



Council Meeting Agenda Regular Council Meeting

Monday, March 14, 2022

7:00 p.m.

Virtual Location

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.

Pages

1. MOTION TO CONVENE INTO CLOSED MEETING

RECOMMENDATION

THAT a Closed Meeting of Council be held on Monday March 14, 2022 at 5:15 PM in accordance with Section 239 (c) and (h), of the Municipal Act, as amended, for the purposes of:

(c) a proposed or pending acquisition or disposition of land by the municipality; and,

(h) information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency or any of them.

2. MOTION TO RECONVENE IN OPEN MEETING

RECOMMENDATION

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

3. MOMENT OF SILENCE

4. TERRITORIAL ACKNOWLEDGEMENT

Councillor B. Fisher

5. ADDITIONS TO THE AGENDA

6. ADOPTION OF THE AGENDA

RECOMMENDATION

That the Agenda as presented for Monday March 14, 2022 be adopted.

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

8. MINUTES OF PREVIOUS MEETINGS

4

RECOMMENDATION

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

Regular Council Meeting Monday February 28, 2022.

9. PUBLIC MEETINGS

10. PRESENTATIONS

11. CONSENT AGENDA

RECOMMENDATION

THAT Report Nos. ILS 2022-07, PWE 2022-07, COR 2022-13, COR 2022-11, COR 2022-14 and COR 2022-12 be approved.

- | | | |
|-------|---|----|
| 11.1. | Lottery License Approval – New Hamburg Firebirds, ILS-2022-07 | 44 |
| 11.2. | 2021 Annual and Summary Water Distribution Report, PWE-2022-07 | 46 |
| 11.3. | Honorariums and Expenditures of Council and Committee Members for the Year Ended December 31, 2021, COR-2022-13 | 58 |
| 11.4. | Treasurer's Statement – Cash-in-Lieu of Parkland Reserve Fund, COR-2022-11 | 61 |
| 11.5. | Committee Appointments – Community Safety and Crime Prevention Engagement Committee, COR-2022-14 | 64 |
| 11.6. | Treasurer's Statement – Development Charges Reserve Funds, COR-2022-12 | 67 |

12. REPORTS

- | | | |
|-------|---|----|
| 12.1. | Bridge Street Structure 34B-T9 – Vehicle Collision Damage Report, PWE-2022-08 | 70 |
|-------|---|----|

RECOMMENDATION

THAT Report No. PWE 2022-08 be received for information; and further,

THAT Bridge Street Structure 34B-T9 and Oxford-Waterloo Road Structure 37B-OXF be closed to traffic until such time the Council endorsed Multi Span Slab-On-Girder Bridge as detailed in Report PWE 2022-02, is constructed and operational.

13. CORRESPONDENCE

RECOMMENDATION

THAT Correspondence Item Nos. 13.1, 13.2, 13.3 and 13.4 be received for information.

- | | | |
|-------|-------------------------------|----|
| 13.1. | Town of South Bruce Peninsula | 81 |
| 13.2. | Town of Collingwood | 83 |
| 13.3. | Wilmot Terry Fox Run | 86 |
| 13.4. | IC Annual Report | 87 |

14. BY-LAWS

15. NOTICE OF MOTIONS

16. ANNOUNCEMENTS

17. BUSINESS ARISING FROM CLOSED SESSION

18. CONFIRMATORY BY-LAW

RECOMMENDATION

THAT By-law No. 2022-11 be 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

Regular Council Meeting

February 28, 2022, 7:00 P.M.

Virtual Location

Members Present: Mayor L. Armstrong
Councillor A. Hallman
Councillor C. Gordijk
Councillor B. Fisher
Councillor J. Gerber

Staff Present: Chief Administrative Officer, S. Chambers
Director of Parks, Facilities, and Recreation Services S. Jackson
Director of Information and Legislative Services/Municipal Clerk
D. Mittelholtz
Manager of Information and Legislative Services/Deputy Clerk T.
Murray
Director of Public Works and Engineering J. Molenhuis
Fire Chief R. Leeson
Director of Corporate Services/Treasurer P. Kelly
Director of Development Services H. O'Krafka
Director/Curator Castle Kilbride T. Loch

1. MOTION TO CONVENE INTO CLOSED MEETING

Resolution No. 2022- 48

Moved by: Councillor C. Gordijk

Seconded by: Councillor A. Hallman

THAT a Closed Meeting of Council be held on Monday, February 28, 2022, at 5:00 PM, in accordance with Section 239 (2) (f) and (k), of the Municipal Act, as amended, for the purposes of:

(f) advice that is subject to solicitor-client privilege, and

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

Motion Carried

2. MOTION TO RECONVENE IN OPEN MEETING

Resolution No. 2022- 49

Moved by: Councillor J. Gerber

Seconded by: Councillor B. Fisher

THAT Council reconvenes in Open Session at 7:00 PM.

Motion Carried

3. MOMENT OF SILENCE

4. TERRITORIAL ACKNOWLEDGEMENT

Councillor A. Hallman read the Territorial Acknowledgement.

5. ADDITIONS TO THE AGENDA

6. ADOPTION OF THE AGENDA

Resolution No. 2022- 50

Moved by: Councillor A. Hallman

Seconded by: Councillor B. Fisher

That the Agenda as presented for Monday February 28, 2022 be adopted.

Motion Carried

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

8. MINUTES OF PREVIOUS MEETINGS

Councillor C. Gordijk advised that with regards to comments on a Facility Naming Policy, the Minutes need to be amended to reflect that the policy will be completed.

Resolution No. 2022- 51

Moved by: Councillor B. Fisher

Seconded by: Councillor A. Hallman

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

Regular Council Meeting Monday February 7, 2022 and

ad Hoc Budget Advisory Committee Meeting Monday February 14, 2022.

Motion Carried As Amended

9. PUBLIC MEETINGS

10. PRESENTATIONS

10.1 2022 Municipal Budget Package, COR-2022-10

The Director of Corporate Services / Treasurer outlined the report. The presentation is attached as Appendix A.

The Chief Administrative Officer thanked staff for their efforts in the development of the 2022 Budget., it was also noted that moving forward, staff will be developing departmental business plans and a report will be forthcoming.

Resolution No. 2022- 52

Moved by: Councillor J. Gerber

Seconded by: Councillor A. Hallman

THAT the 2022 Municipal Budget dated February 14, 2022, as recommended by the ad hoc Budget Advisory Committee, be approved; and further

THAT the Director of Corporate Services / Treasurer be authorized to prepare the necessary levying by-law to raise \$9,920,990 for Township purposes from general taxation.

Motion Carried

10.2 Municipal Grants Presentation

Mayor Les Armstrong acknowledged and thanked the following recipients of the 2022 Municipal Grants Program, noting that this year's total allocation is over \$65,000

Wilmot Horticultural Society - To support the purchase of plant materials, speakers for monthly events and the Junior Gardeners Program

Wilmot Agricultural Society - To help cover costs of the New Hamburg Fall Fair

Interfaith Community Counselling - To provide subsidies for low-income individuals and families for counselling services

Wilmot Family Resource Centre - To assist in maintaining existing levels of service and expansion of services provided to children, youth during COVID-19 recovery period. Allocation also supports the continuation of the Indigenous Worker program.

Community Care Concepts - To maintain existing programs offered to seniors and adults with disabilities living in Wilmot Township

Waterloo Oxford District Secondary School - To fund the Waterloo-Oxford Citizenship Awards

School Safety Patrollers - Annual contribution towards the recognition of School Safety Patrollers across the Region

Wilmot Seniors Woodworking and Craft Centre - To assist in offsetting the costs to repair machinery and equipment.

New Hamburg Firebirds - To help maintain a program of Junior Hockey excellence, and offset rising operational costs

Wilmot Terry Fox Run - To support marketing and promotion of the Wilmot Terry Fox Run and other related fundraising events through the year

Nith Valley Eco Boosters - To assist with costs to hold environmentally focused events, including guest speakers and environmental films

Wilmot Recreation and Culture Financial Assistance Program - To replenish funds held in trust to assist families in need of support to register for community recreation and cultural programs

New Hamburg Concert Band - To repair and maintain musical equipment, and purchase music and supplies

Forest Glen Public School Council - To assist with continued building of natural play area within the grounds of Forest Glen Public School

The Director of Parks, Facilities and Recreation Services outline the report and introduced Anand Desai, Monteith Brown. The presentation is attached as Appendix B.

A safety concern was noted regarding the Nachurs Alpine plant and its proximity to the Wilmot Recreation Complex. Staff were questioned on due diligence relative to safety. The Director of Parks, Facilities and Recreation Services noted that the ice pads have been in place for 15 years and no incidences have been reported to date. It was noted that Nachurs Alpine sends staff their safety plan on a yearly basis. As well, the safety plan for the Wilmot Recreation Complex outlines emergency management and safety planning for the facility. The Fire Chief confirmed that an evacuation centre location can be relocated according to the emergency and noted that it is important to understand the dynamics of emergency management. He stated that Nachurs Alpine is a safe company and that the chemicals on the property would not pose a risk for explosion. The Fire Chief noted that the questions asked have levels of complexity which are difficult to answer without consultation with Nachurs Alpine.

Staff was asked to review the questions raised and provide comments on public safety. The Clerk confirmed that the resolution can be amended if Council so desired. The CAO noted that Council can amend the motion to direct staff to investigate the safety concerns of the proximity to the Nachurs Alpine site.

Mr. Desai noted that the proximity to this specific facility was not part of their evaluation.

Councillor C. Gordijk brought forward a motion to include that staff report on the safety concerns of the location.

The Director of Parks, Facilities and Recreation Services noted that staff take safety concerns seriously and will reach out to Nachurs Alpine to discuss and investigate further .

Nathan Joseph, President of New Hamburg Minor Hockey appeared as a delegation and asked what provisions have been made for a potential future 4th ice pad and if there is space at the Wilmot Recreation Complex for that pad. He noted that the report presented did not include these details. Mayor L. Armstrong advised him to connect with staff on that question.

Bryan Pfaff appeared as a delegation representing Jr. C hockey team, his prewritten statement is attached as Appendix C.

Mr. Desai responded to a Council question on the 4th ice pad and noted that in 2020 when the first phase of this study was conducted, the projection was for one additional ice pad now and if the growth allows for it, then a 4th ice pad would be a potential. He noted that the update of the Parks, Facilities and Recreation Services Master Plan could include the growth projections which would assist in determining the feasibility study for that potential 4th pad.

Mr. Desai noted that when the user groups were consulted, they were asked how much time they would want and what they would use it for. He noted this is an NHL regulation ice pad intended for community oriented full-programming and a seating expansion was not investigated as it was not identified as a need in this expansion.

The Director of Parks, Facilities and Recreation Services noted that due to the way the current rink is built, to add another level would involve removing the roof structure, which would not be cost effective and noted that during the design phase they can have that verified. It was acknowledged that during the design review, should this be an option, the timeline for construction would be noted.

The Director of Corporate Services noted that IT Services continues to investigate WIFI capabilities and during the design phase this will be reviewed in detail.

The Director of Parks, Facilities and Recreation Services confirmed that the LGBTQ2S+ community would be invited to be part of the design process discussions.

The Director of Parks, Facilities and Recreation Services advised that there was no search conducted specific to the skate park and noted that the skate park will be located adjacent to the playground area.

Resolution No. 2022- 53

Moved by: Councillor J. Gerber

Seconded by: Councillor B. Fisher

THAT Report PFRS 2022-09 Third Ice Pad and Parks Operations Centre Final Report, be received for information purposes; and

THAT staff be directed to proceed with plans for hiring a Design / Bid / Build team for the Third Ice Pad project located at the Wilmot Recreation Complex (WRC) as outlined in the 2022 Capital Budget, pending a staff report advising on safety concerns relating to the proximity to the Nachurs Alpine facility; and

THAT staff be directed to include funds in a future budget for securing a new site and capital funds to construct a Parks Operations Centre.

Motion Carried As Amended

Amendment:

Resolution No. 2022- 54

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT the Motion be amended be to include:

pending a staff report advising on safety concerns relating to the proximity to the Nachurs Alpine facility.

Motion Carried

11. CONSENT AGENDA

Resolution No. 2022- 55

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

THAT Report Nos. PFRS-2022-08 and ILS-2022-06 be approved.

Motion Carried

11.1 Parks, Facilities and Recreation Services 2021 Fourth Quarter Activity Report, PFRS-2022-08

11.2 Committee Resignation – Wilmot Trails Advisory Committee, ILS-2022-06

12. REPORTS

13. CORRESPONDENCE

Item 13.4 was removed from the Correspondence and staff were directed to provide a report for Council consideration at the March 28, 2022 Council meeting.

Item 13.2 was removed from Correspondence and staff were directed to provide a report for Council consideration. It was noted that there is no pressing timeline on reporting back and encouraged staff to conduct community engagement. The Director of Parks, Facilities and Recreation Services advised that this will be included as part of the tree canopy report that will be provided to Council later this year.

Resolution No. 2022- 56

Moved by: Councillor A. Hallman

Seconded by: Councillor C. Gordijk

THAT Correspondence Items 13.1, 13.3, 13.5, and 13.6 be received for information.

Motion Carried As Amended

13.1 Norfolk County Letter of Support Re Year of the Garden Proclamation

13.2 Gypsy Moth Resolution

Resolution No. 2022- 57

Moved by: Councillor A. Hallman

Seconded by: Councillor C. Gordijk

THAT staff be directed to provide a report regarding Correspondence Item 13.2, relative to Gypsy Moths and home owner responsibility.

Motion Carried

13.3 Funding Support for Infrastructure Projects Bridge and Culvert Replacements

13.4 New Gravel Extraction Licensing Applications

Resolution No. 2022- 58

Moved by: Councillor C. Gordijk

Seconded by: Councillor A. Hallman

THAT staff be directed to provide a Report for Council consideration at the March 28, 2022, Council Meeting, that includes the Halton Hills Resolution, with wording specific to Wilmot, requesting a Moratorium on New Gravel Extraction Licensing Applications.

Motion Carried As Amended

13.5 Web link to Public Comments Received in Relation to the MZO Process

<https://www.wilmot.ca/en/doing-business/resources/Documents/MZO/MZO-comments.pdf>

13.6 Wilmot Trails Advisory Committee Minutes

14. BY-LAWS

14.1 By-law No. 2021-55 - 3rd Reading Synder Drain

Resolution No. 2022- 59

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT By-law 2021-55 be read a third time and finally passed in Open Council.

Motion Carried

15. NOTICE OF MOTIONS

16. ANNOUNCEMENTS

16.1 Mayor L. Armstrong noted that the vaccination clinics held at the WRC over the weekend had good attendance.

17. BUSINESS ARISING FROM CLOSED SESSION

18. CONFIRMATORY BY-LAW

Resolution No. 2022- 60

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT By-law No. 2022-10 be read a first, second and third time and finally passed in Open Council.

