



Council Meeting Agenda

Monday, January 11, 2021

Regular Council Meeting

Virtual

7:00 P.M.

This meeting is open to the public and is available through an online platform. Please subscribe to the [Township of Wilmot You Tube Channel](#) to watch the live stream or view after the meeting.

Delegations must register with the [Information and Legislative Services Department](#). The only matters being discussed at this meeting will be those on the Agenda.

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 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 December 7, 2020

RECOMMENDATION

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

Council Meeting December 7, 2020.

8. PUBLIC MEETINGS

8.1 Glen Shantz Drain Court of Revision

**8.1.1 Motion to Convene Into Court Of Revision for the Glen Shantz
Municipal Drain**

RECOMMENDATION

THAT a Court of Revision now be called for the purposes of the Glen Shantz Municipal Drain.

8.1.2 Motion to Reconvene Into Open Session of Council

RECOMMENDATION

THAT Council reconvene into open session.

9. PRESENTATIONS/DELEGATIONS

10. CONSENT AGENDA

10.1 REPORT NO. ILS 2021-01

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

10.2 REPORT NO. ILS 2021-03

**Quarterly Activity Report
October 1, 2020 to December 31, 2020**

RECOMMENDATION

THAT Report Nos. ILS 2021-01 and 2021-03 be approved.

11. REPORTS

12. CORRESPONDENCE

13. BY-LAWS

13.1 By-law No. 2021-01 Fees and Charges By-law

13.2 By-law No. 2021-02 Interim Tax Levy By-law

13.3 By-law No. 2021-03 Water and Sanitary Rates By-law

RECOMMENDATION

THAT By-law Nos. 2021-01, 2021-02 and 2021-03 be introduced, read a first, second and third time and finally passed in Open Council.

14. NOTICE OF MOTIONS

15. ANNOUNCEMENTS

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2021-04

RECOMMENDATION

THAT By-law No. 2021-04 to Confirm the Proceedings of Council at its Meeting held on January 11, 2021 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.



Council Meeting Minutes
Monday, December 7, 2020
Council Meeting
Electronic Online Participation
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 J. Molenhuis, Director of Parks, Facilities and Recreation S. Jackson, Director of Development Services H. O'Krafka, Director of Corporate Services / Treasurer P. Kelly, Fire Chief R. Leeson, Director / Curator Castle Kilbride T. Loch, Manager of Information and Legislative Services / Deputy Clerk T. Murray, Manager of Planning / EDO A. Martin, Manager of Customer Service and Community Development M. Jones, Manager of Finance / Deputy Treasurer A. Romany

1. MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2020-199

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

THAT a Closed Meeting of Council be held on Monday, December 7, 2020 at 5:00 p.m. in accordance with Section 239(2) of the Municipal Act, 2001, for the purposes of:

- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- 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

CARRIED

2. MOTION TO RECONVENE IN OPEN SESSION

Resolution No. 2020-200

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

THAT Council reconvenes in Open Session at 7:00 p.m.

CARRIED.

3. MOMENT OF SILENCE

4. LAND ACKNOWLEDGEMENT

4.1 Councillor C. Gordijk read the Land Acknowledgement.

5. ADDITIONS TO THE AGENDA

**6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL
CONFLICT OF INTEREST ACT**

6.1 None Disclosed

7. MINUTES OF PREVIOUS MEETINGS

7.1 Council Meeting Minutes November 16, 2020

Resolution No. 2020-201

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

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

Council Meeting November 16, 2020.

CARRIED.

It was noted that in regard to the inclusion of the Code of Conduct in the discussion on the Information and Legislative Services Work Plan, Council had directed that the process of revising the document begin prior to the next term of Council. The Director of Information and Legislative Services advised that staff will review the November 16, 2020 Council meeting to verify the direction.

8. PUBLIC MEETINGS

8.1 REPORT NO. DS 2020-026

Zone Change Application 09/20

Tom and Tracey Mensch

Lot 5, Plan 58M-203

31 Laschinger Boulevard, New Hamburg

Resolution No. 2020-202

Moved by: Councillor B. Fisher

Seconded by: Councillor J. Gerber

THAT Council approve Zone Change Application 09/20 made by Tom and Tracey Mensch affecting Lot 5, Plan 58M-205 to reduce the rear yard setback on the subject property from 15m to 11m.

CARRIED.

The Manager of Planning / EDO outlined the report.

The Manager of Planning / EDO confirmed that the Region of Waterloo does not intend to replant trees in the woodlot and advised that the healthy trees will naturally reseed and ensure long term regeneration of the woodlands.

9. PRESENTATIONS/DELEGATIONS

9.1 REPORT NO. FD 2020-05

Fire Master Plan Report

Resolution No. 2020-203

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

THAT as per the recommendation from the Fire Master Plan Committee, the Fire Master Plan dated December 7, 2020, be endorsed,

THAT the 10-year Capital Forecast and annual operating budget be updated to include recommendations under the approved Fire Master Plan,

THAT the planning, development and design for the construction of a new Station 3 for New Hamburg, as indicated in recommendation 17, be included in the 10-year Capital Forecast for construction to be completed within 7 years, and;

THAT identification of an interim alternate location, as noted in recommendation 18, occur within the next year.

CARRIED. AS AMENDED.

The Fire Chief outlined the report.

Council raised concern on long term capital considerations for both Baden and New Hamburg stations and if there had been consideration for consolidation into one station. The Fire Chief advised that had been considered but is not feasible.

The Fire Chief clarified that every municipality has varying call volumes due to a variety of factors such as age demographics, numbers of highways and other geographical considerations.

Council asked that the replacement of Station 3 be moved up to the near term of 1 to 3 years with a hopeful completion date of 7 years. The Director of Corporate Services / Treasurer advised that this would be considered more of a budget process through the 10-Year Capital Plan rather than through the Fire Master Plan.

Council also asked that the proposed additional staff be moved forward for consideration in the 2022 budget process.

Council asked that the back-up plan for the New Hamburg Fire Hall be done within 1 year as opposed to the 3-year time frame.

Council endorsed an amendment to the recommendation that includes the adjustments of timing of the replacement of Station 3 and the identification of the back-up plan for the New Hamburg Station.

The Fire Chief confirmed that the amended resolution will be included in the Fire Services Work Program as directed by Council.

9.2 CITIZEN OF THE YEAR – Mike Schout

Mayor Les Armstrong

Mayor L. Armstrong presented the Citizen of the Year Award for 2020 to Mr. Mike Schout.

10. CONSENT AGENDA

11. REPORTS

11.1 PARKS, FACILITIES AND RECREATION SERVICES

11.1.1 REPORT NO. PFRS 2020-016

Major Ice Users COVID-19 RED ZONE Fee Reduction

Resolution No. 2020-204

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

THAT an additional 50% rate reduction to the New Hamburg Hockey Association, the Wilmot Girls Hockey Association and the New Hamburg Skating Club ice rental rates, while the Region of Waterloo is in the COVID-19 Stage 2 - Red Category, be approved.

CARRIED.

The Director of Parks, Facilities and Recreation Services outlined the report.

11.1.2 REPORT NO. PFRS 2020-018

Sandhills Road Multi-Use Trail and Trails Trust Fund Update

Resolution No. 2020-205

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

THAT Council endorse use of the remaining Trails Trust Fund and Schout Corporation donation for the completion of the Sandhills Road Multi-Use Trail; and further,

THAT the Trails Trust Fund be formally closed, effective December 31, 2020, in accordance with By-Law 2016-44, with any remaining funds at that time being allocated to a deferred revenue account for use on trail developments as referenced in Report PFRS 2020-18.

CARRIED.

The Manager of Planning / EDO outlined the report.

Council requested that signage be installed to indicate the difficulty level of this particular trail to ensure that users are informed.

11.2 CORPORATE SERVICES

11.2.1 REPORT NO. COR 2020-38

Wilmot Water Financial Plan

Resolution No. 2020-206

Moved by: Councillor B. Fisher

Seconded by: Councillor J. Pfenning

THAT Report COR 2020-038 regarding the Wilmot Township Water and Wastewater Financial Plan, prepared by the Manager of Finance / Deputy Treasurer, be approved.

CARRIED.

The Manager of Finance / Deputy Treasurer outlined the report.

11.3 DEVELOPMENT SERVICES

11.3.1 REPORT NO. DS 2020-027

Billboard Sign Renewals

Resolution No. 2020-207

Moved by: Councillor J. Gerber

Seconded by: Councillor J. Pfenning

THAT Report No. DS 2020-027 be endorsed.

CARRIED.

The Manager of Planning / EDO outlined the report.

11.4 FIRE SERVICES

11.4.1 REPORT FD 2020-07

Fire Department $\frac{3}{4}$ Ton Pickups

Resolution No. 2020-208**Moved by: Councillor A. Hallman****Seconded by: Councillor C. Gordijk**

THAT RFP FD2020-27 be awarded to BARRY CULLEN CHEVROLET CADILLAC LTD.to supply and deliver two (2) 2021 – Chevrolet Silverado 2500 4x4 Crew Cab Pickup Trucks as per their proposal dated November 6, 2020, in the amount of \$83,810.00 plus HST.

CARRIED.

The Fire Chief outlined the report.

The Fire Chief confirmed that the selling estimate of the decommissioned truck is a suggested estimate the truck may receive through the auction process.

11.5 INFORMATION AND LEGISLATIVE SERVICES**11.5.1 REPORT NO. ILS 2020-37****Consideration of Drainage Engineer's Report****For the Glen Shantz Drain 2020****South Part of Lot 28 and 29****Concession 2, Block A****Township of Wilmot****Resolution No. 2020-209****Moved by: Councillor B. Fisher****Seconded by: Councillor A. Hallman**

THAT the Drainage Engineer's Report dated October 21, 2020 for the Glen Shantz Drain 2020 requiring drainage involving the installation of closed pipe drain for Branch A and incorporation of closed pipe drain for Branch B for South Part of Lot 28 and 29, Concession 2, Block A, Township of Wilmot, Regional Municipality of Waterloo, be adopted; and further,

THAT the Provisional By-law be given first and second reading; and further,

THAT the date for the Court of Revision be scheduled for Monday, January 11, 2020 at 7:00 pm and that Mayor L. Armstrong, and Councillors A. Hallman, C. Gordijk and J. Gerber (as alternate member), be appointed to the Court of Revision.

CARRIED.

The Director of Information and Legislative Services outlined the report.

Mr. Curtis MacIntyre, Engineer with K. Smart Associates provided an overview of the report.

Mr. Gary Roth appeared as a delegation in support of the Municipal Drain.

Ms. Gloria Robinson appeared as a delegation in support of the Municipal Drain.

11.5.2REPORT NO. ILS 2020-38

Award of Contract – Prime Ministers Path Consultation

Resolution No. 2020-210

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT the award of contract to National FPG Inc. ("First Peoples Group), for the Prime Ministers Path Stakeholder Consultation, for the upset limit of \$45,000, plus HST, be approved; and further,

THAT funding for these works be included within the 2021 Capital Budget and 10-Year Capital Forecast; and further,

THAT the March 1st, 2021 deadline approved by Council on July 27, 2020 for the presentation of the Consultant's recommendations in Resolution Number 2020-104 be extended to July 31, 2021.

CARRIED.

The Director of Information and Legislative Services outlined the report.

Mayor L. Armstrong stepped down from his role as the meeting Chair. Councillor B. Fisher, Acting Mayor for December, 2020 in accordance with By-law 2018-55, assumed the role of meeting Chair for Agenda Item 11.5.3.

11.5.3REPORT NO. ILS 2020-39

Integrity Commissioner Report

Resolution No. 2020-211

Moved by: Councillor J. Gerber**Seconded by: Councillor J. Pfenning**

THAT the report prepared by the Integrity Commissioner be received and that Council pass a subsequent Resolution regarding the recommendations contained within the report.

CARRIED.

The Director of Information and Legislative Services outlined the report, it was noted that public comments have been received and are attached as Appendix A.

Mr. Nigel Gordijk appeared as a delegation. His prepared statement is attached as Appendix B.

Mr. John Bailey appeared as a delegation. His prepared statement is attached as Appendix C.

Mr. David Atkinson appeared as a delegation and expressed his concerns over the reputation of the Township as a result of this matter and ongoing discussion. Mr. Atkinson expressed his views on the allegations that have been made by social media posts. He noted his support for Mayor L. Armstrong and his public apologies.

Mayor L. Armstrong addressed Council, stating that he accepts the Integrity Commissioner report and stands by his statement that he released on Friday December 4, 2020.

Council asked the Integrity Commissioner for clarification regarding the complaint process and he noted that the process is laid out in the Municipal Act, 2001, and the Code of Conduct for the Township. The Integrity Commissioner noted that all complaints are maintained in a confidential process and that all complaints that were received were from members of the public. The Integrity Commissioner noted the process was complicated due to complaints being received at the Township and at the Region.

The Integrity Commissioner clarified the available disciplinary options are for a reprimand and / or suspension of remuneration for up to 90 days.

The Integrity Commissioner confirmed that the statement released on Friday December 4, 2020 also include it be read aloud into the record should Council feel that is appropriate.

The Integrity Commissioner clarified that the recommendations in the report are for Council to decide the appropriateness.

Mayor L. Armstrong read his apology that was released on December 4, 2020. It is attached as Appendix D.

Councillor J. Gerber suggested the option of creation of an Indigenous, Black, People of Colour Community Relations Advisory Committee.

Members of Council provided individual statements reflecting on their thoughts.

Chair B. Fisher stated that the dedication, commitment and leadership Mayor L. Armstrong has displayed is honourable; however, does not condone his actions.

