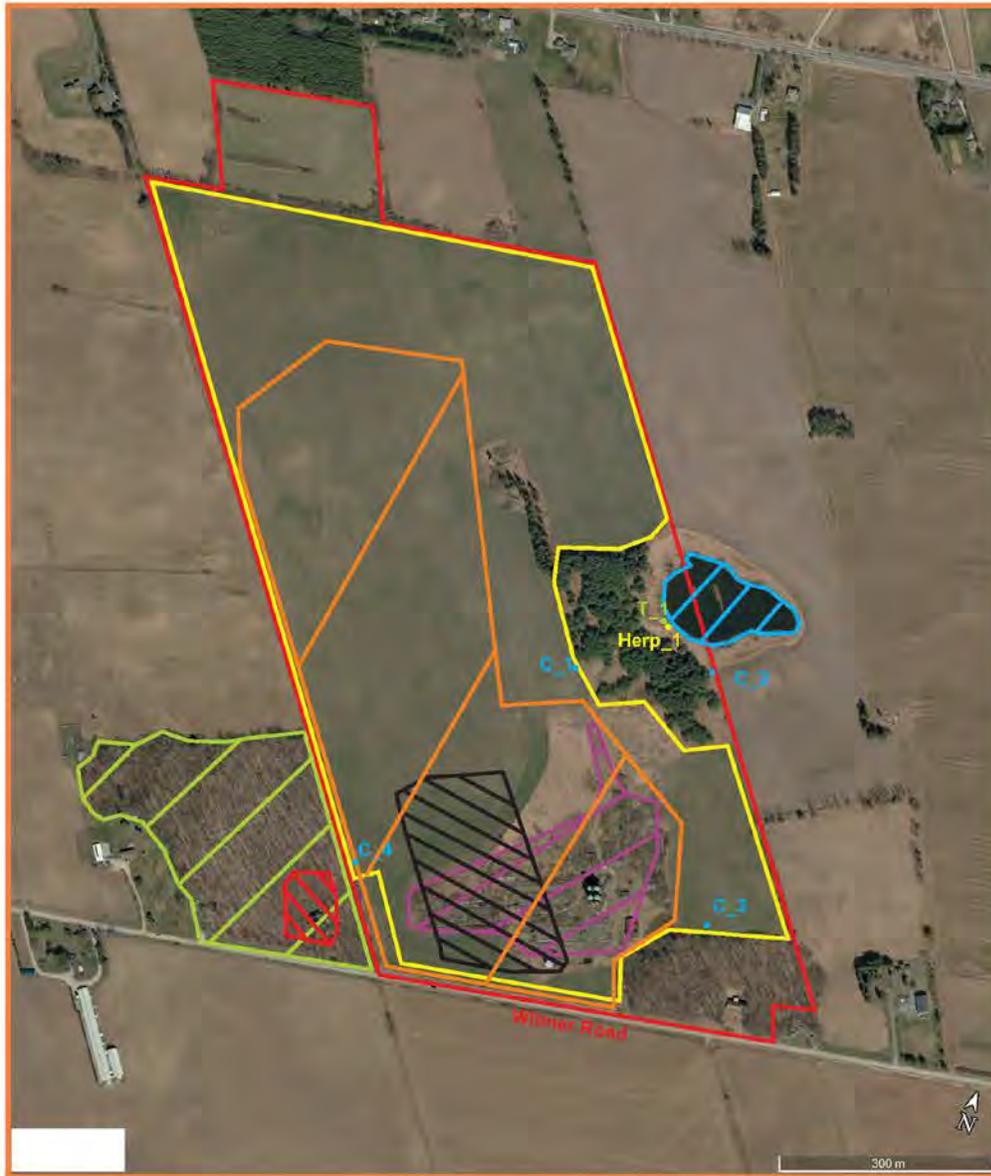
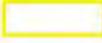


Figure 1. Study Area Boundaries and Survey Station Locations, Proposed Pit, Wilmot.

LEGEND

-  Approximate Proposed Limit of Extraction Boundary
-  Approximate Study Area Boundary
-  Significant Woodland (Waterloo Region O.P., 20-15)
-  Wintering Turtle Habitat
-  Area Searched for Potential Snake Hibernacula

Areas within which SAR species were observed

-  Approximate area where Eastern Wood-pewee were heard during Breeding season 2018.
-  Approximate area where Barn Swallows were observed (foraging/perching).
-  Approximate area where Bank Swallow were observed foraging.

Survey Station Locations, 2018

-  Turtle count location.
-  Crepuscular bird survey station location.
-  Herpetofauna survey station (MMP).



DE-428
Nov. 21, 2018



Figure 2. ELC Vegetation Community Polygons, Proposed Hallman Pit, Wilmot.

LEGEND

On Site

ELC Code	Name
OAGM1	Annual Row Crops (2018)
IAG	Agricultural Infrastructure
TAGM5	Fencerow
FODM5-11	Naturalized Deciduous Hedgerow

Off Site

FODM5-9	Dry-Fresh Sugar Maple -Hardwood Deciduous Forest
OAGM1	Annual Row Crops (2018)
FOCM6-1	Dry-Fresh White Pine Naturalized Conifer Plantation
MAMM1-3	Reed-Canary Grass Graminoid Mineral Meadow Marsh
OAO	Open Aquatic
TAGM1	Coniferous Plantation
	Approximate ELC Community Polygon Boundary



DE-428

September 6, 2019.



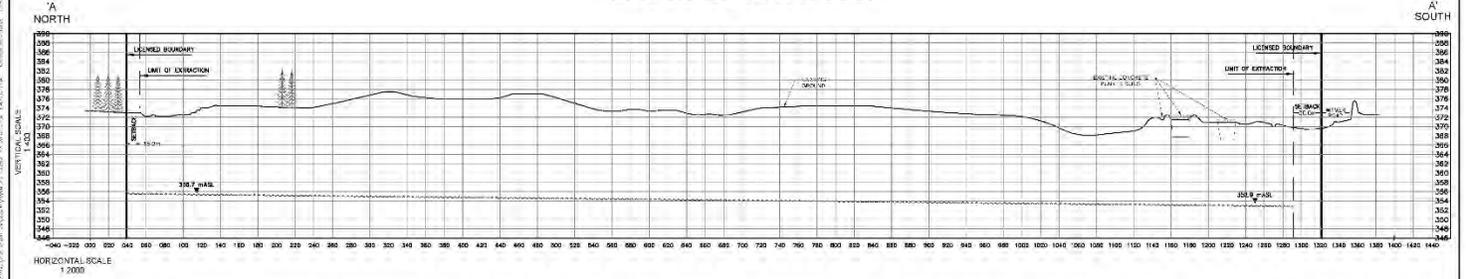
Existing Conditions Cross-Sections Sheet 5 of 7

HALLMAN PIT

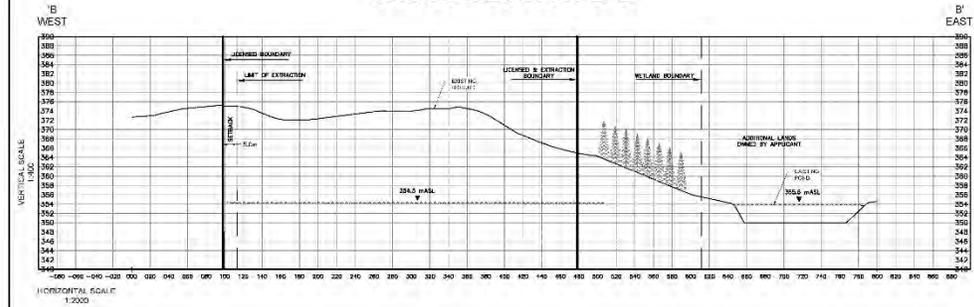
EXISTING CONDITIONS
CROSS-SECTIONS
SHEET 5 OF 7



CROSS SECTION A-A'



CROSS SECTION B-B'



SITE PLAN AMENDMENTS

REVISIONS PRIOR TO APPROVAL

IBI GROUP
101-410 South Street
Windsor, ON N2L 9G3 Canada
416-578-5525
ibigroup.com

JACKSON HARVEST FARMS LTD.
C/O RICK ESBAUGH
2679 HERSCOTT ROAD
ST. CATHARINES, ON, N0G 2M0

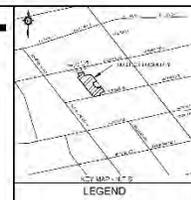
EXISTING CROSS-SECTIONS

DATE: 2020-01-13
SCALE: 1:2000
DRAWN BY: [Name]
CHECKED BY: [Name]

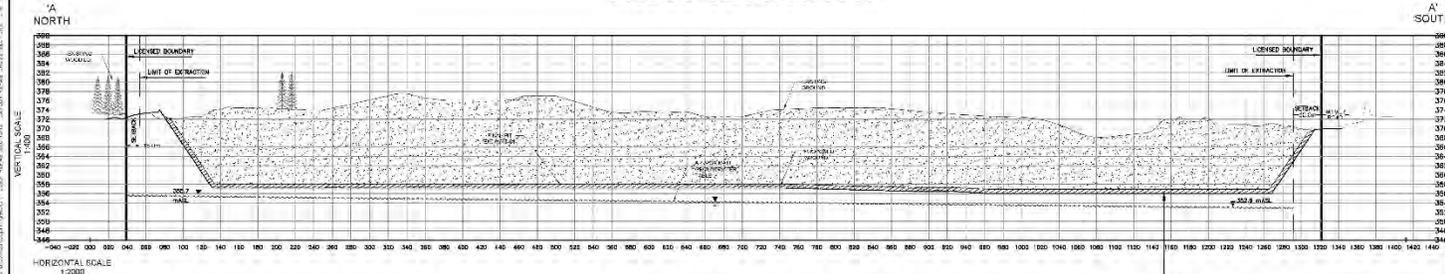
Rehabilitation Cross-Sections Sheet 6 of 7

HALLMAN PIT

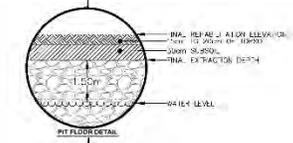
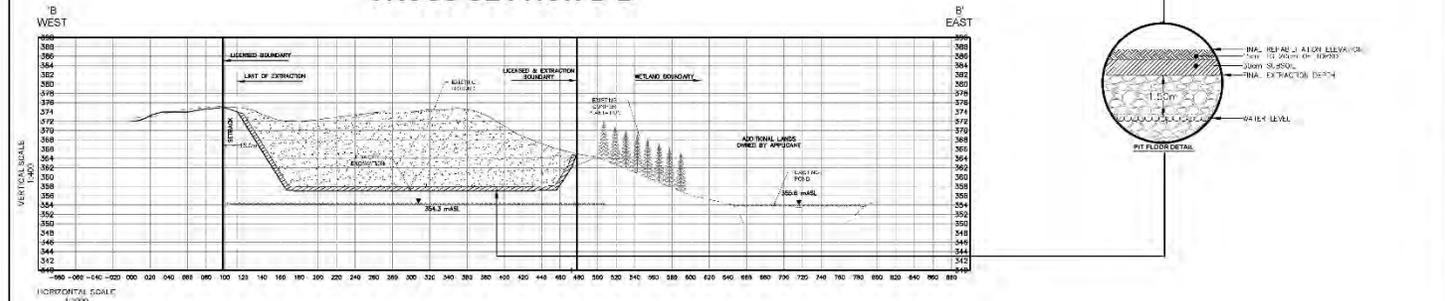
REHABILITATION
CROSS-SECTIONS
SHEET 6 OF 7



CROSS SECTION A-A'



CROSS SECTION B-B'



REVISIONS

NO.	DATE	DESCRIPTION
1	1/13/20	ISSUED FOR PERMIT

DESIGNED BY: [Signature]

CHECKED BY: [Signature]

DATE: 1/13/20

PROJECT: HALLMAN PIT REHABILITATION

CLIENT: JACKSON HARVEST FARMS LTD. C/O RICK ESBAUGH

2070 HERRICOTT ROAD
ST. COLUMBES, N.S. CAN. B0B 2M0

REHABILITATION CROSS-SECTIONS

NO.	DATE	DESCRIPTION
1	1/13/20	ISSUED FOR PERMIT

IBI GROUP
101 - 460 Queen Street
Windsor, ON N2L 3Y2 Canada
416-536-1225
ibigroup.com

PROJECT: HALLMAN PIT REHABILITATION
DATE: 1/13/20

JACKSON HARVEST FARMS LTD.
C/O RICK ESBAUGH
2070 HERRICOTT ROAD
ST. COLUMBES, N.S. CAN. B0B 2M0

REHABILITATION CROSS-SECTIONS

NO.	DATE	DESCRIPTION
1	1/13/20	ISSUED FOR PERMIT



Citizens for Safe Ground Water

David Donnelly

January 13, 2019

- Wilmot, Ontario

David Donnelly

- David Donnelly is one of Canada's leading environmental lawyers and an award-winning advocate for smart growth. He has represented numerous public interest groups, ratepayers, and First Nations in many of Ontario's key environmental battles in court and before environmental tribunals.
- He represented the Safe Drinking Water Coalition at the Walkerton Inquiry.
- David is a founding member of some of Ontario's most important environmental campaigns, including the Greenbelt, *Oak Ridges Moraine Conservation Plan*, *Lake Simcoe Protection Act*, and *Green Energy Act*

Jackson Harvest Farms – Hallman Pit

- Location – 1922 Witmer Road
- A large portion (approx. 30% of the property) is in a Source Water Protected area.
 - Potential impacts on quantity of available groundwater
 - Potential impacts on groundwater quality
- The proposed haul route is on a narrow hilly township road. There are no shoulders and no line of sight. This road was determined to be insufficient for hauling aggregate in 1922 in the "Cattlelands Agreement" with Lafarge.

The Current Situation in Ontario

“There are 7,125 licensed quarries in the province, a little fewer than half of those on Crown land and presumably under government control.

But there doesn't seem to be the political will to hold quarry operators accountable for the scars they're leaving on the landscape.

That's the amount of gravel, sand and stone, approximately 1.5 billion tonnes, that TEA estimates will be used by the GTA over the next 25 years to build roads, buildings and sidewalks.”

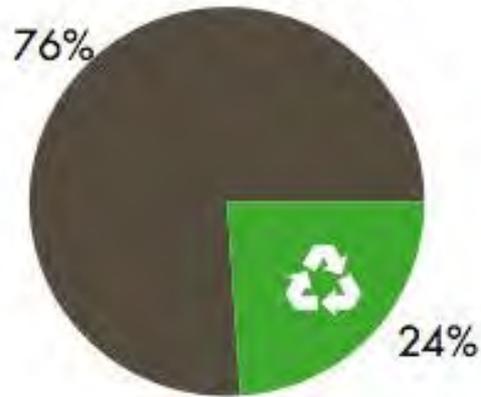
- *Toronto's love of concrete*, NOW Magazine, April 17, 2009

“While the study estimates potential remaining reserves of 2,792 MT might be available in 123 selected licensed pits there is quite a high degree of uncertainty associated with this estimate and the results should not be taken as a very realistic indication of what resource may actually be proven and made available from these licensed sites.

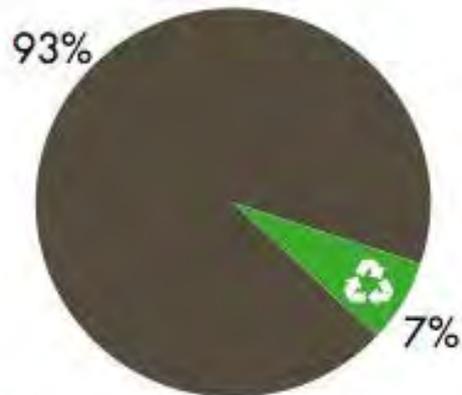
On a per capita basis, aggregate consumption has been on a longer-term decline and this downward trend is expected to continue going forward.”

- *Supply and Demand of Aggregate Resources 2016*, MNRF

United Kingdom



Ontario



- "Virgin" Aggregate
- Recycled Aggregate

- 19.8 cents royalty in Canada
- \$3.22 royalty in the United Kingdom

1) Dust (Puslinch Township)

“...the Board finds possible discharges of fine particulate matter and crystalline silica in excess of MOE guidance documents...The Board’s finding is that health concerns may result inconsistent with policy 1.1.1(c) of the PPS.

...[this is] not good planning and [is not] in the public interest.”

- *Capital Paving Inc. v. Wellington (County)*

2) Aggregate (Ramara)

“Ramara Township Council rejected [Fowler]’s application that would have allowed for an additional 6.9 hectares of extraction in a 5-2 vote, leading Fowler to file an LPAT appeal. Ramara Mayor Basil Clarke said township officials have had their first discussions with legal staff and will soon meet with the township planner to continue preparations. A group of locals known as the Ramara Legacy Alliance is also working to create a case against Fowler with their lawyer David Donnelly.

2) Aggregate (Ramara)



Ramara Ward 1 Councillor David Snutch at a community meeting in Floral Park on Aug. 29. Photo courtesy of Joan Mizzi-Fry

“It’s granite and there’s millions of hectares of Canadian Shield, so this is not a stone that’s in short supply,” Clarke said. “I’m sure the quarry will tell you it’s special, everybody’s rock is special to them.” Clarke said the area wasn’t zoned for aggregate extraction because of its proximity to cottages and homes, which is one of the primary concerns shared by the Ramara Legacy Alliance. The alliance is a citizen group that came together to fight Fowler’s proposal, which would allow for a new quarry about 70 metres from the closest residence.

- *Ramara Township And Citizen Group Prepare For Fowler Quarry Appeal – Muskoka 411, September 6, 2019*

2) Aggregate (Ramara)

Best Aggregate Media Quote Ever

“You mined the rock you said you were going to mine. We’ve honoured that deal. Goodbye.”

- Mayor of Ramara Township,
Basil Clarke

2) Aggregate (Muskoka Lakes)

“In June 2017, Muskoka Lakes council voted unanimously against the passing of a rezoning application and official plan amendment that could have seen the quarry produce up to 200,000 tonnes of sand, gravel and bedrock from 26.4 hectares of land, about half the 54.6-hectare lot, when it was operational.”

2) Aggregate (Muskoka Lakes)

“The township’s official plan says it does not permit new rock-crushing operations within two kilometres of the boundary of an urban centre or a waterfront designation.”



- *Muskoka Lakes residents rally against Lippa Quarry as applicant appeals council – MuskokaRegion.com, December 3, 2019*

3) Truck Traffic (Trent Lakes)

“The Tribunal had no evidence of the willingness or preparedness of the Municipality to allow the reconstruction of either of these roads or the introduction of these significant noise mitigation features within the road allowance. The Municipality is the owner of the road allowances and is under no compulsion to subject those road allowances to features that it may not wish to have located within them that are not otherwise prescribed by law. On this front then as well, it is a matter of speculation whether the Municipality will agree to these works.”

3) Truck Traffic

“Mr. Ewart did indicate that the concern or issue for the Municipality was the design of the noise mitigation works and that they were here to listen. The Tribunal did not have the benefit of any response from the Municipality.”

3) Truck Traffic

“Having come to the conclusion that there is insufficient evidence at the present time to be assured that there will be efficacious noise mitigation to the affected sensitive receptors on Ledge Road and Quarry Road, and that policy compliance requires such assurance, the Tribunal cannot, in the public interest, authorize the use of the Site for quarry purposes. The Zoning Amendment cannot be approved at this time.”

- *Anderson v. Trent Lakes (Municipality)*,
2018 CarswellOnt 6484 at paras 59-60

4) Water (Caledon)

The precautionary principle requires that decisions to approve long-term or even permanent impacts on the landscape must not be made without a high degree of certainty that the impacts will be mitigated. It is important to err on the side of caution, when water resources and environmental integrity are threatened.

- James Dick Construction Ltd. v. Caledon (Town)

5) Hydrogeology (Burlington)

Nelson Aggregate Co., Re

“For both known breeding ponds, the AMP also requires telemetric monitoring gauges to be placed in the breeding ponds. Since neither breeding pond is on the Nelson lands, the requirement in the AMP is qualified repeatedly by the phrase "subject to landowner permission".

There is no landowner permission for Nelson to place monitoring gauges in the breeding ponds that are not on the Nelson lands.

The AMP goes on to suggest that if an unanticipated draw-down occurs, Nelson is to undertake an assessment to determine the cause. If Nelson finds that quarrying is the cause, then quarrying is to cease and appropriate mitigation measures satisfactory to MNR are to be implemented.

With no landowner permission for Nelson to place gauges in the known breeding ponds, the question arises: how will Nelson, and subsequently MNR, know that there has been a drawdown of water in the breeding ponds that may endanger the Jefferson Salamander?”

Steps of an LPAT Appeal

- 1) File an Appeal to LPAT (Appellant Form A1).
- 2) LPAT conducts a preliminary screening of the Appeal per LPAT Rules of Practice and Procedure, Rule 26.05
- 3) Once the Appellant is notified that their Appeal is Valid (Letter of Validity), the Appellant must submit an Appeal Record and Case Synopsis within 20 days of the date of the Letter of Validity, per Rule 26.11
- 4) The Responding municipality must advise the LPAT of their intention to file responding material within 10 days of receipt of the Appeal Record and Case Synopsis. If the municipality intends to file responding materials they must do so within 20 days of receipt of the Appeal Record and Case Synopsis per Rule 26.14.
- 5) Once LPAT has received all material they will direct the parties to participate in a Case Management Conference, per Rule 26.17.
- 6) At the Case Management Conference parties and issues are identified and a hearing may be scheduled.

Thank you.
Good evening.

Appendix C

Summary of Concerns re Proposed Hallman Pit in Wilmot Township

1) Introduction

- Wilf Ruland (P. Geo.), 30+ years experience as a hydrogeologist
- have done Peer Reviews of many aggregate applications around the province

2) General Hydrogeology Concerns about Gravel Pits

- impacts on quantity of available groundwater (due to pumping for washing operations)
- impacts on groundwater quality (due to contaminants associated with aggregate/washing operations and/or fuel and oil spills/leaks)

3) Regional Hydrogeology

- the proposed pit would be situated on the Waterloo Moraine, one of Canada's greatest groundwater resources
- Waterloo Moraine is an impressive "aquifer" and can exceed 100 meters in thickness, contains massive layers of permeable sand and gravel
- groundwater quality on the Waterloo Moraine is variable, with local contamination issues due to nitrate from agriculture and from various contaminant point sources (eg. fuel spills and leaks, contaminated industrial sites, landfills etc.)
- protection of aquifer provided in some areas by low-permeability "aquitard" layers, but these are not consistently present and are absent in some areas

4) Local Hydrogeology in Area of Proposed Hallman Pit

- Waterloo Moraine is about 60-100 meters thick in this area
- Wilmot Centre Well Field (highly productive Regional water supply wells) less than 1 km from north end of proposed pit
- proponent drilled 5 shallow wells on-site, average depth is 16.5 meters and deepest well is about 23 meters - all that was found when drilling wells was sand and gravel
- no aquitard layers encountered in proponent's 5 wells, so it is unknown if there is any protection for the deeper aquifer units on-site
- aquitard layers are often missing in area around the Wilmot Centre Well Field

5) Nitrate Contamination in Area of Proposed Hallman Pit

- site was formerly intensively farmed, and there is heavy nitrate contamination in the new shallow on-site wells (some will be coming from upgradient sources, and some will be due to on-site farming practices)
- nitrate levels in some on-site wells are unsafe to drink (above the Ontario Drinking Water Quality Standard of 10 mg/L), and in other wells are just below the ODWQS
- there is an on-site pond/wetland feature which acts to replenish groundwater flow system (much of the centre of the property slopes steeply toward the pond)
- pond water quality was tested once, water quality was good (no nitrate)

6) Hallman Pit Proposal

- above the water table pit (maximum depth should be > 1.5 meters above water table)
- up to 750,000 tonnes of aggregate production per year
- aggregate washing is planned

7) Key Issues for this Application

- a) assessing potential for Regional aquifer contamination due to aggregate washing activities or fuel/oil spills
- b) protection of Wilmot Centre Well Field
- c) assessing potential impacts on neighbours' wells
- d) having monitoring program protective of aquifer, and neighbours' and Regional wells

8) Potential Impacts of Aggregate Washing Activities

- hydrogeological evaluation mentions that aggregate washing will occur, but does not describe or assess potential impacts of aggregate washing (siltation of aquifer)
- clients of mine have suffered major siltation impacts on their wells for 11 years, resulting in repeated massive costs for filtration units and replacement of equipment

9) Potential Impacts on Wilmot Centre Well Field

- very little work done to evaluate potential threat to Wilmot Centre Well Field (WCWF)
- more wells are needed to properly assess potential impacts, and wells need to go much deeper
- no geological cross-sections showing WCWF and site
- no records of historical WCWF pumping rates provided
- no discussion of planned step-wise increases in pumping of WCWF, and the likelihood that the expanding drawdown cone from the WCWF will draw more water from proposed site
- map of groundwater flow directions prepared for Hallman Pit property only, no effort made to prepare broader map showing flow directions between site and WCWF

10) Potential Impacts on Neighbours' Wells

- keys to impact prevention/mitigation are establishing baseline water quality in neighbours' wells, committing to a Well Water Protection Program, and developing a solid and precautionary site monitoring program
- none of these key impact prevention/mitigation measures are in place at present

11) Proposed Site Monitoring Program

- proponent only proposes to monitor the clean on-site pond and adjacent 6 meter deep well
- proposal is bizarre, and utterly inadequate to assess potential impacts of aggregate operation

12) Overall Main Shortcomings of Proposal

- many reassuring claims made which are not backed up by data or analyses in the report
- most significant potential groundwater impacts (silt contamination of groundwater from aggregate washing) not mentioned or dealt with in report
- inadequate information and analysis of potential threat to Wilmot Centre Well Field
- potential impacts on neighbouring wells not satisfactorily addressed
- proposed monitoring program is utterly inadequate

13) Recommendation

I recommend that the Township either turn down the application for the proposed Hallman Pit aggregate operation, or table the application until such time as groundwater quality impact assessments have been properly completed and passed professional Peer Review.

All plans municipal , provincial
include

Health, Safety, Well being of
community as primary goals

by Robert Gebotys

cgebotys@uwaterloo.ca

All trucks enter , exit via Queen St
73 trucks day,5.6 hr,70% tractor trailer(40 ton)
assume 90%(contradiction).... go where profit is

5.2 Agricultural Equipment

The use of agricultural equipment is prevalent in this area. The Agricultural Impact Assessment (AIA) Guidance Document³, requires aggregate trucks to take the shortest possible route to major roads to reduce the impacts on agricultural vehicles. The direct route to Queen Street for the proposed pit is consistent with the AIA guidelines and will minimize impact on agricultural vehicles.

We have reviewed the preliminary TIS scope for the above noted site location and request the following items are included and reviewed as part of the traffic impact study. It is understood that access to and the use of Sandhills Road for the purpose of the pit operation and its haul route is not being proposed.

Hours operation same as Township...M-F 8hrs
Closed Sat,Sun,Holidays no night work

7.1.2 Extraction Operation

The hours of operation for the pit will be as follows:

Site Preparation:	7:00 a.m. to 7:00 p.m. Monday to Friday
Extraction / Processing:	7:00 a.m. to 7:00 p.m. Monday to Friday 7:00 a.m. to 6:00 p.m. Saturdays
Shipping:	6:00 a.m. to 7:00 p.m. Monday to Friday 6:00 a.m. to 6:00 p.m. Saturdays

There shall be no extraction, processing or shipping on Sundays or any Statutory Holiday. Maintenance and repair of on-site equipment as required from time to time, may occur beyond these hours.

Occasionally, public construction project contracts require night time delivery of aggregate. Night

To consider the worst case hourly operational scenarios, the following assumptions were made:

- All extraction, processing, and loading could occur simultaneously at the closest possible location to each receptor;
- All equipment will be located on the pit floor (approximately 356 mASL) or at the floor of



ACOUSTICS



NOISE



VIBRATION

www.hgcengineering.com

the first lift, approximately 8 m below existing grade.

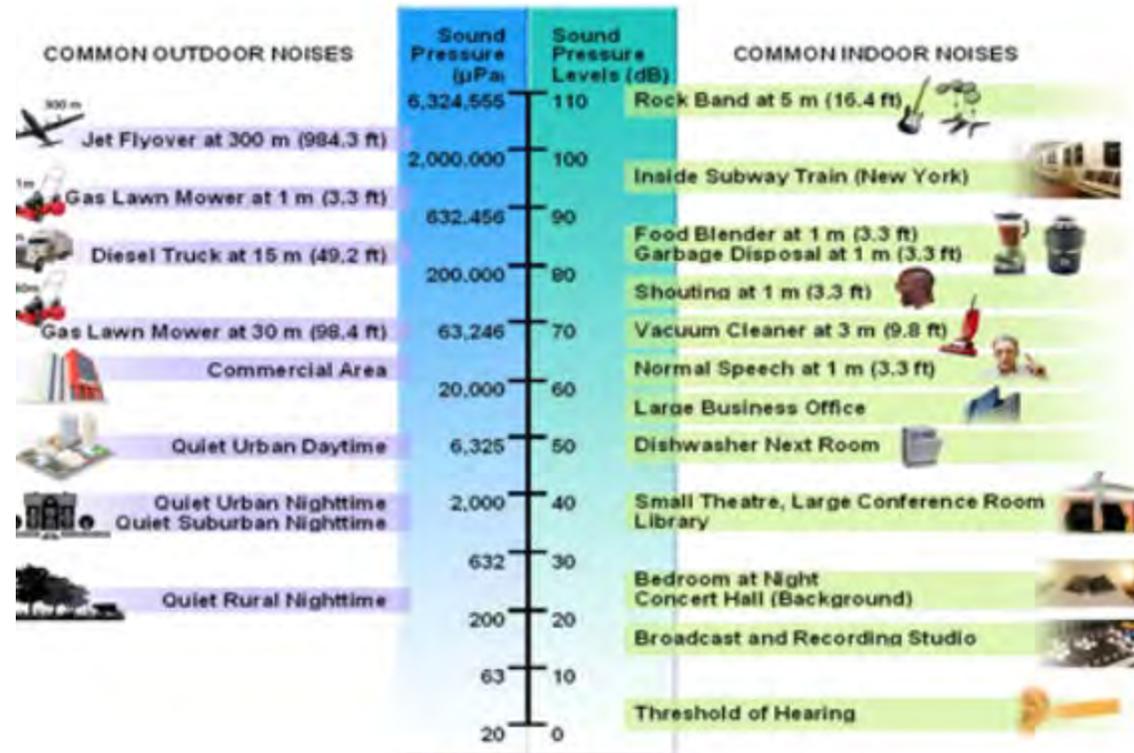
- 34 haul trucks pick up a load of aggregate (arrive and depart) for shipment off-site.

Criteria ...at limit 45 approaching 50 db
Modeling assumptions ,Errors estim prediction

**Table 3: Predicted Sound Levels at the Residential Receptors [dBA]
During Worst-Case Operational Scenarios (With Noise Mitigation)**

Receptor	Daytime Criteria (dBA)	Predicted Sound Level (dBA)
R1	45	45
R2		45
R3		45
R4		45
R5	50	45
R6		40
R7		44
R8		46
R9		45

120 db pain. 100-110 rockband, jet flyover



Source: FHWA

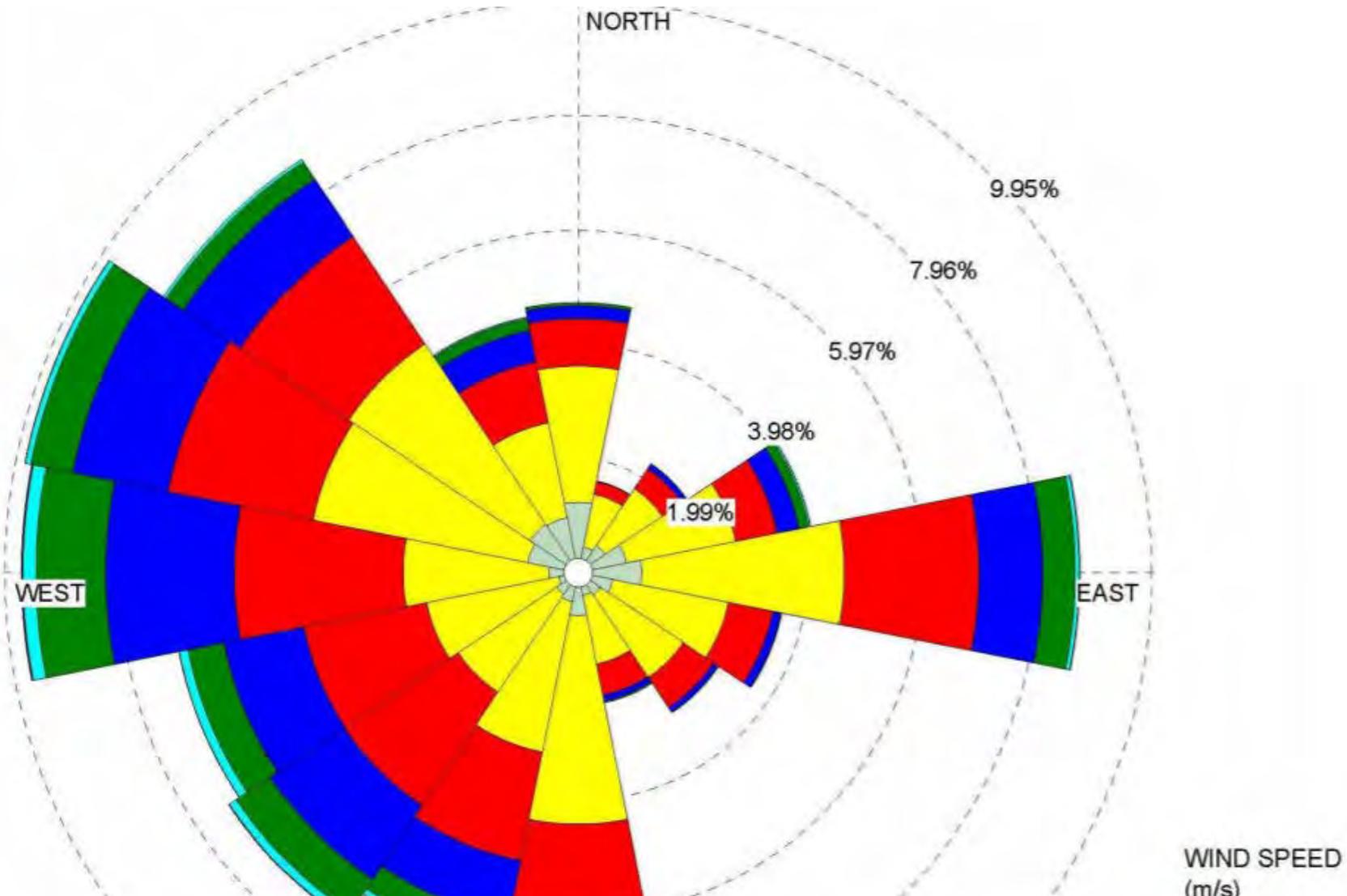
Figure 1-1: Common Sound Levels

Assume tractor trailer 40 ton is 102 db enter exit
pit. Much more than 45,50 criteria.
Vibration analysis none

Table 2 – Reference Sound Power Levels of Processes

Equipment	Sound Power Level dBA re: 10⁻¹² W
A Screening Plant with an associated loader	110
A Portable Crushing Plant with an associated loader	117
A Permanent Crushing Plant (Recycling), with an associate loader	117
A Permanent Wash Plant, with an associate loader	108
One Additional Loader	107
Highway Trucks	102

Dust..no partical analysis,spread by wind...etc
wind in all directions



Safety Data Sheet Sand and Gravel

Section 1. Identification

GHS product identifier:	Sand and Gravel
Other means of identification:	Aggregate, Manufactured Sand, Natural Stone, Crushed Stone
Relevant identified uses of the substance or mixture and uses advised against:	Sand and Gravel aggregate may be used in the manufacture of bricks, mortar, cement, concrete, plasters, paving materials, and other construction materials. Sand and Gravel aggregate may be distributed in bags, totes, and bulk shipments. No known recommended restrictions.
Supplier's details:	300 E. John Carpenter Freeway, Suite 1645 Irving, TX 75062 (972) 653-5500
Emergency telephone number (24 hours):	CHEMTREC: (800) 424-9300

Section 2. Hazards Identification

GHS Classification:	CARCINOGENICITY – Category 1A SPECIFIC TARGET ORGAN TOXICITY – Category 2 REPEATED EXPOSURE SKIN CORROSION/IRRITATION – Category 2 EYE DAMAGE/IRRITATION – Category 2A
----------------------------	--

Section 2. Hazards Identification

GHS Classification:

CARCINOGENICITY – Category 1A
SPECIFIC TARGET ORGAN TOXICITY – Category 2
REPEATED EXPOSURE
SKIN CORROSION/IRRITATION – Category 2
EYE DAMAGE/IRRITATION – Category 2A

GHS label elements

Hazard pictograms:



Signal word:

Hazard statements:

Danger
May cause cancer
May cause damage to organs (lung) through prolonged or repeated exposure
Causes skin irritation
Causes serious eye irritation

Precautionary statements:

Prevention:

Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Wash any exposed body parts. Wear protective gloves/protective clothing/eye protection/face protection.

Response:

If exposed or concerned: Get medical advice/attention. If on skin: Wash with plenty of water. Take off contaminated clothing and wash it before reuse. If in eyes: Rinse continuously with water for several minutes. Remove contact lenses, if present and easy to do.

Dust and Potential Health Problems

Why is dust a concern?

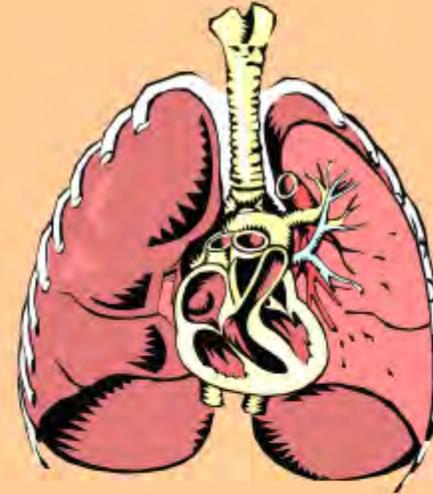
EPA health research tells us that dust can cause health problems. People with heart and lung disease and those with breathing problems can be impacted when inhaling dust. Even healthy people can have short term irritation when breathing dust. Dust is a nuisance, it settles on your tables, your coffee cup, your subsistence foods, and salmon drying racks.

Dust has been around for generations. Winds have been blowing dust off glaciers and dry river banks forever. We have lived with dust for thousands of years, but that doesn't make dust healthy to breathe. Now, we help throw dust back into the air with our four wheelers, trucks and cars.

In the past three years the Alaska Department of Environmental Conservation (ADEC) received dust complaints from over

Health Impacts

ADEC has heard there is an increase in respiratory problems in the villages. Health studies indicate breathing problems are either somewhat worse or higher than expected in rural Alaska



Health problems associated with dust:

- Aggravates existing heart and lung disease
- Damages lung tissue
- Mostly impacts children, seniors, people with asthma, people with heart conditions

Dust destinations in community function wind

Calculations for 5 µm Particles:

Dust of this size falls within the respirable dust range as specified by the EPA. Respirable dust refers to those dust particles that are small enough to penetrate the nose and upper respiratory system and deep into the lungs. Particles that penetrate deep into the respiratory system are generally beyond the body's natural clearance mechanisms of cilia and mucous and are more likely to be retained

The terminal velocity of this size of particle is calculated to be 1.91E-03 m/s using Stokes Law for Fluid-Particle Forces, in the conditions specified previously.

It will therefore take 2,612 seconds for these particles to fall from a height of 5 meters (16.4 feet).

<u>Wind Speed</u>	<u>Travel Distance</u>
5 km/h (3.1 mph)	3.6 km (2.2 miles)
10 ____ (6.2 mph)	7.3 (4.5 miles)
20 ____ (12.4 mph)	14.5 (9 miles)
40 ____ (24.8 mph)	29.0 (18 miles)
60 ____ (37.3 mph)	43.5 (27 miles)
80 ____ (49.7 mph)	58.1 (36.1 miles)

Conclusion:

Using EPA inhalable dust and Stokes Law for Fluid Particle Forces definitions and calculations, by varying the dust particulate particle size, wind speed, and release height, respirable dust can, and will, impact areas just about anywhere directionally downwind from a gravel pit's operational activities, unquestionably posing health risks and bearing an impact on adjacent properties, including to

HAZARD REVIEW

HEALTH EFFECTS OF OCCUPATIONAL EXPOSURE TO ASPHALT

Contributors:

Mary Ann Butler, Ph.D.

Gregory Burr, C.I.H.

David Dankovic, Ph.D.

R. Alan Lunsford, Ph.D.

Aubrey Miller, M.D.

Mimi Nguyen, M.P.H.

Larry Olsen, Ph.D.

Douglas Sharpnack, Ph.D.

John Snawder, Ph.D.

Leslie Stayner, Ph.D.

Marie Haring Sweeney, Ph.D.

Alexander Teass, Ph.D.

Asphalt many studies consistent results..example below of one...what about a spill? Cement similar

Milham 1997, United States, road graders, pavers, machine operators, excavators, operat- ing engineers	7,266	1950-1989	Respiratory system	614	PMR 1.1	<i>P</i> <0.01
			Bronchus, trachea, lung cancer (ICD 162)	558	PMR 1.20	<i>P</i> <0.01
operating engineers, only			Respiratory system cancer	136	PMR 1.21	<i>P</i> <0.05
			Bronchus, trachea, lung (ICD 162)	122	PMR 1.21	<i>P</i> <0.05
			Bronchus, lung (ICD 162.1, 163)	76	PMR 1.42	<i>P</i> <0.01
			Asthma	5	PMR 1.60	NS
			Lymphatic, hematopoietic cancer	43	PMR 1.42	<i>P</i> <0.05
			Reticulosarcoma	7	PMR 1.37	NS
			Lymphosarcoma	6	PMR 1.88	NS
			Hodgkins disease	4	PMR 1.58	NS
			Other lymphomas	10	PMR 2.00	<i>P</i> <0.05
			Motor vehicle accidents	47	PMR 1.59	<i>P</i> <0.01
road graders, pavers, machine operators, and excavators.			Bronchus, lung cancer (ICD 162.1, 163)	288	PMR 1.24	<i>P</i> <0.01
			Motor vehicle accidents	249	PMR 1.39	<i>P</i> <0.01

Protected Prime Agricultural

provide a framework for managing growth. These four provincial land use plans: Greenbelt Plan (2017); the Oak Ridges Moraine Conservation Plan (2017); the Niagara Escarpment Plan (2017); and the Growth Plan for the Greater Golden Horseshoe (GGH) (2017) support the long term protection of farmland. The four provincial land use plans have policy plans that require



Land rated Class 1 (best) through 7(worst) scale

The Subject Lands comprise approximately 75.7 percent Canada Land Inventory (CLI) capability of Class 1 – 3. Approximately 13.0 percent of the Subject Lands is considered Canada Land Inventory (CLI) class 4 - 7 soils, with the remaining 11.2 percent as Not Rated.

11.2% unrated so $75.7/(100-11.2)=84\%$ rated

“Class 1 - Soils in this class have no significant limitations in use for crops. Soils in Class 1 are level to nearly level, deep, well to imperfectly drained and have good nutrient and water holding capacity. They can be managed and cropped without difficulty. Under good management they are moderately high to high in productivity for the full range of common field crops

Class 2 - Soils in this class have moderate limitations that reduce the choice of crops, or require moderate conservation practices. These soils are deep and may not hold moisture and nutrients as well as Class 1 soils. The limitations are moderate and the soils can be managed and cropped with little difficulty. Under good management they are moderately high to high in productivity for a wide range of common field crops.

Class 3 - Soils in this class have moderately severe limitations that reduce the choice of crops or require special conservation practices. The limitations are more severe than for Class 2 soils. They affect one or more of the following practices: timing and ease of tillage; planting and harvesting; choice of crops; and methods of conservation. Under good management these soils are fair to moderately high in productivity for a wide range of common field crops.

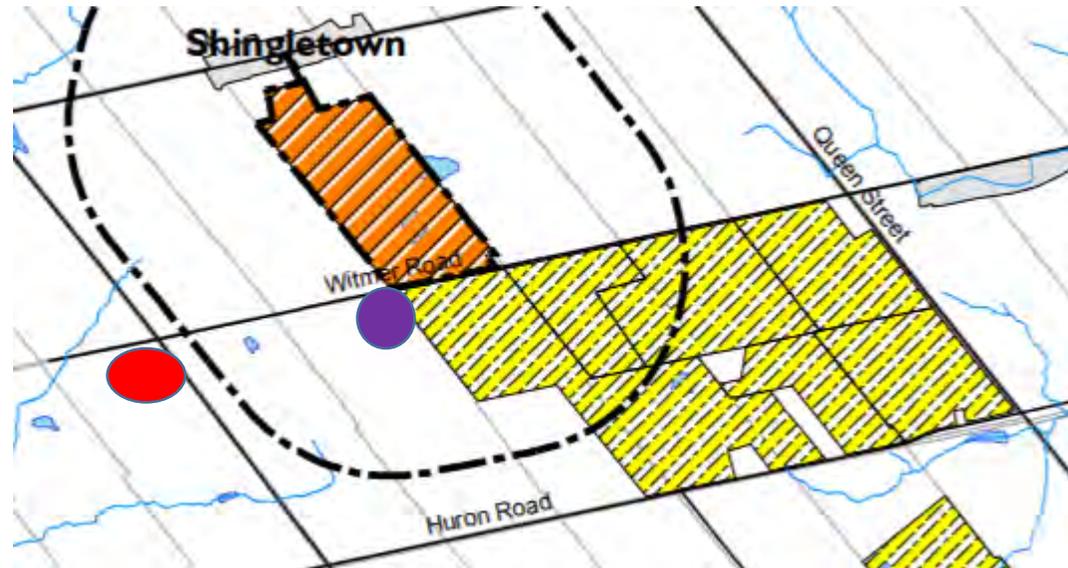
Crops change as does investment
Agriculture outstanding..investment,soil,etc

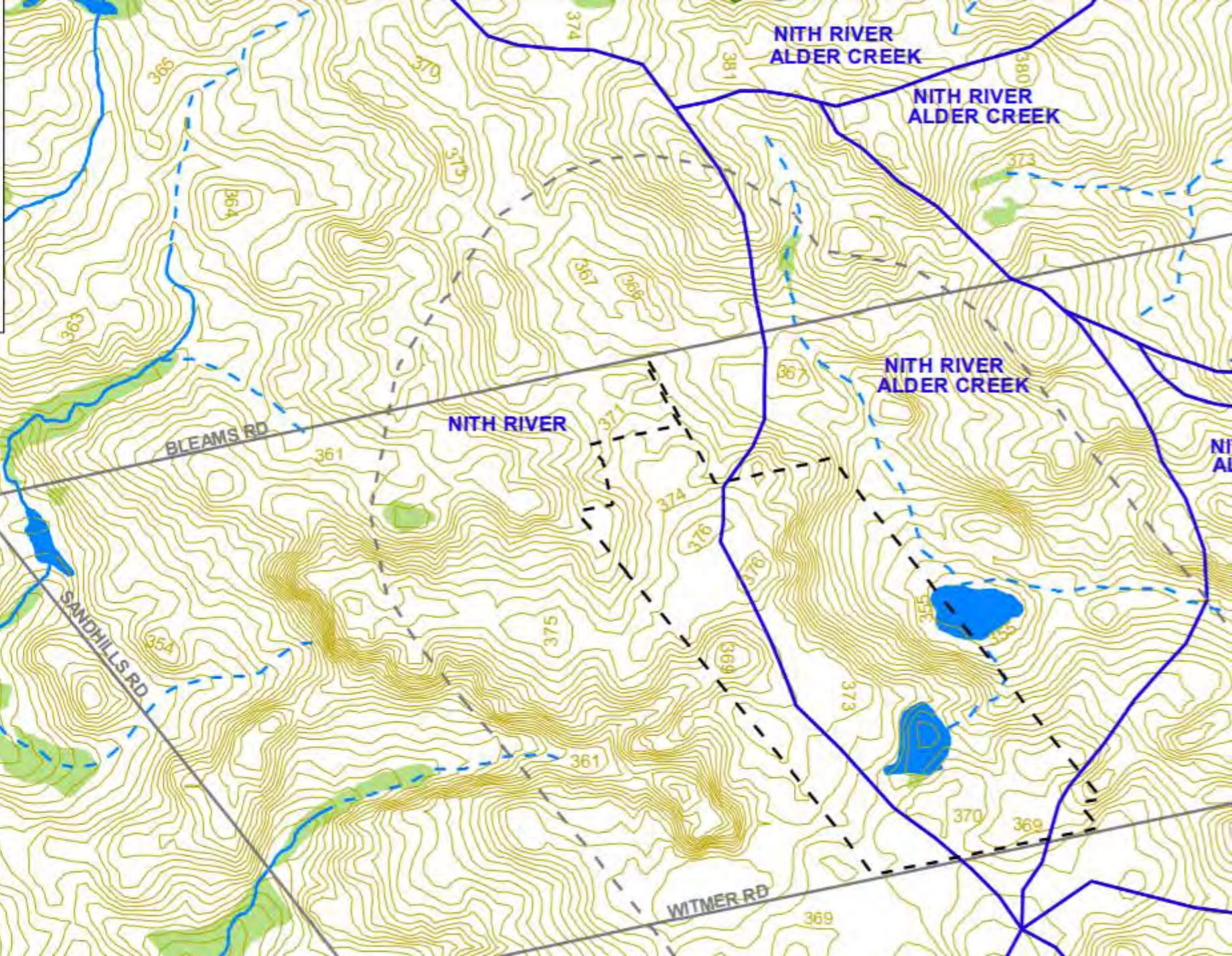
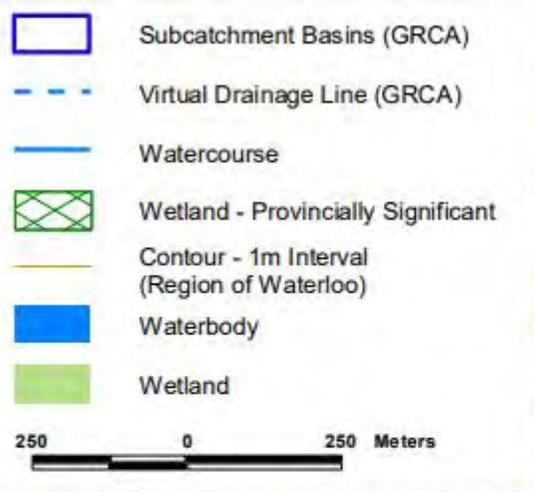
Neither the Subject Lands nor the Study Area is located within a designated Specialty Crop Area.

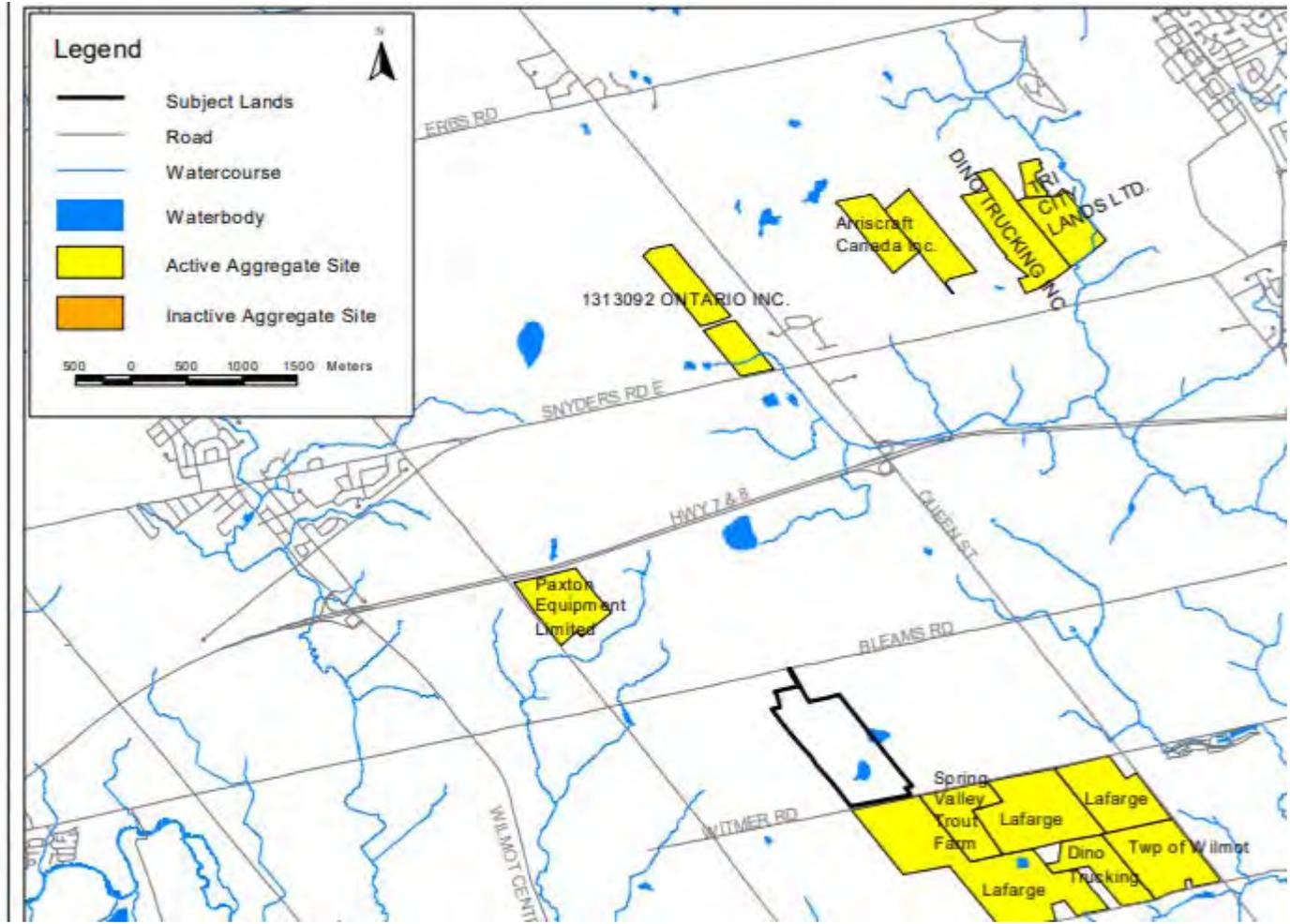
There is limited investment in agricultural buildings and structures within the Study Area.