Motion Carried

19. ADJOURNMENT

8:56 pm

Resolution No. 2022- 61

Moved by: Councillor B. Fisher

Seconded by: Councillor A. Hallman

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

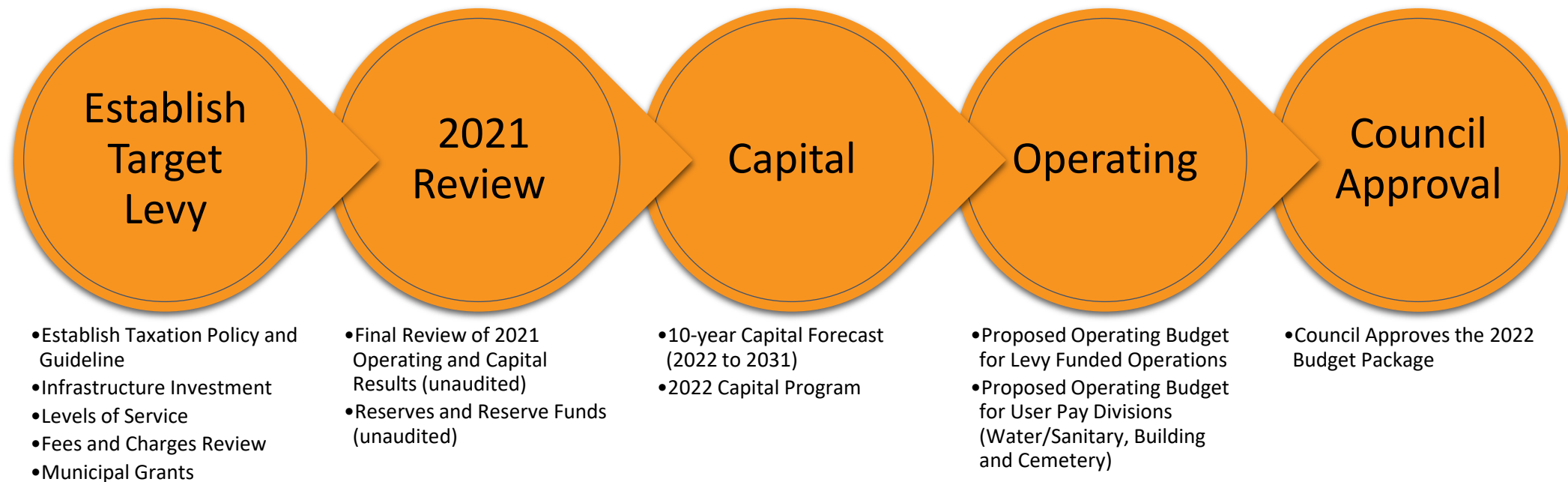
Motion Carried



2022 Municipal Budget Overview

Presented by: Patrick Kelly, CPA, CMA,
Director of Corporate Services / Treasurer

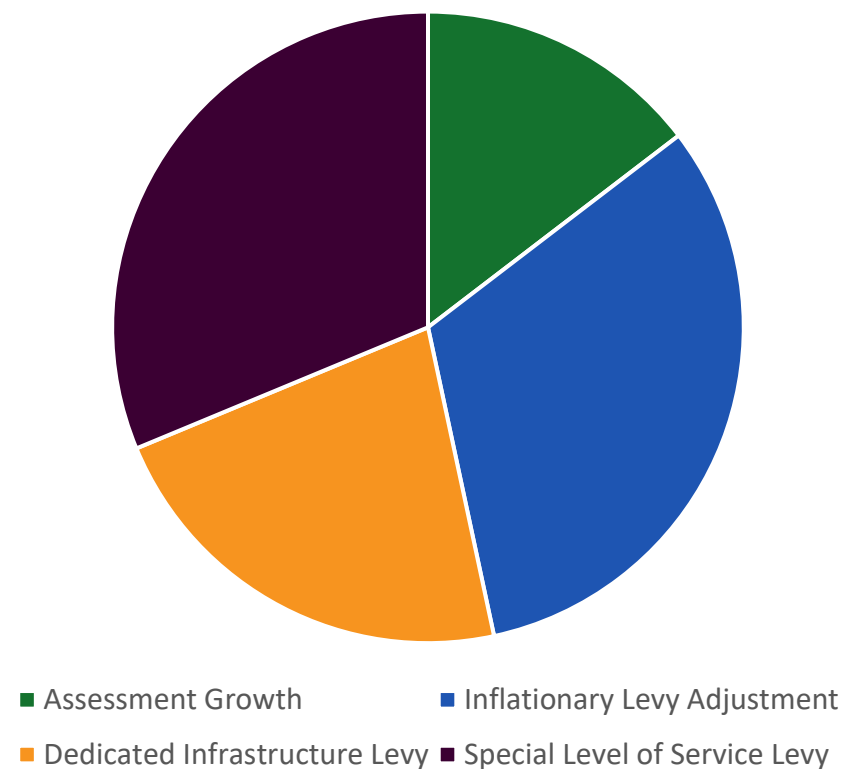
Budget Process - 2022



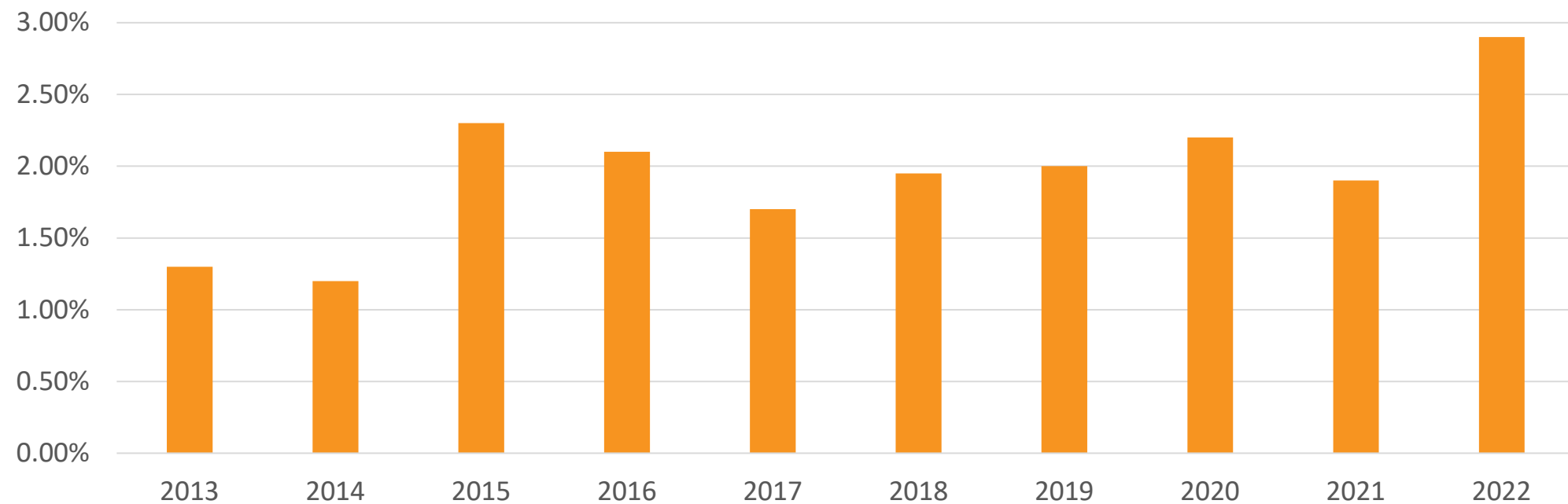
Taxation Policy & Guidelines

- Inflationary Adjustment based on Core CPI – Median (2.90%)
- Assessment Growth (1.34%)
- Infrastructure Levy (2.00%)
- Special Level of Service Levy (2.83%)
- Net Additional Levy \$833,644

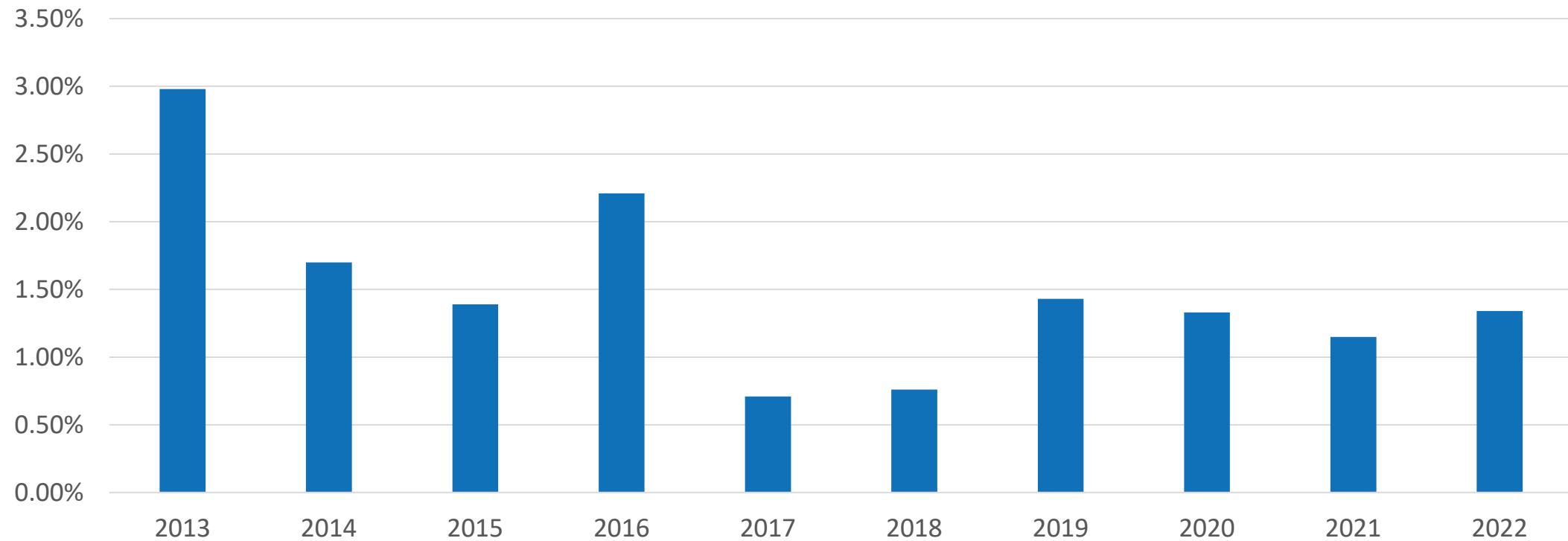
2022 Levy Increase



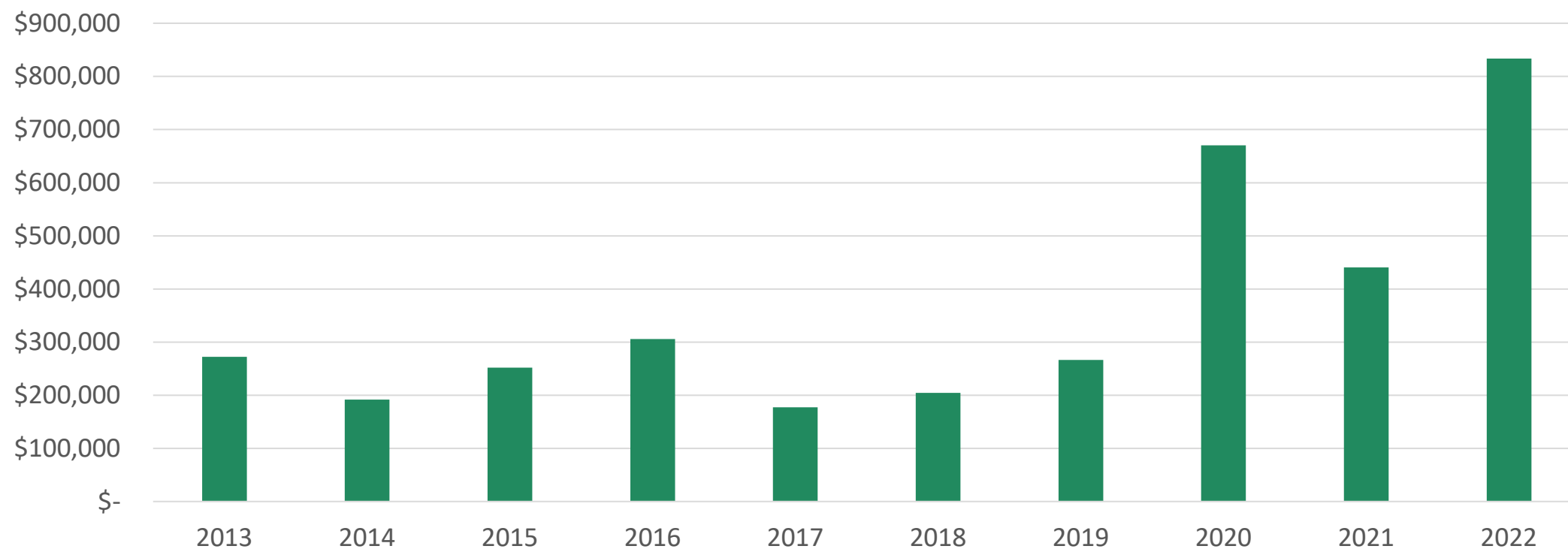
Historical Inflationary Levy Adjustment (%)



Historical Assessment Growth (%)



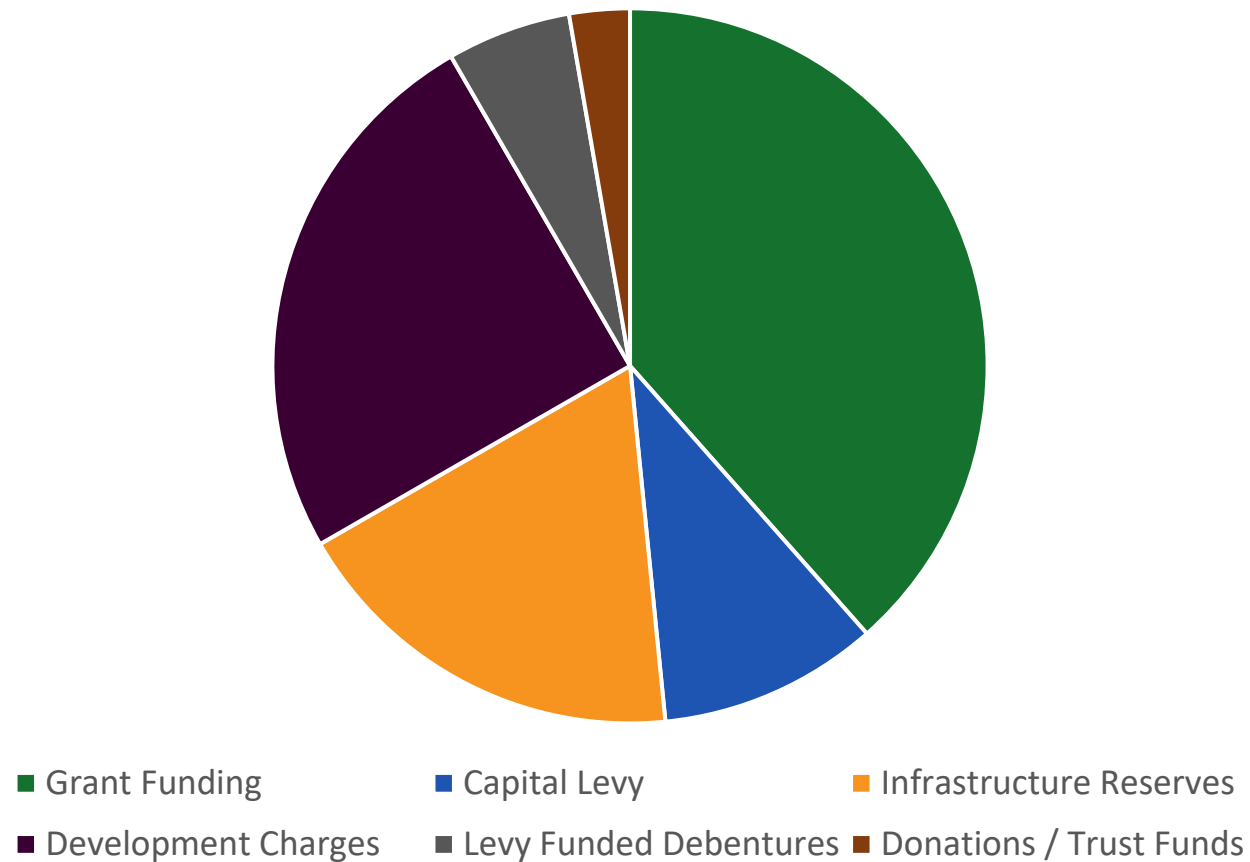
10-Year Summary of Levy Increases (\$)