Councillor J. Pfenning stated that she does not endorse the actions of Mayor L. Armstrong and noted that she has not had a person of colour ask her to accept the apology on their behalf. Councillor J. Pfenning acknowledged that Mayor L. Armstrong is a compassionate person and she noted she does not believe he meant harm. She noted that Council must lead in proving that racism has no place in the Township. Councillor J. Pfenning acknowledged the apology and that Mayor L. Armstrong recognizes that he has not suffered the way the People of Colour and other communities have.

Councillor C. Gordijk noted that she appreciated that Mayor L. Armstrong released his apology; however, expressed that the forced apology through the recommendations is not genuine. Councillor C. Gordijk advised that she is willing to move forward as the community needs to heal and asked for a better apology directed towards the people that are still hurt.

Councillor A. Hallman thanked Mayor L. Armstrong for acknowledging his white privilege and noted she is hopeful for more deep reflection and asked Mayor L. Armstrong to share something that he learned through reflection. Mayor L. Armstrong shared that he learned through his readings and observations that he does not have to fear driving down the street and being stopped because he is not a person of colour or the sound of doors locking as he walks by and he expressed again he understands what his white privilege means and he acknowledged that there is a lot of work in understanding and acceptance.

Councillor A. Hallman read a potential motion, suggesting continuing training for members of Council.

Councillor J. Gerber noted that equity is individual stories, the community you live in and the systems in place; however, continuing to have training and implementation of an advisory committee will allow for those voices to be closer to the decision-making table.

Councillor C. Gordijk asked that future quarterly reports from Mayor L. Armstrong be listed on the Council agendas moving forward and the Director of Information and Legislative Services advised that moving forward it will be listed on the agenda.

The Director of Information and Legislative Services provided a draft motion for Council consideration. Council agreed that any further training would not be expensed through the Township budget.

Resolution No. 2020-212

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

THAT Mayor Les Armstrong provide an apology within sixty days as required in the Integrity Commissioners Report IC2020-01 dated November 27, 2020,

THAT Mayor Les Armstrong's Quarterly Updates on Racism Education, as directed by Council through Resolution 2020-88, continue to the end of the current term of Council, November 14, 2022,

THAT staff prepare Terms of Reference to bring Indigenous, Black, People of Colour voices to the table permanently that will establish a Indigenous, Black, People of Colour Community Relations Advisory Committee, and;

THAT staff research and facilitate Anti-Racism and equity training for all Members of Council.

CARRIED.

12. CORRESPONDENCE

12.1 Grand River Conservation Authority

Bill 229: Protect, Support and Recover from COVID-19 Act (Budget Measures)

Resolution No. 2020-213

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

Whereas the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act – Schedule 6 – Conservation Authorities Act;

Whereas the Legislation introduces a number of substantial changes and new sections that will remove and/or significantly hinder the conservation authorities' role to manage watershed natural resources and ensure people and property are safe from natural hazards;

And Whereas municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value and rely on the conservation authorities' critical role to mitigate the serious risks that natural hazards like flooding pose to people's lives and property; and municipalities value and rely on the conservation authorities' essential work to ensure safe drinking water.

Therefore Be It Resolved;

- That the Province of Ontario work with conservation authorities and municipalities to address these concerns by repealing and/or amending Schedule 6 of Bill 229 and the changes to the *Conservation Authorities Act* and the *Planning Act* to address these concerns;
- That the Province of Ontario delay enactment of clauses affecting municipal concerns and provide at minimum an 18-24 month transition period so that changes can be appropriately incorporated into both municipal and conservation authority budgets;
- That the Province respect the conservation authority/municipal relationships;
- That the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their important watershed management role;
- And That this resolution and a copy of the Grand River Conservation Authority Report (GM-11-85) Proposed Amendments to the Conservation Authorities Act through Bill 229 be forwarded to the Premier, the Ministers of Environment, Conservation and Parks, Natural Resources and Forestry, Municipal Affairs and Housing, and Finance, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association.

CARRIED.

The Director of Development Services advised that the Region of Waterloo and the GRCA have been clear they are opposed to the Legislative changes.

13. BY-LAWS

13.1 By-law No. 2020-44 Zone Change Application 09/20
Tom and Tracey Mensch
Lot 5, Plan 58M-203
31 Laschinger Boulevard, New Hamburg

Resolution No. 2020-214

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

THAT By-law No. 2020-44 be introduced, read a first, second and third time and finally passed in Open Council.

CARRIED.

14. NOTICE OF MOTIONS

15. ANNOUNCEMENTS

- 15.1** Councillor B. Fisher noted that a Food Drive was held over the weekend throughout the Township in partnership with the Optimist Clubs collecting donations.
- 15.2** Councillor B. Fisher expressed his sympathy for the loss of former Councillor Mark Murray.
- 15.3** Councillor J. Gerber also expressed his sympathy for the loss of former Councillor Mark Murray and thanked Mr. Murray for his service to the community.
- 15.4** Councillor A. Hallman thanked Mayor L. Armstrong for the Moment of Silence in remembrance of the massacre at Ecole Polytechnique 31 years ago.

- 15.5** Councillor A. Hallman thanked Councillors and staff for their participation in the New Dundee Christmas Parade.
- 15.6** Councillor A. Hallman also acknowledged the loss of Mark Murray as well as expressing condolences to the Cressman Family, the Freed Family and the Higher Family for their recent losses.
- 15.7** Councillor A. Hallman encouraged local shopping for the holiday season to help small businesses.
- 15.8** Councillor C. Gordijk also expressed thanks to those that helped with the Food Drive.
- 15.9** Councillor C. Gordijk welcomed the Elder that has been recently hired by the Wilmot Family Resource Centre.
- 15.10** Councillor C. Gordijk noted that there are supports within the community should anyone be needing mental health support.
- 15.11** Councillor J. Pfenning also acknowledged the comments and thoughts of members of Council and offered condolences to all residents that have suffered loss and encouraged residents to reach out to community supports should they need them.
- 15.12** Mayor L. Armstrong recognized Township staff that are celebrating years of service milestones, as well as thanking staff for their continued dedication through the pandemic.
- 15.13** Mayor L. Armstrong provided his quarterly report to Council, noting he is continuing to read materials, watch videos and attending training session. The list of materials is attached as Appendix E.
- 15.14** Councillor C. Gordijk asked if staff could post the slide from the Indigenous Training session and the Director of Information and Legislative Services advised that she will ensure there are no copyright or privacy concerns prior to posting the information.

16. BUSINESS ARISING FROM CLOSED SESSION

Recommendation No. 2020-215

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

THAT Council accept the generous donation from Viola Erb of 2.6m of land across the frontage of 2781 Sandhills Road and that staff be authorized to proceed with obtaining the necessary reference plan and completing the land transfer.

CARRIED.

17. CONFIRMATORY BY-LAW**17.1 By-law No. 2020-45****Resolution No. 2020-16****Moved by: Councillor C. Gordijk****Seconded by: Councillor J. Pfenning**

THAT By-law No. 2020-45 to Confirm the Proceedings of Council at its Meeting held on December 7, 2020 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

18. ADJOURNMENT (10:49 PM)**Resolution No. 2020-17****Moved by: Councillor J. Gerber** **Seconded by: Councillor J. Pfenning**

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

CARRIED.

December 6, 2020

FROM: Nancy Birss 422 Main St. P.O. Box 51, New Dundee ON N0B 2E0

TO: Councillors Fisher, Gerber, Gordijk, Hallman and Pfenning

CC: Mayor Les Armstrong

Dawn Mittelholtz, Director of Information and Legislative Services

RE: **Report of the Integrity Commissioner, November 27, 2020**

Request: That this letter be included as part of the public record with the agenda and minutes of the December 7, 2020 Wilmot Council meeting

This letter is in support of Mayor Les Armstrong in that his second public apology for the video posting "White Lives Matter Too" should be accepted by Council, as this apology is sincere in the way that Mayor Armstrong expresses himself. Mayor Armstrong has been a longtime resident and integral part of the Wilmot community for many years and his heart and soul is dedicated to the people of this township.

Just because someone may not speak the words that you might speak yourself or say the things that you want them to say, doesn't mean that they are not trying their very best to express what they want to say. Each one of us has our own perspective on issues and might say "*well I would have said it this way*", or "*I wouldn't have said that*". Every message that the messenger sends out has the messenger's 'intention' behind it, but not everyone 'gets it'....not everyone receives the message the way it was intended in the first place, because every person has a different life history, a different set of circumstances, a different way their parents or teachers may have spoken to them. This helps create their 'view of the world'. This is what might 'colour' the way they receive a message.

I believe Mayor Armstrong's 'intention' when posting the video back in the summer was simply to say "hey here is another perspective", or "there are many perspectives on this issue".....he didn't say that he agreed with the video.....in fact there was virtually no statement of opinion.

It is not necessary to keep on persecuting an individual who in hindsight has realized it was not the best thing to do. But he has now apologized twice, is taking 'sensitivity training' I believe, and learning more about what things are sensitive to various parts of the population.

We are likely all guilty of saying or doing something 'off-colour' in our lives, and the more we point the finger at others, there are four more fingers pointing back at ourselves.

It is time to get on with the business that the Mayor and Council is there to do.

Date: December 7, 2020

To: Councillors Fisher, Gerber, Gordijk, Hallman and Pfenning

From: Susan Mills

CC: Mayor Les Armstrong
Dawn Mittelholtz, Director of Information and Legislative Services
Grant Whittington, CAO Township of Wilmot

Re: Report of the Integrity Commissioner, November 27, 2020

Request: That this letter be included as part of the public record with the agenda and minutes of the December 7, 2020 Council meeting

As a life-long, proud resident of Wilmot Township, I wish to convey my concern for the treatment of our Mayor who has diligently served in our community for many years. In my Wilmot, when someone falls down, we extend a hand out to them, we help them up and we ask "how can I help". We let them know of their error, acknowledge it and the hurt it has caused, and fully accept their apology. We do not kick them when they are down, ridicule them for their actions and attack their integrity and character. We do not look down on them for their actions and cast judgement as if we are better than them.

In these pandemic times, people have lost jobs, people are working tirelessly to serve and care for others and some have lost loved ones. If there was ever a time to show solidarity, compassion and forgiveness, that time is now.

It is time to accept the apology from Mayor Armstrong and support him so that we can move forward.

Respectfully submitted,

Susan Mills

Tracey Murray

From: Rory Farnan [REDACTED]
Sent: Monday, December 7, 2020 3:36 PM
To: Robert Williams; Dawn Mittelholtz
Cc: Angie Hallman; Jennifer Pfenning; clerks; Karen Redman; Regional Clerk; jmascarin@airdberlis.com; Cheryl Gordijk; Barry Fisher; Jeff Gerber; Les Armstrong
Subject: Re: Immediate Suspension of Les Armstrong From Regional Council

CAUTION: This email originated from outside of the organization. Do not click links or open any attachments unless you recognize the sender and know the content is safe.

Mr. Williams, Ms. Mittelholtz, Members of Councillors, Madam Regional Chair Redman, Regional Clerk's Office, IC Mr. Mascar, Mayor Armstrong,

I am writing with regards to the Wilmot IC report (IC2020-01) released by yourself, Mr. Williams, as it relates to Mayor Armstrong's code of conduct violation(s). I'm assuming '01' in your report naming convention is due to the fact that this was the (only) investigation undertaken in 2020 as it relates to members of Wilmot Council.

As a Citizen of Wilmot, I was vocal in my disappointment of Mayor Armstrong's actions, and the way in which he conducted himself in the days thereafter. I delegated at the "special" Wilmot council meeting, where Les re-read what many believed to be a manufactured statement to Regional Council prior. I commented in the media my desire to see Mayor Armstrong resign on his own accord. I am writing this in a previous email to yourself, Mr. Williams, where earlier in the year I called for the suspension of Mayor Armstrong pending investigation, obviously naive to how we hold our elected officials accountable. What a wake up call to say the least. Although ultimately it is up to the electorate in a fair and democratic process, it is also important to have appropriate repercussions within an official's term of office.

In your report, you have concluded that the member has violated *(both)* Township, and Regional Code of Conduct section(s). Not only for Mr. Armstrong's actions, but also for his complete failure in acknowledging, and taking full accountability, immediately thereafter. This includes his previous "apology", which many have suggested a last ditch effort...too little too late. I thank you, Mr. Williams, for recognizing these actions as being unacceptable of a 'public figure', whose job it is to create inclusion, and belonging, within their community. Not only in Wilmot, but all of Waterloo Region. Mayor Armstrong failed to do so.

That being said, I am disappointed, Mr. Williams, with your suggested "consequences". It is absolutely insufficient. In fact, I would suggest that Mayor Armstrong's latest "press release" apology (before doing so in open Council (at both levels), as he suggested to the media before he released his statement) offers no better example than his original that led to your report's findings.

Back in June I told myself that I would trust the process, and accept the outcome. That I had said my piece, would accept Mayor Armstrong's apology, and leave it to Mayor Armstrong to take a leadership role moving forward for change. And although I do accept Les' apology, he has not exhibited the leadership I expected for change. Unfortunately your report is the final nail in what falls short of providing what I believed was forthcoming, and justified. So, here I am, again. As such, I am suggesting that both levels of Council provide additional consequences to your report, the maximum allowable, and available. It is important to send a clear and emphatic message to our community. As much as I feel for those who felt alienated by Mayor Armstrong, I too, feel sorry for Les. I don't believe him to be a terrible person, or one that wants to sow division. That being said, it goes deeper than that, the integrity of the Office, the role of Mayor. The leader. The unifier. The steady hand. And while I thank Mayor Armstrong for his dedicated years of service, I hope he does not seek reelection.

Council's actions tonight, I hope will uphold that higher office. I'll be watching...

Please use this communication as a public record, and distribute as you deem appropriate.

Thank you for your time,

Rory Farnan

[REDACTED] (Wilmot Township) Resident
[REDACTED]
[REDACTED]

On Wed, 24 Jun 2020 at 17:35, Robert Williams <rwilliams@uwaterloo.ca> wrote:

I can confirm that one request has been filed so far.