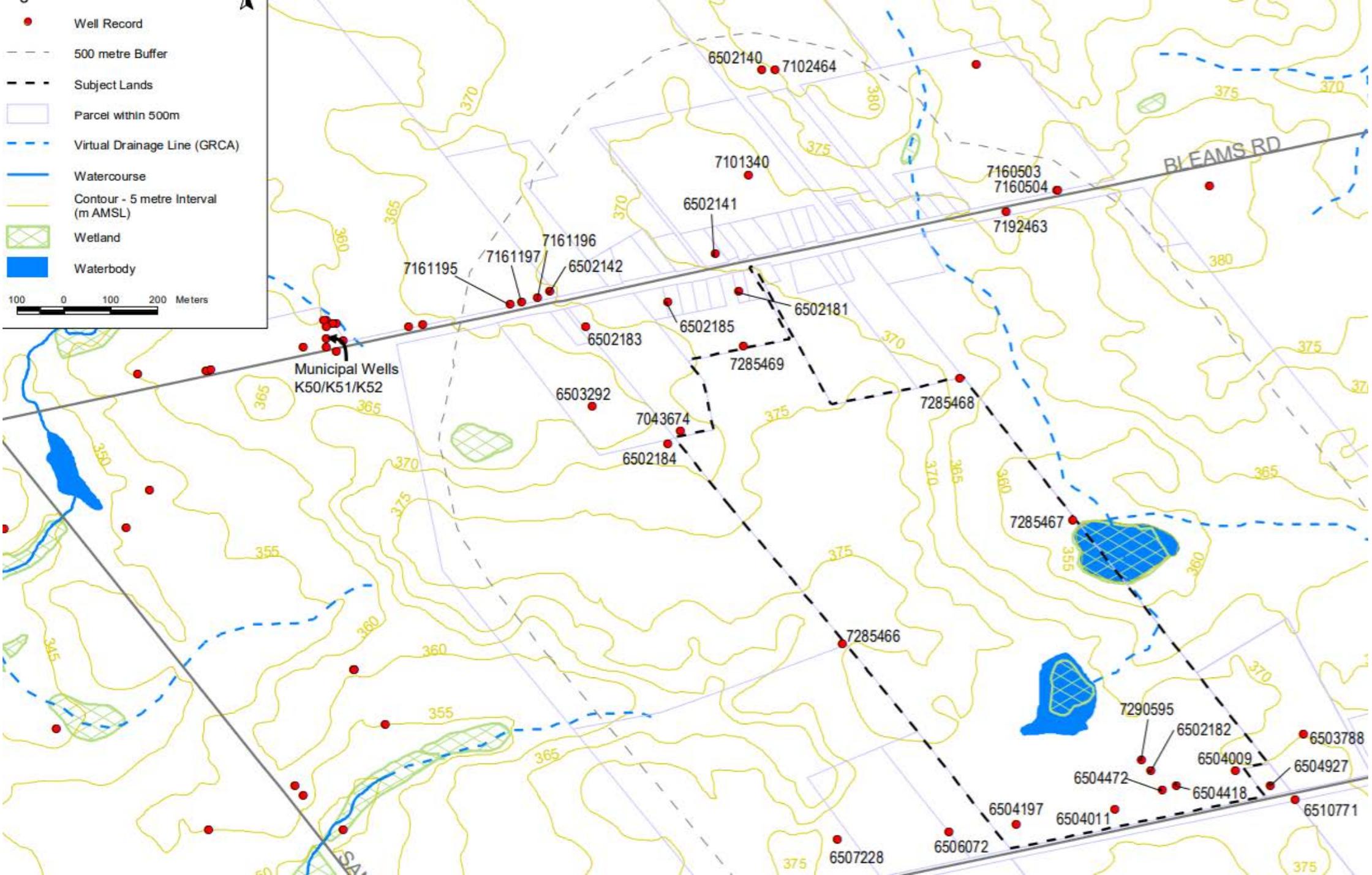
Witmer chicken barn, Sandhills chicken barn Millions dollars of investment in Agriculture

This minimum 1000 m (1.0 km) area of potential impact outside the Subject Lands is used to allow for characterization of the agricultural community and the assessment of impacts adjacent to and in the immediate vicinity of the Subject Lands.









Wetlands seasonally covered by shallow water(grca)

4.2 Regulated Area

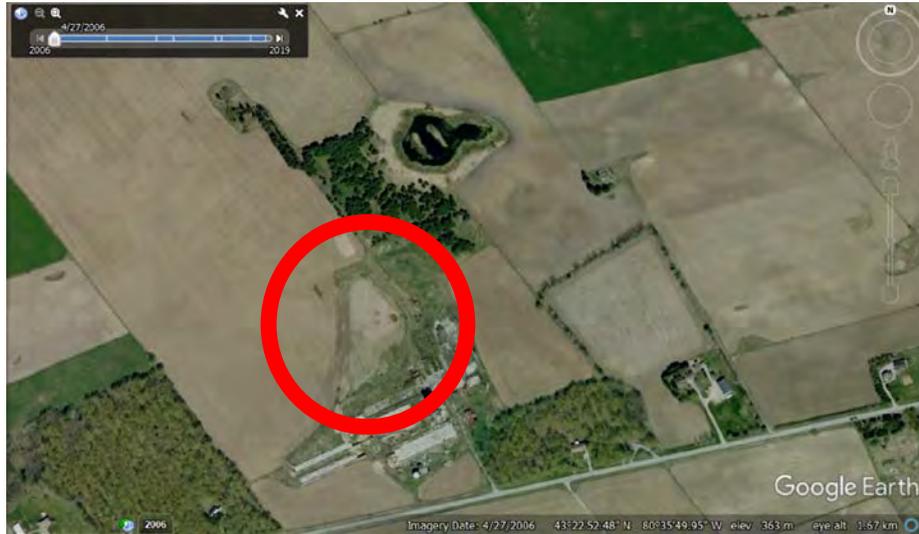
As was noted previously there is regulated area around the open water pond located centrally on the eastern study site boundary.

The historical GRCA mapping (2018) showed a wetland with regulation limit in the central part of the southern portion of the site. This area was reviewed and examined on site by Tony Zammit with Dance Environmental Inc. staff on September 17, 2018. It was indicated by GRCA staff on that site visit that the GRCA mapping was not accurate regarding that feature (due to a lack of key wetland feature characteristics being present). It was therefore deemed appropriate that based on the on site review, the GRCA would remove inaccuracy from their mapping as no wetland was present. GRCA has since

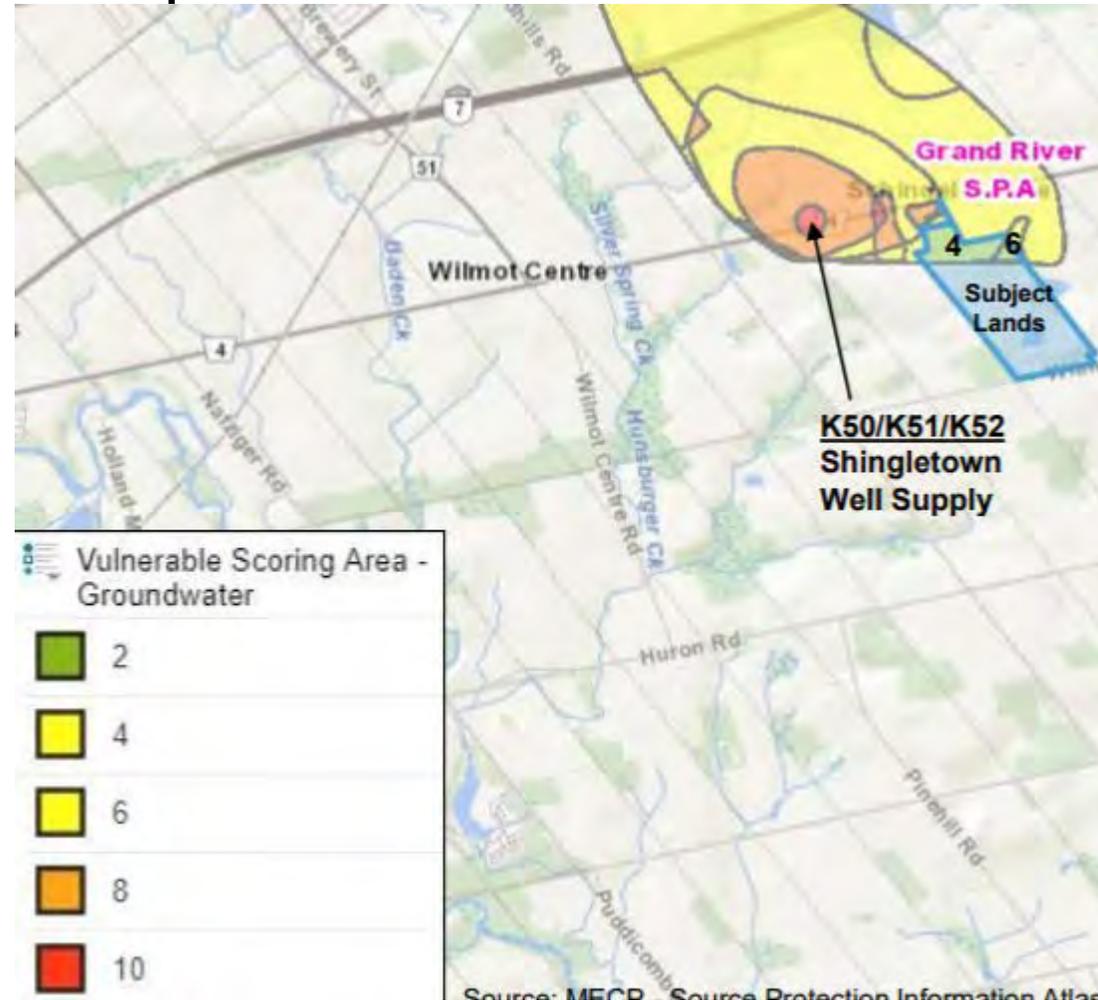
Environmental Impact Study Guidelines and Submission Standards for Wetlands
Grand River Conservation Authority - 2005

Wetlands are lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at its surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit a wetland characteristic are not considered to be wetlands for the purposes of this definition (Provincial Policy Statement, 2005, page 37).

2006-2018 wetlands existed 2019 – wetland classification gone



Five points, 2(best),4,6,8,10(worst)
Have 6 one step to high risk for water
remove soil for pit score increases



67,000m³ 27 Olympic pools of water
assumption what if incorrect? Double?
Hot dry summer, little snow, have couple years

Figure 4.6 shows that the vulnerability score of the portion of the site within the WHPA is either 4 or 6. The reduction in overburden thickness will increase the vulnerability score, however:

- a) there will be a reduction of nutrients applied within the WHPA and Issue Contributing Area thus improving groundwater quality,
- b) groundwater is flowing away from the municipal wells in the shallow groundwater regime beneath the site,
- c) aggregate extraction activities are not a threat to drinking water and
- d) aggregate extraction is permitted in Well Head Protection Areas.

within the context of Ontario, the cumulative effects of multiple aggregate operations located within a particular geographic area, such as a watershed, has been raised as an issue of concern (e.g. Binstock & Carter-Whitney, 2011; Grand River Conservation Authority, 2010). However,

little research has been conducted on this issue and Peckenham, Thorton, & Whalen (2009) affirm that the effects of aggregate mining on aquifers systems, including water quality and quantity, are not well documented and are largely unknown.

Fecal coliform, nitrite ,chlorides ,sulphates all significantly higher in gravel extraction areas than natural areas

*Future Groundwater Resources at Risk (Proceedings of the Helsinki Conference, June 1994).
IAHS Publ. no. 222, 1994.*

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Effect of gravel extraction on groundwater

TUOMO HATVA

*National Board of Waters and the Environment PO Box 250, SF-00101 Helsinki,
Finland*

Abstract Gravel extraction causes changes in seepwater and groundwater quality as well as in the elevation of the groundwater table and its variation. Acid rain flushes the soil, increasing the quantity of dissolved salts and seepwater and groundwater quality variations. The composition of water in groundwater ponds varies in the same way as that of surface water, seasonally. The great variations in the quality of pond water increase the variations in groundwater quality. Gravel extraction increases the pollution risk of groundwater and may cause difficulties in the treatment of the water abstracted from a groundwater intake. Post-extraction maintenance is recommended.

Now at least 1.5 meter(minimum)
research recommends 4-6 meters(minimum)

a protection layer of 4-6 m should be left on top of the maximum groundwater table.

In order to guarantee the supply of good groundwater with stable quality it is recommended that gravel extraction be directed to areas where the adverse effects and risks are as small as possible. Gravel extraction and the restrictions put on it are managed through a zoning system based on the need to protect groundwater intakes.

Pit Rehabilitation History Waterloo Region

U of W ,Catlin Port, Environmental Planning Dept.

proposed extraction projects. This public contempt towards the aggregate industry is largely due to a legacy of poorly managed operations and countless number of abandoned, un-rehabilitated sites that have resulted in social and environmental impacts (Environmental Commissioner of Ontario [ECO], 2005; Pichette, 1995), such as dust, noise, increased truck traffic, and lowered property values.

Table 5: Summary of Rehabilitation Statistics for the Guelph MNR Manager

Date Range	Average original disturbed area (in ha per year)	Average new disturbed area (in ha per year)	Average new rehabilitated area (in ha per year)	Average proportion of the original disturbed area rehabilitated
<i>1992-2001</i>	4,192	196	102	2.4%
<i>2002-2011</i>	4,651	192	142	3.1%
<i>1992-2011</i>	4,498	194	122	2.7%

Table 6: Summary of Rehabilitation Statistics for the Province of On

Date Range	Average original disturbed area (in ha per year)	Average new disturbed area (in ha per year)	Average new rehabilitated area (in ha per year)	Average proportion of the original disturbed area rehabilitated
<i>1992-2001</i>	22,094	1,056	461	2.1%
<i>2002-2011</i>	26,428	960	691	2.6%
<i>1992-2011</i>	24,983	1,008	567	2.3%

Bond 2 million dollars, Regular inspections, performance reviews, enforcement , timelines

significant ($p=0.67$). This more rigorous statistical analysis of the difference between the two time periods, indicates that that the rate of rehabilitation in the Guelph MNR District has not significantly improved over the past 19 years.

“The theory is out there, but in reality, if it’s going to cost the operator money to rehabilitate, they won’t do it because it eats into their profits. And that’s why – again, in theory, it would be nice to have financial assurances where money is put up, but small operators and mid-sized operators may not just have the cash or the means to put up a letter of credit or a bond.”

“And in terms of quality, I think it depends on the regulations that are in place, the level of enforcement by the MNR – and by enforcement, somebody going out on-site and saying, “What’s being done? Are you achieving any progressive rehabilitation? Are you doing it properly?”

No Responsibility. Time and cost. Caution, Uncertainty ,High Risk to Health

conditions in connection with a property. Performance of a standardized environmental Site assessment protocol is intended to reduce, but not eliminate, uncertainty regarding the potential for recognized environmental conditions in connection with the property, given reasonable limits of time and cost. This assessment was carried out using historical data and a Site walkover. Intrusive testing is not part of the scope of this assessment.

¹In no way will the ministry be liable for any harm, damages, costs, expenses, losses, claims or actions that may result: (a) if the Report(s) or its recommendations are discovered to be inaccurate, incomplete, misleading or fraudulent; or (b) from the issuance of this letter. Further measures may need to be taken in the event that additional artifacts or archaeological sites are identified or the Report(s) is otherwise found to be inaccurate, incomplete, misleading or fraudulent.

Public comments: Hallman Pit

REZONING FARMLAND TO AGGREGATE



Comments on Hydrological Study

and

Agricultural Impact Study

by Linda Laepple 2298 Bleams Rd

- 
- ## Rezoning Agricultural Land
- in the protected Countryside
 - the Source water protected area
 - in a Source water recharge area







Comments

Hydrological assessment

- ▶ 1. There is key information missing in the report such as:
 - ▶ 1.1 The number of existing wells situated within the Jackson Harvest farm property.
 - ▶ 1.2 Figure 4.2. Conceptual cross section showing area wells, does not include the boundaries of the proposed aggregate site only the pit.
 - ▶ 1.3 The current state of these 10 wells is not investigated or described
 - ▶ 1.4 No water samples were taken from any of these wells
 - ▶ 1.5 Water level within these wells not monitored or recorded
 - ▶ 1.6 There is no decommission plan or future use mentioned for those wells (some over 100 meter /330 feet deep)



2.) There is an unsupported notion throughout the study that the Regional wells draw water from a “very deep aquifer”, but publicly available records show well depth at K50 and 51 of 130 and 131 feet, where they hit clay.

2.1 The wells are located 360m AMSL and
Water level about 17m below at 343m AMSL.

The water table in the pit was established at
355m AMSL.

- ▶ The study still concluded a water flow
north to south away from the Regional
wells. A difference of about 12 meter.
Uphill !

3. General Information on the Regional wells K50 K51 and K52 is missing:

- ▶ 3.1 There is no mention at what level the Regional wells are drawing water from.
- ▶ 3.2 No mention of the volume pumped throughout different seasons at the Regional wells.
- ▶ 3.3 No mention how the volume pumped could affect the underground lake and river flow in relation to the water under the proposed pit.
- ▶ 3.4 Available well records where not used to establish a geological cross-section of the Regional well field or the area between the proposed gravel pit and the well field.

Current Policies

- ▶ Currently, any operator licensed for an above-water-table pit can apply to extend extraction down into the water table.
- ▶ All that is required to extend the depth of extraction is a site plan amendment approved by the Ministry of Natural Resources and Forestry (MNRF).
- ▶ Such an amendment is typically circulated by the MNRF to affected municipalities, but municipalities have only a limited commenting role in the process and no right of appeal if they have any groundwater concerns.

Source: Regional Response to Provincial Policy Statement Review (ERO Posting No. 019-0279)

4. Proposed Water quality monitoring

- ▶ 4.1 In the study it is only proposed to monitor the already clean well next to the pond
- ▶ 4.2 There is no well Water Protection Program or monitoring suggested to protect the private wells of local residents.

5. The importance of the ecological function of pond on the east side of the property is not recognized.

- ▶ *The fact that monitoring wells in the study area have shown elevated nitrate levels but in and around the pond 0 Nitrate, is proof that the ecosystem this pond represents has the amazing filter capability of cleaning hundreds of thousands of cubic meter of water, not just from Nitrates, before it feeds an underground waterbody.*

6. The Risk mitigation plan in the study from oil spills states:

- ▶ If the spill is over 80 litres of oils or 40 litres of fuel, degreasing agents, coolants or solvents, the MECP and the Region of Waterloo will be informed immediately.

The current telephone number for the MECP Spills Action Centre is 1-800-268-6060 (24 hrs) and the Region of Waterloo is 911 or 519-575-4400. Attached is the Region of Waterloo Spills Response Fact Sheet.

6.1 There is fuel storage and storage of other hazardous material mentioned in the study but no fuel storage area identified nor any mention of quantity.

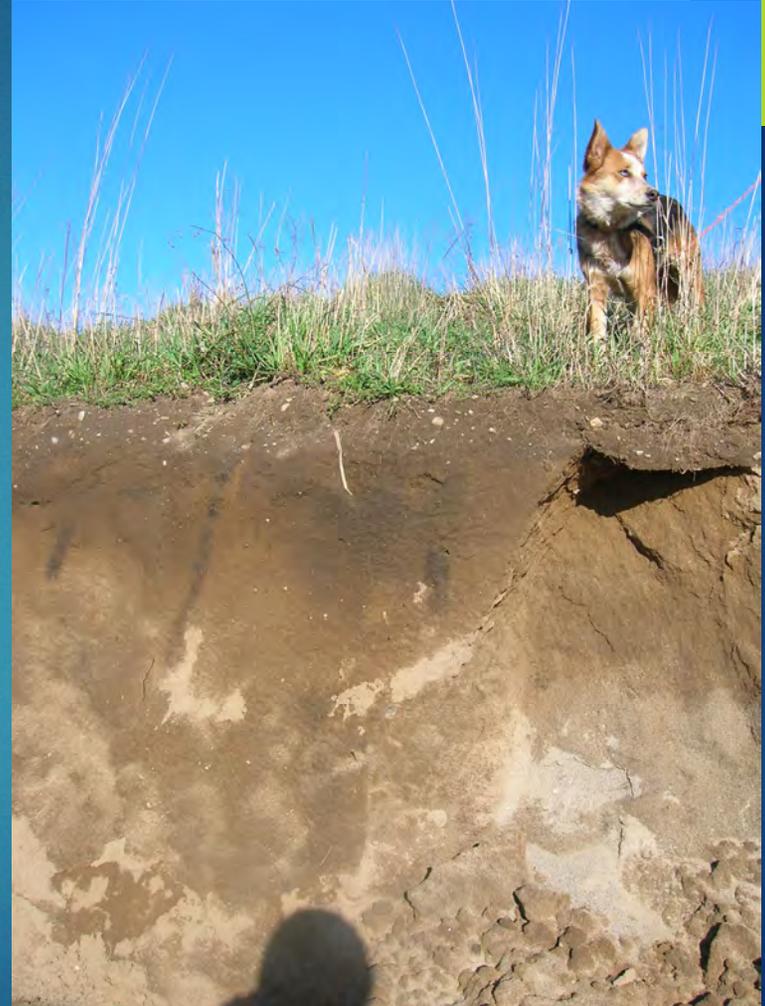
- ▶ Fact is: One liter of hydraulic oil can contaminate One million liter / 1000 cubic meter of groundwater.

Source: British Columbia used oil management association

- ▶ Conclusion:
- ▶ **Are 79000 cubic meter of oil contaminated groundwater are really not worth reporting?**
- ▶ Footnote: In Germany motor vehicles operating in groundwater protected areas are mandated to use vegetable oil only and no onsite fuel storage or refueling is permitted.

Other missing information:

- ▶ -Timeline of operational plan, only a timeline of rehabilitation efforts once a certain area is completed.
- ▶ -A detailed cleanup plan of the existing feedlot site
- ▶ -Soil tests for hazardous substances at the existing feedlot site
- ▶ -A study how much nitrate will be released from the aggregate thru the washing process
- ▶ -Wash ponds are below water table indicate no control of hazardous liquids or leachates to go into the groundwater



Farmland is a very limited resource

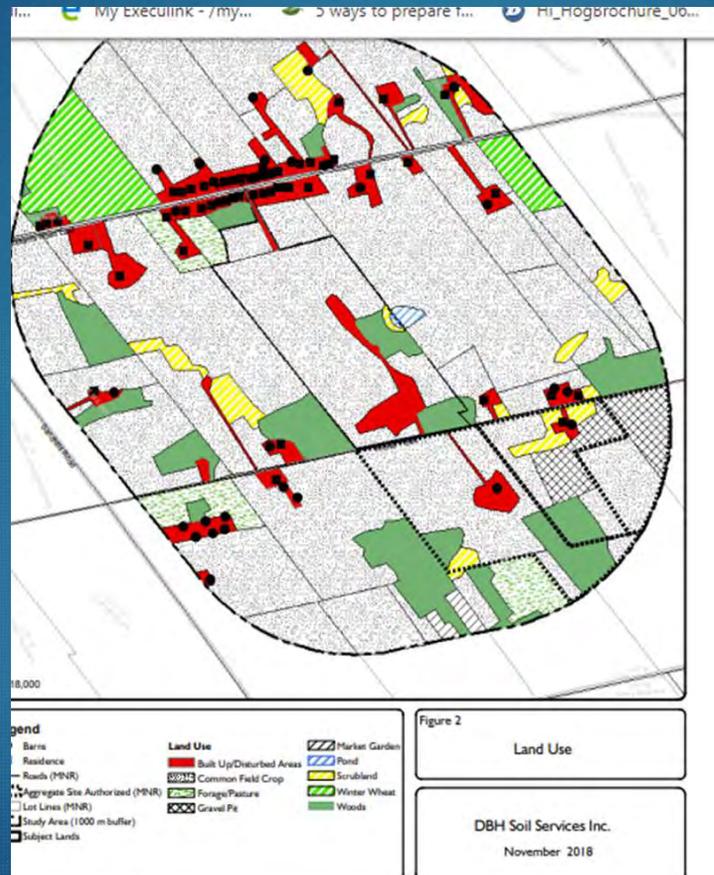
- ▶ This thin layer of productive soil is the only thing that allows for us humans to live on this planet.



B. Comments on the Agricultural impact assessment

- ▶ General comment: There is an unscientific notion echoed thru out the application assuming farming is a more harmful activity that aggregate extraction.
- ▶ Farmland is being viewed as a simple input output spread sheet.
- ▶ Farmland is not regarded as the life supporting base of mankind that we are privileged to govern over as a community here today, for just a very short time in the span of history.
- ▶ There is no mention or consideration given to new and alternative farming practices such as: Ecological farming, Regenerative farming, Organic farming or Bio-Dynamic farming,

B.1 The crop map shows obvious errors.



The crop map copied from the study shows winter wheat for my entire farm within the study area along 2298 Bleams Road. This is simply not true as we do no monoculture and anyone driving Bleams Rd can attest that the majority of my land is in forage particular next to the Regional Wells.

There was never winter wheat from Shingletown all the way to the wells in the past 25 years.

- ▶ The crop survey states:
- ▶ A windshield survey identified the types of land uses.
- ▶ Agricultural cropping patterns were identified and mapped. Corn and soybean crops were
- ▶ mapped as 'common field crops'. Small grains are typically characterized as including winter
- ▶ wheat, barley, spring wheat, oats and rye, but for the Study Area only winter wheat was
- ▶ observed. Forage crops may include mixed grasses, clovers and alfalfa. Other areas used for
- ▶ pasture, haylage or hay were mapped as 'forage/pasture'.

Main shortcomings of Agricultural Impact assessment:

- ▶ Incorrect map
- ▶ Little research on existing environmental impact from past feedlot operation
- ▶ Underground liquid manure distribution systems not mentioned or location identified
- ▶ Fallout from exploded Biogas plant and Protein recovery experiment using processed manure foam as a feed source not researched
- ▶ State of agricultural ruins and onsite wells drilled prior the study period not mentioned

Recommendation:

- ▶ All maps and assumptions made in the application need to be verified for accuracy.

B.2 Rehabilitation

a. Provincial Policies regarding rehabilitation are very vague

- ▶ Source: Provincial Policy book:
- ▶ 2.5.4 Extraction in Prime Agricultural Areas
- ▶ 2.5.4.1 In prime agricultural areas, on prime agricultural land, extraction of mineral aggregate resources is permitted as an interim use provided that the site will be rehabilitated back to an agricultural condition.
- ▶ **Complete rehabilitation to an agricultural condition is not required if:**
- ▶ a) outside of a specialty crop area, **there is a substantial quantity of mineral aggregate resources below the water table warranting extraction**, or the depth of planned extraction in a quarry makes restoration of pre- extraction agricultural capability unfeasible;
- ▶ b) in a specialty crop area, there is a substantial quantity of high quality mineral aggregate resources below the water table warranting extraction, and the depth of planned extraction makes restoration of pre- extraction agricultural capability unfeasible;

C Final overall Risks identified:

- ▶ 1. Economic failure due to aggregate oversupply, bankruptcy and abandonment of the pit.
- ▶ 2. Human error in identifying and judging oil spills and errors in the cleanup phases.
- ▶ 3. Wash pond location, planned to sit below water table near the already contaminated area of the former manure storage and bunk silo sites.
- ▶ 4. Well water contamination of private and public wells.
- ▶ 5. Future permits to expand. Example: A permit from the Province could be granted in the future (not requiring local approval under current policies) to dig below the Water table.
- ▶ 6. The risk of ownership transfer to a more aggressive operator.

Final Recommendation:

- ▶ I recommend that the Township turn down the rezoning application from agriculture to aggregate extraction that would allow the development of the proposed Hallman Pit and:
- ▶ As a current policy committee member of the Ontario Farmland Trust and having served in recent years as President of the Waterloo Wellington Local of the National Farmers Union and Women's advisor for the NFU-Ontario:
- ▶ I further recommend that the Township work with the Universities and other stakeholder in efforts to research and document the de-commissioning of the contaminated former feed lot site and support efforts to rehabilitate the abused lot to turn the land once again into an active, vibrant and educational farm as the Company name Jackson Harvest Farm suggests.

The question to take home:

- ▶ Who gave us the right to treat this Planet the way we do?
- ▶ The right to extract its resources at a speed as if there is NO tomorrow?

End of former presentation



Local Demand?

Ontario Ministry of Natural Resources and Forestry
Pits and Quarries Online

Search by company name, address or ALPS ID

Tools: Home, Map Layers, Search, Measure Distance, Measure Area, Point, Styles, Edit, Identify, Export, Upload Data, Create Report, Printing

Identify Results (1)

ALPS ID: 608502	
Client Name: SPRING VALLEY TROUT FARM LTD.	
Approval Type: CLASS A LICENCE > 20000	Operation Type: Pit
TONNES	
Max Annual Tonnage: 200000	Authorized Area: 27.73
Location Name:	

Displaying 1 - 1 (Total: 1)
Page 1 of 1

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There are a combined 1.979 Million annual tonnage licensed on Wittmer road alone. This fact does not demonstrate a need for more.

Land use planning policies in Ontario protect a great deal of farmland. The reality, however, is that we continue to **lose 175 acres of farmland every day in Ontario**, and we're losing our best, most productive agricultural soils the fastest.

In fact, between 1976 and 2016 Ontario lost 20% of its farmland.

Source:

Ontario Farmland Trust
c/o University of Guelph
School of Environmental Design & Rural Development
Guelph, ON, Canada N1G 2W1

[Statistics Canada, Census of Agriculture – 1976-2006](#)
[Statistics Canada, Census of Agriculture – 1996-2016](#)



**Existing Ontario Government Policies
Surface Water Quality Management - Areas with Water
Quality Not Meeting the Objectives (3.2.2)**

Policy 2

"Water quality which presently does not meet the Provincial Water Quality Objectives shall not be degraded further and all practical measures shall be taken to upgrade the water quality to the Objectives."

Evaluations of existing conditions in problem areas shall be conducted and all reasonable and practical measures shall be taken to upgrade water quality to the Provincial Water Quality Objectives. Where new or expanded discharges are proposed, no further degradation will be permitted and all practical measures shall be undertaken to upgrade water quality.



The Stantec report finds that aquifers AFB1 and AFB2 beneath the Hallman Pit are separated by aquitard ATB2. However, ATB2 is absent in the vicinity of K51/K52/K50 and the two aquifers beneath the Hallman Pit are geologically connected to the water producing zone in the wellfield.

Value of Wilmot Center Well field

- 150l/s 3 million cubic a year
- Waterloo Region Residents pay about \$ 6 Million every year for Water coming from this Wellfield
- The volume pumped is equal to the flow rate of the Ninth River at the Ninthburg GRCA monitoring station on a average summer day.
- The hydrological study does not consider the flow rate or direction near the WCWF



Will there be demand for gravel ?

What are the risks of oversupply?

Was the site chose mainly due to the availability of an abundant water supply and the ability to wash gravel in the water table ?

Are there any alternatives to gravel ?



We need growth Economic and otherwise

We do need development, just like any human body that will grow up, grow mature and grow wise. But uncontrolled, unguided, unnatural development is called cancer and applies to body of our community just as well.

Are we willing to risk cancerous developments when nature and science offer alternative technology ?









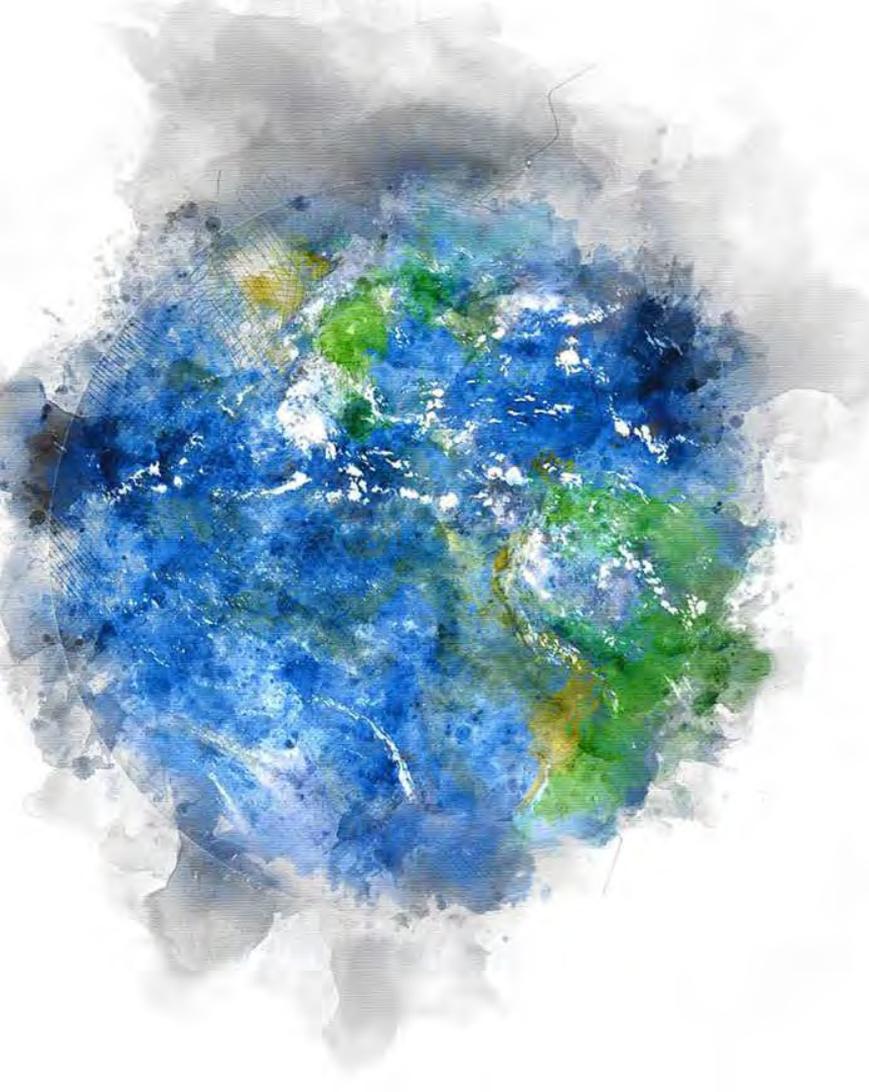


Just because the experts, hired by the applicant, only had a mandate to look at certain areas within their expertise, doesn't mean the shareholders of Jackson Harvest can't see the whole picture and realize the potential of the property beyond gravel.

Hallman pit lands potential for the benefit of our community, the agricultural sector and aiding ground water protection efforts.

- ▶ As a farm, an educational farm
- ▶ A regenerative demonstration farm
- ▶ A research site documenting decommissioning of a large feedlot
- ▶ A research site for concrete recycling
- ▶ A site to grow food and much more

Appendix F



A presentation in objection to The Hallman Pit and for the Protection of Our Community

Christina Harnack
2020

January



Council Accountability



A A A | 📄 | 📧 SHARE

Home / ... / Council and Committees / Council / Council Accountability

The Council of The Township of Wilmot acknowledges that it is responsible to provide good government in an accountable and transparent manner by:

- Encouraging public access and participation so that decision making is responsive to the needs of the citizens and receptive to their opinions;
- Delivering high quality services to our residents and business owners, and;
- Promoting the efficient use of public resources.

Accountability, transparency and openness are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken using a process that is open and accessible.

Quick Links ▾

- A-Z Services
- Applications, Licences and Permits
- Council and Committees
- News and Public Notices
- Message from the Mayor
- Taxes
- What We Do

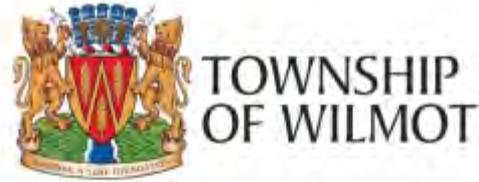
I object to the Hallman pit for several reasons.

I am concerned about:

- » Our Water Safety
- » Toxic Pollution
- » Contamination
- » Negative Effects on the Environment
- » Climate Change

Wilmot Region Our community for generations to come





TOWNSHIP
OF WILMOT

MEDIA RELEASE

Wilmot Township Council Approves Climate Emergency Declaration

Baden, ON - At the September 23rd Council meeting, the Township of Wilmot took another solid step forward in continuing its efforts to promote sustainability by joining government agencies in the declaration of a climate emergency.

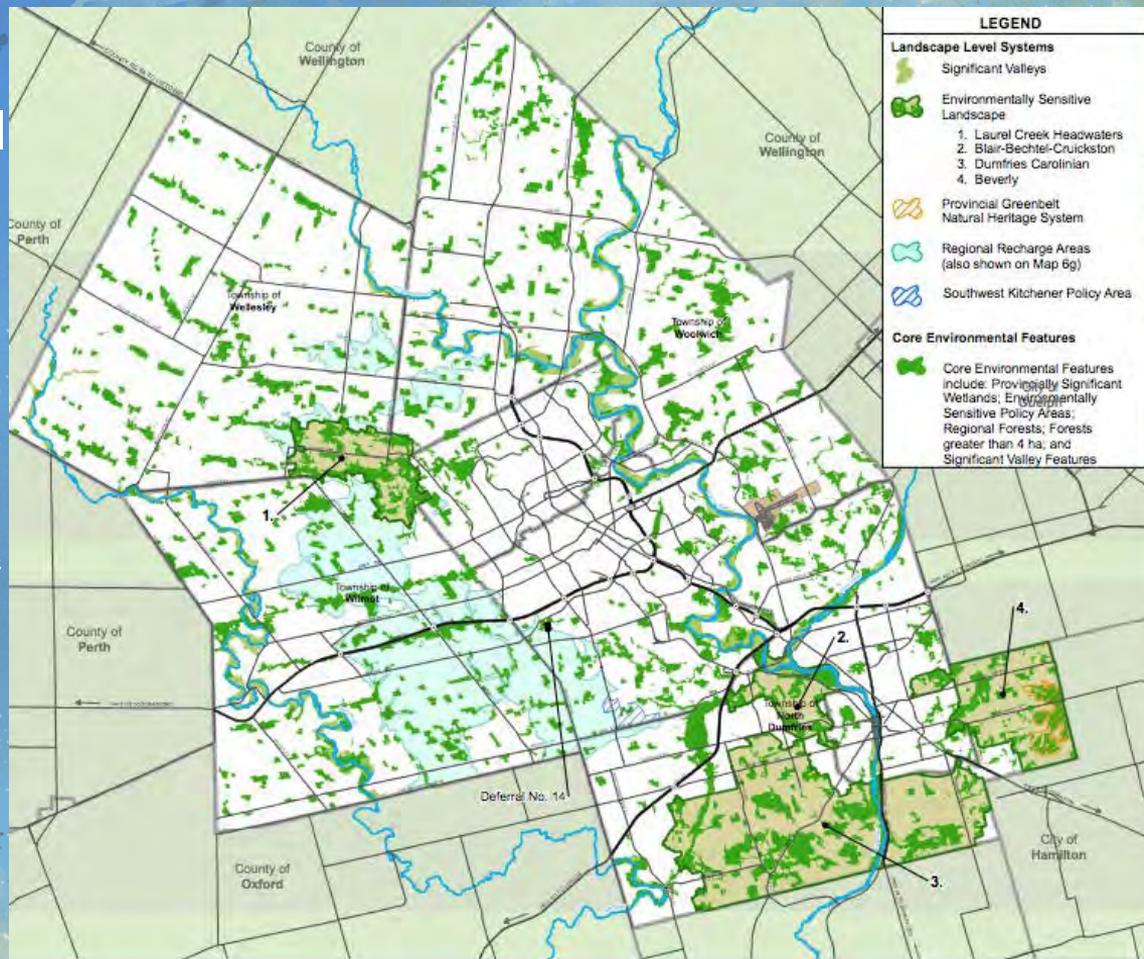
Over the past few months, Kai Reimer-Watts and Andreas Fuentes from the Climate Emergency Declaration Group Waterloo Region have been working with area municipalities on formulating resolutions in support of the Climate Emergency Declaration.

Data provided by Mr. Reimer-Watts and Mr. Fuentes indicates that municipalities are significant contributors to climate change, consuming more than 2/3 of the world's energy and accounting for more than 70% of its carbon emissions.

The Township of Wilmot has an absolute Green House Gas (GHG) emissions target reduction of 25% from 2012 levels by 2027, and has already reduced its GHG emissions by approximately 19.6% or 330 tons since 2012.

Regional Official Plan:

Wilmot Region is identified as Regional Recharge Area

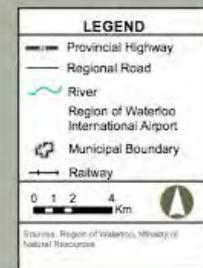


Region of Waterloo

Regional Official Plan SHAPING OUR FUTURE

MAP 4

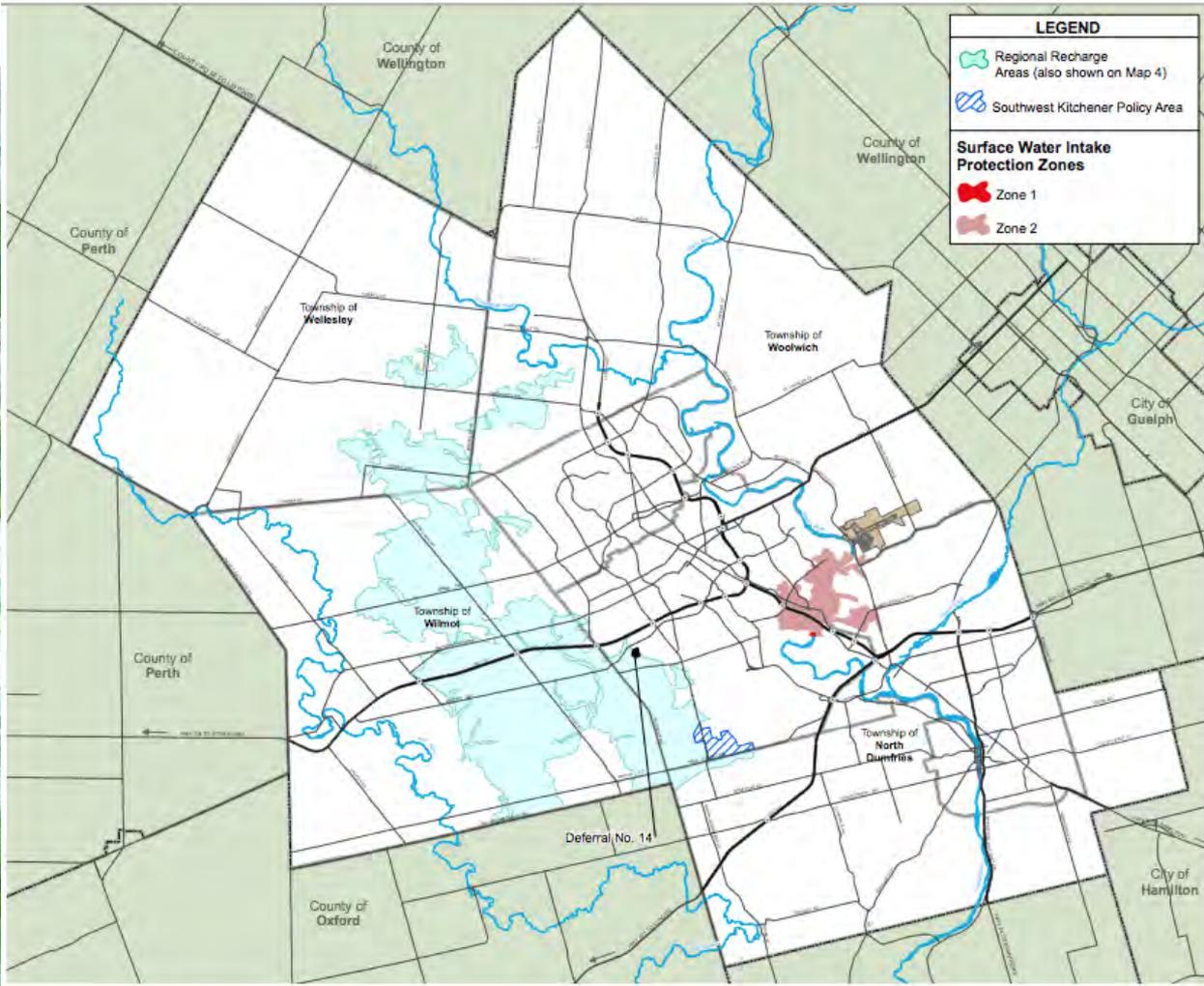
GREENLANDS NETWORK



2015

Note: Fragment and Waterloo boundaries are identified in the Technical Appendix to Subsequent Level Systems and Core Environmental Features.

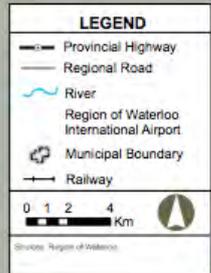
Note: Topographic features are part of the Official Plan of the Region of Waterloo. All changes to the map are subject to consultation with the public of the Plan.



Region of Waterloo

Regional Official Plan SHAPING OUR FUTURE

MAP 6g OTHER SOURCE WATER PROTECTION AREAS



2015

Note: This map forms part of the Official Plan of the Regional Municipality of Waterloo and must be read in conjunction with the policies of this Plan.



Regional Official Plan

Chapter 8

Source Water Protection

8. Source Water Protection

Waterloo Region is unique in Ontario in that it is the largest urban municipality to rely almost exclusively on groundwater supplies for its drinking-water. Approximately three quarters of all the region's drinking-water comes from the over one hundred municipal wells, many of which tap into rich aquifers sustained by the Waterloo Moraine. The remaining quarter of the region's drinking-water is drawn from the Grand River. Protecting these valuable water resources from contamination and from land uses that could hinder groundwater recharge is essential to maintaining human health, economic prosperity and a high quality of life in the region.

The *Province* has recently emphasized the importance of protecting the *municipal drinking-water supply system* by way of land use planning decisions, through changes to the Provincial Policy Statement. The importance of protecting the *municipal drinking-water supply system* is also underscored by the enactment of the Safe Drinking Water Act and the Clean Water Act. The Region's role in implementing Provincial policy, places an obligation on the Region to make land use planning decisions consistent with the Provincial Policy Statement's direction to protect the quality and quantity of drinking-water resources in the region, and to limit *development* and *site alteration* that could adversely affect drinking-water supplies drawn from both the Grand River and groundwater resources. Waterloo Region's continued long-term reliance on groundwater resources necessitates a high priority be placed on protecting this valuable resource through land use management.

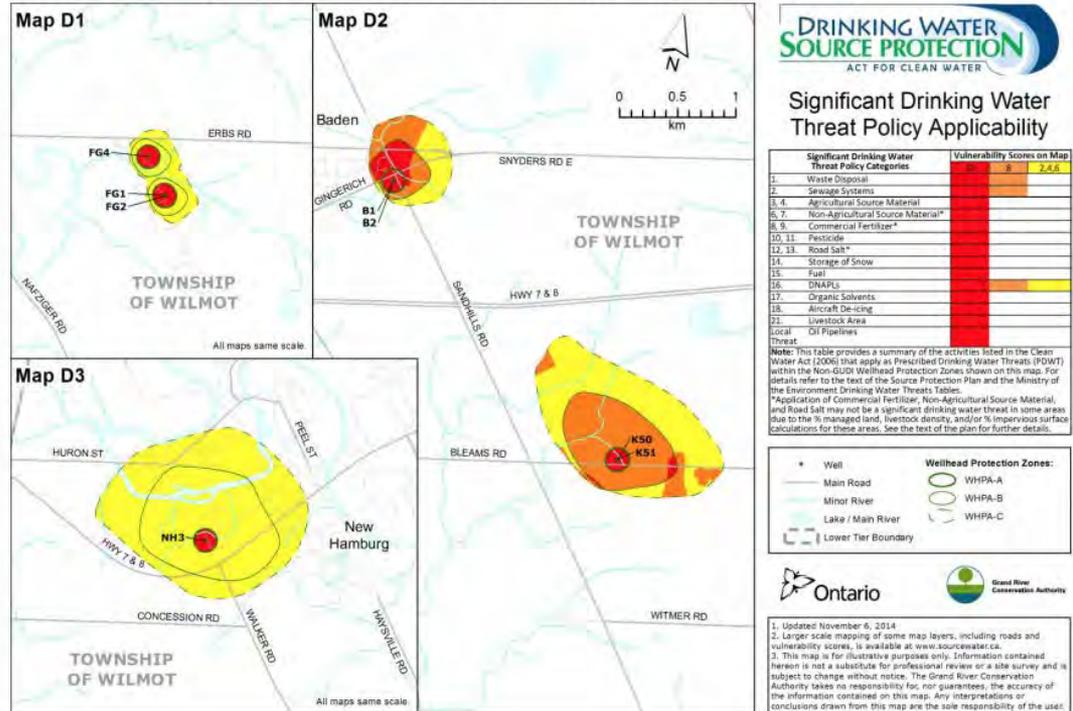
Def.
No. 1

“The Township of Wilmot has an absolute Greenhouse Gas (GHG) emissions target reduction of 25% from 2012 levels by 2027”.

How will rezoning this property for industrial extraction help the Township meet this target?
Or rather, how will this gravel pit prevent the Township from meeting this target?

Drinking Water Source Protection Plan

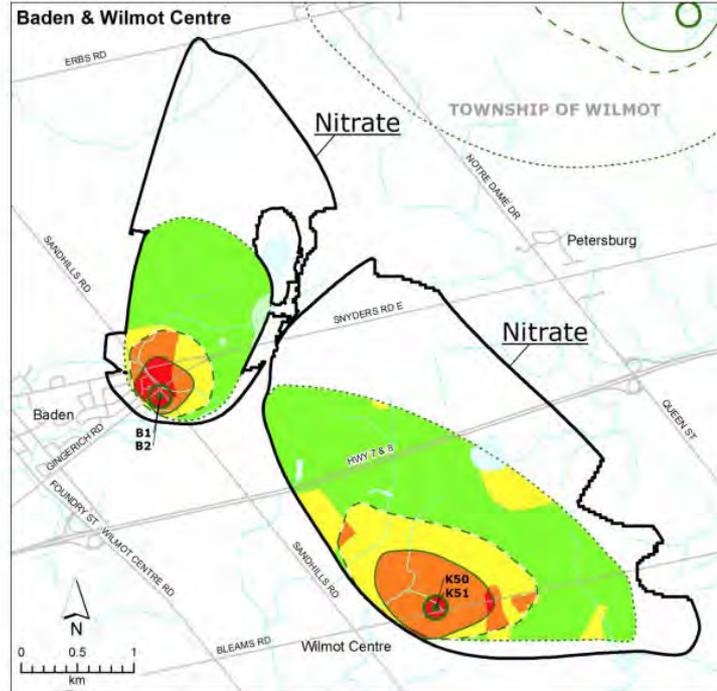
10.10 Schedule E: Regional Municipality of Waterloo: Township of Wilmot Well Fields Maps D1, D2 and D3



Significant Drinking Water Threat Policy Applicability



10.21 Schedule P: Regional Municipality of Waterloo: Baden and Wilmot Centre Issue Contributing Areas



Significant Drinking Water Threat Policy Applicability

Significant Drinking Water Threat Policy Categories	Identified Issue			
	Chloride	Nitrate	Sodium	TCE
1. Waste Disposal	✓	✓		✓
2. Sewage Systems				
3.4. Agricultural Source Material	✓	✓	✓	✓
5.7. Non-Agricultural Source Material		✓		
8.9. Commercial Fertilizer		✓		
12.13. Road Salt	✓	✓	✓	✓
14. Storage of Snow	✓	✓	✓	✓
16. Oils/P				✓
21. Livestock Area				✓

Note: This table provides a summary of the activities listed in the Clean Water Act (CWA) that apply as Prescribed Drinking Water Threats (PDWT) in the Issue Contributing Areas) shown on this map. For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.

