



Council Meeting Agenda

Monday, October 4, 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 MEETING (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN MEETING (IF NECESSARY)**
- 3. MOMENT OF SILENCE**
- 4. LAND ACKNOWLEDGEMENT – Councillor J. Gerber**
- 5. ADDITIONS TO THE AGENDA**
- 6. ADOPTION OF THE AGENDA**

RECOMMENDATION

THAT the Agenda, as presented, for October 4, 2021, be adopted.

- 7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 8. MINUTES OF PREVIOUS MEETINGS**

8.1 Council Meetings Minutes Monday September 27, 2021

RECOMMENDATION

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

This information is available in accessible formats upon request

Regular Council Meeting September 27, 2021.

9. PUBLIC MEETINGS

10. PRESENTATIONS

10.1 REEP Green Solutions

Mary Jane Patterson

Executive Director, Reep Green Solutions

10.1.1 REPORT NO. COR 2021-31

Reep Green Solutions Impact Report 2020-2021

RECOMMENDATION

THAT Report COR 2021-031 Reep Green Solutions Impact Report 2020-2021 be received for information purposes.

11. CONSENT AGENDA

11.1 REPORT NO. ILS 2021-36

Draft Procedural By-law Amendment

Notice of Public Meeting

RECOMMENDATION

THAT Report No. ILS 2021-36 be approved.

12. REPORTS

12.1 CORPORATE SERVICES

12.1.1 REPORT NO. COR 2021-34

IT Master Plan & Cyber Security/Disaster Recovery Plan -

Award of Contract

RECOMMENDATION

THAT RFP 2021-28 be awarded to Valencia IIP Advisors Limited as per their proposal submission August 20, 2021, in the amount of \$68,550.00, excluding HST.

12.2 FIRE SERVICES

12.2.1 REPORT NO. FD 2021-12

Shared Township Fire Services Training Program Service Level Agreement between the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich

RECOMMENDATION

THAT Council approves the Township Fire Services Shared Training Program Service Agreement between the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich as attached to this report, and;

THAT the CAO be authorized to sign and execute the Township Fire Services Shared Training Program Service Agreement pending approval of the agreement by all partner municipalities.

12.3 INFORMATION AND LEGISLATIVE SERVICES

12.3.1 REPORT NO. ILS 2021-35

Alternative Voting

RECOMMENDATION

THAT Council approve, in-principle, the alternative voting method of Internet and Paper Voting for the 2022 Municipal and School Board Elections; and further,

THAT Council delay the final decision and adoption of an authorizing By-law until staff report back to Council on vendor solutions and pricing.

13. CORRESPONDENCE

14. BY-LAWS

14.1 By-law No. 2021-45

By-law to Execute an Agreement for Shared Township Fire Services Training Program Service Level Agreement between the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich

RECOMMENDATION

THAT By-law No. 2021-45 be introduced, read a first, second, and third time and finally passed in Open Council.

15. NOTICE OF MOTIONS

16. ANNOUNCEMENTS

17. BUSINESS ARISING FROM CLOSED SESSION

18. CONFIRMATORY BY-LAW

18.1 By-law No. 2021-46

RECOMMENDATION

THAT By-law No. 2021-46 to Confirm the Proceedings of Council at its Meeting held on October 4, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

19. ADJOURNMENT

RECOMMENDATION

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



Council Meeting Minutes

Monday, September 27, 2021

Closed Council Meeting

4:30 P.M.

Regular Council Meeting

Virtual

7:00 P.M.

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

Staff Present: Acting Chief Administrative Officer / Director of Parks, Facilities and Recreation S. Jackson, Director of Information and Legislative Services / Municipal Clerk D. Mittelholtz, Director of Public Works and Engineering J. Molenhuis, Director of Development Services H. O'Kafka, Director of Corporate Services / Treasurer P. Kelly, Curator/Director of Castle Kilbride T. Loch, Manager of Planning / EDO A. Martin.

1. MOTION TO CONVENE INTO CLOSED MEETING

Resolution No. 2021-196

Moved by: Councillor B. Fisher

Seconded by: Councillor J. Pfenning

THAT a Closed Meeting of Council be held on Monday, September 27, 2021 at 4:30 p.m. in accordance with Section 239(2), for the purposes of:

- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED.

2. MOTION TO RECONVENE IN OPEN MEETING

Resolution No. 2021-197

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

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

CARRIED.

3. MOMENT OF SILENCE

4. LAND ACKNOWLEDGEMENT – Councillor C. Gordijk

5. ADDITIONS TO THE AGENDA

6. ADOPTION OF THE AGENDA

Resolution No. 2021-198

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

THAT the Agenda, as presented, for September 27, 2021 be adopted.

CARRIED.

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

None disclosed.

8. MINUTES OF PREVIOUS MEETINGS

8.1 Council Meetings Minutes Monday September 13, 2021

Resolution No. 2021-199

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

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

Regular Council Meeting September 13, 2021.

CARRIED, AS AMENDED.

Council endorsed an amendment from Councillor A. Hallman for the comments made by Allan Ramsay for Item 12.3.1 to be amended to state that his opinion is "... that the standards recommended by Citizens for Safe Ground Water are appropriate and many are only slightly above standards in the ARA." The Director of Information and Legislative

Services noted that the presentation and prepared statements from the delegations shall also be included.

9. PUBLIC MEETINGS

9.1 REPORT NO. DS 2021-027

Draft Plan of Subdivision Application 30T-21601

Zone Change Application 07/21

Snyder's Road (Baden) GP Inc. / MHBC

Part of Lot 16, Concession North of Snyder's Road

1012 Snyder's Road West, Baden

Resolution No. 2021-200

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT Report DS 2021-027 be received for information.

CARRIED.

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

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

The Manager of Planning / EDO outlined the report.

Mayor L. Armstrong asked if there were any questions of a technical nature. There were no questions asked.

Pierre Chauvin, MHBC Planning

Mr. Chauvin provided Council with an overview of the Draft Plan of Subdivision application and the Zone Change application. The presentation is attached as Appendix A.

In response to Council, Mr. Chauvin commented on the absence of a public park within the Plan of Subdivision. He advised that the Plan does include a school block that could be used during non-school hours and the inclusion of trails as part of the greater trail network in favour of a small parkette.

Council noted the lack of green space and expressed their preference, and comments from the community, for such. Further questions were asked concerning the location of townhomes within the development and the anticipated timing for the applications to return to Council. Mr. Chauvin indicated that green space and parklands can be revisited with staff and the portion of the development facing existing developed lands would not include townhomes. He noted that the timing for construction would be dependent on the competition of the sanitary servicing, while the target for approval of the applications would be the first of second quarter of 2022, dependent on the Class Environmental Assessment.

The Director of Development Services noted the Parks Master Plan is the source document for structuring the parks within such development, in consultation with the Director of Parks, Facilities, and Recreation Services. He noted the 800 meter radius standard included in the Parks Master Plan for public parks for proposed subdivisions, and indicated that the park at Goldschmidt Crescent is within the 800 meters of this Plan of Subdivision.

Council inquired if opportunity existed for an enhancement of the park on Goldschmidt Crescent to accommodate more children in the area. The Director of Parks, Facilities and Recreation suggested that staff can review the amenities at the park currently and if any improvements can be accommodated in the Capital Budget, while being cognizant of any school structures nearby.

Mr. Chauvin confirmed for Council that the potential school construction within the boundaries of the Plan of Subdivision would be a Catholic Elementary School.

Registered Delegations

Penny Collins

Ms. Collins addressed Council on her concerns for the parks and green space needs and its importance for the community, referencing the Official Plan comments on parkland. She noted being in favour of the trails but concerns for the Catholic Elementary School being treated as the focal point for parks given that it is private property during school hours for student safety, nor is it a rentable space, and the public would be exposed to

using it at their own risk. She further commented that the school board may decide not to build at this location which would alter the look and parkland if the school space were to become more housing. She noted that the water retention pond and its surrounding greenspace is not a safe place for children to play either, only for trail use. She expressed the need for greenspace and for keeping the small-town living environment. She challenged the Township with encouraging the development growth while also ensuring permanent greenspace.

Stephanie Goertz

Ms. Goertz presented to Council on behalf of Nith Valley Eco-Boosters and 50x30 Waterloo Region. She reminded Council of recent sustainability commitments made in Wilmot and across the Region and the target carbon reduction goals. She expressed the opinion that this subdivision does not align with the commitment to Transform Waterloo Region. She encouraged the need for establishing and using a decision making framework relative to meeting carbon emission reduction goals. She noted concerns for the lack of greenspace and prioritizing a walkable community. She noted that the community of Baden lacked certain aspects of being a walkable community such as healthcare facilities or a grocery store. She provided statistics for how future growth could promote the sustainability goals of Transform Waterloo Region and suggested planning of subdivisions should be keeping this in mind. She expressed the opinion for proactively requiring net zero emission building code standards, citing examples from across the province where subdivisions were built to this standard, and certain Planning Act authorities available to municipalities concerning sustainable housing.

Council inquired as to how Ms. Goertz would suggest walkability be improved in the subject Plan of Subdivision. Ms. Goertz noted the lack of healthcare and groceries in Baden to improve walkability and what can be done to attract these to the community. Director noted staff's desire to work with healthcare providers and grocers to bring them to the area. He noted some past businesses and the current farmers market and some of challenges such business have faced in Baden and what they would need to be successful such as community support, population growth, and transit access. He noted improvements that have occurred over the years to improve walkability.

With regards to Economic Development, Council inquired as to commercial development inquiries received by staff. The Director of Development Services responded that Baden does not attract a significant number of inquiries aside from the area closest to the highway. He identified the "Mill District" in Baden as a mixed-use growth area that has had some interest for re-development, and the main core of Baden as being identified as a commercially zoned. He further noted the interest from MetroLinks for a GoStation and

overnight facility back in 2009, which has been re-introduced. He suggested those sorts of infrastructure investments in transit make for a more attractive community that is not reliant on personal vehicles. He commented on the growth in Wilmot and how it has attracted more commercial and healthcare facilities such as dentists, physiotherapy, and eye doctors.

Council inquired about the sustainability commitments Wilmot has made with regards to net zero development and the continued concerns for greenspace or parkland for those who are not active trail users. The Director of Development Services noted that staff would welcome any developer who would be interested in net zero development. He noted a local developer who has a net zero ready development in Kitchener, who may decide to introduce a similar development in Wilmot as well. He again noted Goldschmidt Park as being within the Parks Master Plan guidelines and the greenspace on the west lawn of the Administration Complex as being part of the existing parkland in the area. Conversations and input are constantly occurring among staff, the public, and Council. He noted the need for intensification and ways to enhance density in a balanced way with greenspace.

The Director of Development Services advised that he can review the Wallacetown development in Kitchener, at Council's request, as an example of net zero development. Further he commented on the balancing act that is needed to meet the requirements for density, greenspace, and agriculture. The Director of Parks, Facilities and Recreation noted her appreciation for interest in parks and recreation opportunities, but that a subdivision-by-subdivision review is not how parkland is assessed, it is looking at the community overall with the 800 meter radius standard. Further, she commented that schools are not taken into account in terms of meeting parkland requirements.

Mr. Chauvin responded to Council with regards to the comments from the delegation. He noted their willingness to continue working with staff regarding parks and greenspace. He acknowledged the net zero developments and noted he would take it to his client for consideration and discussion.

Council noted the desire for greenspace again as a means of breaking up the house, after house landscape, and it being a more pleasing neighbourhood.

Council was reminded that the funding for Route #77 transit is funded by the Township, not the Region.

Katelyn Leece

Ms. Leece again noted the commitments to sustainability. She spoke to the types of construction being more energy efficient such as multi-family buildings, suggesting the prioritization of townhouses, row houses, and multi-unit buildings. She termed these types of buildings as a gap between apartment buildings and detached, single family homes that are in short supply in Wilmot. She encouraged creative urban design as a response to the housing crisis. She quoted some of the goals in Official Plan and expressed her opinion that this development may not meet these goals. She quoted statistics for income in Waterloo Region versus the cost of housing in Wilmot, stating the challenges for affordable housing. She suggested reserving this land for sustainable and affordable housing.