RJW

Sent from my iPhone

On Jun 24, 2020, at 17:17, Rory Farnan [REDACTED] > wrote:

Thank you Robert for clarifying. Can either yourself, or Dawn, confirm whether any formal requests have already been submitted?

Sent from my iPhone on the Rogers network.

On Jun 24, 2020, at 4:40 PM, Robert Williams <rwilliams@uwaterloo.ca> wrote:

Good afternoon Rory

I am responding to your message directed to me as Integrity Commissioner in Wilmot Township.

You call for Mayor Armstrong to be suspended from his position and I take your message to be requesting that I bring about that result.

Such an outcome is not, in fact, within the legislated powers of a municipal integrity commissioner.

My authority as IC under Section 223.4 (1) of the *Municipal Act* is only operative when a member of Council or a member of the public requests the Integrity Commissioner to conduct an inquiry into whether a Member of Council has contravened the Township of Wilmot's Council Code of Conduct. In other words, I do not have the authority to initiate an inquiry unilaterally or on the basis of an email. See also <https://www.wilmot.ca/en/township-office/resources/Documents/Code-of-Conduct---Council.pdf>

More importantly, in the event that an Integrity Commissioner determines that a member of Council has violated the municipality's Code of Conduct, it is up to Council (not the Integrity Commissioner) to impose a penalty: *Municipal Act* Section 223.4 (5)

(5) The municipality may impose either of the following penalties on a member of council or of a local board if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or of the local board, as the case may be, for a period of up to 90 days.

Note that it is not open to the Council to remove one of its members from office for a violation of the Code of Conduct.

If you wish to request that I conduct an inquiry despite these limitations, please complete and submit a Request for Inquiry document and I can begin to examine the matter.

<https://www.wilmot.ca/en/township-office/resources/Documents/Request-for-Inquiry-Council-Code-of-Conduct.pdf>

I encourage you to adhere to the instructions set out in that document (in particular in Schedule A) so that the matter can be dealt with promptly and appropriately under the Ontario *Municipal Act*.

I would be happy to provide further information and to answer any questions you might have through this address.

Robert Williams

In; t- yc
Towrw, hi; p of WiJ., n., wt-

From: Rory Farnan [REDACTED]
Sent: Wednesday, June 24, 2020 2:30:07 PM
To: Robert Williams; Dawn Mittelholtz; Angie Hallman; Jennifer Pfenning
Subject: Fwd: Immediate Suspension of Les Armstrong From Regional Council

Dr. Williams,
 As a resident of Wilmot Township, I am calling for the immediate suspension of Mayor Les Armstrong as Wilmot Mayor, both in Wilmot Council, and as our representative at Regional Council, until the next Municipal Election. If this mechanism is not available, a temporary suspension, with reinstatement pending the outcome of an investigation by the Integrity Commissioner, and a vote of confidence by Wilmot Council, should at least be considered at a minimum.

Mayor Armstrong's actions, and his words, have, and continue to, create a negative division in our community. Not only within Wilmot Township, but across Waterloo Region.

Thank you for your attention to this matter.

Rory Farnan
 [REDACTED] Resident, Wilmot Township

----- Forwarded message-----

From: **Rory Farnan** [REDACTED] >

Date: Wed, 24 Jun 2020 at 12:33

Subject: Immediate Suspension of Les Armstrong From Regional Council

To: Karen Redman <kredman@regionofwaterloo.ca>, Angie Hallman
<angie.hallman@wilmot.ca>, Jennifer Pfenning <Jennifer.Pfenning@wilmot.ca>

Good afternoon Chair Redman, Councillor Hallman & Pfenning,

As a resident of Wilmot Township, I implore Regional Council to take swift action as it relates to Wilmot Mayor Les Armstrong. His actions, and his words, have, and continue to, create a negative division. Not only within Wilmot Township, but across Waterloo Region.

If there is a mechanism available that can suspend Mayor Armstrong from his position on Waterloo Regional Council, while temporarily appointing a caretaker Councillor (voted by Wilmot's Ward Councillors) until the next Municipal Election, I would be in full support of that action.

This also serves as a clear example of why Wilmot Township needs Regional representation beyond a single individual, especially a Mayor, with a second position elected by the voters of Wilmot, independent of who is on Wilmot Council. It provides greater independent accountability, transparency, and local representation at the Regional level.

Thank you Madam Chair for your leadership on this matter. Please take care.

Thank you,

Rory Farnan

[REDACTED] Resident, Wilmot Township

Rory Farnan

[REDACTED]
[REDACTED]

Twitter: @farnan

Rory Farnan

[REDACTED]
[REDACTED]

Twitter: @farnan

Rory Farnan



Twitter: @farnan

Good evening, councillors.

On Friday, June 26, I was here, delegating at the Special Council Meeting a few days after Mayor Armstrong shared an offensive video that contained racist conspiracy theories and falsehoods that have been debunked.

In the intervening days between the mayor's actions and my presentation, he stood firm and unapologetic in the belief that he had done nothing wrong.

Finally, after pressure from his Regional and Township colleagues, he read a prepared statement, which, to me, lacked authenticity because it failed to demonstrate that he understood *why* his actions had caused harm.

My presentation lasted just five minutes. It's the first time I'd ever felt compelled to address racism head on, and it left me feeling drained and shaken.

I have no idea how people who are Black or Indigenous, or People of Colour find the words, let alone the strength, to do this over and over again.

What helped me over the next days and weeks were the words of support that I received, many from my fellow township residents. Some people contacted me months later, because that's how long it took them to find the appropriate words.

More than 30 people emailed me, commented when I posted video of my presentation online, sent me private messages on social media, or phoned me.

There are two phone calls in particular that I'd like to highlight.

I'm married to one Township councillor, and I'm friends with two others. While I wasn't expecting vocal support from any of the remaining councillors, that's only because we don't share a close personal relationship. So, I was surprised and incredibly moved to hear from Councillor Barry Fisher, who phoned me a few days after my presentation. He recognized that I was in pain, and he called to check how I was doing.

Councillor Fisher – I can't thank you enough for your kind, compassionate words. They meant the world to me back then, and I can tell you that they helped me through a difficult period.

The second phone call I'd like to talk about came on the morning of Saturday, June 27, 24 hours after my delegation. It was from a former Region of Waterloo councillor. They've given me permission to discuss our conversation, and I promised not to identify them publicly. However, Mayor Armstrong knows who I'm talking about, and can confirm that this actually took place.

This former councillor told me that they had spoken with the mayor, in a commendable effort to find a way forward for Wilmot. The councillor had suggested that the mayor reach out to at least some of the people who had spoken at the Special Council Meeting the previous day, and have one-on-one conversations with them. That would enable the mayor to offer personal and meaningful apologies that addressed each person's issues.

The Regional councillor told me that Mayor Armstrong agreed to the proposal, so the councillor asked if I would be willing to have that conversation.

I said that I would.

And so, I waited. And waited.

Over the years, Mayor Armstrong and I have exchanged numerous emails on various topics. We've had direct conversations via Twitter. We've spoken with each other on the phone. Les Armstrong has been a guest in my home.

There were numerous ways that the mayor could have contacted me, if he'd wanted to. But, I'm still waiting. It's been 164 days, and I think it's safe to assume that he's lost interest in speaking with me. However, I am still available.

===

The Integrity Commissioner found that both the mayor's initial action and his subsequent apology violated the codes of conduct of both the Region of Waterloo and the Township of Wilmot, for a total of *four* code violations.

And *yet*, the IC's report, which clearly describes what the mayor was guilty of, *and* offers condemnation, does *not* recommend any action. Instead, what the report does suggest is that both councils should *direct* the mayor, quote, "to present a truthful, honest and sincere apology."

If councillors are being told to *order* the mayor to apologize for what he did, how can that apology be regarded as truthful, honest or sincere, rather than coerced?

===

Over the past few days, I've gone back and forth in my mind about the tone of the presentation that I wanted to give this evening. My first thought was simply to vent my frustration. But then, I tried to move towards something that would be more positive, something that would heal. I have to admit, I've found that challenging.

We're living in a municipality where the mayor shared a racist message and didn't understand why that might be harmful. His first, incomplete apology failed to mend the division. When residents came before him and told him how his actions had affected them, *and*, like me, also presented him with an opportunity to respond *directly*, he hasn't done so. I hope he will still consider it.

The Integrity Commissioner who investigated official complaints from members of the public found the mayor guilty of four code of conduct violations, across two municipalities, but has chosen to take no action, despite having numerous options available to him. Bearing in mind that there are Black people and People of Colour who work at the Township of Wilmot, I feel that the harassment complaint should have warranted more attention.

Recently, Bernice King, the daughter of Martin Luther King Jr, said this:

"Kindness matters. But kindness does not equal justice. Civility counts. But calling for civility is not the humane response to injustice. Justice is. Love is essential. But love is not a passive, weeping bystander. Love puts in work."

Councillors, it's up to *you*, now. What work will *you* do to help us move forward?

How will you use this situation to show our community that elected officials have a duty to maintain certain standards of behaviour, and that there will be meaningful action when those standards aren't met?

This isn't about Mayor Armstrong. This is about all of you who currently sit on council, and everyone who will come afterwards. What should we expect of you?

The Township's "Vision" is described in its recently updated Master Plan as, "a cohesive, vibrant and *welcoming* countryside community."

On Friday, Councillor Gordijk and I had the pleasure of meeting a woman who has just started working in Wilmot. She commutes from Cambridge, and she wants to move to the township. She said to us, "I'd like to live here with my family, but my children are brown. Would they be welcome?"

Given the events of the past few months, what do *you* think is the truthful, honest and sincere response?

Thank you.

First of all, thank you for the opportunity to speak to you this evening.

We have been brought here together, over our mutual concern about the conduct of our Mayor, Les Armstrong, and the findings of the Integrity Commissioner, based on his examination of Mr. Armstrong's words and actions with regard to his posting of a "White Lives Matter" video, and his subsequent media defence of this. And then, his conduct (ignoring the presentation and instead speaking to staff) while a delegation, a person of colour, was speaking ABOUT the hurtful impact of this conduct.

With seven complaints filed, resulting in 4 code of conduct violations, it's clear that the Mayor's conduct was unbecoming of a public official, and also clearly a national embarrassment for our Township, and for Waterloo region.

What is also painfully clear, is that the findings of the integrity commissioner, after a lengthy and thorough examination, lead to a recommendation of a punitive action of nothing more than requiring an apology. While many of us are aghast at the dismissive nature of this report, it's clear that the system - a white male Integrity Commissioner - investigating a white male mayor - recommending a 'wrist-slap' - is working exactly as intended. A system set up by white men, which seems to serve white men.

The appearance of having an investigative body that examines code of conduct violations, is designed to satisfy the taxpayers that there is some measure of oversight that keeps our public figures held to a high level of professional accountability. In reality though, this system has little in the way of 'teeth', and this outcome is almost assured, given the current framework.

It's clear that every single one of the faces you see on your screen this evening (with the obvious exception of the Mayor) was absolutely horrified by what occurred, and even further, by the doubling and tripling down on it in the media, until eventually being pressured to take down the posting and read a wooden, narrowly-focused, stock apology. An apology that the Integrity Commissioner has found to be insufficient, and contravened the Code of Conduct.

And it's very likely that every single person you see here this evening would likely have had the critical thinking skills to identify the obvious click-bait nature of the video, the lies and disinformation, and the fact that the video appealed to all of the biases held by individuals that might share the video.

Whether it's a chain email from a Nigerian Prince, a phone call with a CRA scam, a bank account phishing email, or the unrelenting robocalls from duct cleaning services, etc., living in the 21st century requires a constant vigilance and critical thinking about everything you see, everything you read, and more importantly, everything you share online. Are we surprised that this happened to our Mayor? An otherwise very well loved and respected individual in our community?

Not really.

The real failure here, was that Mr. Armstrong likely didn't critically examine the source of this information, didn't question the outlandish and false statistics being quoted, and unfortunately - it allowed his confirmation bias to accept this video as truth - and to post it as what he thought was a valid discussion point.

Unfortunately, there is no Critical Thinking Commissioner in Wilmot Township.

We rely on the municipal election process for residents of this township to endorse the candidate they believe has the intellect, wisdom, compassion and critical thinking skills to lead Council. While it's clear at this point, that Mr. Armstrong has likely lost a significant amount of support in this community, it's also very likely that he may not run again, and Wilmot will have it's opportunity to choose somebody else. I'm sure everyone can agree that we all hope that Les Armstrong will continue to reside in Wilmot Township and enjoy a retirement with dignity here in this community.

What this ordeal has really invited us to, is the reality that Wilmot Township has been forced to deal with a very difficult, ugly, and painful truth that the "Old White Way" here is glaringly unacceptable. This community is changing rapidly, and will continue to change over the next few years.

The absence of wisdom and critical thinking you've seen here, has also led us into a contentious statue project that was rammed through council without public input, and has now blown up into another national embarrassment for Wilmot Township. What was supposed to have been a zero-cost-to-Taxpayers project has become a six-figures-and-counting behemoth, and still lacks a thorough and complete educational component. What's worse, is that the legal agreement entered into by Wilmot Township - likely without legal counsel - is so weak, that either party can give notice and walk away from the deal. I'm not sure that anyone considered that - at one statue per year, 23 years of statues would see almost all of the retirees involved in the project well into ill health and beyond. And certainly nothing is stopping CreateScape Waterloo region from 'throwing in the towel' and walking away from the project, with only 60 days notice - leaving us with a partially-complete Prime Ministers Path that continues to draw criticism from Wilmot Residents and Indigenous peoples, and a contentious mess to clean up.

This again leads us to the 'gift that keeps on giving'...

It is for our community to accept the invitation to dig deeper and to begin constructive and healthy dialogue on what can be done to heal the wounds that this ordeal has exposed.

