



## Council Meeting Agenda

### Council Meeting

Monday, March 4, 2024

7:00 p.m.

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

This meeting will be held in-person and electronically in accordance with Section 238 (3.3) of the Municipal Act, 2001. 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 Legislative Services Department. The only matters being discussed at this meeting will be those on the Agenda.

---

#### Pages

#### 1. CALL TO ORDER

##### RECOMMENDATION

THAT the Regular Council Meeting held on March 4, 2024 be called to order at 6:30 p.m.

#### 2. CLOSED SESSION

##### RECOMMENDATION

THAT a Closed Meeting of Council be held on March 4, 2024, at 6:30 p.m. at the Wilmot Administrative Complex, in accordance with Section 239 (2) (h) of the Municipal Act, 2001, to consider the following:

1. Confidential Information Supplied in Confidence from the Province of Ontario - Section 239 (2)(h) - Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any item.

#### 3. RECONVENE INTO OPEN SESSION

Council will reconvene in Open Session at approximately 7:00 p.m. and continue with the Agenda as presented.

##### RECOMMENDATION

THAT Council reconvenes in Open Session at X:XX p.m.

#### 4. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor K. Wilkinson

**5. ADDITIONS TO THE AGENDA**

**6. ADOPTION OF THE AGENDA  
RECOMMENDATION**

THAT the Agenda as presented for March 4, 2024 be adopted.

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

*Members of Council and members of the Township's local boards are required to file a written statement when they have a conflict of interest. If a conflict is declared, please review the Policies and Rules for Council and complete the Disclosure of Pecuniary Interest Form.*

**8. MINUTES OF PREVIOUS MEETINGS**

8

At the February 15, 2024 Finance and Budget Committee meeting a motion was brought forward by Councillor K. Wilkinson, seconded by Councillor L. Dunstall THAT the adoption of the Minutes of the January 25, 2024 and January 27, 2024 Finance and Budget Committee meetings be deferred until the March 4, 2024 Council Meeting. The motion carried unanimously.

**RECOMMENDATION**

THAT the Minutes of the January 25, 2024 and January 27, 2024 Finance and Budget Committee meetings and the February 26, 2024 Council meeting be adopted as presented.

**9. PUBLIC MEETINGS**

**10. PRESENTATIONS**

**11. DELEGATIONS**

*Pursuant to Council's Procedural By-law, delegations are permitted to address the Committee for a maximum of seven (7) minutes. Delegations are only permitted to discuss matters listed on the Council agenda as staff reports; informal and formal public meetings; notice of motions; and by-laws. All Delegations where possible are encouraged to register prior to the start of the meeting. For Delegates who are attending in-person, registration is permitted up to the start of the meeting. Delegates who are interested in attending virtually must register by 2:30 p.m on March 4, 2024, in order to participate electronically.*

**11.1 Agenda Item 14.2 - DS-2024-05 OPA 01-23 and ZCA-01-23, Schneider Family and Rare Charitable Reserve**

11.1.1 Heather Bagg

11.1.2 rare Charitable Research and Reserve  
Stephanie Sobek-Swant

11.1.3 Kevin Thomason

**12. CORRESPONDENCE**

**12.1 Correspondence from Alex McCulloch Regarding Schneider Land**

	Donation	
12.2	Correspondence from Laura Aguiar and Ryan Scanlan Regarding Schneider Land Donation	50
13.	<b>CONSENT AGENDA</b>	
	<b>RECOMMENDATION</b>	
	THAT Consent Agenda Items 13.1, 13.2 and 13.3 be approved.	
13.1	<b>FS-2024-04 - Township History of Burn Permits</b>	52
	<b>RECOMMENDATION</b>	
	THAT Report FS-2024-02 be received for information purposes as requested by Finance and Budget Committee meeting of Thursday January 25, 2024.	
13.2	<b>IS-2024-04 - Trussler Road City of Kitchener Traffic Calming</b>	66
	<b>RECOMMENDATION</b>	
	THAT Council endorse the traffic calming initiative for Trussler Road (City/Township) between Snyders Road East/Highland Road and Ira Needles Boulevard/Trussler Road (Region) currently proposed as part of the City of Kitchener's program.	
13.3	<b>Notice of Intent to File a Report – Integrity Commissioner</b>	75
	<b>RECOMMENDATION</b>	
	THAT the Notice of Intent to File a Report – Integrity Commissioner be received for information only.	
14.	<b>REPORTS</b>	
14.1	<b>DS-2024-06 - ZCA-01-24, 1276 Wilby Inc. / The Planning Partnership, 1276 Wilby Road</b>	76
	<b>RECOMMENDATION</b>	
	THAT Council approve Zone Change Application 01/24 made by 1276 Wilby Inc. and The Planning Partnership, affecting two agricultural properties collectively having the municipal address of 1276 Wilby Road, to:	
	1. Define a bunkhouse as a building or part of a building used for the temporary accommodation of seasonal farm workers provided such accommodation does not serve as the principal place of residence of an occupant and the bunkhouse is located on the farm on which the seasonal workers are employed.	
	2. Permit a one-storey, three-unit bunkhouse with a floor area of 241.5 square metres within a defined area on the subject lands to provide housing for a maximum of 18 seasonal farm workers.	
	3. To allow one, two-storey, additional dwelling unit (detached) having a maximum lot coverage of 134.5 square metres and to allow the unit to be located closer to the street line than the residential building to which it is accessory.	

4. To limit residential uses on the combined agricultural parcel to one residential building – single detached that may include an additional dwelling unit (attached), one additional dwelling unit (detached), and one bunkhouse, and to limit their location to a defined area on the subject lands.

**14.2 DS-2024-05 - Official Plan Amendment Application 01/23 and Zone Change Application 01/23, Schneider Family and Rare Charitable Research Reserve, Wilmot Line and Carmel-Koch Road**

90

**RECOMMENDATION**

THAT Council endorse the proposed year-round and seasonal parking restrictions on Carmel-Koch Road, Wilmot Line, and Berlett's Road, the speed reductions and heavy truck prohibitions on Wilmot Line, as well as the traffic calming measures proposed for the intersection of Wilmot Line and Wideman Road as outlined in report DS 2024-05; and that staff be directed to update the Traffic and Parking By-law as required; and

THAT Council adopt Official Plan Amendment No. 12 to change the designation of a portion of the subject properties from Rural Areas to Ecological Conservation Area and direct staff to forward Official Plan Amendment No. 12 to the Region of Waterloo for approval; and,

THAT Council approve Zone Change Application 01/23 made by the Schneider Family and Rare Charitable Research Reserve, affecting lands with the municipal addresses of 567 Wilmot Line, 585 Wilmot Line, and 1236 Carmel-Koch Road, to:

1. Rezone lands proposed to be transferred to Rare Charitable Research Reserve, from Zone 1 (Agricultural) to Zone 11 (Open Space) prohibiting buildings and structures and limiting uses to the following:
  - a. Wildlife Sanctuary
  - b. Farming, but not including the raising or maintaining of livestock, fur farming, fish farming, or greenhouse farming, within Agricultural Use Areas illustrated within a conservation easement in favour of the Township, GRCA, or Region.
  - c. Uses set out in a conservation easement in favour of the Township, GRCA, or Region, provided such uses are not less restrictive than those uses set out in the zoning.
2. Reduce the minimum lot area and frontage requirements for each of the retained lots as follows:
  - a. 567 Wilmot Line: area of 5.6ha and frontage of 88m
  - b. 585 Wilmot Line: area of 1.2ha and frontage of 135m
  - c. 1236 Carmel-Koch Road: 4.9ha and frontage of 140m



- 14.3 DS-2024-07 - Bill 162, Get it Done Act, 2024: Comments on changes to the Official Plan Adjustments Act, 2023 (ERO number 019-8273) 151**
- RECOMMENDATION**
- THAT Report DS-2024-07 be forwarded to the Ministry of Municipal Affairs and Housing and submitted on the ERO as the Township of Wilmot's response to Schedule 3 of Bill 162 being changes to the Official Plan Adjustments Act, 2023; and
- THAT the map included as Attachment 3 of Report DS-2024-07, form the basis for the approved Community Area, Employment Area, and Countryside Line boundary for the Baden and New Hamburg Township Urban Areas; and
- THAT no changes be made to the Township's Rural Settlement Area boundaries; and
- THAT implementation of the new Community Area and Employment Area lands follow the completion of a Secondary Plan by the Township of Wilmot and that site specific official plan amendments not be permitted to designate the additional lands within the Township Official Plan; and
- THAT the Secondary Plan be permitted to include staging provisions based on such factors deemed necessary by the Township of Wilmot including wastewater servicing capacity, parks and recreation needs, and school accommodation requirements.
- 14.4 COR-2024-13 - 2024 Operating Budget: Implications of Levy Debt Financing 165**
- RECOMMENDATION**
- THAT Report COR-2024-13 be received for information.
- 14.5 IS-2024-05 - Wilmot Line Re-gravelling Operating Budget Review 174**
- RECOMMENDATION**
- THAT Report IS-2024-05 Wilmot Line Operating Budget Review be received for information.
- 14.6 Final 2024 Operating, Utility and Capital Budgets, COR-2024-14 177**
- Please note that Attachment B -2024 Draft Operating Budget and Capital Budgets Package will be published to the Revised Agenda package no later then Friday, March 1, 2024.
- RECOMMENDATION**
- THAT Report COR-2024-14 Final 2024 Operating, Utility and Capital Budgets be received; and,
- THAT the Final 2024 Operating, Utility and Capital Budget as amended and recommended by Finance and Budget Committee as set out in

Attachment B, subject to any late budget amendments at this meeting, be approved; and

THAT the CAO and Treasurer are hereby authorized to execute any documents and agreements necessary to issue the 2024 debt financing contained within the 2024 Budget; and

THAT, once the Region of Waterloo and the Province of Ontario have each approved their respective property tax rates for 2024, the Treasurer prepare a report and draft bylaw to formally establish tax rates and tax billing due dates for the 2024 Final Tax Billing.

## 15. BY-LAWS

### RECOMMENDATION

THAT By-Laws as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.

