

Council Meeting Agenda

Regular Council Meeting

Monday, May 16, 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 May 16, 2022 at 6:30 p.m. in accordance with Section 239 (2) (f) of the Municipal Act, 2001, to consider the following:

1. Land Donation Review - Section 239 (2) (f) - Advice subject to Solicitor-client Privilege.

2. MOTION TO RECONVENE IN OPEN MEETING

RECOMMENDATION

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

3. MOMENT OF SILENCE

4. TERRITORIAL ACKNOWLEDGEMENT

Councillor C. Gordijk

5. ADDITIONS TO THE AGENDA

6. ADOPTION OF THE AGENDA

RECOMMENDATION

That the Agenda as presented for Monday May 16, 2022 be adopted.

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

8. MINUTES OF PREVIOUS MEETINGS - NIL

9. PUBLIC MEETINGS - NIL

10. PRESENTATIONS

- 10.1. Whitesell and Company - Township of Wilmot Organizational Structure Review and People Plan - Overview

6

11. CONSENT AGENDA RECOMMENDATION

THAT the recommendations of the following reports be approved.

- 11.1. 121 Huron Street Parking Lot Repair Contract Award, PFRS-2022-20
RECOMMENDATION

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THAT Report PFRS 2022-020 121 Huron Street Parking Lot Repair Contract Award be received; and

THAT RFP 2022-16 be awarded to A. Wesley Paving Ltd. for a maximum value of \$55,700 plus HST.

- 11.2. Environmental Services, Geotechnical Testing and Investigation - PWE-2022-23

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THAT Report PWE 2022-23, Environmental Services, Geotechnical Testing and Investigation be received for information, and,

THAT Council award RFP 2022-12, Environmental Services, Geotechnical Testing and Investigation to MTE Consultants, as per their proposal submission dated April 6, 2022, in the amount of \$80,450 per year, plus HST, for a three (3) year contract term, with the option of two (2) additional one (1) year terms, and,

THAT staff be directed to execute the Consulting Engineering Agreement document required for MTE Consultants to proceed with the scope of services and tasks contained in the proposal document.

- 11.3. Inflow and Infiltration Reduction and Capacity Management Study, PWE-2022-20

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RECOMMENDATION

THAT Report PWE 2022-20, Inflow and Infiltration and Capacity Management Study be received for information, and,

THAT Council award RFP 2022-13, Inflow and Infiltration Reduction and Capacity Management Study to GM Blue Plan Engineering Limited, as per their proposal submission dated April 1, 2022, in the amount of \$190,542.00 plus HST, and,

THAT staff be directed to execute the Consulting Engineering Agreement document required for GM Blue Plan Engineering Limited to proceed with the scope of services and tasks contained in the proposal document.

- 11.4. Municipal Election Compliance Audit Committee Terms of Reference, ILS-2022-16** 25

RECOMMENDATION

THAT Report ILS 2022-16, Terms of Reference for the Municipal Election Compliance Audit Committee (MECAC), be approved.

- 11.5. Norm Hill Park Playground Resurfacing Contract Award, PFRS-2022-21** 36

RECOMMENDATION

THAT Report PFRS 2022-021 Norm Hill Park Playground Resurfacing Contract Award be received; and

THAT RFP 2022-21 Pour-In-Place Rubber Playground Surfacing at Norm S. Hill Park be awarded to Softline Solutions AB Inc. at a cost of \$99,900 plus HST.

12. REPORTS

- 12.1. Committee Request for Council to Cover Rental Fees for Insurance for a Bike Safety Event, ILS-2022-17** 39

RECOMMENDATION

THAT Report ILS 2022-17 be received for information, and further,

THAT the rental fees and insurance premiums for the Community Safety and Crime Prevention Engagement Committee's Bike Safety Event on May 29, 2022 from 1:00 pm to 4:00 pm at the Wilmot Recreation Complex arena floor be funded from the Council Special Events budget.

12.2. Draft Plan of Condominium Application 30CDM-22601, 101 Arnold Street, New Hamburg, DS-2022-12

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RECOMMENDATION

THAT That Draft Plan of Condominium Application 30CDM-22601 (Dixie Developments Inc.) be recommended to the Regional Municipality of Waterloo for draft approval subject to the following conditions:

1. That this approval applies to Draft Plan of Condominium 30CDM-22601 prepared by Guenther Rueb Surveying Limited and with a Surveyor's Certificate of January 10, 2022;
2. That the condominium declaration shall include the following:
3. That the owner shall grant any additional easements or rights of access required for utility or municipal services purposes to the satisfaction of the Director of Public Works and Engineering.
4. The owner acknowledges and agrees that the property shall contain one (1) Township owned water meter for metering/billing purposes by the Township to the owner. Secondary meters may be purchased for sub-metering individual units. The purchase, installation, maintenance and billing through the secondary meters is the responsibility of the owner.
5. The owner acknowledges and agrees to ensure that the minimum designed liquid retention volume of the on-site storm water management system is maintained at all times and to inspect the facility at least once in the spring and once in the fall each year (and as per manufacturer recommendations) and, if necessary, clean and maintain the facility to prevent excessive build-up of sediments and/or vegetation.
6. That, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a parkland dedication fee of \$3100.

12.3. Under 15 Canadian National Softball Tournament Funding Request, PFRS-2022-19

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RECOMMENDATION

THAT Report PFRS 2022-019 be received for information purposes; and

THAT the Township support the upcoming Under 15 (U-15) Canadian National Championship Softball Tournament through sponsorship of \$1,000 from the Economic Development operating budget; and

THAT in-kind support for marketing and promotions as well as event planning be provided to the organizing committee.

13.	CORRESPONDENCE	
13.1.	Heritage Wilmot Advisory Committee Minutes	51
13.2.	City of Waterloo Council Resolution Ontario Building Code	57
13.3.	Township of West Lincoln Funeral, Burial and Cremation Services Act	60
14.	BY-LAWS	
	RECOMMENDATION	
	THAT By-law Nos 2022-23 and 2022-24 be read a first, second and third time and finally passed in Open Council.	
14.1.	By-law No. 2022-23 To Rescind By-law No. 2018-26	61
14.2.	By-law 2022-24 To Appoint a Clerk	62
15.	NOTICE OF MOTIONS	
16.	ANNOUNCEMENTS	
17.	BUSINESS ARISING FROM CLOSED SESSION	
18.	CONFIRMATORY BY-LAW	63
	RECOMMENDATION	
	THAT By-law No. 2022-25 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.	



Organizational Structure Review & People Plan

April - September 2022
Presented by: John Whitesell, PhD

TOWNSHIP OF WILMOT COUNCIL PRESENTATION

MAY 16, 2022

Whitesell & Company

Wilmot OSR & People Plan

PURPOSE, PROCESS & OPERATIONAL EFFECTIVENESS

Whitesell & Company



Purpose – Organizational Structure Review

The purpose of the Wilmot organizational review is to assess the existing processes, practices, staffing, and organization structure to identify opportunities for improvement that will optimize service delivery and modernization opportunities while making the best use of resources.

Purpose – People Plan

Identify options and develop a *People Plan* that will ensure efficiency and effectiveness in meeting current and anticipated (5-10 years) service delivery requirements and to provide for implementation of strategic priorities.



PHASE 1

April to June

Project Launch & Situation Analysis

PHASE 2

June

External Environment Scan

PHASE 3

July to August

Review / Evaluation

PHASE 4

September

People Plan & Final Report

Organization Structure Review & People Plan — Alignment



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“The metaphor of a caterpillar transforming itself into a butterfly may be romantic but the experience is a highly unpleasant one for the caterpillar. In the process, it goes blind, its legs fall off and its body is torn apart to allow the beautiful wings to emerge.”



Strategic Change

The Individualized Corporation
Sumantra Goshal & Christopher A. Bartlett



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PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2022 - 020

TO: Council

SUBMITTED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

PREPARED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

REVIEWED BY: Sharon Chambers, CAO

DATE: May 16, 2022

SUBJECT: 121 Huron Street Parking Lot Repair Contract Award

RECOMMENDATION:

THAT Report PFRS 2022-020 121 Huron Street Parking Lot Repair Contract Award be received; and

THAT RFP 2022-16 be awarded to A. Wesley Paving Ltd. for a maximum value of \$55,700 plus HST.

SUMMARY:

RFP 2022-16 was issued seeking experienced asphalt repair and paving contractors to bid on a repair project for the laneway and parking lot at 121 Huron Street, New Hamburg where the Fire Hall and the Library are located. Three contractors submitted bids on the project and after staff evaluation the recommendation is to award the project to A. Wesley from Burlington ON.

BACKGROUND:

This parking lot is a high traffic downtown New Hamburg public parking area shared with the New Hamburg library and the New Hamburg Fire Hall. The asphalt in the entrance lane shows

significant failure with numerous potholes and cracks. The remainder of the lot requires repairs to line cracks and relining. This project was approved as part of the 2022 Capital Budget.

REPORT:

An RFP was issued to seek contractors to reconstruct the entrance laneway and provide separate pricing for repairing cracking in the remaining laneway and line painting at the public lot located at 121 Huron Street, New Hamburg.