Well with Identified Issue(s)

Roads

Minor Rivers

Lakes / Main Rivers

Baden / Wilmot Centre Issue Contributing Areas

Zone Type:
A B C D

Vulnerability Score:
2 4 6 8 10

Issue Associated Issue Parameter



1. Updated November 7, 2014
 2. Larger scale mapping of some map layers, including roads and vulnerability scores, is available at www.sourcewater.ca.
 3. This map is for illustrative purposes only. Information contained herein is not a substitute for professional review of a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.



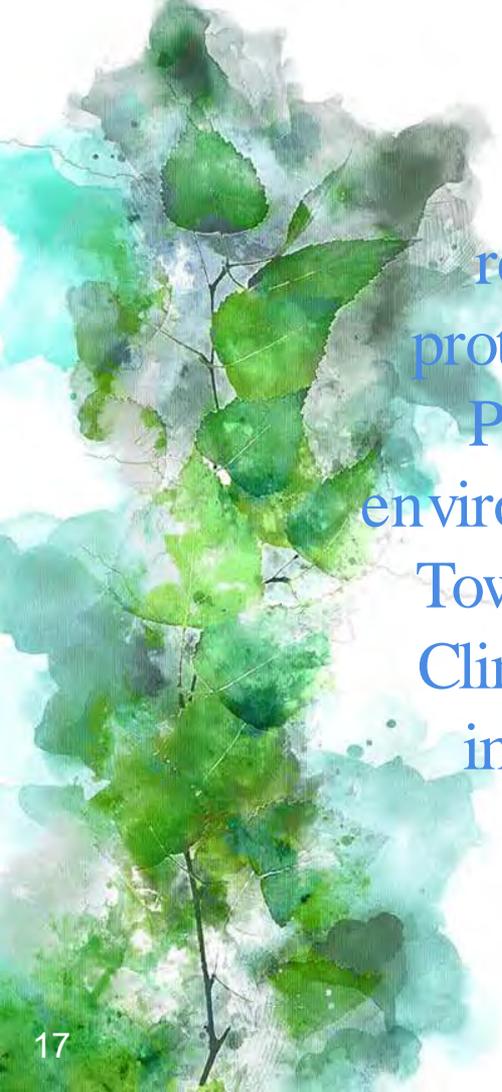
The site for the Hallman pit is currently zoned as “Prime agriculture” and is protected under the “Protected Countryside Policy”, the “Clean Water Act”, and “Source (Water) Protection Policy”.

Mr. Esbaugh cannot prove beyond a reasonable doubt that he will have no negative impact on our water, environment, roads, mental health, community or on Greenhouse Gas Emissions. The approval of this rezoning has great stakes and is not worth the risks.



I am asking that you be bold, and take action on climate change in very tangible ways. In this case, this is not allowing 1922 Witmer road to be rezoned for aggregate extraction. I am asking that you be accountable, creative, responsible, curious, and a leader towards a healthier and more sustainable future for Wilmot region.



A watercolor illustration on the left side of the slide. It features a cluster of vibrant green leaves in various shades, from light lime to deep forest green. In the background, a faint, light-colored building with a dome is visible, suggesting a school or institutional setting. The overall style is soft and artistic.

We are able to make responsible decisions in protecting our Source Water Protected areas and our environment in response to the Township's declaration of a Climate Emergency. This is important today and for generations to come.





Thank you

Appendix G



#StoptheHallmanPit

Residents fear proposed gravel pit could threaten drinking water

Traffic and noise would transform quiet area, group says

CATHERINE THOMPSON
 Waterloo Region Record

WILMOT TOWNSHIP— A group of Wilmot Township residents say they're worried a proposed gravel pit could threaten two wells that are part of the region's drinking water supply. A landowner notified the neighbours earlier this year that he intends to apply for permits to extract gravel from an 61-hectare lot he owns along Wiltmer Road, a township road south of Petersburg. Residents say they're not opposed to gravel pits — there are a couple of others operating on the south side of the same road. But they fear this new proposal



Wilmot residents Rory Farman and his son Michael Farman, David Bricker and Wiltmer Road next to the proposed site of a gravel pit. At present, the road is used for gravel extraction.

A wall full of memories of those far away

Memorial reflects changing nature of First Mennonite congregation, members say

CATHERINE THOMPSON
 Waterloo Region Record

KITCHENER — It's a quiet corner outside First Mennonite Church, with a multitude of flowers, a stone bench for sitting and re-

Extended Press Coverage



'ONE GUY'S GOING TO BENEFIT, NO ONE ELSE'

IMPACTING YOUR COMMUNITY

NAMISH MODI
 nmodi@waterloochronicle.ca

On a lengthy list of concerns, Linda Laepple cites drinking water and road safety as most pressing when it comes to the potential for a large gravel pit in Shingletown.

Laepple and her family have owned Laepple Organic Farm at 298 Bleams Rd. for the past 21 years after immigrating from Germany, and they are heavily opposed to the notion of a gravel pit that would be just under two kilometres southeast of their 187-acre property.

The landowner of 1894-1922 Wiltmer Rd., Jackson Harvest Farms, officially filed for a zone change from agricultural to aggregate in early November. Rick Schaugh, president of aggregate supplier company Tri-City Materials in Petersburg, filed the application.

Aggregates are a non-renewable resource.

Linda Laepple, whose family has owned the farm for 21 years, stands in front of her home in Shingletown.

THE QUESTION:
 ARE THE CONCERNS OF RESIDENTS IN SHINGLETOWN VALID WHEN IT COMES TO THE PROPOSED GRAVEL PIT?

THE CONCLUSION:
 CONCERNS FROM THOSE WITH A VESTED INTEREST IN THE GRAVEL PIT SITUATION APPEAR TO BE VALID.



Ours to Protect!



Waterloo Region Record Cover Story



Meeting with Mike Harris Jr.



Speaking at Regional Council



GRCA Meeting



Citizen Meeting at the WRC



Standing Committee on Bill
132 London Delta Armories

7:21

Catherine Fife
@CFifeKW

Next Tues. Nov. 26, Citizens for Safe Groundwater is holding an Open House to hear public concerns about Jackson Harvest Farm's proposed Hallman Pit.

With changes to the Aggregate Resources Act coming as part of [#Bill132](#), now is a good time to learn more & get involved.



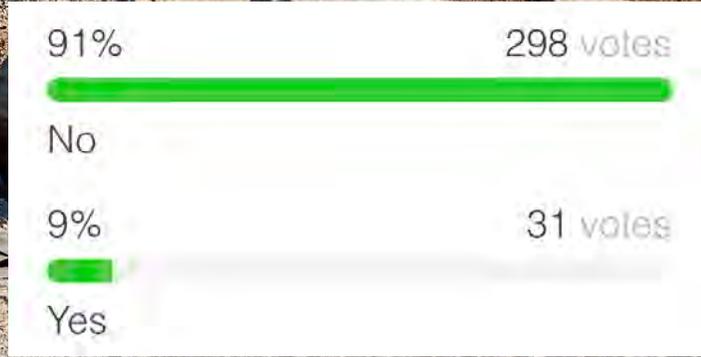
Tweet your reply

Home Search Notifications 10 Mail



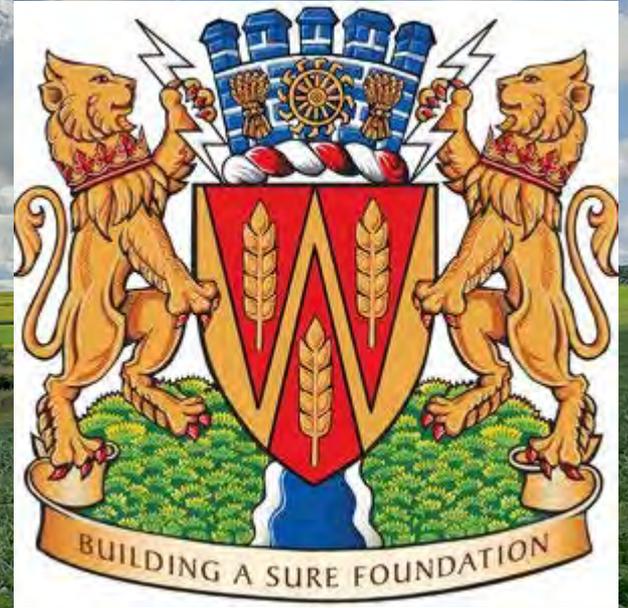
Applicant's Public Meeting

This Is Wilmot?



New Hamburg Independent Poll

Appendix H



Outline

1. Water
2. Need
3. Conclusion



While recognizing the need for aggregate, I believe that the protection of our environment and water supply is top priority.

“Yes, we need aggregate. But more than that, we need clean water.”

Emil Frend, Phd, MSc, BSc

Distinguished Professor, Groundwater, University of Waterloo



Wilmot Official Plan

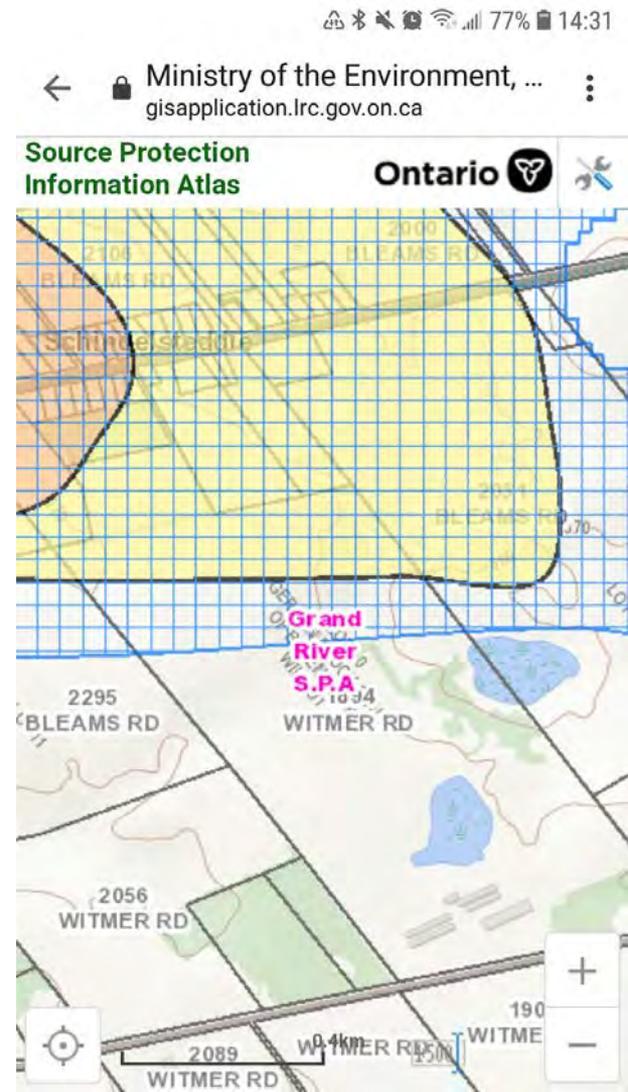
“a hydrogeological study in accordance with the provisions of the Regional Implementation Guideline for Source Water Protection Studies, demonstrating, to the satisfaction of the Region, that the proposed operation will have **no negative impacts** on the **quality and quantity of water;**”

Municipal Wells (K-50, K-51)

**Responsibility of applicant
to ensure there are
NO NEGATIVE IMPACTS
to**

1. Water quantity
2. Water quality and safety

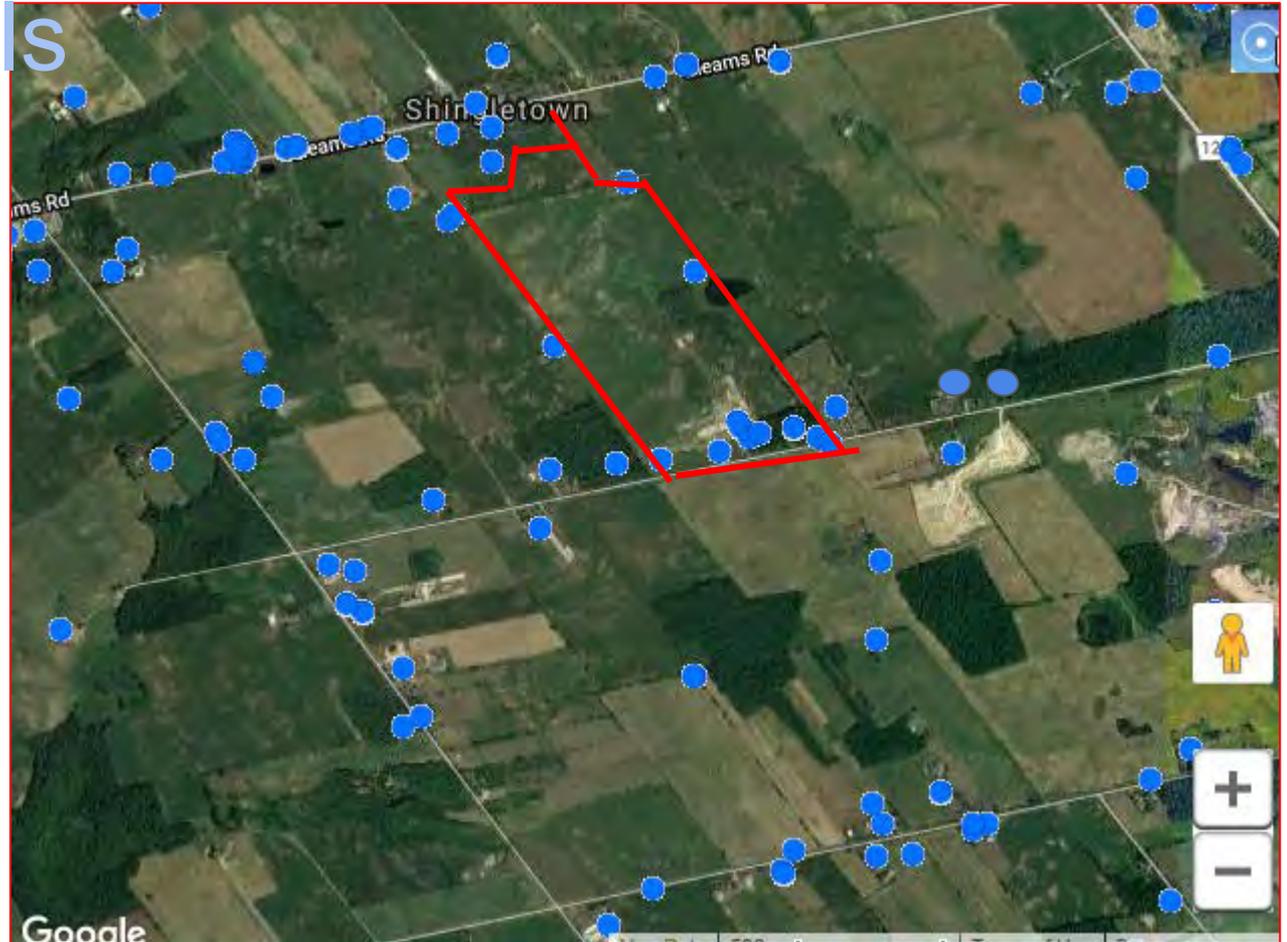
- **Region of Waterloo** Internal Review *in progress*
to assess impact to municipal wells (K-50, K-51)
 - protective clay layer
 - Location/depth of well
 - Pumping tests
 - More years of data collection



Private Wells

**Responsibility of
applicant to
ensure there are
NO NEGATIVE
IMPACTS**

1. Water quantity
2. Water quality and safety



Water Quality and Safety

Illustration of the filter

Before

“The key to clean groundwater is effective protection of the resource from contamination, which is provided by layers of soil overlying the aquifer.”

Emil Frend

“Sand cleans me.”

*Region of Waterloo’s
I am groundwater blog*

Water Table

Concerns

1. Reduced (natural capital) filtration
2. Increased transfer rate
3. Risk of breaking through protective clay layer/aquitard

Contaminants to consider:

- **Nitrates** (existing and future runoff) recognized to affect children and pregnant women
- **Atrazine** (existing) linked to birth defects
- **stockpiled materials** with unknown possible contaminants
- **Accidents** (spills/line breaks/etc.)

After

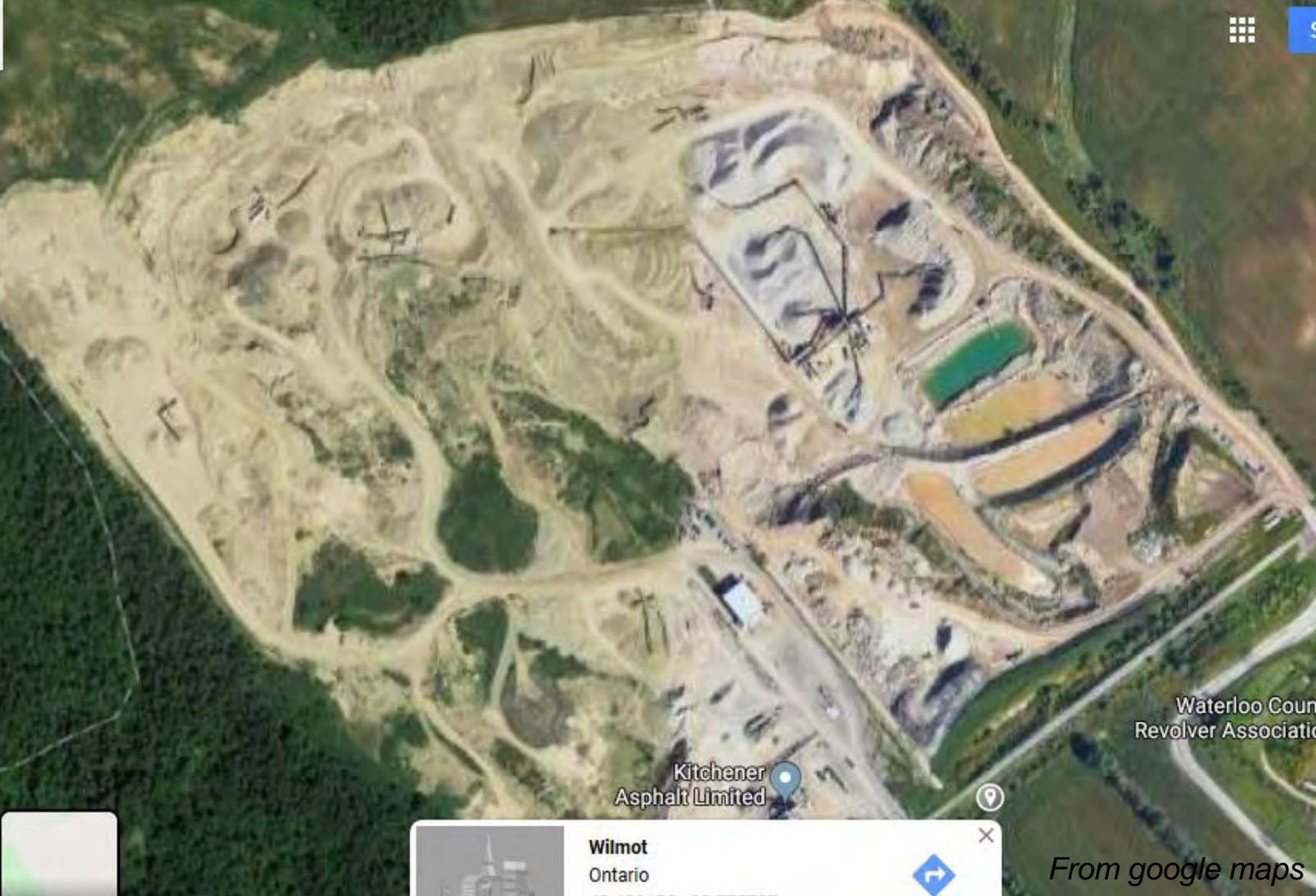




From google maps



From google maps



Accessory
uses

Kitchener
Asphalt Limited

Waterloo Coun
Revolver Associatio

Wilmot
Ontario

From google maps

Permit to Draw Water

- Region has **reduced** per capita water use by **50%**
- The average **household** in Waterloo uses **0.7m³/day**
- Region's **demand** for groundwater will **grow**
- **'Climate Emergency'**



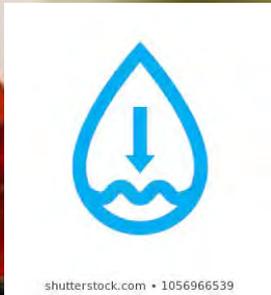
Permit to Draw Water

- **Wash ponds** use *277m3/day
- **Dust mitigation** uses ?

=396



=?

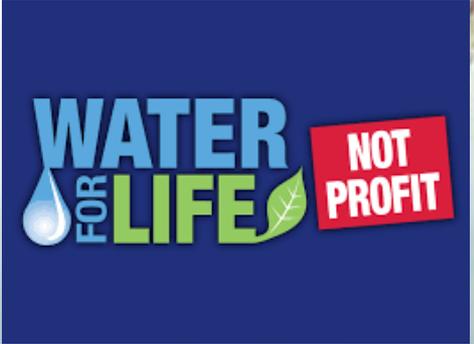


shutterstock.com • 1056966539

Has this impact been addressed with projected growth and demand considered?

<https://www.groundwater.org/get-informed/groundwater/overuse.html>

*estimated consumption of 66,750 m3 of water per year pg.16, based on water use during April-November operational season, 7 days a week



Surface Water

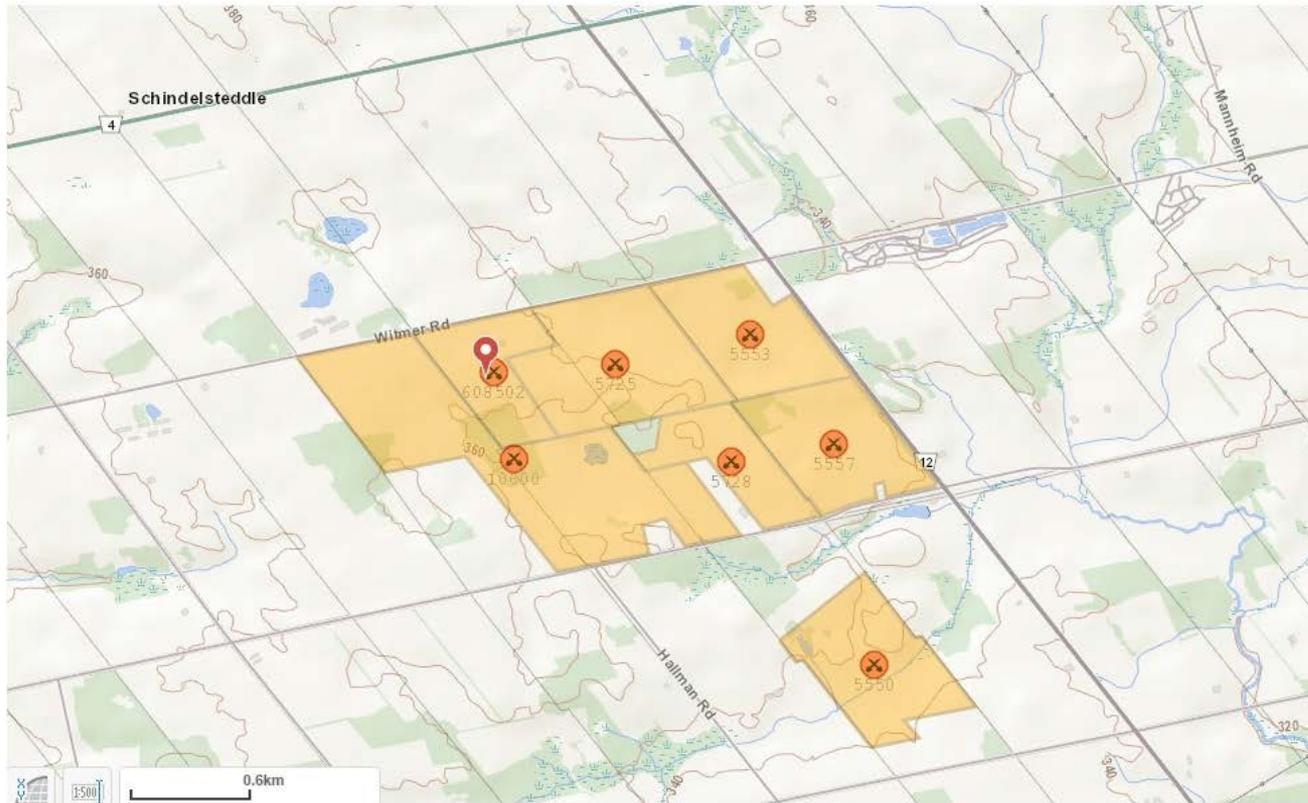
Provincially Significant Wetland

6.2 POTENTIAL LONG-TERM WATER BALANCE CHANGES The proposed aggregate extraction will alter the topography of the site including the catchment area of the on-site wetland.

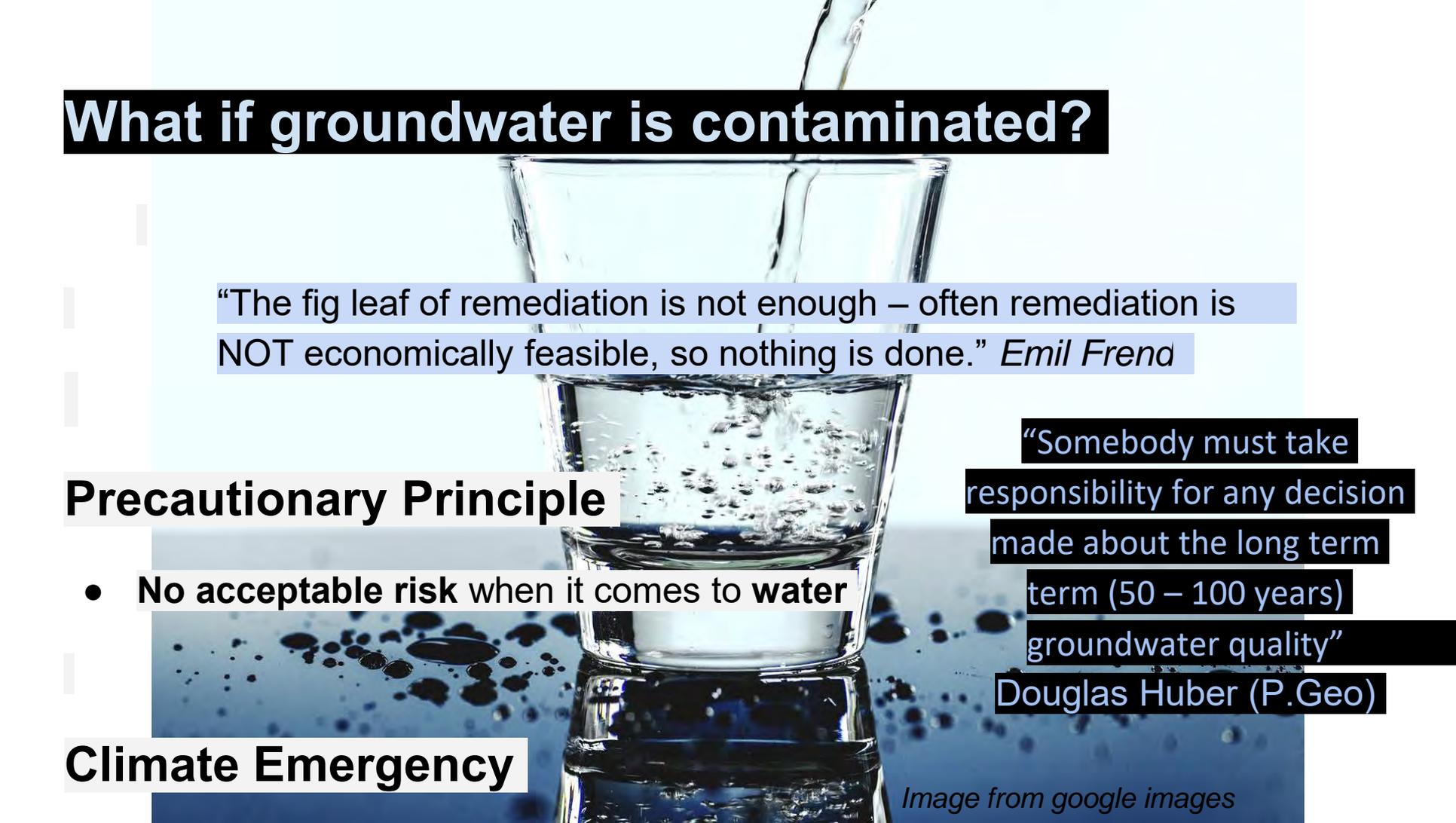
What about DURING the operation of the pit?

Cumulative Impacts

to Water Quality and Safety, Dust and Noise 7.2.4.3



What if groundwater is contaminated?



“The fig leaf of remediation is not enough – often remediation is NOT economically feasible, so nothing is done.” *Emil Frensdorff*

Precautionary Principle

- No acceptable risk when it comes to water

“Somebody must take responsibility for any decision made about the long term term (50 – 100 years) groundwater quality”
Douglas Huber (P. Geo)

Climate Emergency

Image from google images

“The MNRF does not have the time or resources to enforce the industry and in the lack of enforcement, there is a breakdown in the system and the regulations.”

Sue Foxtan (Mayor of North Dumfries, Co-chair of TAPMO/OSSGA Committee)



BILL 132

Takes away more precautionary controls from municipalities in respect to groundwater protection*



Images from google images

A Time of Need

Provincial Need?

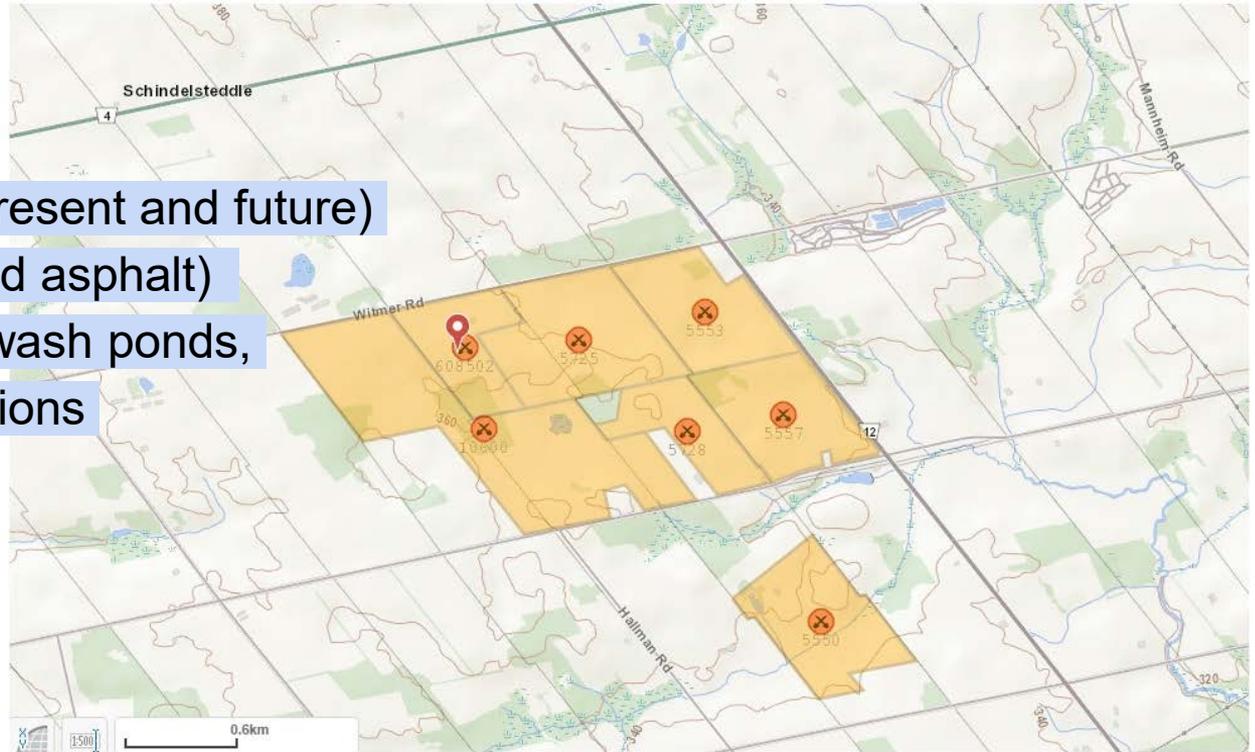
- Price of aggregate has decreased (Michael Harris Jr.)
- no overall shortage
- dormant or under-utilized gravel pits



A Time of Need

Wilmot Township Need?

- Aggregate available (present and future)
- Recycling (concrete and asphalt)
- No need for auxiliary (wash ponds, recycling, night) operations
- Wilmot OP Policy 7.1.1.7



A Time of Need

'Climate Emergency' and Need for
Protection of our Resources !

- Precautionary Principle with water
- Would this zone change be made for
the greater good?



Images from google images

A final thought

“There is no question that source protection planning is complicated, inconvenient and expensive. However, this should not be allowed to eclipse the sheer **importance of the program** of not only ensuring a **safe drinking water** supply but just as important, of instilling **public confidence** in it. The suffering that happened in **Walkerton** in 2000 should be a constant reminder that the benefits to human health and the environment that come from **protecting** the province’s aquatic resources are **priceless.**”

The Environmental Commissioner of Ontario statement in its 2010/11 Annual Report.

For more information or to show your support please contact:



“Citizens for Safe Water” on Facebook

www.safeH2O.ca

wilmotgroundwater@gmail.com

Policy and Aggregate

1. Source (Water) Protection Plan
2. Protected Countryside Policy
3. GRCA
4. MNRF Enforcement



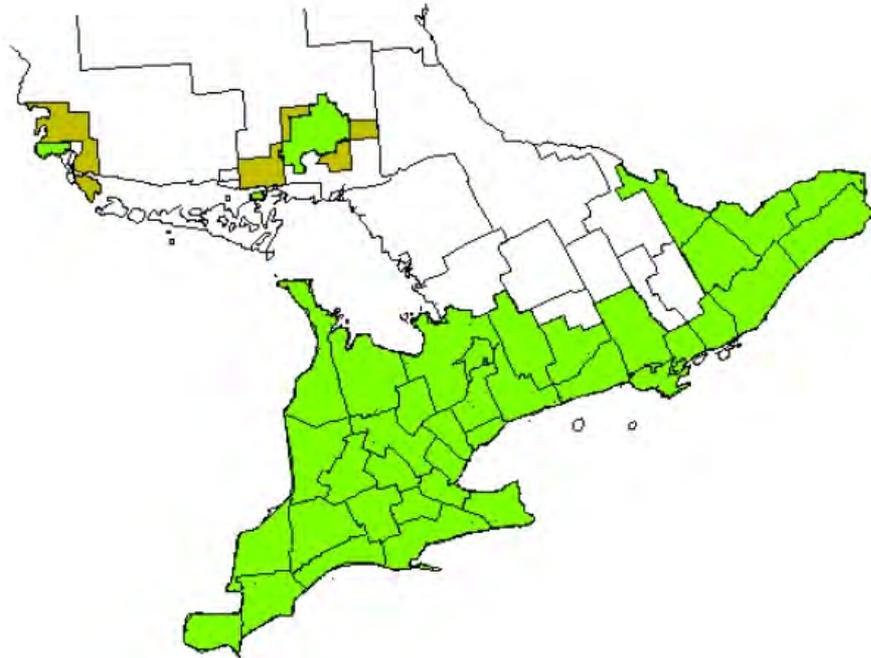
Appendix I

**Jan.13 2020 presentation to Wilmont
Township re: Hallman Pit.**

By Louise Lanteigne
700 Star Flower Ave. Waterloo Ont. N2V 2L2

Aggregate Resource Act 1990

85% of Ontario's aggregates are taken from Southern Ontario.



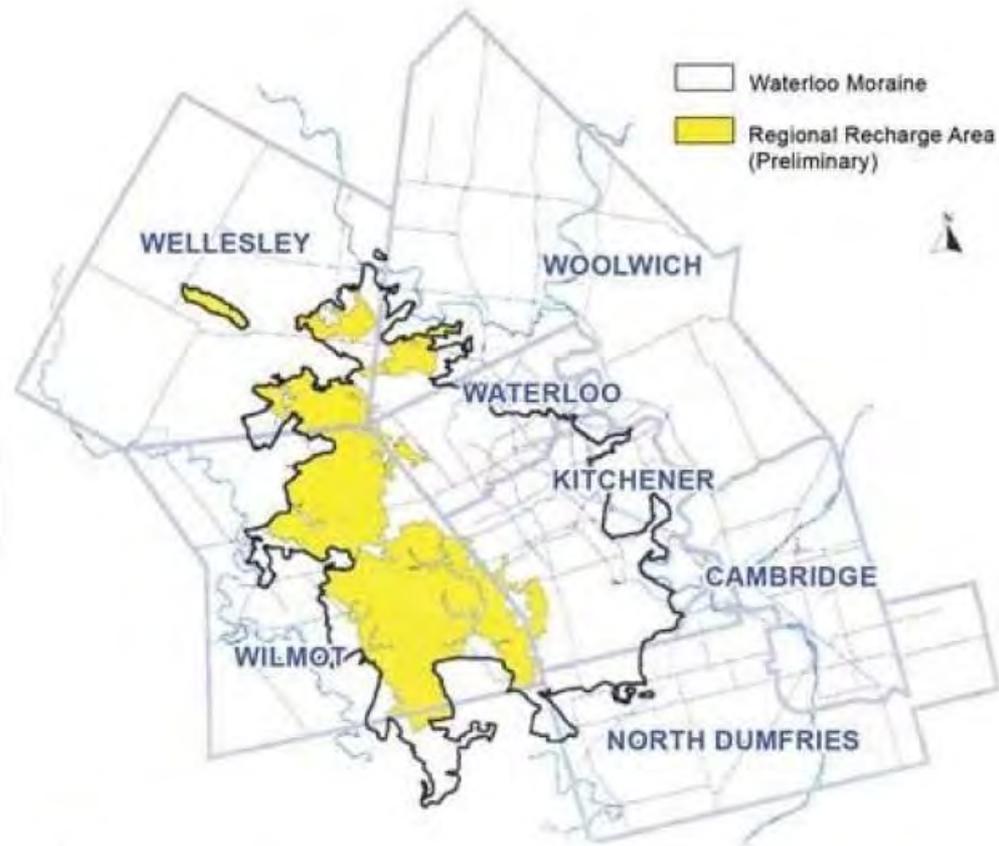
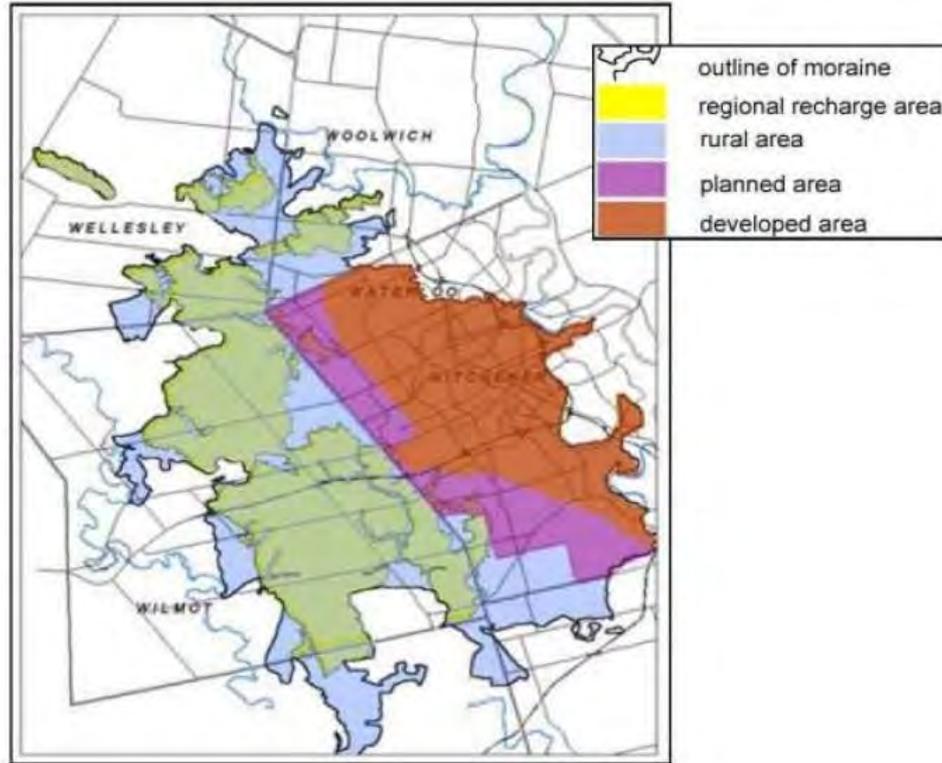


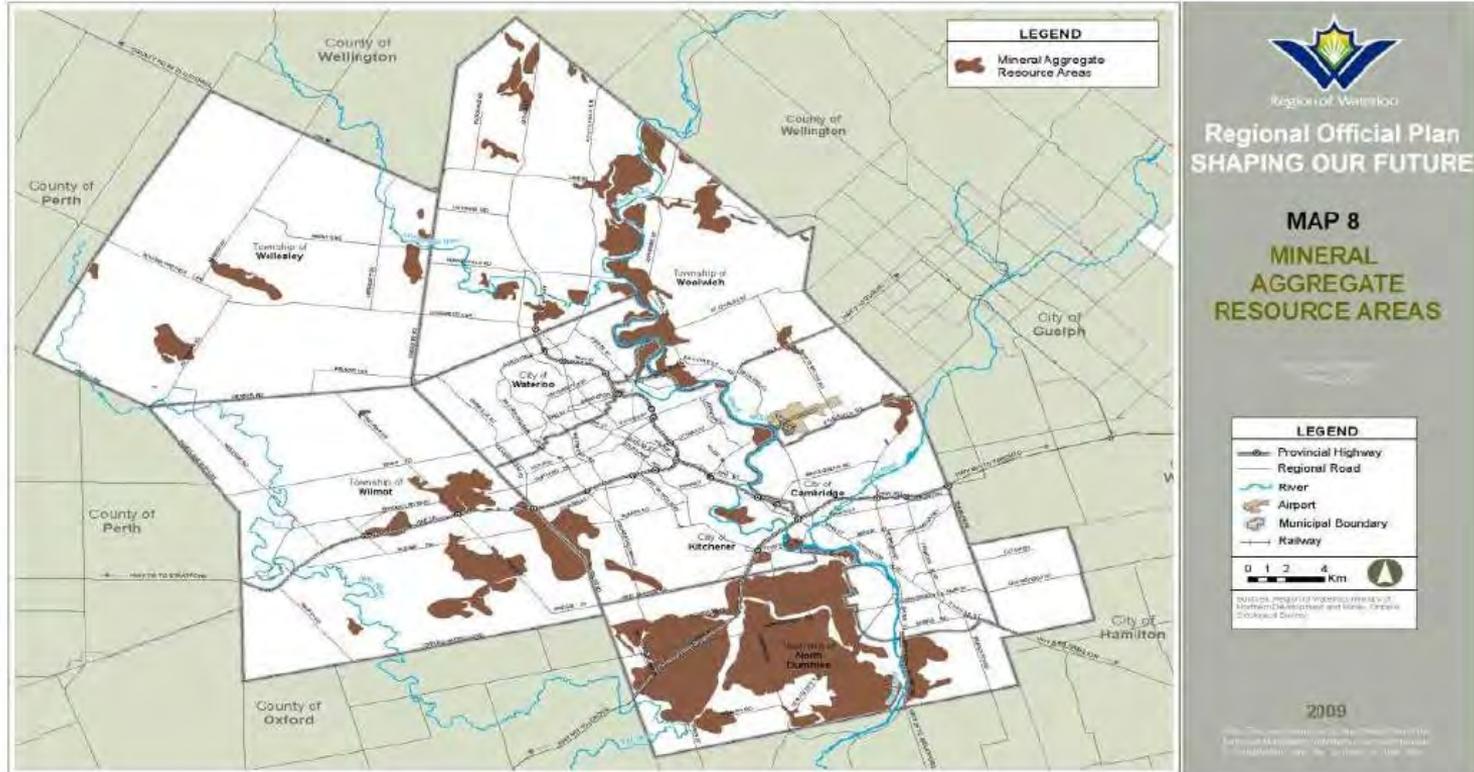
FIGURE 1 - Preliminary Regional Recharge Area Mapping
Planning, Housing and Community Services

Development Encroaching!

Figure 9 Water Resource Protection Strategy and the Waterloo Moraine

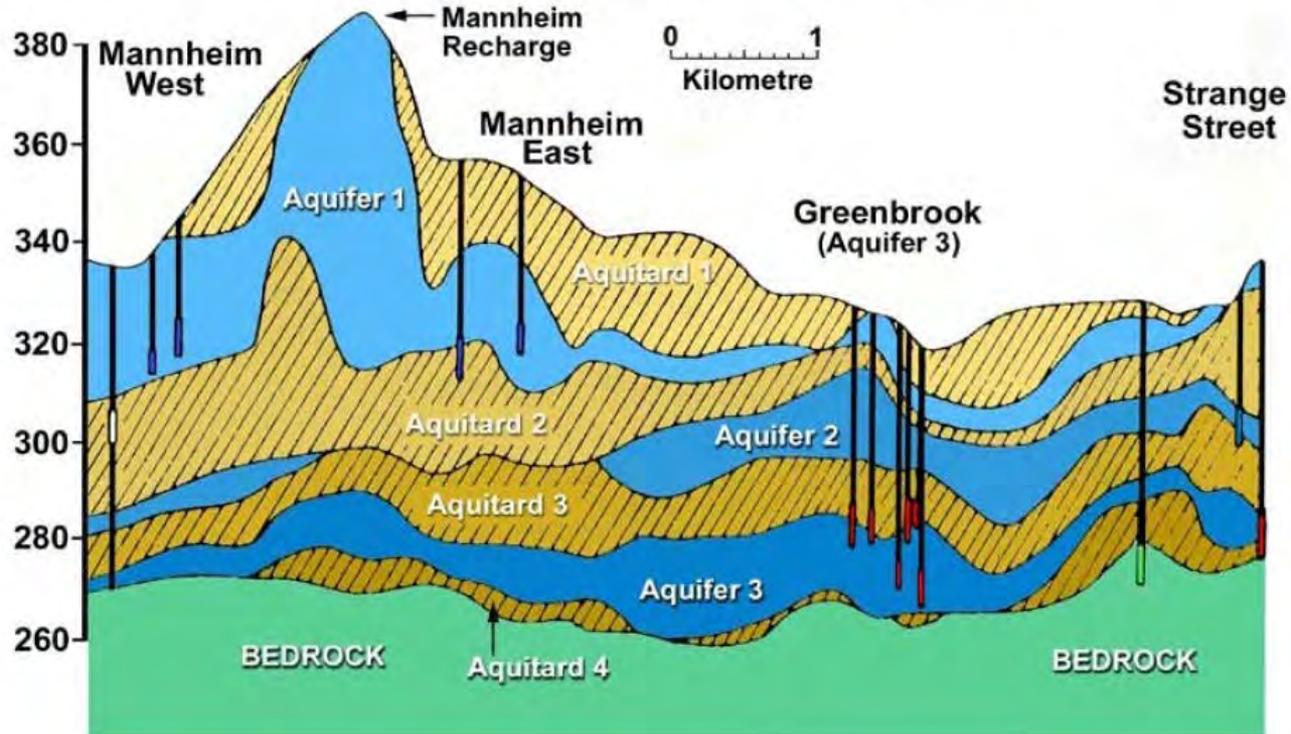


Gravel Pits Encroaching!



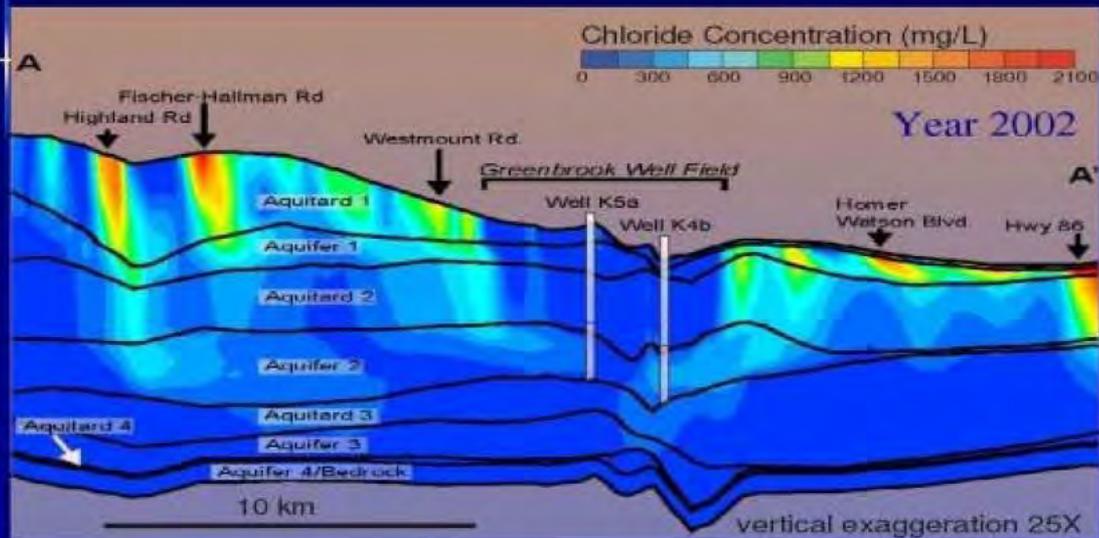
Topography isn't enough to delineate watersheds or prevent water risks.

(cross section of the Waterloo Moraine)



What goes in the ground will head to wells with draw down effects regardless of topography. Professor Mike Stone: chloride loadings to Waterloo Regional wells reveals this fact.

Cross-section A-A' for 2002



Bester et al. 2006

1% of the Waterloo Region's water,
 at 1 cent per litre = \$18,184 per day,
 Annually: \$6,637,160

Source: Expert data as used in EBR request for Review for a Waterloo Moraine Protection Act

Table 1. Summary of predicted cost per day of water volumes lost due to construction on the Waterloo Moraine. These predictions reflect a base pumping rate of 40.000 million gallons per day (equal to 181.840 million litres per day) in the Region during 2004. The predicted volume losses range from 1 – 10% and cost range from 1 to 3 cents per litre per day.

Volume lost per day (%)	Total volume lost per day (million litres)	Total cost of water lost per day (\$)		
		0.01 \$ / litre	0.02 \$ / l	0.03 \$ / l
1	1.8184	18,184	36,368	54,552
2	3.6368	36,368	72,736	109,104
5	9.092	90,920	181,840	272,760
10	18.184	181.840	363.680	545,520



TOWNSHIP OF WILMOT

DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS 2020-005

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: February 10, 2020

SUBJECT: Zone Change Application 01/20
Mike Roth / Philip Peppiatt & Crystal Oliveira
236 Wilmot Street, New Hamburg

RECOMMENDATION:

THAT Council approve Zone Change Application 01/20 made by Mike Roth and Philip Peppiatt & Crystal Oliveira affecting 236 Wilmot Street to rezone a portion of the subject property from Zone 11 (Open Space) and Zone 3f (Residential) to Zone 3f(H) and to reduce the front yard setback from 7.6m to 3.5m.

SUMMARY:

Mike Roth, authorized by the property owners, has filed a zone change application that proposes to rezone a portion of the subject property from Zone 11 (Open Space) to Zone 3f (Residential). The proposed amendment would place the developable portion of the property within a consistent residential zone and ultimately facilitate a proposed severance.

To implement requirements of the Region of Waterloo, a portion of the property is proposed to be placed in a holding zone until an archaeological assessment is prepared and acknowledged by the Ministry of Heritage, Sport, Tourism and Culture Industries.

BACKGROUND:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on January 10, 2020. The following is a summary of comments received prior to the Public Meeting.

Public: None

Agencies: Grand River Conservation Authority: no objections
Region of Waterloo: requesting the property be placed in a holding zone until an archeological study is prepared and approved
WRDSB: no comments
WCDSB: no comments

REPORT:

This application proposes to rezone a portion of the subject property from Zone 11 (Open Space) to Zone 3f (Residential). As illustrated on Attachment A, the proposed amendment would place the developable portion of the property within a residential zone consistent with the remainder of the property and ultimately facilitate a proposed severance.

Should this zoning application be approved, development matters related to servicing and lot grading and drainage and associated costs will form part of the consent process which will be considered by the Committee of Adjustment at its meeting on February 12, 2020.

Through circulation of this application, the Region of Waterloo identified that the property exhibits potential for the recovery of archaeological resources and requires that an archeological assessment to be completed for the property. To allow the zoning application and associated consent application to proceed to approval, the proposed severed portion of the property is recommended to be placed within a holding zone which would be cleared upon completion and acknowledgement of an archaeological assessment by the Ministry of Heritage, Sport, Tourism and Culture Industries.

The Grand River Conservation Authority is satisfied that development can be accommodated at least 6m from the top of slope adjacent to the Nith River and has indicated they have no objections to approval of this application.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The approval of infilling residential uses maximizes the use of existing infrastructure and reduces the demand for additional greenfield lands to accommodate all residential development which are both strategies in achieving the Township's goal to protect the natural environment.

FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

Attachment A Property location map

SEVERANCE SKETCH

OF ALL OF
LOTS 11 & 12
OF PART OF
LOTS 10 & 13

WEST SIDE OF WILMOT STREET

SMITH'S PLAN

IN THE
TOWNSHIP OF WILMOT
REGIONAL MUNICIPALITY OF WATERLOO

SCALE 1:400

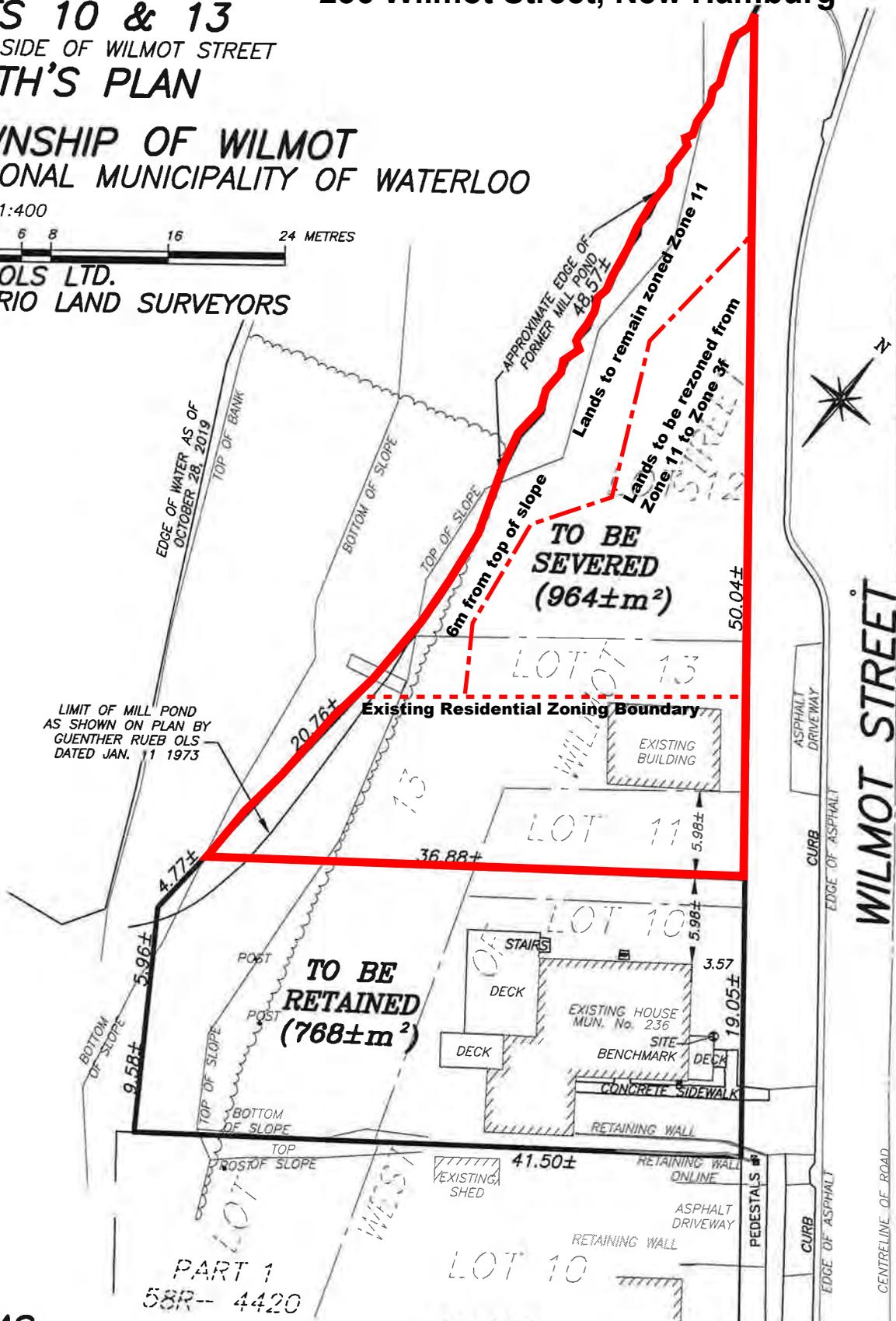
0 2 4 6 8 16 24 METRES

MTE OLS LTD.
ONTARIO LAND SURVEYORS

ATTACHMENT A

Zone Change Application ZCA-01/20

236 Wilmot Street, New Hamburg



AREAS:

AREAS SHOWN ON THIS PLAN ARE IN HECTARES AND CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471054.

AREAS SHOWN ON THIS PLAN ARE IN SQUARE METRES AND CAN BE CONVERTED TO ACRES BY DIVIDING BY 4046.8564.

METRIC:

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

CAUTION:

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.

THIS SKETCH IS PREPARED FOR MIKE ROTH

DATE : DECEMBER 10, 2019

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THIS SKETCH IS NOT VALID UNLESS IT IS AN EMBOSSED ORIGINAL COPY ISSUED BY THE SURVEYOR



MTE

MTE ONTARIO LAND SURVEYORS LTD.

365 HOME STREET
STRATFORD, ONTARIO, N5A 2A5
TEL: 519-271-7952

Cad File: P:\46779\101\46779-101-SV1.DWG

COGO : 46779-101-UTMGROUND.ASC

Drawn By : C. PERKS

Checked By : D. REAUME

File No : 46779-101-SV1 (S)



TOWNSHIP OF WILMOT

PUBLIC WORKS & ENGINEERING Staff Report

REPORT NO: PW2020-03

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

PREPARED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

REVIEWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: 4th Quarter 2019 Operations Activity Report
October – December 2019

RECOMMENDATION:

THAT the Public Works Operations 4th Quarter Activity Report for the months of October, November and December 2019 be received for information.

SUMMARY:

Public Works reports operational activity to Council. Both Operating groups in Public Works have been wrapping up summer maintenance and construction activity to support the hard surfacing program, and preparing fleet and vehicles for winter maintenance activity. Staff undertook operation and health and safety training as well.

BACKGROUND:

Public Works staff report Operations activity to Council on a quarterly basis.

REPORT:

The attached summaries highlight the activities of Public Works-Operations for the 4th quarter of 2019.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The Township of Wilmot is an engaged community through communication of municipal matters.

FINANCIAL CONSIDERATIONS:

There are no financial considerations as a direct result of this report.

ATTACHMENTS:

Attachment 1 (UT) – Utilities Operations Activity Report
Attachment 2 (RDS) – Roads Operations Activity Report



UTILITIES

<p>Training</p>	<ul style="list-style-type: none"> • Regulatory, operational, H&S Training is carried out routinely • Confined Space Entry level 2 training Completed on Oct 22 & 23, 2019 • SOP revision rollout and JHSC Approval Ongoing • Working at heights training Nov 18, 2019 • Emergency Training Dec 10, 2019
<p>Operations & Maintenance</p>	<ul style="list-style-type: none"> • Hydrant Pumping completed Nov 2019 • Completed dead water main flushing Dec 2019 • Hannah/Lewis water main hard connects
<p>Claims Investigations</p>	<ul style="list-style-type: none"> • Nafziger Road water main break sink hole – 5 vehicle strike claims
<p>Locates Processed</p>	<ul style="list-style-type: none"> • 251 underground locate requests completed for 360 Feedback per regulation
<p>Meter installs/change-outs/inspections</p>	<ul style="list-style-type: none"> • Water meter performance – 20 repairs • Water meter inspections – 12
<p>Water Quality/ Adverse Reports</p>	<ul style="list-style-type: none"> • Routine daily/weekly sampling, testing and reporting • AWQI 148553 – TC Adverse Oct 11, 2019 resolved by Flushing and re-sampling (Hannah Street reconstruction) • AWQI 148565 – TC Adverse Oct 12, 2019 resolved by Flushing and re-sampling (Hannah Street reconstruction) • BWA – Oct 19, 2019 due to break on temp main resolved by flushing and resampling (Hannah Street reconstruction) • Power Outage Dec 1, 2019 New Dundee Well – flushed and sampled • Reservoir pump failure – St Agatha – flushed and sampled
<p>Water Main Breaks/Excavation</p>	<ul style="list-style-type: none"> • Main break response and repairs – 1 • Water service investigation and repair – 6
<p>Sanitary Main/Lateral Blockages</p>	<ul style="list-style-type: none"> • Service lateral /blockage repairs – 1 • Routine flushing maintenance, preventative maintenance on sanitary mains
<p>Lift Stations</p>	<ul style="list-style-type: none"> • Routine high level event response – 6 • Sustained high level event with relief – 6 • Routine pump maintenance and repair – 2 • Wet Well Cleaning on all stations • Installation of flow meter chamber



Fleet & Equipment	<ul style="list-style-type: none">• Routine and preventative maintenance and minor repairs by staff (oil changes, washing)• Vehicle safety inspections annuals by others• Sidewalk Tractor replacement completed
DWQMS	<ul style="list-style-type: none">• Implemented continuous improvement elements from external audit• Continued water quality testing, result analysis and integration into reporting• Internal Auditing DWQMS
Winter Control (Sidewalks and Parking Lots)	<ul style="list-style-type: none">• Sidewalk - salting and plowing• Monitor contractor for parking lot winter control

Attachment 2

WATER SUPPLY ACCESS AGREEMENT

This Agreement made this _____ day of _____, 2020.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WILMOT
(hereinafter called "Wilmot")

- and -

THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA – TAVISTOCK
(hereinafter called the "East Zorra-Tavistock")

WHEREAS Section 20 of the Municipal Act, 2001, S.O. 2001, C 25, as amended, authorizes a municipality to enter into an agreement with one or more municipalities or local bodies to jointly provide, for their own benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS the Township of Wilmot is agreeable to enter into an Agreement with the Township of East Zorra – Tavistock to access the Township of Wilmot's water supply for fire fighting purposes;

AND WHEREAS the parties hereto wish to set out their respective rights and obligations regarding the provision of water supply for fire fighting purposes;

NOW, THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant and agree as follows:

1. Wilmot hereby grants onto East Zorra - Tavistock, the right to access its water supply in the Township of Wilmot (herein referred to as the "Water Supply Location") for firefighting purposes, on an on-going and as-needed basis during the term of this Agreement.
2. In the event that East Zorra - Tavistock requiring access to the Water Supply Location, pursuant to this Agreement, East Zorra - Tavistock Fire Department shall;
 - i. contact Wilmot's Utility Manager or Designate at 519-778-0473;
 - ii. only access the water supply at the location(s) identified on Figure 1 and Figure 2, attached hereto;
 - iii. and, at the conclusion of the water supply usage, will supply Wilmot with the total water usage (cu.m or imp. gal), start and end time/date for use of the water supply. This information is to be forwarded to the following email: publicworks@wilmot.ca.

3. Payment for water usage, by East Zorra - Tavistock, shall be within 30 days of the receipt of an invoice from Wilmot. The rate for water usage shall be the current residential water rate which, shall be subject to annual revisions as approved by Council, and as identified in Wilmot's Fees and Charges By-Law.
4. East Zorra - Tavistock shall be responsible for all costs to repair any damage caused to infrastructure, roadway or plant located on or under any road allowance owned by Wilmot, while accessing Water Supply Location, during the term of this agreement.
5. East Zorra - Tavistock shall indemnify and save harmless Wilmot from any and all liabilities, damages, costs, claims, suits or actions arising out of East Zorra-Tavistock access of the Water Supply Location unless the damages, costs, claims, suits or actions were the result of Wilmot's negligence and this indemnity shall survive the expiry or early termination of this agreement.
6. The Water Supply Location(s) identified on Figure 1 and Figure 2, attached hereto, or instructions on use, may be changed from time to time by Wilmot during the term of this Agreement by forwarding written notice to East Zorra -Tavistock, no later than 10 working days prior to the planned change.
7. The term of this Agreement shall be for five (5) years commencing on January 1, 2020. This Agreement may be terminated by either party upon providing ninety (90) days written notice to the other party.
8. This Agreement will automatically renew for successive five (5) year terms, for up to 20 years, unless either Party decides that it does not wish to renew the Agreement set forth hereunder before the expiration a Term, as applicable, by notifying the other Party in writing at least six (6) months before the completion of a Term.
9. East Zorra - Tavistock shall obtain and maintain comprehensive general liability insurance coverage which:
 - i. covers claims and expenses for liability for personal injury, bodily injury and property damage which may arise from East Zorra - Tavistock access of the Water Supply Location pursuant to the Agreement, in an amount not less than Five Million Dollars (\$5,000,000.00) per occurrence; If comprehensive general liability insurance coverage requirements increase, notice will be forwarded in writing at least six (6) months before the completion of a Term. Such amendments will be made by addendum to this agreement and executed by both parties.
 - ii. names Wilmot as an additional insured; and
 - iii. contains cross liability and severability of interest clauses.
10. Prior to the execution of this Agreement, East Zorra – Tavistock shall provide to Wilmot, in a form acceptable to Wilmot, a certificate of insurance with respect to the insurance to be provided by East Zorra – Tavistock pursuant to the paragraph above and thereafter,

East Zorra – Tavistock shall provide Wilmot with evidence of all renewals of the insurance in a form acceptable to Wilmot during the term of this agreement and in all successive terms.

11. Any notice or other document required to be given to either party under this Agreement shall be sufficiently given if delivered or mailed postage prepaid to the addresses below. Such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, three business days after it was delivered to the post office.

East Zorra - Tavistock:

Fire Chief
East Zorra - Tavistock Fire
Department
260 Woodstock St S.
Tavistock, ON N0B 2R0
Tel: 519-496-2697 / 229
Fax: 519-462-2961

Wilmot:

Director of Public Works &
Engineering or Designate.
Township of Wilmot
60 Snyder's Road West
Baden, Ontario N3A 1A1
Tel: 519-634-8444
Fax: 519-634-5044

12. Any notice or other document may also be given by prepaid registered mail to the above addresses and such notice shall be effective five (5) business days following the date of mailing, except in the event that there shall be a disruption in postal services at the date of mailing, in which case notice shall only be effective by personal delivery or a facsimile transmission as stated above.
13. This Agreement shall be governed by the laws of the Province of Ontario and all federal laws of Canada applicable therein.
14. Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so shall not constitute a waiver of those rights, powers or remedies. The single or partial exercise of a right, power or remedy shall not prevent its subsequent exercise or the exercise of any other right, power or remedy.
15. If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect.
16. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. Neither party may assign all or any part of this Agreement without the written approval of the other party.
17. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF the Township of Wilmot has executed and delivered this Agreement as of the _____ day of _____ 2020.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Les Armstrong
Mayor

Dawn Mittelholtz
Director of Clerk's Services

IN WITNESS WHEREOF the Township of East Zorra - Tavistock has executed and delivered this Agreement as of the _____ day of _____ 2020.

THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA – TAVISTOCK

Don McKay
Mayor

Will Jaques
Corporate Services Manager

Figure 1 - HYD1 Huron St - New Hamburg

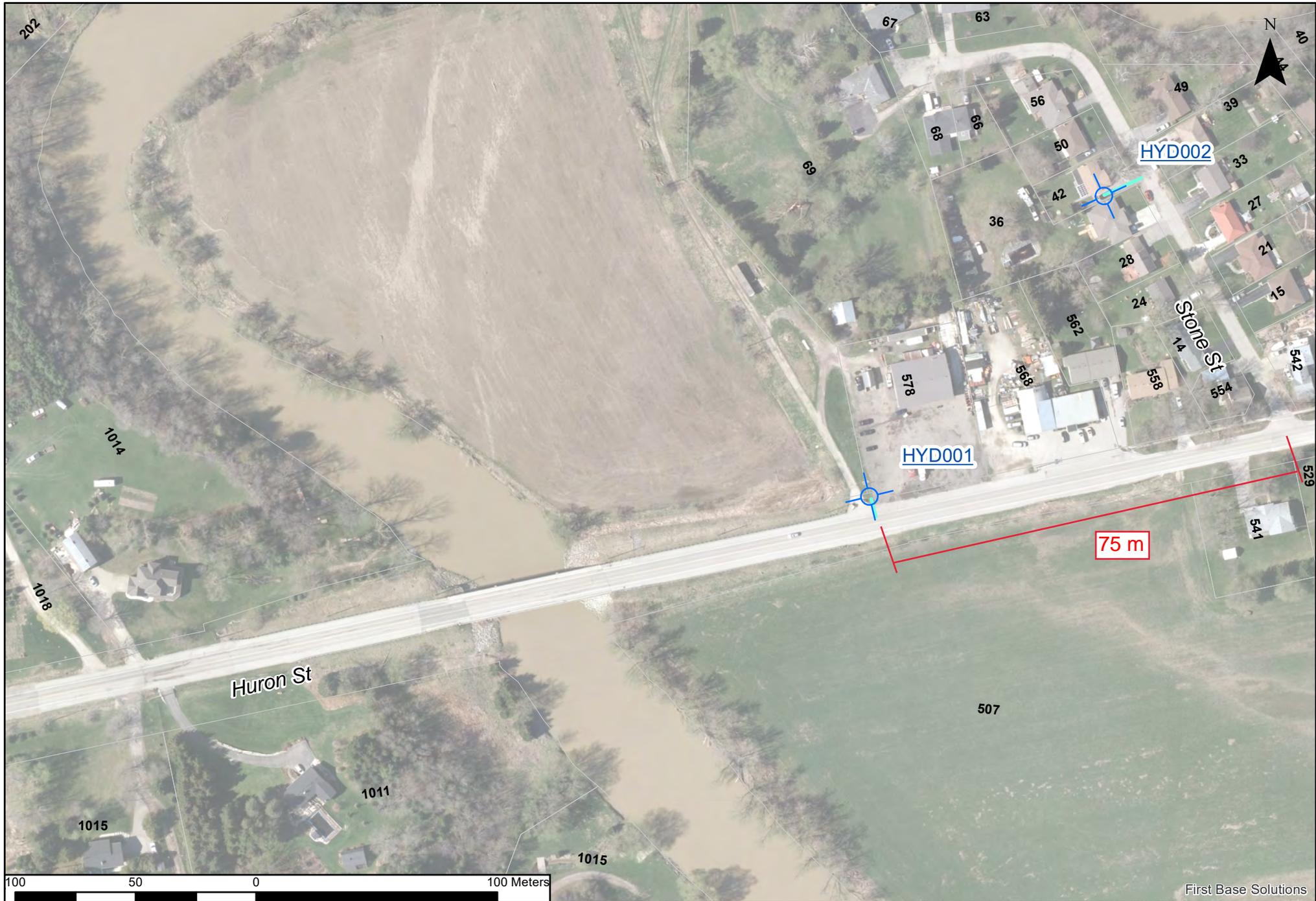


Figure 2 - HYD150 Haysville Road - New Hamburg





TOWNSHIP OF WILMOT

FINANCIAL SERVICES *Staff Report*

REPORT NO: FIN 2020-05

TO: Council

SUBMITTED BY: Patrick Kelly CPA, CMA Director of Finance / Treasurer
Jeff Molenhuis, P. Eng. Director of Public Works and Engineering

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

REVIEWED BY: Grant Whittington, Chief Administrative Officer

DATE: February 10, 2020

SUBJECT: Investing in Canadian Infrastructure Program (ICIP) - Intake 3

RECOMMENDATION:

THAT Report FIN 2020-05, regarding the Investing in Canadian Infrastructure Program (ICIP) - Intake 3 application, be received for information purposes.

SUMMARY:

This report outlines the Township's submission to the Investing in Canadian Infrastructure Program (ICIP) – Intake 3 Fund for funding to support the reconstruction of underground infrastructure along Snyder's Road in Baden.

BACKGROUND:

In March 2019, the Province made a significant announcement from the Township of Wilmot Administration Complex. This announcement outlined funding for Ontario municipalities from the Investing in Canada Infrastructure Program (ICIP). This is a \$30 billion, 10-year infrastructure program cost-shared between Federal, Provincial and Municipal Governments.

The third intake of this program was rolled out in the fall for the Green Infrastructure Stream. The Green stream includes up to \$7.12 billion in combined federal (\$2.85 billion), provincial (\$2.35 billion) and other partner (\$1.92 billion) funding over 10 years for projects across three federal sub-streams that advance outcomes associated with climate change mitigation, environmental

quality and disaster mitigation. It is anticipated that the province will select projects for funding through multiple application intakes.

This intake will prioritize projects that address critical health and safety issues associated with water, wastewater and stormwater infrastructure.

Project eligibility will be assessed using an outcomes-based approach. Eligible projects under this intake must meet one of the following federally determined project outcomes prioritized for the environmental quality sub-stream:

- Increase capacity to treat and/or manage wastewater and stormwater
- Increase access to potable water.

This funding intake is a competitive process and only available to municipalities with a population under 100,000. Funding approval is not guaranteed.

The application window for this intake was relatively short, with an application deadline of January 22, 2020.

REPORT:

Members of the Senior Management Team (SMT) undertook a review of the existing 10-year Capital Forecast and Asset Management Plan, to identify the most critical infrastructure projects that would be eligible for this program.

The ICIP is somewhat unique from traditional infrastructure funding programs given the extended timeframe for works to be completed; as noted in Intake 1, where the Township received support for the Class EA and Bridge Street Bridge Replacement.

Three (3) projects were identified and discussed: Snyder's Road East Underground Infrastructure; Morningside Trunk Sanitary Sewer; and Foundry Street Trunk Sanitary Sewer. The consensus was to move forward with an application to support the large investment being made towards the underground infrastructure works on Snyder's Road East in Baden.

Prior to 2018, the 10-year Capital Forecast did not carry a provision for funding underground infrastructure on Snyder's Road, as part of the Regional reconstruction project. As part of the pre-engineering works for this major reconstruction project, it was identified that replacement of water and sanitary infrastructure would be necessary as part of this project. The updated 10-Year Capital Forecast include \$4.65M in costs for these works, with only a portion of these funds covered via Development Charges. The remaining dollars would need to be sourced from the general levy (Storm) and user-pay infrastructure reserve funds (Water/Sanitary). Given the timing of this project from a Regional perspective and the existing cash-flow challenges within Township Development Charges, any source of external grant funding would allow this project to proceed without limiting the financial capabilities of the Township in the near term.

The other component that makes this project an attractive investment opportunity for our Senior Government partners, is the location of these works. This project would represent a 4-party funding arrangement with funding from the Federal, Provincial, Regional and Local Township levels of government. The project would also service a rapidly expanding area of the Region, with growth expected in the coming years to the North of Baden.

Other projects considered, but not selected, under this application included the Foundry Street Trunk Sanitary Sewer and the Morningside Trunk Sanitary Sewer. These are large dollar projects slated to occur within the next 3-5 years; however the complexities associated within their ties to development projects and staging would make it difficult to justify and predict timing for the application. In addition, a more significant portion of these projects would be funded via Development Charges, and not a direct impact to the municipal levy. These initiatives were not selected in recognition of the more urgent need for funding towards the Snyder's Road project, which is seen as a key element to the pending growth within Baden.

Staff are confident that the application is well-aligned with program criteria, in that works will upgrade all three (3) components of underground infrastructure. The works described above are also part of a joint Regional-Township project, and joint projects have been historically looked upon favorably under a competitive application stream. Staff have outlined this in great detail within the application.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of having a prosperous economy through investing in our downtowns and commercial areas. The works identified also fit the goal maintaining our infrastructure.

FINANCIAL CONSIDERATIONS:

The project costs that were applied for are estimated within the forthcoming 2020 Ten-Year Capital Forecast at \$4,655,000, split between Storm (\$350,000); Water (\$1,875,000); and Sanitary (\$2,430,000). In the absence of external funding the project costs would be sourced from Development Charges (\$1,458,000); Infrastructure Reserve Funds (\$2,847,000) and General Levy (\$350,000). This amount of investment would likely result in the need to explore potential debenture opportunities for Development Charge and Infrastructure Reserve Funds.

The ICIP program will fund successful applications 73.33% of total project costs, to a maximum of \$3,000,000. The funding would be split: Federal (40%); Provincial (33.33%) and Municipal (26.67%). Any funding received from our senior government partners would reduce the impact on development charges, infrastructure reserve funds and the capital levy.

ATTACHMENTS:

- None



TOWNSHIP OF WILMOT

FACILITIES & RECREATION SERVICES *Staff Report*

REPORT NO: FRS 2020-003

TO: COUNCIL

SUBMITTED BY: Scott Nancekivell, Director of Facilities & Recreation Services

PREPARED BY: Scott Nancekivell, Director of Facilities & Recreation Services

REVIWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: Facilities & Recreation Services Activity Reports

RECOMMENDATION:

That the Facilities & Recreation Services Activity Reports for the fourth quarter of 2019 be received for information.

SUMMARY:

FRS Division Manager Reports for the fourth quarter of 2019 are attached for information.

BACKGROUND:

N/A

REPORT:

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Customer Service & Community Development), have prepared activity reports for the fourth quarter of 2019. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational or administrative activities.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Communicating municipal matters.

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

Customer Service & Community Development Quarterly Report (October – December 2019)
Aquatics Quarterly Report (October – December 2019)
Parks & Facilities Quarterly Report (October – December 2019)

FACILITIES & RECREATION SERVICES

Customer Service and Community Development Division

Quarterly Activity Report (October - December 2019)

- Participated in the Regional Municipal Alcohol Policy meeting with representatives from all Municipalities within the Region as well as Public Health, the Municipal Insurer and the ACGO.
- Met/corresponded with groups seeking to run outdoor rinks in New Hamburg, Baden, St. Agatha and New Dundee this winter, and coordinated same with facilities staff.
- Volunteer Information Session was held on October 15th , with a follow up session planned for February 4th .
- Completed Performance Evaluations for all Facility Schedulers and CSR's.
- Met with the Firebirds to discuss proposed new Municipal Alcohol Policy and how it would affect them.
- Met with Township bartenders to discuss proposed new Municipal Alcohol Policy and how it would affect them.
- Hosted a meeting along with the Municipal Insurance Pool for Wilmot community groups who commonly hold alcohol related events to review upcoming changes with respect to the updated Municipal Alcohol Policy.
- Met with the Curator/Director of Castle Kilbride and Assistant Curator to discuss check-in safety strategies for staff working alone on the weekend. Subsequently, a procedure was implemented, whereby Castle staff are to check in with WRC - CSR's upon arrival and departure of their weekend shifts at the Castle. If a call is not received from castle staff, then CSR's are to follow up.
- Met with members of Finance and the Wilmot Family Resource Centre to discuss the implementation of Recreation and Culture subsidies for adults. A follow up meeting was held with the Township of Woolwich and Woolwich Community Services to discuss best practices and how they have successfully implemented a similar program.
- Connected Wilmot Softball with Explore Waterloo Region for grant opportunity in their bid to host the Canadian Championship Peewee U14 Boys tournament in 2021. Wilmot Softball indicated that if successful, this would be the largest ball tournament ever held in our township.

- Met with members of WODSS who would like to host a WCSSAA Cross-Country meet at WRC/Schmidt Woods in September 2020.
- Working with staff on account credits in order to bring down balances.
- Inventory of supplies (dishes, cutlery etc.) was done at all community centres.
- Met with Finance Department to discuss the possibility of implementing damage deposits for facility rentals and also refunds onto credit cards when that was the original method of payment.
- The Wilmot Recreation Complex was very busy over the holidays with a large number of patrons attending public skating and swimming. We held seven public skating times between December 22nd and 31st which saw a total of 954 skaters.
- Attachment: Subsidy Report 2019.

Submitted by:

Manuela Jones

Manager of Customer Service and Community Development

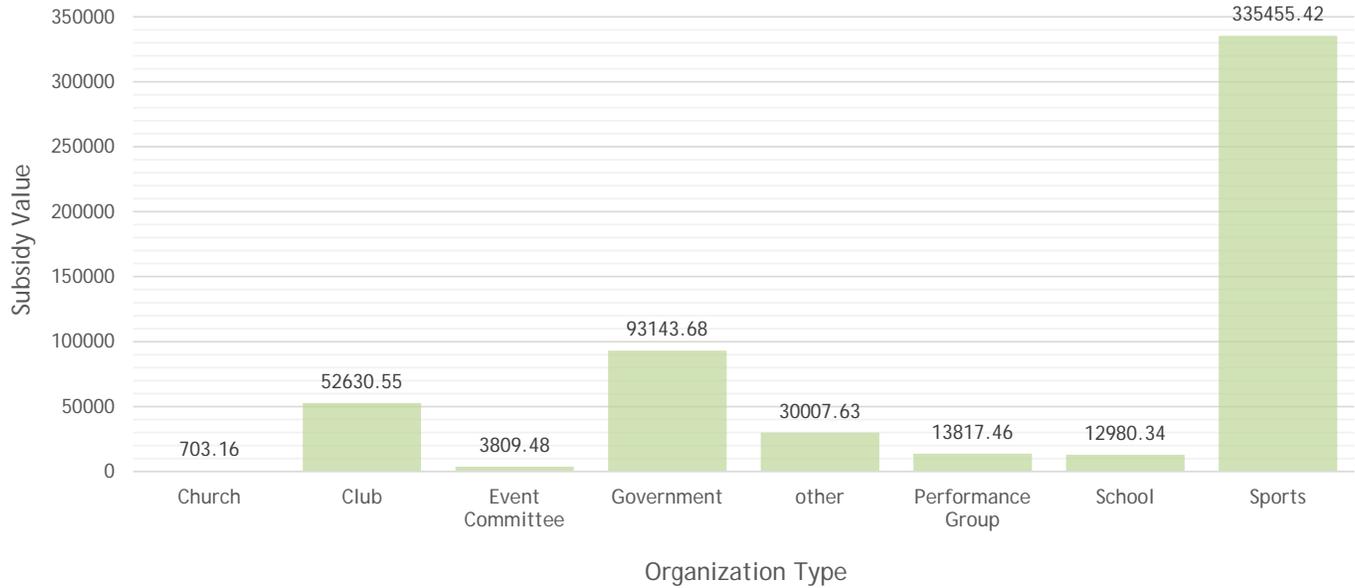
Subsidy Report 2019

Total Subsidy

\$542,547.72

Sum of Subsidy

Subsidy Use 2019



Organization Type

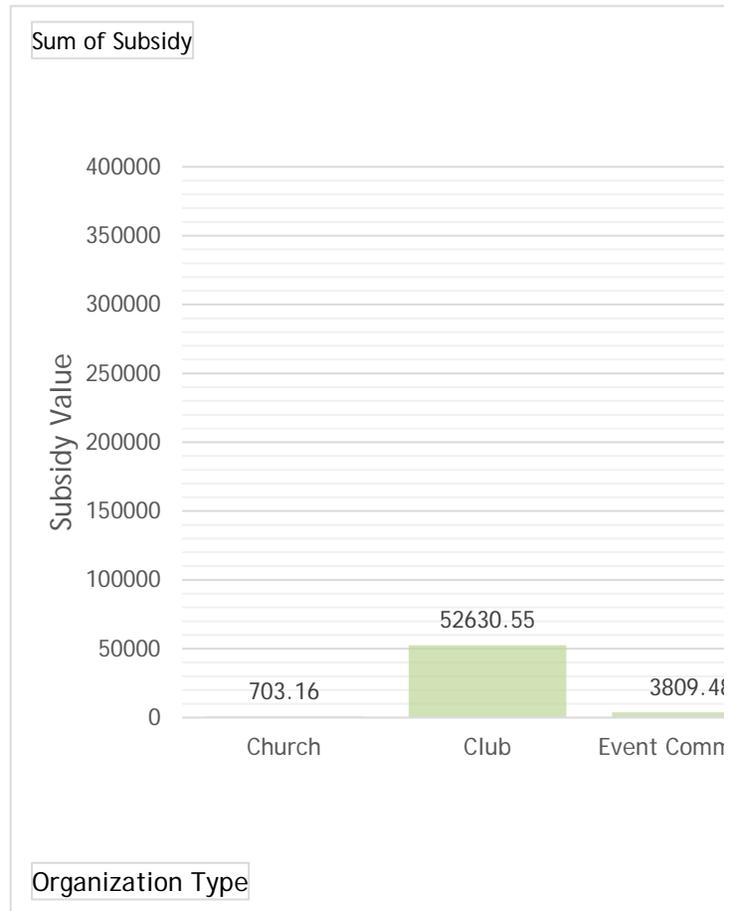
Group Name	Organization Type	Subsidy
Baden Community Association	Club	\$1,012.71
Baden Firefighters	Government	\$524.18
Baden Optimist Club	Club	\$517.87
Baden Public School	School	\$41.78
Community Care Concepts		\$26,325.49
Creative Beginnings Childcare	School	\$111.69
Elections Canada	Government	\$1,596.79
Forest Glan Public School	School	\$672.04
Fung Loy Kok Institute of Taoism	Sports	\$2,342.16
Girl Guides of Canada	Club	\$5,769.02
Grand Valley Woodcrafters	Club	\$811.90
Grandview Public School	School	\$169.45
Leadership of Waterloo Region	Club	\$55.85

Group Name	Organization Type	Subsidy
Mannheim Optimist Club	Club	\$8,874.94
Mennonite Relief Sale Committee	Event Committee	\$549.63
New Dundee Board of Trade		\$2,694.61
New Dundee Canada Day Committee	Event Committee	\$2,314.53
New Dundee Cooperative Preschool	School	\$333.52
New Dundee Fireworks Committee	Event Committee	\$45.32
New Dundee Optimist Club	Club	\$5,929.58
New Dundee Public School	School	\$395.82
New Dundee Seniors	Club	\$2,914.38
New Dundee Women's Institute	Club	\$2,372.76
New Hamburg Board of Trade		\$603.59
New Hamburg Community Concert Band	Performance Group	\$3,386.88
New Hamburg Legion		\$383.94
New Hamburg Library	Government	\$79.23
New Hamburg Lioness Club	Club	\$633.84
New Hamburg Lions Club	Club	\$575.19
New Hamburg Minor Hockey Association	Sports	\$141,746.11
New Hamburg Optimist Club	Club	\$929.39
New Hamburg Scouts	Club	\$4,262.64
New Hamburg Skating Club	Sports	\$39,873.46
Nith Valley Sno Surfers	Sports	\$659.91
Our Lady Mount Carmel	School	\$322.42
Petersburg Optimist	Club	\$2,416.73
Plattsville Christian School	School	\$230.48
Region of Waterloo Library	Government	\$2,159.08
Regional Municipality of Waterloo	Government	\$301.10

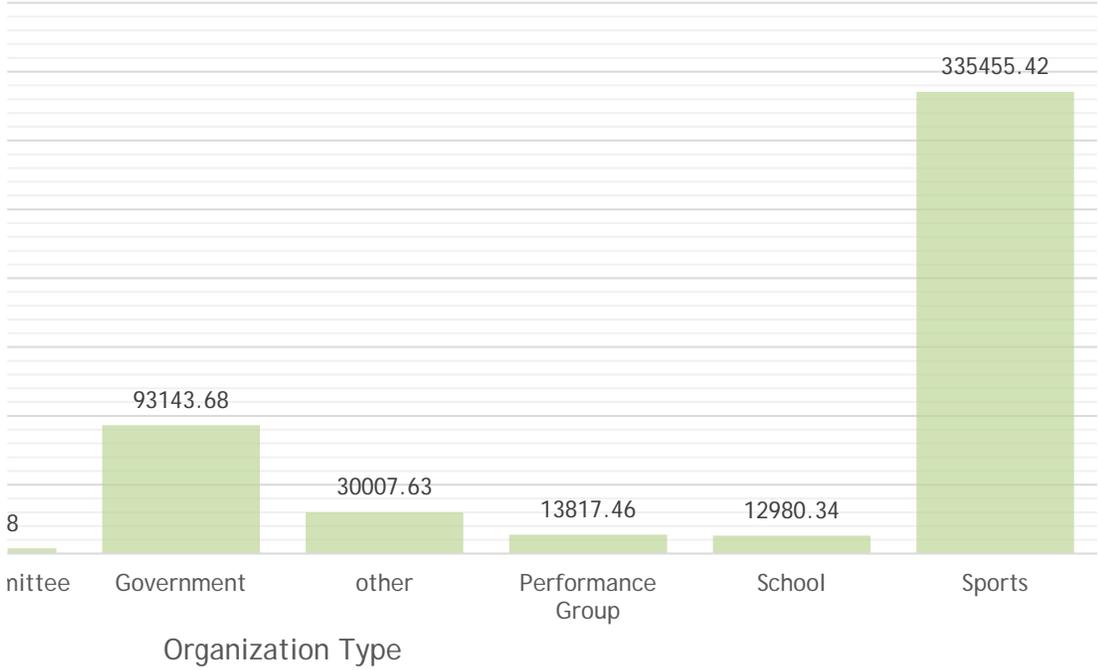
Group Name	Organization Type	Subsidy
Rotary Club of Tavistock	Club	\$538.44
St. Agatha Lions Club	Club	\$791.64
St. Agatha Santa Claus Parade Committee	Event Committee	\$900.00
St. Agatha Seniors	Club	\$1,929.33
St. Georges Anglican Church	Church	\$22.66
The Community Players	Performance Group	\$10,430.58
The Rook Players	Club	\$3,234.33
Township of Wilmot	Government	\$38,903.24
Waterloo Catholic District School Board	School	\$1,062.88
Waterloo County Quilters Guild	Club	\$613.91
Waterloo Federation of Agriculture	Club	\$307.68
Waterloo Oxford DSS	School	\$910.49
Waterloo Region 4-H Club	Club	\$1,486.76
Waterloo Region District School Board	School	\$4,095.59
Wilmot Agricultural Society	Club	\$3,794.79
Wilmot Aquatic Aces	Sports	\$40,526.39
Wilmot Centre Missionary Church	Church	\$680.50
Wilmot District Soccer Association	Sports	\$3,830.04
Wilmot Family Resource Centre	Government	\$49,580.06
Wilmot Girls Hockey Association	Sports	\$69,631.54
Wilmot Healthy Communities Coalition	Club	\$549.05
Wilmot Horticultural Society	Club	\$887.85
Wilmot Optimist Club	Club	\$1,419.97
Wilmot Rugby Club	Sports	\$384.89
Wilmot Seniors Shuffleboard & Carpet Bowling	Sports	\$20,539.44
Wilmot Softball	Sports	\$15,921.48

Group Name	Organization Type	Subsidy
WO Hockey Skills Canada	School	\$4,634.18

Row Labels	Sum of Subsidy
Church	703.16
Club	52630.55
Event	
Committee	3809.48
Government	93143.68
other	30007.63
Performance	
Group	13817.46
School	12980.34
Sports	33545.42
Grand Total	542547.72



Subsidy Use 2019



FACILITIES & RECREATION SERVICES

Aquatics Division

Quarterly Activity Report (September - December 2019)

- We currently have 4 full time staff members and 35 active part-time staff members. We also have 1 staff member at university who is on our substitution list. We had 6 staff members resign this quarter. We hired 3 new part-time staff for the winter session, and we have 2 new Instructor/ Guards (Noa Morton- Sydorak and Jayden Troupe), and a new Assistant Instructor (Tyra Cardoza). Cassandra Honderich is returning as an Instructor.
- Our Fall 2019 session had a total of 1016 Learn-to-Swim participants, 60 Leadership participants and 267 private lessons. Compared to the Fall 2018 session had a total of 1026 Learn-to-Swim participants and 39 Leadership participants and 291 private lessons
- In 2019 we instructed a total of 4743 swimming lesson and leadership participants. Of those, 80% were Township of Wilmot residents and 20% were non-residents. In 2018 we had instructed a total of 5330 swimming lesson and leadership participants. Of those, 71% of those were Township of Wilmot residents and 29% were non-residents.
- There were 10,080 admissions for our recreational swim programs during the fourth quarter in 2019. These programs include length swims, open/family swims and Aquafit classes. In 2018 we had 9623 admissions for our recreational swims during the same period.
- In 2019 we had 42,440 swimmers attend our recreational swims. In 2018 we had 40,801 recreational swim participants.
- There were 7540 pool rental participants during this fourth quarter. These programs include ACES, Board of Education and private rentals. In 2018 we had 6805 participants during the same period.
- In 2019 we had a total of 20,936 rental participants. In 2018 we had 18,101 rental participants.
- The Full-time Aquatic staff led two seasonal staff training sessions for the part-time aquatic staff members. This included refresher on discussing any Health and Safety items and updates to current programs as well as aquatic skills refreshers.
- Staff completed programming for the Spring and Summer 2020 schedule and it was inputted into the recreational program software.

- Attended the Parks and Recreation Ontario Aquatics Conference, and attended sessions on;
 - Emergency Preparedness: A Failure to Plan is a Plan to Fail,
 - Smarter, Faster Stronger: Building Better Lifeguards,
 - Mission Critical: Selecting and Developing Senior Staff,
 - Mental Health Support for Aquatic Staff,
 - Drowning Resuscitation: We're Doing It Wrong
 - Passive Off-Rotation Training.

- There were 49 birthday party pool rentals in 2019. 47 in the leisure pool and 2 were full pool rentals. In 2018 there were 45 birthday party rentals. 42 in the leisure pool, 1 in the lap pool and 2 in the full pool.

- Three regular rental groups receive a discounted rental rate for use of the Wilmot Aquatic Centre. In 2019 these groups received a subsidy in the amount of \$46,129.86. Please note that this does not take into account free or subsidized use of meeting rooms. Discounted fee breakdowns are as follows:
 - The Wilmot ACES swim team received \$ 40,526.39 in pool time and room subsidies. They utilized 1767.75 hours of pool time. Swim meets utilized 90 hours and their swim practices utilized 1677.75 hrs.
 - Waterloo District School Board received \$ 2,717.65 in pool subsidies. They utilized 43 hours of pool time. This included Swim 2 Survive lessons, Swim Team Meets and practices, Swim lessons and recreational swims.
 - Waterloo District Catholic School Board received \$1,062.88 in pool subsidies. They utilized 13 hours of pool time.

Submitted by:

Angela Bylsma Anderson

Aquatics Manager, Wilmot Aquatic Centre

FACILITIES & RECREATION SERVICES

Parks and Facilities Division

Quarterly Activity Report (October-December 2019)

- Meeting on-site at various parks and facilities with several contractors to receive current cost estimates for projects that are required in 2020.
- Attended a Workplace Harassment and Violence Training program (internal).
- Meet contractors at NH Arena that were hired to re-torque the nuts on the tension rods for the barrel roof support system. Discussed the work with the Engineer after the roof work was completed, for information purposes. Many tension rods required tightening during the roof inspection, and it was noted that some other maintenance minor items should be completed in 2020 for safety and due diligence. These will be added to the 2020 budget program.
- Purchased two lightly used portable speakers/speaker stands for the NHCC, from Armor Pro Audio. This resulted in significant savings for sound equipment that is only used 3-4 times annually.
- Open Space Solutions installed an additional section of playground equipment at Beck Park in Baden as part of our 2019 capital program. The addition of equipment was well received from regular park users.
- Measured for gates along the roadway at Scott Park near the parking lot. Cress-Ridge Welding fabricated 2 gates for blocking vehicular traffic beyond the fieldhouse, during the winter. This was part of the project to continually keep the Dog Park open/active during the winter months and into 2020.
- Participated in the "Take a Student to Work Day" at the WRC, with 2 high school students belonging to Township staff.
- Set-up the sound system at NH Arena for the Remembrance Day Ceremony. Two additional speakers were added this year to enhance the audio for the large crowds. Staff received feedback that the additional speakers were helpful, and appreciated.
- Met with W.O. teachers that want to host a Cross Country Run at the WRC in 2020, which would include the trail system in Schmidt Woods.
- Met with full-time staff to conduct annual performance reviews.

- Attended an Emergency Reception Centre seminar in Cambridge. This gave local Township and City employees the opportunity to meet each other and identify what equipment and amenities are required at a well-equipped ERC for emergency events.
- Free Skates were very well attended over the Christmas break.
- Attended meetings with the Facilities & Rec Services Director, Finance Dept., and CAO to review upcoming projects and work together to propose the 2020 major and minor capital program for FRS.

Submitted by:
Geoff Dubrick
Parks and Facilities Manager



TOWNSHIP OF WILMOT

DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS 2020-03

TO: Council

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

PREPARED BY: Terry Gerber, CBCO
Chief Building Official

REVIEWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: 2019 Building Code Act Enforcement Cost Summary

RECOMMENDATION:

That Report DS 2020-03 be received for information.

SUMMARY:

In summary Building permit revenues rose year over year in 2019 by \$58,528.65. Nonetheless the combination of Direct and Indirect costs of enforcement exceeded revenues by \$86,471.34 resulting in a net draw against the Building Reserve Fund. The draw against the Building Reserve Fund together with interest charges of \$17,900.80 resulted in a closing balance of the Building Reserve Fund on December 31, 2019 of (\$909,446.04).

BACKGROUND:

Subsection 7(4) of the Building Code Act S.O. 1992, c23 as amended requires each municipality to prepare a report on the permit fees received and the direct and indirect costs to administer and enforce the Building Code Act in its area of jurisdiction.

The information contained within this report is a summation of information previously provided through the development of the 2020 budget.

REPORT:

2019 Costs of Administering and Enforcing the Building Code in Wilmot Township:

1. Operating Revenues		
a) Total Building, Plumbing and Septic Permit fees received:		\$ 539,285.42
	Total Revenues	\$ 539,285.42
2. Operating Expenses		
a) Direct Expenses including the review and inspection of permits:		\$ 427,666.76
b) Indirect Expenses including support and overhead costs:		\$ 198,090.00
	Total Expenses	\$ 625,756.76
3. Net Transfer to / (from) Bill 124 Reserve		(\$ 86,471.34)
4. Bill 124 Reserve Fund Continuity Schedule		
Opening Balance: January 1, 2019		(\$ 805,073.90)
Less: Net Transfer to Operating	(\$ 86,471.34)	
Less: Interest Expense	(\$ 17,900.80)	
Closing Balance: December 31, 2019		(\$ 909,446.04)

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Reporting annual statistics promotes an engaged community. Ensuring that the enforcement of the Building Code is self-funded through activity maintains and sustains the Township's strong fiscal position.

FINANCIAL CONSIDERATIONS:

Administration and enforcement of the Ontario Building Code is a user pay enterprise and is not funded by general levy.

ATTACHMENTS:

2019 4th Quarter Building Stats

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF DECEMBER	10 Year Average	2018	2019
Number of Permits Issued	23	21	19
Dwelling Units Constructed	13	10	3
Dwelling Units Demolished	0	0	0
Residential - New Dwelling Units	\$ 3,071,000	\$ 2,010,000	\$ 1,030,000
Residential - Addition/Alteration	\$ 281,000	\$ 375,000	\$ 760,000
Residential - Accessory	\$ 25,000	\$ 60,000	\$ 105,000
Agricultural - New	\$ 73,000	\$ -	\$ 2,000,000
Agricultural - Addition/Alteration	\$ 45,000	\$ -	\$ -
Commercial - New	\$ 1,000	\$ -	\$ -
Commercial - Addition/Alteration	\$ 9,000	\$ -	\$ 5,000
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 28,000	\$ -	\$ -
Institutional - New	\$ 104,000	\$ -	\$ -
Institutional - Addition/Alteration	\$ 165,500	\$ 130,000	\$ 20,000
Miscellaneous	\$ 24,500	\$ -	\$ -
Total Construction Value	\$ 3,827,000	\$ 2,575,000	\$ 3,920,000
YEAR TO DATE	10 Year Average	2018	2019
Number of Permits Issued	420	416	378
Number of Dwelling Units	120	74	76
Total Construction Value	\$ 53,137,400	\$ 58,276,000	\$ 54,385,000

DECEMBER 2019

Residential - New		Agricultural - New
NEW HAMBURG		2025 Witmer Road
18 Marty Lane	53 Strauch Avenue	Commercial - Alt.
NON- SETTLEMENT		18 Snyder's Road W
1487 Notre Dame Drive		Institutional - Alt
Residential - Addition		3601 Sandhills Road
5 Sunshine Place		
Residential - Alteration		
159 Tannery Street	3 Loganville Lane	
1090 Queen Street	5 Nithview Drive	
9 Briarstone Crescent	5 Sunshine Place	
417 Fairview Street	A-1226 Erb's Road	
54 Kettle Lake Drive		
Residential - Accessory		
109 Brenneman Drive	B-1362 Carmel-Koch Road	
1635 Hallman Road		



TOWNSHIP OF WILMOT

FINANCIAL SERVICES Staff Report

REPORT NO: FIN 2020-06

TO: Council

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

PREPARED BY: Patrick Kelly CPA, CMA, Director of Finance / Treasurer
Harold O’Krafka, MCIP RPP, Director of Development Services

REVIEWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: Bill 138 Plan to Build Ontario Together Act

RECOMMENDATION:

THAT Report FIN 2020-06 regarding the proposed cancellation of deferred development charge payments for commercial and industrial development, as set out in Bill 138, Plan to Build Ontario Together Act, 2019, be received for information purposes.

SUMMARY:

This report outlines the proposed regulations under Bill 138, Plan to Build Ontario Together Act, 2019. The deadline for submission of comments to the Province was December 2, 2019, and as such staff submitted commentary on behalf of the Township. This report advises Council of the status of Bill 138 and the comments submitted from the Township.

BACKGROUND:

Development charges (DCs) for particular developments have historically been determined and collected at the issuance of the building permit. Under Bill 108, the Development Charges Act (DCA) was amended to establish deferred DC payment plans for new rental housing and non-profit housing development as well as for commercial, industrial, and institutional development; and to “freeze” the determination of DCs for a particular development at the later of site plan application date or zoning application date.

While Bill 108 received Royal Assent on June 6, 2019 the Province is drafting the related regulations and the above-noted amendments to the DCA have not yet been proclaimed.

Included in Bill 138 is a proposed amendment to the yet-to-be-proclaimed section 26.1 of the DCA (as amended by Bill 108). The Province is proposing to reverse its plans to change the timing of the payment of commercial and industrial development charges to “6 payments over 5 years starting at occupancy”.

Under Bill 138, DC payment timing for commercial and industrial development would revert back to the date of building permit issuance. Delayed payment plans would continue to be in place for institutional and multi-residential development (6 payments over 5 years) and non-profit housing (20 annual payments).

REPORT:

Bill 138 was first read on November 6, 2019, and received second reading and referral to the Standing Committee on Finance and Economic Affairs on November 27, 2019.

The deadline for written submission regarding Bill 138 was December 2, 2019, and staff submitted comments on behalf of the Township of Wilmot prior to the deadline. These comments were consistent with the comments from Finance and Planning staff across the Region of Waterloo.

The commercial/industrial DC payment timing reversal is positive news for municipalities. Municipalities along with supporting organizations such as AMO and MFOA, have repeatedly expressed concerns to the Province over the last 6 months relating to both the financial impacts and administrative burden of the proposed deferred payment plans. Staff recommend that Council express its support to the Province for the proposed amendment.

The remaining not-yet-proclaimed amendments to the DCA approved under Bill 108 continue to be of concern to municipalities due the negative impact on DC collections. Staff are of the view that Council should continue to press the Province to revisit the remaining Bill 108 amendments to the DCA under section 26.1 and 26.2. Specifically, staff recommend that Council request the Minister of Municipal Affairs and Housing to amend Bill 138 in the following manner:

- The remaining deferred payment plans set out in section 26.1 of the DCA as amended for institutional, multi-residential and non-profit housing development payment should be deleted, and
- Section 26.2 of the DCA, which provides for the freezing of the determination of DCs for a particular development at the later of site plan application date or zoning application date (as opposed to at the time of building permit issuance), should be deleted.

Staff are of the view that individual municipal councils should determine whether alternate payment arrangements for certain types of development are appropriate based on local circumstances and needs. In addition, freezing the development charge at an earlier date would reduce the amount of DCs collected by municipalities to fund new infrastructure, resulting in delayed construction of infrastructure or additional growth-related debt for capital works that must be in place prior to development occurring. Further, it is unclear what happens to the freeze period in the event of an appeal or in the event of successive minor zoning changes. Finally, freezing the development charge at site plan or zone change will require significant additional administration and coordination efforts by municipalities.

Staff have submitted the above commentary to the Province, and are optimistic that the Ministry will listen to the feedback from municipalities across Ontario that stand to be negatively impacted if Bill 108 is implemented as originally proposed.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is consistent with the Township's Strategic Plan goal of communicating municipal matters.

FINANCIAL CONSIDERATIONS:

Delayed payment plans for various types of development and freezing the determination of development charges at an earlier date impacts the amount and timing of DCs collected by municipalities to fund new infrastructure, resulting in potentially delayed construction of infrastructure or additional growth-related debt for new infrastructure.

The Development Charges Background Study, approved in the summer of 2019, established the need for a significant amount of growth related capital financing from Development Charges collected over the next 5 years. The inclusion of deferrals, would present cash flow difficulties in securing this financing, and move forward on various growth related initiatives.

ATTACHMENTS:

Appendix A – Bill 138, Plan to Build Ontario Together Act, 2019



TOWNSHIP OF WILMOT

FINANCIAL SERVICES *Staff Report*

REPORT NO: FIN 2020-14

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, Chief Administrative Officer

DATE: February 10, 2020

SUBJECT: Rural Economic Development Fund - Application

RECOMMENDATION:

THAT Report FIN 2020-14, regarding the Rural Economic Development Fund application, be received for information purposes.