- |      |   |     |
|------|---|-----|
| 15.1 | <b>By-Law 2024-13 Being a By-Law to Further Amend By-Law No. 83-38 of the Township of Wilmot Being a Zoning By-Law for the said Township of Wilmot (1276 Wilby)</b>             | 183 |
| 15.2 | <b>By-Law 2024-14 Being a By-Law to Further Amend By-Law No. 83-38 of the Township of Wilmot Being a Zoning By-Law for the said Township of Wilmot (rare_schneider- zoning)</b> | 188 |
| 15.3 | <b>By-Law 2024-15 Being a By-Law of the Township of Wilmot to Adopt Amendment No. 12 to the Township of Wilmot Official Plan (rare_schneider- opa)</b>                          | 193 |

## 16. NOTICES OF MOTION

- 16.1 **Councillor H. Sidhu Regarding the Hunsberger Drive and Stuckey Avenue/Michael Meyers Road Intersection**  
Councillor H. Sidhu has given notice to introduce the following motion for consideration this date:

### RECOMMENDATION

WHEREAS the safety and well-being of our community's residents, pedestrians, and motorists are of utmost priority; and,

WHEREAS there has been an increasing concern regarding pedestrian safety and vehicle speeds within the residential areas in the community of Baden, specifically in areas with young families, schools and daycares; and,

WHEREAS the Ward 3 Councillor, through discussion with residents has heard many concerns about the safety of the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road; and

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, and the Highway Traffic Act, R.S.O. 1990, c. H.8., as amended, give The Township of

Wilmot the power to pass bylaws respecting its highways, including parking and traffic on highways; and

WHEREAS the Township of Wilmot adopted By-law 2016-52 being a by-law to regulate traffic and parking on Township Highways, cited as the Traffic and Parking By law.

THEREFORE BE IT RESOLVED that Staff be directed to install a 4-Way Stop at the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road;

BE IT FINALLY RESOLVED that Staff be directed to prepare the appropriate by-law to amend By-law 2016-52 to permit for the installation of a 4-Way Stop at the intersection of Hunsberger Drive and Stuckey Avenue/Michael Meyers Road.

**17. ANNOUNCEMENTS**

**18. BUSINESS ARISING FROM CLOSED SESSION**

**19. CONFIRMATORY BY-LAW**

194

**RECOMMENDATION**

THAT the Confirmatory By-Law as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.

**20. ADJOURNMENT**

**RECOMMENDATION**

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

## **Committee Meeting Minutes**

### **Finance and Budget Committee Meeting**

January 25, 2024, 9:00 A.M.

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

Members Present:

- Mayor, N. Salonen
- Councillor S. Cressman
- Councillor K. Wilkinson
- Councillor H. Sidhu
- Councillor L. Dunstall
- Councillor S. Martin

Staff Present:

- Chief Administrative Officer, S. Chambers
- Interim Treasurer / Chief Financial Officer, D. Elliott
- Director of Infrastructure Services, J. Molenhuis
- Director of Development Services, H. O'Krafka
- Director of Community Services, C. Catania
- Fire Chief, R. Leeson
- Interim Director of Corporate Services / Clerk, J. Bunn
- Supervisor of Information Technology, K. Jeffreys
- Desktop Support Technician, R. Ubhi
- Interim Manager of Finance / Deputy Treasurer, S. Ghai
- Supervisor of Legislative Services / Deputy Clerk, K. Bos

---

#### **1. CALL TO ORDER**

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT the Finance and Budget Committee Meeting on January 25, 2024 be called to order at 9:00 a.m.

**Motion Carried Unanimously**

**2. CLOSED SESSION**

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT a Closed Meeting of Council be held on January 25, 2024, at 9:00 a.m. in accordance with Section 239 (2)(h) of the Municipal Act, 2001, to consider the following:

1. Confidential Information Supplied in Confidence from the Province of Ontario - Section 239 (2)(h) - Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency.

**Motion Carried Unanimously**

**3. RECONVENE INTO OPEN SESSION**

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT the Finance and Budget Committee reconvenes in open Session at 9:45 a.m.

**Motion Carried Unanimously**

**4. TERRITORIAL LAND ACKNOWLEDGEMENT**

Councillor S. Martin read the Territorial Land Acknowledgement.

**5. ADDITIONS TO THE AGENDA**

**6. ADOPTION OF THE AGENDA**

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

THAT the Agenda as presented for January 25, 2024 be adopted.

**Motion Carried Unanimously**

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

Mayor N. Salonen declared a conflict of interest with the affiliated group the Wilmot Aquatic Aces Swim Club (Aces) and the special event subsidy for the Schmitty Fun-Runs (W-O). Mayor N. Salonen requested that the Aces and the Schmitty Fun-Runs be considered separately from the other affiliated groups and special event subsidies outlined in Report CS-2024-01.

## 8. MINUTES OF PREVIOUS MEETING(S)

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT the Minutes of the March 14, 2023 Finance and Budget Committee meeting be adopted as presented.

**Motion Carried Unanimously**

## 9. DELEGATIONS

## 10. CORRESPONDENCE

## 11. REPORTS

### 11.1 CS-2024-01- Special Event and Facility Subsidies (addendum)

Mayor N. Salonen declared a conflict of interest with the affiliated group the Wilmot Aquatic Aces Swim Club (Aces) and the special event subsidy for the Schmitty Fun-Runs (W-O). Mayor N. Salonen requested that the Aces and the Schmitty Fun-Runs (W-O) be considered separately from the other affiliated groups and special event subsidies outline in Report CS-2024-01.

The Committee considered Corporate Services report CS-2024-01, regarding the Special Event and Facility Subsidies excluding the affiliated group the Aces and the special event subsidy for the Schmitty Fun-Runs (W-O). Director of Parks, Facilities and Recreation Services, C. Catania spoke to the report.

Members asked and received response from staff regarding the following:

- Clarification on the subsidy provided to Moparfest.

Councillor K. Wilkinson provided comments in support of providing the subsidy for Moparfest.

A motion was brought forward by Councillor L. Dunstall, seconded by Councillor S. Cressman, THAT the motion be amended to strike Moparfest

from the list of fully subsidized groups until additional information can be brought forward to the Committee. The motion was defeated.

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Martin

THAT Report CS 2024 – 01 Special Event and Facility Subsidies be received for information and further,

THAT Staff be directed to continue facility use subsidies and in-kind staff costs for legacy facility bookings, by affiliated groups and special events, excluding the Aces and the Schmitty Fun-Runs taking place at Township facilities in 2024 and further,

THAT Staff be directed to continue fully subsidizing the Mennonite Relief Sale, Moparfest and New Hamburg Fall Fair as directed per the Council Resolution dated March 20, 2023.

**Motion Carried Unanimously**

Councillor H. Sidhu, assumed the position of Chair.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor S. Cressman

THAT Staff be directed to continue facility use subsidies and in-kind staff costs for legacy facility bookings, by affiliated groups the Aces and the Schmitty Fun-Runs event taking place at Township facilities in 2024.

**Motion Carried**

Mayor N. Salonen resumed as Chair.

## 11.2 2024 Operating Budget

### 11.2.1 COR-2024 -03 - 2024 User Fees and Charges

Interim Chief Financial Officer / Treasurer, D. Elliott presented the report.

Members asked and received responses from staff regarding the following:

- The potential adjustment of parks, facilities and recreation fees based on the Master Plan.
- Parks, facilities and recreation fees for non-residents.

- The low cost of non-prime time ice fee for school boards.
- Concerns for barriers to accessing the halls and meeting rooms.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor S. Cressman

THAT Report COR-2024-03, 2024 Fees and Charges, be received;  
and

THAT the 2024 fees and charges as presented be approved by  
Committee; and

THAT staff bring forward to Council the necessary bylaw for formal  
adoption of the 2024 fees and charges.

**Motion Carried Unanimously**

#### 11.2.2 COR-2024-02 - Long Term Debt Status Update

Interim Treasurer / Chief Financial Officer, D. Elliott, presented the  
report.

Members asked and received responses from staff regarding the  
following:

- The levy funded portion of debt servicing.
- The deferral of long-term debt.
- The projects that have been debt funded.
- Development charges and their implications on long-term debt.
- Summary of reserve funds.

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT Report COR-2024-02, Long Term Debt Status Update be  
received for information.

**Motion Carried Unanimously**

#### 11.2.3 COR-2024-01 - Draft 2024 Operating, Utility and Capital Budget



Mayor Salonen introduced Chief Administrative Officer, S. Chambers to provide opening remarks regarding the 2024 Operating Budget.

Interim Chief Financial Officer / Treasurer, D. Elliott presented the 2024 Operating Budget.

The Committee considered the Draft Operating Budget pertaining to the CAO's Office as presented by Chief Administrative Officer, S. Chambers.

Members asked and received responses from staff regarding the following:

- The amount included for contracted services and material costs.
- The function of the Corporate Communications team and the roles within it.
- The possibility of bringing the Strategic Plan in-house to reduce cost.
- The possibility of deferring the Strategic Plan to the 2025 Budget.
- Which items could be removed from the 2024 Budget.
- Performance management process and techniques.
- The training costs for the new full-time equivalent position.

Councillor H. Sidhu, assumed the position of Chair.

A motion was brought forward by Mayor N. Salonen, and seconded by Councillor S. Cressman, THAT Staff be directed to pause the RFP process for the 2024-2027 Strategic Plan and further that more information be brought forward on bringing it in-house and possible deferral to the 2025 Budget. The motion carried unanimously.

Mayor N. Salonen resumed as Chair.

A motion to recess was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman THAT the Finance and Budget Committee does now recess to resume at 11:22 a.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman THAT the Finance and Budget Committee does now reconvene at 11:25 a.m. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, seconded by Councillor H. Sidhu, THAT staff be directed to report back to the Committee on Contracted Services and options to redistribute work within the Office of the CAO and potential cost savings. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Council Services as presented by Interim Director of Corporate Services / Manager of Legislative Services / Municipal Clerk, J. Bunn.

Members asked and received responses from staff regarding the following:

- The discretionary funds to address mid-year issues.
- The budgeted amounts for communications specifically mail-outs for Council.
- The amount allocated for a discretionary fund.
- Further information on the operating budget items, including the Municipal Grant Program.

A motion was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Councillors Honorarium in the amount of \$15,000.00 be removed from the 2024 Operating Budget. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Fire Services as presented by Fire Chief, R. Leeson.

Mayor N. Salonen added a note of appreciation for the Fire Services department and the services they provide to the Township of Wilmot on a volunteer basis.