In April 2022, tender 2022-016 was issued to seek experienced contractors to complete this work. There was a total of fifteen (15) plan takers, and when the bidding closed on Wednesday April 20, 2022, three (3) companies provided submissions through the Bids and Tenders online portal as follows:

Proponent	Location
A. Wesley Paving Ltd.	Burlington ON
GT Associates Eng.	Brampton ON
KW Cornerstone Paving Ltd.	Kitchener ON

After staff evaluated the submissions and used the scoring method outlined in the RFP, the preferred contractor was A. Wesley out of Burlington ON. A. Wesley proposed a total of four (4) days to complete the project with a minimum of one (1) day with the lot closed to the public for paving. This proposal was the shortest duration compared to the other bids, creating the least amount of public access disruption.

Staff will be notifying local businesses and communicating to residents through signage and social media to inform them of the disruption for the repair project. The goal is to complete this work as soon as the contractor can mobilize should Council approve this report.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Awarding this repair contract aligns with the corporate goals of Quality of Life by providing safe, parking lots for public access. This contract also meets the Responsible Governance goal for fiscal responsibility.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Decent Work and Economic Growth.

FINANCIAL CONSIDERATIONS:

The RFP had three (3) line items included in the base price, including lane replacement, crack repairs and painting of lines and markings. An extra price was requested that would only be applicable if the site must be remobilized to permit emergency access for fire trucks during the parking lot repair closure.

A. Wesley Paving Ltd. included the following prices:

ITEM	PRICE
Laneway Replacement	\$46,200
Crack Repairs	\$1,425
Paint – Lines and Markings	\$1,100
TOTAL (Without Emergency Remobilization)	\$48,725 + HST
EXTRA – Remobilization Due to Emergency Service Call Only	\$4,600
TOTAL (With Emergency Remobilization)	\$53,325 + HST

The total cost including emergency remobilization net of HST is \$56,680.32, however, should the emergency remobilization not be required, a savings of approximately \$4,700 would be applied bringing this project under the budgeted amount of \$50,000.

ATTACHMENTS:

N/A



PUBLIC WORKS AND ENGINEERING

Staff Report

REPORT NO: PWE 2022-23

TO: Council

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

PREPARED BY: Mark Jeffery, CET, Senior Engineering Technologist

REVIEWED BY: Sharon Chambers, CAO
 Patrick Kelly, CPA, CMA, Director of Corporate Services/ Treasurer

DATE: May 16, 2022

SUBJECT: Environmental Services, Geotechnical Testing and Investigation

RECOMMENDATION:

THAT Report PWE 2022-23, Environmental Services, Geotechnical Testing and Investigation be received for information, and,

THAT Council award RFP 2022-12, Environmental Services, Geotechnical Testing and Investigation to MTE Consultants, as per their proposal submission dated April 6, 2022, in the amount of \$80,450 per year, plus HST, for a three (3) year contract term, with the option of two (2) additional one (1) year terms, and,

THAT staff be directed to execute the Consulting Engineering Agreement document required for MTE Consultants to proceed with the scope of services and tasks contained in the proposal document.

SUMMARY:

This report outlines the proposal processes and recommends award of study to the successful consultant to undertake the Environmental Services and Geotechnical Testing and

Investigations required to provide geotechnical engineering support for the Township's operational and capital projects.

BACKGROUND:

Geotechnical and environmental consulting engineering services are required for the reconstruction of Victoria Street, Boullee Street, Casselholme Crescent and Greenwood Drive, along with the Township's annual operation programs such as Hot Mix Paving, Concrete Sidewalk and Surface Treatment. The proposed improvements, repair and replacement works for these roadways will require geotechnical and environmental sub-consultants to ensure the constructed product meets regulatory requirements for soil quality, as well that material specifications are met for asphalt, concrete and base preparation.

In past years, staff would typically engage with a number of different geotechnical sub-consultants on each individual project. This was challenging to manage with the volume of on-going projects. As such, a comprehensive term contract was pursued to allow for process efficiencies, potential bulk cost savings and ideally allow for timely and more anchored service from one sub-consultant.

The Township has requested proposals from qualified, geotechnical consulting engineers to be retained to oversee the Environmental Services for the excess soil requirements, in accordance with O. Reg 409/19, as required based on the implementation of this new regulation, completing the necessary excess soil documentation, and to provide on-call services to undertake the necessary geotechnical examinations such as, subgrade inspection, material testing and compaction during the construction phase of the above noted projects. The intent is to provide efficiencies and to have one environmental and geotechnical engineering consultant engaged in these capital and operating projects for the duration of the contract.

The engineering consultants were required to provide a proposal which addressed the three components identified below in addition to a proposal fee estimate of expenses/disbursements and a total upset price, with a breakdown of the major items described in the proposal scope is required.

REPORT:

On March 17, 2022, the request for proposal was made available online through the Township's online e-bidding site. There were a total of twenty-two (22) proposal takers, with seven (7) proposals received at time of close on April 6, 2022.

Proponent	Location
DS Consultants Ltd	Cambridge, Ontario
Englobe	Kitchener, Ontario
GEI Consulting Engineers and Scientists	Barrie, Ontario
MTE Consultants	Kitchener, Ontario
Peto MacCallum Limited	Kitchener, Ontario

Pinchin Ltd.	Waterloo, Ontario
SAFFA Engineering Ltd.	Markham, Ontario

An internal selection committee consisting of staff from Public Works and Engineering reviewed and evaluated the proposals based on the following evaluation criteria:

Section	Component	Weighting (%)
1	Company Profile, Team Structure & Staff Qualifications	30
2	Understanding & Approach/ Methodology	25
3	Experience and References	15
4	Proposal Fee Estimate	30

The proposals were independently evaluated and scored for adequacy to address the requested project scope. Following that, the proposal fee estimates were evaluated separately, and a final selection was made based on the comprehensive evaluation criteria.

As a result of the highest-ranking proposal, MTE Consulting is recommended to be authorized for award, at an annual cost of \$80,450, plus HST.

MTE Consultants demonstrated a comprehensive understanding of the scope of the proposal that was requested and addressed the anticipated environmental and geotechnical tasks within their proposal. MTE Consultants have extensive environmental and geotechnical experience on similar projects within the Township and the Region. MTE Consultants also identified a strong, locally situated project team to be engaged with the Township for the duration of the contract.

If Council proceeds with award of this proposal submission, the Township will authorize MTE Consultants to proceed with the Environmental Services and Geotechnical Testing and Investigation programs required for the completion of the tasks identified within the RFP document.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Quality of Life through Active Transportation and Transit investments; and
- Responsible Governance through Active Communications, Fiscal Responsibility and Infrastructure Investments.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

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

FINANCIAL CONSIDERATIONS:

The budget for this scope of work is included within the program or capital budget amounts approved in the 2022 Work Program. The general funding need is outlined below:

Funding Source	Amount
Various Capital and Operating Budgets	\$ 100,000
Total Budget	\$ 100,000

Given the proposal amount of \$81,865.92 net of HST, RFP 2022-12, Environmental Services, Geotechnical Testing and Investigation Program is anticipated to remain within the annual budget allocation for each year of the three-year term contract.

ATTACHMENTS:

None



PUBLIC WORKS AND ENGINEERING

Staff Report

REPORT NO: PWE 2022-20

TO: Council

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

PREPARED BY: Mark Jeffery, CET, Senior Engineering Technologist

REVIEWED BY: Sharon Chambers, CAO
 Patrick Kelly, CPA, CMA, Director of Corporate Services/ Treasurer

DATE: May 16, 2022

SUBJECT: Inflow and Infiltration Reduction and Capacity Management Study

RECOMMENDATION:

THAT Report PWE 2022-20, Inflow and Infiltration and Capacity Management Study be received for information, and,

THAT Council award RFP 2022-13, Inflow and Infiltration Reduction and Capacity Management Study to GM Blue Plan Engineering Limited, as per their proposal submission dated April 1, 2022, in the amount of \$190,542.00 plus HST, and,

THAT staff be directed to execute the Consulting Engineering Agreement document required for GM Blue Plan Engineering Limited to proceed with the scope of services and tasks contained in the proposal document.

SUMMARY:

This report outlines the proposal processes and recommends award of study to the successful consultant for the completion of the Inflow and Infiltration Reduction and Capacity Management Study.

BACKGROUND:

During the 2019 budget approval process, funds were allocated for an Inflow and Infiltration Study for the existing sanitary sewer systems in Baden and New Hamburg. Through this study, it was identified the sanitary sewer system conveys approximately 1,282,500m³ of sanitary sewage annually, with approximately 30% to 40% of that volume being additional flows resulting from inflow and infiltration from snow melt, rainwater and groundwater entering the sanitary system. This extra flow equates to approximately \$450,000 to \$600,000 in additional treatment costs annually for the Township.

The 2019 study also provided recommendations to the Township on continued reduction program enhancement, and key focus areas were identified for further and more detailed investigation. Further detailed investigation will assist the Township in identifying and implementing cost effective and innovative strategies to reduce inflow and infiltration in the system to reduce the impacts of these flows on the system.