Natasha Salonen

Ms. Salonen noted the comments in the proposed development and challenged that the community does not have the infrastructure for this development in a manner that sets residents up for success in the community. She quoted statistics for residents in need of healthcare providers. She suggested that the Township needs to be encouraging doctors to move to the community and to review why they are not establishing their practices in Wilmot. She cited other communities that have been successful with doctor recruitment strategies. She then quoted the lack of space in Waterloo-Oxford for new high school students. Ms. Salonen then suggested the Township has the capacity which developers will build in Wilmot.

In the absence of any other delegations, Mayor L. Armstrong declared the Public Meeting closed.

10. PRESENTATIONS

10.1 Non-Designated Heritage Register

Marg Rowell, Vice Chair of Heritage Wilmot

Ms. Rowell presented to Council the amendments to the Non-Designated Heritage Register on behalf of Heritage Wilmot.

10.1.1 REPORT NO. CK 2021-004

Non-Designated Heritage Register Update

Resolution No. 2021-201

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

THAT COUNCIL endorse the recommendation of the Heritage Wilmot Advisory Committee to update the Heritage Register of Non-Designated Properties for the Township of Wilmot to reflect the addition of seventeen (17) properties as follows:

1. U.S.S. #1 & 3 New Dundee Public School (Built 1928) Bridge Street, New Dundee
2. U.S.S. #5 St. James' School (Built 1886) Huron Road, Haysville
3. S.S. #6 Haysville School (Built 1889) Huron Road, Haysville
4. S.S. #7 Pinehill School (Built 1886) Huron Road, Pinehill
5. S.S. #11 Cressman's School (Built 1897) Bleams Road, New Hamburg
6. S.S. #12 Hostetler's School (Built 1900) Christner Road, New Hamburg
7. S.S. #14 Petersburg School (Built 1923) Snyder's Road, Petersburg
8. S.S. #16 Schmidt School (Built 1908) Sandhills Road, Baden
9. S.S. #18 New Prussia School (Built 1859) Berlett's Road, New Prussia
10. S.S. #19 Horn's/Berlett's Corner School (Built 1857) 2502 Berlett's Road, Berlett's Corner
11. Grandview Public School (Built 1949) Huron Place, New Hamburg
12. Waterloo Oxford District Secondary School (Built 1955) Snyder's Road West, Baden
13. Holy Family Catholic School (Built 1959) Huron Street, New Hamburg
14. Former Wilmot Senior Public School; (Built c.1908) 2483 Bleams Road, New Hamburg
15. Former St. Agatha Catholic School (Built in 1958) 1869 Notre Dame Drive, St. Agatha
16. Former North Wilmot Public School; (Built 1965). 2400 Erb's Road, St. Agatha
17. Forest Glen Public School (Built in 1974) 437 Waterloo Street, New Hamburg

THAT COUNCIL endorse the recommendation of the Heritage Wilmot Advisory Committee to update the Heritage Register of Non-Designated Properties for the Township of Wilmot to reflect the removal of two (2) properties as follows:

1. Steinmann Furniture, 43 Snyder's Road East, Baden (demolished)
2. St. James Lutheran Church, 66 Mill Street, Baden (designated under Part IV, OHA)

THAT the Director / Curator of Castle Kilbride notify the affected property owners of the decision of Council in accordance with the requirements of the Ontario Heritage Act.

CARRIED.

The Curator/Director of Castle Kilbride highlighted the report.

The Curator/Director of Castle Kilbride clarified for Council that the identified school, former North Wilmot Senior Public School, was recommended for inclusion on the register and that a representative for the property requested they not be included. She confirmed the Committee still recommends it be included.

The Curator/Director noted for Council that staff are working with the property owner for Beckdale Farms for members of the Committee to photograph and document the exterior and interior of structure before it is demolished.

Registered Delegation

Victor Rocha

The Director of Information and Legislative Services confirmed that Mr. Rocha was provided a link to the meeting but was not in attendance.

11. CONSENT AGENDA

12. REPORTS

12.1 CORPORATE SERVICES

12.1.1 REPORT NO. COR 2021-032

Procurement By-law Update

Resolution No. 2021-202

Moved by: Councillor J. Gerber

Seconded by: Councillor A. Hallman

THAT Report COR 2021-032, regarding the update to the Township By-Law for the Procurement of Goods and Services and Disposal of Surplus Goods, be received for information purposes; and further

THAT the updated by-law, as amended, be adopted, with an effective date of October 1, 2021.

CARRIED, AS AMENDED.

The Director of Corporate Services/Treasurer highlighted the report.

Council noted an amended for Section 2 (d) to strengthen the procurement of sustainable products and services. The Director of Corporate Services/Treasurer provided the wording for Council to endorse and for inclusion in Agenda Item 14.1.

The Director of Corporate Services/Treasurer confirmed for Council the review of purchasing policies that was conducted as part of this by-law update and reiterated the continued decision making authority of Council.

The Director of Corporate Services/Treasurer confirmed for Council that the policies with regards to buying locally contained within these new thresholds is not contradictory to the larger picture of ensuring competitive bidding opportunities. Local purchasing within the thresholds requires three competitive bids and has generally been built upon positive past work performance.

Council requested an internal reporting mechanism to advise on the progress of tender projects. The Director of Corporate Services/Treasurer confirmed this can be incorporated.

13. CORRESPONDENCE

13.1 Integrity Commissioner Report Nos. IC-2021-05

Resolution No. 2021-203

Moved by: Councillor B. Fisher

Seconded by: Councillor A. Hallman

That Correspondence Item No. 13.1 be received for information.

CARRIED.

14. BY-LAWS

14.1 By-law No. 2021-43

Procurement By-law

Resolution No. 2021-204

Moved by: Councillor J. Pfenning

Seconded by: Councillor J. Gerber

THAT By-law Nos. 2021-43, as amended, be introduced, read a first, second and third time and finally passed in Open Council.

CARRIED, AS AMENDED

15. NOTICE OF MOTIONS**16. ANNOUNCEMENTS**

- 16.1 Councillor J. Pfenning provided details on the Vintage Views of Wilmot program through Castle Kilbride that allows participants to see how various locations within Wilmot looked years ago through the use of QR codes through Baden, New Dundee, and New Hamburg.
- 16.2 Councillor J. Pfenning noted the following events for the National Day of Truth for Reconciliation. The Healing of Seven Generations walk on September 30, 2021, candlelight vigil, and sacred fire in observance of the bodies found at former residential schools across Canada.
- 16.3 Councillor B. Fisher thanked Mayor L. Armstrong and the 40 other volunteers who helped plant 100 trees in Beck Park. He also acknowledged the support and help from Home Hardware for this project.
- 16.4 Councillor A. Hallman announced that Let's Tree Wilmot has up coming events in New Dundee and Mannheim. She invited residents to visit their website for more information.
- 16.5 Councillor A. Hallman thanked staff for working with CN Rail to get the signage applied at Wilmot railway crossings to make the crossings safer for residents.
- 16.6 The Interim CAO advised that a staff education program will be presented this Thursday for the National Day of Truth for Reconciliation.
- 16.7 Councillor C. Gordijk announced that Let's Tree Wilmot has an event in Peterburg as well.

17. BUSINESS ARISING FROM CLOSED SESSION**18. CONFIRMATORY BY-LAW****18.1 By-law No. 2021-44****Resolution No. 2021-205****Moved by: Councillor C. Gerber****Seconded by: Councillor J. Pfenning**

THAT By-law No. 2021-44 to Confirm the Proceedings of Council at its Meeting held on September 27, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

19. ADJOURNMENT

Resolution No. 2021-206

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

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

CARRIED.

Mayor

Clerk




PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

Snyder's Road (Baden) GP Inc. **Plan of Subdivision & Zoning By-Law Amendment**

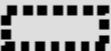
Council Meeting September 27th, 2021 – 7:00pm

Location


LEGEND




Subject Lands



Additional Lands Owned by Applicant



Urban Area Boundary



Country Side Line

AREA SUMMARY








Subject Lands: **20.73ha**

Additional Lands Owned by Applicant: **31.36ha**



Context

LEGEND

-  Subject Lands
-  Additional Lands Owned by Applicant
-  Urban Area Boundary
-  Country Side Line
-  GRT Transit Route #77
-  Existing Trails
-  Existing Parks



Design Vision & Direction

The proposed community will contribute to a complete, vibrant and healthy Baden Community that is well designed, includes a mix and range of residential unit types that are within walking distance of a proposed elementary school. The elementary school will serve as a community focal point that is connected to the broader community by the existing and planned active transportation network. The proposed community will complement and integrate with the surrounding area and build upon the existing active transportation network.

Masterplan

- A network of new local streets in a modified grid pattern with connections to the existing street network and residential neighbourhood.
- A total of 245-296 single-detached and townhouse residential dwellings.
- A future school block.
- A stormwater management facility.
- Multi-use perimeter trail and mid-block walkway connections.
- A total density of 49-60 people and jobs combined per hectare. (16-19 units/ha)
- Total site area of 20.73 hectares



Trails & Open Space System

LEGEND:

- ● ● Proposed Trails
- — — Existing Trails



Walkability & Active Transportation

LEGEND:

- Proposed Trails
- Key Pedestrian Connections
- Existing Trails
- Existing Transit Routes
- Community Connections
- Future Connections



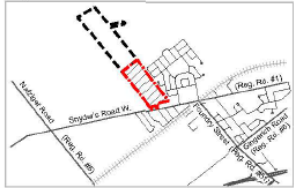
Public Realm and Place-Making


LEGEND:


- Proposed Trails
- ↔ Key Pedestrian Connections
- - - Existing Trails
- ⊙ Community Gateway
- ↔ Key Connections
- Wayfinding Opportunities
- ↑ Terminating Vista



Key Plan



 Subject Lands

 Additional Lands
Owned by Applicant



SCALE: NTS

A. AS SHOWN	B. AS SHOWN	C. AS SHOWN
D. RESIDENTIAL, SCHOOL, STORMWATER MANAGEMENT, TRAIL		
E. AS SHOWN	F. AS SHOWN	
G. AS SHOWN	H. MUNICIPAL WATER SUPPLY	I. CLAY/SANDY LOAM
J. AS SHOWN	K. ALL SERVICES AS REQUIRED	L. AS SHOWN

Area Schedule			30T-_____			
Description*	Stage 1			Stage 2		
	Blocks	Units** (min/max)	Area (ha)	Block	Units** (min/max)	Area (ha)
Residential	1-28	245-296	10.381			
School				1	57-74	2.036
Stormwater Management Facility	29		1.299			
Trail	30-35		0.519			
Walkway	36		0.036			
Future Development	37-45	24-29	1.319			
0.3m Reserves	46-57		0.094			
Roads			5.043			
	57	269-325	18.691	1	57-74	2.036
Total	58	326-399	20.730			

¹¹ For minimum unit yield 11,582 m (38 ft) wide lots are assumed. For maximum unit yield, 10,973 m (36 ft) wide lots are assumed and 30% townhouses (6m wide units/lots) where feasible. School Block assumes townhouse block and street turns for maximum unit yield and townhouse block and 11,582 m (38 ft) wide lots for minimum unit yield. Conceptual lotting assumed adjacent to existing development.