Members asked and received responses from staff regarding the following:

- How equipment expenses are allocated in the budget.

- The potential implications of growth on the fire services operating budget.
- The decision-making criteria around responses to emergency calls.
- The call volume for medical emergencies.
- Staffing levels, resignations, new hires, and retention.
- The volunteer wage adjustments to remove the work party rate and paying firefighters one rate.
- The accreditations requirements for full-time versus part-time firefighters.
- Potential cost-savings which could be identified.
- Recreational Burn Permits and the administrative costs associated to issue the permits.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor H. Sidhu, THAT Staff be directed to report back to the Committee on the historical context of Recreational Burn Permits, including what the payment was and how the historical program compares to the program adopted in 2021 by end of Q1. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Corporate Services as presented by Interim Director of Corporate Services / Manager of Legislative Services / Municipal Clerk, J. Bunn.

A motion to recess was brought forward by Councillor S. Cressman and seconded by Councillor L. Dunstall, THAT the Finance and Budget Committee does now recess at 12:33 p.m. for 45 minutes. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Finance and Budget committee does now reconvene at 1:20 p.m. The motion carried.

Councillor S. Martin's seat was vacant at 1:20 p.m.

Members asked and received responses from staff regarding the following pertaining to the Corporate Services operating budget:

- The budgeted increase to revenues particularly, Administrative and Miscellaneous Fees.
- The 2023 Budget discrepancies for Contracted Services / Materials and Supplies under IT Services.
- Opportunities to reduce the operating budget for the department.

A motion was brought forward by Councillor K. Wilkinson, seconded by Councillor H. Sidhu, THAT Staff be directed to report back to the Committee on possible reductions to the Corporate Services budget. The motion carried.

Councillor S. Martin resumed his seat at 1:32 p.m.

The Committee considered the Draft Operating Budget pertaining to Infrastructure Services as presented by Director of Infrastructure Services, J. Molenhuis.

Members asked and received responses from staff regarding the following:

- The anticipated timeline on reporting back to Council on the Gravel Pit Operations Lease.
- Revenues year to date versus 2023 budget amounts.
- The revenue allocated for Aggregate Resource Fees.
- The Sanitary Railway Crossing Design approvals.
- Lifecycle of equipment.
- The expenditure for Contracted Services / Materials and Supplies under Engineering Services

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor H. Sidhu, THAT Staff be directed to report back to the Committee on the Infrastructure Services 2024 Operating budget and potential cost-savings, including a review of the FTE staff requirements. The motion carried.

Members asked and received responses from staff regarding the following regarding the Water and Wastewater Fees:

- The service provided by the Region of Waterloo, and how the costs are billed to residents.
- The potential to assume the water.
- Timing of the report back on the Knipfel Private Water System (Petersburg).

A motion was brought forward by Councillor L. Dunstall, seconded by Councillor S. Martin, THAT the 2024 water and wastewater fees and charges be approved by Committee; and further, THAT staff bring forward to the January 29th Regular Council Meeting the necessary bylaw for adoption of the complete 2024 water and sewer services rates, fees and charges. The motion carried unanimously.

At this time the Committee considered Item 11.2.4 Report IS-2024-01 regarding Speed Mitigation and Traffic Safety.

Director of Infrastructure Services, J. Molenhuis presented the report.

Members asked and received responses from staff regarding the following:

- The budget implications of Report IS-2024-01.
- If there were cost incurred by the vandalism to local speed cameras.
- The disbursement of the revenues collected through the local speed cameras, and if it is area rated.
- Within the Infrastructure Department if there was the potential to find savings that could be found to fund this initiative.

Mayor N. Salonen provided clarification that the speed camera located in Baden is a regional asset and is funded through the Region of Waterloo.

The motion was brought forward by Councillor K. Wilkinson, seconded by Councillor S. Martin, THAT Report IS-2024-01, Speed Mitigation and Traffic Safety Additional Information be received for information. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Community Services as presented by Director of Community Services, C. Catania.

Council asked and received responses from staff regarding the following:

- Alternate revenue sources for existing facilities.
- Castle Kilbride projected revenue for 2024.
- The cost recovery on filming on location at Castle Kilbride.
- Staffing costs for Castle Kilbride.
- The revenue opportunities for the NH Arena Reconstruction/Multi-Use Facility.
- The attraction and retention of Lifeguards at the WRC.
- Expanding the aquatic services to increase revenue at the WRC.
- Potential to implement policies to ensure programs are available to Wilmot residents first.
- The cost for Rental Groups to use municipal bartenders for bar services provided at Township facilities.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor L. Dunstall, THAT Staff be directed to report back to the Committee on the Community Services 2024 Operating budget and potential cost-savings, including a review of staff requirements. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Development Services as presented by Director of Development Services, H. O'Krafka.

Members asked and received responses from staff regarding the following:

- The deferral of the PSD Permits Module – Planning Section tool in the 2023 Budget.
- Provincial funding opportunities for the department.
- Staffing requirements for the OLT hearing.

- The servicing of the Employment Lands.
- The tax rate for commercial and industrial lands.

Councillor H. Sidhu vacated his seat at 3:09 p.m.

Councillor H. Sidhu resumed his seat at 3:11 p.m.

A motion was brought by Councillor K. Wilkinson, seconded by Councillor H. Sidhu, THAT Staff be directed to report back to the Committee on the Development Services 2024 Operating budget and potential cost-savings. The motion was carried unanimously.

A motion to recess was brought by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Finance and Budget Committee does now recess at 3:13 p.m. for 10 minutes. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor S. Martin and seconded by Councillor L. Dunstall, THAT the Finance and Budget committee does now reconvene at 3:27 p.m. The motion carried unanimously.

Mayor N. Salonen provided a verbal update on the first meeting of the 2024 Wilmot Canada Day Task Force and the pressures faced on booking vendors for the event. Councillor L. Dunstall provided additional comments on the Task Force meeting.

A motion was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT pre-budget approval in the amount of \$25,000 for 2024 Wilmot Canada Day Event be approved. The motion carried unanimously.

The Committee considered the Draft Operating Budget pertaining to Corporate Accounts as presented by Interim Treasurer / Chief Financial Officer, D. Elliott.

Members asked and received responses from staff regarding the following:

- The expenditure of the insurance and risk management, and operational implications on this line item.
- The transfer to reserves funds.
- The payments in lieu of taxes

Councillor H. Sidhu, assumed the position of Chair Mayor N. Salonen provided an introduction to the following motion.

A motion was brought forward by Mayor N. Salonen and seconded by Councillor S. Martin, THAT Staff be directed to report back to Council on programs for the deferral of penalty and interest for low-income households prior to the adoption of the 2024 tax rates. The motion was carried.

Mayor N. Salonen resumed as Chair.

Members asked and received responses from staff regarding the following pertaining to Corporate Accounts:

- The provision for wages, benefits, and steps.

The Committee considered the Budget Options for consideration as presented by Interim Treasurer / Chief Financial Officer, D. Elliott.

Members asked and received responses from staff regarding the following:

- Sharing resources with other municipalities for the Sustainability Coordinator position.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor S. Martin, THAT the Committee give direction to staff to discuss a shared Sustainability Coordinator position between the other Townships in the Region of Waterloo. The motion carried.

A motion was brought forward by Councillor H. Sidhu and seconded by Councillor L. Dunstall, THAT Staff be directed to include the Community Mailings & Adverts in the amount of \$15,000.00 in the 2024 Operating Budget and THAT the remaining items in Unfunded Budget Options for Consideration be deferred until the January 27th Finance and Budget Committee meeting. The motion carried.

Councillor K. Wilkinson provided remarks on reductions to the Draft 2024 Operating Budget.

Chief Administrative Officer, S. Chambers provided remarks.

Interim Treasurer / Chief Financial Officer, D. Elliott provided remarks on the timeline.



A motion to recess was brought forward by Councillor S. Martin and seconded by Councillor L. Dunstall, THAT the Finance and Budget Committee does now at 4:22 p.m. for 5 minutes.

A motion to reconvene was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Finance and Budget committee does now reconvene at 4:27 p.m. The motion carried unanimously.

Councillor H. Sidhu left the meeting at 4:26 p.m.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor L. Dunstall, THAT Staff be directed to seek potential options for a 0.5% reduction in the 2024 Operating Budget, per department, save and except for Fire Services, to be brought forward to the Committee for consideration on February 15, 2024 at 4:30 p.m. The motion carried.

## 12. BUSINESS ARISING FROM CLOSED SESSION

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

THAT Council receives the verbal report regarding Confidential Information Supplied in Confidence from the Province of Ontario Section 239 (2)(h) - Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any item.

**Motion Carried Unanimously**

## 11. REPORTS

### 11.2 2024 Operating Budget

#### 11.2.4 IS-2024-01 - Speed Mitigation and Traffic Safety Additional Information

This report was considered during the discussion for Item 11.2.3.

**Moved by:** Councillor K. Wilkinson

**Seconded by:** Councillor S. Martin

THAT Report IS-2024-01, Speed Mitigation and Traffic Safety Additional Information be received for information.

**Motion Carried Unanimously**

**13. ANNOUNCEMENTS**

**14. ADJOURNMENT**

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT the Finance and Budget Committee Meeting be adjourned at 4:34 p.m.

**Motion Carried**

## **Committee Meeting Minutes**

### **Finance and Budget Committee Meeting**

January 27, 2024, 9:00 A.M.

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

Members Present: Mayor, N. Salonen  
Councillor S. Cressman  
Councillor K. Wilkinson  
Councillor H. Sidhu  
Councillor L. Dunstall  
Councillor S. Martin

Staff Present: Chief Administrative Officer, S. Chambers  
Interim Treasurer / Chief Financial Officer, D. Elliott  
Director of Infrastructure Services, J. Molenhuis  
Director of Development Services, H. O'Krafka  
Director of Community Services, C. Catania  
Fire Chief, R. Leeson  
Interim Director of Corporate Services / Clerk, J. Bunn  
Supervisor of Information Technology, K. Jeffreys  
Interim Manager of Finance / Deputy Treasurer, S. Ghai  
Supervisor of Legislative Services / Deputy Clerk, K. Bos

---

#### **1. CALL TO ORDER**

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT the Finance and Budget Committee Meeting on January 27, 2024 be called to order at 9:00 a.m.