The funds allocated for the 2022 project will be dedicated to more detailed investigation as recommended in the 2019 study. This will include project planning and site investigation, such as dye and smoke testing resulting in the establishment of an annual program for the repair/rehabilitation efforts to reduce inflow and infiltration in specific areas.

The establishment of an annual program will provide best practices for repair and rehabilitation efforts, including projected capital and operating costs to reduce inflow and infiltration in the sanitary system in effort to free up additional sanitary system capacity to allow for additional development through intensification and to reduce the annual expenditure for sanitary sewer treatment for the Township.

REPORT:

On March 10, 2022, the request for proposal was made available online through the Township's online e-bidding site. There was a total of seven (7) proposal takers, with two (2) proposals received at time of close on April 1, 2022.

Proponent	Location
Civica Waste Management Solutions	Vaughan, Ontario
GM Blue Plan Engineering Limited	Hamilton, Ontario

An internal selection committee consisting of staff from Engineering reviewed and evaluated the proposals based on the following evaluation criteria:

Section	Component	Weighting (%)
1	Company Profile / Team Structure / Staff Qualifications	20

2	Understanding, Approach and Methodology	25
3	Experience and References	15
4	Schedule / Work Plan	15
5	Form 1 - Fee Estimate	25

The proposals were independently evaluated and scored for adequacy to address the requested project scope. Following that, the fees were evaluated separately, and a final selection was made based on the comprehensive evaluation criteria.

As a result of the highest-ranking proposal, GM Blue Plan Engineering Limited is recommended to be authorized for award, at a cost of \$190,542.00 plus HST.

GM Blue Plan Engineering Limited demonstrated a comprehensive understanding of the scope of the study requested and addressed the scope anticipated for this project within their proposal. In addition, GM Blue Plan Engineering has completed numerous inflow and infiltration assessments and provided work plans and recommendations to municipalities across the province and therefore possess the qualifications and experience necessary to successfully complete this program.

If Council proceeds with award of this proposal submission, the Township will authorize GM Blue Plan Engineering Limited to proceed with the Infiltration and Inflow Reduction and Capacity Management Study and completion of the tasks identified within the RFP document.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Quality of Life through Active Transportation and Transit investments; and
- Responsible Governance through Active Communications, Fiscal Responsibility and Infrastructure Investments.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

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

FINANCIAL CONSIDERATIONS:

The 2022 Capital Program included a provision for these consulting services as noted below:

Funding Source	Amount
Infrastructure Reserve Funds – Sanitary	\$ 200,000
Total Budget	\$ 200,000

Given the proposal amount of \$193,895.54 net of HST, RFP 2022-13, the Inflow and Infiltration Reduction and Capacity Management Study is anticipated to remain within the budget allocation allocated to this project.

ATTACHMENTS:

None



INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2022-16

TO: Council

SUBMITTED BY: Sharon Chambers, CAO Deputy-Clerk

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

REVIEWED BY: Sharon Chambers, CAO

DATE: May 16, 2022

SUBJECT: Municipal Election Compliance Audit Committee Terms of
Reference

RECOMMENDATION:

THAT Report ILS 2022-16, Terms of Reference for the Municipal Election Compliance Audit Committee (MECAC), be approved.

SUMMARY:

The Terms of Reference for the Municipal Election Compliance Audit Committee are updated by the area Clerks prior to each municipal election. Council is asked to approve the updates.

BACKGROUND:

The Municipal Elections Act, 1996 (the Act) requires Council to establish a Compliance Audit Committee before October 1 of an election year for the purposes of considering applications requesting a compliance audit of a candidate's or registered third party advertiser's election campaign finances.

The Compliance Audit Committee serves the same term of office as Council. In the Region of Waterloo, a joint approach is taken to create a Municipal Election Compliance Audit Committee (MECAC). The MECAC will serve the following municipalities:

- The Region of Waterloo
- The City of Kitchener
- The City of Waterloo
- The City of Cambridge
- The City of Guelph
- The Township of Wilmot
- The Township of Wellesley
- The Township of Woolwich
- The Township of North Dumfries

On June 25, 2018, Council approved Report No. CL2018-14 which approved the Terms of Reference for the Municipal Election Compliance Audit Committee (MECAC). Following the 2018 Municipal Election, the Township of Wilmot did not require the services of MECAC.

REPORT:

In preparation for the 2022 Municipal Election, municipalities are again required to appoint members to serve on MECAC. Area Clerks in Waterloo Region and the City of Guelph have been discussing this matter and feel a joint MECAC is still appropriate for the needs of the municipalities within Waterloo Region and the City of Guelph.

The proposed Terms of Reference have been amended to reflect the following changes as well:

- An increase in remuneration from \$175 per meeting to \$200 per meeting;
- The Clerk of the Host Municipality has the right to develop additional administrative practices and procedures at any time, as permitted in the Act section 88.37 (6);
- A pool of up to ten (10) members for MECAC will be developed and approved by the Clerks of the Participating Municipalities. Appointment to the MECAC pool will be approved by a majority vote of the Clerks;
- Schedule A defines conflicts of pecuniary interest

Following the approval of the proposed Terms of Reference, the Waterloo Region Area Clerks will advertise this committee opportunity throughout Waterloo Region and the City of Guelph. Council and the public will be advised of member appointments through an informational report.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Though the establishment of the Municipal Election Compliance Audit Committee is a legislated requirement, communications about MECAC, the opportunity to serve on MECAC and the work completed by MECAC aids in the fulfillment of the following Strategic Plan actions:

- Quality of Life – accessibility and inclusivity
- Community Engagement – belonging, community events, support for community groups / volunteers / youth
- Responsible Governance – active communication

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

N/A

FINANCIAL CONSIDERATIONS:

The costs associated with the Municipal Election Compliance Audit Committee are paid by the host municipality when, or if, MECAC is needed to consider an application for a compliance audit. The host municipality would be required to pay the per meeting remuneration, mileage and any other costs associated with the conduct of the meeting. If MECAC finds no reasonable grounds for the application, the host Council are entitled to recover the costs. Also, if an audit is granted by MECAC and no apparent contravention is found, the host Council is entitled to recover the auditor's costs.

ATTACHMENTS:

MECAC Terms of Reference

Municipal Election Compliance Audit Committee (MECAC)

Terms of Reference

Refer to Section 88.37 of the *Municipal Elections Act, 1996*

1. Name of Committee

The Participating Municipalities have agreed to create a joint Municipal Election Compliance Audit Committee which is named:

the “Municipal Election Compliance Audit Committee” (“MECAC”)

2. Definitions

“Act” means the “*Municipal Elections Act, 1996*” as amended.

“Clerk” means the Clerk of the municipality or designate.

“Conflict of Interest” means a situation in which a member is in a position to derive personal benefit from actions or decisions made in their official capacity on the Committee

“Conflict of Pecuniary Interest” means the potential, perceived or actual financial gain or loss a Member may experience, directly or indirectly, from their membership on the Committee.

“Host Municipality” means the municipality where the application for a compliance audit is received. A Host Municipality can only receive applications for candidates or third parties registered in its municipality.

“Participating Municipalities” means the municipalities who have agreed to participate in a joint MECAC and includes:

- The City of Cambridge
- The City of Guelph
- The City of Kitchener
- The City of Waterloo
- The Township of North Dumfries
- The Township of Wellesley
- The Township of Wilmot
- The Township of Woolwich
- The Region of Waterloo

3. **Duration**

The term of office for the committee shall be from November 15, 2022 to November 14, 2026 to deal with applications from the 2022 election and any by-elections during Council's term.

The establishment of this Committee and its terms of reference will be reviewed prior to the start of the next term of Council.

4. **Mandate**

The MECAC will operate within the provisions of the Act.

The MECAC will consider an application for a compliance audit of a candidate's or registered third party's election campaign finances received under Sections 88.33 or 88.35 of the Act from an elector to determine if the application should be granted or rejected. If granted, the MECAC will appoint an auditor, receive and consider the auditor's report, and decide whether legal proceedings should commence or if there were reasonable grounds for the application.

MECAC will also receive the Clerk's report identifying apparent contribution contraventions, prepared under Section 88.34 of the Act. Within 30 days after receiving a Clerk's report, the MECAC shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

5. **Advertising, Applications and MECAC Pool Selection**

The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities to solicit membership for the MECAC pool. Staff will also contact and solicit those individuals with the qualifications listed in Section 6 of these Terms of Reference. In addition, previous MECAC members may be contacted, along with direct contacts by municipal staff.

All applicants will be required to complete an application form outlining their qualifications and experience. The Clerks of the Participating Municipalities will meet to review the applications. A pool of up to ten (10) members for MECAC will be developed and approved by the Clerks of the Participating Municipalities. Appointments to the MECAC pool will be approved by a majority vote of the Clerks.

6. **MECAC Pool Eligibility**

Members of the MECAC pool will be selected on the basis of the following:

- demonstrated knowledge and understanding of municipal election financing rules;
- proven analytical and decision-making skills;
- experience working on a committee, task force or similar setting;
- availability and willingness to attend meetings during the day or evening;
- excellent oral and written communication skills
- expertise in:
 - accounting and audit;
 - academic with expertise in political science or local government;
 - legal;
 - knowledge of the campaign finance rules contained in the Act.