Notes

- NOTES
1. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE SHOWN.
 2. SITE BOUNDARY AND LEGAL BASE PLAN PREPARED BY MTE OLS LTD.
 3. TOPOGRAPHIC AND EXISTING FEATURES SURVEY COMPLETED BY MTE AND DATED APRIL 2019.
 4. ADJACENT PARCEL FABRIC IS FROM REGION OF WATERLOO OPEN DATA AND IS APPROXIMATE

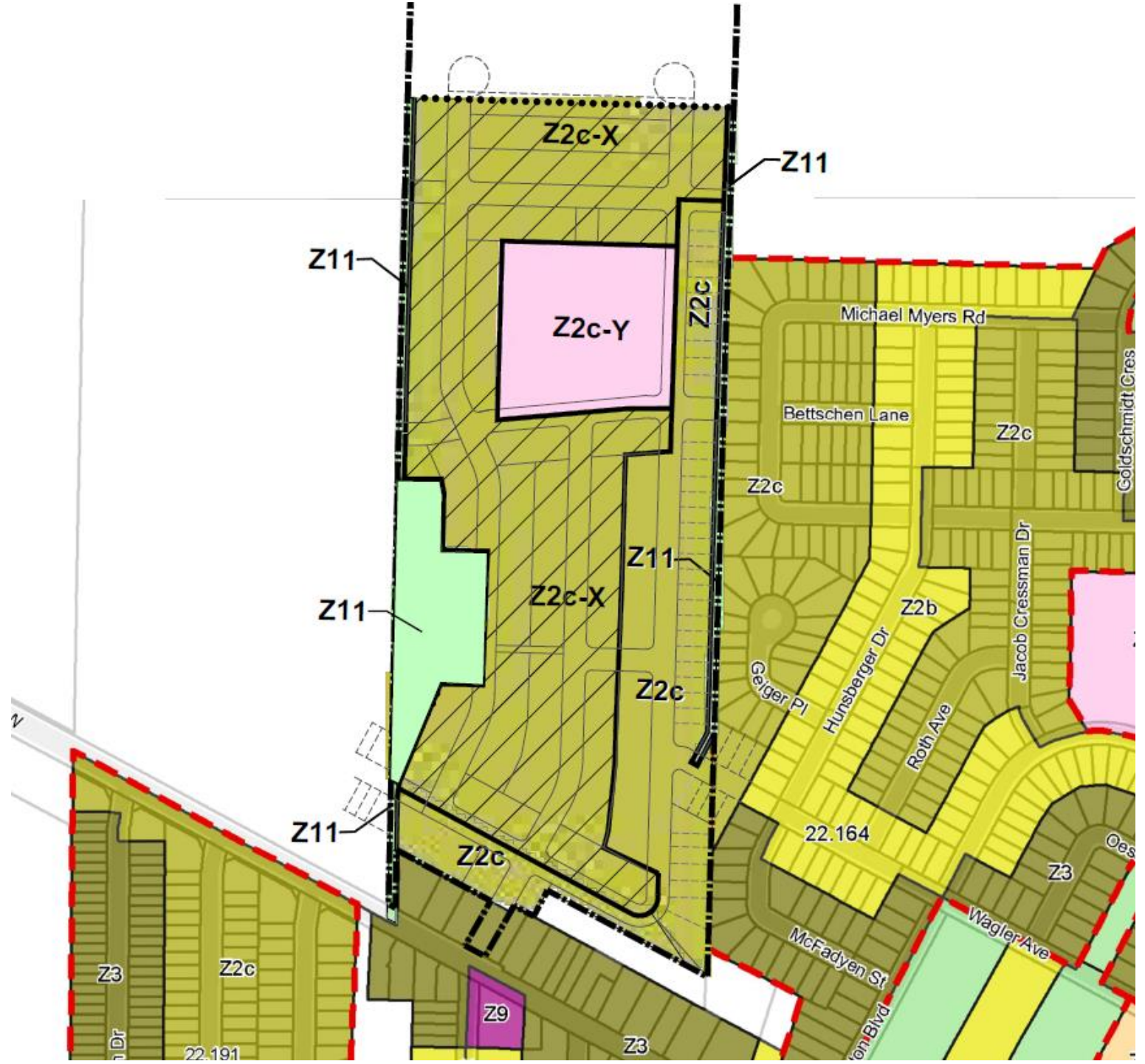
— Stage Limits ■■■ Countryside Line ••• Baden Urban Area Boundary



Proposed Zoning

LEGEND:

	Site Specific. See Section 22		Z4 (Residential)
	Z1 (Agricultural)		Z4a (Residential)
	Z2 (Residential)		Z5 (Commercial)
	Z2f (Residential)		Z5f (Commercial)
	Z2a (Residential)		Z8 (Commercial)
	Z2b (Residential)		Z9 (Commercial)
	Z2bf		Z10 (Industrial)
	Z2c (Residential)		Z10a (Light Industrial)
	Z3 (Residential)		Z11 (Open Space)
	Z3f (Residential)		Z12 (Institutional)



Proposed Servicing / Infrastructure

The Baden Trunk Sanitary Sewer Environmental Assessment (EA) process will inform the detailed design and preferred sanitary servicing strategy solution for the subdivision.

- A comprehensive evaluation of the alternative sanitary sewer servicing options will occur through the EA process and be documented in a final Study Report.

The Functional Servicing Report confirms existing water supply capacity is available through external connections to Snyder's Road W., Bettschen Lane, and Wagler Avenue.

Proposed Servicing / Infrastructure Cont.

The stormwater management (SWM) facility is located at the low point of the subdivision lands, representing the logical location to efficiently manage stormwater through gravity drainage to the proposed facility and outlet. The proposed SWM facility will achieve an enhanced level of water quality control, water quantity control to pre-development levels, and erosion protection.

The Transportation Impact Study confirms an eastbound left-turn lane on Synder's Road W is warranted under 2028 total traffic conditions and recommends monitoring future traffic volumes to ensure appropriate forms of traffic control are in place.

Summary

The proposal represents good planning for the following reasons:

- Appropriately considers and is consistent with the planning objectives and policies outlined in provincial policies.
- Conforms to the Regional Official Plan and the Township of Wilmot Official Plan.
- Contributes a range and mix of dwelling units available within the broader area.
- Contributes to a complete community.
- Represents the logical extension of the existing and planned land use and development pattern in the area and will seamlessly integrate with the existing community.
- Can be adequately serviced with planned infrastructure.
- Allows for design flexibility through zoning to provide products to meet current market demands.

Discussion, Comments or Questions





CORPORATE SERVICES

Staff Report

REPORT NO: COR 2021-031

TO: Council

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

PREPARED BY: Ashton Romany, CPA, Manager of Finance / Deputy Treasurer

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: October 4, 2021

SUBJECT: Reep Green Solutions Impact Report 2020-2021

RECOMMENDATION:

THAT Report COR 2021-031 Reep Green Solutions Impact Report 2020-2021 be received for information purposes.

SUMMARY:

This report outlines the annual update report of Reep Green Solutions.

BACKGROUND:

Annually, Reep Green Solutions (Reep) presents a summary of their previous years' achievement to area municipalities.

Reep participates on a number of local initiatives including but not limited to, Home Water Efficiency (WET Program through the Region of Waterloo), Home Energy Audits, Tree Planting, Rain Gardens and educational resources for residents. Reep has played an integral role in a number of local sustainability related initiatives over the past 20 years in the Region of Waterloo.

In Wilmot specifically Reep worked with the New Hamburg Board of Trade and community volunteers in 2019 as part of the Depave Paradise project.

REPORT:

Township staff continue to work collaboratively with Reep, most notably, alongside ClimateActionWR as part of the TransformWR initiative.

Over the past two years, staff representatives from the eight (8) area municipalities have worked collaboratively with Reep and Sustainable Waterloo Region, through ClimateActionWR to produce a broad umbrella strategy called TransformWR. Under this strategy, municipalities, businesses, organizations and households will work to transition our community off of fossil fuels.

Under COR 2021-022, Wilmot Council endorsed the TransformWR strategy as the community climate change mitigation strategy for the Township. The Township continues to collaborate with Reep and ClimateActionWR on a regular basis.

This relationship between the Township, Reep and other sustainability related organizations is critical in achieving community-wide and corporate green house gas emission reductions approved by Council.

Staff representatives from Reep will present their most recent Impact Report for 2020-2021.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Environmental Protection.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

The partnership between Wilmot and Reep is consistent with the Sustainable Development Goals for Affordable and Clean Energy, Sustainable Cities and Communities, Responsible Consumption and Production, and Climate Action.

FINANCIAL CONSIDERATIONS:

There are no direct financial implications from the report. REEP Green Solutions core funders are the City of Cambridge, City of Kitchener, Region of Waterloo and Waterloo North Hydro.

ATTACHMENTS:

Appendix A – Reep Green Solutions Impact Report 2020-2021

Our Impact

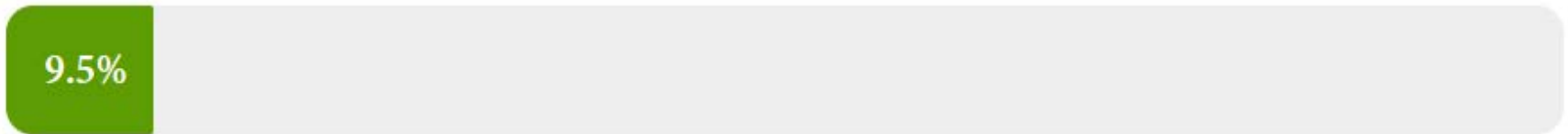
2020 - 2021



Ten-Year Impact Goal

By 2030, people impacted by Reep Green Solutions will have taken 10,000 meaningful actions to collectively shift our community to a resilient, low-carbon future.

10,000 Meaningful Actions Between 2020 and 2030



953

Meaningful Actions

2,210

Supportive Actions

(April 1, 2020 to March 31, 2021)