**Motion Carried Unanimously**

## 2. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor S. Cressman read the Territorial Land Acknowledgement.

## 3. ADDITIONS TO THE AGENDA

Item 8.1.1 - COR-2024-05 - Capital Projects Status and Closures

Item 8.1.2 - COR-2024-04 - 2024 Budget Capital Projects Amendments

Item 8.2 - 2024 Operating Budget Unfunded Budget Options for Consideration

## 4. ADOPTION OF THE AGENDA

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

That the Agenda as presented for January 27, 2024 be adopted, as amended.

**Motion Carried**

## 5. DISCLOSURE OF PECUINARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

## 6. DELEGATIONS

### 6.1 Agenda Item 8.1- 2024 Capital Budget

Julie Neves and Judy Kraan spoke to Item 8.1 - 2024 Capital Budget expressing support for an Air Monitoring Study.

**Moved by:** Councillor K. Wilkinson

**Seconded by:** Councillor H. Sidhu

THAT the Committee direct Staff to proceed with obtaining a legal opinion relating to the request for an Air Monitoring Study; and further THAT the legal opinion be presented to Council no later than February 12, 2024; and further, THAT staff be directed to prepare a report for consideration at the Finance and Budget Committee at the February 15, 2024 meeting.

**Motion Carried Unanimously**

## 7. CORRESPONDENCE

Interim Treasurer / Chief Financial Officer, D. Elliott provided a verbal update on correspondence received at the budget@wilmot.ca email address.

## 8. REPORTS

## 8.1 2024 Capital Budget

A motion to recess was brought forward by Councillor H. Sidhu and seconded by Councillor K. Wilkinson, THAT the Finance and Budget Committee does now recess at 9:30 a.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor S. Martin and seconded by Councillor L. Dunstall, THAT the Finance and Budget Committee does now reconvene at 9:30 a.m. The motion carried unanimously.

### 8.1.1 COR-2024-05 - Capital Projects Status and Closures

Interim Treasurer / Chief Financial Officer, D. Elliott presented the report.

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor H. Sidhu

THAT Report COR 2024-05 - Capital Projects Status and Closures, be received for information purposes; and

THAT where projects proposed to be closed that are under budget, funding be adjusted by returning unused funding back to reserve fund sources, and where overspent, additional funding be approved from similar original funding sources, following which all projects listed in Schedule A be closed.

**Motion Carried Unanimously**

### 8.1.2 COR-2024-04 - 2024 Budget Capital Projects Amendments

Interim Treasurer / Chief Financial Officer, D. Elliott presented the report.

Members asked and received response on the following:

- The location of the proposed EV Chargers.

A motion was brought forward by Councillor S. Martin and seconded by Councillor S. Cressman, THAT the Committee approves 2024 Capital Budget Request Form #39 Level 3 Electronic Vehicles Charging Stations project dependent on successful grant funding and THAT the location of the chargers be amended to reflect downtown locations.

A motion to postpone to a certain time was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the consideration of the motion be postponed to this afternoon. The motion carried unanimously.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT Report COR-2024-04 - 2024 Budget Capital Project Amendments be received for information.

**Motion Carried Unanimously**

#### 8.1.3 COR-2024-01 - Draft 2024 Operating, Utility and Capital Budget

Interim Treasurer / Chief Financial Officer, D. Elliott presented the report.

Members asked and received response on the following:

- How the funding for capital projects was determined.

The Committee considered the Fire Services 2024 Capital Budget Request Forms as presented by Fire Chief R. Leeson.

Members asked and received response on the following:

- The potential for a fleet lease program.

A motion was brought forward by Councillor S. Cressman seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #16 (Interior Renovations and Backup EOC upgrades at Station 2) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #17 (30 Neville - Architectural Design New Hamburg Fire Station 3) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #18 (Fire Attack

Nozzles/Master Stream) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor L. Dunstall, THAT the Committee approve the 2024 Capital Budget Request Form #19 (Thanker 616/615 Station 1) and #20 (Rescue 627 Station 2) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

At this time the Committee asked and received responses on the 2024 Operating Unfunded Budget Options for Consideration for the part-time Fire Prevention Officer to be moved to a full-time position and directed question to Fire Chief, R. Leeson. Including:

- The community safety building closure.
- The inclusion of the position in the unfunded budget options.
- The time allocated for the position for public education.
- Public education and engagement opportunities.

A motion was brought forward by Councillor K. Wilkinson and seconded by Councillor H. Sidhu, THAT the Committee remove the 2024 Capital Budget Request Form #48 (Fire Extinguisher Trainer) from the 2024 Capital Budget being brought forward to Council for approval. The motion was defeated.

A motion was brought forward by Councillor S. Martin and seconded by Councillor S. Cressman, THAT the Committee approves the 2024 Capital Budget Request Form #48 (Fire Extinguisher Trainer) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion was defeated.

A motion to recess was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Finance and Budget Committee does now recess to resume at 10:50 a.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor S. Martin and seconded by Councillor K. Wilkinson, THAT the Finance and

Budget Committee does now reconvene at 10:50 a.m. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #66 (Tanker Certification and Certified Explosion and Fire Investigator (CEFI) Certification) be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

The Committee considered the following 2024 Capital Budget Requests in numerical order beginning at Item #1, with all Infrastructure Services requests being considered at the end.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #01 (Administration Complex Water Softener Replacement) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #02 (Castle Kilbride Maintenance & Restorations) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #03 (WRC Building Asset Replacements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #04 (WRC Aquatic Centre Asset Replacements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.



Members asked and received response on the following, in regard to Budget Request Form #05 (WRC Arena Refrigeration Plant Asset Replacements):

- Costs of after hour calls and staff expenses.
- Implications and cost-saving of removing the back-up unit.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #05 (WRC Arena Refrigeration Plant Asset Replacements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #07 (NH Arena Reconstruction/Multi-Use Facility):

- Grant funding deadlines
- Any risks in losing funding by delaying this project.
- Potential for the inclusion of pickleball at the proposed multi-use facility.
- Flexibility in changes to the scope of the project and the implications on the grant funding.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #07 (NH Arena Reconstruction/Multi-Use Facility) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #08 (New Hamburg Community Centre Asset Replacements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor L. Dunstall, THAT the Committee approve the 2024 Capital Budget Request Form #10 (Heritage/Scott Park –

Electrical & Plumbing Enhancements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

Members asked and received response on the following, in regard to Budget Request Form #13 (Replace 2013 Service Vehicle with Stake Truck):

- Cost-savings on contracted services by purchasing this fleet vehicle.
- Options to purchase a comparable used vehicle.
- Departmental sharing of vehicles.
- Average annual mileage on vehicles.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor L. Dunstall, THAT Staff report back to the Budget and Finance Committee on February 15, 2024 on the 2024 Capital Budget Request Form #13 (Replace 2013 Service Vehicles with Stake Truck) specifically on if the current truck could be kept for an additional year. The motion carried.

Members asked and received response on the following, in regard to Budget Request Form #14 (Annual Hardware, Software & Network Infrastructure Upgrades):

- A detailed breakdown of the total budget request.
- The need to replace desktop and laptop computers.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Cressman, THAT Staff report back to the Budget and Finance Committee on February 15, 2024 on the 2024 Capital Budget Request Form #14 specifically relating to future plans for server retirements and disposal of hardware. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #41 Flagpole Installations (WRC / NDCC / St. ACC / NHCC):

- The flag policy and it's application to community flags.
- The current flag poles at facilities.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Martin, THAT the Committee remove the 2024 Capital Budget Request Form #41 (Flagpole Installations (WRC/NDCC/St. ACC/NHCC) from the 2024 Capital Budget being brought forward to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor H. Sidhu, and seconded by Councillor S. Cressman, THAT the Committee defer the 2024 Capital Budget Request Form #40 (Design and Construct Baden Off-Leash Dog Park) to the 2025 Capital Budget process. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #42 (30 Neville Street – Minor Renovations / FF&E):

- The approximate timeline of work.
- The potential of repurposing office furniture.
- The breakdown of the proposed costs proposed.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #42 (30 Neville Street - Minor Renovations / FF&E) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion to recess was brought forward by Councillor L. Dunstall and seconded by Councillor S. Cressman, THAT the Finance and Budget Committee does now recess to resume at 12:50 p.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Martin, THAT the Finance and Budget Committee does now reconvene at 12:54 p.m. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #43 (Annual Tree Planting Program):

- The grant funding opportunity.
- The park location.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #43 (Annual Tree Planting Program) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #44 (Mike Schout Wetlands – Trail Enhancements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #45 (Data Migration / Document Management Program) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor K. Wilkinson, THAT the Committee remove the 2024 Capital Budget Request Form #46 (Township and Settlement Area Gateway Signage) from the 2024 Capital Budget and THAT the 2023 existing Community Signage Updates project be closed and the budgeted funds returned to source. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor L. Dunstall, THAT the Committee remove the 2024 Capital Budget Request Form #47 (PSD Permits Module – Planning Section) from the 2024 Capital Budget; and THAT contingent on grant funding being secured this project be reviewed by Council after a decision is made on Bill 23 The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #63 AODA Compliance Audit (Township owned facilities):

- The cost assigned for the completion of this study.
- Public engagement and feedback opportunities in this study.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #63 (AODA Compliance Audit (Township owned facilities)) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #76 (Baden/New Hamburg Greenfield Secondary Plan & Intensification Analysis) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

The Committee now considered the Capital Budget Requests for the Infrastructure Services department.

Members asked and received response on the following, in regard to Budget Request Form #21 Jacob Street Cross-Section Repair:

- Vendor evaluation for construction projects.
- The need for reconstruction of the cross section.
- If there were complaints from the community.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor H. Sidhu, THAT the Committee remove the 2024 Capital Budget Request Form #21 (Jacob Street Cross-Section Repair) from the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

Members asked and received response on the following, in regard to Budget Request Form #22 Webster/George/Victoria Lighting Replacement:

- Additional costs if the work is deferred.

A motion was brought forward by Councillor H. Sidhu, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #22 (Webster/George/Victoria Lighting Replacement) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #23 (Oxford Road 5/Punkeydoodles Intersection Improvements) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

Members asked and received response on the following, in regard to Budget Request Form #24 to 29 (Road Surface Repair and Rehabilitation Program):

- The roads need study and how project are selects.
- The crack sealing program presented in 2023.
- ST-Wilmot Easthope Road Improvements - Joint Project w/ Perth East

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #24 to #29 (Road Surface Repair and Rehabilitation Program) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried.