It's clear that there are some individuals in this community that harbour some very hurtful and destructive views - as expressed in the posting of hateful posters in New Hamburg, by the graffiti that we've seen in parks, and by the presence of a White Supremacist group at the SJAM statue in Baden.

It's clear that we have MUCH more work to do in our families, in our schools, in our places of worship, and in our service clubs, to teach and model lives of acceptance, embracing cultures, and expanding our world view beyond it's current status-quo.

We need to encourage each other in this community to live into greater integrity and authenticity, and to challenge situations where we see systemic bias, when we hear dialogue that is hurtful or racist - we need to make it easier to speak up, than to remain silent.

Most importantly, we need to examine ourselves. WE are the system. Are we equally as vulnerable as Mr. Armstrong to being drawn into content, thoughts, ideas and disinformation that speaks to our own biases? Absolutely. It's happening every single day of our lives, and the assumptions, privileges and opportunities that we expect every day are often not available to people in our own community who may be black, indigenous, persons of colour, or who identify in a way that is different from us.

Even though most of the Wilmot Staff people you see on your screen this evening were likely horrified by what has occurred, they are powerless (or at least FEEL powerless) to have immediately and publicly spoken out, fearing for their jobs, and exercising extreme caution in filing Human Resources complaints for fear of reprisal. The councillors you see this evening are held to the very same code of conduct and must be extremely careful about how their own reactions are received and must rely on the "System" - the complaint-driven system you see at work here this evening. The very system that has reduced 4 very serious contraventions of the Code of Conduct to a recently published apology.

This week, while it's clear that Mr. Armstrong has enjoyed some support, it's obvious that this community is divided and many do not understand (or may not have attempted to understand) the seriousness of the findings in the Integrity Commissioner's report.

In Section 53 of Mr. Williams' report, he refers to the ***"healing and collective learning about what it means to be a member of a racial minority in Canada in 2020, and what must be done to overcome the way the community has fallen short of understanding that reality."***

We are invited to be part of the change, part of the solution, and I encourage everyone this evening to ask the people around you what you can do help change the direction of this community. We have an opportunity to address the chasm that has been exposed, and to embark on meaningful dialogue. I urge you to accept the invitation into this process, and to leave behind the hurtful legacy of this ordeal and replace it with positive change and genuine effort.

While Council considers the report before them from the Integrity Commissioner, and it's paradox between crystal-clear contraventions of

the code of conduct, and it's only punitive measure being an apology, I urge Councillors to consider a further motion to impose the maximum penalty available.

Further, I must remind council that if you vote to approve this report and it's findings, that Mr. Williams states in section 48:

“I caution though, that any further contraventions of the Codes by the Member could result in more severe consequences.”

Clearly, by voting to accept this report, you are committing to section 48.

Thank you for your time.
JB

APPENDIX D

Letter to the community from Township of Wilmot Mayor and Regional Councillor Les Armstrong:

The past number of months have been a period of great reflection for me.

As I've reflected, I see that this is a road we're on together as a community, as a Township and as a Region.

I want to take this opportunity to apologize to those in our community, specifically the Black, Indigenous and People of Colour in our community, of whom my actions, specifically my action of posting a controversial and offensive video on social media have hurt. I am deeply sorry for the pain my actions have caused each of you, and our community as a whole. As I stated in June, I don't expect forgiveness based on my words alone. I committed to showing the community that you can count on me to continue fighting hard for everyone through my actions and leadership.

I reflected on my time growing up in Waterloo Region, when my parents made sure my four siblings and I respected all members of the community, no matter who they were or where they came from. I have reflected on my white privilege, and am aware that I haven't had to suffer the kind of discrimination that others in our community have suffered.

This summer, for the first time in our Township's history, Wilmot Council unanimously passed a motion to fly the Pride flag at our facilities. I'm glad that this will now be a yearly occurrence. I attended the ceremony in July, and for me, it represented Wilmot as a community that is open and accepting and on a progressive road to change.

The Township of Wilmot recently approved the updated strategic plan. This is a very important step forward as it identifies the principles for what we stand for and sets our roadmap for the future. One of the pillars of the strategic plan recognizes that we are a caring and diverse community. As the Mayor, and as a leader in our community, I'm proud of this plan and look forward to its implementation.

At the Region of Waterloo, we're also moving towards a more inclusive approach. As a member of Regional Council, I'm proud of the work that we're doing and proud of the direction we are moving towards. A few weeks back, our Anti-Racism Advisory Working Group was formed. This group will play a significant role in helping eliminate systemic racism at the Region of Waterloo by providing recommendations, advice and information to Regional Council. I look forward to working with that group, and as a leader in Waterloo Region, I am committed to ensuring we are a caring, accepting and inclusive community for all.

Brighter days ahead. Together we will focus on making the changes necessary to improve our community for everyone.

APPENDIX E

Quarterly update .

My black year. By Maggie Anderson

Being an extreme minority in suburbia. By Anyssa Bohanan.

Let's get to the root of racial injustice. BY Megan Ming Francis .

Policing in America needs to change trust me I'm a cop. BY Renee Mitchell .

Policing in America: the road to reconciliation. By Danielle Outlaw.

Megan Ming Francis on Racial Injustice.

Indigenous Education Session No. 1.

A conversation with Native Americans On Race. By Michelle Stephenson and Brian Young.

What is White Privilege? CBC Nov 27.

Racial Economic Inequality and Covid 19.



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-01

TO: Council

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

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

REVIEWED BY: Grant Whittington, CAO

DATE: January 11, 2021

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

RECOMMENDATION:

THAT Council, approve the recommended appointments to the Grand River Accessibility Advisory Committee (GRAAC), and pending ratification by the partnering municipalities, appoints the following members to GRAAC for a four-year term ending December 31, 2025:

1. Jolene MacDonald;
2. Trevor Tamlin;
3. Teresa McQuillin,
4. Brad Sayles.

SUMMARY:

Recruitment for GRAAC is organized each year by a Staff Recruitment Team with representatives from each of the supporting municipalities. Appointments are staggered to support succession planning and knowledge sharing. The Staff Recruitment Team ranks applicants in a bias-free process, considering diversity of perspectives and geography when

possible. The recommended appointments must be approved by all seven of the supporting Councils, who will receive similar reports in December or January.

BACKGROUND:

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

REPORT:

The Township of Wilmot has participated in actively supporting the operation of GRAAC since 2015. The partnership with the other area municipalities is an effective and cost-effective way to have access to an advisory committee and fulfill this legislated requirement of the Accessibility for Ontarians with Disabilities Act.

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

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The Township's participation in GRAAC aligns with the Strategic Plan goals of community engagement through belonging and quality of life through accessibility and inclusivity.

FINANCIAL CONSIDERATIONS:

The Information and Legislative Services operating budget contains funds allocated to the Grand River Accessibility Advisory Committee for administrative costs totaling approximately \$340.00.



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-03

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
Erin Merritt, Manager of Municipal Law Enforcement
Kelly Baird, Communications Specialist

REVIEWED BY: Grant Whittington, CAO

DATE: January 11, 2021

SUBJECT: Quarterly Activity Report
October 1, 2020 to December 31, 2020

RECOMMENDATION:

THAT the Information and Legislative Services Quarterly Activity Report for October 1 to December 31, 2020 be received for information.

SUMMARY:

Attachment 1 is submitted by the Manager of Municipal Law Enforcement and attachment 2 is submitted by the Communications Specialist of the Information and Legislative Services Department to summarize their activities from October 1 to December 31, 2020. The priorities of the Information and Legislative Services department are to continue providing support in response to the 2019 Novel Coronavirus pandemic.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Providing quarterly updates to Council and the public helps to fulfil the Township's Goals of Community Engagement through Belonging and Responsible Governance through Active Communication.

FINANCIAL CONSIDERATIONS:

None.

ATTACHMENTS:

Attachment 1: Municipal Law Enforcement 4th Quarter Activity Report
Attachment 3: Corporate Communications 4th Quarter Activity Report



Municipal Law Enforcement Activity Report – 2020 4th Quarter (October - December)

Type of Call	Oct/Dec 2019	Oct/Dec 2020
Property Standards/Clean Yards	26	14
Parking/Traffic	87	74
Animal Control Complaints	43	46
Noise Complaints	10	14
Fire Complaints	1	4
Grass and Weeds	5	5
Signs	6	0
General Inquires	5	43
Dumping	2	0
Zoning	3	3
Livestock Valuation	2	0
Pools	1	0
Fences	3	2
Discharge of Firearms	2	2
Sidewalk complaints – Ice/Snow	43	34

Property Standards and Clean Yard:

- 14 properties were investigated by the Township
- 11 have been resolved, 3 working with owners to gain compliance

Parking/Traffic:

- 50 warnings were issued
- 182 parking tickets were issued

Animal Control:

- 2 dogs were impounded
- 8 warnings given for dogs running at large, no tickets issued

Noise Complaints:

- 14 complaints investigated ranging from loud stereos, barking dogs, noisy vehicles
- all complaints have been investigated and appropriate warnings have been issued, no tickets issued

Fire Complaints:

- 4 complaints regarding open burning/burning without a permit, warnings were given

Grass and Weeds

- 5 complaints received, all were cut by the owners and are now in compliance

**Municipal Law Enforcement
Activity Report – 2020 4th Quarter (October - December)**

Signs:

- ongoing monitoring of illegal signage is occurring and removal carried out on a regular basis by By-law (55 signs removed this quarter by By-law Officers)

Sidewalk Complaints – Ice/Snow

- 34 Sidewalk complaints requiring snow or ice removal (9 were proactive warnings)

General Inquires

- Out of the 43, 37 were in regards to Covid-19 related matters. These include questions, complaints, requests for information, enforcement activity through education
- Please note these numbers do not include the daily patrols of parks, facilities, residences, and businesses where numerous individuals were spoken too and educated about the Re-Opening Ontario Act. No tickets were issued.



TOWNSHIP OF WILMOT

Corporate Communications
Communications Specialist
Activity Report – 4th Quarter (October – December 2020)
Information and Legislative Services Department

Select activities include:

Corporate Communications

- Edited and/or contributed to select Township and regional (pandemic) media releases.
- Ongoing assistance with various departments with the creation of various forms of messaging, editing, video and photography.
- Ongoing participation in Region of Waterloo (pandemic) communications meetings. From those meetings, further time (in smaller committees) was spent on promotional efforts such as lockdown joint messaging, #InThisTogether promotional campaign and outdoor rink messaging.
- Initiated Corporate Communications weekly meetings to enhance the sharing of departmental and corporate information. Drafted and distributed minutes.
- New initiatives are being explored to augment internal and external communication practices and future needs. For instance, and in brief, in early January, I will begin scheduling quarterly meetings with directors and other key individuals to discuss anticipated 2021 departmental messaging. In addition, the quarterly Township newsletter will be a responsibility of the Communications Specialist.
- Responded to a variety of media inquiries and updated media lists. Responded and/or directed inquiries to the appropriate director in a timely manner.
- Assisted with the website content review and update.

Social Media

- Averaging 8 -10 daily messages (combination of original content and retweets/shares) for both Twitter and Facebook channels. Cultivating content and/or editing and sourcing accompanying tags, hashtags, and various sizes of images and/or video. Scheduling and posting.
- In addition, and on a daily basis (Monday to Friday), I monitor other local and regional accounts, engage when appropriate, and watch trends.
- Content, for both channels, was developed to create awareness for special departmental messaging (such as Fire Dept. holiday messaging, ice safety, seasonal messaging for Mayor L. Armstrong, winter roads maintenance messaging, etc.)
- Collaborated with H. O’Krafta re: @ShopLocalSanta - a new Wilmot Township businesses promotional endeavour. We collectively visited dozens of Township businesses, took pictures/video, coordination/filing of images, created content for

messaging along with tags and mentions, and then reconfigured all for use on Facebook. Monitored, retweeted/shared other accounts, etc. The initiative was fast and furious (+ low budget \$3.50) and exceptionally well received by the Wilmot business community. Mr. O'Krafta and I hope to leverage our efforts and have @ShopLocalSanta take on a new life in 2021.

- The Township Twitter account has 3,471 'followers' and the new Facebook business page 808 'follows' and 613 'likes'. The rate of growth continues to be slow but steady.
- The 2021 Social Media Content calendar is being developed.

Marketing

- I sourced branding roll-out budget figures and provided to D. Mittelholtz. Communication with Aubs & Mugg continues as next steps are determined once the new brand is approved.
- Efforts to enhance image and video gallery continues all year 'round. I feel strongly that it's important to represent all communities within the township as well as seasons.

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO 2021-01**

**BEING A CONSOLIDATED BY-LAW TO PROVIDE FOR
FEES AND CHARGES FOR THE TOWNSHIP OF WILMOT**

WHEREAS section 391(1) 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, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board and for use of its property including property under its control;

AND WHEREAS section 391(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, states that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

AND WHEREAS section 391(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, states that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets;

AND WHEREAS section 391(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, states that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;

AND WHEREAS section 391(5) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, states that, in the event of a conflict between a fee or charge by-law and the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, or any other act or regulation made under any other act, the by-law prevails;

AND WHEREAS section 69(1) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, states that the council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality in respect of the processing of each type of application provided for in the tariff;

AND WHEREAS section 69(2) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, states that, despite a tariff of fees established under subsection (1), the council of a municipality, a planning board, a committee of adjustment or a land division committee in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council, planning board or committee is satisfied that it would be unreasonable to require payment in accordance with the tariff;

AND WHEREAS section 69(3) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, states that any person who is required to pay a fee under subsection (1) for the processing of an application in respect of a planning matter may pay the amount of the fee under protest and thereafter appeal to the Ontario Municipal Board against the levying of the fee or the amount of the fee by giving written notice of appeal to the Ontario Municipal Board within thirty days of payment of the fee;

NOW THEREFORE, the Council of The Corporation of the Township of Wilmot enacts as follows:

Definitions

- “Council” means the Municipal Council of the Corporation of the Township of Wilmot.
- “Municipal Act” mean the *Municipal Act, 2001*, S.O. 2001, chapter 25, as amended.
- “Person” means an individual, unincorporated association, sole proprietorship, partnership, corporation, or municipality.
- “Property” means land, buildings, equipment and structures.
- “Township” means the Corporation of the Township of Wilmot.