Healthy Yards & Neighbourhoods



2,940

Bloom{in} Box Plants Sold

116

Trees planted

98

Shrubs Sold

Stormwater Management & Water Conservation



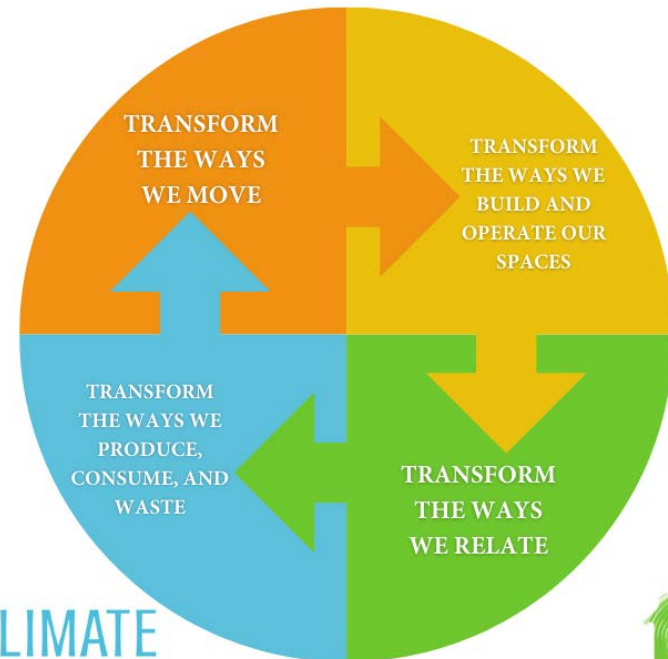
12

Rain Gardens Installed

216

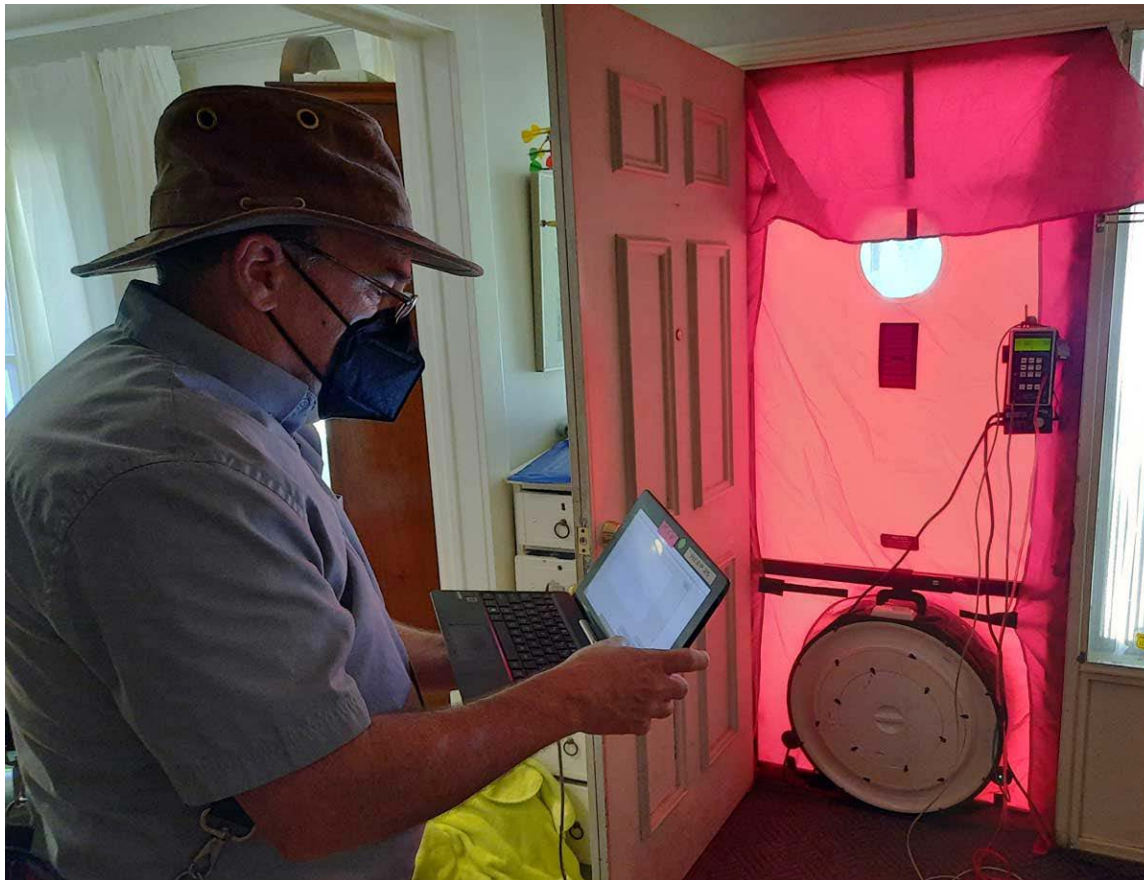
Water-Efficient
Fixture Upgrades

Launch of TransformWR



CLIMATE
ACTION_{WR}

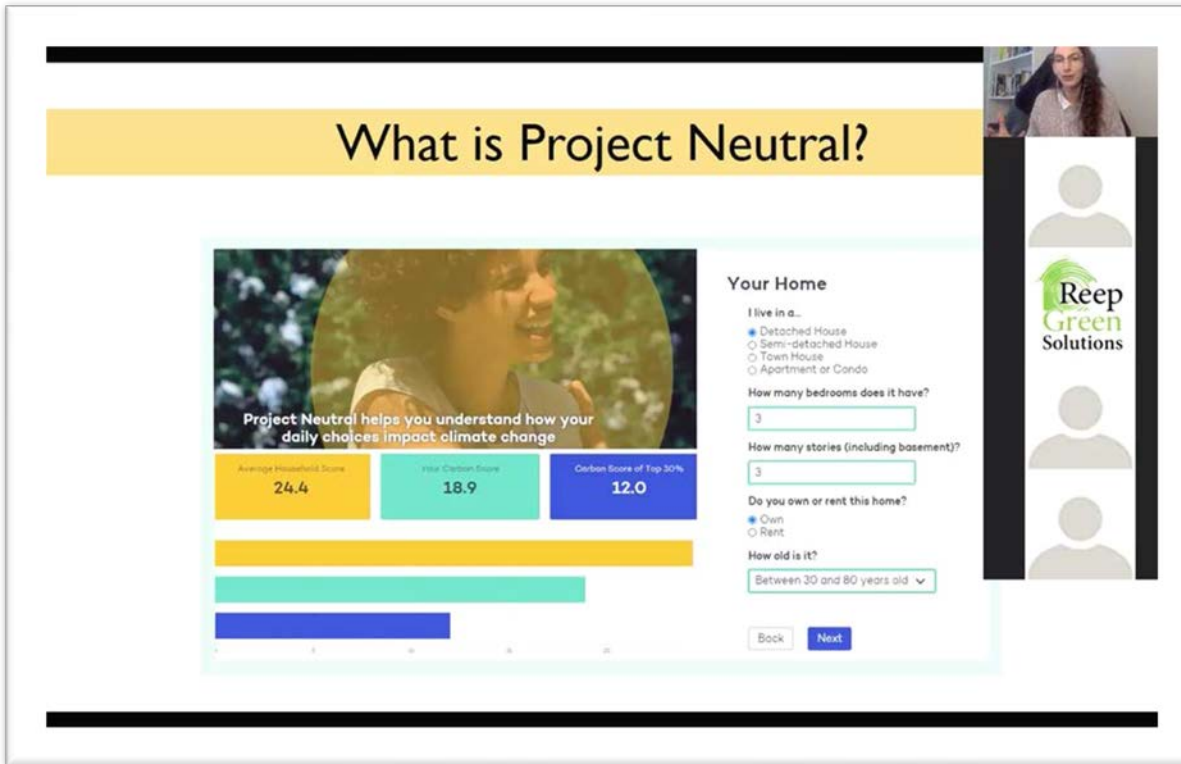
Home Energy Efficiency



175

Energy Efficiency Upgrades

Project Neutral



The screenshot shows the Project Neutral website interface. At the top, a yellow banner reads "What is Project Neutral?". Below this, a video player shows a woman speaking, with the text "Project Neutral helps you understand how your daily choices impact climate change". To the right of the video, a "Your Home" section contains a form with the following questions and options:

- I live in a...
 - ☒ Detached House
 - ☐ Semi-detached House
 - ☐ Town House
 - ☐ Apartment or Condo
- How many bedrooms does it have?
- How many stories (including basement)?
- Do you own or rent this home?
 - ☒ Own
 - ☐ Rent
- How old is it?

Below the video, three score boxes are displayed:

Average Household Score	Your Carbon Score	Carbon Score of Top 50%
24.4	18.9	12.0

Below the scores, a horizontal bar chart shows the distribution of scores. The chart has three bars: a yellow bar at the top, a teal bar in the middle, and a blue bar at the bottom. The x-axis is labeled with values 0, 10, 20, 30, and 40.

At the bottom right of the form, there are "Back" and "Next" buttons.

846

Project Neutral Users

111

Reported Actions via
Project Neutral

Community Outreach



648

Webinar Attendees

\$24,073.74

Total Donations

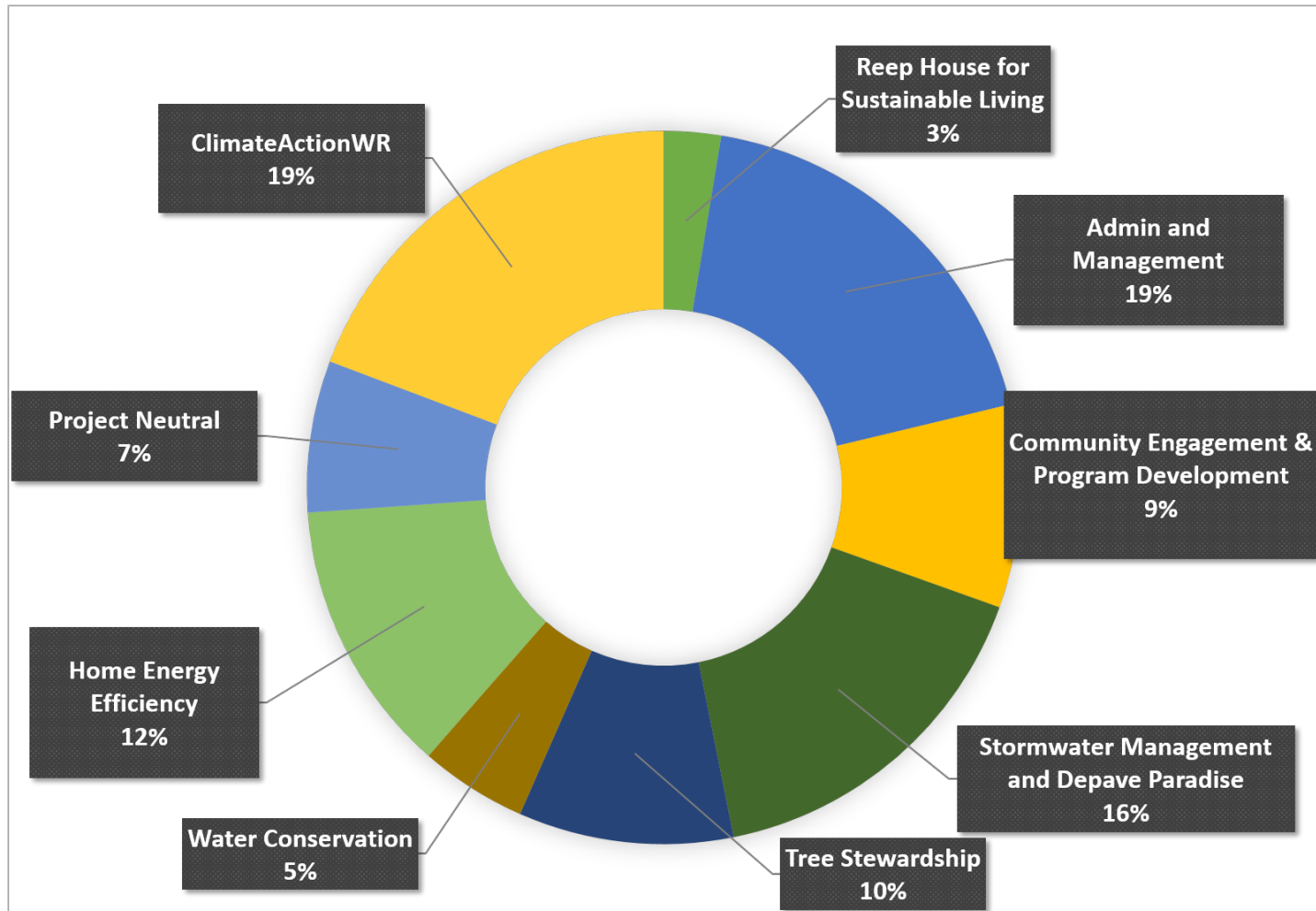
Zero Waste Challenge



109

Zero Waste Challengers

Financial Summary – Program Areas



Looking Ahead



Tree Trust



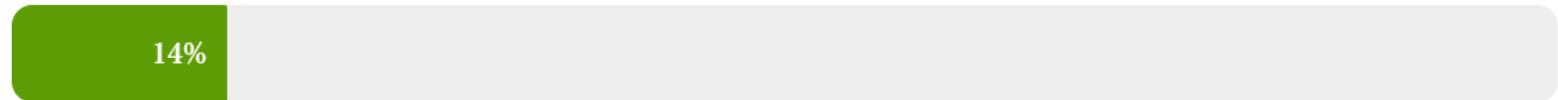
Overcoming barriers to
home energy upgrades



Kids Cutting Carbon

Total So Far

10,000 Meaningful Actions Between 2020 and 2030



14%

1,469

Meaningful Actions

3,732

Supportive Actions

(April 1, 2020 to September 1, 2021)

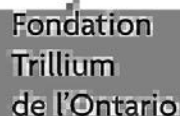
Thank you!

We help you live sustainably.

Core Funders



Partners and Funders





INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-36

TO: Council

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

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

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: October 4, 2021

SUBJECT: Draft Procedural By-law Amendment
Notice of Public Meeting

RECOMMENDATION:

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

THAT the Director of Information and Legislative Services proceed with a Public Meeting at the Regular Council Meeting on October 18, 2021.

SUMMARY:

This report is asking Council to receive a draft By-law for discussion at a later meeting and to set October 18, 2021 as the date a Public Meeting will be held that will give members of the public an opportunity to address Council on the By-law and the draft amendments.

BACKGROUND:

The Municipal Act, 2001, requires all municipalities in the Province of Ontario to pass a Procedural By-law to govern the calling, place, and proceedings of meetings of the municipality and its local boards. The current Township of Wilmot Procedural By-law was approved by Council on July 12, 2021.

REPORT:

As is the case with the application of all by-laws for the Township, refinement may become necessary from time to time. Following the September 27, 2021 Council Meeting, a review of the Procedural By-law took place concerning delegations and the capacity for applicants to provide Council with a sufficient overview of complex Planning Act applications within the timeframe allotted. As a result of this review, staff have prepared a draft amendment for Council consideration.

The proposed amendment includes a definition for “Applicant” and adjusted language in sections 7.9.2, 7.9.3, 7.9.4, and 7.9.6. The draft of the amending by-law is attached.

If approved, a Public Meeting will be held on October 18 to hear from members of the public on this proposed amendment and for Council to consider the by-law. Members of the public and Council may submit their questions and comments to the Clerk prior to October 13, 2021, for inclusion in the report. Additionally, members of the public may attend virtually as a delegation at the October 18, 2021, Council meeting.