Members asked and received response on the following, in regard to Budget Request Form #30 to #35 (Road Structure Repair and Rehabilitation Program):

- The installation of new guardrails.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #30 to #35 (Road Structure Repair and Rehabilitation Program) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #36, #37 and #56 (Fleet and Equipment – Roads) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Cressman, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #38 (Lift Station Operations / Maintenance Plan) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by L. Dunstall, THAT the Committee approve the 2024 Capital Budget Request Form #49 (Snyder's Road Reconstruction (Phase 3)) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor L. Dunstall, THAT the Committee approve the 2024 Capital Budget Request Form #50 (Employment Lands – Collector Road) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor S. Martin, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #51 (SWM Facility Retrofit – Nithview) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor H. Sidhu, and seconded by Councillor K. Wilkinson, THAT the Committee approve the 2024 Capital Budget Request Form #53 (Baden Trunk Sanitary Sewer Construction) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

Councillor L. Dunstall vacated her seat at 2:09 p.m.

Councillor L. Dunstall resumed her seat at 2:11 p.m.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #54 (Trunk Sewer Flow Monitoring Improvements) to be included in the 2024 Capital

Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor S. Cressman, THAT the Committee approve the 2024 Capital Budget Request Form #55 (Sanitary Sewer Railway Crossing – New Hamburg) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion was brought forward by Councillor L. Dunstall, and seconded by Councillor S. Martin, THAT the Committee approve the 2024 Capital Budget Request Form #78 (Knipfel Petersburg Private Drinking Water System Conversion) to be included in the 2024 Capital Budget that will be brought back to Council for approval. The motion carried unanimously.

A motion to recess was brought forward by Councillor L. Dunstall and seconded by Councillor K. Wilkinson, THAT the Finance and Budget Committee does now recess to resume at 2:25 p.m. The motion carried unanimously.

A motion to reconvene was brought forward by Councillor L. Dunstall and seconded by Councillor K. Wilkinson, THAT the Finance and Budget Committee does now reconvene at 2:27 p.m. The motion carried unanimously.

The Committee now considered the motion deferred from Item 8.1.2 COR-2024-04 - 2024 Budget Capital Projects Amendments.

A motion was brought forward by Councillor S. Martin and seconded by Councillor S. Cressman, THAT the Committee approves 2024 Capital Budget Request Form #39 (Level 3 Electronic Vehicles Charging Stations project) for one EV Charger in New Hamburg, ON be contingent on successful grant funding. The motion carried.

## 8.2 2024 Operating Budget Unfunded Budget Options for Consideration

A motion was brought forward by Councillor K. Wilkinson, and seconded by Councillor H. Sidhu, THAT the Committee defer the consideration of this item to the Finance and Budget Committee on February 15, 2024. The motion carried unanimously.

## 9. ANNOUNCEMENTS



Mayor N. Salonen made an announcement on:

- International Holocaust Remembrance Day

**10. ADJOURNMENT**

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

THAT the Finance and Budget Committee Meeting be adjourned at 2:46 p.m.

**Motion Carried**

DRAFT

## Council Meeting Minutes

### Council Meeting

Date: February 26, 2024, 7:00 P.M.

Location: Council Chambers - Hybrid  
60 Snyder's Road West  
Baden, Ontario  
N3A 1A1

Members Present: Mayor N. Salonen  
Councillor S. Cressman  
Councillor K. Wilkinson  
Councillor H. Sidhu  
Councillor L. Dunstall  
Councillor S. Martin

Staff Present: Chief Administrative Officer, S. Chambers  
Interim Treasurer / Chief Financial Officer, D. Elliott  
Director of Infrastructure Services, J. Molenhuis  
Director of Development Services, H. O'Krafka  
Director of Community Services, C. Catania  
Interim Director of Corporate Services / Clerk, J. Bunn  
Supervisor of IT, K. Jeffreys  
Manager of Communications and Strategic Initiatives, D. Kell  
Supervisor of Legislative Services / Deputy Clerk, K. Bos

---

#### 1. CALL TO ORDER

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor S. Cressman

THAT the Regular Council Meeting held on February 26, 2024 be called to order at 7:00 p.m.

**Motion Carried Unanimously**

Mayor N. Salonen reflected on the following:

- Homelessness and the Coldest Night of the Year Walk

## **2. TERRITORIAL LAND ACKNOWLEDGEMENT**

Councillor S. Cressman read the Territorial Land Acknowledgment.

## **3. ADDITIONS TO THE AGENDA**

Item 8.1 - Delegations Regarding Item 11.2

- Item 8.1.2 - Wilmot Ecumenical Working Group on Indigenous/Settler Relationships
- Item 8.1.3 - Createscape

Item 8.2 - Delegations Regarding Item 10.1

- Item 8.2.1 - Linda Laepple

Item 8.3 - Delegations Regarding Item 12.1

- Item 8.3.1 - Marg Rowell

Item 9 - Correspondence

- Item 9.2 - Correspondence from Valerie Hall Regarding Schneider Land Donation
- Item 9.3 - Correspondence from Wilmot Ecumenical Working Group on Indigenous/Settler Relationships Regarding Prime Ministers Path Next Steps
- Item 9.4 - Correspondence from Yvonne Zyma Regarding Prime Ministers Path Next Steps
- Item 9.5 - Correspondence from Melissa Miller Regarding Prime Ministers Path Next Steps
- Item 9.6 - Correspondence from Barry Wolfe Regarding Prime Ministers Path Next Steps
- Item 9.7 - Correspondence from Marlene Knezevich Regarding Prime Ministers Path Next Steps
- Item 9.8 - Correspondence from Catherine Bowman Regarding Prime Ministers Path Next Steps
- Item 9.9 - Correspondence from E. Bird Regarding Prime Ministers Path Next Steps

#### 4. **ADOPTION OF THE AGENDA**

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

That the Agenda as presented for February 26, 2024 be adopted, as amended.

**Motion Carried Unanimously**

#### 5. **DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

There were no disclosures of pecuniary interest at this meeting.

#### 6. **MINUTES OF PREVIOUS MEETING(S)**

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor H. Sidhu

THAT the Minutes of the February 12, 2024 Council Meeting and February 15, 2024 Special Council Meeting be adopted as presented.

**Motion Carried Unanimously**

#### 7. **PRESENTATIONS**

##### 7.1 Basic Income Waterloo Region, presenting on Guaranteed Liveable Basic Income

Caterina Lindman, Wanda Cakebread and Erma Friesen presented on Guaranteed Liveable Basic Income.

#### 8. **DELEGATIONS**

##### 8.1 Agenda Item 11.2 Report CAO-2024-03 - Prime Ministers Path: Options for Next Steps

8.1.1 Andrew Kipp

8.1.2 Wilmot Ecumenical Working Group on Indigenous/Settler Relationships

Marie Pavey and Dorothy Wilson

8.1.3 Createscape

Glen Mathers

8.2 Agenda Item 10.1 Report IS-2024-06 - 2023 Annual Water Summary and Quality Report

8.2.1 Linda Laepple

8.3 Agenda Item 12.1 - Councillor S. Martin Notice of Motion Regarding the Municipal Heritage Register

8.3.1 Marg Rowell

## 9. **CORRESPONDENCE**

Councillor S. Martin spoke to Item 9.1 Correspondence from Rory Farnan Regarding Schneider Land Donation and directed a question to staff.

Council asked and received response from staff regarding the following:

- The planning application process and timeline for the subject lands.

Director of Development Services, H. O'Krafka provided a response.

Councillor K. Wilkinson spoke to Item 9.1 Correspondence from Rory Farnan Regarding Schneider Land Donation.

9.1 Correspondence from Rory Farnan Regarding Schneider Land Donation

9.2 Correspondence from Valerie Hall Regarding Schneider Land Donation

9.3 Correspondence from Wilmot Ecumenical Working Group on Indigenous/Settler Relationships Regarding Prime Ministers Path Next Steps

9.4 Correspondence from Yvonne Zyma Regarding Prime Ministers Path Next Steps

9.5 Correspondence from Melissa Miller Regarding Prime Ministers Path Next Steps

9.6 Correspondence from Barry Wolfe Regarding Prime Ministers Path Next Steps

9.7 Correspondence from Marlene Knezevich Regarding Prime Ministers Path Next Steps

9.8 Correspondence from Catherine Bowman Regarding Prime Ministers Path Next Steps

9.9 Correspondence from E. Bird Regarding Prime Ministers Path Next Steps

## 10. CONSENT AGENDA

Delegate L. Laepple spoke to Item 10.1 Staff Report IS-2024-06 - 2023 Annual Water Summary and Quality Report.'

Councillor S. Cressman pulled Item 10.1 from the Consent Agenda for consideration.

Mayor N. Salonen pulled Item 10.2 from the Consent Agenda for consideration.

### 10.1 IS-2024-06 - 2023 Annual Water Summary and Quality Report

Council asked and received response from staff regarding the following:

- The water usage fluctuation in the annual report.
- The location of the distribution systems.
- Methodology for water sampling.

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor K. Wilkinson

THAT the 2023 Annual Summary and Water Quality Reports be received for information purposes; and

THAT Council continue to commit to providing the resources for the implementation, maintenance, and continual improvement of the Drinking Water Quality Management Standard (DWQMS) as outlined in this report.

**Motion Carried Unanimously**

### 10.2 COR-2024-10 - Pending Sale of Private Property for Non-Payment of Property Taxes – Process to Date

Council asked and received response from staff regarding the following:

- Minimum bid price for tax sale properties.
- The process for sale of private property for non-payment of property taxes.
- The timing of initiating the sale of private properties for non-payment of property taxes.

**Moved by:** Councillor K. Wilkinson

**Seconded by:** Councillor H. Sidhu

THAT Report COR-2024-10 be received for information only.

**Motion Carried Unanimously****11. REPORTS****11.1 CAO-2024-01 - Office of the CAO, Mayor and Council Staffing Resources**

A motion was brought forward by Councillor H. Sidhu, seconded by Councillor S. Martin THAT Report CAO 2024-01 Office of the CAO, Mayor and Council Staffing Resources be received as information.