2022 Capital Program

- Total Program Value - \$14.1M
- Key Projects
 - Studies and Master Plans
 - Prime Ministers Path Consultation Phase II
 - Comprehensive Corporate Communications Strategy
 - Baden Trunk Sanitary Sewer EA and Construction
 - Third Ice Pad Design

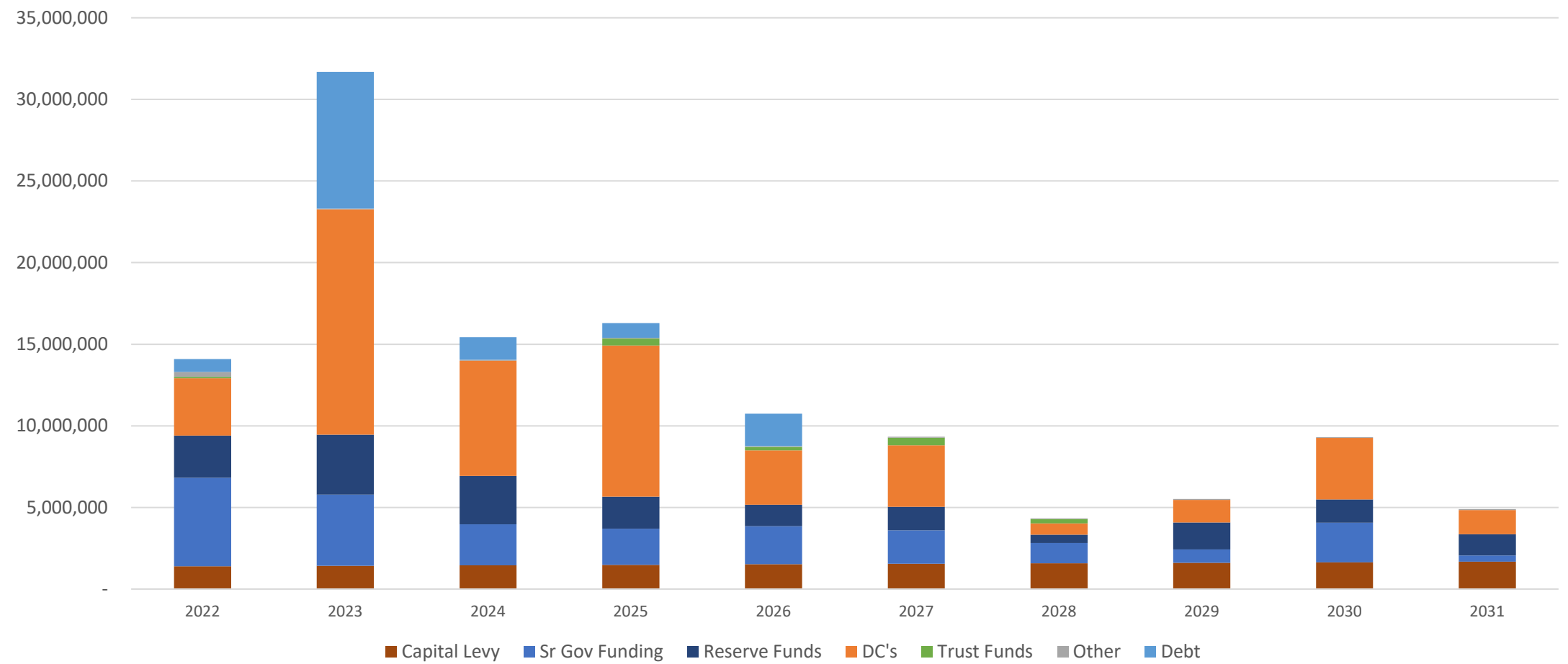
Capital Program Funding



10-Year Capital Forecast

- Long-term Infrastructure Planning and Asset Management
- Key Inputs
 - Strategic Plan
 - Fire Master Plan
 - Trails Master Plan
 - Parks, Facilities and Recreation Services Master Plan
 - Asset Management Plan
- Total Projected Cost - \$121.6M
- Living document – updated annually

10-Year Capital Funding Projections

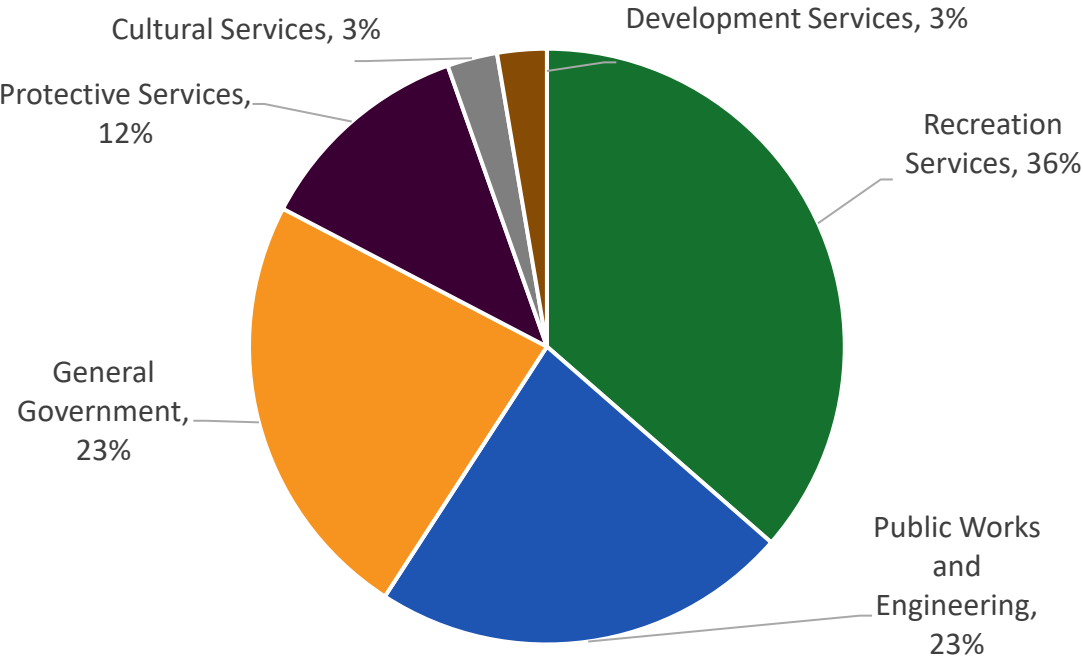


Operating Budget

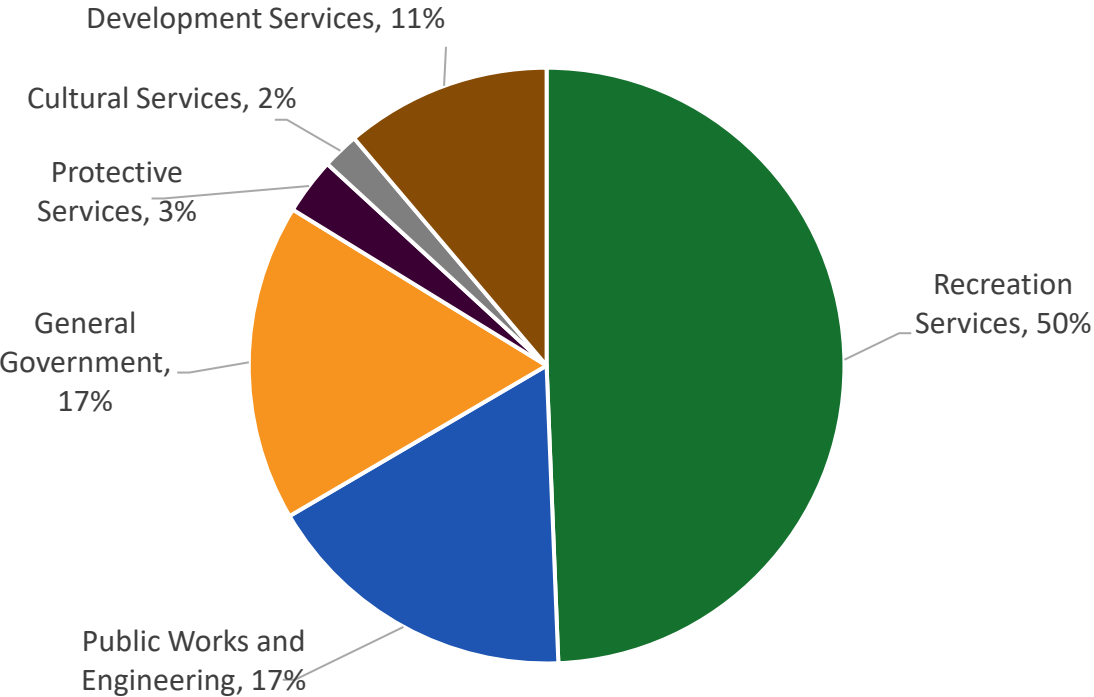
- \$12.7M in Expenditures
- Transfer to Infrastructure Reserve Funds
- Key Components
 - Levels of Service
 - Artificial Turf Field Maintenance
 - Small Culvert Program
 - SCBA Air Bottle Replacement Program
 - Minor Capital Initiatives
 - Health and Safety
 - Operating Revenue Improvements
- OMPF Reduction

Operating Expenses and Revenues

Operating Expenses



Operating Revenues



2022 Municipal Grants Program

- Total funding - \$65,597
- Key Projects
 - Wilmot Family Resource Centre
 - Interfaith Community Counselling
 - Community Care Concepts
 - Wilmot Terry Fox Run
 - Nith Valley Eco-Boosters
 - Wilmot Horticultural and Agricultural Society
- Cheque presentation: February 28th Council Meeting

User Pay Divisions – Building and Cemetery

Building

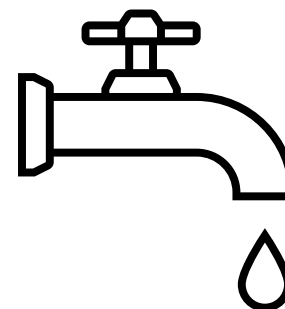
- Gross Revenue: \$671,500
- Gross Expenditures: \$746,725
- Transfer from Reserves: \$75,225

Cemetery

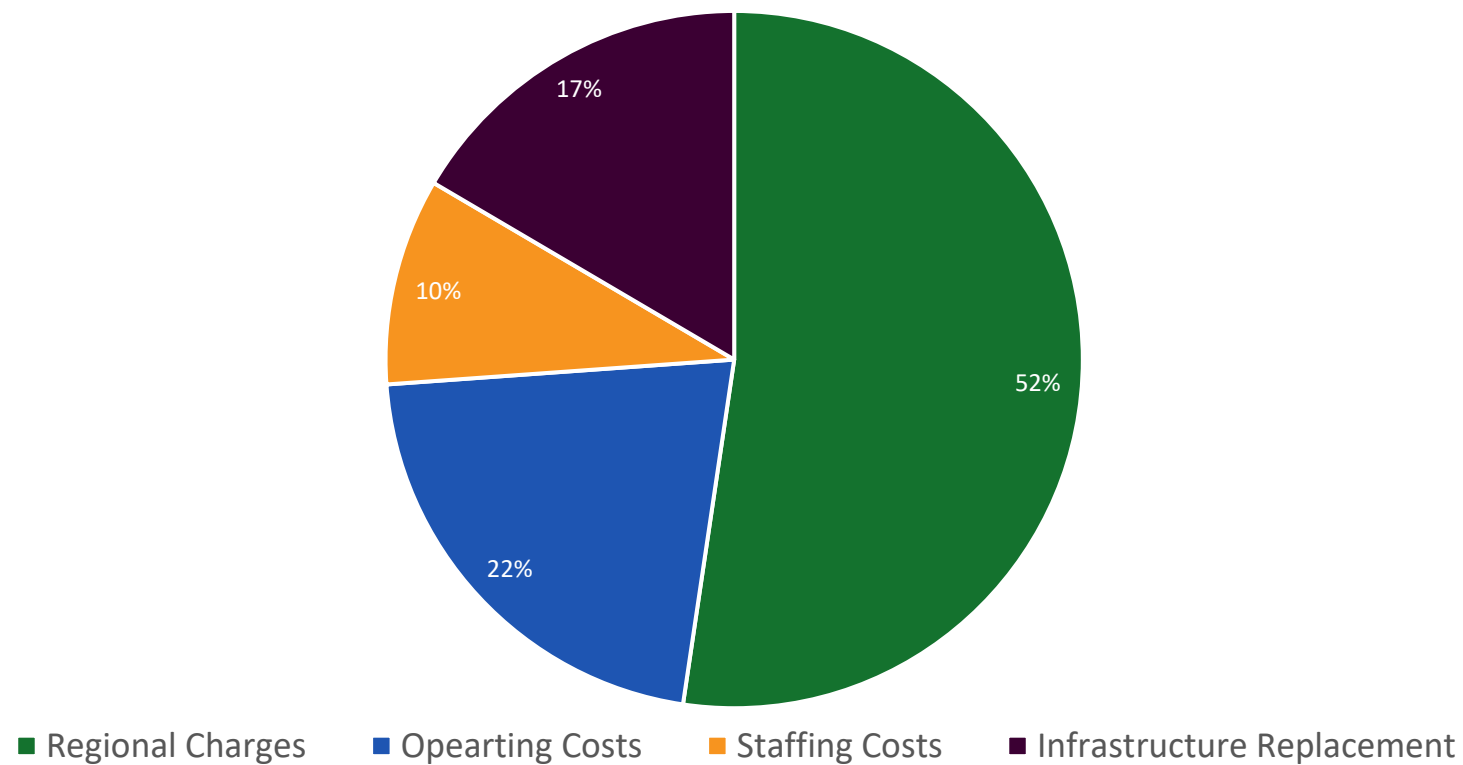
- Gross Revenue: \$83,300
- Gross Expenditures: \$80,370
- Transfer to Reserves: \$2,930

User Pay Divisions – Water and Sanitary

- Gross Revenue: \$6.4M
- Gross Expenditures: \$5.4M
- Transfers to Reserves: \$1.0M
- Rate Increases
 - 2.9% Water
 - 2.9% Sanitary
 - Services Charges
- Average Residential Water Bill (water and sanitary services):
 - \$186.66 to \$192.06 or \$5.40 (2.9%)



User Pay Divisions – Water and Sanitary



Planning for the Future...