The Township solicitor will be asked to review the amending by-law in advance of the Public Meeting.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The holding of a Public Meeting for the draft Procedural By-law conforms with the Strategic Plan goals for community engagement and responsible government.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

The Procedural By-law and through its consistent application in Council meetings and other Township functions is a commitment to the following actions for achieving sustainable development goals:

- 16.7 Ensure responsive, inclusive, participatory and representative decision-making at all levels; and,
- 16.10 Ensure public access to information and protect fundamental freedoms, in accordance with nation legislation and internal agreements.

FINANCIAL CONSIDERATIONS:

Costs associated with the publication of the notice for the proposed amendments to the Procedural By-law and seeking legal counsel are included in the Council approved 2021 Operational Budget.

ATTACHMENTS:

Appendix A: Draft Procedural By-law

Yellow Highlights = additions

Green Highlights = deletions

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2021-XX
BEING A BY-LAW TO AMEND PROCEDURAL BY-LAW 2021-36, A BY-LAW TO
PROVIDE FOR
THE RULES OF ORDER AND PROCEDURE
FOR THE MUNICIPAL COUNCIL OF
THE CORPORATION OF THE TOWNSHIP OF WILMOT**

WHEREAS Section 5(1) of the *Municipal Act, 2001*, S. O. 2001 c. 25, as amended, states the powers of a municipality shall be exercised by its council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, S. O. 2001 c. 25, as amended, states a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 8(1) of the *Municipal Act, 2001*, S. O. 2001 c. 25, as amended, states the powers of a municipality under that or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

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

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

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

1. THAT the Procedural By-law (Township By-law 2021-36) be amended to include the following definition:

1.7 (a) "Applicant" means a property owner, their agent, or representative in a matter relative to a Zone Change, Official Plan Amendment, Plan of Subdivision application, or any other development application under the Planning Act submitted to the Township of Wilmot.

2. THAT Section 7.9.2, 7.9.3, 7.9.4, and 7.9.6 of the Procedural By-law (Township By-law 2021-36) is hereby deleted and replaced with the following:

7.9 Delegations for Matters on the Agenda

7.9.2 Persons desiring to verbally present information on matters of fact, or make a request of Council, relative to matters on the Agenda:

- a) shall give notice to the Clerk in writing, not later than four (4) hours before the commencement of the Council Meeting and may be heard with leave of the Mayor or Chair;
- b) shall be limited in speaking to not more than five (5) minutes;
- c) Delegations consisting of five (5) or more persons may be permitted to have two (2) spokespersons address Council, in which case each such spokesperson shall be limited to speaking for not more than five (5) minutes combined;

RULES OF PROCEDURE – BY-LAW 2021-XX

- d) Delegations shall be permitted to speak only once on an Agenda item; and,
- e) Applicants shall be limited to speaking for not more than ten (10) minutes and shall be allowed to address Council before any Delegation.

7.9.3 Audio and visual materials submitted by a Delegation or Applicant may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes.

7.9.4 All audio and visual materials presented to Council shall be submitted to the Clerk, subject to the following:

- a) for Delegation's and Applicant's audio or visual materials to appear in the Council Agenda Package that is circulated in advance of the Council Meeting and heard or shown as part of the Delegation Council Meeting, ~~members of the public~~ Delegations and Applicants are required to provide their materials not less than five (5) Business Days before the commencement of the Council Meeting;
- b) audio and visual materials for Delegations and Applicants received less than five (5) Business Days but not less than one (1) Business Day prior to the commencement of the Council Meeting shall be circulated to Council in advance of the Council Meeting, shall be heard or shown as part of the Delegation Council Meeting, and shall be included as an attachment to the Council Minutes;
- c) audio and visual materials received less than one (1) Business Day in advance of Council Meeting shall not be heard or shown in the Council Meeting but, shall be included as an attachment to the Council Minutes;
- d) audio or visual materials containing negative allegations or comments towards members of the public or profanity shall be returned to the Delegation or Applicant to remove the inappropriate allegations, comments, or language and must be returned to the Township not less than one (1) Business Day prior to the commencement of the Council Meeting;
- e) audio or visual materials containing hate speech will be rejected; and,
- f) audio or visual materials containing negative allegations or comments of personal nature against Members of Council or staff shall be returned to the presenter to remove the allegations or comments and must be returned to the Township not less than one (1) Business Day prior to the commencement of the Council Meeting.

7.9.6 Where any provisions or regulations of or under any Act in relation to Presentations, Delegations, Applicants or written submissions which apply to municipal Councils contradict any of the provisions of this by-law, the provisions of the Act shall prevail.

3. This by-law shall come into force and effect on the date of passage.

RULES OF PROCEDURE – BY-LAW 2021-XX

READ a first and second time on the ____ day of _____, 2021.

READ a third time and passed in open Council on the ____ day of _____, 2021.

Mayor

Clerk



CORPORATE SERVICES

Staff Report

REPORT NO: COR 2021-034

TO: Council

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

PREPARED BY: Ashton Romany, CPA, Manager of Finance / Deputy Treasurer
Karl Jeffreys, Supervisor of Information Technology

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: October 4, 2021

SUBJECT: IT Master Plan & Cyber Security/Disaster Recovery Plan - Award of Contract

RECOMMENDATION:

THAT RFP 2021-28 be awarded to Valencia IIP Advisors Limited as per their proposal submission August 20, 2021, in the amount of \$68,550.00, excluding HST.

SUMMARY:

This report presents the results of the procurement process for RFP 2021-28 IT Master Plan & Cyber Security/Disaster Recovery Plan.

BACKGROUND:

Under the 2020 Capital Budget, Council approved the Cyber Security and Disaster Recovery Plan. The objective of this plan was to implement a formalized cyber security strategy and disaster recovery plan. Similar to a number of projects in 2020, due to COVID-19 the project was deferred to 2021.

A key component of the Joint Service Delivery Review completed by KPMG was the need for improved cyber security and continued investment in IT infrastructure. To support implementation of the Joint Service Delivery Review outcomes, staff applied for funding under

the Municipal Modernization Program – Intake 2, for funding to support an Information Technology Master Plan. Through this application, funding was approved up to \$32,500, representing 65% of eligible project costs.

REPORT:

After approval of funding under the Municipal Modernization Fund, in late July 2021, staff released RFP 2021-28 for the IT Master Plan and a Cyber Security/ Disaster Recovery Plan.

Some of the key deliverables for this project include:

- In-depth needs analysis of corporate IT Services
- Development of a five-year master plan
- Identification of cost saving opportunities, including but not limited to joint-service initiatives
- Detailed protocols/plans for cybersecurity breaches and disaster recovery events
- Analysis of IT infrastructure and systems, including gaps and vulnerabilities with supporting recommendations for remediation/mitigation
- Framework/recommendations to ensure adequate upkeep of cyber security measures

The RFP document was made available online through the Township's e-bidding site. There were a total of twenty-one (21) plan takers, with eight (8) bids received at time of close on August 20, 2021. Proposals were submitted by the following:

Proponent	Location
Smith + Andersen	Toronto, ON
Green PI Inc	Mississauga, ON
Avero, LLC	Maryville, TN (USA)
Valencia IIP Advisors Limited	Toronto, ON
Perry Group Consulting Ltd.	Mississauga, ON
Shivakari LTD	Bolton, ON
Managing Information Systems 3 Inc.	Woodbridge, ON
Red Canari Inc.	Ottawa, ON

An Internal Selection Committee was established prior to closing of the bid, including Manager of Finance / Deputy Treasurer; Supervisor of Information Technology, and Director of Corporate Services / Treasurer.

The proposals were evaluated based upon Project Understanding (30%), Technical Proposal (35%); Experience and Reference (15%), Project Team (10%) and Cost Proposal (10%).

Valencia IIP Advisors showed a strong understanding of the scope of the project and have experience on similar projects. They addressed the full scope of work anticipated for this project within their proposal. Therefore, staff are recommending that Valencia IIP Advisors be

awarded this RFP to provide services associated with the IT Master Plan and Cybersecurity/Disaster Recovery Plan.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance through Service Reviews and Master Planning.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

This report is aligned with the goal of building resilient infrastructure, promoting inclusive and sustainable industrialization and fostering innovation.

FINANCIAL CONSIDERATIONS:

As noted earlier in the report, formula-based Municipal Modernization Funding was already dedicated for the Cyber Security & Disaster Recovery Plan works through the 2020 budget process.

The additional funding approved under Intake 2 of the Municipal Modernization Program increases available funding to \$67,500, as shown below.

Funding Source	Amount
Municipal Modernization Funding (Formula Based)	\$ 35,000
Municipal Modernization Program – Intake 2	32,500
Total Budget	\$ 67,500

The overall project cost of \$69,756.48 (net of HST rebate) is slightly over the current funding allocations of \$67,500. The unfunded portion will be funded from the Capital Levy as part of the closure of the Capital Program.

ATTACHMENTS:

None



FIRE SERVICES

Staff Report

REPORT NO: FD 2021-12

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Rod Leeson, Fire Chief

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: October 4, 2021

SUBJECT: Shared Township Fire Services Training Program Service Level Agreement between the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich

RECOMMENDATION:

THAT Council approves the Township Fire Services Shared Training Program Service Agreement between the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich as attached to this report, and;

THAT the CAO be authorized to sign and execute the Township Fire Services Shared Training Program Service Agreement pending approval of the agreement by all partner municipalities.

SUMMARY:

In February 2021, North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich Councils received a presentation and consultant's report from KPMG for information purposes. The direction was given to the Four Fire Chiefs to develop joint programs based on the recommendations found in the KPMG report that provide operational efficiencies.

BACKGROUND:

The KPMG report was supplemented by a staff report with recommendations that the report recommendations from the Joint Service Delivery Review be referred to staff for future reporting and implementation through the Township Work Plan Programs.

The recommendations specific to the Fire Service are as follows:

Firefighter Training (Page 24 KPMG Presentation):

1. Formalize a fire service agreement for shared services in procurement, firefighter training and fire prevention/public education.
2. Develop a joint procurement program for the four Townships that would allow the collaborative purchase of common services, commodities, and equipment.
3. Develop a business plan for a joint firefighter training program, for example:
 - Joint or rotating training sessions across the four Townships
 - Shared training officers and fire personnel with specialized expertise.
4. Initiate discussions with the Region for greater access and usage of the WRESTRC facility.
5. Explore feasibility to identify a joint Training Coordinator to liaison and coordinate access to the WRESTRC training grounds.
6. Identify and explore the feasibility of joint public education initiatives.

Emergency Management (Page 33 KPMG Presentation):

1. Establish a joint emergency management framework for:
 - Coordinated Emergency Management Plans.
 - Expanded use of zone mapping/GIS technology across all Townships'.
2. Explore feasibility of sharing a private contractor to deliver the four Townships' emergency management programs, training, and annual compliance matters.
3. Explore feasibility of contracting emergency management services to the Regional Cities.

REPORT:

On April 8, 2021, the four Township CAO's and Fire Chiefs met to discuss the KPMG report recommendations and determine the next steps. From the recommendations, it was determined that four actions would occur with expectations of reporting back to the CAO's in the 2nd quarter of 2021 to share information. On May 20, 2021, the four Township Fire Chiefs met to finalize discussions and actions resulting from earlier meetings.

Joint Training:

The four Townships have identified common goals, efficiencies and objectives resulting from the KPMG consulting report. The Township Fire Chiefs have been tasked with visioning this project beyond the current training needs and requirements of each of the individual Township Fire Services. The initial working session with the Township CAO's and Fire Chiefs identified a common need to develop a joint Recruit training program and to build in future capabilities that

will provide continued focus on existing firefighters, prepare the next generation of fire personnel and meet the ever-changing and evolving demands of the Fire Service. There is a corresponding need for collaboration with the three city fire services and continue to work with allied agencies for integrated, multi-agency response to situations. Working with the City departments is a natural fit however, working with other allied agencies will be left for future discussions due to the current Pandemic environment. The Township Chiefs will proceed according to the outlined recommendations found in the report and build on guiding principles that will encourage collaboration and growth in our collective firefighter training plans.