Members of the MECAC pool shall not include:

- members of any municipal Council represented;
- employees or officers of the municipalities represented;
- any persons who are candidates in the election for which the committee is established; or
- any persons who are registered third parties in the municipality in the election for which the committee is established.

7. Committee Selection

When an application is made to MECAC, the Clerk of the Host Municipality shall determine the composition and membership of the Committee. The Committee shall be composed of not fewer than three (3) and not more than seven (7) members from the MECAC pool.

To determine membership, the Clerk of the Host Municipality shall contact members of the pool to form the membership of the Committee to hear the application. It is at the full discretion of the Clerk of the Host Municipality to determine the order that members from the MECAC pool will be contacted.

The Chair of the MECAC will be selected by resolution at the start of the first meeting of each MECAC application by the members present.

8. Committee Meetings

Meetings of the Committee shall be open to the public. The meetings may be held either in person or electronically at the host municipal clerk's discretion.

8.1 Closed Meetings of Committees

MECAC may deliberate in closed session as needed and will follow the procedures of the Host Municipality.

8.2 Timing of Meetings

Meetings shall be called by the Clerk of the Host Municipality as required under the provisions of the *Municipal Elections Act*. The periods for receiving applications and holding meetings shall be as established by the *Municipal Elections Act*.

The Clerk of the Host Municipality will be responsible for determining the location of the meeting, scheduling the meeting and communicating the meeting details directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk of the Host Municipality.

8.3 Meeting Notices, Agenda and Minutes

The agenda shall constitute notice. A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays, the agendas and minutes of the meetings shall be posted on the member municipality's website. Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

The Clerk of the Host Municipality is responsible for the administrative duties associated with MECAC, but may contact the Clerk of any of the participating municipalities for assistance with minutes or any other matters if required.

8.4 Meeting Procedures

Quorum will be a majority of the members of the MECAC.

Voting by consensus will be used for decisions of the Committee or a majority vote by members, usually performed by the show of hands. The Chair is also entitled to a vote on MECAC.

Meetings will be governed by the Procedural By-law of the Host Municipality and Roberts Rules of Order as required.

8.5 Meeting Remuneration and Expenses

Members of the MECAC shall be paid a rate of \$200 per meeting plus the applicable mileage rate from the Host Municipality. Expenses will be paid by the Host Municipality.

9. **Conflict of Interest Policy**

Members of the MECAC will conform to the Conflict of Interest Policy, attached as Schedule "A" to these Terms of Reference.

10. **Removal of Members**

The current MECAC may recommend to the Clerk of the Host Municipality for the removal of a member for reasons as listed, but not limited to:

- the member being in contravention of the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Elections Act, 2001* or the *Municipal Elections Compliance Audit Committee Conflict of Interest Policy*;
- the member being in contravention of the Code of Conduct and/or Procedural By-law of the Host Municipality; or
- other legal issues
- If a member is unable to attend three meetings in a row
- The member becomes unable to fulfill the duties of the MECAC Pool

The Clerk of the Host Municipality may select another person from the MECAC Pool if necessary.

11. **Errors/Omissions**

The accidental omission to give notice of any meeting of the MECAC to its members, or the non-receipt of any notice by any of the members, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any members of the MECAC may at any time waive notice of the meeting.

12. **Administrative Practices and Procedures**

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act, 1996*.

The Clerk of the Host Municipality, has the right to develop additional administrative practices and procedures at any time.

Municipal Elections Compliance Audit Committee (MECAC)

Conflict of Interest Policy

Policy Application

This policy applies to the Municipal Elections Compliance Audit Committee (MECAC) for the municipalities of the Region of Waterloo, Cities of Cambridge, Guelph, Kitchener, Waterloo, Townships of North Dumfries, Wellesley, Wilmot and Woolwich.

Operating Principles:

Members of the MECAC have a duty to conduct themselves in an impartial and objective manner. It is recognized that appointees have a broad range of interests and, from time to time, actual or perceived conflicts of interest or conflicts of pecuniary interest (or the appearance of such conflicts) may arise. The purpose of this policy is to enable the MECAC to deal with such conflicts in as open and appropriate a way as possible.

It is understood that members of MECAC will perform their duties in such a way as to promote public confidence and trust in the integrity, objectivity and impartiality of the Committee. No member shall directly or indirectly receive any profit from his/her position, provided that an honorarium, as established in the Terms of Reference and reasonable expenses may be paid in the performance of their duties.

Definitions

“Affected Party” means any individual, partnership, corporation, organization or other legal entity which has an interest in property, objects or other assets which are the subject matter of consideration by the Committee;

“Business associate” means an individual in a formal partnership or in a shared ownership of a company or enterprise with a Member;

“Committee” is the Municipal Elections Act Compliance Audit Committee (MECAC);

“Immediate family” means a parent, child, spouse or common-law spouse of a Member;

“Member” is an individual formally appointed to the MECAC in accordance with the Terms of Reference.

Conflicts

Conflicts of pecuniary interest arise when Members may financially benefit, directly or indirectly, from their membership on a Committee. Such involvements include, but are not limited to, the following:

- Members being the Affected Party or employed by or doing business with the Affected Party
- Members’ immediate family being the Affected Party or employed by or doing business with the Affected Party

- Members' business associates being the Affected Party or employed by or doing business with the Affected Party

A conflict of interest may be an actual or perceived conflict of pecuniary interest. The same duty to disclose applies to each. The pecuniary interests of a Member's immediate family or business associate are considered to also be the pecuniary interests of the Member. Full disclosure in itself does not remove a conflict of interest.

Principles and procedures

It is important that Members be sensitive to appearance and perception and err on the side of transparency. In case of conflicts, whether personal or pecuniary, actual, potential or apparent, Members are expected to fully disclose the potential conflict. Members shall disclose any potential conflicts to the Clerk of the Host Municipality prior to being appointed to the Committee. If a potential conflict arises while sitting on the Committee, the Member shall disclose it as soon as it arises and before the Committee makes any decisions in the matter where the conflict exists.

Once such a disclosure has been made, the Member involved shall abstain from voting and shall not participate in the discussion of the matter which gave rise to the conflict. The affected Member must not in any way, whether before during or after the meeting, attempt to influence the outcome of any discussion or voting on the matter. If the meeting at which the matter is discussed is not open to the public, in addition to the above, the Member must leave the meeting room for the duration of any discussion and voting on the matter.

In cases where one or more of the Committee's Members has abstained from voting as a result of conflict, such Members shall be identified in the minutes of the meeting.

Individual Members are encouraged to seek independent advice on conflicts or potential conflicts.

Quorum

Where the number of Members who, by reason of conflict, are unable to participate in a meeting such that the remaining Members no longer constitute a quorum as set out in the Committee's Terms of Reference, then remaining Members shall be deemed to constitute a quorum provided there are not less than two Members present.

Solicitation

No Member may in any way, either overtly or otherwise, use the fact of their membership on the Committee to solicit business for their own benefit or the benefit of their immediate family or business associates.



PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2022-021

TO: Council

SUBMITTED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

PREPARED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

REVIEWED BY: Sharon Chambers, CAO

DATE: May 16, 2022

SUBJECT: Norm Hill Park Playground Resurfacing Contract Award

RECOMMENDATION:

THAT Report PFRS 2022-021 Norm Hill Park Playground Resurfacing Contract Award be received; and

THAT RFP 2022-21 Pour-In-Place Rubber Playground Surfacing at Norm S. Hill Park be awarded to Softline Solutions AB Inc. at a cost of \$99,900 plus HST.

SUMMARY:

RFP 2022-21 was issued through the online Bids and Tenders portal seeking experienced and qualified contractors to replace the playground pea stone surface at Norm S. Hill Park. Two (2) bids were received and after evaluation by staff, the recommendation is to award the project to Softline Solutions AB Inc. based out of London, ON.

BACKGROUND:

Norm S. Hill Park, located at 251 Jacob Street, New Hamburg, is a twenty-two (22) acre regional park featuring three (3) ball diamonds, a grandstand, a walking/racing track, picnic

shelter, and playground. Norm S. Hill Park hosts many large, community-led events such as, Moparfest, the New Hamburg Fall Fair, Wilmot Canada Day celebrations, ball games, tournaments, and family gatherings.

This Park is located within the flood plain and is subject to intermittent flooding, and in some cases significant flood damage. The playground is located in the south end of the park closest to the Nith River and has been under water on numerous occasions over the years. As a result of the water damage, the pea stone playground surfacing has experienced sediment build up from submersion in river water which has settled and created a surface that is packed tight and no longer compliant with CSA Z614, Children's Playground Equipment and Surfacing regulations.

A capital project was added and approved as part of the 2022 Capital budget at a value of \$103,000 to replace the pea stone surface with a pour-in-place seamless rubber surface that is not permeable, and therefore not subject to compaction from water damage. This surface is currently in use at the Wilmot Recreation Complex on the playground at the east end of the building and has shown significant durability and weather resistance.