Chief Administrative Officer, S. Chambers presented the report.

Due to a technical issue, Councillor L. Dunstall left the meeting at this time.

A motion to recess was brought forward by Councillor K. Wilkinson, seconded by Councillor S. Cressman THAT Council does now recess at 8:05 p.m. The motion carried unanimously, save and except for Councillor L. Dunstall.

Councillor L. Dunstall rejoined the meeting at this time.

A motion to reconvene was brought forward by Councillor S. Martin, seconded by Councillor L. Dunstall THAT Council does now reconvene at 8:13 p.m. The motion carried unanimously.

Council asked and received response from staff regarding the following:

- The challenge of communicating on both the corporate and political planes.
- The appropriateness of a new full time equivalent staff.
- The staffing requirements of the Office of the CAO and Mayor.

Councillor K. Wilkinson assumed the position of Chair.

An amendment was brought forward by Mayor N. Salonen, seconded by Councillor H. Sidhu THAT Council amend the motion to add THAT Council support Option #2 as outlined in Report CAO 2024-01 to support the implementation of a dedicated staff position by approving a Constituent Liaison position reporting directly to the Mayor and Council and eliminating the vacant Social Media, Digital and Design Specialist role and contracting out technical communication needs and further that the Constituency Liaison and Social Media, Digital and Design Specialist positions be reconsidered in 2025. The motion carried.

Council asked and received response from staff regarding the following:

- The difference of Option #2 versus Option #3.
- The length of the contract position.
- How the position would benefit communication with residents.
- Benefits of the Constituency Liaison position.
- The Constituency Liaison position at other municipalities.
- The Constituency Liaisons role in Council Members communications.
- The elimination of the existing position of Social Media, Digital and Design Specialist.
- Office of the CAO staffing requirements.

Mayor N. Salonen resumed as Chair.

Council now voted on the main motion as amended.

**Moved by:** Councillor H. Sidhu

**Seconded by:** Councillor S. Martin

THAT Report CAO 2024-01 Office of the CAO, Mayor and Council Staffing Resources be received as information, and;

THAT Council support Option #2 as outlined in Report CAO 2024-01 to support the implementation of a dedicated staff position by approving a Constituent Liaison position reporting directly to the Mayor and Council and eliminating the vacant Social Media, Digital and Design Specialist role and contracting out technical communication needs, and further;

THAT the Constituency Liaison and Social Media, Digital and Design Specialist positions be reconsidered in 2025.

**Motion Carried**

#### 11.2 CAO-2024-03 - Prime Minister's Path: Options for Next Steps

A motion was brought forward by Councillor S. Martin and seconded by Councillor K. Wilkinson THAT Council receive Report CAO-2024-03 Prime Ministers Path: Options for Next Steps; and further, THAT Council directs staff to proceed with Option 1, as presented in Report CAO-2024-03.

Chief Administrative Officer, S. Chambers and Interim Director of Corporate Services / Clerk, J. Bunn presented the report.



Council asked and received response from staff regarding the following:

- The timing of Option 1 and Option 2.
- The consultant used for Option 1 and Option 2.
- Funds available for Option 1 and Option 2.
- The fee for storage and possibility of moving to a Township owned facility.

Delegate A. Kipp spoke to Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

Delegates Marie Pavey and Dorothy Wilson, on behalf of the Wilmot Ecumenical Working Group on Indigenous/Settler Relationships spoke to Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

Delegate G. Mather, on behalf of Createscape spoke to Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

Councillor S. Cressman spoke in support of the recommendation as presented in Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

Councillor L. Dunstall spoke in opposition of the recommendation as presented in Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps. Councillor L. Dunstall spoke in support of Option #2 as presented in Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

Councillor K. Wilkinson spoke in support of the recommendation, and Option #2 as presented in Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

Councillor H. Sidhu spoke in support of Option #2 as presented in Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

Councillor S. Martin spoke in support of the recommendation as presented in Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

Mayor N. Salonen spoke in opposition to the recommendation as presented in Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps. Mayor N. Salonen spoke in support of a modified Option

#2 as presented in Staff Report CAO-2024-03 - Prime Minister's Path: Options for Next Steps.

A motion was brought forward by Councillor S. Cressman, seconded by Councillor L. Dunstall THAT the motion be amended to read THAT Council receive Report CAO-2024-03 Prime Ministers Path: Options for Next Steps; and further, THAT Council direct Staff to report back to Council on March 25, 2024 with details relating to the implementation of Option #2 with additional information including a potential timeline for implementation. The motion carried.

A motion was brought forward by Councillor H. Sidhu, and seconded by Councillor K. Wilkinson THAT the motion be amended to add THAT Council directs Staff to report back to Council on March 25, 2024 on the feasibility of removing the statutes from off-site storage and returning the statues to a facility within the Township of Wilmot. The motion carried unanimously.

Council now voted on the motion as amended.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor K. Wilkinson

That Council receive Report CAO-2024-03 Prime Ministers Path: Options for Next Steps; and,

THAT Council direct Staff to report back to Council on March 25, 2024 with details relating to the implementation of Option #2 with additional information including a potential timeline for implementation; and further,

THAT Council directs Staff to report back to Council on March 25, 2024 on the feasibility of removing the statutes from off-site storage and returning the statues to a facility within the Township of Wilmot.

**Motion Carried Unanimously**

## **12. NOTICES OF MOTION**

### **12.1 Councillor S. Martin Regarding the Municipal Heritage Register**

Councillor S. Martin introduced the motion for consideration.

Councillor L. Dunstall left the meeting at 10:22 p.m.

Delegate M. Rowell spoke in support of Councillor S. Martins Motion Regarding the Municipal Heritage Register.

Councillor K. Wilkinson spoke in support of the motion.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor K. Wilkinson

WHEREAS Township of Wilmot Council has previously adopted a Heritage Register of Non-Designated Properties; and

WHEREAS the Heritage Register of Non-Designated Properties has been added to over many years by Heritage Wilmot (now the Heritage Wilmot and Castle Kilbride Advisory Committee), and currently contains 109 properties of heritage interest; and

WHEREAS Subsection 27(16) of the Ontario Heritage Act stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the Ontario Heritage Act on or before January 1, 2025; and

WHEREAS since January 1, 2023, Township staff and members of Heritage Wilmot have been diligently working to review the municipal heritage register, prioritize properties of highest interest, and contact landowners of top ranked properties to help determine which properties should potentially be designated in accordance with the provisions of Section 29 of the Ontario Heritage Act; and

WHEREAS the above-noted work involving the 109 listed properties in the Township of Wilmot is extremely time-consuming and cannot be completed by December 31, 2024 with the limited municipal resources available.

NOW THEREFORE BE IT RESOLVED THAT the Township of Wilmot support the Architectural Conservancy of Ontario's efforts to have the timeline for properties to remain on municipal heritage registers extended beyond January 1, 2025; and,

BE IT FURTHER RESOLVED THAT the Mayor be authorized to promptly send a letter to the Honourable Doug Ford, Premier of Ontario, the Honourable Michael Ford, Minister of Citizenship and Multiculturalism, and Mike Harris, Member of Provincial Parliament for Kitchener–Conestoga, requesting that Subsection 27(16) of the Ontario Heritage Act be amended

to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030.

**Motion Carried Unanimously, By All Members Present**

### 13. ANNOUNCEMENTS

Mayor N. Salonen provided announcements on:

- Electric Zambonis at Wilmot Recreation Complex
- Heritage Day on February 17, 2024
- Family Day on February 19, 2024
- Easter Egg Swim on March 23, 2024

Community Services Master Plan Workshop on March 26, 2024

Councillor S. Cressman provided an announcement on:

- New Dundee Board of Trade Pancake Breakfast on March 17, 2024.

Councillor S. Martin provided announcements on:

- Heritage Day on February 17, 2024
- Black History Month

### 14. CONFIRMATORY BY-LAW

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor K. Wilkinson

THAT the Confirmatory By-Law as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.

**Motion Carried Unanimously, By All Members Present**

### 15. ADJOURNMENT

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor H. Sidhu

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

**Motion Carried Unanimously, By All Members Present**

**From:** Alex McCulloch <[REDACTED]>  
**Sent:** Saturday, February 24, 2024 10:25 AM  
**To:** Natasha Salonen <[natasha.salonen@wilmot.ca](mailto:natasha.salonen@wilmot.ca)>; Steven Martin <[steven.martin@wilmot.ca](mailto:steven.martin@wilmot.ca)>;  
 Stewart Cressman <[stewart.cressman@wilmot.ca](mailto:stewart.cressman@wilmot.ca)>; Lillianne Dunstall <[lillianne.dunstall@wilmot.ca](mailto:lillianne.dunstall@wilmot.ca)>;  
 Harvir Sidhu <[harvir.sidhu@wilmot.ca](mailto:harvir.sidhu@wilmot.ca)>; Kris Wilkinson <[kris.wilkinson@wilmot.ca](mailto:kris.wilkinson@wilmot.ca)>  
**Cc:** Clerks <[clerks@wilmot.ca](mailto:clerks@wilmot.ca)>  
**Subject:** RE #OPAA-01-23 Schneider Property

**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.

Dear Mayor and Wilmot Council members:

I am sure that you realize that the opportunity for rare to acquire the Schneider donation is an extraordinary one. This kind of gift probably comes along for a municipality at best once every few generations.

I can't imagine that a parking lot could be created that could handle the number of cars that show up on busy weekends and holidays. If this is a question of liability, there will often be roadside parking even with a parking lot, which there is all across southern Ontario at trailheads and parks on busy days. How is liability handled in all these cases?

My family has enjoyed the use of this property in all seasons for over 20 years. It's much more serene and uplifting than Laurel Creek or any of the other trails in the Region which are often closer to buildings than this property, and/or which often do not allow for loops to get back to your car without having to retrace your steps. The uplifting power of being in nature for even a short period is profound and should never be underestimated. It's mind-boggling to think that you might let the opportunity to preserve this gem slip through your fingers.