- Training will be dedicated to enhancing the readiness of all Volunteer Firefighters within the Townships and to preserve and protect the lives, health, and property of the citizens of our Townships.
- The training should adopt a balanced approach to centralized and integrated training for the four Township fire services while taking advantage of other decentralized delivery methods and technologies where appropriate (e.g.: WRESTRC, RTC, e-learning, mobile props, site-specific such as water rescue training, etc.).
- Training may include a research component to test new and existing equipment that may be used for purpose of collaborative equipment purchases and to enhance the training experience for Firefighters.
- Training should look beyond our current needs and begin to forecast future needs coupled with the growth of our respective Townships and include demographics, building stock and specialized rescue needs.
- The training should address the need for cross-agency learning to respond to the increasing number of emergencies requiring joint and coordinated action.
- A Steering committee shall be established consisting of the Township Fire Chiefs who will provide governance and oversight of the program.
- A committee consisting of Training officers from the four Townships shall be created to move this vision document forward and report all findings back to the Fire Chiefs for action.

The goal of every fire service should be to provide fire protection services through a range of programs designed to protect the lives and property of the citizens/customers of our Townships, from the adverse effects of fires or exposure to dangerous conditions created by man or nature; first to their Township; second to those Townships requiring assistance through mutual aid; and third to those Townships which are provided fire protection services via approved agreements. Fire services must provide training to an acceptable standard which will ensure the continuous development of all personnel in the current practices of fire prevention, fire suppression and rescue, control of emergencies, at the same time meeting the requirements of the Ministry of Labour, Occupational Health and Safety Act including the Section 21 Guidance Notes. The fire chiefs of the four Townships have endeavoured to provide adequate training for their staff by meeting requirements of National Fire Protection Association (NFPA) standards or Ontario Fire Service Standards and the Office of the Fire Marshal and Emergency Management (OFMEM), the Ontario Firefighter Curriculum as administered by the Ontario Fire College (OFC). Following the county-led program models from Oxford County and Wellington County, the four Townships using their two committees shall identify a comprehensive and collaborative training needs program. Conducting a

comprehensive training needs assessment will provide an opportunity to catalogue and assess the effectiveness of current training programs and delivery methods; and secondly, assist in the design of future program requirements that account for changes that are needed in the field of emergency services delivery, and thirdly, to investigate the potential opportunities and benefits of providing structured training through a formal joint Township training program.

The four Townships have identified recruit training and officer development as an immediate priority. Currently, the four townships host their recruit training program based on their determined individual needs.

The Four Townships have the luxury of utilizing the WRESTRC Training facility. The location will allow training to be conducted on evenings and weekends and still allow firefighters to return home each day of training due to its proximity. WRESTRC has all the necessary elements to provide a fulsome training experience such as live fire using real smoke, various training props and a 5-storey building to conduct multi-floor training evolutions. WRESTRC is a shared facility and therefore appropriate scheduling will be necessary. Wilmot Fire Department will provide support utilizing through our Administrative Assistant and two part-time training officers. This support will include registrations, sign-offs, training documentation and any other scheduling or administrative coordination requirements. This cooperation will ensure accuracy and appropriate timing based on the annual training calendar as approved by the Training Committee and finally the Steering Committee.

The Training Committee will be tasked with the overall development and delivery of the various training programs. Further, the Training Committee will be required to create Operational Guidelines (OG's) or Policies that meet the requirements of the Ontario Ministry of Labour under The Occupational Health and Safety Act Section 21 or any other OG's or Policies deemed necessary by the Training Committee. The Training Committee may refer to OG's that exist amongst the four Townships as a reference to create any new OG's and once finalized shall be submitted to the Steering Committee for final approval.

Standardization:

It has been identified that a standardized Training model will lead to the more consistent and cost-effective delivery of training. It has been very effective in Oxford County and Wellington County which also will lead to a consistent method of operations at an emergency or when Automatic Aid, Mutual Aid or the departments must deal with large scale emergencies or specialized rescues. Standardized training will also lead to improved quality of operations and enhance the local fire department's capabilities. Recruiting and retention of firefighters is becoming a greater challenge in today's mobile society. Standardization of training would promote the use and transfer of firefighter's skills/knowledge within four Township Fire Services. Annual recruitment would remain the sole responsibility of each Township based on their needs and requirements.

Technology Utilization:

The elements of a good training program are theory, practice, tests, and documentation to meet the requirements of the Occupational Health and Safety Act and to provide for the health

and safety of all firefighters. Training activities in all current and future fire stations should be required to have connectivity for a suite of internet-based options to allow for e-learning or hosted presentations ensuring that all participants are receiving a consistent message. The four Townships already utilize Target Solutions, this coupled method of training can provide cost-saving for administrative time and increase accuracy. The information technology (IT) infrastructure needs would consist of high-speed internet, desktop or laptop computers, projectors, flat-screen TV, cameras etc., most, if not all this equipment exists today. Training and support for the users of this technology would need to be provided when required. Target Solutions will provide a shared database for training records management that will be utilized by all fire departments. Target solutions have a low-cost Enterprise hub that will link the four Township systems together for efficient and accurate reporting while maintaining independence for each Township to continue their regular day-to-day operations.

The Township fire services provide several core services to the communities they serve, these core services dictate how they provide emergency response in their Townships as identified in each department's Establishing and Regulation Bylaws. The type and level of core service also determine their training requirements. The Townships share the same core suppression requirements, auto extrication and medical training needs. This will make the alignment process easy to navigate and with all four Townships using the NFPA standards, we are in an admirable position to move this important project forward. Some training is taking place on a shared basis at present, but it is not formalized. When a Fire Chief decides they need to provide a certain type of training they will often invite a neighbouring department to participate. Although this seems to work it is not the best way to plan for training and is more related to annual budgetary restrictions and long-term planning. Larger classes should be provided in a formal manner and with appropriate oversight to follow the annual training calendar and ensure all requirements are met. Larger class sizes provide more efficient use of instructor staff, facilities and resources which leads to efficiencies and stabilizes cost increases.

A formal body of instructors will be established for the four Townships for the provision of training. The formal structure would identify those that are certified following NFPA standards and would identify instructors that have unique skills or knowledge that can be utilized. Firefighters may have certification, but this alone does not create good instructors. Lead instructors need to be established with a mentoring program. This would require potential instructors to shadow and demonstrate their skills. The process would include an evaluation format that the Training Committee would review and select accordingly. This database would then feed into all identified training as outlined in the annual training calendar. This collaboration would reduce the time impact on instructors which should reduce burnout and provide a sustainable market for new instructors. Specialized standards may require 3rd party, Regional Training Center (RTC) or possibly partner with the city fire departments for training opportunities and will be researched and explored as needs arise.

Financial Analysis:

Utilizing existing resources including the two part-time training officers and administrative support from Wilmot and the training officers/instructors from all Townships will create the first of several efficiencies. The Townships are tasked with hiring recruits annually to maintain

sufficient staffing levels. Since the Townships conduct annual recruit training it is anticipated that some efficiencies will be identified during the first year but not expected to increase any existing costs to train recruits. Further, it is anticipated that by providing this level of training increased skills and continuity of training with recruits should result. Following the first year, a full review of the program and all associated costs will be collated and presented to the four Fire Chiefs to look at the success of the program and review any suggested changes that are tied to identified improvements or efficiencies and share this information with council.

Public Education:

The Township Fire Chiefs have agreed to form a committee of Fire Prevention Officers to begin discussions on joint projects. The Waterloo Region Rural Post has approached the Wilmot Fire Chief offering half page ad space in their weekly publication at no cost. Township Chiefs further discussed and agreed on using the FPO committee to provide, at minimum, monthly publications. The publications will commence once subjects have been determined by the FPO committee and approved by the Steering committee. Another option will be to offer firefighter profiles, one from each Township fire department, as an example. The FPO committee will continue to report to the Steering committee with future project ideas, which supports the collaborative efforts regarding public education.

Procurement:

Chief Shantz from xx Township/City, has opened dialogue with Chief Hepditch from xx Township/City, regarding a broader procurement initiative that involves the fire services within Waterloo Region and other jurisdictions. Due to the complexity of this project and the impacts of the Covid-19 pandemic, it is anticipated that updates on this subject would be provided to CAO's and Councils in 2022 and that the Township Fire Chiefs will continue to advance this subject lead by Chief Shantz. It is worth noting that the fire services within the Region of Waterloo engage in joint procurement projects regularly. Examples include Bunker Gear purchases utilizing the Kitchener Fire Department's contract, Self Contained Breathing Apparatus (SCBA), resulting from an extensive evaluation process that involved all seven fire services led by the Townships, SCBA air filling stations and more. The broader procurement initiative would formalize and expand future purchasing opportunities.

Emergency Management:

CAO's requested the Fire chiefs to determine their time commitment related to administrative tasks and report back their findings. Township of North Dumfries, Wellesley and Wilmot utilize their Fire Chief as Community Emergency Management Coordinator's (CEMC). The Township of Woolwich utilizes a dedicated full-time position for the duties of CEMC. Three recommendations were provided by KPMG:

- Joint emergency management framework with coordinated emergency management plans and expanded zone mapping/GIS technology across all Townships.
- Explore sharing a private contractor to deliver programs, training, and annual compliance.
- Explore the feasibility of contracting emergency management services to Region of Waterloo cities.

Currently the Township of North Dumfries, Wellesley and Wilmot spend \$4.00, \$5.00 and \$1.00 respectively per thousand population. Township of Woolwich spends \$113.00 per thousand population based on one full-time position. Township of Woolwich has experienced unique challenges which required the full-time CEMC. The other three Township Fire Chiefs continue to manage the file annually and maintain compliance.

Based on discussions with the CAO's and Fire Chiefs, the following collaboration and team efforts have been identified:

- CEMC's within the region meet regularly and continue to support a cooperative relationship that includes group projects that benefit all Townships and Cities such as regional flood planning with GRCA's full support.
- Township emergency plans are developed with the Region and three Region of Waterloo cities, local needs are addressed on an individual basis and meet compliance requirements. (NOTE: Legislation requires Emergency plans to align with the upper tier).
- Zone mapping and GIS services are available if required by GRCA and available to assist with flood zone mapping when required. GRCA continues to advance their mandate of enhanced flood zone mapping.
- Township of Woolwich CEMC has been provided support to the Townships when time permits which showcase the existing collaboration and teamwork experienced by the four Townships.
- Fire Chiefs will continue to collaborate with all CEMC's in the Region and utilize resources as needed to maintain current service levels.

Given the extreme workload experienced due to the ongoing Pandemic, CAO's and Township Fire Chiefs will continue to monitor emergency management activities and workload requirements and discuss future strategies once the Pandemic is declared over and during future meetings with.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This recommendation is aligned with the Strategic Plan Core Value of Health and Wellbeing and building a safe Community. The report is consistent with the action of investing in and promoting Public Education, Fire Prevention and Emergency Management for all residents.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

N/A

FINANCIAL CONSIDERATIONS:

The initial financial impact would be related to the purchase of the Enterprise link for Target Solutions. The software link would cost \$645.00 plus HST annually, split four ways with the Township partners. The Township of Wilmot would host the enterprise link. Any costs related to annual recruit training and officer development would remain with each Township and be incorporated within the annual operating budget as approved by each respective council. This is consistent with current budget practice and will continue to meet each Townships

recruitment needs. Any unbudgeted additional costs related directly joint training would be approved by the Steering committee and carefully tracked for future reporting and split four ways.