- Budgeted Transfer to Infrastructure Reserve Funds
 - Levy Funded Reserve Funds
 - Roads - \$173,586
 - Equipment - \$173,586
 - Facilities - \$173,586
 - Street Lighting - \$42,000
 - User Pay Reserve Funds
 - Water - \$388,460
 - Water Meter - \$126,040
 - Sanitary - \$550,990

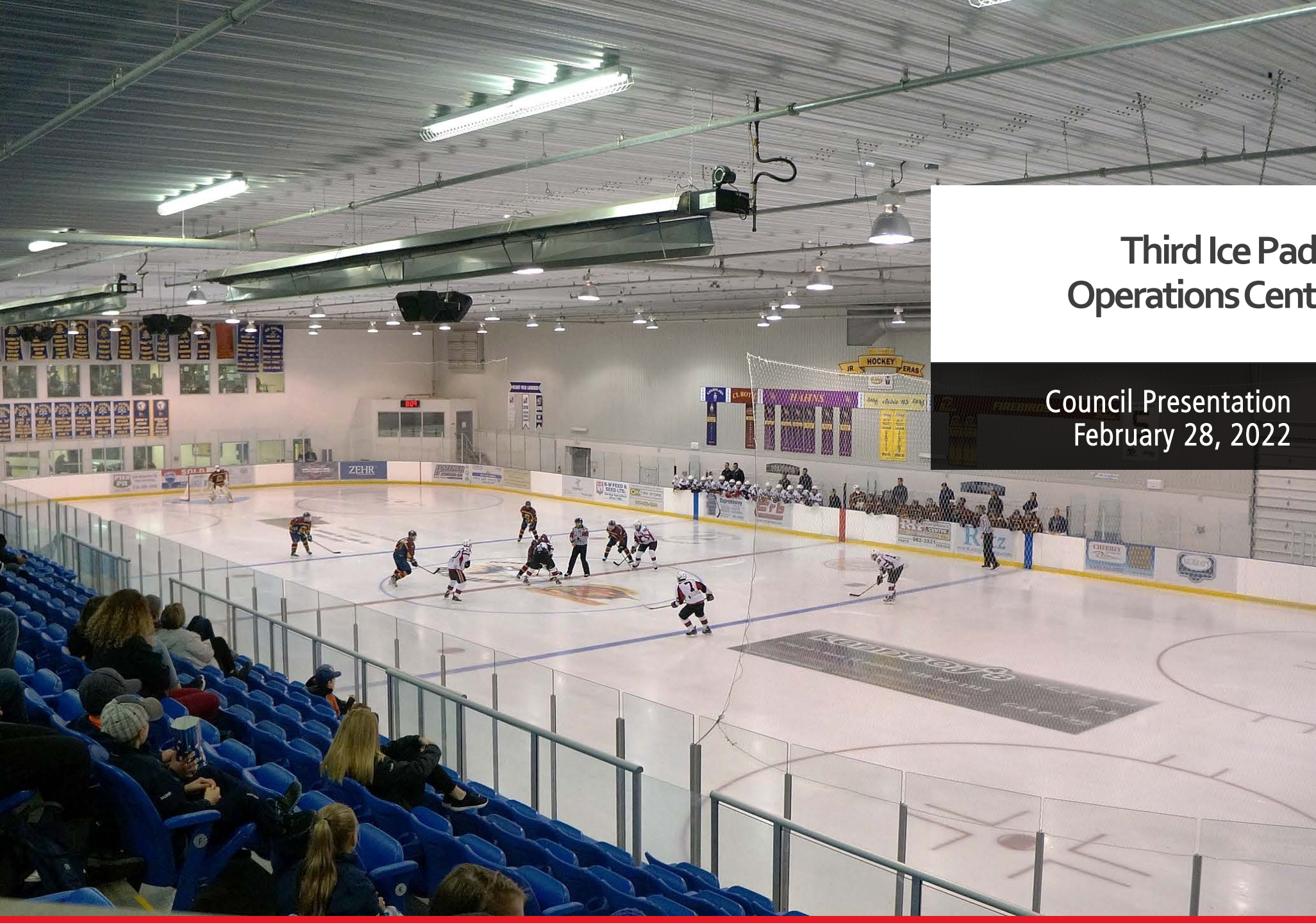






Third Ice Pad + Parks & Facilities Operations Centre Location Studies

Council Presentation
February 28, 2022



Study Purpose

- 1) **ARENAS:** To determine the optimal location for a third ice pad by either:
 - Expanding the Wilmot Recreation Complex;
 - Recommissioning the New Hamburg Community Centre; or
 - Selecting a new site if the existing arenas are deemed to not be suitable

- 2) **PARKS OPERATIONS:** Evaluate the continued suitability of the WRC for the Parks Operations Centre in light of current constraints, future growth needs and an ability to deliver efficient services



Process Timeline

- Oct. 2020 Township Council approved the Indoor Arena Usage & Needs Analysis Update which recommended a third ice pad in Wilmot
- Feb. 2021 Location Studies are initiated
- June Site Tours of WRC, NHCC and other locations
- November Council received the Preliminary Findings Report which identified the WRC as the preferred location for a new ice pad
- December Council received a summary of public feedback regarding arena location
- Feb. 2022: Conceptual Designs & Costing



Community Input: Ice Pad

Participating Stakeholders:

1. New Hamburg Hockey Association
2. Wilmot Girl's Hockey Association
3. New Hamburg Skating Club
4. New Hamburg Junior C Firebirds
5. The Community Players
6. Wilmot Junior C Lacrosse
7. Wilmot Soccer Club

In addition, 362 Feedback Forms and Written Submissions were received from the general public.

- User Groups and the public are generally supportive of the Township's decision to explore a third ice pad and the WRC is the preferred location of the majority providing feedback.
- NHCC was the secondary preference though some suggested it could become a practice rink or dryland training facility
- All user groups support an NHL-regulation ice pad (200' x 85') with a minimum of 6 dressing rooms, seating typical of a community rink, and adequate storage



Wilmot Recreation Centre: Preferred Ice Pad Location

- Twin-pad arena built in 2007 and documented to be in good condition
- Financial and programming efficiencies with co-located ice pads (staffing, scheduling, tournaments, etc.)
- The Township's recreational hub with indoor aquatics, youth centre, fitness space, sports fields, splash pad and playground
- Central location providing strong access to local and regional markets via Highway 7/8
- Designed with modern barrier-free accessibility and building code standards in mind



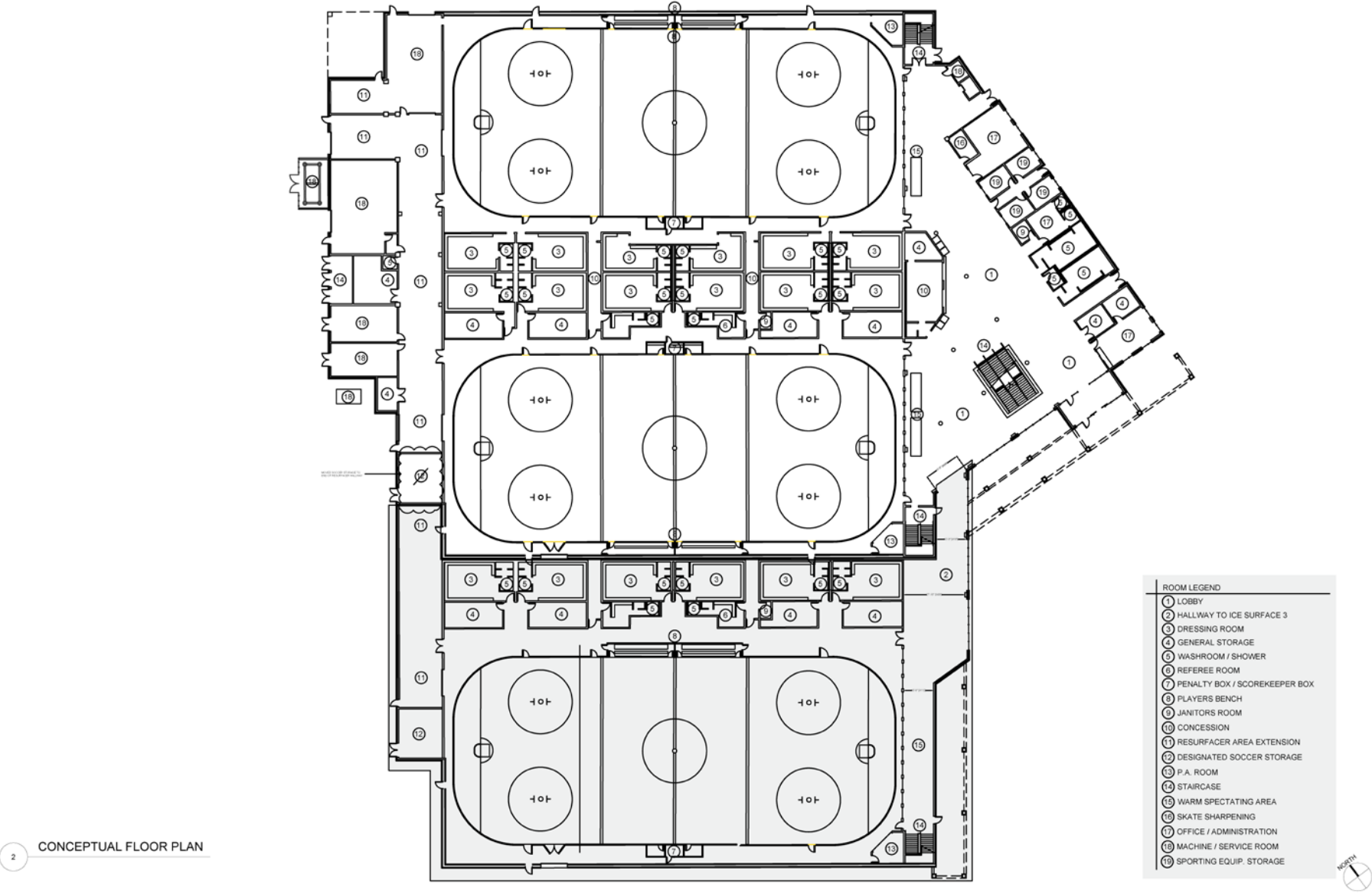
Site Plan: Notable Features

- New arena situated to the west of existing building
- Reconfigured traffic circulation that adds a new drop-off lane to improve safety
- Soccer fields re-oriented to allow for expanded parking (as calculated per Township Zoning By-law)



Floor Plan: Notable Features

- NHL regulation ice pad
- 6 dressing rooms + Referee Room
- Seating above change rooms plus warm viewing area
- New connection from lobby
- Allowances for storage



Parks Operations Centre: New Site Preferred

Acquisition of centrally located site is recommended for the Operations Centre. Its design concept will depend on the configuration and topography of the property selected.

A 1 acre property (minimum) would be required for a 10,000 square foot building plus exterior areas to provide:

- 3 drive-through bays
- Covered and secured fleet and equipment storage
- Workshop, stockroom, and administrative spaces
- Bulk materials storage bays
- Staff and visitor parking

Acquiring a larger parcel would allow for expansion flexibility to address future growth needs (and would likely be more cost-effective to assemble at today's market rates).



Implementation

Next Steps

1. Allocate funding to begin detailed design for the WRC arena expansion
2. Initiate Site Selection Study for a new property capable of accommodating the Parks & Facilities Operations Centre
3. Tender Detailed Designs & Construction

Estimated Construction Costs*

Ice Pad: \$15.5M

Operations Centre: \$2.9M to \$3.6M

* Both projects are DC-eligible. Construction costs are order of magnitude, stated in 2021 dollars, assume optimal site development conditions, and include allowances for Net-Zero and LEED elements. Costs exclude land purchase, escalation and FFE. Costs should be confirmed through detailed design and site evaluations.





Thank You

mbpc
Monteith•Brown
planning consultants

CORNERSTONE
ARCHITECTURE

Wickens Greenspace
Consultants 

- Tonight I am Representing Firebirds Jr C Hockey team – Jr hockey as enjoyed a rich history in the township– the team was established 1953 and has operated continuously since then which means we will celebrate our 70th anniversary next year. One of Oldest in province
- The Secret to our Survival – has been the strong support from community – businesses that sponsor us, the fan base, the township. We were also fortunate to start play in a new arena that featured a bowl type structure with seating on all 4 sides and seating capacity of 1500 – (1800 2000). Which was amazing considering that our population at the time, was under 4000. It became know affectionally as “the Old Barn’ ahead of time
- 2000 55 yrs later– we started hearing about the need for a second ice pad – where to put it – space an issue – parking a concern – free land available 2 locations – The council worked with community involvement to chose the current location – this was the right decision because future growth was predicted to be between NH – Baden.
- By 2005 decision was made to proceed with the build – the design was completed – a public meeting held to review the plans – WE asked what the capacity would be and told design one side only total 750 seats – 1150 standing room - which is 50% less then arena built 55 years before – we were told that it was too late in the process to change the plans.
- So here we are now 15 years later – the capacity limits still exist and have become even more of a problem as the population and the fan base has increased significantly since then. Also after we move to the new facility, we soon learned that site-lines in both of the new ice pads are very poor and make it difficult to see the entire ice surface. We still get all kind of complaints and comments that any future facilities being built need to address the capacity and site-line problems.
- So here we are today = User Group is asking to be part of the planning process as early as possible so we don’t reach the same point where we are again told that it is to late in the process to make changes.

There are 2 options for a new arena that we feel will meet our requirements and will serve the township well now and in the future.

Option # 1 – the most desirable would be to build a “Bowl Type” arena with adequate capacity to meet the growing needs of the township now and for the next 30 – 40 years. It should also be noted that This is our last opportunity to build a pad that is link to current structure on the current site (because of the limited space available).

A perfect example of the type of arena we need is the new arena that was recently built in Ayr that has seating for 1,200 and a total capacity of up to 1,500.

Option #2 – another option which we believe may be less expensive but still viable, is to expand the current Schout pad by adding an additional 500 – 600 seats to the west side of the pad, as part of this project. This would help to partially address both the capacity and the poor site line issues that exist with our 2 pads now.

So our User Group is willing and ready to help in any way we can and we hope to be part of the planning process and to work with Township to build a facility that will meet every ones needs now and in the future and ***that we all can be proud of.***



INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2022-07

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: Sharon Chambers, CAO

DATE: March 14, 2022

SUBJECT: Lottery License Approval – New Hamburg Firebirds

RECOMMENDATION:

THAT the application from the New Hamburg Firebirds be authorized for a raffle lottery licence for May 8, 2022 with a total value of \$25,000.00;

AND FURTHER THAT the authorization to grant this raffle licence be conditional that the lottery be conducted in accordance with the Ministry of Consumer and Commercial Relations, the Lottery Licensing Policy Manual Guidelines on lotteries and raffles, and Township of Wilmot Lottery Licensing Policies.

SUMMARY:

In accordance with the Township of Wilmot Lottery Licensing Policies, for raffles with prize values from \$10,001.00 up to \$49,999.99, the organization must apply and receive Council approval for this lottery.

REPORT:

The New Hamburg Firebirds have submitted an application to conduct a raffle lottery for prizes totalling \$25,000.00. The New Hamburg Firebirds are asking for approval of the licence request.

Staff recommends that the request of the New Hamburg Firebirds to conduct a lottery be approved subject to compliance with the Ontario Lottery Licensing Policy and the Township of Wilmot Lottery Licensing Policies.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Through the granting of this approval the Township is supporting community events and celebrations. Customer Service is strengthened by working with the New Hamburg Firebirds to assist in their fundraising efforts. The Township is also integrating volunteers and community groups.