Citation

- This by-law shall be known as the “Fees and Charges By-Law” or “Fee Schedule” of the Township.
- Should any by-law refer to the Township’s “Fees and Charges By-Law” or “Fee Schedule(s)”, it shall be interpreted to mean this by-law.

Fees and Charges

- The Township hereby imposes the fees and charges outlined in the attached Schedules to this by-law pursuant to the provisions of the *Municipal Act*.
 - The fees and charges imposed on a person by the Township, as outlined in the Schedules to this by-law, constitute a debt of the person to the Township.
 - The Treasurer of the Township may add fees and charges imposed by the Township, as outlined in the Schedules to this by-law, to a property’s tax roll and collect them in the same manner as municipal taxes:
 - In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and,
 - In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
- All fees and charges in this by-law representing use of property, staffing and programming are subject to a cost of living adjustment on an annual basis consistent with Township policies.

Severability

- 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 & Amendment

- By-Law 2020-01 is hereby repealed.
- Should this by-law conflict with any other by-law or resolution of Council, or any staff report approved by Council, in relation to fees and charges imposed under the *Municipal Act*, *Planning Act*, or any other act, this by-law shall take precedence, unless specifically stated to the contrary.

Coming to Force

- This by-law shall come into force on the date of its passage by Council.

READ a first and second time in Open Council this 11th day of January, 2021.

READ a third time and finally passed in Open Council this 11th day of January, 2021.

Mayor

Clerk

Schedule A of Fees and Charges Administration Fees and Charges			
	2021 Rate	Criteria	Effective Date
Information and Legislative Services			
Municipal Drainage Certificate	\$ 125.00	per property	01/01/2021
Book - More Than a Century - plus HST	\$ 9.52	per book	01/01/2021
Book - Photographic Memories - plus HST	\$ 19.05	per book	01/01/2021
Lottery Licence	3.00%	of prize value	01/01/2021
Solemnization Services			
Marriage Licence	\$ 130.00	per licence	01/01/2021
Civil Service (<i>During Business Hours</i>) - plus HST	\$ 250.00	per service	01/01/2021
Civil Service (<i>After Hours</i>) - plus HST	\$ 375.00	per service	01/01/2021
Civil Service on Castle Kilbride Grounds (<i>During and After Hours</i>) - plus HST	\$ 500.00	per service	01/01/2021
Marriage Witnesses - plus HST	\$ 25.00	per witness	01/01/2021
Council Chambers Rental (<i>After Hours</i>) - plus HST	\$ 110.00	max 2 hrs	01/01/2021
Photocopies			
First 3 Pages - plus HST	\$ 2.00	first 3 pages	01/01/2021
Additional Pages - plus HST	\$ 0.25	per page	01/01/2021
Commissioning/Certification of Documents	\$ 20.00	up to 3 docs.	01/01/2021
Travel Letters	\$ 30.00	per letter	01/01/2021
Encroachment Application Fee	\$ 125.00	per application	01/01/2021
Death Registrations	\$ 25.00	per death	01/01/2021
Archives			
Research Requests			
First 15 Minutes	No Cost		01/01/2021
Time Required over 15 Minutes - plus HST	\$ 25.00	per hour	01/01/2021
Microfilm Print Out - plus HST	\$ 0.50	per copy	01/01/2021

Schedule A of Fees and Charges Administration Fees and Charges			
	2021 Rate	Criteria	Effective Date
Financial Administration			
Water and Wastewater Penalty Charge	2.50%	upon default	01/01/2021
Tax Arrears Penalty/Interest Charge	1.25%	per month	01/01/2021
All other interest and penalty	1.25%	per month	01/01/2021
<i>Tax Certificates</i>			
Issued by Mail	\$ 60.00	per certificate	01/01/2021
Issued by Fax/Email & Mail (<i>rush</i>)	\$ 75.00	per certificate	01/01/2021
Duplicate Copy of Tax or Water Bill	\$ 5.00	per bill	01/01/2021
Statement of Tax or Water Account (<i>per calendar year of account activity</i>)	\$ 5.00	each	01/01/2021
Overdue Notices (Property Tax)	\$ 5.00	per issuance	01/01/2021
Owner Information Change Administration Fee (Property Tax)	\$ 35.00	per ownership change	01/01/2021
Returned Items Charge	\$ 35.00	per item	01/01/2021
Account Balance Transfer Fee	\$ 35.00	per transfer	01/01/2021
Cheque Re-Issuance Fee	\$ 20.00	per cheque	01/01/2021
Refund Administration Fee (<i>applied to refund requests</i>)			
For Refunds of Less than \$175.00	20.00%	of refund	01/01/2021
For Refunds of \$175.00 and over	\$ 35.00	per refund	01/01/2021
Tender/Proposal/Quotation Documents Fee	Up to \$200.00	per package	01/01/2021
Third Party Collections Charge	25.00%	of balance owing	01/01/2021
Tax Sale Administration Fee	\$ 150.00	per month	01/01/2021
Cost Recovery Administration Fee	10.00%	per invoice	01/01/2021

Schedule B of Fees and Charges By-Law Protection Services Fees and Charges			
	2021 Rate	Criteria	Effective Date
Dog Licences (Dog Tags)			
Up to and including March 31	\$ 25.00	per dog	01/01/2021
After March 31	\$ 35.00	per dog	01/01/2021
Within 10 days of moving to Wilmot/acquiring a dog	\$ 25.00	per dog	01/01/2021
After 10 days of moving to Wilmot/acquiring a dog	\$ 35.00	per dog	01/01/2021
Designated Dog Licence	\$ 50.00	per dog	01/01/2021
Designated Dog Licence after March 31	\$ 70.00	per dog	01/01/2021
Replacement tag	\$ 5.00	per tag	01/01/2021
Kennels			
New Kennel Application	\$ 500.00	per application	01/01/2021
Annual Licence			
4 to 5 dog per kennel	\$ 125.00	up to 5 dogs	01/01/2021
6 or more dog per kennel (Up to and including March 31)	\$ 25.00	per dog	01/01/2021
After March 31	\$ 35.00	per dog	01/01/2021
Conditional Licence	\$ 100.00	per licence	01/01/2021
Application to expand beyond 50 dog maximum cap	\$ 300.00	per application	01/01/2021
Application to change existing licence <i>(to increase # of dogs under licence or change physical location of kennel)</i>	\$ 300.00	per application	01/01/2021
Other			
Application for Exemption to Exotic Pet By-Law	\$ 300.00	per application	01/01/2021
Backyard Hen Licence	\$ 100.00	per licence	01/01/2021
Trapping Cages			
Rental Fee	\$ 10.00	per cage	01/01/2021
Refundable Deposit	\$ 50.00	per cage	01/01/2021
Dangerous/Restricted Dog Warning Sign	\$ 25.00	per sign	01/01/2021
Property Standards			
Grass Cutting - plus HST	\$ 150.00	per hour	01/01/2021
Snow Removal - plus HST	\$ 150.00	per hour	01/01/2021
Property Standards Administration Fee - plus HST	20.00%	of By-Law Order	01/01/2021

Schedule B of Fees and Charges By-Law Protection Services Fees and Charges			
	2021 Rate	Criteria	Effective Date
Fire Services			
Emergency Call Outs:			
Fire Suppression, Technical Rescues, Motor Vehicle Incidents, HAZMAT, all other emergency incidents <i>(per apparatus)</i>	Current MTO Published Rate	per hour	01/01/2021
Labour (per firefighter)	\$ 40.00	per hour	01/01/2021
False Alarms <i>(after two false alarms in a calendar year - per apparatus)</i>	Current MTO Published Rate plus firefighter costs	per hour	01/01/2021
Motor Vehicle Accidents and Motor Vehicle Collisions:			
Apparatus Rate <i>(hourly)</i>	Current MTO Published Rate plus firefighter costs	per vehicle	01/01/2021
Calls to Open Fires with and without Permits			
Apparatus Rate	Current MTO Published Rate plus firefighter costs	per hour	01/01/2021
Burn Permits			
Open Burn Permit - plus HST	\$ 39.82	per month	01/01/2021
Contained Site Burn Permit - plus HST <i>(One Time Fee)</i>	\$ 39.82	each	01/01/2021
Inspections			
Inspection <i>(includes report)</i>	\$ 150.00	per copy	01/01/2021
Copy of Inspection Report	\$ 100.00	per copy	01/01/2021
Inspections Requiring Outside Agencies	\$150.00 plus actual costs	per hour	01/01/2021
Requested Home Fire Inspections <i>(including but not limited to Social Services, Home Daycares, Assisted Living, Ontario Works)</i>	\$ 150.00	per report	01/01/2021
Mobile Food Service Equipment (MFSE) <i>(such as Food Trucks and Food Carts)</i>	\$ 150.00	per report	01/01/2021
Licensed Day Care Inspections	\$ 150.00	per report	01/01/2021
Licensed Group Home Inspections	\$ 150.00	per report	01/01/2021
Licensing LLBO Premises -Indoor and Outdoor Locations	\$ 150.00	per report	01/01/2021
Propane Facility RSMP – Level 1	\$ 150.00	per report	01/01/2021
Propane Facility RSMP – Level 2	\$ 225.00	per report	01/01/2021
Commercial Cooking Systems (NFPA 96 Annual)	\$ 150.00	per report	01/01/2021
Re-Inspection Fee <i>(3rd visit for non-compliance)</i>	\$ 100.00	each	01/01/2021
Other			
Fire Report – Written Confirmation, Outstanding Orders/File Search/Incident Report	\$ 150.00	per report	01/01/2021
Extraordinary Expenses	Actual Cost		01/01/2021
Key Box - <i>plus HST</i>	\$ 175.00	each	01/01/2021
Smoke Alarm or CO Alarm - <i>plus HST</i>	\$ 30.97	each	01/01/2021

Schedule C to Fees and Charges By-Law Engineering and Transportation Fees and Charges			
	2021 Rate	Criteria	Effective Date
Engineering Services			
Development			
Site Plan Application - Servicing/Grading/Entrance Drawing Review	\$ 2,550.00	per submission	01/01/2021
Site Plan Amendment - Servicing/Grading/Entrance Drawing Review	\$ 2,040.00	per submission	01/01/2021
Site Plan Application/Amendment - SWM Design Review	\$ 2,000.00	per submission	01/01/2021
Site Plan Application/Amendment - SWM Brief Review	\$ 950.00	per submission	01/01/2021
Fourth and Subsequent Site Plan Reviews	\$ 460.00	per submission	01/01/2021
Third and Subsequent Engineering inspections for Site Plans	\$ 360.00	each	01/01/2021
Subdivision/Condominium Application - Draft Plan	\$500 per block/unit to a max of \$10,000	per submission	01/01/2021
Servicing Connection Fee <i>(per connection for storm, sanitary or water)</i>	\$ 1,350.00	per service connection	01/01/2021
Development Connection Fee <i>(per connection for storm, sanitary or water)</i>	\$ 2,500.00	per service connection	01/01/2021
Letter of Credit - Process	\$ 205.00	per request	01/01/2021
Subdivision/Condominium Review Administration Fee	\$ 40.00	per lot / per submission	01/01/2021
Subdivision/Condominium Drawing and Construction Review Fee	5.5% of construction cost	per application	01/01/2021
Third and Subsequent Engineering Inspections for Subdivisions	\$ 1,530.00	each	01/01/2021
Third and Subsequent Submission of As Recorded Drawings for Subd	\$ 3,500.00	per submission	01/01/2021
Third Party or Peer Review	Actual Costs plus deposit	per review	01/01/2021
Dedication of an Easement not part of a Plan of Subdivision Application	\$1,530.00 plus actual costs	per submission	01/01/2021
Extension of an Easement not part of a Plan of Subdivision Application	\$920.00 plus actual costs	per submission	01/01/2021
Individual New or Altered Services Review - Existing or New Lot	\$ 550.00	per request	01/01/2021
Individual New or Altered Lot Grading and Drainage Review - Existing or New Lot	\$ 450.00	per request	01/01/2021
Combined New or Altered Lot Grading and Drainage Review & Services - Existing or New Lot	\$ 1,000.00	per request	01/01/2021

Schedule C to Fees and Charges By-Law Engineering and Transportation Fees and Charges			
	2021 Rate	Criteria	Effective Date
Third and Subsequent Submission of Lot Grading and Drainage Review	\$ 130.00	per submission	01/01/2021
Third and Subsequent submission on Individual New or Altered Services Review - Existing or New Lot	\$ 130.00	per submission	01/01/2021
Review of general submissions (patios, super mailbox locations, miscellaneous items)	\$ 350.00	per submission / property / location	01/01/2021
Telecom Tower Application and network site selection review	\$ 2,500.00	each location	01/01/2021
Culvert inspection	\$350 plus 3rd party fees	per location	01/01/2021
Consents/Severance Application	\$500 plus 3rd party fees	per application	01/01/2021
Zoning Application	\$300 plus 3rd party fees	per application	01/01/2021
Minor Variance	\$ 125.00	per application	01/01/2021
Review of Site Plan / Subdivision applications with PW&E components outside of Wilmot Municipal boundary	\$1,500 to \$10,000 plus 3rd party fees	per application	01/01/2021
Water main Form 1 Authorization	\$2,000 to \$5,000	each	01/01/2021
Environmental Compliance Approval - Municipal Consent Sign-off (per application)	\$750 to \$5,000	per application	01/01/2021
Deposit for Legal Fees to Review and Register Documents	\$ 3,000.00	per submission	01/01/2021
Grading/Erosion security deposit	\$ 4,500.00	each	01/01/2021
Underground Servicing and As Recorded Drawing security/review deposit – Infill Lots	\$ 5,000.00	per deposit	01/01/2021
Water Service/Curb Stop Damage Deposit	\$ 1,600.00	each property	01/01/2021
Miscellaneous existing Infrastructure Damage Deposits / fee	\$2,000 to \$10,000	each property	01/01/2021