REPORT:

An RFP was issued in April to seek qualified and experienced contractors to design, supply, and install pour-in-place, seamless, rubber surfacing and remove and dispose of existing playground border timber and pea stone. Removal of the timber border will make this playground more accessible for all users.

There was a total of seven (7) plan takers, and when the bidding closed on Wednesday April 27, 2022, only two (2) submissions were received through the Bids and Tenders online portal as follows:

Proponent	Location
Softline Solutions AB Inc.	London ON (based in Calgary)
ORI Ontario Rubber Installations Ltd.	Burlington ON

After staff evaluated the submissions and used the scoring method outlined in the RFP, the preferred contractor was Softline Solutions. Softline proposed a ten (10) day timeline to complete the project and had a clear project implementation plan with limited disruption to the public and safe methods for their team.

This report recommends awarding the contract to Softline Solutions AB Inc. to ensure the playground can remain open to the public in a safe manner.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Awarding this repair contract aligns with the corporate goals of Quality of Life by providing safe, playgrounds for public access. This contract also meets the Responsible Governance goal for fiscal responsibility.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Decent Work and Economic Growth
Quality of Life

FINANCIAL CONSIDERATIONS:

The RFP was an all inclusive pricing for removal and replacement of the playground surface at Norm S. Hill Park. Softline provided the all in price of \$101,658.24 net of HST which falls within the budget of \$103,000.

ATTACHMENTS:

N/A



INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2022-17

TO: Council

SUBMITTED BY: Sharon Chambers, CAO

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

REVIEWED BY: Sharon Chambers, CAO

DATE: May 16, 2022

SUBJECT: Committee Request for Council to Cover Rental Fees for Insurance
for a Bike Safety Event

RECOMMENDATION:

THAT Report ILS 2022-17 be received for information, and further,

THAT the rental fees and insurance premiums for the Community Safety and Crime Prevention Engagement Committee's Bike Safety Event on May 29, 2022 from 1:00 pm to 4:00 pm at the Wilmot Recreation Complex arena floor be funded from the Council Special Events budget.

SUMMARY:

Council is being asked to consider a request from the Community Safety and Crime Prevention Engagement Committee for the facility rental and insurance fees to be paid for through the Council Special Event budget.

REPORT:

The Terms of Reference for the Community Safety and Crime Prevention Engagement Committee were approved by Council in September of 2019. Following recruitment of the Committee Members, member scheduling difficulties, followed by the pandemic and staff resource capacity prevented the Committee meeting until January of this year. The Committee has met three times and has decided to host a Bike Safety Event for youth ages 4 to 12 on May 29, 2022 from 1:00 pm to 4:00 pm.

Staff have confirmed the availability of the Wilmot Recreation Complex (WRC) arena floor to meet member preference for an indoor event. The costs associated with three-hour rentals of arena floor space at the WRC is \$225.91 plus HST.

Bike Safety Events are excluded from the Township's insurance policy as an insurable event and a separate quote was sought to cover the event. Insurance premiums for the event will be \$54.00.

This Committee is coordinated through the Information and Legislative Services Department. As no work plan or event schedule had been planned at the time of preparing or considering the 2022 Budget, there are no dedicated funds for the Committee's initiatives. As Council has been made aware, the costs associated with the use of facility space must be funded, even if it is an interdepartmental transfer. As this is a Committee of Council making an unbudgeted request, rather than being reflective of department operations, the request is for Council to consider covering the event costs through the Council Special Events Budget.

Promotional materials for the event are being prepared by Committee members for posting on Township social media. A participant waiver was supplied by the Waterloo Region Municipal Insurance Pool (WRMIP).

Going forward, staff will be working with the Committee to plan future initiatives with budget implications in mind and to seek solutions to avoid such unbudgeted requests.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The conduct of a Bike Safety Events meets the following Strategic Plan goals and actions:

- Quality of Life – Active Transportation and Transit, Health and Wellbeing, Recreation and Leisure Opportunities
- Community Engagement – Community Events, Support for Community Groups / Volunteers / Youth

FINANCIAL CONSIDERATIONS:

The total financial impact of funding this event is approximately \$280. The 2022 Council Special Events budget was set at \$1,400 to support the Citizen of the Year Program, Living

Well Festival and Canada Day Celebrations. These costs would be considered unbudgeted and reconciled as part of year end processing.



DEVELOPMENT SERVICES

Staff Report

REPORT NO: DS 2022-012

TO: Council

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

PREPARED BY: Andrew Martin, MCIP RPP
Manager of Planning and Economic Development

REVIEWED BY: Sharon Chambers, CAO

DATE: May 16, 2022

SUBJECT: Draft Plan of Condominium Application 30CDM-22601, 101 Arnold Street, New Hamburg

RECOMMENDATION:

THAT That Draft Plan of Condominium Application 30CDM-22601 (Dixie Developments Inc.) be recommended to the Regional Municipality of Waterloo for draft approval subject to the following conditions:

1. That this approval applies to Draft Plan of Condominium 30CDM-22601 prepared by Guenther Rueb Surveying Limited and with a Surveyor's Certificate of January 10, 2022;
2. That the condominium declaration shall include the following:
 - a) That the owner shall grant any additional easements or rights of access required for utility or municipal services purposes to the satisfaction of the Director of Public Works and Engineering.
 - b) The owner acknowledges and agrees that the property shall contain one (1) Township owned water meter for metering/billing purposes by the Township to the owner. Secondary meters may be purchased for sub-metering individual units. The purchase,

installation, maintenance and billing through the secondary meters is the responsibility of the owner.

- c) The owner acknowledges and agrees to ensure that the minimum designed liquid retention volume of the on-site storm water management system is maintained at all times and to inspect the facility at least once in the spring and once in the fall each year (and as per manufacturer recommendations) and, if necessary, clean and maintain the facility to prevent excessive build-up of sediments and/or vegetation.

- 3. That, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a parkland dedication fee of \$3100.

SUMMARY:

The Township is in receipt of a draft plan of condominium application for a light industrial property at 101 Arnold Street in New Hamburg.

This report recommends support of a condominium application that would allow units within a constructed light industrial building to be divided into separate ownership.

BACKGROUND:

Draft Plan 30CDM-22601 is a proposed condominium plan for a 3 unit light industrial building under construction at 101 Arnold Street in New Hamburg.

Development of the property was subject to a minor variance application in 2018 to reduce required property line setbacks. Development was subsequently implemented through a detailed site plan approval process in 2019. A site plan agreement was registered as instrument number WR1254207 and implements all aspects of the development.

REPORT:

Upon registration, the condominium application will allow the developer to convey title/interest of each unit to separate purchasers. The development is substantially completed with the completion of all remaining site works approved through the site plan process and secured through a letter of credit.

The property has already been subject to public review through the minor variance process. This application simply facilitates the final stage in development allowing units to be conveyed individually.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Providing a range of land/building ownership opportunities for businesses in Wilmot Township assists in the goal of achieving economic prosperity through economic development.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 9: Industry, Innovation and Infrastructure – intensification within existing urban boundaries maximum use of existing municipal infrastructure.

FINANCIAL CONSIDERATIONS:

The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application and the parkland dedication fee will be collected prior to registration of the condominium.

ATTACHMENTS:

Attachment A: Proposed condominium plan





PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2022-019

TO: Council

SUBMITTED BY: Sandy Jackson, Director of Parks, Facilities and Recreation Services

PREPARED BY: Sandy Jackson, Director of Parks, Facilities and Recreation Services

REVIEWED BY: Sharon Chambers, CAO,
Patrick Kelly, Director Corporate Services,
Harold O'Krafka, Director Development Services

DATE: May 16, 2022

SUBJECT: Under 15 Canadian National Softball Tournament Funding Request

RECOMMENDATION:

THAT Report PFRS 2022-019 be received for information purposes; and

THAT the Township support the upcoming Under 15 (U-15) Canadian National Championship Softball Tournament through sponsorship of \$1,000 from the Economic Development operating budget; and

THAT in-kind support for marketing and promotions as well as event planning be provided to the organizing committee.

SUMMARY:

The Wilmot Softball Association has been awarded the 2022 U-15 Canadian National Championships with teams coming from most provinces across Canada to participate.

A letter addressed to Council (attached as Appendix “A”) seeks a partnership with the Township in support of this event, and staff is recommending a \$1,000 sponsorship towards these costs funded from the Economic Development operating budget, as well as in-kind support through marketing and social media and staff time for assistance with some aspects of planning for the event.

BACKGROUND:

In 2021, the Wilmot Softball Association (WSA) bid on, and received confirmation that they were awarded hosting privileges for the Under 14 Canadian National Softball Championship tournament through Softball Canada. Unfortunately, it was cancelled due to the Covid-19 pandemic. In 2022, the tournament was adjusted to U-15 to allow the players who missed out in 2021 to play, and Wilmot Softball Association has once again been awarded the tournament hosting privileges.

The event is scheduled to take place from Wednesday August 3 – Sunday August 7, 2022 and is the first time a Canadian Championship will be hosted in the Township of Wilmot to staff's knowledge.