SUMMARY:

This report outlines the Township's submission to the Rural Economic Development Fund for funding to support the corporate branding strategy and update works on-going within fiscal 2020-2022.

BACKGROUND:

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

- funding assistance to address barriers to economic development, better position rural communities to attract and retain jobs and investment, and enhance economic growth
- funding to build community capacity and support for economic development in Ontario's rural communities, and

- investments in rural communities to help diversify and grow local economies – making economic growth more inclusive so Rural Ontario continues to share in the province’s economic prosperity

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

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

REPORT:

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

Three (3) potential projects were identified and discussed, with the decision being made to move forward with an application towards the on-going Corporate Branding exercise.

As outlined within the 2020 Capital Budget Township staff with the assistance of external consulting will be refreshing the form and function of the existing website, and conducting a corporate branding exercise.

The Township of Wilmot is stunning, and boasts a proud and engaged population. The settlement areas are rife with entrepreneurial opportunity, and is a natural destination for tourism and industry with its developed infrastructure, destinations and events. The Township has identified the need to create a proper brand, reflective of who we are today and what we hope to become, while respecting the rich history. Presently, the Township is using the ‘crest’ as the brand. With the help of a third-party contractor, the Township will update the existing brand to be more impactful, and also create a style guide/brand standard to ensure proper and consistent use moving forward.

Upon approval of the brand standard, the branding implementation strategy will be deployed across municipal operations, to build a strong and recognizable identity for Wilmot. The application to the RED funding stream will be focused on securing funding support to move ahead in a timely manner with this important economic development initiative.

The other projects considered for this application were the planned reproduction of flooring at Castle Kilbride, and the Baden Urban Growth Centre Strategy. The flooring works at Castle Kilbride would align with Strategic Economic Infrastructure Stream, under the project type of Rehabilitating Cultural, Heritage or Tourism Attractions. The Baden Urban Growth Centre

Strategy would align somewhat to the Economic Diversification and Competitiveness Stream, under the Downtown Revitalization project type.

The Branding Exercise was originally proposed for implementation over multiple years, with a current 2020 allocation of \$30,000 supporting the third-party branding review, and some quick turnaround branded items. The 10-year capital forecast includes placeholders in future years to support a more holistic implementation of the new brand standard. With significant capital spending forecasted to come from the general levy over the next several years, this source of external funding will help the Township progress forward in the overall branding exercise, without reliance solely upon levy funds.

The Castle Flooring was allocated \$15,000 in levy funds as part of the 2020 Capital Program, and the Baden Urban Growth Centre Strategy was included within the 2019 DC Background Study to be funded with \$36,000 in Development Charges.

Staff are confident that the application is well-aligned with program criteria, under the collaborative marketing and outreach project type of the Economic Diversification and Competitiveness Stream. Eligible projects in this area must implement marketing or promotional activities outlined in an existing marketing or communications plan that will have an impact across sectors, value chains, or multiple communities in a region. Previous intakes for RED funding have shown a commitment to support similar initiatives in the Township of Lake of Bays, the Town of Carleton Place, Township of Assinack, Haldimand County and The Municipality of Brockton.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of being an engaged community through establishing a well-recognized brand and identity.

FINANCIAL CONSIDERATIONS:

The application for funding would allow the Township to move ahead with longer-term branding implementation sooner than expected. As such the projected application would be for \$50,000 in project costs, with a 50% contribution from the Economic Diversification and Competitiveness Stream of the RED program, the remaining 50% of costs would be sourced from the general levy in the updated 2021 Capital Program.

ATTACHMENTS:

- None



TOWNSHIP OF WILMOT

FIRE SERVICES *Staff Report*

REPORT NO: FD 2020-01

TO: Council

SUBMITTED BY: Rod Leeson
Fire Chief

PREPARED BY: Donna Erb
Administrative Assistant

REVIEWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: Quarter Activity Report

RECOMMENDATION:

That the Fire Department Activity Report for the fourth quarter of 2019 be received for information purposes.

SUMMARY:

Not applicable.

BACKGROUND:

Not applicable.

REPORT:

The attached information shows the fire alarm activities for the three stations, as well as the activities from the Fire Prevention Officer and the Training Officer.

In total during the fourth quarter, the Fire Department responded to a total of 204 alarms. For the same period in 2018, the number was 196 and in 2017, the number was 191.

ATTACHMENTS:

- | | |
|--------------|--------------------------------|
| Attachment A | Alarm Stats |
| Attachment B | Fire Prevention Officer Report |
| Attachment C | Training Officer Report |



Township of Wilmot Fire Department

Fire Chief: Rod Leeson

4th Quarter Alarm Stats Comparison - Station 1

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	5	3	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	0	2
24 Other cooking/toasting/smoke/steam (no fire)	0	2	0
31 Alarm System Equipment - Malfunction	4	0	1
32 Alarm System Equipment - Accidental activation	3	2	5
33 Human - Malicious intent, prank	1	1	0
34 Human - Perceived Emergency	3	0	0
35 Human - Accidental	1	2	0
37 CO false alarm - perceived emergency (no CO present)	1	1	1
38 CO false alarm - equipment malfunction (no CO present)	3	1	2
39 Other False Fire Call	0	0	1
50 Power Lines Down, Arcing	0	0	1
53 CO incident, CO present (exc false alarms)	0	0	1
58 Public Hazard call (false alarm)	1	0	0
61 Vehicle Extrication	1	1	0
62 Vehicle Collision	9	12	8
66 Person Trapped in Elevator	0	1	0
701 Oxygen administered	0	2	4
702 CPR administered	0	0	1
703 Defibrillator used	1	0	0
71 Asphyxia, Respiratory Condition	2	1	0
73 Seizure	0	3	1
76 Chest pains or suspected heart attack	6	5	1
84 Medical Aid Not Required on Arrival	3	1	2
85 Vital signs absent, DOA	0	0	2
86 Alcohol or drug related	1	0	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	2	2	1
89 Other Medical/Resuscitator Call	7	6	5
898 Medical/resuscitator call no action required	1	1	2
913 Assisting Other FD: Other	2	1	6
93 Assistance to Other Agencies (exc 921 and 922)	4	3	12
94 Other Public Service	0	1	0
96 Call cancelled on route	7	4	8
97 Incident not found	0	1	0
98 Assistance not required by other agency	19	18	12
99 Other Response	0	1	0
Total Number of Responses	87	76	80



Township of Wilmot Fire Department

Fire Chief: Rod Leeson

4th Quarter Alarm Stats Comparison - Station 2

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	1	1	2
3 No Loss Outdoor Fire	0	0	1
31 Alarm System Equipment - Malfunction	3	1	1
36 Authorized controlled burning - complaint	1	0	0
38 CO false alarm - equipment malfunction (no CO present)	2	0	0
59 Other Public Hazard	1	0	0
62 Vehicle Collision	1	0	1
66 Persons Trapped in Elevator	0	0	1
701 Oxygen administered	2	1	4
703 Defibrillator used	0	1	0
71 Asphyxia, Respiratory Condition	3	4	0
76 Chest pains or suspected heart attack	0	3	0
84 Medical Aid Not Required on Arrival	0	1	0
85 Vital signs absent, DOA	0	2	0
86 Alcohol or drug related	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	0	1
89 Other Medical/Resuscitator Call	1	4	5
898 Medical/resuscitator call no action required	1	0	1
913 Assisting Other FD: Other	2	1	1
93 Assistance to Other Agencies	0	1	0
96 Call cancelled on route	0	1	0
98 Assistance not required by other agency	3	1	5
99 Other Response	0	1	0
	2019	2018	2017
Total Number of Responses	21	24	23



Township of Wilmot Fire Department

Fire Chief: Rod Leeson

4th Quarter Alarm Stats Comparison - Station 3

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	1	0	1
3 No loss outdoor fire	1	0	0
21 Overheat (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	1	0
24 Other Cooking/toasting/smoke/steam (no fire)	1	1	0
31 Alarm System Equipment - Malfunction	5	1	4
32 Alarm System Equipment - Accidental activation	4	2	3
34 Human - Perceived Emergency	1	1	0
35 Human - Accidental (alarm accidentally activated by person)	0	2	1
36 Authorized controlled burning -complaint	0	1	0
38 CO false alarm - equipment malfunction (no CO present)	2	3	2
41 Gas Leak - Natural Gas	0	0	1
53 CO incident, CO present (exc false alarms)	1	3	1
61 Vehicle Extrication	0	1	3
62 Vehicle Collision	9	4	6
69 Other Rescue	0	1	0
701 Oxygen administered	7	22	18
702 CPR administered	0	1	1
703 Defibrillator used	0	1	0
71 Asphyxia, Respiratory Condition	8	4	2
73 Seizure	2	2	1
76 Chest pains or suspected heart attack	11	6	6
84 Medical Aid Not Required on Arrival	3	4	0
85 Vital signs absent, DOA	0	1	3
86 Alcohol or drug related	1	0	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	6	4	8
89 Other Medical/Resuscitator Call	11	11	7
898 Medical/resuscitator call no action required	6	1	2
913 Assisting Other FD: Other	4	1	1
92 Assistance to Police	0	1	0
94 Other Public Service	1	1	0
96 Call Cancelled enroute	7	7	7
98 Assistance not required by other agency	6	7	9
99 Other Response	0	0	1
Total Number of Responses	98	96	88



Township of Wilmot Fire Department

Fire Chief: Rod Leeson

4th Quarter - Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	7	4	4
3 No Loss Outdoor Fire	1	0	1
21 Overheat (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	1	2
24 Other Cooking/toasting/smoke/steam (no fire)	1	3	0
31 Alarm System Equipment - Malfunction	12	2	6
32 Alarm System Equipment - Accidental activation (exc. code 35)	7	4	8
33 Human - Malicious intent, prank	1	1	0
34 Human - Perceived Emergency	4	1	0
35 Human - Accidental	1	4	1
36 Authorized controlled burning - complaint	1	1	0
37 CO false alarm - perceived emergency (no CO present)	1	1	1
38 CO false alarm - equipment malfunction (no CO present)	7	4	4
39 Other False Fire Call	0	0	1
41 Gas Leak - Natural Gas	0	0	1
50 Power Lines Down, Arcing	0	0	1
53 CO incident, CO present (exc false alarms)	1	3	2
58 Public Hazard call false alarm	1	0	0
59 Other Public Hazard	1	0	0
61 Vehicle Extrication	1	2	3
62 Vehicle Collision	19	16	15
66 Persons Trapped in Elevator	0	1	1
69 Other Rescue	0	1	0
701 Oxygen administered	9	26	26
702 CPR administered	0	1	2
703 Defibrillator used	1	2	0
71 Asphyxia, Respiratory Condition	13	8	2
73 Seizure	2	5	2
76 Chest pains or suspected heart attack	17	14	7
84 Medical Aid Not Required on Arrival	6	6	2
85 Vital signs absent, DOA	0	3	5
86 Alcohol or drug related	2	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	8	6	10
89 Other Medical/Resuscitator Call	19	21	17
898 Medical/resuscitator call no action required	8	2	5
913 Assisting Other FD: Other	8	3	8
92 Assistance to Police	0	1	0
93 Assistance to Other Agencies	4	4	12
94 Other Public Service	1	2	0
96 Call cancelled on route	14	12	15
97 Incident not found	0	1	0
98 Assistance not required by other agency	28	26	26
99 Other Response	0	2	1
Total Number of Responses	206	196	191



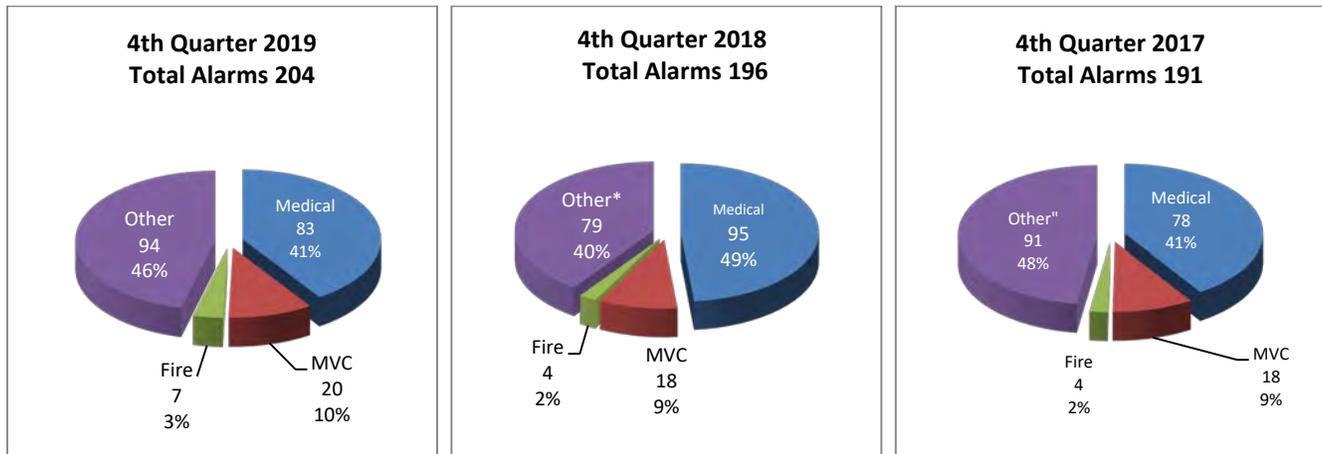
Township of Wilmot Fire Department

Fire Chief: Rod Leeson

2019 Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2019	2018	2017
1 Fire	27	12	16
3 No Loss Outdoor Fire	4	10	7
21 Overheat (no fire, e.g. engines, mechanical devices)	1	4	2
22 Pot on Stove (no fire)	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	5	7	10
24 Other Cooking/toasting/smoke/steam (no fire)	5	7	3
29 Other pre fire conditions (no fire)	3	2	1
31 Alarm System Equipment - Malfunction	37	26	35
32 Alarm System Equipment - Accidental activation (exc. code 35)	19	15	20
33 Human - Malicious intent, prank	3	4	0
34 Human - Perceived Emergency	10	4	6
35 Human - Accidental (alarm accidentally activated by person)	6	12	7
36 Authorized controlled burning - complaint	3	3	2
37 CO false alarm - perceived emergency (no CO present)	6	2	1
38 CO false alarm - equipment malfunction (no CO present)	17	21	16
39 Other False Fire Call	1	3	3
41 Gas Leak - Natural Gas	0	3	4
42 Gas Leak - Propane	0	0	1
44 Gas Leak - Miscellaneous	0	0	1
45 Spill - Gasoline or Fuel	1	0	1
49 Ruptured Water, Steam Pipe	0	1	0
50 Power Lines Down, Arcing	1	8	3
53 CO incident, CO present (exc false alarms)	3	4	5
57 Public Hazard no action required	1	1	0
58 Public Hazard call false alarm	3	3	1
59 Other Public Hazard	1	5	2
601 Trench rescue (non fire)	0	1	0
61 Vehicle Extrication	4	9	4
62 Vehicle Collision	68	68	69
66 Persons Trapped in Elevator	0	1	1
67 Water Rescue	0	1	0
69 Other Rescue	2	1	0
701 Oxygen administered	54	111	140
702 CPR administered	2	4	4
703 Defibrillator used	4	7	0
71 Asphyxia, Respiratory Condition	48	32	12
73 Seizure	17	17	5
74 Electric Shock	0	1	0
75 Traumatic Shock	0	1	0
76 Chest pains or suspected heart attack	59	44	32
84 Medical Aid Not Required on Arrival	20	15	15
85 Vital signs absent, DOA	6	12	9
86 Alcohol or drug related	7	4	4
88 Accident or illness related - cuts, fractures, person fainted, etc.	32	34	38
89 Other Medical/Resuscitator Call	66	60	47
898 Medical/resuscitator call no action required	21	18	20
899 Medical/resuscitator call false alarm	1	0	1
910 Assisting Other FD: Mutual Aid	3	3	2
913 Assisting Other FD: Other	27	20	20
92 Assistance to Police (exc 921 and 922)	0	4	0
93 Assistance to Other Agencies (exc 921 and 922)	23	15	24
94 Other Public Service	4	5	7
96 Call cancelled on route	61	68	62
97 Incident not found	2	3	2
98 Assistance not required by other agency	100	91	95
99 Other Response	1	9	2
Total Number of Responses	789	817	762

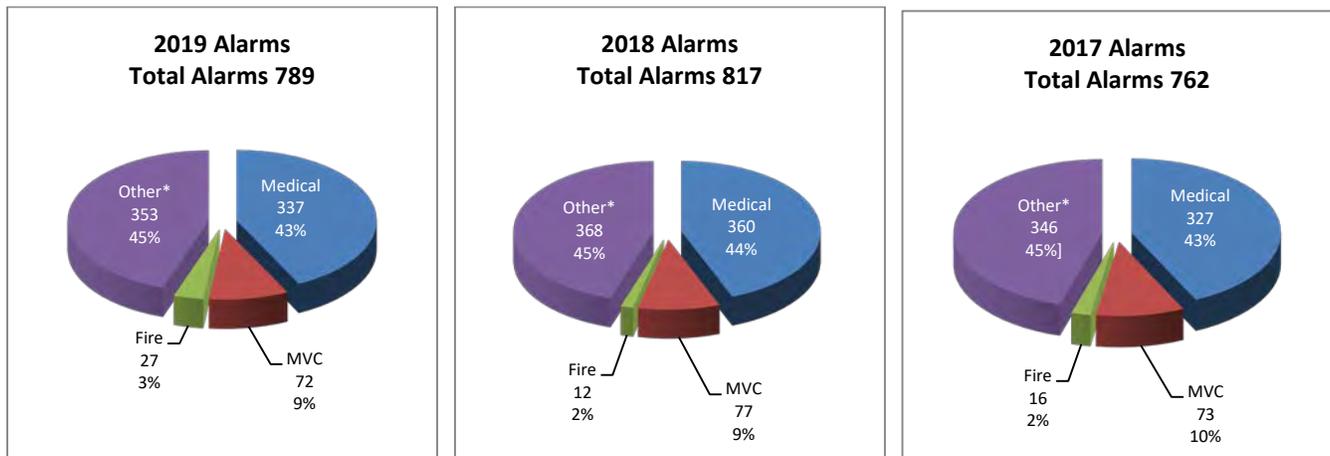
Fourth Quarter Alarm Stats Comparison



*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

Comparing the yearly alarm stats, in 2019, the Fire Department responded to a total of 789 alarms. In 2018, the department responded to 817 alarms and in 2017, they responded to 762 alarms.

2019 Alarm Stats Comparison



*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Communicating municipal matters.

FINANCIAL CONSIDERATIONS:

Not applicable.



TOWNSHIP OF WILMOT

CASTLE KILBRIDE *Staff Report*

REPORT NO: CK 2020-001

TO: COUNCIL

SUBMITTED BY: Tracy Loch, Curator/Director

PREPARED BY: Tracy Loch, Curator/Director

REVIEWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: Quarterly Activity Report– October, November, December 2019

RECOMMENDATION:

That the Castle Kilbride Activity Report for the months of October, November and December 2019 be received for information purposes.

BACKGROUND:

Providing quarterly reports for informational insight and knowledge into the operations of the Castle Kilbride department.

REPORT:

Curator/Director's Summary:

- Hosted a FAM Tour organized by Waterloo Region Tourism Marketing Corporation (WRTMC). Feedback from the operators who attended ranked Castle Kilbride in the top 3 experiences of the entire FAM tour.
- Assisted Heritage Wilmot with the designation of St. James Lutheran Church, Baden under Part IV of the Ontario Heritage Act.
- Prepared and circulated marketing material to promote the Christmas season and special holiday hours at Castle Kilbride. Coordinated social media promotion with Waterloo Regional Tourism Corporation (WRTMC) and Stratford Tourism specifically. For the month of December, Castle Kilbride was the feature attraction on the WRTMC website. Printed promotion about the Castle through direct media release was well received from printed sources such as area newspapers. Castle Kilbride appeared and were shared in many tweets, Facebook posts, Instagram and blogs over the holidays. All very positive for the museum and these extra features greatly assisted tourism.

- Along with the Assistant Curator, taught the annual Grade 2 program called, “Christmas Customs at Castle Kilbride” that supports the Traditions & Celebrations aspect of the Ontario Curriculum.
- Assisted WRTMC for a location in Wilmot to support their second year with their Mistletoe Trail campaign. This initiative encouraged people to tour Waterloo Region during the holidays by trying to locate mistletoe hung in key locations through the townships and cities. This campaign was well received last year.
- Coordinated and hosted the museum’s annual *Merry Victorian Christmas* evening event.
- Following the success from the previous two years, staff re-introduced new holiday hours and the museum was opened from noon until 4pm, Tuesday through Sunday. These extended holiday hours once again offered additional opportunities for the public to tour the decorated home for Christmas until January 5th.
- Began the coordination of Heritage Day 2020 for the Heritage Wilmot Advisory Committee (Saturday February 22, 10am to 3pm) at the New Dundee Community Centre). Theme: Celebrating Places of Worship in Wilmot Township.
- Redesigned and printed new brochures for the Prime Ministers Path.
- Responded to various genealogical requests and provided support to researchers.

*For further details, please see the attached report for the Assistant Curator’s summary.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The report implements the following goals from the Strategic Plan:

We are an engaged community through strengthening communicating municipal matters.

The actions noted are in accordance with the municipal work program.

FINANCIAL CONSIDERATIONS:

n/a

ATTACHMENTS:

1. Castle Kilbride Assistant Curator’s Report – October, November, December 2019

Castle Kilbride Assistant Curator's Report

SUBJECT: Quarterly Report for October, November, December 2019

SUBMITTED TO: Tracy Loch, Curator/Director

SUBMITTED BY: Sherri Gropp, Assistant Curator

DATE: February 10, 2020

Education:

Curriculum Programming- November & December programs offered

Customs at Castle Kilbride- Grade 2

This was the 18th season that we have presented our Christmas curriculum-based program. We welcomed 105 students during the months of November and December. I was pleased to see the following schools participate: all the grade 2 students from both Breslau Public School and St. Daniel Catholic School.

Homeschool Day Our special drop-in day for homeschoolers held Friday December 13th. To accommodate the volume of requests from many different homeschool groups, we set aside one day to fit everyone's needs.

Organized tours: we hosted fewer bus tours this season but still had group bookings from faithful groups like Lakeshore Travel, Victoria Place and Mary Morton Tours. We also welcomed new groups such as Evergreen Senior's Centre and the ACO Kitchener-Waterloo Branch.

Exhibit/Events:

Ghost Walks- October 12th and 25th the event was so popular that we added October 12th and sold out for the 4 walks held that night. The regular time slots for October 25th sold out by September so we added an earlier time slot to accommodate.

Christmas at the Castle November 19- January 5

- Christmas is traditionally our busiest time of the year and this year was no exception
- I enjoy the preparation, planning and implementation of all Christmas displays
- Decorated every room within the Castle
- Exterior décor- garland, lights and bows on front fence, and side porches
- Assisted with the setup of Herner's Victorian Village for the third year straight.

A Merry Victorian Christmas- November 28, 2019

- We welcomed 174 visitors (332 in previous year) for this evening tour.
- Costumed guides in the house, music in the parlour, a silent auction highlights of the evening
- Organized and instructed volunteers
- Greeted guests and welcomed them to Castle Kilbride

Castle Maintenance

- Conducted routine cleaning of Castle. Daily vacuuming occurs at this time of year due to the amounts of salt brought inside.

Collection

- Continued with the enormous task of cataloguing and entering items into our database program PastPerfect.

Administration

- Attended PastPerfect Area meetings.
- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Co-ordinated tasks for both part time staff, weekend staff and volunteers
- Ordered items for the gift shop.
- Responsible for booking for tours and school programs.

- Conducted group tours.
- Greeted guests and processed admissions.
- Organized staff covering the holiday season.
- Inspected rooms and insured security of their contents.
- Managed and added content Castle Kilbride's website as well as Facebook

Visitor Statistics for October, November & December 2019

Month	School	Bus	Regular	Event	Total
October	225	31	215	17	488
November	105	37	288	203	633
December	11	127	992	0	1130
Total	341	195	1495	220	2251
2018	209	597	1394	350	2548
2017	194	386	1120	461	2161
2016	221	192	873	361	1647
2015	128	310	1043	131	1612
2014	267	189	1105	255	1866
2013	312	139	644	250	1345



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2020-01

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: February 10, 2020

SUBJECT: Notice of Procedural By-law Amendments

RECOMMENDATION:

THAT the Draft Procedural By-law be received for information; and,

THAT the Director of Information and Legislative Services proceed with a Public Meeting at the Regular Council Meeting on February 24, 2020.

SUMMARY:

This report is asking Council to receive a draft By-law for discussion at a later meeting and to set February 24, 2020 as the date a Public Meeting will be held that will give members of the public an opportunity to address Council on the By-law and the draft amendments.

BACKGROUND:

The Municipal Act, 2001, requires all municipalities in the Province of Ontario to pass a Procedural By-law to govern the calling, place and proceedings of meetings of the municipality and its local boards. The current Township of Wilmot Procedural By-law was approved by Council on May 13, 2020.

REPORT:

Following the passage of the current Procedural By-law, Information and Legislative Services staff monitored how the By-law was being implemented and if further refinements were necessary. Additionally, Council directed staff to review a particular aspect of Inaugural Council Meetings and how that meeting is addressed in the Procedural By-law with regards to a Supreme Court ruling on the use of the Lord's Prayer and other Catholic symbols.

The following is a summary of the areas amended in the attached draft Procedural By-law.

Reports Under Separate Cover

On occasion, the circulation of the complete Agenda is delayed due to one report or presentation. Staff is recommending that such situations be remedied by allowing for circulation of a Report Under Separate Cover so the remaining Agenda items are not delayed.

Consent Agenda

Minor clarifications allowing staff to move a report from the Consent Agenda and where a Consent Agenda item would be moved to on the Regular Agenda.

Communications and Petitions

Staff is looking to add further clarity on how petitions are handled when received and provide clarification on expectations.

Notice of Motion

Conflicting information existed in the Procedural By-law which was difficult to locate due to how Notice Motions and Motions in general were laid out in the By-law. Staff moved certain subsections under the Notice of Motion Heading to keep all relevant information in one place.

Advisory Committees

As the Township has nearly doubled the number of Advisory Committees in one year, staff felt it prudent to include general provisions governing the role of committees, the role of committee members, and how the first meeting of the committee in a term would be led in terms of electing the chair.

Inaugural Meetings

Staff is not recommending changes to the Inaugural Meeting section of the By-law. Upon review of the court decision presented, staff believes that, while what took place in the City of Saguenay and the Words of Dedication at the 2018 Township of Wilmot Inaugural Council

Meeting is not an equal comparison, there are some important concepts that Council and staff may wish to be mindful of for future meetings.

Once, every four years, the Township of Wilmot conducts an Inaugural Council Meeting. At this meeting, community religious leaders have previously been asked to provide Words of Invocation and Words of Dedication. The Merriam Webster Dictionary defines invocation as “the act or process of petitioning for help or support; a calling upon for authority or justification; a formula for conjuring; or, an act of legal or moral implementation.” The same dictionary defines dedication as “(in religion) an act or rite of dedicating to a divine being or to sacred use; a devoting or setting aside for a particular purpose; a name and often a message prefixed to a literary, musical or artistic production in tribute to a person or cause; self-sacrificing devotion and loyalty; or, a ceremony to mark the official completion or opening of something.” As these definitions illustrate, the Words of Invocation and Dedication may have religious tones or they may not, they may be of Christian moral tone or they may not.

The Superior Court Decision referenced at the May 13, 2019 Council Meeting was to determine if the decision of the Quebec Human Rights Tribunal was to be upheld following its reversal by the Court of Appeal. As no one on staff is a lawyer, we will not discuss the finite legal details of the decision but rather detail what was occurring in the City of Saguenay that brought it to the Superior Court. The plaintiff regularly attended Council Meetings and at the beginning of each meeting the Mayor would make the sign of the cross, recite a prayer and again make the sign of the cross. Other Members of Council and municipal officials would also make the sign of cross. Their meetings took place in two different Council Chambers, one had a Sacred Heart statue fitted with a red electric votive light and the other had a crucifix hanging on the wall. The plaintiff told the Mayor that the religious display made him uncomfortable and asked him to stop but the Mayor refused. A complaint was filed and an order was placed against the City of Saguenay to stop reciting the prayer and remove the religious symbols from Council Chambers. The Council then passed a by-law governing how it would still recite a modified prayer before the Council Meeting started, but there was no actual change in practice.

The plaintiff then went to the Human Rights Tribunal who concluded that “the prayer and the exhibiting of religious symbols resulted in an interference with his freedom of conscience and religion that was more than trivial or insubstantial (2015 SCC 16 (CANLII) para. 262). And that interference was discriminatory (2015 SCC 16 (CANLII) para. 270).” The Quebec Court of Appeal attempted to reverse the decision of the Tribunal.

As stated earlier, staff is not versed on the nuance of the law in such matters but the decision does illustrate that the proceedings at the Inaugural Meeting is not an equal comparison. Prayers are not said by Members of Council, prayers are not said at every meeting, members of the public are not inundated with religious symbols and the person who did recite the prayer at the Inaugural Meeting was not asked to recite a prayer.

The Township of Wilmot needs to continue being mindful of the government’s duty of religious neutrality that flows from freedom of conscience and religion under the Canadian Charter of Rights and Freedoms. Therefore, while the proceedings of a Council Meeting must remain

neutral in terms of religious and spiritual beliefs, Council and staff should not censor the public's right to voice their beliefs while in attendance at a Council Meeting.

Words of Invocation and Dedication do not require a religious tone nor must they be spoken by a religious leader. As the current Procedural By-law states, "The Agenda for the Inaugural meeting shall be established by the incoming Members of Council and the Clerk and will reflect the values of the community with respect for diversity and inclusion of all members of the community." Staff feels this is sufficient to ensure future Inaugural Meetings will be neutral regarding religious or spiritual tone. Future incoming Councils can determine if Words of Invocation and Dedication will be part of the Agenda and who may be asked to provide them.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The holding of a Public Meeting for the draft Procedural By-law is communicating municipal matters in conformity with the Strategic Plan.

FINANCIAL CONSIDERATIONS:

Costs associated with the publication of the notice for the proposed amendments to the Procedural By-law are included in the proposed 2020 Operational Budget.

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2020-XX
BEING A BY-LAW TO PROVIDE FOR
THE RULES OF ORDER AND PROCEDURE
FOR THE MUNICIPAL COUNCIL OF
THE CORPORATION OF THE TOWNSHIP OF WILMOT
AND TO REPEAL BY-LAW NO. 2019-25**

WHEREAS Section 238.(2) of the revised Municipal Act, S.O. 2001, c.25 requires that every Council and local board shall adopt a procedural by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Township of Wilmot Accountability and Transparency Policy states that accountability, transparency and openness are standards of good governance that enhance public trust and are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders;

AND WHEREAS the general principles of parliamentary law should be upheld in the rules of any meeting:

The majority must be allowed to rule;
The minority have rights that must be respected;
Members have a right to information to help make decisions;
Courtesy and respect for others are required;
All members have equal rights, privileges, and obligations; and
Members have a right to an efficient meeting;

AND WHEREAS it is deemed expedient to adopt by by-law, rules governing the order and procedure of the Council of the Corporation of the Township of Wilmot.

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

PART 1 DEFINITIONS

- 1.1 **“Abstain”** means a member who refuses to vote (abstain) will be recorded as voting in the negative;
- 1.2 **“Acting Mayor”** means the member of Council appointed by by-law to act from time to time in the place and stead of the Mayor, pursuant to Part 4 of this by-law.
- 1.3 **“ad hoc Committee”** means a Committee composed of Members of Council and established to review a specific matter and report its findings and recommendations to Council;
- 1.4 **“Advisory Committee”** means a Committee established by Council under a specified Terms of Reference to advise on matters which Council has deemed appropriate for the Committee to consider;
- 1.5 **“Agenda”** means the order of proceedings for a meeting setting out the business to be considered at the meeting;
- 1.6 **“Amendment”** means a change in the form of a Motion. An amendment is designed to alter or vary the term of the main motion without materially changing its meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be

inserted or added. Every amendment must be strictly relevant to the question being considered.

- 1.7 **“Business Day”** means days of the week the Administrative Complex for the Township of Wilmot is open for Township business, typically Monday to Friday, excluding holidays. The day in which a meeting is to occur shall not be included in the calculation of “business days.”
- 1.8 **“Calendar Day”** means any day of the week. The day in which a meeting is to occur shall not be included in the calculation of “calendar days.”
- 1.9 **“Chair”** means the person presiding over a meeting and who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding. The Chair, except where disqualified, may vote on all questions;
- 1.10 **“Chief Administrative Officer”** means the person appointed by by-law as the Chief Administrative Officer (CAO) of the Corporation of the Township of Wilmot and whose duties are therein prescribed and to include Section 229 of the Municipal Act;
- 1.11 **“Chief Executive Officer”** shall mean the Mayor in accordance with Sections 226.1 of the Municipal Act;
- 1.12 **“Clerk”** means the person appointed by by-law as the Clerk of the Corporation of the Township of Wilmot and whose duties are therein prescribed in Section 228 of the Municipal Act;
- 1.13 **“Closed Session”** means a closed session of a committee or Council meeting which is closed to the public in accordance with the requirements of the *Municipal Act*;
- 1.14 **“Consent Agenda”** means a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately
- 1.15 **“Council”** is the term to refer collectively to the Mayor and 5 Councillors;
- 1.16 **“Councillor”** is the term consistent with the *Municipal Act*, and is the title assigned to a Member of Council, except the Mayor, elected to represent the electors of the Township of Wilmot;
- 1.17 **“Division of Question”** means a request by a Member of Council to have a motion containing separate questions, recommendations or amendments, voted on in sections or parts;
- 1.18 **“Emergency Meeting”** means a meeting of Council held to consider any business of the Council which is deemed by the Chair to be of an emergency situation;
- 1.19 **“Ex Officio”** means by virtue of office or position and carries with it the right to participate fully in the committee meeting and to vote unless prohibited by law;
- 1.20 **“Head of Council”** means the Mayor or his/her designate;
- 1.21 **“Improper Conduct”** means conduct which offers any obstruction to the deliberations of proper action of Council;
- 1.22 **“Inaugural Meeting”** means the first meeting of Council held after a municipal election in a regular election year;

- 1.20 “Majority Vote”** means more than half of the votes cast by members entitled to vote at a meeting;
- 1.21 “Management Team”** means the Chief Administrative Officer and Department Heads of the Township of Wilmot;
- 1.22 “Mayor”** is the Head of Council who is elected by general vote to represent electors in The Township of Wilmot;
- 1.23 “Meeting”** means any regular or special meeting of Council, or any meeting of a Committee or Advisory Committee as defined in the Municipal Act, 2001;
- 1.24 “Member of Council”** means a person duly elected to serve on the Council of The Corporation of the Township of Wilmot;
- 1.25 “Motion”** means a question to be considered by the Council or Committee which is moved, seconded, presented, read by the Chair and is subject to debate. When a motion is adopted, it becomes a resolution;
- 1.26 “Municipal Act”** means the Municipal Act, 2001 S.O. 2001, chapter 25, as amended from time to time and any successor legislation thereto;
- 1.27 “Notice of Motion”** means an advance notice to Members of Council of a matter on which Council will be asked to take a position.
- 1.28 “Pecuniary Interest”** means a direct or indirect pecuniary interest of a member as defined within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, chapter M.50*, as amended and any successor legislation thereto;
- 1.29 “Personal Privilege”** means the raising of a question which concerns a member of Council or the Council collectively, when a Member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole have been impugned;
- 1.30 “Point of Information”** is a request directed to the Mayor or through the Chair to another Member or to the staff, for information relevant to the business at hand but not related to a Point of Procedure;
- 1.31 “Point of Order”** means a statement made by a Member during a meeting, drawing the attention of the Mayor or his/her designate to a breach of the Rules of Procedure;
- 1.32 “Point of Procedure”** means a question directed to the Mayor or Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand, in order to assist a Member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of the motion;
- 1.33 “Presentation”** means
- i) presentations made by Council to recognize the contributions or achievements of individuals or organizations;
 - ii) presentations made to Council by individuals or organizations at the invitation of Council;
 - iii) presentations made to Council by an advisory or other Committee
- 1.34 “Presiding Officer”** means the Mayor or in his absence, the Acting Mayor, to act in his/her absence while presiding at meetings;
- 1.35 “Public Hearing”** means a meeting of Council or that portion of a meeting of Council or any Committee of Council which has been given authority by by-

law or statute to conduct a hearing in matters pursuant to any legislation which requires Council to hear interested parties or to afford them an opportunity to be heard before taking action, passing a by-law or making a decision;

- 1.36 “Question”** means a motion that has been placed before the Council or Committee by the statement of the Chair. Only once duly stated by the Chair and “on the floor” can a motion be debated and put to a question of the members for proper resolution (Question On the Floor).
- 1.37 “Quorum”** means the majority of the whole number of the members of Council who are present in person;
- 1.38 “Recorded Vote”** means the recording in the minutes, the names of each Member of Council present and the manner of their vote on a matter or question before Council. Recorded Votes shall be taken upon request by any Member of Council. In the case of a Member who has a declared conflict or pecuniary interest in the matter or question, the minutes shall reflect the Member abstained from taking part in the discussion and the vote;
- 1.39 “Regular Meeting”** means a scheduled meeting of Council held in accordance with the approved schedule of meetings;
- 1.40 “Resolution”** means a formal determination made by Council or a Committee on the basis of a motion duly placed before a regularly constituted meeting of Council or a Committee for debate and decision, and duly passed;
- 1.41 “Rules of Procedure”** means the rules and regulations provided in this by-law;
- 1.42 “Special Meeting”** means a meeting of Council not scheduled in accordance with the approved calendar of meetings;
- 1.43 “Special Purpose Committee”** means a Committee comprised of such members of Council and other persons as appointed by Council to address matters which Council has deemed necessary within the jurisdiction of Council;
- 1.44 “Tie Vote”** means an equality of votes and the question being voted on is deemed lost.
- 1.45 “Treasurer”** means the Treasurer of the Corporation of the Township of Wilmot.

2. GENERAL PROVISIONS

2.1 Rules and Procedures

The rules and procedures contained in this by-law shall be observed in all proceedings of Council as defined in the Municipal Act, and shall be the rules and procedures for the order and dispatch of business of the Council and its Committees thereof;

2.2 Parliamentary Procedure

Points of order or procedure not specifically governed by this By-law shall be decided by the Chair in accordance with, as far as reasonably practical, the most current edition of Robert’s Rules of Order.

2.3 Meeting Decorum – All Persons Present

At no time shall any Member of Council, staff, delegations or member of public or media;

- (a) speak disrespectfully of or to any person;
- (b) use offensive words or unparliamentary language;
- (c) speak on any subject other than the subject for which he or she has received approval to address Council;
- (d) disobey the rules of procedure or a decision of the Mayor or Council;
or
- (e) interrupt, speak-over, or continue to speak when advised by the Mayor not to, or otherwise disrupt the proceedings of the meeting or the ability of Council or staff to conduct business.

2.3 Mayor - Ex Officio Member – All Committees

The Mayor shall be an ex officio member of all Committees established or appointed by Council. Where a committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, except where prohibited by law, being the Mayor, as provided under this Section. The Mayor may vote and otherwise participate, unless prohibited by law, in the business of the committee or other body on the same basis as any other committee member.

2.4 Meetings Open to Public

Subject to Section 5 of this by-law, all meetings of Council and its Committees shall be open for attendance by the public, and no person shall be excluded therefrom, except for improper conduct.

3. ROLES AND DUTIES

3.1 General

It is the role and duty of all elected representatives, appointed committee members, and all staff to serve the residents of the Township of Wilmot. Business of the corporation of The Township of Wilmot shall be conducted in the best interest of the residents as a whole and not to serve the interests of any one individual or group of individuals above the common good with transparency and openness, conducting business that considers open and accessible communication to every stakeholder.

3.2 Role of the Mayor

It is the role of the Mayor:

- a) to act as chief executive officer of the municipality;
- b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1) of the Municipal Act;
- d) to represent the municipality at official functions;
- e) to act as council's representative when dealing with other levels of government, their agencies and the private sector;

- f) to act as the Township's representative on council for the Regional Municipality of Waterloo;
- f) to carry out the duties of the head of council under the *Municipal Act* or any other Act;
- g) as chief executive officer of the municipality, the Mayor shall:
 - i) uphold and promote the purposes of the municipality;
 - ii) promote public involvement in the municipality's activities;
 - iii) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
 - iv) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents

3.3 Role of Council

It is the role of Council:

- a) to represent the public and to consider the well being and interests of the municipality;
- b) to develop and evaluate policies and programs of the municipality;
- c) subject to legislative restrictions, develop regulations to be adopted in by-laws and resolutions for the overall benefit of the community;
- d) to determine which services the municipality provides in accordance with applicable legislation;
- e) to ensure that administrative policies, practices and procedures are in place and controllership policies, practices and procedures are in place to implement the decisions of Council;
- f) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- g) to maintain the financial integrity of the municipality; and
- h) to carry out the duties of Council under the *Municipal Act* or any other Act.

3.4 Duty of the Mayor

It is the duty of the Mayor to preside over all meetings of Council and:

- a) to open meetings of Council by taking the Chair and calling the meeting to order;
- b) to receive and submit, in the proper manner, all motions;
- c) to put to a vote all motions and to announce the result;
- d) to serve as an ex-officio member of all committees and be entitled to vote at such meetings;
- e) to decline to put motions to a vote which infringe upon the rules of procedure;
- f) to inform the members of the proper procedure to be followed and to enforce the rules of procedure;

RULES OF PROCEDURE – BY-LAW 2020-XX

- g) to enforce on all occasions, the observance of order and decorum among the members;
- h) to call by name any member persisting in a breach of the rules of procedure and to order the member to vacate the Council Chambers;
- i) to permit questions to be asked through the Mayor, of any officer of the Township for information, to assist in any debate when the Mayor deems it proper;
- j) to provide information to members on any matter relating to the business of the Township;
- k) to authenticate by signature all by-laws and minutes of Council;
- l) to rule on any points of order raised by the members;
- m) to maintain order. Where it is not possible to maintain order, the Mayor may, without any resolution being put, adjourn the meeting to a time to be named by the Mayor;
- n) to adjourn the meeting when the business is concluded;
- o) to carry out the duties of the head of Council under the Municipal Act, or any other Act;
- p) to act in accordance with his/her Oath of Elected Office.

3.5 Duty of a Councillor

It is the duty of Councillors to attend all meetings of Council and:

- a) to prepare for meetings, including reviewing the agenda and background information prior to the meeting;
 - i. to speak only to the subject under debate;
 - ii. to vote on all motions before the Council unless prohibited from voting by law;
 - iii. to observe proper procedure and decorum at all meetings;
 - iv. to state questions to be asked through the Mayor;
 - v. to attend committee meetings to which the Councillor has been appointed by Council;
 - vi. to carry out the duties of Council under the Municipal Act, or any other Act;
 - vii. to act in accordance with their Oath of Elected Office;

3.6 Duty of the Chief Administrative Officer

It is the duty of the Chief Administrative Officer:

- a) to exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;
- b) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- c) to undertake or direct the undertaking of research and provide advice to Council on the policies and programs of the municipality;

- d) perform such other duties required under this or any Act and other duties as assigned by the municipality; and,
- e) provide leadership and direction to staff as the most senior member of staff.

3.7 Duty of the Clerk

It is the duty of the Clerk to attend all Council meetings and:

- a) to prepare and distribute agendas for all meetings of Council in accordance with this by-law;
- b) to record, without note or comment, all resolutions, decisions, minutes and other proceedings of the Council;
- c) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- d) to keep the originals or copies of all by-laws and of all minutes of proceedings of the Council;
- e) to make such minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council;
- f) to perform the other duties required under the Municipal Act or any other Act;
- g) to advise Council on parliamentary procedure;
- h) to perform such other duties as are assigned by the municipality.
- i) the Clerk may delegate in writing to any person, other than a member of council, any of the Clerk's powers and duties under the Municipal Act and any other Act
- j) the Clerk may continue to exercise the delegated powers and duties, despite the delegation

3.8 Duty of the Treasurer

It is the duty of the Treasurer:

- i) to collect money payable to the municipality and issue receipts for those payments;
- ii) to deposit all money received on behalf of the municipality in a financial institution designated by the municipality;
- iii) to pay all debts of the municipality on behalf of the municipality and other expenditures authorized by the municipality;
- iv) to maintain accurate records and accounts of the financial affairs of the municipality;
- v) to provide Council with such information with respect to the financial affairs of the municipality as it requires or requests;
- vi) to ensure investments of the municipality are made in compliance with the regulations made under Section 418 of the Municipal Act;
- vii) to perform such other duties as are assigned by the municipality.

3.9 Municipal Administration

It is the role of the officers and employees of the municipality:

- (a) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- (b) to undertake research and provide advice to Council on the policies and programs of the municipality; and
- (c) to carry out other duties required under this or any Act and other duties assigned by the municipality.

4. COUNCIL MEETINGS

4.1 Place

The regular meetings of the Council of the Township of Wilmot shall be held in the Council Chambers pursuant to Section 236 of the Municipal Act. In the case of an emergency, or other circumstances, Council may hold its meetings at any convenient location within or outside the municipality, as approved by resolution of Council;

4.2 Seating Arrangement of Council

Councillors shall be seated to the right of the Mayor in Council Chambers in Ward order. For wards with more than one Councillor, those Members shall be seated in alphabetical order by last name.

4.3 Councillor – addressed

Members of council are to be addressed as: "Councillor (surname inserted)".

4.4 Mayor - addressed

The Mayor shall be addressed as "Mayor" (surname inserted)" or as "Your Worship."

4.5 Staff and Members of the Public – addressed

Staff and members of the public are to be addressed as "Dr.," "Mr.," "Mrs.," "Ms.," "Miss.," "Mx.," or "Ind." (surname inserted) as preferred. Members of staff may also be addressed by title within the corporate structure.

4.6 Inaugural Meeting

The Inaugural meeting of the Council of the Corporation of the Township of Wilmot following a regular municipal election shall be held in accordance with the Municipal Act, 2001 at 7:00 p.m., in the Council Chambers; (removed reference to specific day of the month and reference to weekends/holidays)

The Agenda for the Inaugural meeting shall be established by the incoming Members of Council and the Clerk and will reflect the values of the community with respect for diversity and inclusion of all members of the community.

No business shall be conducted at the Inaugural Meeting of Council until the Declarations of Elected Office have been made by the members of the Council.

4.7 Rotational Schedule – Acting Mayor

Each term, as soon after the commencement of its term as reasonably possible, Council shall appoint by by-law, in alphabetical order, each member

of Council to serve for one calendar month as Acting Mayor for that time in the place and stead of the Mayor when the Mayor is absent from the Township area, absent through illness, or refuses to act, and the Acting Mayor shall have and may exercise all rights, powers and authority of the Mayor in his/her absence.

4.8 Regular Meetings

Following the Inaugural meeting, Regular meetings shall be held in the Council Chambers, at 7:00 p.m., local time, twice per month on Mondays as per the schedule approved by Council Resolution.

Regular Meetings – January, July, August and December

During the months of January, July, August and December in each year, there shall be one regular meeting of Council per month to be held at a time designated by Council to accommodate the ad hoc Budget Committee Meeting schedule and the summer holiday season.

Council may, by resolution or by-law, alter the time, day or place of any Council or Committee meeting.

4.9 Quorum

A majority of members of Council shall be necessary to constitute a quorum;

If no quorum is present one half hour after the time appointed for a meeting of Council, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting;

If during the course of a meeting a quorum is lost, subject to the provisions of the Municipal Conflict of Interest Act, then the meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as the Mayor or his/her Designate will then announce;

If in the Mayor or his/her Designate's opinion it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, the Mayor or his/her Designate will announce that the unfinished business of Council will be taken up at the next regularly scheduled meeting;

4.10 Absence – Head of Council

If the Head or Acting Head of Council, pursuant to the rotation list established by By-law, does not attend within fifteen (15) minutes after the time appointed for a meeting of Council, the Clerk shall call the members to order and an Acting Head of Council shall be appointed from among the members present and he/she shall preside until the arrival of the Head of Council or his/her designate and while so presiding, the Acting Head of Council shall have all the powers of the Head of Council and will be so entitled to vote as a member.

In the absence of the Head of Council, or if the office is vacant, Council may, from among its members, appoint a Head of Council, who, during such absence or vacancy or refusal to act, has all the powers of the Head of Council.

4.11 Notice of Regular Meetings (Agenda) – Delivered in Advance to Council, CAO, Management Team

The Agendas shall be considered as notice of regular meetings.

The Clerk shall cause to be delivered to each member of Council, an agenda for each regular meeting of Council, electronically and/or hard copy to the

address provided by the Member of Council to the Clerk for delivery of such agendas. The agenda shall be provided not later than three (3) business days before the holding of such meeting. At the same time the Clerk shall make available a copy of the agenda to the Chief Administrative Officer and to the members of the Management Team in electronic and/or hard copy format.

4.12 Agendas – Available to the Public/Media

Agendas for Open Session meetings of Council shall be made available to the public and media on the Township website within twenty-four (24) hours of delivery to the Members of Council.

4.13 Reports Under Separate Cover

Where the completion of the Agenda is delayed due to an overdue staff Report or Presentation that is expected to be included on the Agenda and is time sensitive or deemed necessary to be included on the Agenda for political reasons, the Clerk will complete the Agenda within the timeframe provided in this By-law and provide notation on the Agenda that the overdue report or presentation will be provided under separate cover.

When the report or presentation is completed, the Report Under Separate Cover will be sent electronically to Members of Council, the CAO and the Management Team, if hardcopies have been requested by Members of Council or staff, they will be made available for pick-up.

The Report Under Separate Cover will be integrated into the online version of the Agenda for the public and media. Staff will notify the public and media of the Agenda being update through the website and Township social media channels.

4.13 Special Meetings

In addition to regular meetings, special meetings of Council shall be held upon written direction signed by the Mayor and delivered to the Clerk stating the date, time and purpose of such meeting.

The Mayor may, at any time, summon a Special Meeting of Council on twenty-four (24) hours notice to the members and upon receipt of the petition of the majority of the members of Council, the Clerk shall summon a Special Meeting for the purpose at the time, date and place mentioned in the petition.

If time is of the essence, notice may be given to Council by telephone call.

No other business other than that stated in the notice shall be considered at a Special Meeting.

4.14 Agendas – Special Meetings – Delivered in Advance to Council, CAO, Management Team

Notice or an agenda to Council of a Special Meeting called in accordance with this by-law shall be delivered to the Members, CAO and Management Team by means of personal delivery, telephone, facsimile transmission or electronic mail. The Notice/Agenda to Council of the Special Meeting shall be provided not less than 24 hours before the hour set for such meeting.

4.15 Agendas – Special Meetings – Available to the Public/Media

Agendas for Special Meetings shall be made available to the public and media as soon as possible after they have been delivered to Members of Council.

If time is of the essence, notice or an agenda may be given to the press/media by telephone call.

4.16 Special meetings – agenda – provided at the meeting

The Clerk may provide the agenda of the Special meeting at the meeting where time constraints do not allow the Agenda to be delivered to the members of Council or the press at least 24 hours before the hour appointed for the holding of the Special meeting.

4.17 Emergency Meetings

Notwithstanding any other provision of this by-law, an emergency meeting may be held without notice, to deal with an emergency or extraordinary situation provided that an attempt has been made by the Clerk to notify members about the meeting as soon as possible and in the most expedient manner available.

4.18 Emergency – business specified – transacted

No business except business dealing with the emergency or extraordinary situation shall be transacted at the emergency meeting.

4.19 Lack of receipt of notice or an Agenda by the members of Council shall not affect the validity of the meeting or any action lawfully taken thereat.

4.20 Rescheduling or Cancellation of Regular Council Meetings

When it is deemed to be advisable, the Mayor is authorized to change the date and/or time of or cancel the regular Council meeting next following and the agreement of the majority of the members of Council, having been polled by the Clerk, shall be required to effect the change, provided a minimum of seven (7) days' notice is given of the change of date of the meeting. The Township website shall be updated.

5. CLOSED MEETINGS/SESSIONS

5.1 Closed meetings or sessions may be held as deemed necessary by the Head of Council in consultation with the Clerk. Such meetings or sessions may be closed to the public in accordance with the requirements of the Municipal Act, 2001. All reasonable efforts on the part of Council and staff will be made to keep meetings open to the public unless closure is specifically authorized under the Municipal Act and it is deemed necessary.

5.2 Matters that may be considered – closed

The only matters that may be considered in a closed session are as follows:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

5.3 Matters to be considered – Closed – mandatory

A meeting shall be closed to the public if the subject matter relates to:

- a) the consideration of a request under the Municipal Freedom of Information and Protection to Privacy Act, when the council, board, commission or other body is acting as head of the institution for the purposes of the Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman appointed by municipality in accordance with subsection 223.13 (1) of the Municipal Act, or the Closed Meeting Investigator referred to in subsection 239.2 (1) of the Municipal Act.