Schedule C to Fees and Charges By-Law Engineering and Transportation Fees and Charges			
	2021 Rate	Criteria	Effective Date
Right of Way Permits			
Entrance Application/Alteration - Residential/Farm	\$ 205.00	per submission	01/01/2021
Right of Way Permit - Occupancy/Encroachment	\$ 255.00	each	01/01/2021
Right of Way Permit - Surface Work	\$ 255.00	each	01/01/2021
Right of Way Permit - Underground Servicing Work	\$ 360.00	each	01/01/2021
Right of Way Permit - Demolition and Pool Permits	\$ 255.00	each	01/01/2021
Other			
Request for Service Report Information	\$ 255.00	per report	01/01/2021
Request for Drawing Prints - plus HST	\$ 7.75	per D size sheet	01/01/2021
Locating / Researching / Gathering Documents	\$ 24.46	per half hour	01/01/2021
Municipal Drainage & Engineering Works Administration Fee	15.00%	of direct costs	01/01/2021
Tile Drain Inspection	Actual Costs	per inspection	01/01/2021
Encroachment Agreements	\$2,550.00 plus actual costs	per submission	01/01/2021
Extension of Encroachment Agreement	\$920.00 plus actual costs	per submission	01/01/2021
Municipal Consent Application Fee	\$ 410.00	each	01/01/2021
Pavement Degradation Fee (0-15yrs age)	\$ 77.00	per m ²	01/01/2021
Pavement Degradation Fee (>15yrs or more)	\$ 46.00	per m ²	01/01/2021
Inspection Fee	\$ 180.00	each	01/01/2021
Traffic Control Plan - Review	\$ 160.00	per submission	01/01/2021
Traffic Control Plan - Design	\$ 260.00	per submission	01/01/2021
Other agreements/Misc. Service, Misc. agreements (e.g. Municipal Access, cost sharing, asset ownership transfer)	\$1,530.00 plus actual costs	per submission	01/01/2021
Municipal Access Agreement Annual Fee	\$ 4,330.00	per agreement	01/01/2021

Schedule C to Fees and Charges By-Law Engineering and Transportation Fees and Charges			
	2021 Rate	Criteria	Effective Date
Transportation Services			
Gravel			
Pit Run - plus HST	\$ 6.14	per tonne	01/01/2021
5/8" Gravel - plus HST	\$ 8.18	per tonne	01/01/2021
Materials - plus HST	Actual Costs		01/01/2021
Labour			
Regular Working Hours - plus HST (Mon - Fri 7am - 3pm, excluding holidays)	\$ 48.40	per hour	01/01/2021
After Working Hours (Monday - Saturday) - plus HST	\$ 72.60	per hour	01/01/2021
After Working Hours (Sunday, Holidays) - plus HST	\$ 96.81	per hour	01/01/2021
Traffic Control Setup/Takedown - plus HST	\$ 370.00	each	01/01/2021
Mobilization Fee - plus HST	\$ 520.00	per occurrence	01/01/2021
Accident Road Closure/Cleanup	Labour, Materials and Equipment	per occurrence	01/01/2021
Concrete Sidewalk/Curb & Gutter (Non-Priority under MMS)	Labour, Materials and Equipment	per occurrence	01/01/2021
Lane closure	\$ 75.00	per lane, per day	01/01/2021
Sidewalk closure	\$ 50.00	per day	01/01/2021
Vehicle/Equipment Rates (Minimum 1 hour)			
Pickup - plus HST	\$ 56.05	per hour	01/01/2021
Single Axle - plus HST	\$ 96.81	per hour	01/01/2021
Tandem Axle - plus HST	\$ 107.00	per hour	01/01/2021
Graders - plus HST	\$ 127.38	per hour	01/01/2021
Small Tractor (Loader) - plus HST	\$ 66.24	per hour	01/01/2021
Tractor (Loader) - plus HST	\$ 86.62	per hour	01/01/2021
Steel Drum Roller - plus HST	\$ 45.86	per hour	01/01/2021
Vehicle/Equipment Attachment Rates (Minimum 1 hour)			
Snow Plow (Single Axle Truck) - plus HST	\$ 147.76	per hour	01/01/2021
Snow Plow (Tandem Axle Truck) - plus HST	\$ 157.95	per hour	01/01/2021
Rental of Chipper - plus HST	\$ 61.14	per hour	01/01/2021
Steam Jenny - plus HST	\$ 25.48	per hour	01/01/2021
Power Broom - plus HST	\$ 25.48	per hour	01/01/2021
Mower - plus HST	\$ 25.48	per hour	01/01/2021
Administration on Public Works Services - plus HST	15.00%	of service cost	01/01/2021
Water/Wastewater Services	See Water/Wastewater Fees & Charges By-Law		
NOTE: Transportation Services fees are applicable to Township related billable services and are not intended for private or commercial activities, sales or services			

Schedule D to Fees and Charges By-Law Wilmot Recreation Complex Fees and Charges			
	2021 Rate	Criteria	Effective Date
Arena			
Ice Rentals			
Prime Time (5pm - 11pm Mon to Fri, all day Sat & Sun) - plus HST	\$ 216.44	per hour	09/01/2021
Minor Sports Prime Time - plus HST (35% Discount)	\$ 140.69	per hour	09/01/2021
Non-Prime Time (6am - 5pm Mon to Fri) - plus HST	\$ 129.86	per hour	09/01/2021
School Board Non-Prime Time - plus HST (40% Discount)	\$ 77.92	per hour	09/01/2021
Slice of Ice (Unorganized/Non-Instructional) - plus HST	\$ 5.31	per person	09/01/2021
Public Skating			
Individual - plus HST	\$ 3.32	per person	09/01/2021
Family - plus HST	\$ 10.84	per family	09/01/2021
Individual Pass (10 Tickets) - plus HST	\$ 29.89	per pass	09/01/2021
Shinny Hockey - plus HST	\$ 6.79	per person	09/01/2021
Shinny Hockey Pass (10 Tickets) - plus HST	\$ 61.07	per pass	09/01/2021
Skate Sharpening - plus HST	\$ 4.42	per pair	09/01/2021
Arena Floor Rental (WRC and New Hamburg Arena)			
Rental Rate - plus HST	\$ 65.40	per hour	09/01/2021
Community Groups Rate - plus HST (20% Discount)	\$ 52.32	per hour	09/01/2021
Saturday Full Day - plus HST	\$ 649.10	per day	09/01/2021
Aquatics Centre			
Pool Rentals			
Lap Pool Rental - plus HST	\$ 168.27	per hour	09/01/2021
Non-Prime Time (8am - 4pm Mon to Fri, Sept - June) - plus HST	\$ 109.37	per hour	09/01/2021
Per Lane - plus HST	\$ 21.03	per hour	09/01/2021
Leisure Pool Rental - plus HST	\$ 102.20	per hour	09/01/2021
Non-Prime Time (8am - 4pm Mon to Fri, Sept - June) - plus HST	\$ 66.43	per hour	09/01/2021
Lap Pool/Leisure Pool Combined - plus HST (10% Discount)	\$ 243.42	per hour	09/01/2021
Non-Prime Time (8am - 4pm Mon to Fri, Sept - June) - plus HST	\$ 158.22	per hour	09/01/2021
Minor Sports/Community Groups/School Rentals (35% Discount)			
Lap Pool Rental - plus HST	\$ 109.37	per hour	09/01/2021
Per Lane - plus HST	\$ 13.67	per hour	09/01/2021
Leisure Pool Rental - plus HST	\$ 66.43	per hour	09/01/2021
Lap Pool/Leisure Pool Combined - plus HST (10% Discount)	\$ 158.22	per hour	09/01/2021
Extra Lifeguard (required for more than 50 patrons) - plus HST	\$ 29.13	per hour	09/01/2021

Schedule D to Fees and Charges By-Law Wilmot Recreation Complex Fees and Charges			
	2021 Rate	Criteria	Effective Date
Admissions			
Youth - plus HST	\$ 3.46	per person	09/01/2021
Adult - plus HST	\$ 5.08	per person	09/01/2021
Senior (<i>age 55 and above</i>) - plus HST	\$ 4.38	per person	09/01/2021
Family (<i>2 adult & 2 children/1 adult & 3 children</i>) - plus HST	\$ 14.30	per family	09/01/2021
Additional Child - plus HST	\$ 1.33	per child	09/01/2021
AM Family Swim - plus HST	\$ 1.99	per person	09/01/2021
Swim Passes/Tickets/Memberships			
Youth Pass (<i>10 Tickets</i>) - plus HST	\$ 31.15	per pass	09/01/2021
Youth Pass (<i>50 Tickets</i>) - plus HST	\$ 121.13	per pass	09/01/2021
Youth Pass (<i>100 Tickets</i>) - plus HST	\$ 207.65	per pass	09/01/2021
Adult Pass/Aquafit Pass (<i>10 Tickets</i>) - plus HST	\$ 45.69	per pass	09/01/2021
Adult Pass/Aquafit Pass (<i>50 Tickets</i>) - plus HST	\$ 177.68	per pass	09/01/2021
Adult Pass/Aquafit Pass (<i>100 Tickets</i>) - plus HST	\$ 304.60	per pass	09/01/2021
Senior Pass/Aquafit Pass (<i>10 Tickets</i>) - plus HST	\$ 39.44	per pass	09/01/2021
Senior Pass/Aquafit Pass (<i>50 Tickets</i>) - plus HST	\$ 153.38	per pass	09/01/2021
Senior Pass/Aquafit Pass (<i>100 Tickets</i>) - plus HST	\$ 262.94	per pass	09/01/2021
Aquafit Ticket - plus HST	\$ 6.92	per ticket	09/01/2021
Additional WRC Fees (<i>if applicable</i>)			
Contract Cancellation Fee	\$ 35.00	per item	01/01/2021

Schedule E to Fees and Charges By-Law Community Centre Fees and Charges			
	2021 Rate	Criteria	Effective Date
Small Halls			
Haysville Community Centre (Capacity: 125)			
Mannheim Community Centre (Capacity: 125)			
Private Rentals - Hourly (3 hours or less, Sun - Thurs) - plus HST	\$ 27.54	per hour	09/01/2021
Private Rentals - Daily (more than 3 hours, Sun - Thurs) - plus HST	\$ 103.06	per day	09/01/2021
Non-Profit - Hourly (Sun - Thurs) - plus HST (50% Discount)	\$ 13.77	per hour	09/01/2021
Non-Profit - Daily (Sun - Thurs) - plus HST (50% Discount)	\$ 51.53	per day	09/01/2021
Community Groups (Sun - Thurs)	No Cost		09/01/2021
All Users (Fri or Sat) - plus HST	\$ 162.21	per day	09/01/2021
SOCAN with dancing (Small Halls)	as legislated		09/01/2021
SOCAN without dancing (Small Halls)	as legislated		09/01/2021
Bartender (Mannheim CC Only) - plus HST	\$ 20.46	per hour	09/01/2021
Large Halls (WRC-CC, NDCC, NHCC, SACC)			
Private Rentals - Hourly (3 hours or less, Sun - Thurs) - plus HST	\$ 48.13	per hour	09/01/2021
Private Rentals - Daily (more than 3 hours, Sun - Thurs) - plus HST	\$ 205.72	per day	09/01/2021
Non-Profit - Hourly (Sun - Thurs) - plus HST (50% Discount)	\$ 24.07	per hour	09/01/2021
Non-Profit - Daily (Sun - Thurs) - plus HST (50% Discount)	\$ 102.86	per day	09/01/2021
Community Groups (Sun - Thurs)	No Cost		09/01/2021
New Dundee Community Centre (Capacity: 220)			
All Users (Fri or Sat) - plus HST	\$ 352.74	per day	09/01/2021
Minor Sports Tournament (in conjunction with field rental) - plus HST	\$ 212.71	per day	09/01/2021
New Hamburg Community Centre (Capacity: 304)			
All Users (Fri or Sat) - plus HST	\$ 387.43	per day	09/01/2021
St. Agatha Community Centre (Capacity: 410)			
All Users (Fri or Sat) - plus HST	\$ 459.90	per day	09/01/2021
WRC Community Centre (Capacity: 180)			
All Users (Fri or Sat) - plus HST	\$ 317.81	per day	09/01/2021
Half Hall Rentals - plus HST (50% of full rate)	\$ 158.91	per day	09/01/2021
Lobby & Blueline Club - plus HST	\$ 122.06	per event	09/01/2021
Lobby & Kitchen (in conjunction with tournament) - plus HST	\$ 164.56	per event	09/01/2021

Schedule E to Fees and Charges By-Law
Community Centre Fees and Charges

	2021 Rate	Criteria	Effective Date
Other Large Hall Fees <i>(if applicable)</i>			
Deposit	\$ 200.00	per rental	09/01/2021
SOCAN <i>with dancing</i> (Large Halls)	as legislated		09/01/2021
SOCAN <i>without dancing</i> (Large Halls)	as legislated		09/01/2021
SOCAN <i>with dancing</i> (St. Agatha CC)	as legislated		09/01/2021
SOCAN <i>without dancing</i> (St. Agatha CC)	as legislated		09/01/2021
Setup or Decorating - plus HST	\$ 250.17	per rental	09/01/2021
Setup or Decorating - (WRC Half-Hall) plus HST	\$ 125.09	per rental	09/01/2021
New Years Eve Surcharge - plus HST	\$ 137.64	per rental	09/01/2021
Clean Up Fee - plus HST	\$ 137.64	per rental	09/01/2021
Municipal Representative - plus HST	\$ 20.46	per hour	09/01/2021
Township Staff required after hours - plus HST	\$ 24.96	per hour	09/01/2021
Additional Community Centre Fees <i>(if applicable)</i>			
Contract Cancellation Fee	\$ 35.00	per item	01/01/2021