REPORT:

Hosting a Canadian softball tournament such as the U-15 championships is a significant undertaking for a minor sports organization and requires support from local businesses and the community both financially and through volunteerism. The WSA have hosted major meets in the past, however this will be their first Canadian Championships. Staff have been working with WSA to secure the diamonds and help with some planning details to ensure the event is successful. Included in this event will be operation by WSA of the concession stand under the Grand Stand, and a tournament awards banquet to be held at the New Hamburg Community Centre.

A letter dated April 25, 2022, indicates that attendance is anticipated to exceed 1,000 people throughout the tournament, which is expected to positively impact businesses in the area. The event will be live-streamed allowing broad sponsorship recognition across Canada as families and friends watch their provincial team on-line. The WSA has requested that the Township partner with them by covering the fees associated with facility rentals during the tournament valued at approximately \$6,700, to help make the event financially viable. A draft budget prepared by the WSA is included in this report as Appendix “B”.

The Fees and Charges By-law 2021-60 includes rental fees for softball diamonds, community centre spaces and the concession stand under the Grand Stand at Norm Hill Park. The estimated cost of diamond rentals matches the request made by WSA, which includes the 35% minor sport discount. However, there is no language to waive or reduce these fees within the approved By-law for special tournaments such as the Canadian U-15. Therefore, staff have reviewed other options and this report is seeking Council support to sponsor the event by

offering \$1,000 of Economic Development funds approved through the operating budget and staff time for in-kind marketing support and assistance to support event planning.

The Economic Development fund is approved as part of the annual operating budget and is used to support local economic development projects such as high level sports events like the WSA tournament, Shop Local Santa and other initiatives that benefit local business. Using a portion of the funds from this account to support this one-time elite sporting event fits this criterion.

In addition to this financial support, staff will provide support for the event through social media and other marketing tools to encourage spectators to attend this high level sporting event, and to encourage businesses to sponsor the event. Staff will also work with the organizing committee to ensure all details of their event are in place and support is provided where required.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Providing financial and in-kind support for the U-15 Canadian National Championship tournament awarded by Softball Canada to WSA meets the Strategic Goals of Quality of Life, Economic Prosperity and Responsible Government.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Supporting the U-15 tournament meets the Sustainable Development Goal of Good Health and Well-Being.

FINANCIAL CONSIDERATIONS:

The letter from the WSA seeks Council approval to partner in the event and cover fees associated with facility rentals estimated at \$6,700 depending on the final schedule. As this would be an unbudgeted expense, staff are recommending support of \$1,000 from the Economic Development operating budget be issued to WSA to help offset their facility rental costs. In-kind staff time for marketing and assisting with event organizing will be offered at no cost to support the event.

ATTACHMENTS:

Appendix A: Letter of Request to Council from WSA.
Appendix B: Draft Event Budget



April 25, 2022

Dear Council Members:

The Wilmot Softball Association (WSA) is very excited to have been awarded the 2022 Canadian Under 15 Boys Championships this summer by Softball Canada. From August 3-7 expecting to host 10 to 14 teams, including the top Under 15 players from across Canada, along with, what we hope are many fans and family, to our Township.

We are anticipating many players, parents, and fans with attendance potential exceeding one thousand people throughout the tournament. We expect this to have a positive impact on the business and restaurants in our area. Planned events include Opening and Closing Ceremonies and Tournament Banquet. The event will also be streamed and allowing for a broad showcase for our local sponsors and many local businesses and support groups will be identified through event programming and announcements.

As we continue to plan for this event for Wilmot, we are bringing a request to Council to help partner with us in order to ensure that this event is a success, both financially and on the field. The WSA Executive has been working hard putting details in place. Attached is our proposed budget for this event. We have applied for the Sport Hosting Grants available through both the Province and the Region. We are thrilled to announce that TLC Pet Food has agreed to sign on as our Title Sponsor. We are currently soliciting other local sponsors to help support this event. Today we are making a request that Wilmot Council partner with us by covering the fees associated with facility rentals during this tournament in order to help WSA make this event financially viable.

Ryan Roth

John Vleeming

Mike Carey

On behalf of the Wilmot Softball Association

2022 U15 BOYS
NATIONAL CHAMPIONSHIP
 New Hamburg, Ontario



Operating Budget	Budget April 2022	Comments
Revenues		
Gate Fee (Admission)	2,500.00	Could be more with amount of team (only assumes 4)
Food Booth and BBQ	0.00	Optimist to provide, may see some proceeds
Sponsorships/Fundraising	10,000.00	TLC (Title Sponsor), so far
a) Avis Car Rental - Sponsor Transportation	2,750.00	Dwight has graciously Sponsored as he has for past events
b) Township Rentals (facilities rental)	6,786.88	Looking for Township Approval.
c) Waterloo Region Sports Hosting (event)	2,000.00	this is one we are pursuing, not confirmed yet so not included in total
d) Provincial Sports Hosting	20,000.00	this is one we are pursuing, not confirmed yet so not included in total
Program Booklet	0.00	Unknown teams, 4 min
50/50 Draw	0.00	Unknown
Softball Canada Souvenirs / Merchandise		No profit, out sourced
Banquet Admission	8,375.00	Need to confirm,
Red Text denotes Revenue that is not confirmed		
Total Revenues	\$ 15,250.00	
Expenses		
Event Costs		
Township Diamond and Facility Rental	6,786.88	includes diamonds for NH and Baden, as well as food booth, meeting room under grand stands and the Community Center for the Banquet
Extra Grandstands	8,119.05	T10-300 x 2 (300 seat each) and T5-25 x 4 (25 seat each), + fee + tax
Temporary Fencing for Diamond #3	0.00	Will not provide
Extra Game Balls	0.00	SC to provide
Food Costs (BBQ and Food Booth's)	0.00	Optimist Club - May get a portion of the sales
First Aid	0.00	First Aid Kits (SC suggestion)
Statisticians (accommodations/meals)		Softball Ontario Requirement - Need to discuss
Security	0.00	not likely needed with the event being reduced
Volunteer Costs	360.00	T-Shirts 30 ish
Softball Canada Souvenirs / Merchandise		Likely won't pursue, or with our logo
Marketing Costs	0.00	Social Media mostly - no cost - Waterloo Regional Sport
Softball Canada (Hats and T-Shirts)	0.00	with souvenirs, no cost
Hosting Fee (Softball Ontario)	4,000.00	Need to discuss with SC, likely can reduce depending on event size
Photography	0.00	No cost, photographer to take opportunity to make revenue but provide minimal standards
All Star Awards (10)	500.00	\$50 for 10 All Star awards
Internet @ Ball Parks for Game Changer App	250.00	Rental Equipment for Event, hopefully free with sponsorship - PJ to confirm
Umpires		
Games (assume 60)	0.00	no cost
Transportation (Airport to Venue)	1,500.00	Mike - Avis Car Rental
Transportation (Accommodations to Venue)	500.00	Mike - Avis Car Rental
Vehicle x2 (Softball Canada Supervisor, UIC)	500.00	Mike - Avis Car Rental
Vehicle x1 (Working Umpires)	250.00	Mike - Avis Car Rental
Refreshments	300.00	Water and Snacks
Accommodations	12,250.00	St. Jacobs Marriott (may reduce with less teams) For umpires only and there could be double ups and local ump's (\$130 per night) accounts for 14
Meeting Rooms (at diamond)		Included in Township Diamond and Facility Rental
Party Room (2nd last night)		At Hotel
Players		
Refreshments	300.00	Water / Food for volunteers (ask Optimist)
Opening and Closing Ceremonies		No cost, need to coordinate
Flag Rental for Ceremony		No cost, need to coordinate
Event Program	1,500.00	Jason to confirm cost
Banquet		
Facility included in Township Rental (NH Community Center)		Decided to use indoor facility, NH Community Center
Food and Refreshments	4,000.00	Ask Legion?????
Transportation (Accommodations to Venue)	0.00	
Decorations	1,000.00	Michelle to provide
Total Expenses	\$ 42,115.93	
Closing Balance	\$ (26,865.93)	



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of March 15th, 2022

Present: Nick Bogaert (Chair), Elisia Scagnetti, Marg Rowell (Vice-Chair), Yvonne Zyma, Patty Clarke, Artem Voytsekhovskiy, Rene Eby, Al Junker, Tracy Loch (Director/Curator), Councillor Barry Fisher, Councillor Jennifer Pfenning, Harold O'Kafka (Director of Development Services)

Guests: Karen Doehn, Stewart Snyder

Regrets: Scott Williams,

Meeting was held virtually. Meeting started at 6:34 p.m.

Welcome

Chairperson Nick Bogaert welcomed the Committee members to the Heritage Wilmot Advisory Committee meeting. He then read the Territorial Acknowledgment.

Disclosure of Pecuniary Interest

Nick disclosed a perceived, indirect conflict related to the Baden Mill property. He noted that the applicable information has been forwarded to the Clerk. As such, he indicated he will pass the Chairperson position to Marg Rowell as Vice-Chair for that portion of the meeting.