5.4 Procedure – convening into closed session

Before holding a meeting or part of a meeting that is to be closed to the public, a council or committee of council or local board shall state by resolution:

- (a) the fact of the holding of the closed meeting;
- (b) the general nature of the matter to be considered at the closed meeting.

5.5 Procedure – modifications

The rules governing the procedure of the Council and its Committees and the conduct of its members shall be observed in Closed meetings or sessions, with the necessary modifications, except that:

- a) a member shall not speak more than once to a motion until every member who desires to speak has spoken once;
- b) the number of times of speaking on any question shall not be limited;
- c) recorded votes are not permitted at closed sessions

5.6 Meeting not closed – during vote

Subject to Section 5.3, a meeting shall not be closed to the public during the taking of a vote.

5.7 Meeting closed during vote – exception

A meeting or part of a meeting may be closed to the public during a vote, if:

- (a) section 5.3. applies and
- (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or local board or persons retained by or under contract with the municipality or local board.

5.8 Minutes of Closed Meeting/Sessions

Minutes of all or part of a Council meeting that is closed shall be recorded by the Clerk and will be retained in confidence by the Clerk and such minutes will not be open to inspection by any member of the public.

The Clerk, in making the minutes shall not record any personal information as defined in the Municipal Freedom of Information and Protection to Privacy Act.

5.9 Agenda of Closed Meeting/Session

Agendas for Closed Meetings/Sessions will be circulated to Members of Council not later than 3 (three) business days before the holding of such meeting. Closed Meeting Agendas and reports shall only be circulated by hardcopy and will be collected by the Clerk at the close of Closed Meeting/Session for destruction. The Clerk shall identify the most amount of detail possible to allow for Council to consult with the Integrity Commissioner in regard to potential pecuniary interest.

6. PUBLIC NOTICE OF MEETINGS OF COUNCIL & COMMITTEES

6.1 Public Notice of Regularly Scheduled Meetings

Public Notice of regularly scheduled meetings of Council or a Committee for The Township of Wilmot shall be given by posting the schedule of Council meetings as approved by Council resolution on the Township's official website, and the meeting schedule of Committees as approved by the Committee members, on the Township's official website at the beginning of each calendar year or upon scheduling. The meeting schedule shall include the date, time and location of meetings.

6.2 Public Notice of Special Meetings

Public Notice of a Special Meeting of Council or a Committee shall be given by posting to the schedule of meetings on The Township of Wilmot's official website not less than one day in advance of the date of the meeting.

6.3 Public Notice of Emergency Meetings – Not Required

An emergency meeting of Council or a Committee may be held without public notice being given, to deal with an emergency or extraordinary situation.

6.4 Public Notice – Closed Meetings For the Purpose of Education and Training of Members

Public notice of a meeting of Council or a Committee that is closed to the public and is held for the purpose of educating or training the members of

Council or a Committee, as the case may be, shall be given by the passing of a resolution by Council or the Committee at a meeting open to the public stating;

- a) the fact of the holding of the closed meeting;
- b) the general nature of its subject matter; and
- c) the legislative provision allowing for the holding of the closed meeting

6.5 Public Notice – Other Closed Meetings

Public notice of a meeting of Council or a Committee that is closed to the public, except a meeting held for the purpose of educating or training the members of Council or a Committee, as the case may be, shall be given by the passing of a resolution by Council or the Committee at a meeting open to the public stating:

- a) the fact of the holding of the closed meeting, and
- b) the general nature of the matter to be considered at the closed meeting

6.6 Agendas – Open Session Meetings

Prior to the meeting, where possible and pending the distribution to the Members, the agenda for Council and Committee meetings shall be posted on the Township's official website within twenty-four (24) hours of delivery to the Members Council or the Committee. Notice of the posting of the Agenda shall be made public through the Township's social media account(s) and/or email list(s). This provision does not apply to agendas of meetings that are Closed Sessions.

6.7 Posting of Agendas – Failure to Post

Notwithstanding section 6.6 above, failure to post the agenda to the Township's official website, social media or email list shall not affect the validity of the meeting or any action lawfully taken thereat.

6.8 Emergency Meeting – Notice Not Required

Notwithstanding any other provision of this by-law, an emergency meeting may be held without public notice being given, to deal with an emergency or extraordinary situation.

6.9 Public Notice – Agenda – Not Received – Validity

Lack of receipt of Public Notice or an Agenda shall not affect the validity of the meeting or any action lawfully taken thereat.

7 ORDER OF BUSINESS - COUNCIL

7.1 General Provisions

The Clerk shall have prepared and printed a list of the items in the order of topics set out as the routine of business for the use of each Member at a regular meeting;

- 7.1.1 Any Member of Council may file in writing not later than 5 (five) business days before the holding of such meeting with the Clerk an item for inclusion on the Council Agenda to allow for a staff response if necessary.

7.2 Order of Business

- 7.2.1 As soon after the hour fixed for the holding of the meeting of Council as a quorum is present, the Head of Council shall take the Chair and call the meeting to order;
- 7.2.2 Immediately after the Head of Council or presiding officer has called the meeting to order the following order or procedure shall be observed for a regular Council meeting:

Call to Order
Closed Session
Reconvene Into Open Session
Moment of Silent Reflection
Land Acknowledgement
Additions to the Agenda
Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act
Minutes of Previous Meeting
Public Meetings
Presentations
Delegations
Consent Agenda
Reports
Correspondence
By-laws
Notice of Motions
Announcements
Business Arising from Closed Session
Confirmatory By-law
Adjournment

7.3 Minutes

7.3.1 The Minutes shall record:

- (i) the place, date and time of the meeting;
- (ii) the names of the presiding officer, and the record of the members in attendance.
- (iii) any disclosure made under the Municipal Conflict of Interest Act;
- (iv) the reading, if requested, correction and adoption of the minutes of prior meetings;
- (v) all the other proceedings of the meeting without note or comment.

7.3.2 Such Minutes as referred to in Section 7.3.1 may be adopted by Council without having been read at the meeting considering the question of their adoption.

7.3.3 The Minutes shall be posted to the Township website within 48 (forty-eight) hours of the Minutes' adoption.

7.4 Land Acknowledgement

7.4.1 The Land Acknowledgement, as approved by Resolution of Council, shall be read at the beginning of every Council Meeting and Committee of Council Meeting. The Chair or presiding officer shall ask if any person present of Indigenous decent wishes to read the Land Acknowledgement. In absence of any person declaring their desire to read the Land Acknowledgement, the Members of Council or

the Committee, as the case may be, shall read the Land Acknowledgement on a rotating basis starting with the presiding officer. Any Member can decline to read the Land Acknowledgement and may do so without explanation.

7.4.2 The Land Acknowledgement may be read at official functions of the Township or other community events at the discretion of the organizer.

7.5 Additions to the Agenda

Additions to the Agenda may be submitted by members of staff to the Clerk in writing for emergency items of a time sensitive nature. The Addition to the Agenda must be submitted not later than 4 (four) hours in advance of the Council Meeting and must be distributed to Council electronically and posted on the Township Website immediately upon receipt.

7.6 Disclosure of Pecuniary Interest

7.6.1 It shall be the responsibility of each individual member to determine if a conflict exists and disclose any pecuniary interest and the nature thereof in accordance with the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50, as amended, in any regular or Special Council or Committee meeting.

7.6.2 Any member required to make a disclosure of pecuniary interest shall disclose any direct or indirect pecuniary interest and state the general nature of such interest in accordance with the provisions of the Municipal Conflict of Interest Act, as amended, and it shall be recorded by the clerk in accordance with the provisions of the Act or any amendments thereto;

7.6.3 Where a member of Council, either on his/her own behalf or while acting, by, with or through another, has a pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall:

- (i) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (ii) not take part in the discussion;
- (iii) not vote on any question in respect of the matter;
- (iv) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

7.6.4 Where a meeting is not open to the public, in addition to complying to the requirements of this by-law, the member shall immediately leave the meeting for the part of the meeting during which the matter is under consideration;

7.6.5 Where the interest of a member of Council has not been disclosed for reason of absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting attended by the member after that particular meeting;

7.6.6 The failure of one or more members to comply with this section of the by-law shall not affect the validity of the meeting in regard to said matter.

7.7 Presentations

7.7.1 Any person making a presentation to Council, including staff members, consultants engaged by the Township, or individuals representing any other corporation, organization or local board of the Township, shall be permitted to address Council without a time limit.

7.7.2 All audio and visual materials presented to Council by a presenter must be reviewed by the Clerk and CAO relative to inappropriate language, graphic images or other messaging that does not reflect the decorum of Council Chambers. Such materials may include, but are not limited to, audio recordings, slide presentations, photos, videos and handouts but does not include the presenters speaking notes.

Presenters must provide materials not less than five (5) business days before the commencement of the meeting of Council.

7.8 Delegations

7.8.1 No person except members of Council and Township Officials shall be allowed to come within the bar during the sitting of Council without the permission of the Head of Council.

7.8.2 Persons desiring to verbally present information on matters of fact, or make a request of Council, relative to matters not on the Agenda, shall give notice to the Clerk in writing, not less than five (5) business days before the commencement of the meeting of Council and may be heard on leave of the Mayor or other presiding officer of Council, but shall be limited in speaking to not more than ten (10) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than ten (10) minutes.

Such delegations will be asked to first discuss the matter with staff, if the matter is operational in nature or may otherwise be resolved by speaking with staff.

7.8.3 Persons desiring to verbally present information on matters of fact, or make a request of Council, relative to matters on the Agenda, shall give notice to the Clerk in writing, not later than four (4) hours before the commencement of the meeting of Council and may be heard on leave of the Mayor or other presiding officer of Council, but shall be limited in speaking to not more than ten (10) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than ten (10) minutes.

7.8.4 All audio and visual materials presented to Council by a delegation must be reviewed by the Clerk and CAO relative to inappropriate language, graphic images or other messaging that does not reflect the decorum of Council Chambers. Such materials may include, but are not limited to, audio recordings, slide presentations, photos, videos and handouts but does not include the delegations speaking notes.

Delegations appearing relative to subsection 7.8.2 are requested to provide materials not less than five (5) business days before the commencement of the meeting of Council so they may be included in the Council Agenda Package for Council's information. Delegations appearing relative to subsection 7.8.3 must provide materials not less than one (1) hour in advance of the Council Meeting. If a Closed Meeting, ad hoc Budget Advisory Committee Meeting or other meeting involving Members of Council and Clerk's Services staff is

scheduled and noted on the Council Agenda, materials must be provided 1 (one) hour in advance of the scheduled meeting.

- 7.8.5 When any person, not being a registered delegation desires to address Council on a matter on the Agenda, they shall be permitted to do so on leave of the Mayor or other Presiding Officer. Non-registered delegations will not be permitted to present to Council any audio or visual materials as described in subsection 7.8.4. Non-registered delegations shall be limited in speaking to not more than five (5) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than five (5) minutes.
- 7.8.6 When any person, not being a registered delegation desires to address Council on a matter not on the Agenda, they shall be permitted to do so only on a motion to such effect being passed by a majority vote of the members present. Non-registered delegations will not be permitted to present to Council any audio or visual materials as described in subsection 7.8.4. Non-registered delegations shall be limited in speaking to not more than five (5) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than five (5) minutes.
- 7.8.7 Delegations, registered or non-registered, appearing to speak relative to Public Meetings shall do so in accordance with the relative legislation or by-law regulating said Public Meeting and shall be limited in speaking to not more than ten (10) minutes. Where a delegation consists of five or more persons, it may be permitted to have two spokespersons address Council, in which event each of such spokespersons shall be limited to speaking for not more than ten (10) minutes.

7.9 Consent Agenda

- 7.9.1 In preparing the agenda for Council and Committee meetings, the Clerk may identify items which are considered to be routine and non-controversial under the heading “Consent Agenda,” which matters may be considered by Council as a summary matter in one motion rather than as separate items, unless a member of Council otherwise requests.
- 7.9.2 Any member of Council or staff, before the consent motion is voted on, may add or remove any number of items of business from the consent motion.
- 7.9.3 In the event that a member declares a conflict of interest on an item that is included in the consent motion, that item shall be removed from the consent motion and dealt with separately.
- 7.9.4 Items removed from the consent motion at the request of a member of Council or staff will be considered under the “Reports” section.

7.10 Communications and Petitions

- 7.10.1 Every communication including petition designed to be presented to Council shall be legibly written or printed and shall not contain any impertinent or improper matter or language and shall be signed by at least one person and filed with the Clerk.

7.10.2 Any person who files a petition must leave their name and contact information with the Clerk.

7.10.3 Any person who signs a petition must be made aware by the person filing the petition that their names, signatures, and contact information, as included on the petition, may be included in the Council Agenda and made available to the public including publication on the Township website.

7.10.3 Every petition or communication shall be delivered to the Clerk not less than five (5) business days before the commencement of the meeting of Council and if in the opinion of the Chief Administrative Officer, it contains any impertinent or improper matter or language, the Chief Administrative Officer shall decide whether it should be included in the agenda for a Council meeting.

7.10.4 Every petition received shall be circulated to the Department Head responsible for the general service area the petition pertains to, or their designate. The Department Head, their designate, or the Chief Administrative Officer may contact the person who filed the petition to discuss the matter contained within the petition before the petition is added to the Agenda. After discussions with the Department Head, their designate or the Chief Administrative Officer have included, the person who filed the petition may contact the Clerk to withdraw the petition.

7.10.5 Communications or petitions addressed to Council shall be listed by the Clerk on the agenda and the Clerk shall briefly indicate therein the content of each such petition or communication.

7.10.6 Resolutions from other municipalities and addressed to Council shall be listed by the Clerk on the agenda for the next regular meeting, and shall be listed under Correspondence.

7.11 By-laws

7.11.1 All by-laws shall be considered by Council and shall be introduced and receive first, second and third reading by a motion;

7.11.2 Copies of all by-laws to be considered by Council shall be provided to each member of Council with the Agenda Package;

7.11.3 All by-laws when introduced shall be in type-written form, shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the date;

7.11.4 By-laws which received first and second reading at a previous meeting and have now been cleared for final reading shall be read a final time and approved in open Council;

7.11.5 Every by-law shall have three readings previous to it being passed;

7.11.6 The Clerk shall record on all by-laws enacted by Council, the date of the first, second and third readings;

7.11.7 Every by-law which has been enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Mayor and the Clerk and shall be stored in the Clerk's Department for safekeeping;

7.12 Notice of Motion

7.12.1 A Notice of Motion shall:

- i) be in writing;
- ii) shall be directed by the Clerk to the next regular Council meeting and shall be printed in full on the agenda.

(Subsections 7.12.2 through 7.12.5 were moved from Section 11)

7.12.2 Notice of all new motions except motions listed in Sections 11.8 and 11.9 shall be given in writing and delivered to the Clerk at least six (6) business days preceding the date of the meeting at which a motion is to be introduced and the motion shall be printed in full and unaltered on the agenda for that meeting of Council, as a means of introduction, and each succeeding meeting until the motion is considered or otherwise disposed of. The motion shall be submitted to the Clerk in writing which may include by email.

7.12.3 When a Member's notice of motion has been called from the Chair in two successive meetings and not proceeded on, it shall be dropped from the agenda unless Council otherwise decides.

7.12.4 If Council determines that the notice of motion shall appear on the agenda at a third meeting, such notice of motion is called from the Chair and not proceeded with, it shall be deemed to have been withdrawn.

7.12.5 Any motion may be introduced without notice if Council, without debate, dispenses with notice on the affirmative vote of at least two-thirds of the members present and voting.

7.12.6 Members of Council are expected to prepare their Notice of Motion in accordance with traditional parliamentary formatting and use traditional parliamentary language. Assistance with formatting or language may be sought from the Clerk or Deputy Clerk.

7.12.7 Members of Council considering the submission of a Notice of Motion are encouraged to speak with the appropriate Department Head or CAO to ensure a Notice of Motion is the most efficient means of dealing with a matter.

7.12.8 Assistance with the substance of a Notice of Motion may be sought from the Department Head relative to the subject matter or the CAO.

7.12.9 Review of the Notice of Motion by staff shall not constitute support from staff on the content of the Motion.

7.13 Announcements

7.13.1 Members of Council may make any special event announcements or report on community activities.

7.14 Adjournment

7.14.1 A motion may be made at any time by a member who has the floor, requires no seconder and need not be in writing provided that no motion to adjourn may be made during the taking of a vote on any question.

7.14.2 Where a motion to adjourn is duly moved and carried and any item of business or any by-law then before Council is left undisposed of, such item of business or by-law may be considered at the appropriate place in the order of procedure at any subsequent regular meeting of Council.

7.14.3 Where a motion to adjourn is lost no second motion to the same effect may be made until after some intermediate proceeding shall have been had.

7.14.4 On a motion to Adjourn, no Member shall leave their seat until the Chair has declared the meeting adjourned.

7.14.5 A regular or special meeting of Council or Committee shall adjourn at the hour of 11:00 pm if in session at that time and shall reconvene at such other day and time as the Members may direct by resolution.

8. RULES OF DEBATE

8.1 Any member desiring to speak shall so indicate by raising his/her hand and, upon being recognized by the Mayor or other presiding officer, shall address the Chair by stating “through you, Mayor (surname)...” or “through you, Your Worship...”

8.2 When two or more members raise their hands to speak the Mayor or presiding officer shall recognize the member who raised his/her hand first.

8.3 The Mayor or other presiding officer may state his/her position on any matter before Council without leaving the Chair, but it shall not be permissible to debate the question without first leaving the Chair after appointing a member to preside during such remarks.

8.4 The Mayor or presiding officer shall resume the Chair for the taking of the vote.

8.5 The Mayor or presiding officer may, without leaving the Chair, address Council between proceedings on any matter pertinent to the business of the municipality.

8.6 When a member is speaking no member shall pass between him/her and the Chair or interrupt him except to raise a point of order.

8.7 Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

8.8 No member, without leave of Council, shall speak to the same question, or in reply, for longer than ten minutes.

8.9 A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only of the Chair.

8.10 Notwithstanding Section 8.9, when a member has been recognized as the next speaker, then immediately before speaking such member may ask a question of the Mayor or presiding officer on the matter under discussion only for the purpose of obtaining information, following which the member shall speak again.

8.11 The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by this By-law:

- i) a point of order or personal privilege;
- ii) presentations of petitions;
- iii) to move the question be put;

- iv) to adjourn.
- v) to refer;
- vi) to table or to postpone, defer to a day certain;
- vii) to amend;
- viii) to suspend the Procedural By-law
- ix) any other procedural motion.

9. POINT OF ORDER

- 9.1 The Mayor or presiding officer shall preserve order and decide on points of order.
- 9.2 When a point of order is raised or when a member is called to order by the Mayor or presiding officer, the member speaking shall immediately cease until the Mayor or presiding officer has decided on the point of order and may further address Council only for the purpose of appealing to the Council from such decision.
- 9.3 The Mayor or presiding officer, in giving his/her decision, should cite the rule or law governing the case. The Mayor may ask for the assistance of the Clerk or Council in deciding the matter but the Mayor's decision shall be final if there is no appeal.
- 9.4 If the decision of the Mayor or presiding officer is appealed to Council, the Mayor shall restate the point in issue and ruling thereon and, without further debate, shall put the question "shall the ruling of the Chair be sustained". The Mayor or presiding officer may vote on this question and in the event of an equality of votes the Chair shall be deemed to be sustained.
- 9.5 When a member considers that his/her integrity or the integrity of Council as a whole or the integrity of staff has been impugned, he/she may as a matter of personal privilege, at any time, with the consent of the Mayor or presiding officer, draw the matter to Council's attention.

10. CONDUCT OF MEMBERS IN COUNCIL

- 10.1 No Member shall:
 - i) speak disrespectfully of the Reigning Sovereign, the Governor General, the Lieutenant Governor of any province, or any person administering the Government of Canada or this Province;
 - ii) use offensive words or unparliamentary language in or against the Council or against any Member or against any staff;
 - iii) speak on any subject other than the subject in debate;
 - iv) criticize any decision of Council except for the purpose of moving in accordance with the provisions of Section 12 that the question be reconsidered.
 - v) disobey the rules of Council, or a decision of the Mayor or presiding officer, or of Council on questions of order or practice, and upon the interpretation of the rules of Council, and in the case where a member persists in any such disobedience after having been called to order by the Mayor or presiding officer, the Mayor or presiding officer may forthwith

put the question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave his/her seat for the duration of the meeting of Council", but if the member apologizes he/she may, by vote of Council, be permitted to retake his/her seat.

- 10.2 No charge shall be made which involves the character, conduct or language of a member of Council unless such member is present to reply or unless due notice has been given to such member to be present to offer a defence.
- 10.3 A question put to a member may not contain imputations, epithets, ironical expressions or hypothetical cases, nor may a question refer to debates or answers to questions in the same meeting. A question may not be put which publishes the names of persons, or contains statements not strictly necessary to render the question intelligible, or contains charges which the member who asks the question is not prepared to substantiate. The solution of an abstract legal case may not be sought by a question. A question cannot be made a pretext for a debate, and when a question has been fully answered it cannot be renewed.
- 10.4 When a member has been called to order by the Mayor or presiding officer for breach of parliamentary decorum, it is the member's duty to defer at once to the decision of the Mayor or presiding officer and to make apology by explaining that there was no intent to infringe on any rule of debate, or by immediately withdrawing the offensive or unparliamentary language which may have been used. However, if a member persists in unparliamentary conduct, the Mayor or presiding officer shall be compelled to name such member and submit such conduct to the decision of Council. In such a case, the member whose conduct is in question should explain and withdraw and it shall be for Council to decide what action to take.

11. MOTIONS

- 11.1 A motion must be formally seconded before the Mayor or presiding officer can put the question or the motion can be recorded in the minutes.
- 11.2 When a motion is presented in Council in writing, it shall be read or if it is a motion which may be presented orally, it shall be stated by the Mayor or presiding officer before debate.
- 11.3 A motion in respect of a matter which is ultra vires the jurisdiction of Council shall not be in order.
- 11.4 After a motion is read or stated by the Mayor or presiding officer, it shall be deemed to be in possession of Council but may, with the permission of Council, be withdrawn at any time before decision or amendment.
- 11.5 A motion properly before Council for decision must receive disposition before any other motion can be received except motions in respect of matters listed in Sections 11.8 and 11.9.
- 11.6 A motion called in the order in which it stands on the agenda of the routine of business of a meeting and which is not decided by Council, shall be allowed to stand retaining its precedence on the agenda of the routine of business of the next ordinary meeting of Council.

11.7 A motion to refer a matter under discussion by Council to Township staff or a Committee shall preclude all amendments of the main question until it is decided.

11.8 A motion to amend:

- i) shall be presented in writing;
- ii) shall receive disposition of Council before a previous amendment of the question;
- iii) shall be relevant to the question to be received;
- iv) shall not be received proposing a direct negative to the question;
- v) may propose a separate and distinct disposition of a question;
- vi) shall be put in the reverse order to that in which it was moved.
- vii) shall contain only one motion to amend an amendment to the question and any further amendment must be to the main question;

11.9 A motion for the previous question:

- i) cannot be amended;
- ii) cannot be proposed when there is an amendment under consideration;
- iii) shall preclude all amendments of the main question;
- iv) when resolved in the affirmative, shall to be put forward without debate or amendment;
- v) can only be moved in the following words "that the question be now put"; and,
- vi) may be voted against by the mover and seconder.

11.10 A motion on a matter of privilege shall receive disposition of Council forthwith upon receipt and when settled, the question so interrupted shall be removed to the point where it was suspended.

11.11 A motion for reference to a Committee or staff until it is decided, will preclude all amendments of the main question and any motion to postpone or defer, or to lay on the table.

- i) a motion to refer is debatable.

11.12 When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition will be taken separately.

12. RECONSIDERATION

12.1 After any question, except one of indefinite postponement, has been decided, any member may, at the same session or at a subsequent session, move for a reconsideration thereof. Such motion must be made in writing, but no discussion of the main question shall be allowed unless the motion for reconsideration is passed by a two-thirds majority of all the members of Council, nor shall any question be reconsidered more than once.

- 12.2 A motion to reconsider an amendment may not be submitted until after the original motion to which the amendment was proposed has been considered and disposed of.
- 12.3 If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite date, and debate on the question to be reconsidered may proceed as though it had never previously been voted on.
- 12.4 Debate on a motion for reconsideration must be confined to the reasons for or against reconsideration.
- 12.5 When a by-law has been defeated at any stage of the order of procedure, it shall be subject to a motion to reconsider and the foregoing rules shall apply thereto, except that, when a motion to reconsider a by-law is carried by the required majority, a motion that leave be given to introduce the said by-law shall become the next order of business and, if this motion is carried, the by-law shall be dealt with in accordance with the usual order of procedure as if it had been first introduced at the meeting during which the motion to reconsider was voted on.

13. VOTING ON MOTIONS

- 13.1 Immediately preceding the taking of the vote, the Mayor or presiding officer may state the question in the form introduced and shall do so if required by a member except when a motion for the previous question has been resolved in the affirmative. He/she shall state the question in the precise form in which it will be recorded in the minutes.
- 13.2 After a question is finally put by the Mayor or presiding officer, no member shall speak to the question or shall any other motion be made until after the vote is taken and the result has been declared.
- 13.3 Every member present at a meeting of Council when a question is put shall vote thereon unless prohibited by statute, by reason of conflict of interest or for any reason.
- 13.4 No vote will be taken in Council or Committee by ballot or by any other method of secret voting.
- 13.5 Upon the request of a member, immediately after a vote is taken, the Clerk shall record the negative vote of such member on any question.
- 13.6 If any member present at a meeting of Council when a question is put does not vote, he/she shall be deemed as voting in the negative except where he/she is prohibited from voting by law.
- 13.7 If a member disagrees with the announcement of the Mayor that a question is carried or lost he/she may, but only immediately after the declaration by the Mayor, object to the Mayor's declaration and require a recorded vote to be taken.
- 13.8 When the Mayor calls for the vote on a question each member shall remain in his/her seat until the result of the vote has been declared by the Mayor, and during such time no member shall walk across the room or speak to any other member or make any noise or disturbance.
- 13.9 When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition will be taken separately.
- 13.10 A member not present before the result of the division on a question is declared, shall not be entitled to vote on that question.

13.11 The manner of determining the decision of Council on a motion shall be at the discretion of the Mayor or presiding officer and may be by voice, show of hands or otherwise.

13.12 Upon the taking of any vote if all the members present when the vote is taken vote unanimously, the Mayor or presiding officer may direct the Clerk to record the vote accordingly.

13.13 Any question on which there is an equality of votes shall be deemed to be in the negative.

14. RECORDED VOTE

14.1 When a recorded vote is requested by a member, or is otherwise required, the Clerk shall record the name and vote of every member by ward, on any matter or question.

14.2 Where a vote is taken for any purpose and a member requests immediately prior to or immediately subsequent to the taking of the vote, that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his/her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote accordingly.

14.3 When a recorded vote is requested by any member the Clerk will call of the vote, announce the division and will record them in the minutes of the meeting.

15. RECESS

15.1 A majority vote of Members present is required to recess a meeting, and the time of return shall be announced by the Mayor or Presiding Officer.

16. COMMITTEES (ad hoc/Advisory/Special Purpose)

16.1 Ad hoc, Advisory or Special Purpose Committees may be established by Council at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Council, pursuant to Section 11 of the Municipal Act or as required by any Act or Statute of the Province of Ontario.

16.2 Establishment/Appointment

The names of the persons to be appointed to any ad hoc, Special Purpose or Advisory Committee to which Council is required or empowered to appoint persons, shall be determined by Council by resolution or by-law or as required by any Act or statute of the Province of Ontario at the first regular meeting of a new Council, or as soon thereafter as is reasonable.

16.3 General Role of Committees

The role of Committees shall generally be to:

- i) make recommendations to Council on matters which are in their jurisdictions;
- ii) guide and request staff through the Chief Administrative Officer, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required; and
- iii) receive public Delegations and establish mechanism to receive further public input within their jurisdiction.

16.4 General Role of Committee Members

The role of a committee member shall generally be to:

- i) attend committee meetings being prepared to discuss items on the Agenda;
- ii) discuss items on the Agenda in a respectful manner, and, when called, vote on the matter with the public interest in mind; and
- iii) to uphold the decision and actions of the Committee.

16.4 Election of Committee Chair

The Clerk, or their designate, shall preside at the first meeting of each Committee at the start of its term for the purpose of electing a Chair of the Committee.

16.3 Terms of Reference – Advisory Committees

Subject to the provision of any general or special Act, the Council, in establishing any Advisory Committee, will set forth Terms of Reference of the Committee, and such other provisions as the Council deems proper.

16.4 Procedures – Committees

The procedures of the Committees shall be the same as those set out for Council insofar as they are applicable, with the following exceptions:

- i) In Committees the vote on any particular item shall not be recorded however a member on request may be recorded as being opposed;
- ii) At the request of any member of the Committee present, any item on the agenda may be re-opened by a majority vote of the members present;
- iii) A quorum in any Committee is the majority of the Members of the Committee as appointed by Council, and the Mayor, if present, is a member to be included in determining the quorum;
- iv) If any Committee neglects to attend to its duties, the Council may intervene and order it to meet and report;
- v) The Chair of a Committee may vote on any question before the Committee;
- vi) Any question on which there is an equality of votes shall be deemed to be in the negative;
- vii) In Committee, members may speak more than once on the same question;
- viii) Should any member of a Committee refuse or neglect to attend the regular or special meetings thereof, the Chair may report such neglect or refusal to the Council who may remove such member from the Committee and appoint another member;
- viii) Advisory Committees shall prepare minutes and submit them to Council.

17. REVIEW AND AMENDMENT TO THIS BY-LAW

- 17.1 Within six (6) months of the new term of Council, the Clerk shall review this by-law. If amendments are required, the Clerk shall follow the requirements

of subsection 17.3. If no amendments are deemed necessary, the Clerk shall report same to Council.

17.2 If deemed necessary by Council, the CAO or the Clerk, the Clerk may review this by-law and propose amendments in accordance with section with subsection 17.3.

17.3 No amendment or rescinding of this by-law or any part of thereof shall be considered at any meeting of Council unless notice of the proposed amendment or rescinding has been given at a previous regular meeting of Council and the waiving of this notice by Council is prohibited.

18. SUSPENSION OF THE RULES

18.1 Any rules or procedures established by this by-law, other than a quorum requirement, may be suspended at or for a particular meeting, by resolution, provided two-thirds of members present vote in favour thereof, unless prohibited by law;

18. SEVERABILITY

18.1 Should any section, sub-section, clause or paragraph or provision of this by-law be declared by a court or competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provisions so declared to be invalid.

19. REMARKS

19.1 In this by-law, words of the singular include the plural, words in the plural include the singular and words importing the masculine gender include the feminine gender where the context so requires.

20. ROBERT'S RULES

20.1 In all unprovided for cases in the proceedings of Council or Committee, resort shall be had to Robert's Rules of Order as a rule for guidance on the question, and in such cases the decision of the Mayor or other presiding officer shall be final and acquiesced in without debate.

21. SHORT TITLE

21.1 This by-law may be referred to as either the "Procedural By-law" or the "Rules of Procedure".

22. EFFECTIVE DATE

22.1 By-law No. 2007-63 and any other by-laws inconsistent with the provisions of this by-law are hereby rescinded.

22.2 This by-law shall come into force and effect on the date of passage.

READ a first and second time on the 13th day of May, 2019.

READ a third time and passed in open Council on the 13th day of May, 2019.

Mayor

Clerk



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2020-05

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: February 10, 2020

SUBJECT: Establishment and Maintenance of Governance Policy and Administrative Directives Framework.

RECOMMENDATION:

THAT Report CL 2019-35, 'Establishment and Maintenance of Governance Policy and Administrative Directives Framework be received; and,

THAT Governance Policy GP-001, as set out in Attachment "A" be approved; and further,

SUMMARY:

Policies, are foundational and essential components of good corporate governance. In an ongoing effort to ensure transparency, accountability and Legislative compliance, Information and Legislative Services are committed to the development of processes that streamline corporate governance from both a development documentation perspective.

This information is available in accessible formats upon request

In keeping with best practices, and ensuring that members of Council are fulfilling their Legislative duties under the Municipal Act, 2001, the realignment of existing Corporate Policies to the establishment of a Township Governance Policy and supporting Administrative Directives Framework, will allow staff the ability to maintain operational policies and procedures, with Council concentration focused on higher level Township governance.

All new Administrative Directives developed and approved by the Senior Management Team will be consistent with the overarching Council approved Governance Policies and presented to Council for information purposes only.

This report provides a simple and concise outline of proposed policy GP-001, Establishment and Maintenance of Governance Policy and Administrative Directives Framework.

BACKGROUND:

As part of the Strategic Plan, approved in 2013, it was identified that the Township strengthen customer service, and staff were directed to review operational efficiencies and use of resources.

As such, Information and Legislative Services reviewed the current administrative and governance framework for opportunities to find efficiency in policy, process and procedure adoption. As a result, staff identified an opportunity to establish formalized a protocol for developing, classifying and approving corporate documentation that may be considered a policy or corporate procedure, including defining roles, responsibilities and authority.

This review primarily focused on what is currently referred to as Corporate Policies and Corporate Procedures. Documentation considered to be Operational Procedures were not within the scope of this project but it was acknowledged that departments utilize and manage operational procedures during the day to day function of their duties.

Further, it was acknowledged that, the underlying intent of Township policy and procedure is to function in accordance with applicable Provincial Regulations and Legislative requirements.

This review establishes a protocol to determine roles, responsibilities and authority, including clarification of when the use of a Council approved Governance Policy document is appropriate and when the use of a management approved Administrative Directive document is appropriate.

REPORT:

A policy is a deliberate system of principles, designed to guide decisions and achieve rational outcomes. It outlines what is to be done, but does not specify precisely how it is to be done, while remaining consistent with the corporate Strategic Plan.

This information is available in accessible formats upon request

Historically, the Township has referred to many procedures and directions as policy. Under this proposed Framework, all policies will be amended to their appropriate categorization, either Administrative Directives or Governance Policy. This review will also identify obsolete policies and either repeal or replace as required.

The purpose of Governance Policy No. GP-001, Establishment and Maintenance of Governance Policy and Administrative Directives, is to set out the scope of powers and duties.

For the purposes of this document, definitions are outlined as:

Governance Policy: Has or is driven by an external focus, with financial or legal implications or guide Council's decisions, provide direction over and above identified items within the Strategic Plan, are based on legislative responsibilities and/or relate to service delivery. Governance Policies are approved by Council resolution.

Administrative Directive: Has focus on internal policies and practices and are designed to promote consistent business practices, improve organizational communication, reduce risk and exposure and provide for necessary internal controls over resources and business transactions. Administrative Directives do not guide Council's decisions based on the definition of Governance Policy. Administrative Directives are approved by the Senior Management Team.

Corporate Programs/Procedures:¹ Supplementary document to Governance Policy and Administrative Directives designed to document methods and related actions. Corporate Procedures are approved by the Senior Management Team.

Departmental Programs/Procedures²: Has focus on specific and/or relevance to internal corporate activity. Departmental Procedures are approved by the appropriate department Director(s) and the CAO.

Staff will conduct a full review of existing documents to determine appropriate categorization of each. Through this process, staff will identify documents that require updating, have become redundant and/or are incorrectly categorized and, as required, will be brought forward to Council for approval.

¹ For reference only

² For reference only

This information is available in accessible formats upon request

The efficient management of Township affairs, coupled with the need to respond effectively to unexpected and/or time sensitive situations, is supported through this policy, which entrusts staff with certain authority and duties, while maintaining accountability and transparency.

Upon approval of the proposed Policy No. GP-001, Policy for the Establishment and Maintenance of Governance Policy and Administrative Directives Framework, staff will complete the transition of identified documents to their amended categories and apply appropriate numbering conventions. As the existing documents are numerous, conversion will be done as time permits.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

We are an engaged community through communicating municipal matters and strengthening customer service.

FINANCIAL CONSIDERATIONS:

No unbudgeted financial implications are expected through this process.

ATTACHMENTS:

Governance Policy No. GP-001

This information is available in accessible formats upon request

	Governance Policy
	Section: Corporate Administration ESTABLISHMENT AND MAINTENANCE OF GOVERNANCE POLICY AND ADMINISTRATIVE DIRECTIVES
	GP #CA-001 Pg. 1 of 7
Revision Date:	Issue Date: February 10, 2019
Approved by: Council	Review Date: February 10, 2022
Document Owner: Information and Legislative Services	Document Author: T. Murray

PURPOSE

To establish the scope of powers and duties of Council and staff in establishing Governance Policy and Administrative Directives. This policy will outline the guidelines for development and maintenance of Governance Policy and Administrative Directives.

The purpose of this policy is to:

- a) Define roles, responsibility, transparency and accountability;
- b) Implement compliance and consistency;
- c) Provide a Framework for the approval process of both Governance Policy and Administrative Directives

The efficient management of the Township, together with the need to respond effectively to unexpected and/or time sensitive situations, as well as, daily administrative process, this policy entrusts staff certain authority and duties while maintaining accountability and transparency.

SCOPE

This Governance Policy and Administrative Directive Framework applies to all members of the Township organization, including members of Council, full and part-time employees and contract staff. This document includes Members of Local Boards as well as volunteers that engage in the process of creating, reviewing or amending a Governance Policy or Administrative Directive.

This Framework will encourage consistency, control, clarity and quality in the development, approval and review processes associated with such and a maintenance process that will ensure all policies and directives remain current and relevant to the organizations strategic direction and legislative requirements.

DEFINITIONS

Governance Policy:	Has or is driven by an external focus, with financial or legal implications or guide Council's decisions, provide direction over and above identified items within the Strategic Plan, are based on legislative responsibilities and/or relate to service delivery. Governance Policies are approved by Council resolution and may be included in a By-law adopted by Council.
Administrative Directive:	Has focus on internal policies and practices and are designed to promote consistent business practices, improve organizational communication, reduce risk and exposure and provide for necessary internal controls over resources and business transactions. Administrative Directives do not guide Council's decisions based on the definition of Governance Policy. Administrative Directives are approved by the Senior Management Team.
Corporate Programs/Procedures¹:	Supplement document to Governance Policy and Administrative Directives designed to document methods and related actions. Corporate Procedures are approved by the Senior Management Team.
Departmental Programs/Procedures²:	Has focus on specific and/or relevance to internal corporate activity. Departmental Procedures are approved by the appropriate department Director(s) and inform the CAO.

STANDARDS AND PROCEDURES

All Governance Policies and Administrative Directives shall be subject to the following review process:

- Key Stakeholders (development and review)
- Senior Management Team
- Council* (Governance Policy only)

*Note: all new Administrative Directives developed will be presented to Council for information only. Comments regarding specific Administrative Directives will be received through Information and Legislative Services for discussion with the Senior Management Team.

Stages of Policy / Directive Development:

¹ Included for reference only

² Included for reference only

- (i) **Needs Identification:** includes describing the issue to be addressed, seeking authority to proceed, and selection of the appropriate policy level, either Governance Policy or Administrative Directive, based on which will contribute to achievement of Organizational / Strategic Plan objectives.
- (ii) **Policy/Directive Development:** includes the identification of appropriate stakeholders, consultation / community engagement where applicable, gathering relevant background information, draft policy/directive document using the prescribed template and incorporating feedback.
- (iii) **Policy/Directive Consideration and Approval:** includes notifying the appropriate stakeholders of the requirement to review the policy/directive document, presenting said document for endorsement and submitting the documentation for consideration and formal approval at the identified level.
- (iv) **Policy/Directive Implementation:** the final stage of the development process. It is ongoing and includes such activities as activating the document, notification, distribution, awareness and education.
- (v) **Policy/Directive Review:** schedule for ongoing document review. During the drafting stage consideration will be given to outline appropriate timelines for review. The review date will be incorporated into the document and the review schedule will commence once implementation has occurred. The review will be initiated by Information and Legislative Services; with the identified department taking the lead on the review process.

Compliance:

Policies and Directives must comply with all relevant legislation or other municipal governance documents (i.e. Municipal Act, 2001, Occupational Health and Safety Act, The Planning Act, Township By-laws, Council resolutions, and/or the Corporate Strategic Plan).

Consistency:

Terminology used in the Policy / Directive documents should reflect the terminology used in any related legislation. Staff will ensure compliance with the Township of Wilmot Guidelines, Standards and A.O.D.A. manual. Use of the prescribed templates will ensure consistency of format, content and process. Review of all terminology used will be the responsibility of Information and Legislative Services prior to the release of said document for the approval process.

Format:

Policy and Directive documents should include some or all of the following sections as appropriate and may include other sections as required:

- (i) Purpose
- (ii) Scope
- (iii) Definitions
- (iv) Standards and Procedures
- (v) Responsibilities
- (vi) Communication
- (vii) Evaluation
- (viii) Legislative Reporting Requirements

Clarity

There are two aspects relating to transparency in the development of Policy and Directive documents. They are:

- (i) **Clarity of Writing:** All documents will contain plain, clear, concise wording, allowing for a wide range of users to understand the content. Where legislated or otherwise prescribed terminology is used, a clear description of the terminology should be contained in the Definitions section of the document to allow cross-referencing and comprehension.
- (ii) **Clarity of Approval:** All documents will clearly state where responsibility for final approval lies and when approval was formally given and when the document is due for review.

Staff will ensure compliance with the Township of Wilmot Guidelines, Standards and A.O.D.A. manual. **Policy / Directive Owner**

A Policy / Directive owner will be designated for all Governance Policies and Administrative Directives. The owner will bear all responsibility for regular review of the document(s); and incorporating required changes, as well as the following:

- (i) Whether the intent of the document differs from the original document
- (ii) Whether formal approval needs to be sought
- (iii) Who needs to be notified / educated subsequent to the approval or revision
- (iv) All processes outlined in Policy #GP-001, Governance Policy and Administrative Directives Framework be followed.

Policy / Directive Review

All Policy / Directive documents should be reviewed at minimum, to coincide with the term of Council, as legislation changes or as otherwise noted to ensure compliance and maintain relevance.

Policy / Directive Amendments

Information and Legislative Services may approve minor updates that do not change the original intent of the Policy / Directive document. (i.e. title changes, department name changes, grammar, spelling, typos, document numbering etc.)

Policy / Directive Procedure Appendices

If a Governance Policy or Administrative Directive has an associated procedure, that procedure will be attached as an appendix for information purposes only. Development of internal Corporate Program / Procedure or Departmental Program / Procedure documents are not subject to the parameters set out through this policy.

RESPONSIBILITIES

Council is responsible for the development and evaluation of Governance Policies of the Township of Wilmot, ensuring that all policies, practices and procedures are in place to allow for implementation of Council decisions and direction. Council is responsible for the approval of all Governance Policy.

The Senior Management Team is responsible for the consideration and approval of all Administrative Directives and has the authority to approve amendments to Administrative Directives.

Each Department Head / Director is responsible to ensure that all Governance Policy, Administrative Directives and Corporate Programs/Procedures and/or Departmental Programs/Procedures associated within their scope of responsibility are kept up-to-date and any amendments required will follow the appropriate approval path.

All staff will ensure that they consulted with other affected departments and/or obtained any legal advice, as required, as part of Governance Policy and Administrative Directives development.

All staff and members of Council are responsible for being knowledgeable of, and act in accordance with all Governance Policy and Administrative Directives.

The Manager of Information and Legislative Services / Deputy Clerk is responsible for administration and coordination of the Township's Governance Policy and Administrative Directives Program, establishing templates and guidelines to assist staff in policy writing, providing consulting and guidance in development or amendment of a policy or directive,

coordinating the approval process, classifying, indexing and the communication of Governance Policy and Administrative Directives.

All parties are responsible for reading, understanding and asking questions to clarify which document development should be followed.

All levels of approval for both Governance Policy and Administrative Directives are dictated by compliance level.

Governance Policy development will be initiated when any of the following matters activate the need:

- a. Has or is driven by an external focus with financial or legal implications or guide Council decision;
- b. Legislative requirements that the Township is required to develop a policy;
- c. Relative to service delivery levels;
- d. Significant liability to the Township;
- e. Significant matters affecting constituents and/or the tax rates;
- f. Significant budgetary matters, either budgeted or unbudgeted;
- g. Public transparency and accountability;
- h. Strategic direction over and above identified items in the Township Strategic Plan;

All Governance Policies will be approved at the Council level.

Administrative Directives development will be initiated when any of the following matters activate the need:

- a. Has staff authority by virtue of office;
- b. Has focus on internal programs, procedures and practices and are designed to promote consistent business practices;
- c. Improve organizational communication;
- d. Reduction of risk and exposure;
- e. Provide for necessary internal controls;
- f. Implementation of Council direction and/or decisions;
- g. Matters that do not fall under the scope of Governance Policy;
- h. General regulation and administrative management of the Township, including but not limited to legislative requirements of the "Corporation" or "Employer" regulated through other legislation; i.e. Occupational Health and Safety Act.

Administrative Directives do not guide Council's decisions based on the definition of Governance Policy. Administrative Directives are approved by the Senior Management Team.

Approvals of amendments that do not change the scope of the original Governance Policy will be considered general housekeeping and will be approved at the Senior Management Team level.

Amendments that change the scope of the original Governance Policy will be approved at the Council Level.

This policy does not apply to corporate programs/procedures or departmental programs /procedures.

COMMUNICATION

All Governance Policies and Administrative Directives will be made available to all staff, Council and the general public to encourage accountability and transparency. All documents will be made available in accessible formats as requested.

Information and Legislative Services will ensure communication of all Governance Policy and Administrative Directives, as applicable.

This policy shall be provided to all Members of Council with each new term of Council.

EVALUATION

Governance Policy and Administrative Directives will be reviewed and updated, as required, with each term of Council or on an as needed basis to meet the needs of both the Township and Legislative requirements.

LEGISLATIVE REPORTING REQUIREMENTS

All Governance Policies and Administrative Directives will be reported to the associated Legislative Authority as required.

All Governance Policy and Administrative Directives will be in compliance with related legislation.



TOWNSHIP
OF WILMOT

Information and Legislative Services

Governance Policy

Administrative Directives

Prepared by: Tracey Murray, Manager of Information and Legislative Services

Endorsed by: Township of Wilmot, Senior Management Team

Wilmot is a cohesive, vibrant and welcoming countryside community.

Background

The Township of Wilmot Strategic Plan, approved in 2013, identified that the Township strengthen customer service, directing staff to review operational efficiencies and use of resources. Most recently, the Provincial Government has, as well, challenged Municipalities to identify efficiencies for better government.

As a result of both initiatives, the review of the current administrative and governance framework has identified efficiency opportunities, which is outlined in the staff report.

The review focused on the Corporate Policies and Procedures, Operational Procedures were not included in this review.

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Governance Policy vs. Administrative Directive

Both Council and Staff will want to know the difference between Policy and Procedure in order to fully know how to fulfil their role, be it, as an elected official or a member of staff.

What are the benefits of understanding Policy and Procedure?

- When Members of Council and Staff have a full understanding of the Township of Wilmot Governance Policy, Administrative Directives and other supporting documentation, the ability to articulate those documents with confidence, clarity and integrity is achieved.

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What is Governance Policy?

- Governance Policy supports and sets out the Strategic Direction of and Legislative requirements of the Organization, as approved by Council and where applicable, under Legislation by the Province of Ontario
- Governance Policy outlines ‘rules’
- Governance Policy supports transparent, accountable and Open Government
- Governance Policy is approved by Council

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What is an Administrative Directive?

- Administrative Directives provide general guidelines and when necessary, instruction on expected performance as an Elected Official or a member of staff.
- Administrative Directives are statements in which guide Elected Officials, Township employees, Members of Local Boards and Volunteers must adhere to when performing their duties
- Administrative Directives are approved at the Senior Management Level

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Governance Policy and Administrative Directives as an Umbrella



Umbrella (GP) = Council

Handle (AD) = Staff

Together = Complete protection of the Corporation and Corporate Responsibility

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What are Corporate Procedures?

- Corporate Procedure assign responsibilities and identify specific steps staff need to follow.
- Corporate Procedure outline the general control and administrative management of the Township
- Corporate Procedure aims to achieve efficiency, quality output, consistent performance
- Corporate Procedure are approved at the Senior Management Level

** Included for reference only and does not fall under the scope of GP-001*

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What is Departmental Programs/Procedures?

- Departmental Programs / Procedures have a focus on specific and/or are relevant to internal corporate activity and do not typically have a Township-wide application
- Departmental Programs / Procedures are often created for a specific purpose to meet a public need; however, may be developed to implement and/or support a Governance Policy or Administrative Directive.
- Departmental Programs / Procedures are approved by the appropriate Department Head

**Included for reference only and does not fall under the scope of GP-001*

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Council's Role

Members of Council hold an valuable role within the overall operations of the Township.

Members of Council are the gateway between residents and staff as outlined in the Municipal Act, 2001; Section 224:

- Represent the public and consider the well-being and interest of the municipality;
- Develop and evaluate policies and programs of the municipality;
- Determine which services the municipality provides;
- Ensure that administrative policies, practices and procedures are in place to implement Council decisions;
- Maintain the financial integrity of the municipality; and,
- Carry out duties of council under this or any other Act.

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Staff's Role

- The role of Township staff is to provide professional advice and information to help inform Council's decision making.
- Staff are responsible to implement Council decisions under the direction and leadership of the Senior Management Team and the CAO

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Council and Staff Collaborative Roles

New process = New opportunity

- Move forward the teamwork agenda of the Township
- Build strong partnership between Council and Staff for effective municipal management
- Allows for a joint vision on continued excellent customer service and community engagement

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Outcome

Open, transparent and accountable government has always been and will always be how the Township of Wilmot Council and Staff conduct daily business.

Through the support of the Senior Management Team, redefining and restructuring internal process will align with identified Strategic Plan Direction, current efficacy trends in local government and greater autonomy at the staff level, which allows for effective, efficient customer service.

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Next Steps:

- Staff education
- Re-classification and review of all current Corporate Policy and Procedure
- Implementation of process and review schedule of Governance Policy
- Transparency through posting Governance Policy and Administrative Directives Framework GP-001 on the Township website

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Thank you

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TOWNSHIP OF WILMOT

FINANCIAL SERVICES *Staff Report*

REPORT NO: FIN 2020-11

TO: Ad Hoc Budget Advisory Committee

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

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

REVIEWED BY: Grant Whittington, Chief Administrative Officer

DATE: February 3, 2020

SUBJECT: 2020 Municipal Budget Package

RECOMMENDATION:

That the 2020 Municipal Budget, as prepared by the Director of Finance / Treasurer and Manager of Finance / Deputy Treasurer, be endorsed and recommended to Council on February 10, 2020.

SUMMARY:

The 2020 Municipal Budget has been prepared in accordance with the historical practice of establishing a target levy adjustment in mid-December, and building a Capital and Operating program that meet or exceed that target.

The initial direction, endorsed at the committee meeting held in mid-December noted an inflationary levy increase of 2.20%, an Dedicated Infrastructure Levy of 2.00% and a Special Level of Service Levy of 3.58%. Through the 2020 Capital Program and Operating Budget, staff were able to reduce the special levy from 3.58% to 2.78%, while meeting the requirement from a Capital and Operations perspective for fiscal 2020.

This budget is indicative of the collaborative efforts of staff and Members of Council in meeting the needs of this community for 2020 and moving forward, while continuing our commitment to fiscal responsibility.

BACKGROUND:

The ad hoc Budget Advisory Committee commenced the 2020 Municipal Budget process in December 2019. The Budget process included a review/update of fees and charges, consideration of 2020 Municipal Grants, a review of 2019 fiscal results, endorsement of the 2020 Capital Program and updated 10-year capital forecast, approval of Level of Service adjustments, and endorsement of the proposed operating budgets for general levy and user-pay funded departments.

REPORT:

Overall, Township Council and staff have achieved the target inflationary levy increase of 2.20%, and special levy increase 2.78% for service levels, in the absence of any debt financing.

The proposed 2020 budget includes \$11.4M in operating expenditures, a \$7.7M capital program (\$1.8M in levy funding) and a modest increase in levy supported allocations to Infrastructure Reserve Funds at \$362,750 (2019 - \$348,938). This transfer is inclusive of the dedicated infrastructure levy of \$161,650.

All of the highlights above were achieved amidst a year of relatively low assessment growth (1.33%), a 15% or \$147,870 reduction in funding under the Ontario Municipal Partnership Fund (OMPF), and non-staff service levels enhancements to areas such as municipal drainage, winter maintenance and voice radio systems.

In addition, the program budgets for Building Services, the Water and Wastewater Utility and Cemetery Services total \$6.8M, including \$987K in allocations to dedicated reserve funds.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned in many ways with each of the four main goal areas, and corresponding strategies within the Township Strategic Plan. The strategic alignment was outlined in detail throughout each of the preceding budget reports.

FINANCIAL CONSIDERATIONS:

The proposed increase will generate a total levy of \$8,646,811, or an increase of approximately \$670,256 over the 2019 levy, factoring in assessment growth.

Assessment growth of 1.33% represents \$106,088 of the additional levy funds.

The inflationary adjustment to the general levy of 2.20% will generate \$177,818 of the additional levy funding. This adjustment will add \$20.27 in annual Township taxes to residential property owners, based on the average assessment of \$397,300.