Schedule F to Fees and Charges By-Law Meeting Room Fees and Charges			
	2021 Rate	Criteria	Effective Date
Small Meeting Rooms			
New Hamburg Arena Meeting Room (Capacity: 12)			
Jutzi Room, New Dundee Community Centre (Capacity: 15)			
Swartzentruber Room, Administration Complex (Capacity: 15)			
Councilor's Gallery, Administration Complex (Capacity: 20)			
Seniors Room, St. Agatha Community Centre (Capacity: 25)			
WRC Activities Room (Capacity: 15)			
Wilmot Meeting Room (Capacity: 15)			
Multi-Purpose Room, New Hamburg Arena (Capacity: 25)			
Private Rentals - Hourly (3 hours or less) - plus HST	\$ 13.37	per hour	09/01/2021
Private Rentals - Daily (more than 3 hours) - plus HST	\$ 47.24	per day	09/01/2021
Community Groups - Meetings Only	No Cost		09/01/2021
Large Meeting Rooms			
Ernie Ritz Room, 121 Huron Street (Capacity: 50)			
Wilmot Community Room, Administration Complex (Capacity: 50)			
WRC Program Room (Capacity: 50)			
Wayne Roth Room (Capacity: 50)			
Isaac Room, New Dundee Community Centre (Capacity: 60)			
Private Rentals - Hourly (3 hours or less) - plus HST	\$ 27.53	per hour	09/01/2021
Private Rentals - Daily (more than 3 hours) - plus HST	\$ 103.06	per day	09/01/2021
Community Groups - Meetings Only	No Cost		09/01/2021
WRC Dryland Training Room			
Room Rental - plus HST	\$ 27.53	per hour	09/01/2021
Equipment Use - plus HST	\$ 1.99	per user	09/01/2021
Additional Meeting Room Fees (if applicable)			
Contract Cancellation Fee	\$ 35.00	per item	01/01/2021

Schedule G to Fees and Charges By-Law Parks Fees and Charges			
	2021 Rate	Criteria	Effective Date
Baseball Diamond Rentals			
"A1" Fields (New Dundee)			
Diamond Rental - plus HST	\$ 26.03	per hour	09/01/2021
Local Minor Sports Rental - plus HST (35% Discount)	\$ 16.92	per hour	09/01/2021
Lighting Charge (<i>all groups</i>) - plus HST	\$ 11.68	per hour	09/01/2021
Minor Sports Tournaments (<i>plus lighting fee if applicable</i>) - plus HST	\$ 145.79	diamond/day	09/01/2021
"A" Fields (Baden/New Hamburg/Petersburg/St. Agatha)			
Diamond Rental - plus HST	\$ 24.08	per hour	09/01/2021
Local Minor Sports Rental - plus HST (35% Discount)	\$ 15.65	per hour	09/01/2021
Lighting Charge (<i>all groups</i>) - plus HST	\$ 10.62	per hour	09/01/2021
Minor Sports Tournaments (<i>plus lighting fee if applicable</i>) - plus HST	\$ 145.79	diamond/day	09/01/2021
"B" Fields (Mannheim)			
Diamond Rental - plus HST	\$ 17.26	per hour	09/01/2021
Local Minor Sports Rental - plus HST (35% Discount)	\$ 11.22	per hour	09/01/2021
Minor Sports Tournaments (<i>plus lighting fee if applicable</i>) - plus HST	\$ 145.79	diamond/day	09/01/2021
"C" Fields (Scrub Diamonds)			
Diamond Rental - plus HST	\$ 10.20	per hour	09/01/2021
Local Minor Sports Rental - plus HST (35% Discount)	\$ 6.63	per hour	09/01/2021
Soccer Field Rentals			
Mini Fields - plus HST	\$ 19.95	per hour	09/01/2021
Mini Fields - <i>Local Minor Sports</i> - plus HST (35% Discount + Line Painting)	\$ 12.97	per hour	09/01/2021
Intermediate Fields - plus HST	\$ 26.43	per hour	09/01/2021
Intermediate Fields - <i>Local Minor Sports</i> - plus HST (35% Discount + Line Painting)	\$ 17.18	per hour	09/01/2021
Full Fields - plus HST	\$ 50.82	per hour	09/01/2021
Full Fields - <i>Local Minor Sports</i> - plus HST (35% Discount + Line Painting)	\$ 33.04	per hour	09/01/2021
Minor Sports Tournaments - plus HST	\$ 145.79	field/day	09/01/2021
Artificial Turf Field			
Field Rental - plus HST	\$ 90.00	per hour	04/01/2021
Local Minor Sports or School Board Rental - plus HST (35% Discount)	\$ 57.80	per hour	04/01/2021
Lighting Charge (<i>all groups</i>) - plus HST	\$ 20.00	per hour	04/01/2021

Schedule G to Fees and Charges By-Law Parks Fees and Charges			
	2021 Rate	Criteria	Effective Date
Community Parks			
Parks Amenities			
Gazebo/Bandshell - plus HST	\$ 68.87	per day	09/01/2021
Small Shelter (Scott Park/Haysville/St. Agatha) - plus HST	\$ 68.87	per day	09/01/2021
Large Shelter (Norm Hill/Petersburg/New Dundee/Baden/Mannheim) - plus HST	\$ 94.51	per day	09/01/2021
Large Shelter & Diamond - plus HST	\$ 128.12	per day	09/01/2021
Small Shelter & Diamond - plus HST	\$ 101.13	per day	09/01/2021
Special Events (All Parks)			
Park Rental - plus HST	\$ 412.61	per day	09/01/2021
Refundable Damage Deposit	\$ 1,000.00		09/01/2021
New Hamburg Grandstand			
Grandstand Lower Level Rooms/Servery Areas (<i>per room</i>) - plus HST	\$ 30.35	per day	09/01/2021
Grandstand Municipal Concession Booth - plus HST	\$ 41.49	per day	09/01/2021
Wedding Ceremonies/Receptions - plus HST	\$ 206.33	per day	09/01/2021
Additional Parks Fees (<i>if applicable</i>)			
Contract Cancellation Fee	\$ 35.00	per item	01/01/2021

Schedule H of Fees and Charges By-Law Community Programs Fees and Charges			
	2021 Rate	Criteria	Effective Date
Aquatics			
Learn-to-Swim Lessons			
Parent & Tot (Levels 1-3) (30 mins)	\$ 8.00	per lesson	09/01/2021
Preschool (Levels 1-5) (30 mins)	\$ 8.24	per lesson	09/01/2021
Youth (Levels 1-8) (45 mins)	\$ 8.38	per lesson	09/01/2021
Youth (Patrol Levels) (1 hour)	\$ 8.51	per lesson	09/01/2021
Adult/Teen - plus HST	\$ 8.38	per lesson	09/01/2021
Bronze Star	\$ 9.08	per lesson	09/01/2021
Private Lessons			
Ages 14 and Under	\$ 28.62	per half hour	09/01/2021
Ages 15 and Older - plus HST	\$ 28.62	per half hour	09/01/2021
Semi-private Lessons			
Ages 14 and Under	\$ 21.46	per half hour	09/01/2021
Ages 15 and Older - plus HST	\$ 21.46	per half hour	09/01/2021
Drop-In	\$ 7.41	per lesson	09/01/2021
Leadership Lessons			
Bronze Medallion & EFA - plus HST	\$ 4.60	per hour	09/01/2021
Bronze Cross - plus HST	\$ 4.60	per hour	09/01/2021
Standard First and, CPR C - plus HST	\$ 5.95	per hour	09/01/2021
Standard First Recertification - plus HST	\$ 6.68	per hour	09/01/2021
LSS Swim Instructor - plus HST	\$ 5.58	per hour	09/01/2021
LSS Lifesaving Instructor - plus HST	\$ 5.58	per hour	09/01/2021
Examiners - plus HST	\$ 32.29	per hour	09/01/2021
NLS - plus HST	\$ 4.02	per hour	09/01/2021
NLS Recert - plus HST	\$ 9.82	per hour	09/01/2021
Shuffleboard Membership - plus HST	\$ 12.29	per year	09/01/2021
Non Resident Surcharge	25.00%	of program cost	09/01/2020
NOTE: Individual recreation and fitness program fees are variable and are determined based on instructor costs, course hours, material/equipment costs and the associated facility rental fees at the time of the program offering.			

Schedule I to Fees and Charges By-Law Castle Kilbride Fees and Charges			
	2021 Rate	Criteria	Effective Date
Admissions			
Regular Admissions			
Adults - plus HST	\$ 7.99	per visitor	01/01/2021
Seniors (65 and older) /Students (must provide ID) - plus HST	\$ 7.10	per visitor	01/01/2021
Children (between 5 and 12) - plus HST	\$ 4.42	per visitor	01/01/2021
Preschool (4 and younger)	No Cost	per visitor	01/01/2021
Family (2 adults, 3 children) - plus HST	\$ 22.00	per family	01/01/2021
Group Admissions (must be pre-booked with a minimum of 10 admissions)			
Bus/Group Tours (Daytime) - plus HST	\$ 6.20	per visitor	01/01/2021
Bus/Group Tours (After Hours) - plus HST	\$ 12.40	per visitor	01/01/2021
Bus Driver/Limited Escorts of Tours	No Cost	per visitor	01/01/2021
Curriculum School Tours	\$ 4.42	per visitor	01/01/2021
Special Events - plus HST	\$ 4.42 - \$ 40.00	per visitor	01/01/2021
Castle Kilbride Day Camp	\$ 43.00	per child/day	01/01/2021
Education Outreach	\$4.42 - \$80.00	each	01/01/2021
Memberships			
Single - plus HST	\$ 19.91	each	01/01/2021
Family - plus HST	\$ 35.40	each	01/01/2021
Weddings			
Rental of Outside Grounds for Photographs - plus HST	\$ 70.80	per event	01/01/2021
Rental of Outside Grounds for Wedding Service - plus HST	\$ 300.88	per event	01/01/2021
Other			
Filming on Castle Grounds - Plus HST	\$1,000.00 - \$3,000.00	per day	01/01/2021
Digital Image Request - Plus HST	\$ 10.00	per image	01/01/2021

Schedule J of Fees and Charges By-Law Development Services Fees and Charges			
	2021 Rate	Criteria	Effective Date
Letter of Compliance			
2 week response	\$ 150.00	per letter	01/01/2021
24 hour response	\$ 200.00	per letter	01/01/2021
Official Plan			
Copy of Official Plan - plus HST	\$ 47.62	per copy	01/01/2021
Official Plan Amendment	\$ 7,500.00	per amendment	01/01/2021
Zoning By-Law Amendments			
Zoning By-Law Amendment	\$ 5,000.00	per amendment	01/01/2021
Temporary Use By-Law Application	\$ 2,500.00	per application	01/01/2021
Temporary Use By-Law Application (<i>Garden Suite</i>)	\$ 1,500.00	per application	01/01/2021
Amendment to Extend Temporary Use	\$ 2,500.00	per amendment	01/01/2021
Amendment to Remove Holding Zone	\$ 2,500.00	per amendment	01/01/2021
Amendment to Zone to Z14 or add use to Z14	\$ 35,000.00	per amendment	01/01/2021
Committee of Adjustment			
Minor Variance Application	\$ 750.00	per application	01/01/2021
Minor Variance Application (<i>multiple items</i>)	\$ 1,000.00	per application	01/01/2021
Consent Application			
Right of Way & Easement	\$ 1,000.00	per application	01/01/2021
New Lot & Addition	\$ 2,000.00	per application	01/01/2021
Plans			
Site Plan Application	\$ 5,000.00	per application	01/01/2021
Revision of Site Plan	\$ 2,500.00	per revision	01/01/2021
Draft Plan of Subdivision or Condominium Application	\$2,000 per unit to a max of \$30,000	per application	01/01/2021
Subdivision / Condominium Registration Fee (<i>less application fee credit</i>)	4.0% of value of Municipal Services to be Provided	per application	01/01/2021
Changes to Conditions of Draft Plan	\$ 1,000.00	per application	01/01/2021
By-Law to deem a plan or part of a plan to be a registered plan	\$ 1,000.00	per application	01/01/2021

Schedule J of Fees and Charges By-Law Development Services Fees and Charges			
	2021 Rate	Criteria	Effective Date
Agreements			
Change to Conditions of an Agreement	\$1,000 plus incurred costs	per agreement	01/01/2021
Release of Agreement	\$1,000 plus incurred costs	per agreement	01/01/2021
Address Sign Fees			
Sign - plus HST	\$ 19.75	each	01/01/2021
Post - plus HST	\$ 38.75	each	01/01/2021
Hooks - plus HST	\$ 2.00	set of 2	01/01/2021
Installation - plus HST	\$ 10.00	each	01/01/2021
Other Fees			
Home/Farm Occupancy Certificate	\$ 75.00	per certificate	01/01/2021
Part Lot Control Exemption			
Part Lot Control Exemption By-Law	\$ 2,000.00	per By-Law	01/01/2021
Additional Lots Under Original By-Law	\$ 500.00	per lot	01/01/2021
Variance to Sign By-Law	\$ 500.00	per application	01/01/2021
Township of Wilmot Street Maps - plus HST	\$ 8.85	per copy	01/01/2021
Billboard Sign Permit	\$ 250.00	per sign face	01/01/2021
Portable Sign Permit <i>(for three months to a max of six)</i>	\$ 100.00	per portable sign	01/01/2021
Refreshment Vehicle Permit <i>(annual)</i>	\$ 360.00	per permit	01/01/2021
Refreshment Vehicle Permit <i>(daily)</i>	\$ 60.00	per permit	01/01/2021
Refreshment Cart Permit <i>(daily)</i>	\$ 360.00	per permit	01/01/2021
Refreshment Cart Permit <i>(daily)</i>	\$ 60.00	per permit	01/01/2021
Specific Location Daily Sales <i>(five day)</i>	\$ 250.00	per application	01/01/2021
Specific Location Daily Sales <i>(annual maximum)</i>	\$ 750.00	per application	01/01/2021
Hawkers and Pedlars <i>(Wilmot Resident)</i>	\$ 25.00	per application	01/01/2021
Hawkers and Pedlars <i>(Non-Wilmot Resident)</i>	\$ 350.00	per application	01/01/2021
Building Fees and Charges	See Building Fees & Charges By-Law		