Review of Minutes January 19th, 2022

MOVED by Rene
SECONDED Jenn
ALL in favour

Business

Waterlot – update on application to WRHF

The Waterlot owner received notification from the Waterloo Regional Heritage Foundation that their funding application was declined. The Committee has learned that the Foundation is currently taking a pause on new applications. The owner confirmed to keep in touch with the Committee and should they decide to resubmit, the application would need to be revised to reflect only the items or work pertaining to the designation. Heritage Wilmot would continue to support these initiatives as noted in the letter of support that was provided on behalf of the committee in 2021.

1522 Bethel Road, New Dundee

At the January meeting, Heritage Wilmot supported the repairs and painting of the wood trim and gingerbread details on the house and wrote a letter of support to Waterloo Regional Heritage Foundation for a grant to offset the cost of this work. Nick updated that since the meeting, Tracy, Nick and Patty have continued to be in contact with the property owner. The owner visited Hoffmeyer's Mill in Sebringville to inquire about having replicas made for some of the gingerbread details. The owner was informed that the mill could accurately create replicas by tracing original sections of the trim. The property owner also inquired as to whether several additional pieces could be made for pieces that may break in the future. The owner would like to ask Heritage Wilmot to consider a revised proposal to would have all the gingerbread replaced with accoya wood that is treated in order to make it more weather-resistant. The remaining wood would be repaired as necessary using pine and then repainted. Nick advised the Committee that some of the support posts are also in need of repair and those would be done as needed. The property owner is considering applying for a grant from the Waterloo Regional Heritage Foundation once funding opens up and is asking for a letter of support from Heritage Wilmot to accompany the application.

MOTION: to support the replication of the trim and gingerbread and to carry out the repairs.

MOVED by Jenn

SECONDED by Patty

ALL in favour

2022 Work Plan

Tracy has compiled a list of all the items that the Committee has been working on, has completed or has discussed they would like to work on during the course of the year and into 2023/2024. This document provides focus and is used to guide the Committee with initiatives they are committed to, and projects to plan for.

MOTION: to support the draft of the 2022 Work Plan.

MOVED by Patty

SECONDED by Al

ALL in favour

Non-Designated Register photo project – update

Yvonne and Jenn are working on scheduling photographs and are waiting for a non-snowy day in order to maximize the views of the properties. Marg wanted to add 3821 Sandhills Road (Schmidt School), Baden as well as 3250 Erbs Road, Philipsburg to the list. Tracy will update the list with these additional properties and re-circulate to the Committee.

Final Committee Meeting Dates

Tracy has previously circulated a finalized list of the 2022 meeting dates for Heritage Wilmot and was seeking confirmation from the Committee members.

MOTION: to approve the 2022 meeting dates for Heritage Wilmot.

MOVED by Marg

SECONDED by Barry

ALL in favour

Heritage Week recap

Heritage Week was held February 21st-27th, 2022 and was celebrated across the Province. Heritage Wilmot had an active social media campaign to celebrate the week. Tracy informed the Committee that there was a lot of positive feedback for the Committee's selfies as well as the heritage quiz. There was also a great deal of coverage from the local newspapers with articles and heritage editions of the papers.

New Business

(Nick vacated the Chair position and Marg Rowell took over as Chair)

Baden Mill

Tracy presented a PowerPoint presentation using the original 2015 with some modifications when the Livingston Mill property was officially added to the Non-Designated Register. Vice Chair Marg continued the presentation specific to the former Livingston Mill property. The Non-Designated Register included properties that have undergone an evaluation to see if they meet certain criteria indicated that they have Cultural Heritage value. The Livingston Mill property was evaluated in 2014 by Heritage Wilmot and endorsed by Council to be added to Township of Wilmot's Non-Designated Register in 2015. As such, this property while it is not designated is considered to have historic importance and value to the Township of Wilmot.

The *Ontario Heritage Act* requires municipalities to establish a heritage register of designated properties. It also allows municipalities to have a register of properties that are not designated but have historic significance. These properties are flagged and can be reviewed should demolition be proposed.

The property being discussed in this meeting is the silos of the Former Livingston Flax Mill/Linseed Oil Company located in the property between 75 Charles Street and 76 Mill Street in Baden, Ontario. The property has a high level of cultural and historic significance to the Township Wilmot. It can be seen from many areas in the community including directly from the Livingston family home, Castle Kilbride which is a National Historic Site. The oldest parts of the mill property date back to the 1870s when James Livingston began his company. The company became famous throughout Canada and the world for its high-quality linseed oil products.

Harold O'Krafka, Director of Development Services, provided the Committee with more detailed information about the property and which sections were being considered for demolition. Since the silos on the Charles Street property were part of a larger parcel of land which was listed on the Non-Designated Register, the demolition permit flagged this and gave Heritage Wilmot a 60-day delay in the demolition to give the Committee opportunity to review the status of the property and decide whether to recommend potential Designation of the property under the *Ontario Heritage Act*.

The property is currently owned by West Ag Resources Inc. and was purchased from Masterfeeds in 2014. It is a parcel of 1.8 acres currently zoned as Zone 10 (Industrial). It is identified on the Township Official Plan as being in the Urban Growth Centre, which stems from the Regional Official Plan that was created in 2015 and required the Township to identify areas of higher-density future growth.

The Committee had a general discussion about the possibilities for the property going forward. Jenn acknowledged that development is needed in Wilmot in areas such as this, but felt we also need to ensure we don't lose things that cannot be replaced and enquired if the owner connect with someone with options or solution so not all of it has to come down. The members discussed the possibility of repurposing the silos so that they could be incorporated within a potential new development. Barry enquired how unique these structures are for Waterloo Region and Al shared that the only other example of repurposed silos is a section of silos in St. Jacobs Village which was identified and converted into a repurposed structure for business / tourism.

The Committee asked the property owner for additional information about the property and the intention of the demolition. He shared that he is a dairy farmer/grain dealer and worked many years with Masterfeeds. When he purchased the property it was to carry on business using them. He noted the silos were old, derelict, equipment was run down and with a leaking roof (in 2014) and never had an opportunity to use them. He also indicated that since the silos were not stave silos, it would be difficult to take them down piece by piece to relocate. The owner felt the silos did not have any heritage value and indicated the silos are generally in very poor condition, which would mean a significant budget to repair them to a usable state. The owner indicated he was not interested in repurposing them, and is interested in selling the property as vacant land for future development. He noted there are also liability and trespass concerns with the property.

Barry enquired about a box that was ticked on the evaluation sheet that the sub-committee uses as an informal worksheet when assessing the property to be included on the Non-Designated register. It referred to whether the building retained most of its original materials and design features and was checked "no." Both Marg and Rene were unsure when reflecting and in avertedly checked this box incorrectly. Rene commented that although it is a large area of properties when assessing, the silos/buildings on the south side of the road are older but the property being discussed is just as important as the south side properties as it still is original. He noted it is like a keystone in a door, you need one for the other.

Al indicated that he believed the other buildings in the mill area were of more value and that the silos were secondary to them in importance. Despite that, he noted the whole complex is important. He did mention when he was involved with a representative during the restoration of Castle Kilbride years ago when they were applying to have the museum designated a national historic site, during an assessment of the site he was told how very rare it was to find an industrial aspect so closely built to the main residence of a business magnate and still intact. He pointed out that that was one of the driving reasons why the committee put it on the Non-Designated list. Further, he noted that the silos may not merit designation despite many of the mill buildings could easily been seen from the Belvedere of Castle Kilbride. Jenn acknowledged the silos show difference in eras they are built with respect to shape and style concluding the silos in discussion look in rough shape. Despite condition Patty agreed it's still a unique building.

Yvonne commented about a previous comment from Al about the view from the top of Castle Kilbride looking down at the mill area. She concurred the structures are unique

and a powerful representation of the linseed oil industry. The structures, even if in bad shape, are representative and unique. Rather than tear the silos and buildings down, to keep the historic structures in place until further exploration into repurposing of the silos is done.

Due to time constraint with 60 days, Jenn asked the property owner if he would withdraw the demolition application permit if the committee could provide some resources about what could be possible and further have a conversation and keep the structures standing. Mr. Snyder responded that he first applied for demolition in 2014 when he bought the property but did not proceed because the buyer that was interested backed out of it. He currently has two potential purchasers for the property that are well known in the area and felt will do a good job developing the property. Both developers asked for the site to be cleaned prior. He added that he has also done environmental studies. Mr. Snyder shared that his issue was liability with the property and problems with kids loitering in/around and has had police involved. Mr. Snyder shared he put a cement block in front to deter entry and is unsure how much longer he wants to wait and wants to get the property cleaned up so he can get a proper developer in place.

Yvonne asked about the distinction of the different buildings and the way they relate to the addresses and the way the Non-Designated Register lists them. The property in discussion is an unaddressed location, which makes it slightly more difficult to indicate. He noted there are 3 separate legal entities and a designation for the whole mill would have to include 3 separate by-laws registered on 3 properties. In this case, the demolition is exclusively for the silos structures on the unaddressed property. He suggests that in the next update of the registry, that entries be updated so that there is one entry per roll number. This would entail updating the roll numbers and looking more closely at the property lines and divisions.