The Dedicated Infrastructure Levy of 2.00% will generate \$161,653 of the additional levy funding. This adjustment will add \$18.43 in Township taxes to the average residential property owners.

The Special Levy for additional Levels of Service in 2020 of 2.78% will generate \$224,697 of the additional levy funding. This adjustment will add \$25.62 in Township taxes to average residential property owner.

In 2019, \$921.56 of the average residential property taxes were remitted for Township of Wilmot services, with the remainder allocated to the Region of Waterloo (\$2,016.47) and area school boards (\$639.65). The combined impact of inflationary adjustments, dedicated infrastructure levy, and the special levy for Levels of Service will add \$64.32 to the Township portion of taxes for the average residential property owner.

A review of increases across the Region of Waterloo municipalities indicates a range of 2.09% to 4.24%. Excluding the special levy for Levels of Service, the Wilmot levy adjustment would total 4.20% for 2020.

For every 1.0% increase in the levy, an additional \$80,826 in funding is generated for Township services in 2020.

ATTACHMENTS:

- None



TOWNSHIP OF WILMOT



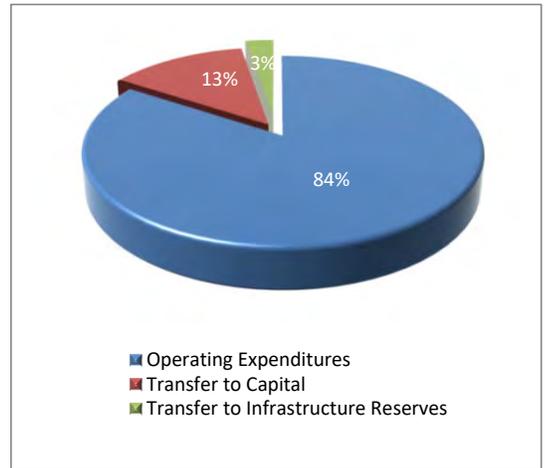
2020 MUNICIPAL BUDGET

Township of Wilmot

2020 Municipal Budget

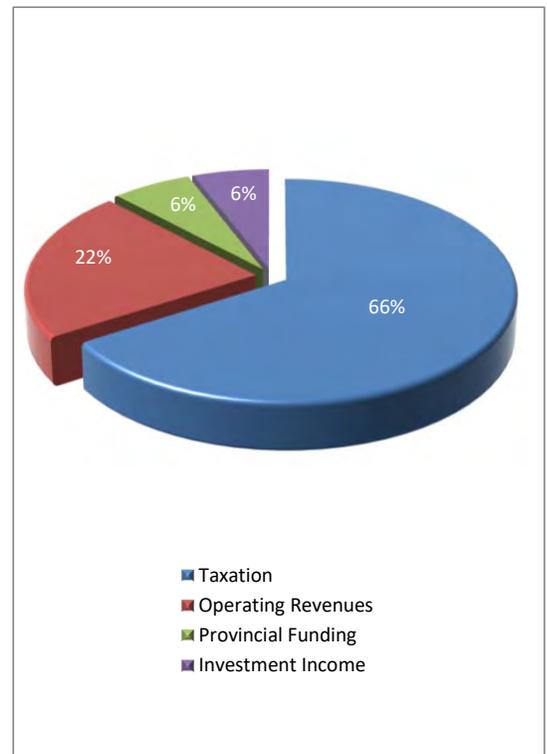
Total Expenditures (excluding user-pay)

Operating Expenditures from General Levy	\$ 11,394,990
Capital Expenditures Funded from General Levy	1,777,500
Levy Funded Transfer to Infrastructure Reserve Fund	362,750
Total Expenditures	<u>\$ 13,535,240</u>



Total Revenues (excluding user-pay)

Taxation	
2019 General Levy	\$ 7,976,555
Assessment Growth (1.33%)	106,088
Inflationary Levy Increase (2.20%)	177,818
Dedicated Infrastructure Investment (2.00%)	161,653
Special Levy - Levels of Service (2.78%)	224,697
2020 General Levy	<u>\$ 8,646,811</u>
Payment in Lieu of Taxes	199,599
Supplementary Taxes (net of write-offs)	<u>80,000</u>
Total Taxation	<u>\$ 8,926,410</u>
Operating Revenues	2,972,700
Ontario Municipal Partnership Fund	837,930
Investment Income	798,200
Total Revenues	<u>\$ 13,535,240</u>

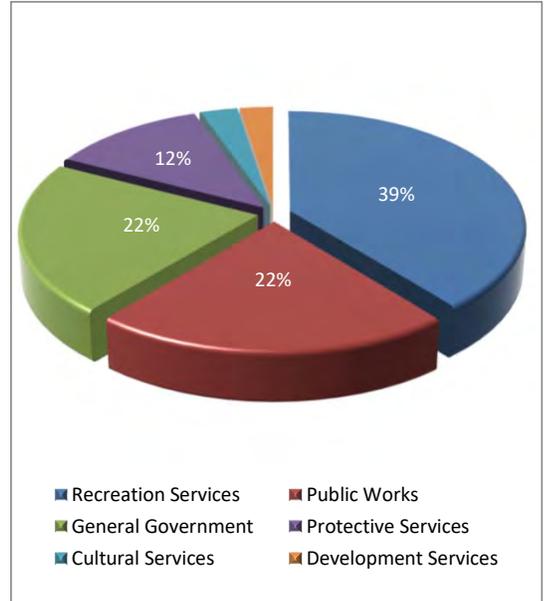


Township of Wilmot

2019 Municipal Budget

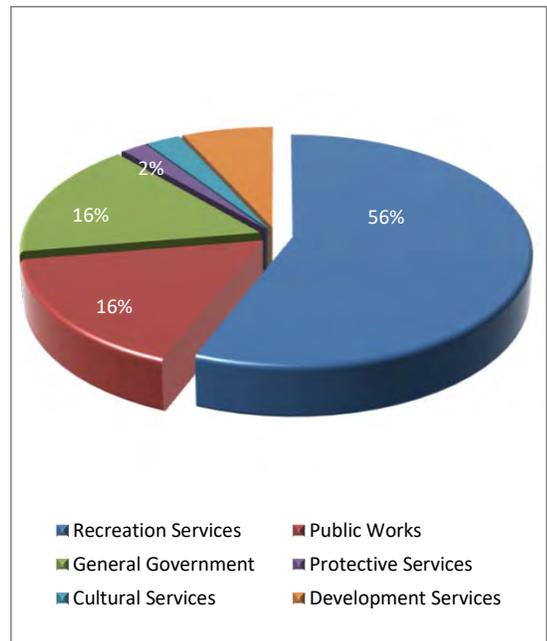
Operating Expenditures

General Levy Operations	
General Government	\$ 2,461,750
Protection to Persons and Property	1,366,395
Transportation Services	2,488,610
Recreation Services	4,464,345
Cultural Services	325,330
Planning and Development Services	288,560
	<u>\$ 11,394,990</u>
User-pay Operations	
Cemetery	\$ 83,150
Water and Sanitary Building	6,109,308
	657,130
	<u>\$ 6,849,588</u>
Total Operating Expenditures	<u>\$ 18,244,578</u>



Operating Revenues

General Levy Operating Revenues	
General Government	\$ 481,450
Protection to Persons and Property	56,770
Transportation Services	485,370
Recreation Services	1,666,850
Cultural Services	78,110
Planning and Development Services	204,150
	<u>\$ 2,972,700</u>
User-pay Operating Revenues	
Cemetery	\$ 83,150
Water and Sanitary Building	6,109,308
	657,130
	<u>\$ 6,849,588</u>
Total Operating Revenues	<u>\$ 9,822,288</u>
Net Operating Expenditures	<u>\$ 8,422,290</u>



Township of Wilmot

2020 Operating Budget

GENERAL GOVERNMENT

Revenues	
Administration Fees/Sale of Surplus Assets	\$ 93,200
Grant Funding - General Government	35,000
Licenses and Fines	94,650
Penalties & Interest Revenue	258,600
	<hr/>
	\$ 481,450
Expenses	
Council	\$ 166,080
Municipal Grants Program	55,400
Office of the CAO, Information and Legislative Services	656,550
Insurance	268,040
Municipal Law Enforcement/Animal Control	166,600
Crossing Guards Operating Expenses	59,570
Municipal Election	22,500
Financial Services	712,510
Information Technology Services	354,500
	<hr/>
	\$ 2,461,750

PROTECTIVE SERVICES

Revenues	
Fire Services	<hr/>
	\$ 56,770
Expenses	
Fire Department Administration	\$ 998,360
Fire Department Operating Expenses	368,035
	<hr/>
	\$ 1,366,395

Township of Wilmot

2020 Operating Budget

TRANSPORTATION SERVICES

Revenues	
Roads/Engineering Service Charges	\$ 266,870
Aggregate Resource Fees	171,000
Grant Funding - Public Works	47,500
	<u>\$ 485,370</u>
Expenses	
Engineering Administration	\$ 269,200
Roads Administration	652,390
Roads Operating Expenses	564,050
Winter Control Operating Expenses	797,970
Municipal Drainage Operating Expenses	60,000
Street Lighting Operating Expenses	145,000
	<u>\$ 2,488,610</u>

PARKS, FACILITIES AND RECREATION SERVICES

Revenues	
Wilmot Recreation Complex Revenues	\$ 1,485,250
Park, Facility and Community Centre Rental Income	181,600
	<u>\$ 1,666,850</u>
Expenses	
Recreation Administration	\$ 811,875
Wilmot Recreation Complex Administration	1,570,690
Wilmot Recreation Complex Operating Expenses	965,920
Parks and Facilities Administration	666,930
Parks and Community Centre Operating Expenses	312,290
Municipal Facilities Operating Expenses	133,140
Abandoned Cemetery Operating Expenses	3,500
	<u>\$ 4,464,345</u>

CULTURAL SERVICES

Revenues	
Castle Kilbride Admissions & Events	\$ 51,080
Castle Kilbride/Heritage Wilmot Grant Funding	27,030
	<u>\$ 78,110</u>
Expenses	
Castle Kilbride Administration	\$ 266,180
Castle Kilbride Operating Expenses	48,400
Archives Operating Expenses	1,530
Heritage Wilmot Operating Expenses	9,220
	<u>\$ 325,330</u>

Township of Wilmot

2020 Operating Budget

PLANNING AND DEVELOPMENT SERVICES

Revenues

Planning Application Fees	\$	200,150
Business Licensing		4,000
	\$	<u>204,150</u>

Expenses

Planning	\$	233,560
Economic Development		55,000
	\$	<u>288,560</u>

Township of Wilmot

2020 User-Pay Budget

CEMETERY OPERATIONS

Revenues	
Cemetery User Fees	\$ 75,150
Cemetery Investment Income	8,000
	<u>\$ 83,150</u>
Expenses	
Cemetery Administration	\$ 21,750
Cemetery Operating Expenses	59,100
Transfer to Reserve Fund	2,300
	<u>\$ 83,150</u>

WATER AND SANITARY OPERATIONS

Revenues	
User Fees	\$ 6,031,958
Utilities Sales, Service Charges	77,350
	<u>\$ 6,109,308</u>
Expenses	
Water/Sanitary Administration	\$ 523,430
Water/Sanitary Operating Expenses	1,096,642
Regional Water Charges	1,446,000
Regional Sanitary Charges	2,058,802
Transfer to Reserve Funds	984,434
	<u>\$ 6,109,308</u>

BUILDING SERVICES

Revenues	
Building Permit Fees	\$ 657,130
	<u>\$ 657,130</u>
Expenses	
Building Administration	\$ 419,720
Building Operating Expenses	237,410
	<u>\$ 657,130</u>

Township of Wilmot

2020 Capital Budget

CAPITAL FUNDING

Capital Grants	
Kitchener Wilmot Hydro Grant	\$ 45,000
Federal Gas Tax	623,258
Ontario Community Infrastructure Fund	693,148
Municipal Modernization Funding Program	712,500
Investing in Canada Infrastructure Program	624,648
Zero Emission Vehicle Infrastructure Program	60,000
	<u>\$ 2,758,554</u>
Contributions from Other Municipalities	
City of Waterloo	\$ 50,000
Township of Woolwich	25,000
Township of Wellesley	25,000
Township of North Dumfries	25,000
	<u>\$ 125,000</u>
Other	
Contribution Benefitting Landowners	\$ 45,000
Trails Trust Fund	445,000
	<u>\$ 490,000</u>
Capital Transfers	
	<u>\$ 979,957</u>
Development Charges	
Infrastructure Reserve Fund - Facilities	\$ 303,000
Infrastructure Reserve Fund - Equipment	303,000
Infrastructure Reserve Fund - Transportation	303,000
Infrastructure Reserve Fund - Water	321,450
Infrastructure Reserve Fund - Sanitary	250,650
Infrastructure Reserve Fund - Cemetery	25,000
	<u>\$ 1,506,100</u>
Sale of Surplus, Redundant Assets	<u>\$ 72,000</u>
2020 Capital Financing Provided	<u>\$ 5,931,612</u>
Capital Expenditures Financed from General Levy	<u>\$ 1,777,484</u>
TOTAL CAPITAL FUNDING	<u>\$ 7,709,096</u>

Township of Wilmot

2020 Capital Program

GENERAL GOVERNMENT

Office of the Chief Administrative Officer	
Corporate Culture and Leadership Consulting Services	\$ 60,000
Joint Service Delivery Review (Phase I and Phase II)	\$ 100,000
	<u>\$ 160,000</u>
Information and Legislative Services	
2010 Bylaw Enforcement Vehicle (101-09)	\$ 39,000
Corporate Branding Exercise / Website Refresh	40,000
	<u>\$ 79,000</u>
Financial Services	
Asset Management Roadmap (Phase II, Phase III)	\$ 100,000
Community Benefits Charge Background Study	30,000
Internal Equity Maintenance Review Program	24,000
	<u>\$ 154,000</u>
Information Technology	
Annual Hardware and Software Upgrades	\$ 25,000
Municipal Accounting System/Software	150,000
Records Management Software	15,000
Building Permits Database Software Platform	85,000
Network Infrastructure Updates and Replacements	75,000
Cyber Security Strategy and Disaster Recovery Plan	35,000
Joint GIS Framework and Governance Review	35,000
Corporate Phone System Replacement	50,000
	<u>\$ 470,000</u>
Total General Government	<u>\$ 863,000</u>

PROTECTION TO PERSONS AND PROPERTY

Facilities	
Women's Washroom Renovation (incl. Showers)	\$ 30,000
Asphalt and Concrete Replacements	22,000
Replace Retaining Wall/Landscaping	12,000
	<u>\$ 64,000</u>
Vehicles	
Fire Prevention Vehicle (New)	\$ 60,000
Fire Chiefs Vehicle (Replacement)	60,000
Station 1 Pumper (Replacement) (P611)	725,000
	<u>\$ 845,000</u>
Other Equipment / Training	
Water/Ice Rescue Equipment (incl. Training)	\$ 15,000
First Aid, AED, CPR, O2 Certification	40,000
SCBA Replacement /Upgrades	145,000
	<u>\$ 200,000</u>
Total Protection to Persons and Property	<u>\$ 1,109,000</u>

Township of Wilmot

2020 Capital Program

TRANSPORTATION & ENVIROMENTAL SERVICES

Roads - Vehicles & Equipment	
Replace 2010 Single Axle Dump (303-10)	\$ 250,000
Replace 2011 Single Axle Dump (307-11)	250,000
Stripe/Stall/Template Painter Unit & Trailer	26,000
Replace/Upgrade 2010 4x4 Pickup (304-10)	80,000
Radar Speed Display Signs	35,500
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	\$ 641,500
Water/Sanitary - Vehicles & Equipment	
Trench Box Units (New)	\$ 31,000
Additional Funding - Replacement Service Vehicle (402-10)	22,000
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	\$ 53,000
Public Works - Studies	
Sanitary System Infiltration Study	\$ 125,000
Storm Water Infrastructure Master Plan and Rate Study	175,000
	<hr/>
	\$ 300,000
Engineering and Reconstruction c/w Underground	
Additional Funding - Wilmot Street (Church St.-Bleams Rd.)	\$ 310,600
Additional Funding - Church Street (Wilmot St.-Peel St.)	57,200
Notre Dame Drive Reconstruction	271,000
Greenwood Drive Reconstruction	80,000
	<hr/>
	\$ 718,800
Watermain / Sanitary Sewer Network	
Gingerich Road Watermain	\$ 95,000
Nafziger Road Watermain	25,000
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	\$ 120,000
Municipal Drains	
Drain Maintenance	\$ 50,000
Municipal Drain Database Update	15,000
	<hr/>
	\$ 65,000

Township of Wilmot

2020 Capital Program

TRANSPORTATION & ENVIROMENTAL SERVICES

Roads - Hot Mix Paving Program	
Elizabeth Street (Schneller Dr-275m west of Schneller Dr)	\$ 60,270
Schneller Drive (Snyder's Rd E-215m south of Snyder's Rd)	50,715
Queen Street (Bridge St-Oxford-Waterloo Rd)	168,000
	<hr/>
	\$ 278,985
Roads - Surface Treatment Program	
Carmel-Koch Road (Wilmot-Easthope Road to Nafziger Road)	\$ 46,200
Diamond Road (Bridge Street to Oxford - Waterloo Road)	121,695
Nafziger Road (Bleams Road to South End)	211,050
Wilmot Line (Erb's Road to Emergency Access)	22,260
Wilmot Line (Emergency Access to Wilby Road)	14,175
Wilmot Line (Wilby Road to ESL)	34,650
	<hr/>
	\$ 450,030
Roads - Sidewalks	
Sidewalk Repairs and Replacement Program	\$ 52,000
	<hr/>
	\$ 52,000
Roads - Gravel Pit	
Gravel Crushing	\$ 65,000
	<hr/>
Roads - Structures	
Guiderail Program	\$ 50,000
Oxford Road 5 Culvert Replacements	135,000
Bridge Street # 34/B-T9	137,500
	<hr/>
	\$ 322,500
Total Transportation & Environmental Services	<hr/>
	\$ 3,066,815

Township of Wilmot

2020 Capital Program

RECREATION AND CULTURAL SERVICES

Studies	
Updated Ice Needs Study	\$ 25,000
Vehicles and Equipment	
Replace WRC Main Floor Scrubber (ride-on)	\$ 17,000
New Parks Truck/Service Vehicle	40,000
	<u>\$ 57,000</u>
Facilities (General)	
CC Washroom Floors (NDCC, SACC, WRC Phase 1 upper + lower)	\$ 21,000
Dog Park (fencing, signage, waste receptacles, etc.)	61,600
Electric Vehicle Charging Stations	155,000
Provision for Recreation Floor Space*	695,581
	<u>\$ 933,181</u>
Wilmot Recreation Complex	
Additional Funding for Field Irrigation Works	\$ 41,500
Replace Gas Sensors (3-Gas)	\$ 22,000
Aquatic Centre Tile and Grouting	70,500
	<u>\$ 134,000</u>
New Hamburg Arena and Community Centre	
Repair Bolster Blocks, Rustproof Bolts at Trusses (arena interior)	\$ 15,000
Replace Round Banquet Tables (38)	16,000
	<u>\$ 31,000</u>
Wilmot Administration Complex	
Office Layout Design / Engineering / Renovations	<u>\$ 274,500</u>
Baden Parks and Facilities	
Washroom Renovations	<u>\$ 21,000</u>
Haysville Parks and Facilities	
Playground Component Replacement	<u>\$ 30,000</u>
Mannheim Parks and Facilities	
Subfloor/VCT Replacement	<u>\$ 22,500</u>
New Dundee Parks and Facilities	
Ball Diamond Outfield Fencing Repairs	<u>\$ 15,000</u>
New Hamburg Community Parks and Facilities	
Playground Component Replacement (Optimist Youth Park)	\$ 88,000
Additional Playground Feature (Constitution Park)	42,000
Structural Repairs to Equipment Storage Shed (Norm Hill)	15,100
Additional Artificial Sports Field Funding	425,000
	<u>\$ 570,100</u>

Township of Wilmot

2020 Capital Program

RECREATION AND CULTURAL SERVICES

St Agatha Community Parks and Facilities	
Additional Kitchen Renovation Funding	<u>\$ 17,000</u>
Active Transportation and Reforestation	
Sandhills Road Multi-Use Trail (Snyder's Rd E to 800m S of Gingerich)	\$ 380,000
Laschinger Woods South Trails	\$ 65,000
Annual Tree Planting Program	45,000
	<u>\$ 490,000</u>
Riverside Cemetery	
Mausoleum Repair (Stage 1)	<u>\$ 25,000</u>
Castle Kilbride	
Reproduce Historic Floor Covering	<u>\$ 15,000</u>
Total Recreation & Cultural Services	<u>\$ 2,670,281</u>

DEVELOPMENT SERVICES

Planning Studies	
Cultural Heritage Landscape Inventory	<u>\$ 10,000</u>
Total Development Services	<u>\$ 10,000</u>
TOTAL CAPITAL EXPENDITURES	<u>\$ 7,709,096</u>



REPORT NO: FIN 2020-12

TO: Council

SUBMITTED BY: Patrick Kelly, Director of Finance / Treasurer

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services
Erica Roden, Coordinator of Human Resources / Health & Safety

REVIEWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: HR Management Administrative Directive, and Governance Policy for Hiring Personnel

RECOMMENDATION:

THAT Council authorize the repeal of By-law 2001-61, being the Bylaw to Adopt an Employee Policy Manual and endorse Governance Policy #??? Being a policy for the Hiring of Employees; and further,

THAT Council receive the Administrative Directive on Human Resources Management, as approved by the Senior Management Team, for information purposes

SUMMARY:

Pursuant to Municipal Act, 2001, S. 270(1) Adoption of Policies, and given the on-going capacity growth from a Human Resources perspective internally at Wilmot, By-law 2001-61 originally established to adopt an Employee Policy Manual is no longer required, and further, will be replaced by an Administrative Directive for Human Resources Management (attached). This directive was approved earlier this quarter at the SMT level, and will provide the necessary guidance and oversight for Human Resources matters.

In addition, as per existing legislation, the municipality requires a Council approved policy for hiring of personnel, and has established the attached Governance Policy for Council approval.

BACKGROUND:

By-law No. 2001-61, being a By-Law to Adopt an Employee Policy Manual was approved by Council on November 13, 2001. This By-Law was in compliance with Section 115, Sub-Sections (1) and (2) of the Municipal Act, R.S.O., 1990, Chapter M. 45.

Over the past several years, the Township has developed and supported in-house full-time Human Resource personnel. Through the existing role, and the additional resource in 2020, the Township is well positioned to update corporate HR guidelines, that better align with the current and future working environment. These guideline will be reviewed and approved by the Senior Management Team (SMT), and communicated to all staff on a consistent basis.

REPORT:

The Township of Wilmot continues to streamline and update various internal processes and, as required, make adjustments based on best practices and updated legislation. In continuing our steps towards updating the HR function at the Township, staff are recommending that Council approve the repeal of By-Law 2001-61, to be in compliance with the current Municipal Act, 2001, S. 270(1) Adoption of Policies. The existing, outdated by-law limits the ability for administrative personnel to update and adjust HR guidelines to be in compliance and consistent with the modern working environment.

The Administrative Directive on Human Resources Management provides the high-level guidance and direction needed to ensure a robust and successful human resources program exists in Wilmot. This would follow a similar process and framework the Township's Corporate Health and Safety program, implemented in 2019.

As per the Municipal Act, Council is still required to adopt a hiring policy for the organization, and as such, staff have created the attached Governance Policy for Council consideration and approval. The approval of the proposed Governance Policy will support the internal development and maintenance of hiring procedures, and allow staff the ability to remain current, through best practices and legislative requirements.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

We are an engaged community through communicating municipal matters and strengthening customer service.

FINANCIAL CONSIDERATIONS:

The update and communication of updated Human Resource guidelines will be undertaken by in-house personnel, with support through third-party applications already deployed at the Township. As such, zero additional costs are anticipated at this time.

ATTACHMENTS:

Administrative Directive #

Governance Policy #

	Administrative Directive
	Section:
	Pg. 1 of 1
	HUMAN RESOURCES MANAGEMENT STATEMENT
Revision Date:	Issue Date: October 22, 2019
Approved by: Senior Management Team	Review Date: October 22, 2024
Document Owner: Corporate Services	Document Author: P. Kelly / E. Roden

PURPOSE

To provide guidance for the Township of Wilmot’s Human Resources Program and the continued commitment to fairness, equity, equality and inclusivity through effective Human Resources Management (HRM).

SCOPE

The Township of Wilmot is a municipal employer, whose mission is “to evolve and grow as a community of caring people, working together to build upon a sure foundation.”

People are the main resource in realizing our corporate mission. Therefore, Human Resources Management (HRM) is an integral part of our corporate strategy and an important responsibility.

The Township conducts diversified activities through several distinct departments and divisions, which report through their Director and the Chief Administrative Officer (CAO) to elected officials on Council. It is the responsibility of the Senior Management Team (SMT) to establish corporate HRM guidelines and to make sure these corporate guidelines are properly executed.

The HR division professionally supports the SMT, and it is the responsibility of each member of the SMT to hold departmental managers and supervisors, accountable for their HRM responsibilities. Through corporate guidelines, every manager and supervisor is responsible for HRM initiatives within their service area, with professional support being provided by the Human Resources and Health & Safety Coordinator or their designate.

The main objective of HRM Program is to evaluate and advocate individual needs while meeting organizational and legislative demands through defined recruitment processes, employment standards practices, health and safety guidelines and performance management systems.

The Township fosters leadership, individual accountability and teamwork. Our employees are professionals whose workplace behavior is result-oriented and guided by personal integrity to promote a psychologically safe work environment, free of workplace violence and harassment. Employees strive for the success of their own service areas, in the interest of the whole of the organization. In return, our employees can count on opportunities for individual and professional development, in an inclusive working environment.

We offer rewarding and challenging assignments with room for initiative. Our view is that individual and professional development motivates people and contributes to a flexible organization in which all positions are staffed by capable, accountable and committed employees.

	Governance Policy
	Section: ????
	GP # HR-??? Policy on the Hiring and Termination of Township of Wilmot Employees
Revision Date:	Issue Date: February 10, 2020
Approved by:	Review Date: February 10, 2025

PURPOSE

To ensure that the Township of Wilmot practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our business.

The Township of Wilmot has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner, regardless of age, gender, ethnicity/race, sexual orientation, or any other social or personal characteristics.

SCOPE

This policy applies to the hiring of all positions for the Corporation of the Township of Wilmot.

DEFINITIONS

Full time employee

- An employee who fills a continuing full-time position with Township of Wilmot, and;
- Who is regularly scheduled to work 52 weeks of the year, including paid vacations and;
- Who works the normal full-time hours per week for their classification

Part time employee

- An employee who fills a continuing part-time position with Township of Wilmot, and;
- Who is regularly scheduled to work up to 52 weeks of the year, including vacations, and;
- Who works on a regular pre-determined basis less than the normal full-time hours per week for their classification

Contract employee

- Employment for a specific period of time and with specific terms of employment outlined in the employment contract. Contract employees may have full-time or part-time hours of work.

Relative

- In staffing matters, “relative” is deemed to include first degree family relationships such as a spouse (either through marriage or common law), same-sex partner, father, mother, brother, sister, son, daughter, step-mother, step-father, step-son, step-daughter, and second degree relationships which shall include, current in-laws, grandparent, grandchild, aunt, uncle, niece or nephew

STANDARDS AND PROCEDURES

GENERAL

The Township of Wilmot is an equal opportunity employer and every effort is made to make the recruitment process accessible to all qualified candidates. The Township will attempt to provide reasonable accommodation for known disabilities for an applicant or employee if requested.

Employment accommodations are assessed and delivered on an individual basis for applicants who make their needs known. Each situation must be considered individually in order to assess appropriate accommodations. Requests for employment accommodations will be dealt with quickly and effectively in order to ensure employees can fully participate in all aspects of employment and recruitment.

Individuals with disabilities will be accommodated in ways that respect their dignity, independence and right to privacy in the workplace. All information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of meeting accommodation requirements

NEW POSITIONS

New positions must first be approved in the annual budget before any action is taken by the department towards posting and hiring.

Newly created positions will first be presented to the Senior Management Team for review. Such presentation will include the Level of Service Staffing Request and completed HRF-010 Job Description.

Upon approval of the position by the Senior Management Team, Human Resources will submit the approved Level of Service to an independent HR Consulting firm to perform a benchmark assessment on the proposed position, and recommend a compensation structure for the new position.

EXISTING POSITIONS / PROMOTIONS / TRANSFER

If an employee has completed their probationary period with the Township of Wilmot, they are eligible to apply for all internal job postings.

Any part time employee is eligible to apply for all internal job postings.

The Township will consider internal candidates prior to establishing interviews for applications from external candidates.

In order to be selected for an internal position, an employee must meet the same standard of qualification as external candidates.

POSTING REQUIREMENTS

The Human Resources Division will generate HRF-011 Job Posting, based on the criteria defined in the current Job Description. The posting will be in compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and its regulations.

All job postings will be posted internally for a period of five (5) business days and will be communicated via email from Human Resources.

In the event that internal applicants are not received, or if they do not meet the requirements set out in HR-001 Position Education and Experience Requirements, an external search will be conducted; this search may be concurrent to the internal posting timeline at the discretion of the Department Head.

HIRING OF RELATIVES

The Township will allow qualified family members to work at the Township of Wilmot, provided that they are in not a direct reporting relationship.

If employees marry or become members of the same household after becoming employed by the Township of Wilmot, they may continue their employment provided there is not:

- a direct or indirect reporting relationship between the two employees, or
- an actual conflict of interest, or the appearance of a conflict of interest.

If one of the above situations occurs, the Township of Wilmot and employee will ensure reporting relationships are updated, in a timely manner, to ensure consistent application of this policy.

SELECTION AND INTERVIEWS

The selection and interview process will be fair and equitable, and follow the procedures outlined in Interview and Screening Guideline(s) provided by Human Resources.

Human Resources will schedule interviews with the selected candidates.

Interviews will be conducted by a selection committee consisting of the hiring department head and/or their designate(s), and Human Resources.

All candidates to be interviewed will be required to provide, a list of three (3) references. Permission to contact references is required from the applicant. Applicants who are unable to furnish references will be disqualified.

Following the selection committee interview and selection of a preferred candidate, Human Resources will contact the references provided and report the results of the investigation to the hiring manager before any offer of employment.

Once a qualified candidate has been identified, the hiring manager, in conjunction with Human Resources, shall make the offer of employment to the successful candidate in writing, and upon

acceptance, advise all other interviewees they were not successful. All correspondence and offers will be discussed with the CAO prior to issuance.

All positions shall have a minimum three (3) month probationary period except for contract positions, and may be extended at the discretion of the hiring department head and Human Resources. Contract positions will expire on the specified end date. An offer of permanent employment may occur at the end of a contract, subject to approval by the Department Head, and budgetary allocations.

The department head / Human Resources in conjunction with the Chief Administrative Officer will advise Council of filled positions for information purposes only.

FIRE DEPARTMENT

The Fire Chief / designate and Human Resources will prepare a recruitment package.

Information on the recruitment process will be advertised on a variety of physical and digital platforms, the Township of Wilmot website, and provided at an information session.

Applicants will be selected at the discretion of the Fire Chief.

DEPARTMENT HEADS / FIRE CHIEF

The hiring process for the positions of Department Head and Fire Chief shall be the responsibility of the Chief Administrative Officer, who may consult Council in the selection process.

CAO

The hiring process for the positions of Chief Administrative Officer shall be responsibility of Council. The interview panel will consist of the Mayor and two other members of Council.

TERMINATIONS

Voluntary

Voluntary terminations are due to voluntary resignation by the employee. In the event of a voluntary termination of employment, managers should attempt to retain the employee if it is in the best interests of The Township of Wilmot. If this is not possible, an exit interview will be conducted by Human Resources prior to their last day of employment and the findings will be communicated to the Department Supervisor / Manager / Director as needed.

All Resignations should be confirmed in writing by the employee and accepted in writing by the employee's department, in writing, as soon as possible after receipt. Employees should provide at minimum three (3) weeks' working notice when providing their resignation unless another amount has been established in their employment agreement.

Involuntary

Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoff due to reduction or reorganization of the work force, or failure to meet the expectations of the corporation. Involuntary terminations may be in the form of layoffs or dismissal with or without cause.

Job abandonment is a form of just-cause dismissal and refers to an employee's failure to report back to work after three consecutive business days missed without prior notice to a supervisor.

All dismissals with cause shall be done in consultation with Legal, and approved by the Department Head and CAO prior to dismissal.

Termination of employment will always be a last option. The Township of Wilmot will take an employee's service record and any issued HRF-009 Employee Coaching into consideration before any involuntary termination. Where possible, The Township of Wilmot will explore alternatives within the company before termination.

With the exception of termination of employment due to layoff, position elimination, lack of work, or other non-performance related rationale, if an employee is involuntarily terminated, they may not be eligible for rehire.

RESPONSIBILITIES

Supervisor/Manager/Director:

- Monitor and review Level of Service requirements for department/divisions
- Draft justification for Level of Service adjustments
- Draft job descriptions for new Levels of Service
- Participate on selection committee for hiring of new positions and replacement staffing

Coordinator of Human Resources / Health & Safety:

- Ensure all legal requirements under ESA, AODA are met through all aspects of the hiring and termination process

HR Consultant:

- Provide expert independent / third-party analysis and recommendations of the job evaluation and education / experience ratings for new positions

CAO:

- Provide final approval of the job evaluation and education and experience requirements for all positions

COMMUNICATION

This governance policy will be included within the Corporate Human Resources Program, for all staff to review and consult, as needed.



TOWNSHIP OF WILMOT

PUBLIC WORKS & ENGINEERING Staff Report

REPORT NO: PW 2020-02

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

PREPARED BY: Mark Jeffery, C.E.T., Senior Engineering Technologist

REVIEWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: Water Supply Access Agreements with
Township of Perth East
Township of East Zorra-Tavistock

RECOMMENDATION:

THAT the Water Supply Access Agreement with the Township of Perth East and the Township of East Zorra-Tavistock, be received for information;

THAT the Mayor and Clerk be authorized to execute the agreements.

SUMMARY:

The Township of Wilmot is being asked to update and renew an existing agreement for access to water supply from Wilmot's municipal system for fire fighting purposes. The Fire departments of the Township of Perth East and the Township of East Zorra-Tavistock have requested to have access to Wilmot's municipal water supply for emergency supply purposes only, if needed.

BACKGROUND:

The Water Supply Access Agreement is in place to allow the Fire Services of Perth East and East Zorra-Tavistock access to have a reliable water source in New Hamburg for the purpose of filling fire tanker trucks during a fire event.

Prior to 2015, an informal arrangement existed between the Townships allowing access to the New Hamburg water supply when the Fire Services required a water source in close proximity to Wilmot's western border.

In February 2015, a formal agreement was created and Council authorized the agreement to be entered into. This agreement, which contained a 5-year term, expired on December 31, 2019.

With the execution of the new agreement, Wilmot's water supply will continue to benefit our neighbour's of Perth East and East Zorra-Tavistock by providing a reliable and accessible water supply for their Fire Services to rely on in the event an additional water source is required.

REPORT:

The attached Water Supply Access Agreement has been prepared and reviewed by staff. The agreement was then circulated to the Township of Perth East and East Zorra-Tavistock for review and comment in December with minor edits being requested.

The wording in the two agreements is essentially the same for both Townships, with the exception being the term of agreement. The Township of Wilmot and East Zorra-Tavistock agreed to a 20-year agreement being renewed every 5 years, where the Township of Perth East requested a 10-year agreement, renewing once after 5 years. The agreement may be terminated by either Township upon providing ninety (90) days written notice to the other Township.

Payment for water usage will be based on the water supplied to the fire services of the adjoining township at the time of use. The invoice will be based on the water usage and the current residential water rate as identified in Wilmot's Fees and Charges By-Law.

The Township of Perth East and East Zorra-Tavistock are also responsible for all costs associated with any damage caused to Wilmot's roads or infrastructure while accessing the water supply location.

The Council of Perth East and East Zorra-Tavistock have authorized the signing of Water Supply Access Agreement on December 17, 2019 and December 18, 2019, respectively.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

FINANCIAL CONSIDERATIONS:

There are no financial impacts with regards to this agreement as all costs for water usage will be invoiced to the applicable Township.

ATTACHMENTS:

Attachment 1: Water Supply Access Agreement – Township of Perth East

Attachment 2: Water Supply Access Agreement – Township of East Zorra-Tavistock

WATER SUPPLY ACCESS AGREEMENT

This Agreement made this _____ day of _____, 2020.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WILMOT
(hereinafter called "Wilmot")

- and -

THE CORPORATION OF THE TOWNSHIP OF PERTH EAST
(hereinafter called the "Perth East")

WHEREAS Section 20 of the Municipal Act, 2001, S.O. 2001, C 25, as amended, authorizes a municipality to enter into an agreement with one or more municipalities or local bodies to jointly provide, for their own benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS the Township of Wilmot is agreeable to enter into an Agreement with the Township of Perth East to access the Township of Wilmot's water supply for fire fighting purposes;

AND WHEREAS the parties hereto wish to set out their respective rights and obligations regarding the provision of water supply for fire fighting purposes;

NOW, THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant and agree as follows:

1. Wilmot hereby grants onto Perth East, the right to access its water supply in the Township of Wilmot (herein referred to as the "Water Supply Location") for firefighting purposes, on an on-going and as-needed basis during the term of this Agreement.
2. In the event that Perth East requiring access to the Water Supply Location, pursuant to this Agreement, Perth East Fire Department shall;
 - i. contact Wilmot's Utility Manager or Designate at 519-778-0473;
 - ii. only access the water supply at the location(s) identified on Figure 1 and Figure 2, attached hereto;
 - iii. and, at the conclusion of the water supply usage, will supply Wilmot with the total water usage (cu.m or imp. gal), start and end time/date for use of the water supply. This information is to be forwarded to the following email: publicworks@wilmot.ca.

3. Payment for water usage, by Perth East, shall be within 30 days of the receipt of an invoice from Wilmot. The rate for water usage shall be the current residential water rate which, shall be subject to annual revisions as approved by Council, and as identified in Wilmot's Fees and Charges By-Law.
4. Perth East shall be responsible for all costs to repair any damage caused to infrastructure, roadway or plant located on or under any road allowance owned by Wilmot, while accessing Water Supply Location, during the term of this agreement.
5. Perth East shall indemnify and save harmless Wilmot from any and all liabilities, damages, costs, claims, suits or actions arising out of Perth East access of the Water Supply Location unless the damages, costs, claims, suits or actions were the result of Wilmot's negligence and this indemnity shall survive the expiry or early termination of this agreement.
6. The Water Supply Location(s) identified on Figure 1 and Figure 2, attached hereto, or instructions on use, may be changed from time to time by Wilmot during the term of this Agreement by forwarding written notice to Perth East, no later than 10 working days prior to the planned change.
7. The term of this Agreement shall be for five (5) years commencing on January 1, 2020. This Agreement may be terminated by either party upon providing ninety (90) days written notice to the other party.
8. This Agreement will automatically renew for successive five (5) year terms, for up to 10 years, unless either Party decides that it does not wish to renew the Agreement set forth hereunder before the expiration of the Initial Term, as applicable, by notifying the other Party in writing at least six (6) months before the completion of the Initial Term.
9. Perth East shall obtain and maintain comprehensive general liability insurance coverage which:
 - i. covers claims and expenses for liability for personal injury, bodily injury and property damage which may arise from Perth East access of the Water Supply Location pursuant to the Agreement, in an amount not less than Five Million Dollars (\$5,000,000.00) per occurrence; If comprehensive general liability insurance coverage requirements increase, notice will be forwarded in writing at least six (6) months before the completion of a Term. Such amendments will be made by addendum to this agreement and executed by both parties.
 - ii. names Wilmot as an additional insured; and
 - iii. contains cross liability and severability of interest clauses.
10. Prior to the execution of this Agreement, Perth East shall provide to Wilmot, in a form acceptable to Wilmot, a certificate of insurance with respect to the insurance to be provided by Perth East pursuant to the paragraph above and thereafter, Perth East shall

provide Wilmot with evidence of all renewals of the insurance in a form acceptable to Wilmot during the term of this agreement and in all successive terms.

11. Any notice or other document required to be given to either party under this Agreement shall be sufficiently given if delivered or mailed postage prepaid to the addresses below. Such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, three business days after it was delivered to the post office.

Perth East:

Fire Chief
Perth East Fire Department
25 Mill Street East
Milverton, ON N0K 1M0
Tel: 519-595-2800
Fax: 519-595-2801

Wilmot:

Director of Public Works &
Engineering or Designate.
Township of Wilmot
60 Snyder's Road West
Baden, Ontario N3A 1A1
Tel: 519-634-8444
Fax: 519-634-5044

12. Any notice or other document may also be given by prepaid registered mail to the above addresses and such notice shall be effective five (5) business days following the date of mailing, except in the event that there shall be a disruption in postal services at the date of mailing, in which case notice shall only be effective by personal delivery or a facsimile transmission as stated above.
13. This Agreement shall be governed by the laws of the Province of Ontario and all federal laws of Canada applicable therein.
14. Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so shall not constitute a waiver of those rights, powers or remedies. The single or partial exercise of a right, power or remedy shall not prevent its subsequent exercise or the exercise of any other right, power or remedy.
15. If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect.
16. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. Neither party may assign all or any part of this Agreement without the written approval of the other party.
17. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF the Township of Wilmot has executed and delivered this Agreement as of the _____ day of _____ 2020.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Les Armstrong
Mayor

Dawn Mittelholtz
Director of Clerk's Services

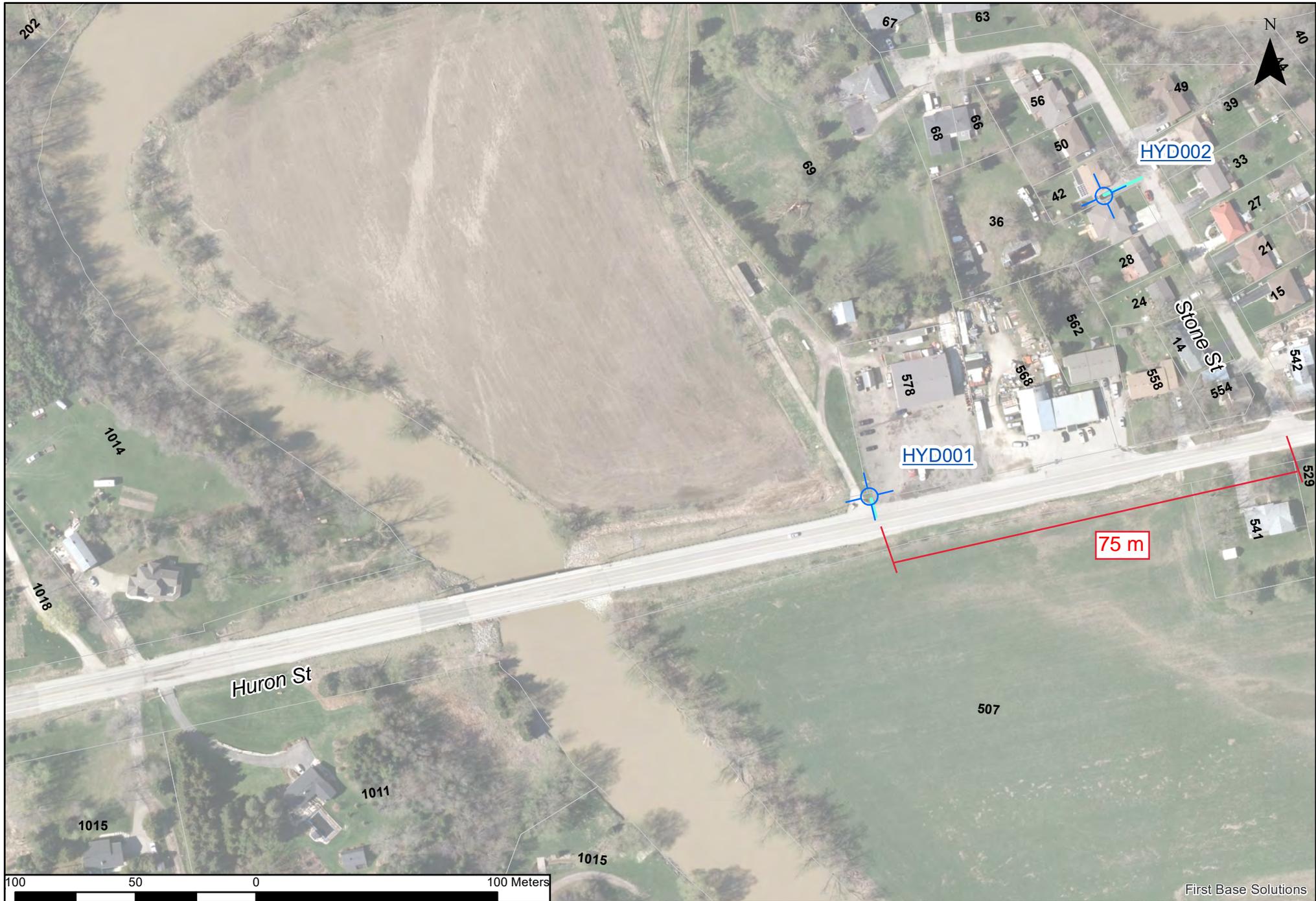
IN WITNESS WHEREOF the Township of Perth East has executed and delivered this Agreement as of the _____ day of _____ 2020.

THE CORPORATION OF THE TOWNSHIP OF PERTH EAST

Rhonda Ehgoetz
Mayor

Ashley Carter
Municipal Clerk

Figure 1 - HYD1 Huron St - New Hamburg



Attachment 2

WATER SUPPLY ACCESS AGREEMENT

This Agreement made this _____ day of _____, 2020.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WILMOT
(hereinafter called "Wilmot")

- and -

THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA – TAVISTOCK
(hereinafter called the "East Zorra-Tavistock")

WHEREAS Section 20 of the Municipal Act, 2001, S.O. 2001, C 25, as amended, authorizes a municipality to enter into an agreement with one or more municipalities or local bodies to jointly provide, for their own benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS the Township of Wilmot is agreeable to enter into an Agreement with the Township of East Zorra – Tavistock to access the Township of Wilmot's water supply for fire fighting purposes;

AND WHEREAS the parties hereto wish to set out their respective rights and obligations regarding the provision of water supply for fire fighting purposes;

NOW, THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant and agree as follows:

1. Wilmot hereby grants onto East Zorra - Tavistock, the right to access its water supply in the Township of Wilmot (herein referred to as the "Water Supply Location") for firefighting purposes, on an on-going and as-needed basis during the term of this Agreement.
2. In the event that East Zorra - Tavistock requiring access to the Water Supply Location, pursuant to this Agreement, East Zorra - Tavistock Fire Department shall;
 - i. contact Wilmot's Utility Manager or Designate at 519-778-0473;
 - ii. only access the water supply at the location(s) identified on Figure 1 and Figure 2, attached hereto;
 - iii. and, at the conclusion of the water supply usage, will supply Wilmot with the total water usage (cu.m or imp. gal), start and end time/date for use of the water supply. This information is to be forwarded to the following email: publicworks@wilmot.ca.

3. Payment for water usage, by East Zorra - Tavistock, shall be within 30 days of the receipt of an invoice from Wilmot. The rate for water usage shall be the current residential water rate which, shall be subject to annual revisions as approved by Council, and as identified in Wilmot's Fees and Charges By-Law.
4. East Zorra - Tavistock shall be responsible for all costs to repair any damage caused to infrastructure, roadway or plant located on or under any road allowance owned by Wilmot, while accessing Water Supply Location, during the term of this agreement.
5. East Zorra - Tavistock shall indemnify and save harmless Wilmot from any and all liabilities, damages, costs, claims, suits or actions arising out of East Zorra-Tavistock access of the Water Supply Location unless the damages, costs, claims, suits or actions were the result of Wilmot's negligence and this indemnity shall survive the expiry or early termination of this agreement.
6. The Water Supply Location(s) identified on Figure 1 and Figure 2, attached hereto, or instructions on use, may be changed from time to time by Wilmot during the term of this Agreement by forwarding written notice to East Zorra -Tavistock, no later than 10 working days prior to the planned change.
7. The term of this Agreement shall be for five (5) years commencing on January 1, 2020. This Agreement may be terminated by either party upon providing ninety (90) days written notice to the other party.
8. This Agreement will automatically renew for successive five (5) year terms, for up to 20 years, unless either Party decides that it does not wish to renew the Agreement set forth hereunder before the expiration a Term, as applicable, by notifying the other Party in writing at least six (6) months before the completion of a Term.
9. East Zorra - Tavistock shall obtain and maintain comprehensive general liability insurance coverage which:
 - i. covers claims and expenses for liability for personal injury, bodily injury and property damage which may arise from East Zorra - Tavistock access of the Water Supply Location pursuant to the Agreement, in an amount not less than Five Million Dollars (\$5,000,000.00) per occurrence; If comprehensive general liability insurance coverage requirements increase, notice will be forwarded in writing at least six (6) months before the completion of a Term. Such amendments will be made by addendum to this agreement and executed by both parties.
 - ii. names Wilmot as an additional insured; and
 - iii. contains cross liability and severability of interest clauses.
10. Prior to the execution of this Agreement, East Zorra – Tavistock shall provide to Wilmot, in a form acceptable to Wilmot, a certificate of insurance with respect to the insurance to be provided by East Zorra – Tavistock pursuant to the paragraph above and thereafter,

East Zorra – Tavistock shall provide Wilmot with evidence of all renewals of the insurance in a form acceptable to Wilmot during the term of this agreement and in all successive terms.

11. Any notice or other document required to be given to either party under this Agreement shall be sufficiently given if delivered or mailed postage prepaid to the addresses below. Such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, three business days after it was delivered to the post office.

East Zorra - Tavistock:

Fire Chief
East Zorra - Tavistock Fire
Department
260 Woodstock St S.
Tavistock, ON N0B 2R0
Tel: 519-496-2697 / 229
Fax: 519-462-2961

Wilmot:

Director of Public Works &
Engineering or Designate.
Township of Wilmot
60 Snyder's Road West
Baden, Ontario N3A 1A1
Tel: 519-634-8444
Fax: 519-634-5044

12. Any notice or other document may also be given by prepaid registered mail to the above addresses and such notice shall be effective five (5) business days following the date of mailing, except in the event that there shall be a disruption in postal services at the date of mailing, in which case notice shall only be effective by personal delivery or a facsimile transmission as stated above.
13. This Agreement shall be governed by the laws of the Province of Ontario and all federal laws of Canada applicable therein.
14. Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so shall not constitute a waiver of those rights, powers or remedies. The single or partial exercise of a right, power or remedy shall not prevent its subsequent exercise or the exercise of any other right, power or remedy.
15. If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect.
16. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. Neither party may assign all or any part of this Agreement without the written approval of the other party.
17. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF the Township of Wilmot has executed and delivered this Agreement as of the _____ day of _____ 2020.

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Les Armstrong
Mayor

Dawn Mittelholtz
Director of Clerk's Services

IN WITNESS WHEREOF the Township of East Zorra - Tavistock has executed and delivered this Agreement as of the _____ day of _____ 2020.

THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA – TAVISTOCK

Don McKay
Mayor

Will Jaques
Corporate Services Manager

Figure 1 - HYD1 Huron St - New Hamburg



Figure 2 - HYD150 Haysville Road - New Hamburg





TOWNSHIP OF WILMOT

FACILITIES & RECREATION SERVICES *Staff Report*

REPORT NO: 2020-002

TO: COUNCIL

SUBMITTED BY: Scott Nancekivell, Director of Facilities & Recreation Services

PREPARED BY: Lacey Smith, Recreation Programmer

REVIWED BY: Grant Whittington, CAO

DATE: February 10, 2020

SUBJECT: Recreation Programming Update

RECOMMENDATION:

That Report FRS 2020-002 be received for information.

SUMMARY:

Programming opportunities will continue to be expanded based on the findings of the recreation programming survey, and in accordance with the projected timelines contained within the approved 2017 Parks, Facilities and Recreation Services Master Plan.

BACKGROUND:

In the fall of 2017, the New Hamburg Neighbourhood Association disbanded and cancelled their fall program session. Township of Wilmot staff recognized that a gap needed to be filled for children's programs and services, and wanted to reach out to the community for their input.

Since then, there have been numerous inquiries related to creating more program opportunities for children and youth based on the gap in services. Other local agencies including Personally Fit, Innovative Dance, Centre Stage Dance Studio, Wilmot Family Resource Centre, and

Interfaith Community Counselling Centre have created some additional opportunities for children and youth, however, the community is still requesting more from the Township.

A survey was created to collect data, using the inquiries as a guide to creating the questions. Using the online Survey Monkey platform, the survey was created and distributed to local user groups, minor sports associations, and local businesses using social media platforms.

REPORT:

In 2017 the Recreation and Services Master Plan was approved. Elements of the plan were intended to serve as a road map for recreational program opportunities moving forward. However, since then there has been a need for updated community feedback on program offerings based on the absence of the New Hamburg Neighbourhood Association. Due to the changes affecting programming opportunities for children, a program data survey was created. An online survey was circulated, asked a series of questions around demographics, current program knowledge and participation, what programs could be added, potential for partnerships within the community, and requesting feedback on the best timeslots for programs to be offered.