FINANCIAL CONSIDERATIONS:

The Lottery Licensing Officer will collect the lottery licence fee upon issuing the licence in accordance with the Township's Fees and Charges By-law.



PUBLIC WORKS AND ENGINEERING

Staff Report

REPORT NO: PWE 2022-07

TO: Council

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

PREPARED BY: Chris Thorne, Supervisor of Operations, Water/Wastewater

REVIEWED BY: Sharon Chambers, CAO

DATE: March 14, 2022

SUBJECT: 2021 Annual and Summary Water Distribution Report

RECOMMENDATION:

THAT Report PW 2022-07 2021 Annual and Summary Water Distribution Report be received for information purposes.

SUMMARY:

The 2021 Annual and Summary Reports have been prepared in accordance with the Safe Drinking Water Act (2002).

The Annual Report must be prepared to include a brief description of the drinking water system; a summary of adverse water quality results; a summary of results of required tests; a description of corrective actions taken; a description of major expenses incurred; and the location of the report.

In addition to the Annual Report, a Summary Report must also be prepared and provided to the owner of the drinking water system not later than March 31, 2022. The Summary Report includes information regarding applicable legislation; a statement of compliance, including a summary of the latest inspection results; and a summary of water consumption and flow rates.

BACKGROUND:

The municipality is required under the Safe Drinking Water Act (SDWA), 2002 - O. Reg. 170/03 – Section 11 and Schedule 22 to provide Council and the public with an Annual Report and a Summary Report for the water systems owned by the Municipality. The Township owns and operates the following distribution systems:

- New Hamburg/Baden Distribution system – Large Municipal Residential
- Mannheim Distribution system – Large Municipal Residential
- St Agatha Distribution System - Large Municipal Residential
- New Dundee Distribution System – Large Municipal Residential

REPORT:

2021 Summary Report

This report satisfies the requirements of both the Safe Drinking Water Act (SDWA) and Ontario Regulation 170/03: Schedule 22, Summary Report. Further reporting details can be found on the Township website, and includes:

- list the requirements of the Safe Drinking Water Act, the regulations, the system's approval, Drinking Water Works Permit (DWWP), MDWL, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.

The information in Attachment 1 – Water Usage summarizes the quantities of water used, and has been gathered using Region of Waterloo pumpage reports attached to monthly invoices sent to the Township. Baden and New Hamburg are considered one system; however, they are shown separately based on the Regional reports. As noted, this report can be found online on the Township website, or a hard copy is available if requested.

2021 Annual Report

This report satisfies the requirements of both the Safe Drinking Water Act (SDWA) and Ontario Regulation 170/03: - Section 11, Annual Reports. Further reporting details can be found on the Township website, and includes:

- a brief description of the drinking water systems;
- a list of water treatment chemicals used;
- a summary of the most recent water test results;
- a summary of adverse test results and other issues reported to the Ministry of the Environment and Climate Change (MOECC) including corrective actions taken;

- a description of major expenses incurred to install, repair or replace required equipment, if any; and
- the locations where this report is available for review and inspection

There were no orders issued against any of the systems in 2021. There were nine (9) adverse water quality incidents in 2021 within the Township system.

Date:	Location	Adverse condition	Corrective Action
June 1, 2021	Snyder's road Temp Main	Total Coliform present	Flushed and sampled
June 17, 2021	Snyder's road Temp Main	Total Coliform present	Flushed and sampled
June 24, 2021	Woodridge drive	Total Coliform present	Flushed and sampled
June 24, 2021	Charlotta street	Total Coliform present	Flushed and sampled
July 1, 2021	Snyder's road Temp Main	Total Coliform Present	Flushed and sampled
July 8, 2021	Strauss court	Total Coliform Present	Flushed and sampled
July 8, 2021	Charlotta street	Total Coliform Present	Flushed and sampled
July 9, 2021	Snyder's road Temp Main	Total Coliform Present	Flushed and sampled
July 29, 2021	Snyder's road Temp Main	Total Coliform Present	Flushed and sampled

The Snyder's Road temporary main adverse results were in the temporary construction of watermain within the Region of Waterloo contract for Snyder's Road reconstruction – Phase 1. All adverse test results were remediated by flushing and re-sampling according to OReg.170/03.

Statement of Compliance

Compliance with the requirements for ownership and operation of Wilmot's drinking water system is evaluated through an annual drinking water inspection by the MECP. Between the dates of December 3rd, 2021 & February 10th, 2022, the MECP conducted inspections of the drinking water distribution systems. The inspections included a compliance assessment with all applicable legal documents and a review of the maintenance records. The inspection period was from December 1, 2020 to November 30, 2021

The official 2021 inspection results were presented to staff with a compliance rating of 100% in all of the systems.

Drinking Water Quality Management System (DWQMS) – External Audit and Management Review

The Ontario Government implemented the Municipal Drinking Water Licensing Program in 2007 as recommended by Justice O'Conner as a result of the Walkerton Inquiry. The Ministry of the Environment developed the Drinking Water Quality Management System standard ("DWQMS") that applies to owners and operating authorities for municipal drinking water systems. The implementation of the DWQMS is mandated by the provincial government through the Safe Drinking Water Act, 2002.

Under the Safe Drinking Water Act, 2002 and Ontario Regulation 188/07, the Township of Wilmot is required to maintain licensing to operate the water distribution systems. The reporting required for this management system is available upon request, and a hard copy is located at the Township Public Works yard for public review.

The Township has drinking water permits and licenses to operate each of the Township's water distribution systems in compliance with the Safe Drinking Water Act 2002, Regulation 170/03, Regulation 169/03 and Regulation 188/07. The licenses and permits are posted for information on the Township website for public review. The DWQMS is an Operational document that is available for viewing in hard copy only due to the requirements of document and version control. It is not directly subject to Council approval; rather, the intent of the quality management system, to provide clean, safe drinking water, is subject to Council endorsement. The details of the Operational Plan are how Management and Staff structure, process and document their activities to achieve the goal of clean, safe drinking water.

The Drinking Water Quality Management Standard (DWQMS) requires the operating authority to develop Operational Plans that explain how the Township should operate the drinking water systems. This operational plan follows Ministry guidelines in the form of 21 elements. The 21 elements are based on a "plan, do, check", and continuous improvement principles. The DWQMS is a system that provides an understanding of the drinking water system, the roles and responsibilities associated with the system, and a commitment and endorsement by the owner to provide safe drinking water. The Operational Plan is a controlled administrative document that is available for viewing in hard copy only at the Township Public Works administrative building.

The purpose of a QMS is to:

- establish policy and objectives and achieve those objectives
- direct and control an organization with regard to quality

The operating authority is required to conduct annual internal and external audits on the effectiveness of the DWQMS. The internal audit is conducted by qualified staff. The external audit is conducted by an independent accredited third-party organization that reviews the operating authority conformance to the QMS. In 2021, NSF-ISR Management conducted the external audit. Both audits result in listings of Opportunities for Improvements or Corrective Actions Required, of which the Operating Authority must respond to or resolve. These findings are communicated in the Management Review. The 2021 audit findings were administrative in nature.

As per DWQMS, an annual Management review is to be conducted and findings conveyed to the owner. A Management review was conducted on December 9th, 2021. The review included findings from the internal and external audits, MECP inspections and other prescribed items. The minutes are attached in Attachment 2 – Management Review.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The Township demonstrates Responsible Governance through active communications and reporting on services. The Annual and Summary Reports provide assurance to the Township of Wilmot's water system owner and its customers that safe, high quality drinking water is being provided.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 6: Clean Water and Sanitation
Goal 9: Industry, Innovation and Infrastructure

FINANCIAL CONSIDERATIONS:

The Township's water network is funded through user fees and falls outside of the general tax levy. The Council approved 2022 Municipal Budget includes total operating and staffing costs of \$3,169,620 to maintain the water network. This includes \$1,517,000 in regional flow charges and a transfer of \$514,500 to Infrastructure Reserve Funds.

ATTACHMENTS:

Attachment 1 – 2021 Water Usage
Attachment 2 – 2021 Management Review

	January 2021	February	March	April	May	June	July	August	September	October	November	December
Baden/NH	86,595	78,761	88,655	84,371	106,184	104,238	94,134	95,923	88,802	86,683	81,054	85,519
Baden	30,308	27,566	31,029	29,530	37,165	36,483	32,947	33,573	31,081	30,339	28,369	29,932
New Hamburg	56,287	51,195	57,626	54,841	69,020	67,754	61,187	62,350	57,721	56,344	52,685	55,587
New Dundee	6,713	6,037	6,777	6,306	8,531	7,998	7,174	8,367	7,278	7,095	6,477	6,947
St Agatha	2,279	2,321	2,881	3,192	4,200	4,157	3,401	3,780	3,200	3,171	3,014	3,195

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

¹Meeting Date:	December 9 th 2021	Next Meeting: TBD
Attendees:	Chris Thorne(CT), Jeff Molenhuis(JM), Bryan Bishop(BB), Mark Jeffery(MJ)	
Absent:		
Minutes by:	Chris Thorne	

MEETING TOPICS AT A GLANCE

- a) Incidents of regulatory non-compliance:
- b) Incidents of adverse drinking water tests:
- c) Deviations from critical control point limits and response actions:
- d) The effectiveness of the risk assessment process:
- e) Results of internal and 3rd party audits:
- f) Results of relevant emergency response testing:
- g) Operational performance:
- h) Water quality trends:
- i) Follow-up on actions items from previous management reviews:
- j) Status of management action items (if any) identified between reviews:
- k) Changes that could affect the QMS:
- l) Consumer feedback:
- m) The resources needed to maintain the QMS:
- n) The results of the infrastructure review:
- o) Operational Plan currency, content and updates:
- p) Staff suggestions:

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

Item	Discussed	Action By	Timing
A	<p>Incidents of regulatory non-compliance:</p> <ul style="list-style-type: none"> There were no incidents of regulatory noncompliance as reported January 19th 2021. This report was forwarded to management for information 1/19/21. As stated in the January 19th report, section 5 summery of recommendations and best practice issues, "The Township is encouraged to continue developing the bylaw limiting access to hydrants." 2021 inspection report will be forwarded to management once received. 		
B	<p>Incidents of adverse drinking water tests:</p> <ul style="list-style-type: none"> There were 9 incidents of adverse drinking water quality tests in 2021. 5 Total coliform exceedances were identified on the temporary watermain on Snyder's rd. Flushing and resampling was completed as well as re-swabbing and re-chlorination of the temp main to resolve the issue. On June 24th, 2021, two total coliform exceedances were detected. WID 63 Charlotta street and WID 57 Woodridge drive. Both incidences were remedied by flushing and resampling. On July 8th, 2021, two total coliform exceedances were detected. WID 63 Charlotta street and WID 48 Strauss court. Both incidences were remedied by flushing and resampling. 		
C	<p>Deviations from critical control point limits and response actions:</p> <ul style="list-style-type: none"> No deviations from critical control points were identified. 		
D	<p>The effectiveness of the risk assessment process:</p> <ul style="list-style-type: none"> On June 29th a review of the risk assessment process was conducted. During this review assigned values for likelihood, severity and detectability were reviewed. The risk assessment is considered to be effective. 		
E	<p>Results of internal and 3rd party audits:</p> <ul style="list-style-type: none"> The internal audit was conducted throughout the year by the QMS representative. The report was finalized and all corrective actions and opportunities for improvement have been responded to. A total of 2 corrective actions and 7 opportunities for improvement were identified. <ul style="list-style-type: none"> CAR-2021-01 - Document # 1.41, revision 14, Communications procedure, section 5.5 states that "A formal presentation of the Operational Plan shall be provided to all waterworks staff by the QMS Representative." There is no evidence to show that this requirement was completed. A new Document has been created that includes specialized training/orientation requirements for Utilities personnel, Additionally section 5.5 of the communications procedure has been modified to state "A formal presentation of the Operational Plan, representative of the staff members involvement, shall be provided to all 		

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	<p>waterworks staff by the QMS Representative and is to be documented on document # 1.67 Utilities orientation Checklist”</p> <ul style="list-style-type: none"> ○ CAR-2021-02 - Document # 1.36, Document control, section 1 states “The purpose of this procedure is to define the method for which Documents are. <ul style="list-style-type: none"> ○ kept current, legible, and readily identifiable ○ retrievable ○ stored, protected, retained, and disposed of <p>The process as described in procedure # WD 1.7 does not match current process in use.</p> <p>The existing policy has been updated to reflect this new process. The policy has been brought forward to staff for comment. And the document has been updated on the master list of documents.</p> <ul style="list-style-type: none"> ○ OFI-2021-01 – An opportunity for improvement was identified for the fire hydrant painting process to Update SOP WD1.5 to reflect the requirement to color code the hydrants. SOP WD1.5 has been updated to reflect to new requirement. ○ OFI-2021-02 - An opportunity for improvement has been identified for the risk assessment process to include “incorrect color coding of fire hydrants” to the risk assessment table. Incorrect color coding of a Hydrant could lead to a fire fighter hooking up and attempting to draw more water from the main than is available. This could result in the collapse of the main. Incorrect color coding of hydrants has been added to the risk assessment table ○ OFI-2021-03 - An opportunity for improvement exists to include the role of temporary student labor on the table within element 10. Currently no such role exists within the Utility. The role of temporary labor has been added to the table in element 10 ○ OFI-2021-04 - An opportunity for improvement exists to include paint and brushes on the essential supplies list. This OFI has been rejected due to the availability as well as the short shelf life of the paint, additionally graffiti can be removed without repainting. ○ OFI-2021-05 - During review of this process, it was discovered that results of fire flow tests are shared with the Region of Waterloo to aid their modeling software. This is not currently reflected in the procedure. An opportunity for improvement exists to include this requirement in the written process. A Statement has been added to the procedure (WD1.7) stating that “Results of Fire Flow tests are shared with the Region of Waterloo to aid modeling software.” ○ OFI-2021-06 - An opportunity for improvement exists in the Fire flow testing process to require the verification of the contractor’s equipment as the results of these tests are incorporated into Regional data. This OFI has been rejected due to the widespread use of gauges that do not require calibration. 		
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UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	<ul style="list-style-type: none"> ○ OFI-2021-07 - An opportunity for improvement exists for the individual issuing the CAR or OFI to be indicated on the form for ease tracking/identification purposes. A section has been added to the Blank OFI & Blank CAR form where the name of the auditor can be added. ● The external audit was conducted on November 5th. One corrective action and 4 opportunities for improvement have been identified ○ CAR- T6187425-1 - There is no evidence available to demonstrate that the internal audit process includes an evaluation of conformity of the QMS with the requirements of the DWQMS Standard, e.g. requirements of elements 20 & 21. New internal auditors have been selected and enrolled in Ministry training course. Refresher training is to be considered through the budget process ○ OFI-01-EXT - The management review process was found to be overall effectively implemented. Consideration could be given to clarifying the required frequency of management review to be consistent with the DWQMS Standard v.2, i.e. once every calendar year. Section 5.1 of the Management review process has been updated to state once every calendar year. ○ OFI-02-EXT - In addition to the minor NC relating to the internal audit process, consideration could be given to clarifying the required frequency of internal audits to be consistent with the DWQMS Standard v.2, i.e. once every calendar year. This OFI has been rejected due to the fact that section 5.2 of the internal audit process already states "Internal Audits shall be conducted on each element of the DWQMS at least once every calendar year" ○ OFI-03-EXT - DWQMS requirements relating to roles and responsibilities were found to be adequately addressed in various documents. An opportunity exists to review section 9 of the operational plan to clearly identify responsibilities for undertaking the management review. Section 9 of the operational plan has been amended to more accurately reflect the management review process. ○ Document control processes were found to be generally effective. Consideration could be given to: - clarifying the intent of form revision levels - controlling template or contents of form, e.g. Risk Assessment Table; - consistently including revision level / date on every page of Operational Plan (consistent with Director's Directions). Footer for operational plan has been adjusted to include revision number and date. 		
F	<p>Results of relevant emergency response testing:</p> <ul style="list-style-type: none"> ● 2021 Emergency response training and testing was conducted on December 21st, 2020. Staff were trained on policies regarding Terrorism/vandalism, Adverse results reporting, and Power 	CT to complete 2021 training	Dec 16 th 2021