Marg sought clarity from Mr. Snyder to enquire that he does not want to delay this any further. Mr. Snyder responded that yes, he does not want to delay any longer. He continued that he has a purchaser that will rejuvenate Baden and it could be years before he finds someone else that would be interested. Marg shared the motion on the floor:

MOTION: that the Heritage Wilmot Advisory Committee recommend to Wilmot Council that the Clerk and Director/Curator proceed with the designation process of the unaddressed property between 88 Charles Street and 76 Mill Street in Baden in accordance with the *Ontario Heritage Act*.

MOVED by Patty
 SECONDED by Yvonne
 Carried (7 in favour / 2 opposed)

(Marg passed the Chair position back to Nick, who took over as Chair once again)

Correspondence

None.

Information sharing

AI reported that he found a document of photocopies from a book written by Gottlieb Bettschen in 1910. This book mentions the house at 1522 Bethel Road. He has not been able to find a date of construction for the stone house. Members of the Committee agreed to seek a copy to assist with research.

Adjournment – 8:14 p.m.

MOVED by AI

Next meeting – April 13th, 2022 at 6:30pm

March 23, 2022

Hon. Steve Clark
Minister of Municipal Affairs and Housing
College Park, 17th Floor
777 Bay St.
Toronto, ON M7A 2J3

**RE: Resolution from the City of Waterloo passed March 21st, 2022 re: Ontario
Must Build it Right the First Time**

Dear Minister Clark,

Please be advised that the Council of the Corporation of the City of Waterloo at its Council meeting held on Monday, March 21st, 2022 resolved as follows:

WHEREAS the Province of Ontario adopted greenhouse gas reduction targets of 30% by 2030, and emissions from buildings represented 22% of the province's 2017 emissions,

WHEREAS all Waterloo Region municipalities, including the City of Waterloo, adopted greenhouse gas reduction targets of 80% below 2012 levels by 2050 and endorsed in principle a 50% reduction by 2030 interim target that requires the support of bold and immediate provincial and federal actions,

WHEREAS greenhouse gas emissions from buildings represent 45% of all emissions in Waterloo Region, and an important strategy in the TransformWR community climate action strategy, adopted by all Councils in Waterloo Region, targets new buildings to be net-zero carbon or able to transition to net-zero carbon using region-wide building standards and building capacity and expertise of building operators, property managers, and in the design and construction sector,

WHEREAS the City of Waterloo recently adopted a net-zero carbon policy for new local government buildings and endorsed a corporate greenhouse gas and energy roadmap to achieve a 50% emissions reduction by 2030 for existing local government buildings and net-zero emissions by 2050 (provided the provincial electricity grid is also net-zero emissions),

WHEREAS the draft National Model Building Code proposes energy performance tiers for new buildings and a pathway to requiring net zero ready construction in new buildings, allowing the building industry, skilled trades, and suppliers to adapt on a predictable and reasonable timeline while encouraging innovation;

WHEREAS the Ministry of Municipal Affairs and Housing is consulting on changes for the next edition of the Ontario Building Code (ERO #: 019-4974) that generally aligns with the draft National Model Building Code except it does not propose adopting energy performance tiers, it does not propose timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier, and, according to Efficiency Canada and The Atmospheric Fund, it proposes adopting minimum energy performance standards that do not materially improve on the requirements in the current Ontario Building code;

WHEREAS buildings with better energy performance provide owners and occupants with lower energy bills, improved building comfort, and resilience from power disruptions that are expected to be more common in a changing climate, tackling both inequality and energy poverty;

WHEREAS municipalities are already leading the way in adopting or developing energy performance tiers as part of Green Development Standards, including Toronto and Whitby with adopted standards and Ottawa, Pickering, and others with standards in development;

WHEREAS the City of Waterloo is finalizing Green Development Standards for its west side employment lands and actively pursuing Green Development Standards in partnership with the Region of Waterloo, the Cities of Kitchener and Cambridge, and all local electricity and gas utilities through WR Community Energy;

WHEREAS while expensive retrofits of the current building stock to achieve future net zero requirements could be aligned with end-of-life replacement cycles to be more cost-efficient, new buildings that are not constructed to be net zero ready will require substantial retrofits before end-of-life replacement cycles at significantly more cost, making it more cost-efficient to build it right the first time.

THEREFORE BE IT RESOLVED THAT Council request the Province of Ontario to include energy performance tiers and timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier in the next edition of the Ontario Building Code, consistent with the intent of the draft National Model Building Code and the necessity of bold and immediate provincial action on climate change;

THAT Council request the Province of Ontario to adopt a more ambitious energy performance tier of the draft National Model Building Code as the minimum requirement for the next edition of the Ontario Building Code than those currently proposed;

THAT Council request the Province of Ontario provide authority to municipalities to adopt a specific higher energy performance tier than the Ontario Building Code, which would provide more consistency for developers and homebuilders than the emerging patchwork of municipal Green Development Standards;

THAT Council request the Province of Ontario to facilitate capacity, education and training in the implementation of the National Model Building Code for municipal planning and building inspection staff, developers, and homebuilders to help build capacity; and

THAT this resolution be provided to the Minister of Municipal Affairs and Housing, to area MPPs, and to all Ontario Municipalities.

Please accept this letter for information purposes only.

If you have any questions or require additional information, please contact me.

Sincerely,



Julie Scott
City Clerk, City of Waterloo

CC (by email):

Catherine Fife, M.P.P (Waterloo)
Laura Mae Lindo, M.P.P (Kitchener Centre)
Belinda C. Karahalios, M.P.P (Cambridge)
Amy Fee, M.P.P (Kitchener-South Hespeler)
Mike Harris, M.P.P (Kitchener-Conestoga)

CLERKS DEPARTMENT

March 1, 2022

Ministry of Government & Consumer Services
5th Floor
777 Bay St.
Toronto, ON
M7A 2J3

Sent via email: Ross.Romano@ontario.ca

Dear Hon. Ross Romano,

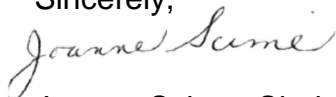
Re: Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulation 30/11

This is to confirm that at the April 25, 2022 Council Meeting the following resolution was adopted with respect to the above noted matter:

1. That, Recommendation Report REC-03-2022, "Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulation 30/11", dated April 19, 2022 be received for information; AND
2. That, the Council of the Township of West Lincoln hereby supports Prince Edward County's call for Government action concerning the current legislation and regulations surrounding municipal requirements to take over and maintain abandoned operating cemeteries; AND
3. That, a copy of this resolution be sent to the Minister of Government & Consumer Services, ROMA, and all Ontario municipalities.

If you have any questions or concerns regarding the above, do not hesitate to contact the undersigned.

Sincerely,



Joanne Scime, Clerk

cc. ROMA
All Ontario Municipalities

THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2022-23

**BY-LAW TO RESCIND BY-LAW NO. 2018-26, BEING A BY-LAW TO APPOINT
A DEPUTY CLERK FOR THE CORPORATION OF THE
TOWNSHIP OF WILMOT**

WHEREAS the Municipal Council of the Corporation of the Township of Wilmot deems it expedient to rescind By-law No. 2018-26.

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

- 1. That By-law No. 2018-26, is hereby rescinded.
- 2. This By-law shall come into force and effect on the final date of passing thereof.

READ a first and second time this 16th day of May, 2022.

READ a third time and finally passed this 16th day of May, 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2022-24

BY-LAW TO APPOINT A CLERK

**FOR THE CORPORATION OF THE TOWNSHIP OF WILMOT AND
TO RESCIND ALL BY-LAWS FOR ANY PREVIOUSLY APPOINTED CLERKS**

WHEREAS, Section 228 (1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that a Council shall appoint a Clerk.

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

1. That Arthur Flach is hereby appointed as the Clerk of the Township of Wilmot.
2. That the powers and duties of said Clerk shall be as set out respectively under the provisions of the Municipal Act and the regulations authorized hereby and every other Act and the regulations thereby and in addition, the by-laws of the Corporation of the Township of Wilmot.
3. That in addition to the duties required to be performed under any statute the Clerk shall perform such other duties as may, from time to time, be assigned to the Clerk by by-law of Council.
4. That any by-laws previously appointing any other individual(s) as Clerk are hereby rescinded.
5. That this by-law shall take effect and come into force on the date of passage.

READ a first and second time this 16th day of May, 2022.

READ a third time and finally passed in open Council this 16th day of May, 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2022-25

**TO CONFIRM THE PROCEEDINGS OF COUNCIL
AT ITS MEETING HELD ON MAY 16, 2022**

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

1. The actions of the Council at its meeting held on May 16, 2022, with respect to each recommendation contained in the reports forwarded to Council, and in respect to each resolution and other action passed and taken by Council at this meeting, except where the prior approval of the Ontario Land Tribunal is required, are hereby adopted, ratified and confirmed.
2. The Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor, or in his absence the presiding officer, and the Clerk, or in her absence the Deputy Clerk, are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

READ a first and second time this 16th day of May, 2022.

READ a third time and finally passed in open Council this 16th day of May, 2022.

Mayor

Clerk