From the survey questions, focus group questions were altered to generate more conversation around programming. Nine Community focus groups were scheduled around 3 age categories; Children & Families, Youth, and Adults & Seniors. The results provided a clear sense of direction for the Recreation Programmer, with respect to each of the five specified age groups including, children (0-12), Youth (13- 24), Adults, (25-54), Families, and Seniors (55+).

With the combined information from the above documents, staff are developing a plan that will allow for enhanced recreational program offerings. For example, the Fall 2019 session introduced some new programs and partnerships for Gymnastics, Dance, Video Game Design, and Youth programs including workplace skill development workshops and a Drop-In Art program. We have also been able to expand on program offerings through the use of volunteer positions like our Athletic Engagement Facilitators who are currently over-seeing the Pickleball programs for both youth and adults.

We are also heading into the homestretch for the 2020 Youth Friendly Community application with Parks and Recreation Ontario, which would re-new our current designation until 2023. This project has brought together youth service and program provider information into a central hub to highlight opportunities for youth, here in Wilmot.

As we continue to move forward, we will be exploring the expansion of programming options for children, youth and families, as well as continue our current program offerings including recreation drop in Centre's, roller skating in the spring, and full and half day camp opportunities for the 2020 summer.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

In line with the Parks, Facilities and Recreation Services Master Plan (2017), we have observed that participation in recreation programs continues to be strong. Feedback directly from our survey noted that “respondents were least satisfied with ...recreation opportunities for teens (13-18), which may suggest that there is a gap in service for this age segment. We will address this age group based on the responses in both survey’s and through the “youth voice” of the Youth Action Council. Both the findings from the Parks, Facilities and Recreation Services Master and from our Programming Data Analysis will create our programming targets moving forward.

We will also explore options to reach outside of the Wilmot Recreation Complex for “the implementation of programming in other settlements within the Township, which could develop a stronger sense of belonging, and boost community engagement.

It was also note that as programs expand, the Recreation Programmer will require additional resources. Recommendation #44 of the Parks, Facilities and Recreation Services Master Plan states that contingent upon community growth rates, an additional recreation programmer will be required to address the recreational needs of key demographic segments of the population base. Initially, the position will be required on a part-time basis in the medium term (2020-2022), and should be transitioned into a full-time position by the end of the master plan period (2023-2026+).

FINANCIAL CONSIDERATIONS:

Currently, all recreational program opportunities operate on a cost recovery basis, ensuring that minimum enrollment numbers are met before a program is given permission to proceed. Staff intend to continue using this model for all new program offerings.

ATTACHMENTS:

Appendix

Data Analysis – Executive Summary

Data Analysis – Executive Summary

Overall Total Number of Completed Surveys = 139

Current Participation: Total and # Currently Involved in Programs

Children (0 – 12): Total Surveys 52 – Currently Involved 48

Youth (13 – 24): Total Surveys 10 – Currently Involved 8

Adults (25 - 54): Total Surveys 25 – Currently Involved 20

Families: Total Surveys 21 – Currently Involved 21

Seniors (55+): Total Surveys 31 – Currently Involved 26

Current Participation: Top 5 Programs

Children (0 – 12): Sports, Lessons, Fitness, Holiday Events, & Dance

Youth (13 – 24): Sports & Fitness

Adults (25 - 54): Fitness, Sports, Workshops, Speakers, & Leagues

Families: Sports, Fitness, Drop-in, Lessons, Reading, & Early Years

Seniors (55+): Fitness, Sports, Drop-in

Future: Total and # Responded with Suggestions

Children (0 – 12): Total Surveys 52 – Responded with Suggestions 50

Youth (13 – 24): Total Surveys 10 - Responded with Suggestions 10

Adults (25 - 54): Total Surveys 25 - Responded with Suggestions 22

Families: Total Surveys 21 - Responded with Suggestions 20

Seniors (55+): Total Surveys 31 - Responded with Suggestions 27

Future: Top 5 Programs

Children (0 – 12): Fitness, Drop-in, Music, Dance, & Sports

Youth (13 – 24): Sports, Fitness, Art, Martial Arts, & Workshops

Adults (25 - 54): Fitness, Sports, Food, Workshops, & Holiday Events

Families: Intergenerational Programs, Sports, Music, Fitness, & Workshops

Seniors (55+): Fitness, Health Care, Speakers, Food & Nutrition, & Cards

Time of Day Preferences: Weekdays

Children (0 – 12): 1. Evening (22) 2. After School (18) 3. Morning (10)

Youth (13 – 24): 1. Evening (6) 2. After School (4)

Adults (25 - 54): 1. Evening (14) 2. After School (4) 3. Morning (4)

Families: 1. Evening (12) 2. After School (6) 3. Morning (3)

Seniors (55+): 1. Morning (18) 2. Any other time (1) each

Time of Day Preferences: Weekends

Children (0 – 12): 1. Morning (42) 2. Afternoon (9) 3. Evening (1)

Youth (13 – 24): 1. Morning (6) 2. Afternoon (4)

Adults (25 - 54): 1. Morning (13) 2. Early Morning (4) 3. After School (4)

Families: 1. Morning (12) 2. Early Morning (5) 3. Afternoon (4)

Seniors (55+): 1. Morning (17) 2. Afternoon (4) 3. Evening (4)



TOWNSHIP OF WILMOT

DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS 2020-004

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: February 10, 2020

SUBJECT: Release of Agreement
Instrument Number 988117
3 Redford Drive, Petersburg

RECOMMENDATION:

That, Council authorize the Mayor and Clerk to execute and register the release of Agreement registered as Instrument Number 988117.

SUMMARY:

Instrument Number 988117 is an agreement that was registered as a condition of consent when 3 Redford Drive was severed from 1243 Notre Dame Drive in 1989. The agreement was required to secure the construction of an extension of Redford Drive as well as to set out requirements related to access and lot grading and drainage approvals for the severed lot.

BACKGROUND:

During a recent real estate transaction the solicitor for the purchaser of 3 Redford Drive identified that this agreement had not been released.

REPORT:

While the agreement does not contain specific provisions with respect to the timing of its release, upon review of the request staff have confirmed that the agreement is no longer required.

Given the extension of Redford Drive was constructed and the property was developed more than 30 years ago, release of the agreement is appropriate at this time.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The use of agreements during development processes provides for the logical and orderly development of the community.

Releasing those easements, when they are no longer required, through the public forum of Council promotes transparency of decision making.

FINANCIAL CONSIDERATIONS:

The application fees to release an agreement, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application. Any additional fees associated with the registration of the release will be borne by the applicant.

ATTACHMENTS:

None.

A large yellow sign for the Township of Wilmot, featuring a central illustration of a building and the text 'TOWNSHIP OF WILMOT' at the top and 'KILBRIDE' at the bottom. The sign is set against a background of a building and flags.

Annual Report

Township of Wilmot – June 1, 2018 to May 31, 2019



Waterloo Area
Municipal Ombuds Office

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THE OMBUDSMAN'S MESSAGE

This Report is the third we have made to Council in Wilmot. The Waterloo Area Municipal Ombuds Office began operation on September 1, 2016 and provides service to the Region, the Cities of Cambridge and Waterloo and the Townships of Wilmot, and Woolwich. This reporting period runs from June 1, 2018 to May 31, 2019, a period of twelve (12) months.

The Ombuds Advisory Committee meets periodically when there are business issues to discuss or to receive the Annual Report.

The office received one (1) inquiry and one (1) complaint between June 1, 2018 and May 31, 2019, which is one less than last year. An inquiry is where the office determines either that it lacks jurisdiction or refers a matter back to the Township because it is premature. A complaint is where the initial view of the matter indicates it is within jurisdiction and the Complainant files a Complaint, Consent and Confidentiality Form, allowing us to take the matter up with a municipal official.

We are somewhat disappointed that we did not see more growth this year. Typically, as people use the office word gets out and we see volume build over time. I do not feel that this is cause for concern, just something to keep an eye on.

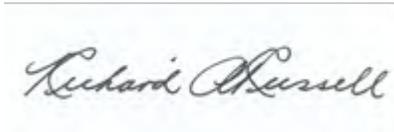
The inquiry was from a resident who was unhappy with the care a relative was receiving in a nursing home. Nursing homes are provincially regulated. A referral was made to the Ministry of Health and Long-Term Care.

One (1) matter was the subject of formal Complaints. A property owner complained that his neighbour's land use was interfering with his peaceable enjoyment of his property. He was also concerned that the Township lacked a bylaw to regulate the specific land use in question. There was a complaint that proper enforcement was not being done. We convened a mediation. Agreements arrived at ultimately did not hold. We provided our initial view and the file was closed.

The cases we intervened in were sometimes resolved through establishing lines of communication. On many occasions, Rose Bowden, the Early Resolution Consultant, or I were able to facilitate agreement, in others we provided an Initial View letter which set out how we saw the matter based on the evidence available to us. This provided the parties with an objective frame of reference and often assisted in resolving matters.

Looking forward for the upcoming year, I will be meeting with the Ombuds Advisory Committee (the municipal Clerks) about how we can improve the profile of the Office. Our Office will offer front line and supervisory conflict management training to assist in the resolution of issues at the earliest possible time.

The Waterloo Area Ombuds Office will look for ways to ensure that the Office is accessible, useful and relevant to the residents of Wilmot Township.

A rectangular box containing a handwritten signature in cursive script that reads "Richard A. Russell".

Richard A. Russell B.A., LL.B., C. Med. C. Arb.
Ombudsman, Waterloo Area Municipal Ombuds Office

ABOUT OUR OFFICE

Waterloo Area Municipal Ombuds Office

What is an Ombudsman?

An ombudsman is an Officer of Council responsible for looking into whether administrators are properly applying the by-laws and policies of the municipal corporation. While the ombudsman has no power to overturn decisions, they do make recommendations and can bring matters to the highest levels of the Region for consideration.

The ombudsman has the authority to consider complaints that administrators are misusing their power, failing to use their discretion or acting unfairly. They will conduct a thorough and fair investigation and make findings based on evidence.

An ombudsman will also provide information and guidance to citizens and work between Regional administration and individuals to solve problems informally when possible.

An ombudsman provides an Annual Report to Council with recommendations for any changes to policies or practices that he or she feels are needed.

Jurisdiction

The Waterloo Area Municipal Ombuds Office derives its legal authority from the Ombudsman Act of Ontario, which under section 14 (4.3) sets out the jurisdiction of the municipal Ombudsman. In effect the Municipal Ombudsman has all of the same rights to investigate as would the Provincial Ombudsman.

Our Philosophy

“Partnering With”, rather than “Oversight Of” is the service orientation that we have sold. We view Complaints as a Resource that municipalities can learn and grow from. We are remedial and not punitive in our orientation toward the institutional clients.

Scope of Services

Matters that ARE within the Ombuds' Mandate to Investigate are:

1. Where the Region/City or Township has not followed appropriate procedures in arriving at a decision;
2. Where the Region/City or Township has acted in a way that is contrary to its own rules, procedures or By-laws;
3. Where the Region/City or Township has made a decision that is outside of its powers to make;
4. Where the Region/City or Township has failed to take a specific action that it is required to under its rules, procedures or By-laws;
5. Any decision or recommendation made, act done or omitted to be done in the course of the administration of the Region/City or Township, so long as it does not fall under the list of matters that are *not within our mandate to investigate (see below)*.

Matters that are NOT within the Ombuds' Mandate are:

1. Any Region/City or Township decision, recommendation, act or omission in respect of which there is a right of appeal, review or objection to any court or tribunal, until that right of appeal, review or objection has been exercised, or the time for the exercise of that right has expired;
2. Cases where the inquirer has not taken their complaint to the Region/City or Township first;
3. Decisions, recommendations, acts or omissions of a legal advisor or counsel to the Region/City or Township;
4. Complaints regarding closed meetings of Council;
5. Complaints that are within the mandate of the Integrity Commissioner;
6. Complaints where the subject matter is deemed to be trivial, frivolous, vexatious or an abuse of the Ombuds Office process or which are not made in good faith, in the opinion of the Ombuds Office;
7. Cases *where more than one (1) year has passed* since the inquirer learned of the facts on which the complaint or inquiry is based, unless special circumstances exist.
8. Issues related to labour and employment matters.

Process

Inquirers must provide (within one year as above) a completed and signed Complaint Form with consent to disclose such evidence and information as is necessary to conduct a full, fair and impartial inquiry or investigation. Complaints and Inquiries **must** originate with the affected party; the Ombuds does not accept complaints from interested, but unaffected third parties.

Initial Review

An Initial Review is conducted to decide whether a file may be investigated. During the Review, the following questions are considered:

- Did the inquirer already go through the Region/City or Township's internal complaint process? If not, the inquirer will be referred to the appropriate Region/City or Township office;
- Is the complaint or concern within the Ombuds Office's mandate?

Inquirers and the respondent, where appropriate, are advised of the outcome of the Initial Review.

An Initial Review may result in the inquirer and the Region/City or Township being advised that the issue may be investigated. It may also result in an Initial Review Letter advising the Inquirer (and respondent if appropriate) that the file is being closed because the inquiry is not within the Ombuds Office mandate, together with a referral to the appropriate body to lodge a complaint, wherever possible.

Early Resolution

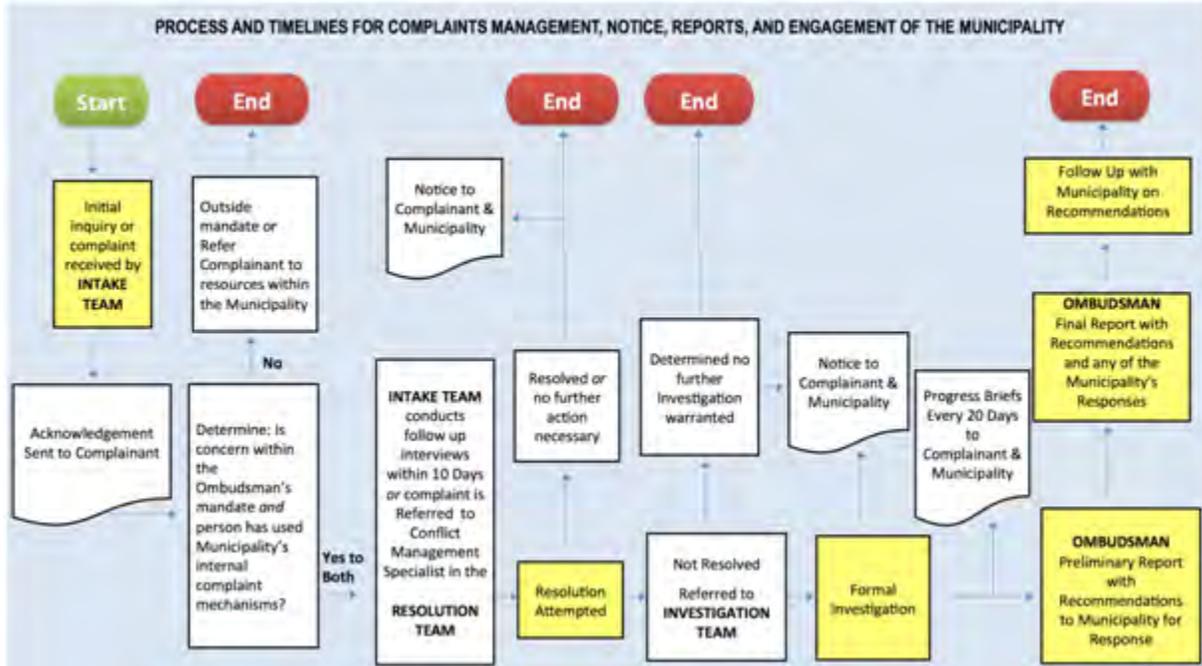
For inquiries that proceed, the Investigator will review all of the documentation that was provided by both the inquirer and the Region/City or Township. If the Investigator believes that the issue(s) may be able to be resolved consensually, the matter may be referred for early resolution through a Conflict Management Professional.

Investigation

If a resolution is not possible, the matter will be referred back to the Investigator who will continue investigating the complaint and who may contact the inquirer and the Region/City or Township to schedule interviews and gather information.

The Report will contain the Investigator's findings, either recommending a remedy for the concern to the Region/City or Township or rejecting the complaint. In either case, the Report will contain reasons for the decision. Ombuds Offices cannot order a municipality or an inquirer to take any steps, but may make recommendations with persuasive reasons. Such recommendations are often followed.

Process Flowchart



Privacy at Waterloo Area Municipal Ombuds Office

Waterloo Area Municipal Ombuds Office collects personal information from Inquirers and Member Regions, Cities or Townships for the purpose of resolving disputes. Waterloo Area Municipal Ombuds Office ensures that the personal information of our clients remains confidential and secure. This Privacy Policy (“Policy”) describes the ways Waterloo Area Municipal Ombuds Office is committed to ensuring that all private and confidential information is protected for both the Inquirer and the Member Region, City or Township. This Policy is intended to ensure that the privacy of individuals is protected in the use, collection, disclosure, and storage of personal and/or confidential information by Waterloo Area Municipal Ombuds Office. This Policy complies with and supplements the guidelines and mandates of Canada’s federal private sector privacy law, the Personal Information Protection and Electronic Documents Act.

Waterloo Area Municipal Ombuds Office will manage personal information in an open and transparent way. This Policy will be available to anyone free of charge.

Waterloo Area Municipal Ombuds Office Commitment

Waterloo Area Municipal Ombuds Office is committed to keeping all personal information private and confidential. With written consent, we will collect personal information from the Member Region, City or Township and the Inquirer in order to investigate the complaint. Any and all information collected from the Member Region, City or Township and the Inquirer will only be used for the purpose of determining the proper resolution and/or recommendations. Waterloo Area Municipal Ombuds Office is committed to protecting the security of the files it maintains and there are security measures implemented in order to maintain the security.

Information Collected

While the personal information that Waterloo Area Municipal Ombuds Office collects depends on the nature of the complaint, the personal information may include your home address and telephone number, and any and all personal and identifiable information that is obtained by the region, city or town about the Inquirer. We collect personal information from the Inquirer, the Member Region, City or Town, and others as necessary, to facilitate the investigation and resolution of a complaint. We will limit the amount and type of personal information we collect by ensuring we only collect such information that is reasonably necessary and directly related with the complaint in dispute. All personal information will be collected by lawful and fair means.

Accountability

Waterloo Area Municipal Ombuds Office is accountable for all personal information in its possession or control. Policies and procedures have been established to comply with this Policy.

Consent Required

We will not collect, use, or disclose any personal information without first obtaining consent, except where required or permitted by law. Consent may be withdrawn at any time. Further assistance in resolving the complaint may not be available if consent is withdrawn.

Use of Personal Information

Waterloo Area Municipal Ombuds Office will only use or disclose your personal information for the intended and identified purposes and reasons for which the information was collected, except where required and permitted by law. Waterloo Area Municipal Ombuds Office will take such reasonable steps as necessary to ensure that the personal information collected is accurate, complete, relevant, and up to date. We will inform individuals of the purpose for which personal information will be used before or when they consent to its collection.

Access to Personal Information

A person may access their personal information held by Waterloo Area Municipal Ombuds Office that has been provided to us and is in our possession. Parties should contact their region, city or town directly to access their personal information provided to us by that Member Region, City or Town in the course of our dispute resolution process.

Website

Our online website www.civicombugs.ca is hosted on servers that are owned and managed by a third party.

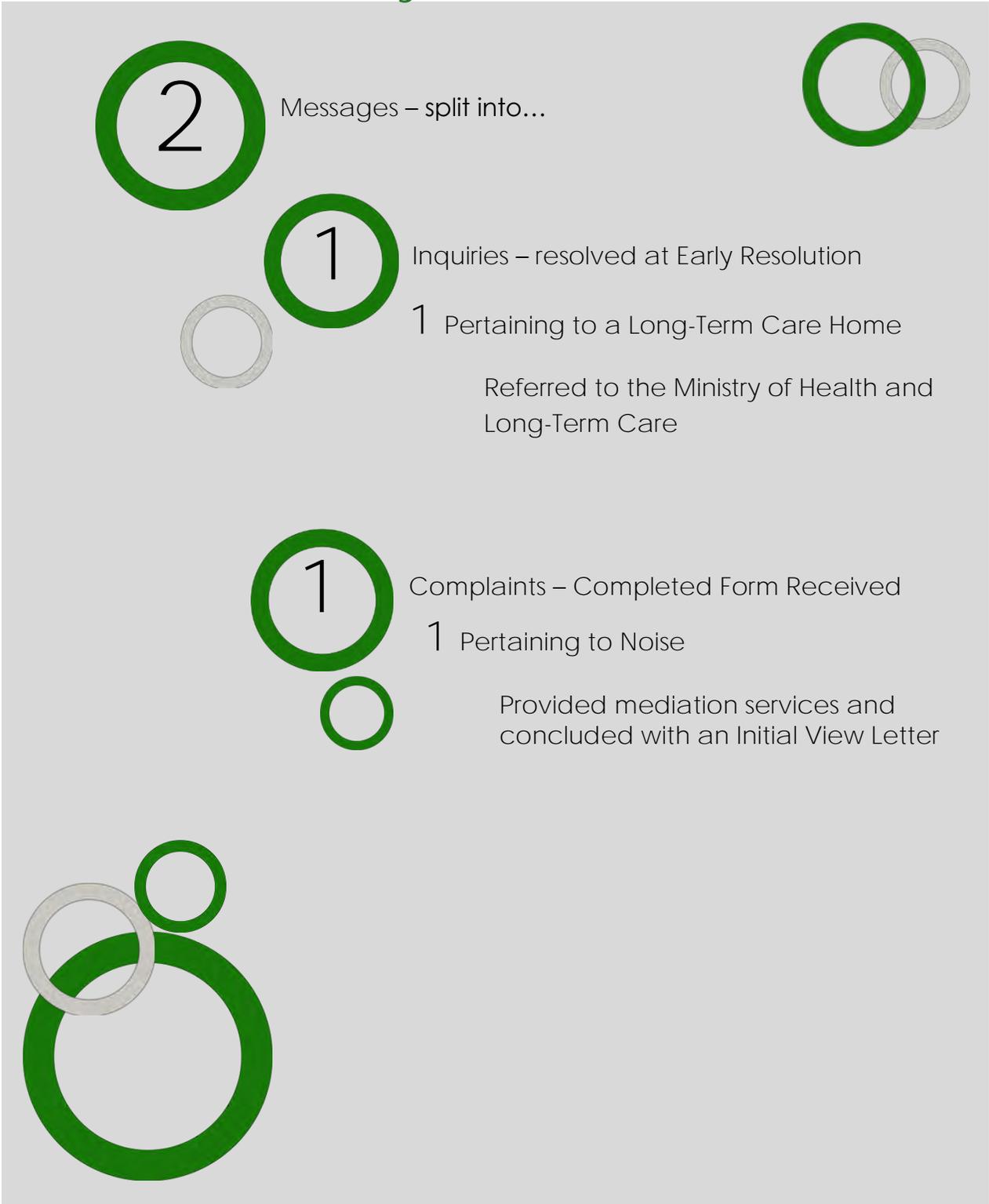
Security

Waterloo Area Municipal Ombuds Office has taken the proper and necessary steps to ensure all information pertaining to our clients' files is secured and protected against theft, unauthorized use, modification, and loss. Security-protected databases are used to store online files, and specific security measures are used to ensure the files are monitored through multiple security scans of the online content as well as numerous checks to prevent common website hacks like cross-site scripting, SQL injection, brute-force password attacks, etc.

Breach of Privacy

A complaint about a breach of privacy must be in writing, and directed to Waterloo Area Municipal Ombuds Office. The individual making the privacy complaint must give Waterloo Area Municipal Ombuds Office sixty (60) days to respond.

Wilmot Summary



Township of Wilmot :

Inquiries: One (1)

The Ombuds Office defines an inquiry as a contact with a person about an issue which may or may not fall within the Office's jurisdiction. These are often in the nature of "touches" where we act as a conduit from the Inquirer to the appropriate resource to resolve their issue(s). The threshold is that with inquiries the individual is not asked to provide a Complaint, Consent and Confidentiality Submission Form which permits us to talk with persons on the other side of a complaint. Typically these are dealt with by our Intake & Early Resolution Consultant with little input from the Ombudsperson.

1. Our office received a telephone call from a Resident in Wilmot with a complaint about the long-term care home where her father lives. We researched who would handle this type of request, as long-term care homes are not within the purview of our office. We were able to provide the Complainant with contact information for department within The Ministry of Health and Long-Term Care.

Complaint: One (1)

A Complaint is defined by the Ombuds Office as an allegation that may or may not be within the jurisdiction of the Waterloo Area Municipal Ombuds Office but which requires further fact finding to determine in what way the Office may assist. It usually involves the completion of the Complaint, Consent and Confidentiality Submission Form outlining in writing the nature of the complaint, and giving the Office permission to begin to gather information, disclose information to civic officials, facilitate discussions, make suggestions and recommendations, as well as to investigate as required.

1. We received a completed on-line Complaint, Consent and Confidentiality form regarding noise from a neighbouring property. The Complainant felt that the Township was not addressing their concerns seriously.

Upon review of information received by both the Complainant and the Township, our office recommended approaching the parties to consider mediation to assist them in coming together to formulate an agreement for moving forward.

The Complainant, their neighbour and the Township all agreed to attend mediation. The parties agreed to an arrangement for moving forward on a trial basis. The Complainant contacted our office a month after the mediation to advise that they would like our office to proceed with our process as they felt the arrangement was not suitable.

After reviewing the available evidence, our office concluded that the Township of Wilmot not only took action regarding the Complainant's noise complaints, but that they exceeded the expectations as set out in the by-law variance. The Township's willingness to meet with the parties in mediation to help resolve and address the Complainant's concerns also demonstrated that the Township had heard the concerns of the Complainant and had taken steps beyond those required to address the complaints. Office provided the Complainant with our Initial View and encouraged all parties involved to continue to work together in finding a solution for moving forward.



Contact Information

<http://www.civcombuds.ca>

36 Dundas Street, Dundas, ON L9H 1A2

Local: 905-627-2033 | Toll Free: 1-888-224-2488

Fax: 905-627-5362

Email: ombuds@civcombuds.ca



2019 Year-End Assessment Report

for the 2020 tax year

As of December 2019



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Valuing Ontario

In Ontario, there are more than 5 million properties representing \$2.96 trillion in property value. It's MPAC's role to assess and classify every property, supporting the collection of nearly \$21 billion in municipal taxes annually.

This report provides an overview of the work we undertook throughout 2019 to support municipalities and stakeholders, meet service level standards, and deliver an updated and stable assessment roll.

2019 by the numbers*

5.36 million
properties assessed
and classified in Ontario

Representing
\$2.96 trillion
in property value



Delivered more than
800,000
Property
Assessment Notices



Supported the collection
of nearly **\$21 billion** in
municipal taxes annually

Delivered more than
\$37 billion
in new assessment

to municipalities across the
province. **More than 85%** of
new assessment was processed
within one year of occupancy.



Completed just
over **15,000**
**Requests for
Reconsideration**



Completed
25,927
appeals

Our **Municipal
and Stakeholder
Relations team**
participated in **18**
**municipal sector
conferences**
across Ontario

Met
91%
of our Municipal
Service Level
Agreement
objectives



*As of October 31, 2019

Building and strengthening municipal partnerships

In early 2019, we made a strategic change so that we could serve you better. Under the leadership of Carmelo Lipsi, Vice-President and Chief Operating Officer, our municipal relationship experts joined the same business unit as our assessors. This integration has strengthened our collective knowledge and understanding of your communities, how we can support you, and enabled us to be more efficient in our customer service.

We welcomed many new municipal elected officials after the October 2018 elections and, in 2019, we have enjoyed orienting these new leaders about who we are, what we do and how we can support municipalities. We continue to do this through Council presentations, meetings with local municipal partners and informational materials.

We are committed to keeping these conversations with you going, especially as we prepare to deliver the 2020 Assessment Update.



Partnerships in action

We're proud of the municipal partnerships we've developed and are working hard to demonstrate our value to you, to listen to you and to continuously improve. These stories from the field highlight some of the ways we're doing just that.

Supporting the City of Ottawa through spring flooding

MPAC continues to review properties during non-Assessment Update years, and will update an assessment if a change occurs. But what happens if these changes are due to damage from natural disasters like flooding, tornados or other extreme weather events? In this case, property owners of buildings damaged to the point of being unusable might contact their municipality asking about a property tax reduction or refund.

When these unfortunate situations happen, municipalities can rely on MPAC to provide the information they need to make informed decisions about tax applications and process the applications quickly.

"Many properties along the Ottawa River experienced flooding this spring, creating uncertainty and stress for many of our residents," says Mischele Joanis, Program Manager, Customer Accounts Branch, City of Ottawa. "We were again impressed with MPAC's highly collaborative approach to managing the situation. Together, we were able to find solutions so that property owners got the information they needed faster."

Delivering exceptional customer service to Tarbutt Township

Whether presenting at a Council meeting, looking into a property owner's concern, or sharing information with municipal partners at industry conferences, MPAC's knowledgeable and professional employees are committed to delivering exceptional customer service.

"In a time where customer service seems to be lacking, I think MPAC has achieved a high customer service standard," explains Caryn Orchard, Deputy Clerk-Treasurer, Tarbutt Township. "From the dealings that I have had with your employees, they have been nothing short of kind, helpful and knowledgeable. I feel that going forward with MPAC and the culture that it is trying to represent, you have some excellent staff to get you there."



Partnering with the Town of Lakeshore to find solutions

When there are bumps in the road, your local Municipal and Stakeholder Relations team is ready to help by bringing together the right people and resources to find a solution.

A web service submission feature recently had a system error that was causing building permits submitted by the Town of Lakeshore to be rejected. The local Account Manager quickly arranged a meeting with Lakeshore's IT, finance and building department staff, the municipal vendor, and MPAC's IT and Central Processing Facility experts.

"As soon as we brought the issue forward, our Account Manager proactively reached out to all the relevant parties and organized a series of meetings where we isolated the cause and fixed the problem," says Michelle Heslop, Supervisor of Revenue, Town of Lakeshore. "It's that kind of proactive customer service that makes MPAC a valued partner."



"This year marks our 20th anniversary as Ontario's property assessment agency. As a customer-focused organization, we're committed to continually innovating to keep your trust."

Nicole McNeill, President and CAO
2019 AMO Conference, Ottawa



What's next?

With delivery of the 2019 assessment roll on December 10, 2019, we are shifting focus to the province-wide Assessment Update in 2020, when we update the assessed value of every property in Ontario. We understand how important early engagement is to you so you can understand the assessments in your community, and we know that you want to be part of the conversation.

You'll hear more about opportunities for engagement in early 2020. We look forward to your insights and feedback as we work toward this next milestone together. Your local [Municipal and Stakeholder Relations](#) team is available to support you with any of our products or services. Please contact your Regional Manager or Account Manager, if you have any questions about this report.

Connect with us For information and timely updates

Follow Us:

 [@MPAC_Ontario](#)

 [MPAC on LinkedIn](#)

 [MPAC on YouTube](#)



→ Read ***InTouch***, our monthly newsletter

→ Join the conversation at our **monthly webinar**



Have a question?

Visit mpac.ca/municipalities to find your local representative



About MPAC

The Municipal Property Assessment Corporation (MPAC) is an independent, not-for-profit corporation funded by all Ontario municipalities, accountable to the Province, municipalities and property taxpayers through its 13-member Board of Directors. Our role is to accurately assess and classify all properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario. We are the largest assessment jurisdiction in North America, assessing and classifying more than 5.3 million properties with an estimated total value of \$2.96 trillion.

Si vous avez des besoins d'une copie de cette material en français, veuillez contactez-nous.



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2020-04**

**BY-LAW TO AUTHORIZE THE EXECUTION OF A WATER SUPPLY ACCESS
AGREEMENT WITH THE TOWNSHIP OF PERTH EAST**

WHEREAS the Municipal Council of the Corporation of the Township of Wilmot is desirous of entering into an Agreement, which forms Schedule "A" to this By-law.

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

1. That the Application which forms Schedule "A" to this By-law be and the same is hereby accepted as approved.

2. That the Mayor and Clerk are hereby authorized to execute under seal the said Agreement and all other documents and papers relating to this contract.

READ a first and second time this 10TH day of February, 2020.

READ a third time and finally passed in Open Council this 10TH day of February, 2020.

Mayor

Clerk

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2020-05**

**BY-LAW TO AUTHORIZE THE EXECUTION OF A WATER SUPPLY ACCESS
AGREEMENT WITH THE TOWNSHIP OF EAST ZORRA-TAVISTOCK**

WHEREAS the Municipal Council of the Corporation of the Township of Wilmot is desirous of entering into an Agreement, which forms Schedule "A" to this By-law.

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

1. That the Agreement which forms Schedule "A" to this By-law be and the same is hereby accepted as approved.

2. That the Mayor and Clerk are hereby authorized to execute under seal the said Agreement and all other documents and papers relating to this contract.

READ a first and second time this 10TH day of February, 2020.

READ a third time and finally passed in Open Council this 10TH day of February, 2020.

Mayor

Clerk

TOWNSHIP OF WILMOT

BY-LAW NO. 2020-006

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

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

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

1. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this By-law, are hereby removed from Zone 3f (Residential) and Zone 11 (Open Space) and placed within Zone 3f (Residential) and Zone 11 (Open Space).

2. Notwithstanding the provisions of By-law 83-38, as amended, on the lands described on Schedule "A" and illustrated as 'Area A' on Schedule "B" attached to and forming part of this By-law, the minimum front yard setback shall be 3.5m.

3. Notwithstanding the provisions of By-law 83-38, as amended, for the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this By-law, the following shall be added as Section 22.288:

Notwithstanding any other provisions of this By-law, the lands described as Part of Lot 10 and Lot 11, west side of Wilmot St and Lot 12 and Part Lot 13 in rear of lots, west side of Wilmot St, Smith's Plan and identified on the map forming Part 1 of Schedule 'A', subject to the following regulations:

a) the minimum front yard setback shall be 3.5m.

Notwithstanding any other provisions of this By-law, the lands described as Part of Lot 10 and Lot 11, west side of Wilmot St and Lot 12 and Part Lot 13 in rear of lots, west side of Wilmot St, Smith's Plan, and identified on the map forming Part 1 of Schedule 'A', shall be subject to the (H) symbol indicating that prior to development, an archaeological assessment is required to be acknowledged by the Ministry of Heritage, Sport, Tourism and Culture Industries.

Council of the Township of Wilmot will remove the holding symbol, upon confirmation from the Regional Municipality of Waterloo that the requirement for an archaeological assessment has been completed in accordance with their requirements.

4. Notwithstanding the provisions of By-law 83-38, as amended, the map forming Part 1 of Schedule 'A' to By-law 83-38 shall be amended as necessary to adjust the boundary of Zone 11 and Zone 3f and to identify Section 22.288 on the lands described on Schedule 'A' and illustrated on Schedule 'B' attached to and forming part of this By-law.
5. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
6. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 10th day of **February, 2020**.

READ a third time and finally passed in Open Council on the 10th day of **February, 2020**.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 10 and Lot 11, west side of Wilmot St and Lot 12 and Part Lot 13 in rear of lots, west side of Wilmot St, Smith's Plan in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2020-006.

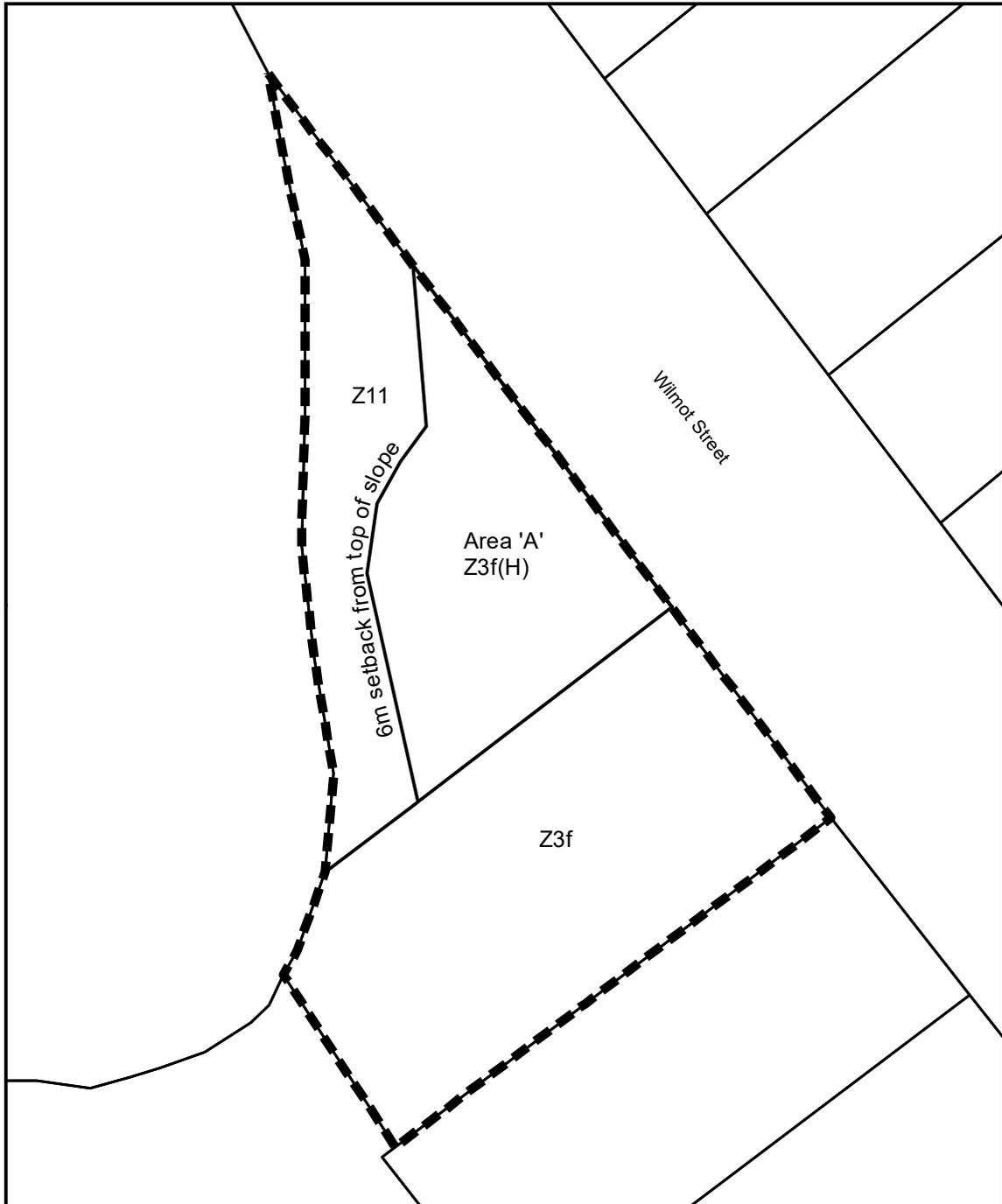
PASSED this 10th day of February, 2020.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOT 10 AND LOT 11, WEST SIDE OF WILMOT ST; LOT 12 AND
PART LOT 13 IN REAR OF LOTS, WEST SIDE OF WILMOT ST, SMITH'S PLAN
TOWNSHIP OF WILMOT

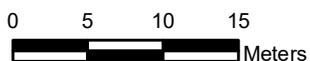
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2020-006
PASSED THIS 10TH DAY OF FEBRUARY, 2020.

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2020-07

**BEING A BY-LAW TO ESTABLISH WATER AND SANITARY
FEES AND CHARGES TO USERS OF THE TOWNSHIP OF
WILMOT'S WATER DISTRIBUTION SYSTEMS AND SANITARY
COLLECTION SYSTEM**

WHEREAS Section 11(3) and (4) of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended (the "Act"), allows municipalities to pass by-laws respecting public utilities;

AND WHEREAS the term "public utility" includes systems that are used to provide water and sewage services for the public;

AND WHEREAS section 391(1)(b) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to impose fees or charges on persons for services or 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:

Definitions

1. In this by-law:

- (a) "Appurtenance" includes a valve, valve chamber, hydrant, hydrant lead, flow meter, curb stop, maintenance access point, maintenance hole, manhole, grate, catch basin, catch basin lead, ditch inlet chamber or other minor accessory part of the Water Distribution System;
- (b) "AWWA" means American Water Works Association;
- (c) "Consumer" means an Owner, occupant, lessee or tenant of a property or any other person purchasing Services from the Township;
- (d) "Control valve" means a valve for controlling the flow of water within the distribution system;
- (e) "Council" means the municipal council of The Corporation of the Township of Wilmot;
- (f) "Curb stop" means an apparatus installed by the Township outside of a building, normally on the Property Line, used for controlling the flow of water supplied to a property;
- (g) "Highway" means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway;
- (h) "Meter" means an apparatus for measuring the quantity of water used;
- (i) "Owner" means the registered owner of a property, or their agent/designate;
- (j) "Person" means an individual, sole proprietorship, partnership or corporation;
- (k) "Property Line" means the line or demarcation between properties;
- (l) "Region" means The Regional Municipality of Waterloo;
- (m) "Reservoir" means a place where water is stored or accumulated;
- (n) "Service Pipe" means the conduit for transporting water from the Watermain to a property;

- (o) "Services" means all water services supplied by the Township via the Water Distribution System and all Sanitary services provided by the Sanitary Collection System;
- (p) "Sewage" means Sanitary.
- (q) "Township" means The Corporation of the Township of Wilmot;
- (r) "Sanitary Collection System" includes all collection mains, lift/pump stations, and all appurtenances thereto;
- (s) "Water Distribution System" includes all Reservoirs, Service Pipes, Watermains and all appurtenances thereto; and,
- (t) "Watermain" means any system of pipes and appurtenances used for the transmission or distribution of potable water, but does not include plumbing to which the *Building Code Act, 1992* applies or a pumping facility.

Township Property

- 2. All appurtenances and other equipment between the Watermain and the Property Line, and all Meters, are, and shall remain, the property of the Township.
- 3. Township property that is used for, or in connection with, the supply of the Services is exempt from seizure:
 - (a) against the Owner or occupant of the property under the *Execution Act, R.S.O. 1990, c. E.24*; and,
 - (b) against a person with a leasehold interest in property for overdue rent.

Meters

- 4. All Meters shall be located in a safe and convenient place, so as to facilitate access by the Township.
- 5. All Meters shall be located as close as possible to the entrance of the Service Pipe into a building.
- 6. No Meter shall be enclosed or sufficiently inaccessible so as to prohibit it from being read, examined or removed by the Township.
- 7. The Township may, at reasonable times, enter on land to which it supplies Services in order to:
 - (a) inspect, repair, alter or disconnect the Services, machinery, equipment and other works used to supply the Services; or,
 - (b) inspect, install, repair, replace or alter a Meter.
- 8. The Township may charge a fee to the Owner, pursuant to the attached **Schedule "A"**, for denying or otherwise prohibiting access to a Meter, which would represent the reasonable costs incurred by the Township. The Township may add this fee to the tax roll for the relevant property and collect the fee in the same manner as municipal taxes.
- 9. An Owner shall be liable for any damage to a Meter, other than normal wear and tear, as determined by the Township, and should a Meter be damaged, the Township may charge the Owner the cost of repairing or replacing the Meter pursuant to the attached **Schedule "A"**.
- 10. No person, other than an employee or agent of the Township, shall be permitted to remove, inspect or tamper with a Meter or other equipment of the Township.
- 11. No person shall alter any Meter, either inside or outside of any building or other place, so as to lessen or alter the amount of water registered on the Meter.

12. Any Consumer having doubt as to the accuracy of a Meter may request that the Meter be removed and tested by notifying the Township and submitting a deposit to the Township in accordance with the attached **Schedule "A"**. If the Meter is found to meet the applicable AWWA standards for accuracy, the deposit shall be forfeited to the Township. However, if the Meter is found to not conform to the applicable AWWA standards, the deposit shall be returned to the Consumer and appropriate adjustments shall be made to the subject account.

Water Supply

13. As the Region is the sole supplier of water to the Township, the Township cannot guarantee the supply, quality or pressure of water to Consumers and failure to supply water shall not be construed as negligence on the part of the Township.

Fees and Charges

14. Fees or charges imposed upon Consumers for their use of the Services, including the consumption of water, as measured by the Meters, and any sanitary fees or charges, are all outlined in the attached **Schedules "A", "B" and "C"**.
15. Payments for all fees or charges imposed by the Township on a Consumer are due and payable by a Consumer on the date noted on the bill and there shall be a one-time seven and a half percent (7.5%) charge for late payment.

Non-Payment of Fees and Charges

16. If, after fourteen (14) days past the due date, fees or charges are still not paid, the Township may advise the Consumer that unless the fees or charges are paid within seven (7) days, the Township may discontinue the Services to the property upon which the fees or charges are due, and in the event the Services are turned off, they shall not be turned on again until such time as all arrears are paid together with the fees/charges and costs incurred on behalf of the Township for turning any of the Services off and on. The aforesaid fees/charges and costs for turning any of the Services off and on shall be at the rates outlined in the attached **Schedule "A"**.
17. If fees or charges are not paid to the Township by the Consumer in accordance with the provisions of this by-law, the Township may add the outstanding fees or charges to the tax roll for the relevant property and collect the fees or charges in the same manner as municipal taxes.

Billing Errors

18. Where billing errors have resulted in over-billing, the Consumer shall be credited with the amount erroneously billed for the relevant period, but not exceeding six (6) years.
19. Where billing errors have resulted in under-billing, the consumer shall be charged the amount erroneously not billed for a period not exceeding:
 - (a) two (2) years, in the case of a residential Consumer who was not responsible for the error; and,
 - (b) six (6) years in all other cases.

Exemption

20. Four properties shall be exempt from this by-law as their Services are provided by The Corporation of the City of Kitchener. The four properties include:
 - 57 Trussler Road
 - 109 Trussler Road
 - 121 Trussler Road
 - 131 Trussler Road

Severability

21. If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having

persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

Repeal

22. By-law 2019-13 is hereby repealed.

Coming Into Force

23. This by-law shall come into force and effect on January 1, 2020.

READ a first and second time in Open Council this 10th day of February, 2020.

READ a third time and finally passed in Open Council this 10th day of February, 2020.

Mayor

Clerk

Schedule "A"
Utility Service Fees

	2020 Rate	Criteria	Effective Date
Water Meters			
½" & ¾" Meters (Standard Residential) – plus HST	\$ 165.00	per Meter	01/01/2020
Other Size Meters – plus HST	Actual Cost	per Meter	01/01/2020
MXU Device (includes installation) – plus HST	\$ 250.00	per MXU	01/01/2020
Security Tag Replacement (Meter Sealing) – plus HST	\$ 50.00	per Meter	01/01/2020
Tail Pieces – plus HST	\$ 15.00	per Meter	01/01/2020
Remote/Mounting Bracket Assembly – plus HST	\$ 30.00	per Meter	01/01/2020
Meter Accuracy Deposit	Actual Cost	per Test	01/01/2020
Meter Installation Fee	Actual Cost	per Install	01/01/2020
Water Meter Repairs	Actual Cost	per Repair	01/01/2020
Remote Re-Wiring	Actual Cost	per Repair	01/01/2020
Water/Sanitary Services			
Service Inspections	Actual Cost	per Inspection	01/01/2020
Water Service Line Repairs	Actual Cost	per Repair	01/01/2020
Sanitary Service Line Repairs	Actual Cost	per Repair	01/01/2020
Water Main Line Repairs	Actual Cost	per Repair	01/01/2020
Sanitary Main Line Repairs	Actual Cost	per Repair	01/01/2020
Water Sampling/Testing	Actual Cost	per Test	01/01/2020
Water/Sanitary Services Administration – plus HST	15%		01/01/2020
Materials	Actual Cost		01/01/2020
Labour Charges			
Regular Working Hours – plus HST	\$ 54.00	per Hour	01/01/2020
After Working Hours (Monday – Saturday) – plus HST	\$ 81.00	per Hour	01/01/2020
After Working Hours (Sunday & Holidays) – plus HST	\$ 108.00	per Hour	01/01/2020
Vehicle Rates			
Flusher/Vacuum Truck – plus HST	\$ 256.50	per Hour	01/01/2020
Stake Truck – plus HST	\$ 65.00	per Hour	01/01/2020
Service Truck – plus HST	\$ 65.00	per Hour	01/01/2020
Pickup Truck – plus HST	\$ 55.00	per Hour	01/01/2020
Miscellaneous Services			
Water Disconnect/Reconnect	\$ 101.25	Each	01/01/2020
Camera Inspection – plus HST	\$ 209.25	per Hour	01/01/2020
Hydrant Use Permit	\$ 101.25	per Day	01/01/2020
Tapping Machine (minimum \$100) – plus HST	\$ 47.25	per Hour	01/01/2020
Sidewalk Clearing	\$ 162.00	per Hour	01/01/2020
Non-Radio Reading Charge	\$ 101.25	per Bill	01/01/2020
Valve Turning Machine Attachment	\$ 20.25	per Hour	01/01/2020

Schedule "B"
Water Rates and Charges

	2020 Rate	Criteria	Effective Date
Consumption Rates			
Water Rate	\$ 2.1109	per cubic metre	01/01/2020
Water Rate – Foxboro Green	Current RoW Wholesale Rate	per cubic metre	01/01/2020
Service Charges (Annual)			
½" & ¾" Meters (Standard Residential)	\$ 105.00	per Meter	01/01/2020
1" Meter	\$ 112.59	per Meter	01/01/2020
1½" Meter	\$ 177.29	per Meter	01/01/2020
2" Meter	\$ 230.98	per Meter	01/01/2020
3" Meter	\$ 371.00	per Meter	01/01/2020
4" Meter	\$ 542.41	per Meter	01/01/2020
6" Meter	\$ 1,189.75	per Meter	01/01/2020
Other Annual Charges (if applicable)			
Flat Rate Water Charge (non-metered properties)	\$ 1,180.14	per Service	01/01/2020
Foxboro Green Administration Charge	\$ 806.10		01/01/2020
Additional Meter Fee – ½" & ¾" Meters	\$ 23.00	per Meter	01/01/2020
Additional Meter Fee – 1" Meter	\$ 31.00	per Meter	01/01/2020
Additional Meter Fee – 1½" Meter	\$ 67.00	per Meter	01/01/2020
Additional Meter Fee – 2" Meter	\$ 64.00	per Meter	01/01/2020
Additional Meter Fee – 3" Meter	\$ 122.00	per Meter	01/01/2020
Additional Meter Fee – 4" Meter	\$ 208.00	per Meter	01/01/2020
Additional Meter Fee – 6" Meter	\$ 725.00	per Meter	01/01/2020
Other Annual Charges (if applicable)			
Account Setup Fee	\$ 35.00	per Setup	01/01/2020
Additional Water Meter Reading	\$ 35.00	per Reading	01/01/2020

Water Rates and Charges Descriptions:

Water Rates and Charges are only applicable if a property is connected to one of the Township's Waste Distribution Systems.

Consumption Rates are applied based on a consumer's consumption of water as measured by the installed meter.

Service Charges are applied based on the size of the meter measuring the water service at each property.

Other Charges and Fees are applied to a consumer only as necessary. Annual Fees are prorated based on the number of days within a billing period.

- The Flat Rate Water Charge is applied to any consumer whose property is connected to a Township Water Distribution Systems and whose consumption is not measured by a meter.
- An Additional Meter Fee is applied only if there is an additional Township owned meter located at a property.
- The Account Setup Fee is applied to the first bill of all "newly created" Wilmot Water Accounts.
- An Additional Water Meter Reading Fee is applied to an account for all readings not associated with the regularly scheduled bi-monthly reading.

Schedule "C"
Sanitary Rates and Charges

	2020 Rate	Criteria	Effective Date
Consumption Rates			
Sanitary Rate	\$ 2.7295	per cubic metre	01/01/2020
Sanitary Rate – Morningside	\$ 2.0173	per cubic metre	01/01/2020
Sanitary Rate – Foxboro Green	Current RoW Wholesale Rate	per cubic metre	01/01/2020
Service Charges (Annual)			
½" & ¾" Meters (Standard Residential)	\$ 105.00	per Meter	01/01/2020
1" Meter	\$ 112.59	per Meter	01/01/2020
1½" Meter	\$ 177.29	per Meter	01/01/2020
2" Meter	\$ 230.98	per Meter	01/01/2020
3" Meter	\$ 371.00	per Meter	01/01/2020
4" Meter	\$ 542.41	per Meter	01/01/2020
6" Meter	\$ 1,189.75	per Meter	01/01/2020
Other Annual Charges (if applicable)			
Foxboro Green Administration Charge	\$ 806.10		01/01/2020

Sanitary Rates and Charges Descriptions:

Sanitary Rates and Charges are only applicable if a property is connected to the Township's Sanitary Collection System.

- Discharge Rates are applied based on a consumer's consumption of water as measured by the installed meter.
- Service Charges are applied based on the size of the meter measuring the water service at each property.
- Other Annual Charges are applied to a consumer only as necessary and are prorated based on the number of days within a billing period.