Sincerely,

Alex McCulloch

[REDACTED]

**From:** Laura Aguiar <[REDACTED]>

**Sent:** Saturday, February 24, 2024 4:18 PM

**To:** Harvir Sidhu <[harvir.sidhu@wilmot.ca](mailto:harvir.sidhu@wilmot.ca)>; Kris Wilkinson <[kris.wilkinson@wilmot.ca](mailto:kris.wilkinson@wilmot.ca)>; Lillianne Dunstall <[lillianne.dunstall@wilmot.ca](mailto:lillianne.dunstall@wilmot.ca)>; Natasha Salonen <[natasha.salonen@wilmot.ca](mailto:natasha.salonen@wilmot.ca)>; Steven Martin <[steven.martin@wilmot.ca](mailto:steven.martin@wilmot.ca)>; Stewart Cressman <[stewart.cressman@wilmot.ca](mailto:stewart.cressman@wilmot.ca)>

**Cc:** Ryan Scanlan <[ryan.scanlan@medportal.ca](mailto:ryan.scanlan@medportal.ca)>; Clerks <[clerks@wilmot.ca](mailto:clerks@wilmot.ca)>; [james.bow@raresites.org](mailto:james.bow@raresites.org)

**Subject:** Schneider Family's Call to Action (#OPAA-01-23)

**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.

Dear Mayor Natasha Salonen & Wilmot Council members; Steven Martin, Stewart Cressman, Lillianne Dunstall, Harvir Sidhu, Kris Wilkinson,

We are writing to urge you and your fellow members of Wilmot Township Council to approve without further delay the planning and severance applications (OPAA-01-23 and ZCA 01-23) that the **rare Charitable Research Reserve** and the Schneider family submitted to you in March 2023, so that the family's planned donation of **over 230 acres of pristine natural lands can proceed**.

**How we are connected to your office:** Ryan and I are local residents concerned about the recent media reports stating the primary obstacle to these approvals and this donation is the township planning staff's proposed requirement that a parking lot be built on or near these lands. We work at your local public health unit and local hospital as a health promotion research analyst and medical doctor. There is overwhelming scientific evidence to support that spending time in nature can lower levels of stress and improve mood. Please help us support the wellness of our community by preserving spaces for people to spend time in nature.

The township planning staff's proposed requirement that a parking lot be built on or near these lands is ill advised and unnecessary, for several reasons:

- When the donation proceeds, these lands will continue to be used in the same way that they have for decades. Lack of a parking lot has not created any serious problems before, so there is no need to build one now.
- These lands are among the most ecologically significant in Waterloo Region, and part of the Laurel Creek Headwaters Ecologically Sensitive Landscape. The whole point of the proposed donation is to conserve them in their current state. A parking lot would have numerous unacceptable impacts on this environment.
- The Schneider family and **rare** have proposed alternative solutions such as traffic-calming measures and enhanced signage to improve roadside parking around these lands, and at the Council's May 2023 meeting, it was decided that planning staff should work collaboratively with the City of Waterloo to have such solutions in place by the end of 2023. That deadline has not been met.

As you know, Jane Schneider is well into her nineties and would like to see the donation that she and her husband had planned become a reality while she is still here to see it. It would be a shame not to honour her wishes in this regard. It would also be a shame if the public were

deprived of such a unique, special gift simply because Council had not been determined to work collaboratively and timely with all concerned parties to overcome whatever obstacles stood in the way.

Once again, we urge you to take proactive measures to cut through the red tape and make sure that these lands remain open for the public to enjoy in their current state for generations to come.

We believe in your role and the leadership position you hold to advocate on our behalf, we hope that this is a topic you are also concerned about. Please help us preserve, protect and advocate for nature.

Sincerely,

Laura Aguiar, MPH & Dr. Ryan Scanlan, MD

Residents of [REDACTED]



## FIRE SERVICES

### *Staff Report*

---

REPORT NO: FS-2024-04

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Rod Leeson, Fire Chief

REVIEWED BY: Sharon Chambers, CAO

DATE: March 4, 2024

SUBJECT: Township History of Burn Permits

---

#### RECOMMENDATION:

THAT Report FS-2024-02 be received for information purposes as requested by Finance and Budget Committee meeting of Thursday January 25, 2024.

#### SUMMARY:

This report outlines the history of burn permits in the Township of Wilmot, how they have evolved to meet growth challenges, how safety plays a key role, and justification to update to a new bylaw that better suits community needs and future anticipated growth.

#### BACKGROUND:

Wilmot Fire Department identified some items within the previous Open Air Fire Bylaw that required attention. These issues are tied to the following subjects.

Legacy Contained site permits:

The previous Bylaw requires residents to purchase a contained site permit for recreational fires. The permit is purchased at the time of application with no further financial obligation or renewal requirement. However, Fire Prevention has found inconsistencies with residents and what Bylaw information they are following. Several permit holders are following older Bylaws



that have been repealed. Fire Prevention has found that several residents are not aware of the permit conditions or what they are allowed to burn. This has created enforcement issues for residents. Residents are responsible to keep up to date with all permit requirements. Fire Prevention continues to provide public education to support residents to stay up to date on the current Bylaw and fire safety requirements. Agricultural permits are per-incident, assessed on each occurrence and found to be less problematic since each applicant is required to review and understand all open burn requirements.

#### Lot size issues:

Fully serviced urban lot areas, and consequently lot widths, are typically shrinking to achieve intensification required by the Township, Regional Official Plans, and Provincial Policy Statement while maintaining the appeal of single-family private ownership. Single family lots in recent and future developments will typically be in the 10m width range. This aligns with the traditional width of a semi lot of 9m found throughout older subdivisions and at the time of their construction constituted 'affordable' and 'intensified' housing. Given there is a range of property sizes within the Township, staff spent significant time researching methods of maintaining safety while permitting recreational fires in some of the smaller lots.

Rural settings are larger and less problematic to meet requirements. The previous Bylaw had no provision to address smaller lot sizes.

#### Public Education:

Fire Prevention sends out public education and fire safety information regularly. Despite these efforts, Fire Prevention continues to deal with complaints that contravene Bylaw requirements. These are typically tied to Legacy Permits and residents who are not aware of what is allowed to be burned and, in some cases, where or what is a safe clearance to combustibles. Some residents conduct all day contained site fires which creates nuisance smoke to some residents who wish to enjoy fresh air during the summer months or hang laundry on the line to dry.

#### Administration and Enforcement:

Burn permits are cyclical, require staff time to issue permits, inspect sites, Public Education/Fire safety and enforcement. The Township wants to support a safe, effective program however, modernization of the process is required.

Fire Services engaged Wilmot residents using an online survey to gather information regarding Open Air Fires. A press release was issued to communicate the survey opportunity to Township residents in 2021, and it was posted on the Township website, Twitter, Facebook and Digital signs. A Facebook ad was purchased to boost the previously posted message from July 23-27, 2021, and resulted in the following analytics:

- Post engagement (number of times anyone engaged at all – likes, comments, shares, etc.): 484.
- Reach (the number of users who have come across this content): 7,554.
- Cost per engagement: \$.04

Paper copies were provided at the township office to assist residents that do not have digital access. Weekly reminders were sent out to residents using Twitter, Facebook, and digital

signs. The survey was released on Thursday, July 15, 2021, and ended Sunday, August 15, 2021. The survey was well received by the community with 1305 surveys completed. It is acknowledged that Bylaws can cause controversy. However, the fire services mandate is to protect lives, save property, and environment. The goal is to find balance to allow Open Air burning to continue in the Township and implement procedures that will acknowledge air quality, safe and reasonable clearance to combustibles and allow residents to enjoy their property.

We acknowledged that this Bylaw will not satisfy every situation nor allow all residents the luxury of Open Air burning on their property. As a result of growth, the Township of Wilmot continues to become a more urban setting. With urbanization comes the challenge of finding a balance between fire safety and property enjoyment. Additional research was conducted on several Open Burn Bylaws both locally and throughout the province using municipalities that resemble the urban/rural mix and similar population as Wilmot. When comparing Bylaws, it was difficult to find substantial similarities and it was evident that each municipality has their own unique needs and circumstances to address. Common themes included the requirement for annual renewals, public education reinforced during the renewal process, and the use of an online application process. This research reinforced the success of those programs and residents were kept up to date with Bylaw requirements, fire safety messaging and public education knowledge.

Several respondents commented on the lack of access to Bylaw enforcement after Township business hours. These comments were shared with By-Law Services for their information and review.

The most common themes found within the survey results include:

- Respondents were concerned that the Township would ban Open Air burning.
- Concerned with confidentiality if someone reported an issue.
- Why is the Bylaw being looked at and why now?
- Several comments that support a time frame versus no time frame.
- Did not always agree with the clearance requirements, mixed consensus.
- A clear message to ensure fire safety measures are maintained.
- Comments that indicated concerns with air quality and contaminants from burning unauthorized materials.
- Some respondents appreciated the time frame, especially those with breathing difficulties knowing they would have some fresh air enjoyment time.
- Several comments reinforcing that garbage is being burned.
- Yard waste was contributing to extended, all day fires that diminished local air quality enjoyment.
- Some residents were not interested by any form of Bylaw and suggested local government interference.
- A few residents wanted recreational fires completely banned.
- A few residents indicated they didn't care for any rules and would choose to do whatever they want on their property.

It is important to briefly discuss a few (low numbers) questions regarding the lack of injuries or fire spread caused by recreational fires. Although the Township has been fortunate enough to not have reported injuries due to recreational fires, the potential for serious injuries and accidents that could result in criminal charges has been experienced in other municipalities. The Township has had instances of unattended fires getting out of control and causing property damage and damage to crop fields. Fire Prevention and Bylaw continue to charge residents accordingly and, in some cases additional costs have been levied for Fire Department response as per the Council approved Fees and Charges Bylaw.

The following statistics are provided for reference from 2019 until August 2021 to illustrate that unauthorized fires are occurring, and that property damage has occurred. Fire Apparatus are billed based on the annual fee release from Ministry of Transportation. Firefighter rates are included in the Township Fees and Charges Bylaw.