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	outage. Various scenarios were discussed including past real-life events.		
G	Operational performance: <ul style="list-style-type: none"> Valve Maintenance, Hydrant Maintenance, Hydrant Flushing, and Dead-end flushing have all been completed for 2021 There were 8 water main repairs thus far in 2021 		
H	Water quality trends: <ul style="list-style-type: none"> Additional flushing was conducted to help water quality as indicated in 2020 management review. No significant improvement was noted. Flushing will be moved to spring of 2022 to align with Regional restrictions. 	CT to schedule watermain flushing	Q2 2022
I	Follow-up on actions items from previous management reviews: <ul style="list-style-type: none"> MECP report was forwarded to management Jan 19th 2021 All SOP's have been reviewed and a standardized header/footer has been created. Timelines related to action items identified in management review have been added Process outputs for SOP's continue to be updated on a regular basis Review of corrective action procedure and creation of preventative action procedure has been moved to Q1 of 2022 Watermain flushing was completed prior to summer months to help alleviate incidents of adverse drinking water quality tests. No noticeable improvement was noted. Historical watermain break spreadsheet has been created. 	CT to complete sop updates CT to complete review	Q1 2022 Q1 2022
J	Status of management action items (if any) identified between reviews: <ul style="list-style-type: none"> No action items were identified between management reviews. 		
K	Changes that could affect the QMS: <ul style="list-style-type: none"> The written agreement with the Region of Waterloo regarding Township staff operating and maintaining regionally owned infrastructure is in the works. Once complete this agreement will affect the QMS by adding infrastructure to operate and maintain. 		
L	Consumer feedback: <ul style="list-style-type: none"> No consistent or relevant trends have been noted from customer complaints or feedback. 		
M	The resources needed to maintain the QMS: <ul style="list-style-type: none"> As growth occurs GIS and records management needs will continue to expand. Future additional resources may be needed to supplement this expansion. 		
N	The results of the infrastructure review: <ul style="list-style-type: none"> A infrastructure review meeting took place on October 8th, 2021. At this meeting the integrity of the water distribution and sewage collection systems was discussed. A visual representation of work completed and scheduled was compiled on a map including future development, cctv inspection. Future improvement needs identified in New Dundee regarding the 2" watermain and regional well. 		

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	<ul style="list-style-type: none"> • Review of top 5 priority list <ul style="list-style-type: none"> ○ 1. Greenwood drive, New Hamburg in house engineering, construction TBD ○ 2. Victoria street, New Hamburg Engineering in 2022, construction in 2023 ○ 3. Boullee street, New Hamburg Engineering in 2022, Construction in 2024 ○ 4. Webster street, New Hamburg Engineering in 2023, Construction in 2025 ○ 5. Nafziger road, Baden/New Hamburg Out for tender, construction fall 21' or summer 22' ○ 6. Castleholm crescent, New Dundee has been added to the list due to repeated breaks. In house engineering, construction TBD 		
O	Operational Plan currency, content and updates: <ul style="list-style-type: none"> • The operational plan and all appendices currently meet the updated standard DWQMS 2.0. 		
P	Staff suggestions: <ul style="list-style-type: none"> • Meetings are held as needed to discuss policy & procedure where staff are encouraged to present their views. Changes resulting from these meetings are made on an ongoing basis. 		



CORPORATE SERVICES

Staff Report

REPORT NO: COR 2022-013

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: Sharon Chambers, CAO

DATE: March 14, 2022

SUBJECT: Honorariums and Expenditures of Council and Committee Members for the Year Ended December 31, 2021

RECOMMENDATION:

THAT Report COR 2022-013, prepared by the Director of Corporate Services / Treasurer, outlining honorariums and expenditures of Council and Committee Members for the 2021 fiscal year, be adopted.

SUMMARY:

This report outlines the Honorariums and Expenditures of Council and Committee Members for the Year Ended December 31, 2021.

BACKGROUND:

In accordance with Section 284 of the Municipal Act, the Treasurer is required to submit to Council, by March 31st of the following year, an itemized statement of remuneration and expenses paid to each member of Council, and to each person appointed to local boards, for the preceding year.

This statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. [2001 c. 25 s 284(2)].

REPORT:

The attached statement summarizes remuneration and expenses for Members of Council and Council Appointees for the year ended December 31, 2021. By-law number 2000-42 authorized remuneration paid to Members of Council of the Township of Wilmot.

In addition to Members of Council, honorariums are provided for committee members, based upon the number of meetings required per year.

Mileage allocations are based upon mileage claimed by Members of Council and committees are reimbursed based on the Township's standard mileage rate.

Upon approval, the attached statement will be submitted to the Ministry of Municipal Affairs and Housing in accordance with Section 284 of the Municipal Act. Furthermore, the statement will be posted on the Township's official website.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance, through the strategies of fiscal responsibility. The provision of this information to Council and the community is done in accordance with the Municipal Act, as well as the Township's Accountability and Transparency Policy.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

This report is aligned with several of the UN Sustainable Development Goals:

- Goal 3 – Good Health and Well-Being
- Goal 6 – Clean Water and Sanitation
- Goal 7 – Affordable and Clean Energy
- Goal 8 – Decent Work and Economic Growth
- Goal 9 – Industry, Innovation and Infrastructure
- Goal 11 – Sustainable Cities and Communities
- Goal 16 – Peace, Justice and Strong Institutions

FINANCIAL CONSIDERATIONS:

Honorariums and expenditures of Council Members and Council Appointees were included within the approved 2021 budget. These expenses shown within the attached statement were included under the ad hoc Budget Advisory Committee Report COR 2022-001, which summarized 2021 Municipal Operations.

ATTACHMENTS:

Appendix A – Treasurer's Statement – Remuneration and Expenses

The Corporation of the Township of Wilmot
Treasurer's Statement - Remuneration and Expenses
Paid to Members of Council and Committees

For the Year Ended December 31, 2021

Members of Council	Salary	Benefits (CPP/EHT)	Conference and Training	Mileage Parking	Other (Mobile Phones, etc.)	Total
Mayor Les Armstrong	\$ 35,160	\$ 686	\$ -	\$ -	\$ 23	\$ 35,869
Councilor Angie Hallman	19,064	1,220	1,079		545	21,908
Councilor Cheryl Gordijk	19,064	1,220	876		545	21,705
Councilor Barry Fisher	19,064	1,220	-		549	20,833
Councilor Jeff Gerber	19,064	1,220	-		552	20,836
Councilor Jennifer Pfenning	19,064	1,220	407		550	21,241
Totals	\$ 130,480	\$ 6,786	\$ 2,362	\$ -	\$ 2,764	\$ 142,392

Committee of Adjustment	Honorarium	Mileage	Total
Peter Roe	\$ 400	\$ -	\$ 400
Wayne Roth	400		400
Steve Miller	400		400
Louise Lalonde	450		450
Tyler Bowman	400		400
Totals	\$ 2,050	\$ -	\$ 2,050

Dangerous Dogs Committee	Honorarium	Mileage	Total
Blain Bechthold	\$ 50		\$ 50
Dennis Mighton	100		100
Natalie Mechalko	50		50
Gloria Macneil	50		50
Darlene Vorstenbosch	50		50
Totals	\$ 300	\$ -	\$ 300



CORPORATE SERVICES

Staff Report

REPORT NO: COR 2022-011

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: Sharon Chambers, CAO

DATE: March 14, 2022

SUBJECT: Treasurer's Statement – Cash-in-Lieu of Parkland Reserve Fund

RECOMMENDATION:

THAT the Cash-in-Lieu of Parkland Statement for the year ended December 31, 2021, be received for information purposes, to comply to the Smart Growth for Our Communities Act (Bill 73).

SUMMARY:

This report outlines the Cash-in-Lieu of Parkland Statement for the year ended December 31, 2021.

BACKGROUND:

Under Section 42 of the Planning Act, a municipality may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. Alternatively, the council may require a payment in lieu, to the value of the land otherwise required to be conveyed.

The Township has been collecting cash-in-lieu of parkland funds for many years and has been maintaining a dedicated reserve fund to record and track the use of those funds.

This information is available in accessible formats upon request

In accordance with Bill 73, the Smart Growth for Our Communities Act, 2015, this statement, similar to the existing reporting requirements under the Development Charges Act (DCA), occurs in the first quarter of each fiscal year, with copies posted to the Township website, and submitted to the Ministry.

REPORT:

Cash-in-Lieu of Parkland was collected during the year from developers at the issuance of plan of subdivision. Attached is a summary of the collections received for the year ended December 31, 2021.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance, through the strategies of fiscal responsibility and infrastructure investments. Staff will provide Council and the community with an update on the status of Cash-in-lieu of Parkland Reserve Funds in accordance with the Planning Act.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

This report is aligned with several of the UN Sustainable Development Goals:

- Goal 3 – Good Health and Well-Being
- Goal 11 – Sustainable Cities and Communities

FINANCIAL CONSIDERATIONS:

As noted within Section 42 of the Planning Act, funds collected as “cash-in-lieu” are limited in their usage to the acquisition of land to be used for park or other recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery. Staff recognize the Park Levy Reserve Fund as one of the sources for capital funding as part of the Asset Management Planning and 10-Year Capital Forecasts.

ATTACHMENTS:

Appendix A – 2021 Cash-in-Lieu Reserve Fund Statement

THE CORPORATION OF THE TOWNSHIP OF WILMOT

**CASH-IN-LIEU OF PARKLAND RESERVE FUND
TREASURER'S STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2021**

Opening Balance - January 1, 2021		\$1,544,106
Cash-in-Lieu of Parkland Collections in 2020 (Schedule A)	\$44,350	
2021 Interest Earnings	11,350	55,700
Total Funds Available		55,700
Closing Balance - December 31, 2021		\$1,599,806

**"Schedule A"
Cash-in-Lieu of Parkland Collections**

Priszilla Ardelan	\$10,000
Arnott Holding Inc	6,000
Klassen Bronze Limited	28,350
Total Cash-in-Lieu of Parkland Collections	\$44,350

**"Schedule B"
Transfer to /(Return from) Capital Fund**

Total (Net) Transfer to Capital Projects	-
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CORPORATE SERVICES

Staff Report

REPORT NO: COR 2022-014

TO: Council

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

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

REVIEWED BY: Sharon Chambers, CAO

DATE: March 14, 2022

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

RECOMMENDATION:

THAT the following individuals be appointed to the Community Safety and Crime Prevention Engagement Committee effective March 14, 2022 to December 31, 2022.

Kris Da Silva
Bonita Bonn
Wendy Richardson
Scott Dunstall
Julie Molenaar
Kate Laing

SUMMARY:

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

BACKGROUND:

In 2019, Council adopted the Terms of Reference for the Community Safety and Crime Prevention Engagement Committee. This Committee was given the mandate to facilitate public

input on ideas to assist in enhancing the quality of life of the community through programs and activities that encourage personal and community safety, and help prevent nuisance behaviours.

REPORT:

The recruitment for this committee was promoted via social media, print media and online in an effort to solicit a sufficient number of members to fill the existing seven (7) vacancies on the committee, including a youth member.

A total of six (6) applications were submitted as of the closing date. Unfortunately, zero applications were submitted to fill the youth representative position.

Given the role of the Information and Legislative Services Department as staff liaison to this committee, the applications were independently verified by the Director of Corporate Services / Treasurer for completeness and eligibility. Through this review it was determined that all six (6) applications were acceptable. The applicants were discussed with Mayor Armstrong and endorsed.

The six (6) applicants were as follows:

- Kris Da Silva – Baden, ON
- Julie Molenaar – Baden, ON
- Kate Laing – Baden, ON
- Wendy Richardson – Lisbon, ON
- Bonita Bonn – Baden, ON
- Scott Dunstall – New Hamburg, ON

The existing committee includes two (2) members of Council and one (1) member of the public. As per the approved Terms of Reference, the committee will consist of up to two (2) members of Council and up to eight (8) residents of the Township of Wilmot that represent different settlement areas and demographics (7 members-at large and 1 youth representative between the ages of 18-25).

The Director of Information and Legislative Services, or their delegate, will be the lead staff representative. Other Township staff, including Fire Services staff will attend on an as-needed basis to address specific topic areas. Staff representatives will be non-voting members. Members of other agencies may also attend as a resource, specifically the Waterloo Regional Police Service.

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

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The appointment of community members to this Volunteer Committee helps the Township promote both quality of life and community engagement through integrating volunteers.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

This report is aligned with several of the UN Sustainable Development Goals:

- Goal 3 – Good Health and Well-Being
- Goal 11 – Sustainable Cities and Communities
- Goal 16 – Peace, Justice and Strong Institutions

FINANCIAL CONSIDERATIONS:

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

ATTACHMENTS:

None



CORPORATE SERVICES

Staff Report

REPORT NO: COR 2022-12

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: Sharon Chambers, CAO

DATE: March 14, 2022

SUBJECT: Treasurer's Statement – Development Charges Reserve Funds

RECOMMENDATION:

THAT the Development Charges Statement for the year ended December 31, 2021, prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

SUMMARY:

This report outlines the Development Charges Statement for the year ended December 31, 2021.

BACKGROUND:

In accordance with By-law 2019-42, the Treasurer is required to furnish Council with an annual statement, in respect to the Development Charge Reserve Funds. Section 43 (3) of the Development Charges Act, 1997, requires the Treasurer to give a copy of this statement to the Ministry of Municipal Affairs and Housing (MMAH) within 60 days of reporting to Council.

REPORT:

Development Charges were collected during the year from developers at the issuance of building permits. Expenses were disbursed to growth related capital projects based on the Development Charges Study. Attached is a summary of the development charge collections and disbursement for the year ended December 31, 2021.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report is aligned with the Strategic Plan goal of Responsible Governance, through the strategies of fiscal responsibility and infrastructure investments. Staff provide Council and the community with an update on the status of Development Charge Reserve Funds in accordance with the Development Charges Act.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

This report is aligned with several of the UN Sustainable Development Goals:

- Goal 3 – Good Health and Well-Being
- Goal 6 – Clean Water and Sanitation
- Goal 7 – Affordable and Clean Energy
- Goal 8 – Decent Work and Economic Growth
- Goal 9 – Industry, Innovation and Infrastructure
- Goal 11 – Sustainable Cities and Communities
- Goal 16 – Peace, Justice and Strong Institutions

FINANCIAL CONSIDERATIONS:

Funding towards growth based capital projects from Development Charges was included within the approved 2021 capital budget. Upon completion of capital projects, any unused funds from these projects were returned to their respective Development Charges Reserve Funds. As noted in prior reports, the total balance of DCs currently sits in deficit due to the funding of the Employment Lands project. It is anticipated that future year DC collections will allow for growth to return to a surplus.