Schedule K of Fees and Charges By-Law Riverside Cemetery Fees and Charges			
	2021 Rate	Criteria	Effective Date
Cemetery Lots			
Adult Lot <i>(inc. Care & Maintenance - 40%) - plus HST</i>	\$ 1,785.43	per plot	01/01/2021
Children & Infant Lot			
In Children's Section <i>(inc. Care & Maintenance - 40%) - plus HST</i>	\$ 856.60	per plot	01/01/2021
In Adult Section <i>(inc. Care & Maintenance - 40%) - plus HST</i>	\$ 1,785.43	per plot	01/01/2021
Cremation Lot <i>(inc. Care & Maintenance - 40%) - plus HST</i>	\$ 888.25	per plot	01/01/2021
Columbarium Niche <i>(inc. Care & Maintenance - 15%) - plus HST</i>	\$ 2,978.46	per niche	01/01/2021
Interment Fees			
Adult/Child <i>(over 3' length) - plus HST</i>	\$ 977.68	per burial	01/01/2021
Child/Infant <i>(under 3' length) - plus HST</i>	\$ 481.64	per burial	01/01/2021
Winter Interment <i>(Adult) - plus HST</i>	\$ 1,466.26	per burial	01/01/2021
Winter Interment <i>(Child/infant) - plus HST</i>	\$ 666.18	per burial	01/01/2021
Cremation <i>(Ground Interment) - plus HST</i>	\$ 390.85	per burial	01/01/2021
Cremation <i>(Columbarium Interment) - plus HST</i>	\$ 356.37	per burial	01/01/2021
Cremation <i>(Winter Interment) - plus HST</i>	\$ 639.31	per burial	01/01/2021
Cremation <i>(Second Interment in same lot) - plus HST</i>	\$ 200.00	per burial	01/01/2021
Provincial Licensing Fee	as legislated	per burial	01/01/2021
Monuments & Markers			
Foundation Installations			
Up to 32" - plus HST	\$ 566.51	per foundation	01/01/2021
Up to 44" - plus HST	\$ 656.39	per foundation	01/01/2021
Up to 56" - plus HST	\$ 791.22	per foundation	01/01/2021
Up to 68" - plus HST	\$ 926.04	per foundation	01/01/2021
Up to 80" - plus HST	\$ 1,006.84	per foundation	01/01/2021
Up to 90" - plus HST	\$ 1,119.20	per foundation	01/01/2021
Up to 108" - plus HST	\$ 1,321.43	per foundation	01/01/2021
Up to 120" - plus HST	\$ 1,456.25	per foundation	01/01/2021
Care & Maintenance <i>(Up to 52" Foundations) - plus HST</i>	as legislated	per foundation	01/01/2021
Care & Maintenance <i>(Over 52" Foundations) - plus HST</i>	as legislated	per foundation	01/01/2021
Marker Installations			
Up to 175 sq in - plus HST	\$ 125.91	per marker	01/01/2021
Up to 288 sq in - plus HST	\$ 169.72	per marker	01/01/2021
Over 288 sq in - plus HST	\$ 219.69	per marker	01/01/2021
Care & Maintenance <i>(175 sq in and over Markers) - plus HST</i>	as legislated	per marker	01/01/2021

Schedule K of Fees and Charges By-Law Riverside Cemetery Fees and Charges			
	2021 Rate	Criteria	Effective Date
Disinterments			
Adult/Child (<i>over 3' length</i>) - plus HST	\$ 1,855.25	per interment	01/01/2021
Child/Infant (<i>under 3' length</i>) - plus HST	\$ 1,101.29	per interment	01/01/2021
Cremated Remains - plus HST	\$ 524.03	per interment	01/01/2021
Columbarium - plus HST	\$ 524.03	per interment	01/01/2021
Other Fees (<i>if applicable</i>)			
Superintendent Fee (<i>Mon-Fri after 3pm</i>) - plus HST	\$ 83.31	per 1/2 hour	01/01/2021
Superintendent Fee (<i>Saturday</i>) - plus HST	\$ 416.57	per internment	01/01/2021
Superintendent Fee (<i>Sunday</i>) - plus HST	\$ 624.85	per internment	01/01/2021
Transfer of Interment Rights - plus HST	\$ 105.00	each	01/01/2021
Replacement Interment Rights Certificate - plus HST	\$ 70.00	each	01/01/2021
Record Update Administration Fee	\$ 35.00	per occurrence	01/01/2021
Researching records	\$ 35.00	per request	01/01/2021

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2021-02**

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX
LEVY AND TO PROVIDE FOR THE PAYMENT OF
TAXES BY INSTALMENTS**

WHEREAS Section 317(1) of the Municipal Act, 2001, S.O. 2001, C25, as amended, provides that a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality;

AND WHEREAS Section 317(2) of the Municipal Act, 2001, S.O. 2001, C25, as amended, provides that the by-law shall be passed in the year that the amounts are to be levied;

NOW THEREFORE the Council of the Corporation of the Township of Wilmot enacts as follows:

Definitions

- “Annualized Taxes” means total taxes prorated to represent a full year.
- “Tax” or “Taxes” means any sum payable as taxes and includes upper tier, lower tier and school board property taxes.
- “Township” means the Corporation of the Township of Wilmot or any variation of this name.

Interim Tax Levy

- An amount shall be levied against each property in the municipality, according to the most recent Returned Assessment Roll, that shall not exceed 50% of the total amount of annualized taxes for municipal and school purposes levied on each such property for the previous year.
- Taxes levied under this by-law shall be payable in multiple instalments, and the dates for payment shall be authorized by the Treasurer.
- Failure to pay the amount of taxes due on the dates stated above shall constitute default and the provisions of By-law 2012-02 (being a by-law to provide for penalties to be applied to current taxes due and unpaid and for interest to be applied to taxes in arrears) shall be applicable.
- The Treasurer is hereby authorized to mail, deliver or cause to be mailed or delivered, the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.
- Taxes shall be payable to the Township.
- The Treasurer is authorized to accept part payment from time to time on accounts of any taxes due and to give a receipt for such payment, provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under By-law No. 2012-02 in respect of non-payment of any taxes or any class of taxes or of any installment thereof.

Severability

- 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 & Amendment

- This by-law hereby repeals By-law 2020-02.

Coming to Force

- This by-law shall come into force on the date of its passage by Council.

READ a first and second time in Open Council this 11th day of January, 2021.

READ a third time and finally passed in Open Council this 11th day of January, 2021.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2021-03

**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 2020-07 is hereby repealed.

Coming Into Force

23. This by-law shall come into force and effect on January 1, 2021.

READ a first and second time in Open Council this 11th day of January, 2021.

READ a third time and finally passed in Open Council this 11th day of January, 2021.

Mayor

Clerk

Schedule A of Water and Sanitary Rates Water/Sanitary Service Fees			
	2021 Rate	Criteria	Effective Date
Water Meters			
½" & ¾" Meters (Standard Residential) – plus HST	\$ 165.00	per Meter	01/01/2021
Other Size Meters – plus HST	Actual Cost	per Meter	01/01/2021
MXU Device (includes installation) – plus HST	\$ 250.00	per MXU	01/01/2021
Security Tag Replacement (Meter Sealing) – plus HST	\$ 50.00	per Meter	01/01/2021
Tail Pieces – plus HST	\$ 15.00	per Meter	01/01/2021
Remote/Mounting Bracket Assembly – plus HST	\$ 30.00	per Meter	01/01/2021
Meter Accuracy Deposit	Actual Cost	per Test	01/01/2021
Meter Installation Fee	Actual Cost	per Install	01/01/2021
Water Meter Repairs	Actual Cost	per Repair	01/01/2021
Remote Re-Wiring	Actual Cost	per Repair	01/01/2021
Pre-Install Water Volume Costs	\$ 250.00	per Meter	01/01/2021
Water/Sanitary Services			
Service Inspections	Actual Cost	per Inspection	01/01/2021
Water Service Line Repairs	Actual Cost	per Repair	01/01/2021
Sanitary Service Line Repairs	Actual Cost	per Repair	01/01/2021
Water Main Line Repairs	Actual Cost	per Repair	01/01/2021
Sanitary Main Line Repairs	Actual Cost	per Repair	01/01/2021
Water Sampling/Testing	Actual Cost	per Test	01/01/2021
Water/Sanitary Services Administration – plus HST	15%		01/01/2021
Materials	Actual Cost		01/01/2021
Labour Charges			
Regular Working Hours - plus HST (Mon - Fri 7am - 3pm, excluding holidays)	\$ 55.03	per Hour	01/01/2021
After Working Hours (Monday – Saturday) – plus HST	\$ 82.54	per Hour	01/01/2021
After Working Hours (Sunday & Holidays) – plus HST	\$ 110.05	per Hour	01/01/2021
Vehicle Rates			
Flusher/Vacuum Truck – plus HST	\$ 261.37	per Hour	01/01/2021
Stake Truck – plus HST	\$ 66.24	per Hour	01/01/2021
Service Truck – plus HST	\$ 66.24	per Hour	01/01/2021
Pickup Truck – plus HST	\$ 56.05	per Hour	01/01/2021
Miscellaneous Services			
Water Disconnect/Reconnect	\$ 103.17	Each	01/01/2021
Camera Inspection – plus HST	\$ 213.23	per Hour	01/01/2021
Hydrant Use Permit	\$ 103.17	per Day	01/01/2021
Tapping Machine (minimum \$100) – plus HST	\$ 48.15	per Hour	01/01/2021
Sidewalk Clearing	\$ 165.08	per Hour	01/01/2021
Non-Radio Reading Charge	\$ 103.17	per Bill	01/01/2021
Valve Turning Machine Attachment	\$ 20.63	per Hour	01/01/2021
Fire flow tests	\$ 950.00	per test	01/01/2021
Review of water main commissioning plans	\$ 175.00	per submission	01/01/2021
General inspection fee	\$ 175.00	per hour	01/01/2021

Schedule B of Water and Sanitary Rates Water Rates and Charges			
	2021 Rate	Criteria	Effective Date
Consumption Rates			
Water Rate	\$ 2.1109	per cubic metre	01/01/2021
Water Rate – Foxboro Green	Current RoW Wholesale Rate	per cubic metre	01/01/2021
Service Charges (Annual)			
½" & ¾" Meters (Standard Residential)	\$ 105.00	per Meter	01/01/2021
1" Meter	\$ 112.59	per Meter	01/01/2021
1½" Meter	\$ 177.29	per Meter	01/01/2021
2" Meter	\$ 230.98	per Meter	01/01/2021
3" Meter	\$ 371.00	per Meter	01/01/2021
4" Meter	\$ 542.41	per Meter	01/01/2021
6" Meter	\$ 1,189.75	per Meter	01/01/2021
Other Annual Charges (if applicable)			
Flat Rate Water Charge (non-metered properties)	\$ 1,180.14	per Service	01/01/2021
Foxboro Green Administration Charge	\$ 806.10		01/01/2021
Additional Meter Fee – ½" & ¾" Meters	\$ 23.00	per Meter	01/01/2021
Additional Meter Fee – 1" Meter	\$ 31.00	per Meter	01/01/2021
Additional Meter Fee – 1½" Meter	\$ 67.00	per Meter	01/01/2021
Additional Meter Fee – 2" Meter	\$ 64.00	per Meter	01/01/2021
Additional Meter Fee – 3" Meter	\$ 122.00	per Meter	01/01/2021
Additional Meter Fee – 4" Meter	\$ 208.00	per Meter	01/01/2021
Additional Meter Fee – 6" Meter	\$ 725.00	per Meter	01/01/2021
Other Annual Charges (if applicable)			
Account Setup Fee	\$ 35.00	per Setup	01/01/2021
Additional Water Meter Reading	\$ 35.00	per Reading	01/01/2021

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

- The Flat Rate Water Charge is applied to any consumer whose property is connected to a Township Water Distribution Systems
- 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-n

Schedule C of Water and Sanitary Rates Sanitary Rates and Charges			
	2021 Rate	Criteria	Effective Date
Consumption Rates			
Sanitary Rate	\$ 2.7814	per cubic metre	01/01/2021
Sanitary Rate – Morningside	\$ 2.0432	per cubic metre	01/01/2021
Sanitary Rate – Foxboro Green	Current RoW Wholesale Rate	per cubic metre	01/01/2021
Service Charges (Annual)			
½" & ¾" Meters (Standard Residential)	\$ 105.00	per Meter	01/01/2021
1" Meter	\$ 112.59	per Meter	01/01/2021
1½" Meter	\$ 177.29	per Meter	01/01/2021
2" Meter	\$ 230.98	per Meter	01/01/2021
3" Meter	\$ 371.00	per Meter	01/01/2021
4" Meter	\$ 542.41	per Meter	01/01/2021
6" Meter	\$ 1,189.75	per Meter	01/01/2021
Other Annual Charges (if applicable)			
Foxboro Green Administration Charge	\$ 806.10		

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 billi