ATTACHMENTS:

Shared Township Fire Services Training Program Service Level Agreement

Township Fire Services Shared Training Program Service Agreement



THIS Agreement is made as of the _____ day of _____ 2021

BETWEEN:

The Corporation of the Township of North Dumfries
(hereinafter called "Township of North Dumfries")

OF THE FIRST PART

-and-

The Corporation of the Township of Wellesley
(hereinafter called "Township of Wellesley")

OF THE SECOND PART

-and-

The Corporation of the Township of Wilmot
(hereinafter called "Township of Wilmot")

OF THE THIRD PART

-and-

The Corporation of the Township of Woolwich
(hereinafter called "Township of Woolwich")

OF THE FOURTH PART

WHEREAS Section 20(1) of the Municipal Act, 2001, S. O. 2001, c. 25, as amended, provides that a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in section 19, or a combination of both to jointly provide, for their Shared benefit, any matter which all Parties have the power to provide within their boundaries;

AND WHEREAS the above Parties wish to exercise a shared services approach to the respective needs for fire service training, specifically a Township Fire Services Shared Training Program;

AND WHEREAS it is deemed beneficial to share services between the Townships to create efficiencies and consistent training to volunteer firefighters for each Township;

AND WHEREAS the Township Fire Services Shared Training Program shall be governed by the Township Fire Chiefs and will be known as the "Steering Committee";

AND WHEREAS the Township Fire Services Shared Training Program shall consist of a Training Committee comprised of one Training officer from each Township and shall be responsible to create the annual calendar with training subjects as approved by the Township Fire Chiefs and shall be known as the "Training Committee";

AND WHEREAS the Township of Wilmot shall provide administrative support utilizing two part-time Training Officer(s) for the Township Fire Services Shared Training Program;

AND WHEREAS the Township Fire Services Shared Training Program shall utilize existing resources deemed necessary to conduct training and shall include the use of Waterloo Region Emergency Services Training and Research Centre (WRESTRC);

NOW THEREFORE the parties hereto agree as follows:

DEFINITIONS:

1. In this Agreement, including in the recitals hereto, the following capitalized terms shall have the following respective meanings:

"Agreement" means this agreement, including the recitals, as the same may be amended from time to time by the Townships and references to sections or subsections, means sections or subsections of this Agreement.

"Administrative Support" means the provision of resources by a Township to another Township to support maintenance, data input, and training coordination for the Township Fire Services Shared Training Program and shall be referred to as the "Providing Party".

"Fire Chief" means the Fire Chief or delegate of any of the Fire Departments from the four Townships.

"Providing Party" means the Wilmot Fire Department providing Administrative support to the Parties.

"Steering Committee" means the Fire Chiefs from each Township.

"Training Committee" means one Training Officer from each Township as assigned by the Fire Chief.

"Parties" means, collectively, The Corporation of the Township of North Dumfries, The Corporation of the Township of Wellesley, The Corporation of the Township of Wilmot, The Corporation of the Township of Woolwich and "Party" means any one of them.

TERM AND TERMINATION

2. The Agreement shall remain effective for three (3) years from the date of signature. If not expressly renewed in writing or supplanted by a succeeding agreement, this Agreement shall be deemed to have been automatically renewed for a period of indefinite duration unless and until one of the parties provides written notice of termination as contemplated in paragraphs three (3), four (4), five (5) and six (6) below.
3. Notwithstanding the provisions of this agreement, any of the Parties may withdraw from the Agreement upon providing twelve months' prior notice in writing to the other Parties.
4. If notice of withdrawal from this Agreement is provided by one or more of the Parties, The Township of Wilmot shall continue to provide the services described in this Agreement to the Party or Parties withdrawing until the expiry of the twelve-month notice period, unless the provision of these services is waived by the Party or Parties withdrawing from this Agreement.
5. If notice of termination is provided by one or more of the parties, the withdrawing Party or Parties shall continue to remit and shall be liable to pay to the Township of Wilmot the consideration described in Appendix A of this Agreement until the expiry of the twelve (12) month period.
6. If one or more of the Parties withdraws from this Agreement, the terms of the Agreement shall remain in effect as between the remaining Parties, and the total consideration payable to the Township of Wilmot shall be apportioned between the remaining Parties which have not withdrawn from the Agreement, or as mutually agreed upon by the participating Parties. All monies owing up to the last quarter of the Party(ies) that withdraw from this agreement shall still be considered payable.
7. Where the incumbent part-time Training Officer(s) or Administrative Assistant are terminated or resign from the position, or are unavailable for long periods (such as illness or vacation) the Township of Wilmot will not be responsible to provide an immediate replacement Training Officer or Administrative support from their existing staff or volunteer firefighter staff, but it is expected that the Township of Wilmot shall fill the vacancy as soon as possible following the Township of Wilmot recruitment requirements.

GENERAL SERVICE PROVISIONS:

8. Details and terms/conditions of the services to be provided are outlined in Appendix A and form part of this Agreement.
9. The Township of Wilmot agrees to provide Administrative Support and two part-time Training Officer(s) to assist with program coordination. Township of Wilmot will assume all employer responsibilities and entitlements. The actions of the employee(s), as with all employees are insured through the Township of Wilmot insurance policy. Further, the pay range for the incumbents will be based on the Township of Wilmot Payroll Grid.

10. The Township of Wilmot part-time training officer(s), Administrative Support Steering Committee and Training Committee will perform duties related to Shared Township Fire Services Training Program as outlined in Appendix A of this agreement.
11. Each participating Township agrees to contribute one-fourth of the cost of the services, which shall not include Township of Wilmot Staff costs, for all expenses incurred by the Township of Wilmot for any costs associated directly to the Shared Township Fire Services Training Program as outlined under Appendix B of this Agreement and approved by the Steering Committee and identified in the annual council approved budget for each Township.
12. The Township of Wilmot will invoice each participating Township every quarter, for one-fourth (25%) of all costs directly related to the Shared Township Fire Services Training Program for the quarters ending in March, June, September, and December of each year.
13. All participating Townships agree that the Township of Wilmot part-time Training Officer(s) positions will be based on the Shared Township Fire Services Training Program needs and will require a flexible work schedule to accommodate the needs and circumstances of the Shared Township Fire Services Training Program and the Township of Wilmot Training Program and further, will be a collaborative effort, utilizing all Township fire department's Training Officers (Training Committee) and instructors as required by the approved Shared Township Fire Services Training Program annual training calendar.
14. Should the Township of Wilmot Fire Chief identify workload issues arising from the Shared Township Fire Services Training Program, the Township of Wilmot Fire Chief shall inform the Steering Committee in writing and the Parties shall collaboratively determine how to proceed.

FIRE SERVICES COMMITTEE:

15. The Parties shall establish a Steering Committee, which shall be composed of the Fire Chiefs (or their respective designates) of the Parties. The Steering Committee shall operate on a consensus basis for issues that affect all Parties.
16. The Parties shall establish a Training Committee, which shall be composed of one Training Officer (or their respective designates) of the Parties. The Training Committee shall operate on a consensus basis for issues that affect all Parties.
17. The Parties are authorized to establish and revise operational policies and guidelines to facilitate the delivery of services identified in this Agreement. Each Party agrees to adhere to all operational policies and guidelines established by the Training Committee as approved by the Steering Committee, subject to Council approval if required.

SERVICE COMMENCEMENT DATE:

18. This Agreement shall come into force on the date that all signatories have signed and placed their corporate seals unto.

LIABILITY AND INDEMNITY:

19. The Parties agree to indemnify and save each other harm, along with their respective councillors, officers, employees and agents from any liability, action, claim, loss, damage, payment, cost, fee, fine surcharge, recovery of expense, including assessable legal fees arising out of the performance of their respective obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, payment, cost, fee, fine surcharge, recovery of expense, including assessable legal fees, directly attributed to, arising from, or caused by the negligence or breach of a contractual obligation hereunder by any party hereto.
20. Notwithstanding that set forth in paragraph nineteen (19) above, the Parties agree that no Party or Parties shall be held responsible for damages caused by delay or failure to perform its or their undertakings under the terms of this Agreement when the delay or failure is due to fires, strikes, pandemics, floods, acts of God or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers which cannot reasonably be foreseen or provided against.
21. Notwithstanding any other provision in this Agreement or any applicable statutory provisions, none of the Parties shall be liable to any other Party for special or consequential damages or damages for loss of use arising directly or indirectly from any breach of this contract, fundamental or otherwise, or from any tortious acts or omissions of their respective employees or agents, save and except when such damages or losses are directly attributed to, arise from, or are caused by the breach of contractual obligation, fundamental or otherwise, or from tortious acts, including negligence, by any party or parties hereto, including its or their respective employees or agents. Without limiting the generality of the foregoing, the parties specifically agree that the Township of North Dumfries, Township of Wellesley, Township of Wilmot, and the Township of Woolwich shall not be liable for any damages arising as a result of injury or damage caused or sustained by personnel, apparatus, or equipment of the fire departments of the parties while engaged in the provision of Shared fire training services by the parties. Nothing in this provision shall be interpreted to affect or interfere with the right of any of the parties to take action to enforce the terms of this Agreement.
22. The Parties hereto agree that no provision herein, or any part thereof, shall be interpreted or act to affect, restrict, prohibit, or interfere with the right of any party or parties hereto, either individually or in combination, to demand or otherwise take action or commence proceedings to enforce the terms of this Agreement.

THIRD-PARTY RIGHTS:

23. This Agreement is not intended to and does not create any rights or confer any benefits on any other person other than the Parties and their respective Fire Departments.

AMENDMENT:

24. The Parties may amend this Agreement from time to time by further written memorandum, signed by all Parties.
25. Should any of the Parties wish to amend the terms of this Agreement, they shall provide a minimum of ninety days' written notice to the other parties of the proposed terms of this Agreement.

DISPUTE RESOLUTION:

26. If a dispute(s) arises between the Parties which cannot be resolved, the Parties shall submit the dispute(s) in writing to the Wilmot Fire Chief who will forward and coordinate with the Steering Committee for resolution.
27. If a dispute(s) is submitted to the Steering Committee, the decision(s) of the Steering Committee shall be final and binding upon the Parties to this agreement and will be submitted in writing. Where necessary, decisions of the Steering Committee shall be determined by a majority vote of all Fire Chiefs.
28. If the Steering Committee cannot agree or come to a majority consensus on the dispute(s), the written dispute(s) shall be submitted to the Four Township CAOs for arbitration. The CAOs' decision(s) shall be final and binding upon the parties to this agreement and shall be submitted in writing to the Steering Committee and the Training Committee. Where necessary, decisions of the CAOs shall be determined by a majority vote of all CAOs.

GENERAL PROVISIONS:

29. This Agreement is not assignable without the written consent of all of the Parties. Any attempt to assign any of the rights, duties, or obligations of this Agreement without written consent is void.
30. Any notice under this Agreement shall be sufficiently given by personal delivery or by registered letter, postage prepaid and mailed in a Canada post office, addressed, in the case of notice to the Township of Wilmot and, in the case of notice to any of the Parties, or to any other address as may be designated in writing by the Parties, and the date of receipt of any notice by mailing shall be deemed conclusively to be ten (10) days after the mailing.
31. The Parties agree that each of them shall, upon reasonable written request of the other, do or cause to be done all further lawful acts, deeds, and assurances whatever for the better performance of this Agreement.
32. It is intended that all provisions of this Agreement shall be fully binding and effective between the Parties, but if any particular provision or provisions or part of one is found to be void, voidable or unenforceable for any reason whatever then the particular provision or provisions or part of the provision shall be deemed severed from the remainder of this Agreement and all other provisions shall remain in full force.
33. This Agreement shall be governed by and construed following the laws of the Province of Ontario and the laws of Canada applicable therein.
34. Subject to the restrictions on transfer and assignment, this Agreement shall enure to the benefit of and be binding on the Parties and their respective successors and permitted assigns.

[SIGNING PAGE FOLLOWS]

IN WITNESS WHEREOF the Parties hereto have affixed their Corporate Seals attested by the hands of their proper officers and further this agreement shall be signed in counterpart with the parties named below and a copy of each counterpart shall remain attached to and form part of this agreement.

SIGNED, SEALED AND DELIVERED

In the presence of:

The Corporation of the Township of North Dumfries

Mayor:

Clerk,

The Corporation of the Township of Wellesley

Mayor,

Clerk,

The Corporation of the Township of Wilmot

Mayor,

Clerk,

The Corporation of the Township of Woolwich

Mayor,

Clerk,

END OF DOCUMENT



INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2021-35

TO: Council

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

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

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: October 4, 2021

SUBJECT: Alternative Voting

RECOMMENDATION:

THAT Council approve, in-principle, the alternative voting method of Internet and Paper Voting for the 2022 Municipal and School Board Elections; and further,

THAT Council delay the final decision and adoption of an authorizing By-law until staff report back to Council on vendor solutions and pricing.

SUMMARY:

This report is to provide Council with information to make an informed decision regarding the use of an alternative voting method for the 2022 Municipal and School Board Election.