ATTACHMENTS:

Appendix A – 2021 Development Charges Statement

THE CORPORATION OF THE TOWNSHIP OF WILMOT

**DEVELOPMENT CHARGES STATEMENT
JANUARY 1, 2021 TO DECEMBER 31, 2021**

Description	Balance January 1 2021	REVENUE		EXPENDITURES	
		Contributions Received Development Charges	Interest	Transfer to (Return from) Capital Fund Schedule (A)	Balance December 31 2021
Infrastructure					
Sanitary Sewers	(\$145,568)	\$43,755	(\$4,486)	\$ 884,100	(\$990,400)
Water	(470,650)	9,171	(4,115)		(\$465,594)
Roads	(1,645,419)	66,021	(11,862)	175,500	(1,766,760)
Development Charges Studies	(212,365)	8,676	(2,454)	239,286	(445,428)
Parks and Recreation	(41,711)	73,381	(456)	84,361	(\$53,147)
Fire Services	(16,527)	15,723	(92)	5,206	(\$6,101)
Total	(\$2,532,239)	\$216,727	(\$23,465)	\$1,388,452	(\$3,727,430)

**"Schedule A"
Transfer to / (Return from) Capital Fund**

Infrastructure - Sanitary Sewers

Beckdale Trunk Sanitary Sewer EA & Construction	118,500
Snyder's Road Reconstruction	765,600
	<u>\$ 884,100</u>

Infrastructure - Roads

Backhoe Loader	<u>\$ 175,500</u>
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Development Charges Studies

WRC Operations / Maintenance Plan	13,500
Public Works Operations Facility Needs Study	18,000
Servicing Study and Preliminary Design	60,000
Stormwater Infrastructure Master Plan	64,000
Third Ice Pad / Facility Site Selection & Design	75,000
DC Background Study Update	8,786
	<u>\$ 239,286</u>

Parks and Recreation

Artificial Turf Sports Field	661
Artificial Turf Sports Field Vehicle	18,175
Trails Maintenance Vehicle	23,025
Multi-Purpose Outdoor Pad - Mannheim Park	42,500
	<u>\$ 84,361</u>

Fire Services

Fire Prevention Vehicle	<u>\$ 5,206</u>
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Total transfer to capital projects

\$ 1,388,452



PUBLIC WORKS AND ENGINEERING

Staff Report

REPORT NO: PWE 2022-08

TO: Council

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

PREPARED BY: Mark Jeffery, C.E.T., Senior Engineering Technologist

REVIEWED BY: Sharon Chambers, CAO

DATE: March 14, 2022

SUBJECT: Bridge Street Structure 34B-T9 – Vehicle Collision Damage Report

RECOMMENDATION:

THAT Report No. PWE 2022-08 be received for information; and further,

THAT Bridge Street Structure 34B-T9 and Oxford-Waterloo Road Structure 37B-OXF be closed to traffic until such time the Council endorsed Multi Span Slab-On-Girder Bridge as detailed in Report PWE 2022-02, is constructed and operational.

SUMMARY:

This report provides background information on the impacts to Bridge Street Structure 34B-T9 and area roadways due to a two-vehicle accident, vehicle fire and closure that occurred on the bridge structure. The report also reviews the post-accident condition assessment completed by the Township's structural consultant, and follow-up actions for both structures, including anticipated timelines and financial implications to undertake the necessary repairs to maintain safe operating conditions and re-open the structures.

BACKGROUND:

The Bridge Street Bridge – Structure No. 34/B-T9 is an older structure in the Township's Bridge Inventory. In recent years, it has been subject to extended closures from vehicle strikes and flood damage. A long-term solution for this structure was identified in past Ontario Structure Inspections (OSIM), where the Township's position has been to defer major capital costs until such time as higher levels of government would provide funding support.

As part of the Investing in Canada Infrastructure Program (ICIP), funding from the Provincial and Federal governments was confirmed in Q2 2020 for the EA, design, contract administration and construction to support the project, estimated at approximately \$3,537,500. Funding allows for an extended project window, with the project to be completed by October 2026.

On January 17th, 2022, Council endorsed the preliminary design for construction of the preferred alternative identified in the Project File, being a Multi Span Slab-On-Girder Bridge. Council also directed staff to publish the Notice of Study Completion to initiate the 45- day public review period which expired on March 4th.

On the morning of February 2nd, 2022, a collision involving two vehicles occurred on the Bridge Street structure. As a result of the motor vehicle accident, the Bridge Street structure was immediately closed under emergency order to all vehicle and pedestrian traffic until such time a structural assessment and report by the Township's structural engineer could be completed. The Township's structural engineer was contacted and attended the bridge site that day to undertake their assessment.

The vehicle impact caused significant damage to a main load carrying member of the bridge and the barrier / railing system at several locations. The damage inflicted to the diagonal members at the third bay from the east on the south side severely reduces the structural capacity of the structure. The areas of severe railing damage also make the bridge unsafe for public use. As such, immediately following the inspection, it was confirmed, via e-mail and telephone conversation from the Township's consultant that the bridge structure was to remain closed and that significant repairs would be required in order to re-open the existing structure.

As a result of the closure to through traffic on Bridge Street, and as observed in the past with structure closures in this area, it is anticipated a substantial amount of traffic will attempt to re-route to Oxford-Waterloo Road as this becomes the fastest route to travel east-west across the Township and connect to north-south roads on Tye Road and Puddicombe Road to get back to Bridge Street. Oxford-Waterloo Bridge 37B-OXF structure is a similar structure to the Bridge Street bridge, with reduced height and load restrictions. It was closed at the same as Bridge Street due to deficiencies that require repair for safe operating conditions. Minor repairs were planned for this structure in 2022; however, the advanced schedule of closure for Bridge Street requires revisiting the works planned.

REPORT:

As it has been recommended that the Bridge Street structure is to remain closed to vehicles and pedestrian traffic until the necessary repairs have been completed or the bridge structure is replaced with the preferred alternative from the recently completed EA, the Township requested the consultant provide a cost estimate to make the necessary repairs to the bridge structure and in addition, a comparison of the timelines for the two suggested solutions to re-open the bridge. The comparison is to include the design, contract preparation, tendering and council award of the repair process and the full bridge replacement. A comparison of the anticipated timelines is shown below.

Action	Necessary Repairs	Full Bridge Replacement
Finalized Class EA	n/a	March 4 2022
Council Direction	March 14 2022	n/a
Prepare Drawings & Contract Documents	3 weeks	8 weeks
Tendering Process	3 weeks	4 weeks
Review Tenders and Recommend Award	1 week	1 week
Prepare and Submit Report to Council	3 weeks	3 weeks
Award Date (approx.)	May 17 2022	June 27 2022

As the projected timelines between the two solutions have a Council award date that is somewhat similar, anticipated construction schedules may vary and are dependent on the successful contractor's schedule and materials being readily available to complete the work. As such, the monies expended to make the necessary repairs and re-open the bridge structure may only result in bridge structure re-opening for a short period of time, prior to being closed for an extended period for the replacement of the bridge. Based on the foregoing, it is recommended that the Bridge Street structure remain closed until replacement can occur in accordance with the Environmental Assessment endorsed by Council in January.

Minor repairs were anticipated for Oxford-Waterloo Bridge 37B-OXF this year, as approved in the 2022 capital budget. This structure was closed to traffic at the same time as Bridge Street due to structural deficiencies that required a repair to extend the service life for a 2-3 year window. It was anticipated by staff that the Bridge Street bridge reconstruction would not proceed until 2023/24, and as such the goal was to repair Oxford-Waterloo to allow for normal operating conditions while Bridge Street bridge design was finalized and construction commenced sometime in the next 2 years. It was not anticipated that Bridge Street would be closed until later in 2023, and that detour routing would not need to be considered until that time.

Extended detouring onto Oxford-Waterloo would significantly impact the bridge and road structure further, and would need substantial repairs in order to support the window and volume of detouring, and may also require mitigating measures to control vehicle-type access to the area. As a result, it is also recommended that the Oxford-Waterloo Bridge 37B-OXF remain closed until such time as the Bridge Street bridge is replaced.

The local detour routing with both closures will rely on Tye Road, Huron Road and Puddicombe Road to re-route local traffic to the north as shown in the attached. These roads have a collector road function, and are suitable for detouring local traffic. Staff are looking at options to provide re-routing of through-traffic from Bridge Street and Oxford-Waterloo further to the north and south to arterial and collector roads. This is anticipated to provided advanced notice signage to through travellers further to the east and west along Bridge Street and Oxford-Waterloo Road, and allow for earlier re-routing.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Responsible Governance through Fiscal Responsibility, and Infrastructure Investments.
- Quality of Life through Accessibility and Inclusivity, Active Transportation and Transit.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 9: Industry, Innovation, and Infrastructure
Goal 11: Sustainable Cities and Communities

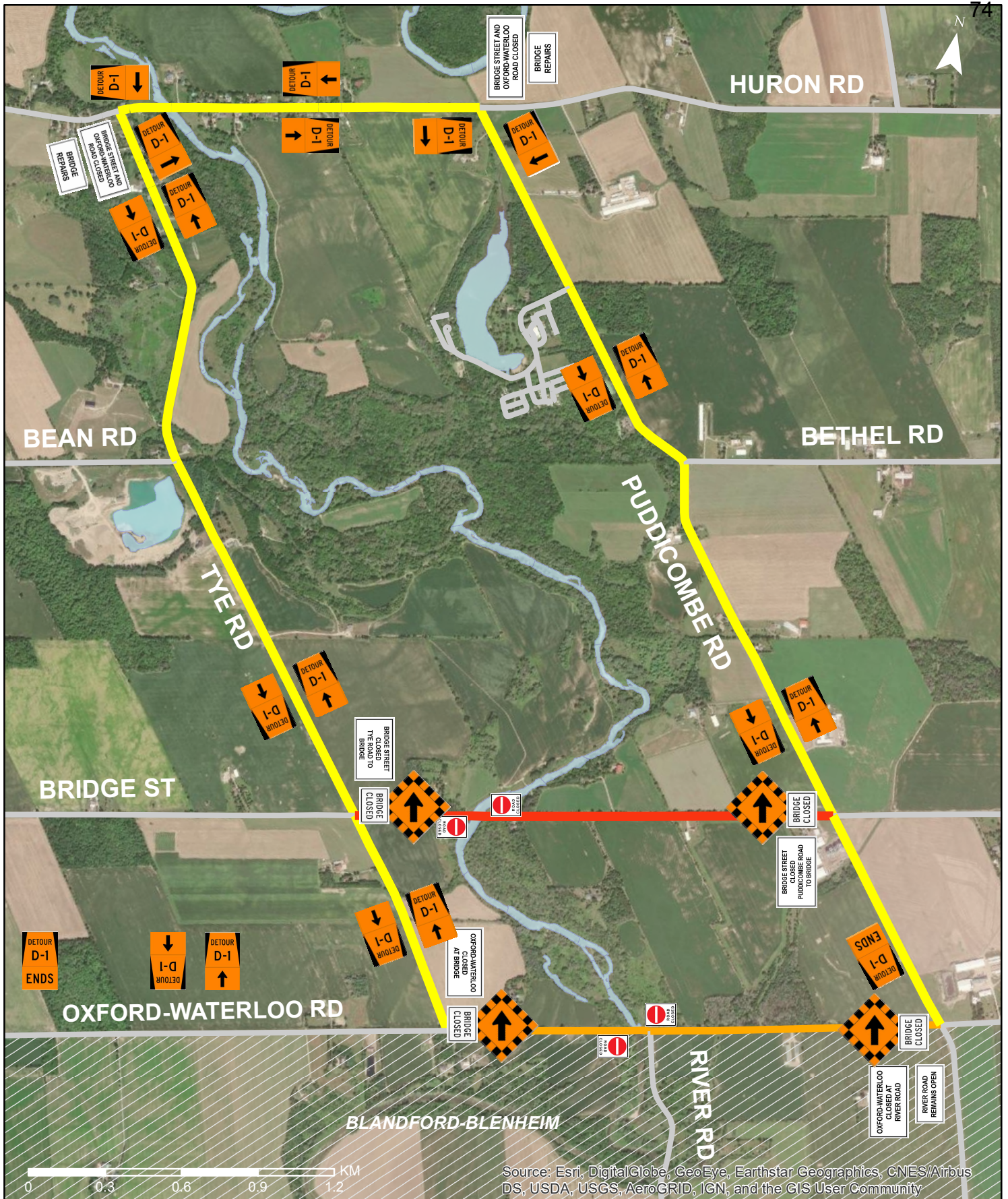
FINANCIAL CONSIDERATIONS:

The estimated costs to undertake the necessary repairs and re-open the Bridge Street bridge structure for vehicle and pedestrian use due to the damage sustained as a result of the two-vehicle accident are estimated to be approximately \$45,000 to \$65,000, with design and construction. The variances are due to the very preliminary nature of the scope of work at this time and are also subject to further fluctuations because of contractor availability and material pricing at time of tendering. The repairs required to the Oxford Waterloo Bridge 37B-OXF to support detouring of Bridge Street traffic are expected to be in the same order of magnitude for costs and timing.

With the recommendation for both structures to remain closed at this time, the anticipated capital spending of \$25,000 for Oxford-Waterloo 37B-OXF will be saved until such time as the replacement of Bridge Street bridge is completed.

ATTACHMENTS:

Appendix 1 – Proposed Local Detour Route
Appendix 2 – K. Smart Associates Assessment Memo





K. SMART ASSOCIATES LIMITED

CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

Tel: 519-748-1199
Fax: 519-748-6100

February 4, 2022

File No. 22-065

Mark Jeffery, C.E.T.
Senior Engineering Technologist
Township of Wilmot
60 Snyder's Road West
Baden ON N3A 1A1

**RE: STRUCTURE 34/B-T9 (BRIDGE STREET BRIDGE)
RECOMMENDATIONS FOLLOWING EMERGENCY CLOSURE
TRAFFIC ACCIDENT AND FIRE ON BRIDGE**

Dear Mark;

As a follow-up to your request to complete an emergency inspection of Structure 34/B-T9 (Bridge Street Bridge) following a traffic accident on the bridge, we offer the following.

It is understood that a collision involving two vehicles took place on the bridge on the morning of February 2nd. The bridge was affected by the collision and vehicle fire. The road was closed under emergency order at the time of inspection. After the inspection we confirmed via e-mail and telephone conversation that the bridge should remain closed unless significant repairs are made.

Our inspection in the morning of February 2nd revealed the collision and fire caused damage as follows:

South Side

- Second bay from east: some damage to the railing
- Third bay from east: railing is completely destroyed
- Third bay from east: diagonal structural members are severely twisted and deformed. The inner diagonal structural member is broken near the bottom connection
- Seventh bay from east: has heavy damage to the railing

North Side

- Third bay from east: the railing panel is bent outwards
- Fourth bay from east: heavy damage to railing with broken pieces
- Fourth bay from east: structural members blackened by fire
- Fifth bay from east: minor damage to railing panel
- Fifth bay from east: minor damage to vertical structural member

Deck

- The concrete deck has a large black area from the fire. Much of this area is covered in fuel absorbent material so observation was limited to several hammer soundings.