BACKGROUND:

Historically the Township of Wilmot has used the traditional paper ballot voting system. Since the 2014 Municipal Election, optical scan tabulators were deployed as vote-counting

equipment. Interested election workers from the community were recruited and provided training to assist with the election process.

On average, voter turnout for a municipal election in Wilmot township and in numerous municipalities across Ontario for the 2018 Municipal Election was 38.2%. The past 4 elections in the Township have seen the following turnouts:

Election Year	Total Eligible Voters	Total Turnout	Total Percentage
2006	13,403	3,317	24.8%
2010	14,384	6,782	47.1%*
2014	15,095	6,115	40.5%
2018	15,919	6,021	37.8%

*2010 Election Year had Mayoral and Councillor races in each ward and added a second Councillor to Ward 4.

The Municipal Elections Act, 1996 (MEA), states 'The Clerk of a local municipality is responsible for conducting elections within that municipality' but also requires certain elements of the election process to be approved by Council. The MEA requires a by-law be passed regarding the use of alternative voting methods, within the amended timeline made under the Municipal Elections Modernization Act, 2016 (MEMA).

Undertaking an alternative voting method, requires that Council authorize electors to use such a method by passing a by-law on or before May 1st in the year of the election. This means that a Council resolution must be passed and a by-law adopted by May 1, 2022 to be effective for the 2022 Municipal Election. The authorizing by-law is anticipated in the first quarter of 2022 following investigation of vendor options and pricing.

The 2014 and 2018 Municipal Elections used the optical scan tabulator system of in-person ballot casting or more commonly described as a traditional paper ballot election, with electronic counting.

Alternate voting methods have proven successful by several other Ontario municipalities, including municipalities within the Region of Waterloo. In the 2018 Municipal Election 194 of the 444 Ontario municipalities used internet and telephone voting as alternate methods of voting for eligible electors.

In Council Report CL 2013-04, Council approved the use of Vote Tabulation Equipment for the 2014 Municipal Election and subsequent elections.

REPORT:

In preparation for the 2022 Municipal Election, which will be held on Monday, October 24, 2022, staff undertook a review of previously deployed vote casting and vote counting systems and other methods utilized across the province by other municipalities. From August 10, 2021, to September 10, 2021, staff conducted a survey asking residents for their views on the

various ways of voting in the 2022 Municipal Election. The following are the results of that survey. It is important to note that not all respondents answered all questions. In total there were 599 surveys completed. Each respondent was required to identify their preferred method and identify perceived barriers, if applicable. The survey also asked respondents if they had concerns that the pandemic would continue to present challenges for access to in-person voting.

Paper Voting:

237 respondents, 40%, indicated that Paper Voting is their preferred method. The following perceived barriers to Paper Voting were identified:

Perceived Barrier	No. of Responses
Parking or walking distance to the voting location	84
Time to cast your vote	193
Accessible locations	66
Volume of people	254
Knowing where to vote	87
Knowing how to vote	10
Security of location	29
Security of the ballot box	38
Secrecy of your vote	21
Reliability of the technology	41
Ability to get assistance if needed	19

Mail-in Voting:

31 respondents, 5%, identified Mail-in Voting as their preferred method. The following perceived barriers to Mail-in Voting were identified:

Perceived Barrier	No. of Responses
Time to cast your vote	96
Knowing how to vote	43
Security of the mail	365
Security of the ballot box	175
Secrecy of your vote	171
Reliability of the technology	179
Ability to get assistance if needed	55

Telephone Voting:

11 respondents, 2%, identified Telephone Voting as their preferred method. The following barriers perceived to Telephone Voting were identified:

Perceived Barrier	No. of Responses
Time to cast your vote	58
Knowing how to vote	71
Security of the phone call	312
Secrecy of your vote	233
Reliability of the technology	255
Ability to get assistance if needed	67

Internet Voting:

320 respondents, 53%, identified Internet Voting as their preferred method. The following perceived barriers to Internet Voting were identified:

Perceived Barrier	No. of Responses
Time to cast your vote	16
Knowing how to vote	67
Security of the vote casting program	250
Security of the virtual ballot box	237
Secrecy of your vote	179
Reliability of the technology	271
Ability to get assistance if needed	77

Pandemic concerns:

Respondents were asked the following question:

Are you concerned the pandemic will continue to present challenges to in-person voting in October 2022?

233 respondents believe that the pandemic will still be a concern.

253 respondents do not believe the pandemic will still be a concern.

118 respondents were undecided.

Based on the results of the survey, staff is recommending a dual vote casting and vote counting system. Advance voting days would be held in early October 2022 and utilize Paper Vote casting, with a hand count by election workers. Following those advance voting days, a multi-day internet voting period would take place with the final Internet Voting Day on Election Day, October 24, 2022.

In 2020, the global pandemic shifted how several municipal operations delivered services. Wilmot Township was not immune to the affects of the 2019 Novel Coronavirus pandemic and the challenges of providing continued customer service excellence. Social gathering fears due

to the pandemic remain a reality and with the increased number of services available electronically due to the pandemic, the survey results support a greater comfort level and preference for an internet voting system. If approved, options for training will be available to electors, including online tutorial videos and written step-by-step procedures both on the Township website and social media channels. Staff would be dedicated to open communication and encouraging electors to ask questions and seek assistance, as well as the development of a help centre.

The following outlines the voting process for both methods and their benefits.

Internet Voting:

This voting process varies, with a number of municipalities using a hybrid model of internet voting combined with another voting method, such as Telephone Voting.

Internet voting allows for an elector to cast their ballot from any location provided an internet connection is available. Internet voting can be done from a computer, tablet or smartphone. This method of voting can also include a kiosk system and / or a centralized voting location.

The process for internet voting involves an information package mailed to every eligible voter advising of options, dates and provides them their secret PIN. This PIN code, in conjunction with a personal piece of information, such as date of birth, would be required for the voter to log in and cast their ballot. Some of the benefits and challenges of Internet voting include:

Benefits:

- Encourages participation.
- Additional option for voters that are unable to vote in person (i.e. out of country voters).
- Accessibility and privacy for disabled voters.
- Faster, more accurate results.
- Provide electors flexibility and convenience to cast their ballot anytime, anywhere.
- Cost savings.

Challenges

- Risk due to technological malfunctions, bandwidth load demands, security threats and privacy concerns.
- Currently there are no standards for system security.
- Areas where internet connections are difficult, slow or non-existent.
- Remote internet voting has minimal involvement and oversight by election staff.
- Centralized internet voting/voting places still require the voter to attend a physical location.
- Voter authentication / duplicate voting risk.

Paper Voting:

Paper voting can be considered the traditional method of voting for municipalities. Paper voting typically involves a manual count although, as noted previously the use of optical scan tabulators has become increasingly popular.

The paper ballot method is becoming more and more used in conjunction with other forms of voting which allows for greater accessibility and provides an option for voters who do not have internet access and those that prefer the traditional voting method.

Some of the benefits and challenges of Paper Voting are noted below.

Benefits

- Voter confidence using a traditional paper ballot.
- Paper ballots (if well designed), are easily understood by electors.
- Verified by the voter as the voter marks the ballot directly.
- Voters can continue to cast their ballot without the threat of technical issues or power outages.
- Ballot can be marked by an Election Official to show it is a valid ballot.
- Deputy Returning Officers can mark the ballot for a voter who requires assistance.

Challenges

- Manual count of paper ballots can be labour intensive.
- Increasingly more challenging to find qualified people to work at voting stations.
- With a manual count, the voter does not have an opportunity to redo their ballot (a vote tabulator can catch an under or over-vote).
- Limits in the use for disabled voters in that they may not be able to independently cast their vote.
- Costly due to staffing implications

Many of the cons identified with paper ballots are overcome with the combined use of internet voting and vice-versa.

By approval of this report, the 2022 Municipal Election would establish an open voting period to allow eligible electors to vote 24 hours a day for a specified voting period. Township staff would host a Help Centre at the Township Administration Complex, the Wilmot Recreation Complex, and other locations throughout the Township as required.

Where opportunities exist, the Township of Wilmot will be working alongside the other Townships within the Region of Waterloo on a joint service agreement, training sessions and advertising campaigns. Township staff will be communicating with several internet and paper voting service providers through the Township procurement process.

As the Municipal Election occurs every four years, staff is constantly looking for tools and processes to improve the election experience for all electors and candidates, while staying within the mandate of administering the election. To assist, staff will be implementing the following:

List of Elector's Revision Centres

In 2018 staff attended a newly built seniors complex to ensure residents who had recently moved had easy access to verifying they were on the Voters List. This was a beneficial experience for the residents and elections staff. Not only were residents assured to be on the Voters List in the correct ward, but they also benefitted from one-on-one personal attention from staff to guide them through the process. During the revision period, staff will schedule similar sessions at various locations throughout the Township. This will aid in improving the Voters List and give residents the opportunity to find out more about the voting system in place.

Website

Wilmot.ca/election will be the one-stop location for all information relative to the election. Potential candidates, candidates, the media, and electors need a convenient and reliable source of information, in a format that they find easy to use. Information will be presented on the Township website in a new way to help improve this valuable community engagement tool. Election information will continue to be presented to the community in other methods including hard copy circulation of information to electors. These efforts will be flexible as the community adjusts to the stages of the pandemic or post-pandemic life.

Communications

Beyond answering who, what, where, when, and how, communications efforts will be made to help electors and candidates understand how internet voting works and the efforts taken to overcome the perceived barriers identified in the survey results above. Not only will staff be communicating these messages, the service provider will also be asked how these concerns are addressed. Every effort will be made to provide electors and candidates with the information they need to have confidence in the 2022 Municipal Election.

Accessibility

Every eligible elector must have the opportunity to vote. The combination of internet voting and paper voting provides all residents with a modality that can accommodate their needs. Internet voting platforms adjust to accessibility barriers for low vision, hearing impairments, mobility needs, mental health triggers, and those concerned about ongoing pandemic affects. Paper voting provides a voting opportunity for those not comfortable with digital environments, electors without access to digital devices, and electors who have a sense of comfort with casting of a ballot on paper and seeing the ballot going into a ballot box. Help centres will be scheduled and advertised for electors wanting assistance in casting a digital ballot. Kiwanis

Transit will again be approached to secure free transit services for Wilmot electors, whether it is to an advanced voting day location, or to an in-person help centre, for those who qualify.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

An alternative hybrid voting method aligns with the Strategic Plan Goal of Community Engagement of belonging and support for community as well as the Goal of Quality of Life through accessibility and inclusivity and the Goal of Responsible Governance through active communications.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

By nature of the Information and Legislative Services department, this department is often the conduit through which Council and the corporation has the capacity to impact in a positive way several of the United Nations Sustainable Development Goals. Specific to the actions of the department itself, goal 16, Peace, Justice and Strong Institutions goal targets of:

- 16.7 Ensure responsive, inclusive, participatory and representative decision-making at all levels; and,
- 16.10 Ensure public access to information and protect fundamental freedoms, in accordance with nation legislation and internal agreements.

FINANCIAL CONSIDERATIONS:

The approval of alternate voting methods outlined in this report has no direct financial implications on the 2021 Budget. As part of the annual operating budget an allocation is made to the Elections Reserve Fund, to fund the next municipal election.

Cost estimates for the 2022 election will be updated based on final pricing from the successful vendor. The annual transfer to reserve funds is updated to ensure sufficient funding is in place for Election 2022.

ATTACHMENTS:

None.

THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2021-45

**BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH
TOWNSHIP OF NORTH DUMFRIES, TOWNSHIP OF WELLESLEY, AND THE
TOWNSHIP OF WOOLWICH FOR SHARED TOWNSHIP FIRE
SERVICES TRAINING PROGRAM SERVICE LEVEL AGREEMENT**

WHEREAS the Municipal Council of the Corporation of the Township of Wilmot is desirous of entering into an Agreement, which forms Schedule "A" to this By-law.

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

1. That the Agreement which forms Schedule "A" to this By-law is hereby accepted as approved.

2. That the Mayor and Clerk are hereby authorized to execute under seal the said Agreement and all other documents and papers relating to this transaction.

READ a first and second time this 12th day of April, 2021.

READ a third time and finally passed in Open Council this 12th day of April, 2021.

Mayor

Clerk