Unrelated to this accident, the overhead portal bracing has seen impact(s) again since its repair in October 2021. There is a bend in one member at the northwest. Most of the signs have suffered from various impacts.

In closing, the vehicle impact caused major damage to a main load carrying member of this bridge as well as to the barrier / railing system at several locations. The damage inflicted to the diagonal members at the third bay from the east on the south side severely reduces the structural capacity of the structure. The areas of severe railing damage make the bridge unsafe for public use. The concrete deck does not appear to have suffered damage, however it was covered with fuel absorbent so the inspection was very limited. Any possible damage to structural members from exposure to direct heat from the fire cannot be assessed through a visual inspection alone.

Minimum repairs required for a re-opening of this crossing would involve placing new steel railings at two areas of the most severe damage and the replacement of the diagonal structural members at the third bay from the east on the south side. Reinforcing the vertical member on the north side should also be considered. We propose that the new railing need not match the lattice work steel for this temporary repair. The estimated construction cost for these repairs would be approximately \$35,000 to \$50,000. The estimated engineering fees for design, preparation of drawings and specifications for tender, and review of repairs is estimated at \$10,000 to \$15,000. (The ranges are due to the very preliminary nature of the scope of work required at this time)

Given that this bridge is scheduled to be replaced and that replacement could start as early as July 2022, the Township needs to decide if repairs are even warranted. In addition, the Township also needs to decide if they wish to pursue an insurance claim.

It is our recommendation that this bridge remain closed to traffic and the public until repairs are completed or the bridge is replaced.

Please find following this page several photos of some of the damaged areas.

If you have any questions concerning the above, please contact the undersigned at any time.

All of which is respectfully submitted.

Yours truly,



Trevor Hoard, C.E.T.

cc Jeff Molenhuis, P. Eng. Director of Public Works



South Side, third bay from east end - Severe damage at railing panel and diagonal structural member.



South side, third bay from east end – damage at diagonal structural member. Interior angle is completely broken above connection plate location.



North Side, fourth bay from east end – heavy damage to railing panels. Also note blackened area at deck and structural members.



North side, fourth vertical from east end – note blackened areas from vehicle fire



North side, fifth vertical from east end – minor deformation of vertical member from impact



February 25, 2022

The Honourable David Piccini, Minister
Ministry of Environment Conservation and Parks
College Park 5th Floor, 777 Bay St.
Toronto, ON M7A 2J3

Re: Municipal Accommodation Tax and Crown Campgrounds

On January 1st, 2022, the Town of South Bruce Peninsula implemented a Municipal Accommodation Tax (MAT). The tax equates to a 4% fee Levied on short term accommodations including, hotels, motels, rooming houses, bed & breakfast, cottage rentals and campgrounds, for all bookings of 30 days or less.

The Town of South Bruce Peninsula is the first jurisdiction in Ontario to levy the MAT on campgrounds. There are approximately 14 campgrounds within the Town of South Bruce Peninsula. Of those, one is a municipally owned campground, and one is a provincially owned campground, known as the Sauble Falls Provincial Park.

The Town recently amended the MAT program to confirm that our Town owned campground will contribute to MAT in the same manner as all of our privately owned campgrounds.

The Municipal Act states that “the Crown, any agency of the Crown in right of Ontario or any authority.....” Is exempt from MAT. As such, the Sable Falls Provincial Park is not participating in the MAT program.

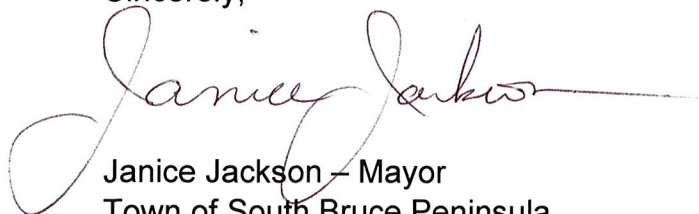
Several campground owners within the Town recently attended a Council meeting and stated their concerns and objections pertaining to the MAT exemption for the Sauble Falls Provincial Park. Town Council and private campground owners believe that this exemption creates an unfair competitive advantage for the provincially operated campground.

Council fully supports the position of our local campground owners and has passed the following resolution

“And further that the Town sends a letter to the Ministry of Environment Conservation and Parks as well as to MPP Bill Walker requesting the removal of the Municipal Accommodation Tax exemption for all Crown owned campgrounds and that this letter is sent to all Ontario municipalities to seek their support”

By way of this letter, we are asking the province to remove exemptions listed within section 400.1 (1) of the Municipal Act pertaining to Crown owned facilities, specifically campgrounds.

Sincerely,

A handwritten signature in dark ink, appearing to read "Janice Jackson", with a long horizontal flourish extending to the right.

Janice Jackson – Mayor
Town of South Bruce Peninsula
Janice.jackson@southbrucepeninsula.com
519-534-1400 ext. 200

cc. MPP Bill Walker

From: [Chris Sargent](#)
To: MMortimer@ocwa.com; admin@omwa.org
Cc: [Clerk's Distribution List](#)
Subject: Town of Collingwood - Termination of Membership in the OMWA
Date: Thursday, March 3, 2022 11:42:05 AM
Attachments: [image001.png](#)

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

March 3, 2022

BY E-MAIL

Ontario Municipal Water Association
 61 Meadowlark Blvd.,
 Wasaga Beach, ON L9Z 3B3

Attn: Mike Mortimer, President & Board of Directors

Dear President Mortimer & Board,

Re: Termination of the Town of Collingwood's Membership in the OMWA

Please be advised that Council of the Corporation of the Town of Collingwood, respectfully wishes to advise you that the Town of Collingwood can no longer remain a member of the Ontario Municipal Water Association. At the regular meeting of Council held January 24th, 2022, Council passed the following motion:

WHEREAS Collingwood is a member of the Ontario Municipal Water Association (OMWA);

AND WHEREAS the OMWA website lists Mr. Ed Houghton as the Executive Director of OMWA;

AND WHEREAS Mr. Houghton was the CEO of Collus Power Corporation and the Acting CAO for the Town of Collingwood when the Town closed the sale of 50% of its interest in Collus Power Corporation to Powerstream Incorporated in 2012 and subsequently used the proceeds to purchase 2 Sprung buildings for the Town's recreation facilities through a sole-sourced procurement;

AND WHEREAS the Town of Collingwood Council of 2014-2018 asked the Chief Justice of the Superior Court of Ontario to strike a Judicial Inquiry into these 2 transactions in 2018 and the then Associate Chief Justice Frank Marrocco was appointed the Commissioner of the Collingwood Judicial Inquiry;

AND WHEREAS Justice Marrocco released his report on November 2, 2020, in which he found that, "undisclosed conflicts, unfair procurements, and lack of transparency stained both transactions;"

AND WHEREAS Justice Marrocco found that when, “the answers to legitimate questions are dismissive, spun, or obfuscated, public trust further erodes” and that, “the relationship between the public and its municipal government may never be the same;”

AND WHEREAS Justice Marrocco found that Mr. Houghton, “enjoyed unusual influence and freedom in his roles with the Town and Collus corporations” and that Mr. Houghton was a central figure in both transactions;

AND WHEREAS Mr. Houghton’s actions during these two transactions, as found by Justice Marrocco in his report, undermined the credibility and integrity of the Town of Collingwood and had a profound, devastating and lasting impact on our community.

NOW THEREFORE BE IT RESOLVED THAT Council terminate the Town’s membership in OMWA effectively immediately;

AND FURTHER THAT a letter be sent to the OMWA Board and copied to all members of OMWA attaching this motion and the link to Justice Marrocco’s Report, “Transparency and the Public Trust: Report of the Collingwood Judicial Inquiry.”

CARRIED.

Please find here the link to the [Transparency and the Public Trust: Report of the Collingwood Judicial Inquiry](#). Should you require anything further, please do not hesitate to contact the undersigned by email at clerk@collingwood.ca.

Yours truly,

TOWN OF COLLINGWOOD

Sara Almas, *CMM III*
Director of Legislative Services / Clerk

CC: Mike Mortimer, President, OMWA Board of Directors
OMWA Member Municipalities



Christopher Sargent B.A.
Coordinator, Clerk’s Services

Town of Collingwood
97 Hurontario Street, P.O. Box 157
Collingwood ON L9Y 3Z5
705-445-1030 Ext. 3294

csargent@collingwood.ca | www.collingwood.ca

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Nigel and Cheryl Gordijk
Wilmot Terry Fox Run,
New Hamburg, ON

Thursday, March 3, 2022

To Patrick Kelly (Director of Finance) and members of Township of Wilmot council,

I am writing to thank you for awarding the Wilmot Terry Fox Run a community grant, which will support our efforts during the 2022 fundraising campaign.

Your financial contribution over the years has been a vital resource that has enabled us to host and promote fundraisers for cancer research in Terry's name.

Unsurprisingly, the Township's generous spirit has been matched by the wonderful people who call Wilmot home. Since the first Terry Fox Run was held in the township in 1996, the community has raised over \$240,000. This will be the year when we surpass a quarter of a million dollars. During a time of uncertainty, when true heroes are scarce, residents have continued to pay tribute to the greatest of Canadian and Métis icons in the most meaningful way: by making donations and saving lives.

We are truly grateful and honoured to be the stewards of Terry's legacy in Wilmot, a rural community that shares his values of empathy, hard work, and selflessness.

Kind regards,

Nigel Gordijk

Co-organizer

wilmotterryfoxrun@gmail.com / www.wilmotterryfox.ca

January 18, 2022

Annual Report 2021
Township of Wilmot Integrity Commissioner

I was appointed Integrity Commissioner for the Township of Wilmot in March 2013 (By-law 2013-16) in conformity with Section 223.3 (1) of the Ontario *Municipal Act, 2001* as revised in 2017.

Under the *Municipal Act, 2001* the Integrity Commissioner “is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.” (section 223.3(1))

The *Municipal Act, 2001* refers to the possibility of the Integrity Commissioner providing “a periodic report to the municipality on his or her activities” and I have done so through an annual report to Council on investigations completed and underway. This report will continue that practice and to set out some observations for future reference based on the Integrity Commissioner’s 2021 activities.

Integrity Commissioner Activity 2021

Investigations prompted by several applications filed in 2020 were not completed until early 2021. In two cases (IC Reports 2020-01 and 2020-02) I determined that contraventions of the Code had occurred and recommended penalties in relation to those findings as provided for under Section 223.4 (5) of the *Municipal Act, 2001*. Since these were the first investigations in Wilmot that led to such findings, Council carefully considered the reports and their implications and, in each case, imposed a penalty under Section 223.4 (5). My investigations of the two other cases originally submitted in 2020 led me to conclude in (IC Reports 2020-03 and 2020-04) that no contraventions had occurred.

During 2021, I received no applications to investigate violations of the Code of Conduct for Members of Local Boards or the *Municipal Conflict of Interest Act* but an additional seven formal applications were filed for an investigation under the Township of Wilmot's Code of Conduct for Elected Members. In no instance did I conclude that the evidence demonstrated that the Code of Conduct for Elected Members had been violated. Nevertheless, the number of applications filed was unprecedented and each required a considerable amount of time to investigate and to prepare a report as required under the *Municipal Act, 2001* section 223.6. I also responded to several questions about the applicability of both Codes of Conduct and the *Municipal Conflict of Interest Act* from elected officials, staff and members of the public and provided advice as necessary.

Commentary

Together these Code of Conduct applications and the inquiries based on them compel me to include some additional commentary in this Annual Report even though the behaviour or incidents that generated new complaints in 2021 were ultimately not found to be verifiable violations of the Code. The Code of Conduct does permit the Integrity Commissioner to refuse to investigate allegations that are deemed to be "frivolous or vexatious or beyond his jurisdiction," but the requests filed in 2021 reflect matters of public concern that for a number of reasons required thorough investigations.

For one thing, the allegations were lodged during a period of considerable controversy in Wilmot, particularly in relation to the future of the Prime Ministers Path, and I believed it would be irresponsible of me to set them aside strictly on technicalities or because of other deficiencies in the application itself. Furthermore, the complaints were filed by residents who believed that they had observed unacceptable behaviour by elected officials in the performance of their public duties and who believed that the Code of Conduct is the appropriate means available to them to address such questions. In addition, since the role of the Integrity Commissioner and the nature of the legislative parameters implicit in the Code of Conduct are relatively new features of the municipal system in Ontario, I see the investigations - as explained in the reports themselves - as a contribution to my educational role as Integrity Commissioner (point 7 on the list above). That is, I have undertaken these inquiries in 2021 in the interests of helping to clarify for Council and the community the applicability of the Township's Code of Conduct and to provide guidance to those who may wish to consider making submissions in the future. As I stated in IC Report 20121-07, though, new submissions based exclusively on incomplete, imprecise or otherwise unverifiable evidence or submissions that are not tied in some way to the substantive rules found in the Code of Conduct will not be investigated in this way.

Developments Provincially in 2021

In the spring of 2021, the Ministry of Municipal Affairs and Housing initiated a consultation with the municipal sector and the public to examine "what changes or mechanisms are needed to better hold council members accountable for municipal code of conduct violations," "how to more effectively enforce these codes" and "whether a broader range of penalties for violations of the codes of conduct are needed." At the present time, I have been unable to determine whether the Province has as yet concluded what changes may be

needed and what changes may be implemented. I will share any developments with Council as information becomes available.

Requests for Inquiries in 2022

Revisions to section 223.4 (7) of the *Municipal Act, 2001* that took effect on March 1, 2019 have instituted a limitation on inquiries under the two Codes of Conduct and the *Municipal Conflict of Interest Act* during a year when a regular election is scheduled (that is, 2022).

Basically, the revised legislation calls for the termination of any inquiry by an Integrity Commissioner under the two Codes of Conduct that has not been completed before nomination day. Therefore, in the period starting on nomination day and ending on voting day no requests for an inquiry will be accepted, no reports will be submitted to the municipality about whether a member of council or of a local board has contravened the applicable code of conduct and Council may not consider whether to impose any penalties that may be recommended in such a report. The amendment to the *Municipal Act, 2001* also applies these limitations to inquiries made under the *Municipal Conflict of Interest Act* during this period but extends the applicable filing period as established in the *Act* to permit additional time to file the request “within six weeks after voting day.” (section 223.4 (5.2)).

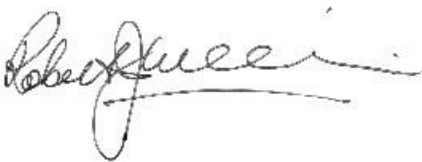
Under the *Municipal Elections Act, 1996*, as revised in 2021, “Nomination day for a regular election is the third Friday in August in the year of the election” (section 31) and voting day is the fourth Monday in October (section 5). In 2022, nomination day is August 19 and voting day is October 24.

Conclusion

I am prepared to work with Staff on revisions to the Township’s two Codes of Conduct and associated documents and will continue to maintain regular contact with other Municipal Integrity Commissioners across Ontario as part of my professional development.

I appreciate the opportunity to serve the Township of Wilmot in this important responsibility.

Respectfully submitted,



Integrity Commissioner
Township of Wilmot