2019 - Fire Department Response – 10

Township Bylaw Responses – 6

Fire Prevention Division – 3

2019 Response Cost(s) to Fire Service (not including FPO or Bylaw Labour Costs) - \$8,375

2020 - Fire Department Response – 20

Township Bylaw Responses – 6

Fire Prevention Division – 20

2020 Response Cost(s) to Fire Service (not including FPO or Bylaw Labour Costs) - \$14,780

2021 - Fire Department Response – 10 to August 2021

Township Bylaw Responses – 2 to August 2021

Fire Prevention Division – 14 to August 2021

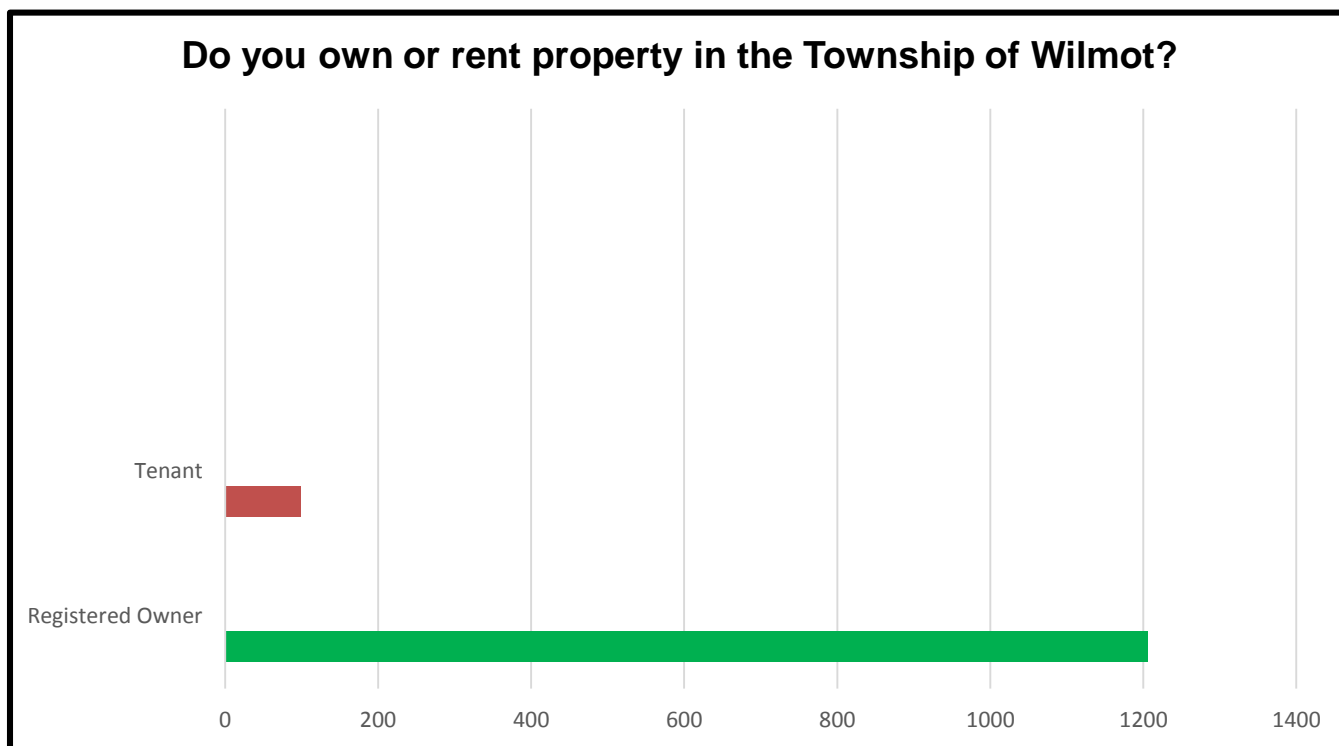
2021 Response Cost(s) to Fire Service (not including FPO or Bylaw Labour Costs) - \$11,205

During the three (3) year period Fire Services can report that five calls resulted in property damage due to extension from a recreational fire. Three calls resulted in charges and an invoice to recover costs of response to the address/property owner(s). Three calls required a three-station response to attend large wildland fires. The Fire Department mandate has been to educate and seek compliance rather than lay charges. When charges are laid, consideration is given to the severity and impact of the event on community and fire department resources.

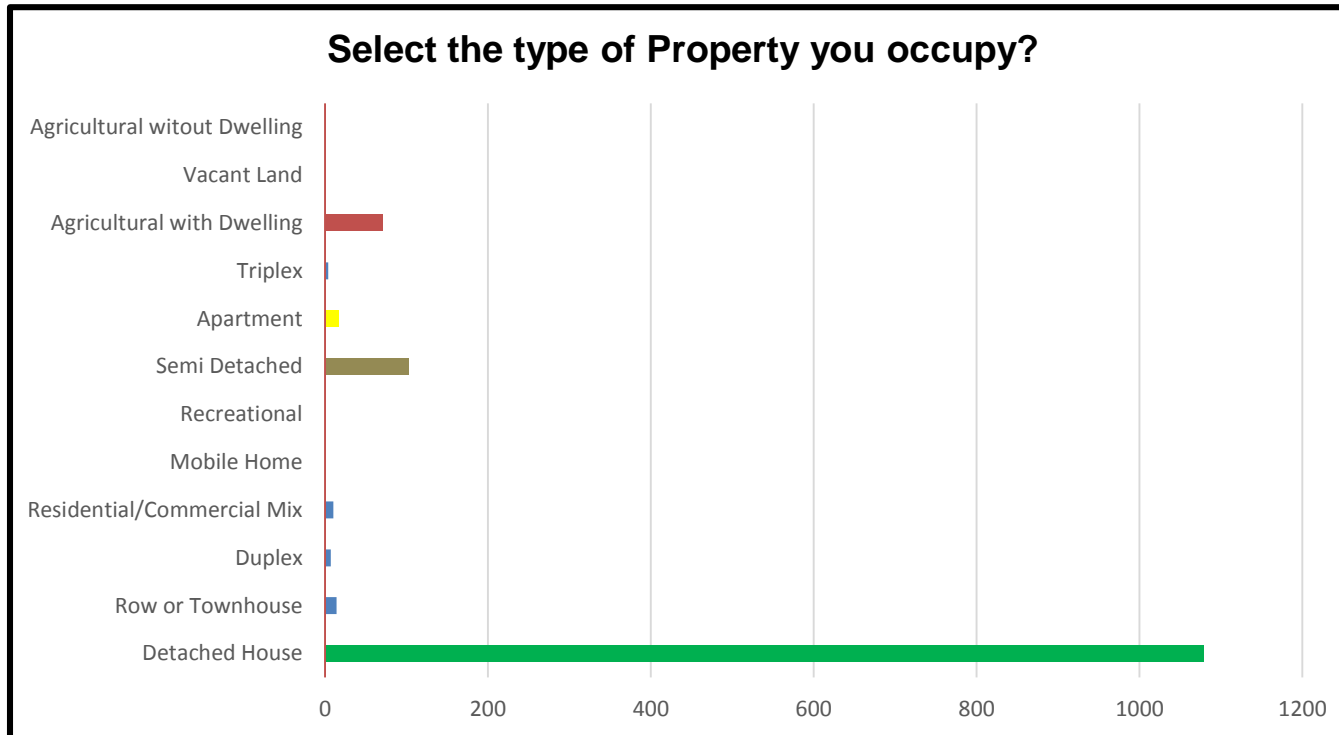
#### Survey Results:

Eight questions were included in the survey. Questions 1 to 4 required check box answers. Questions 5 to 7 had check box answers and included a comment box. Question 8 was reserved for comments only. We should note that many comments made in Question 8 duplicated many of the comments found in Questions 5 to 7.

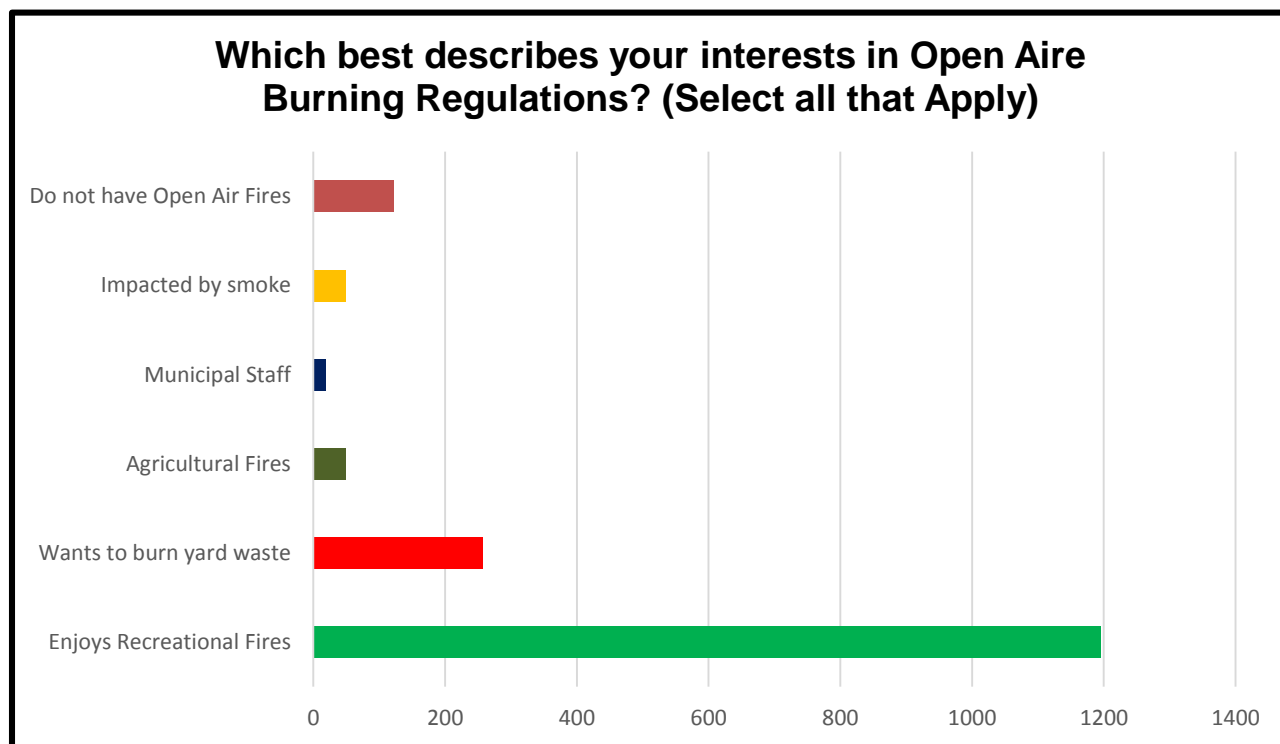
Question 1:



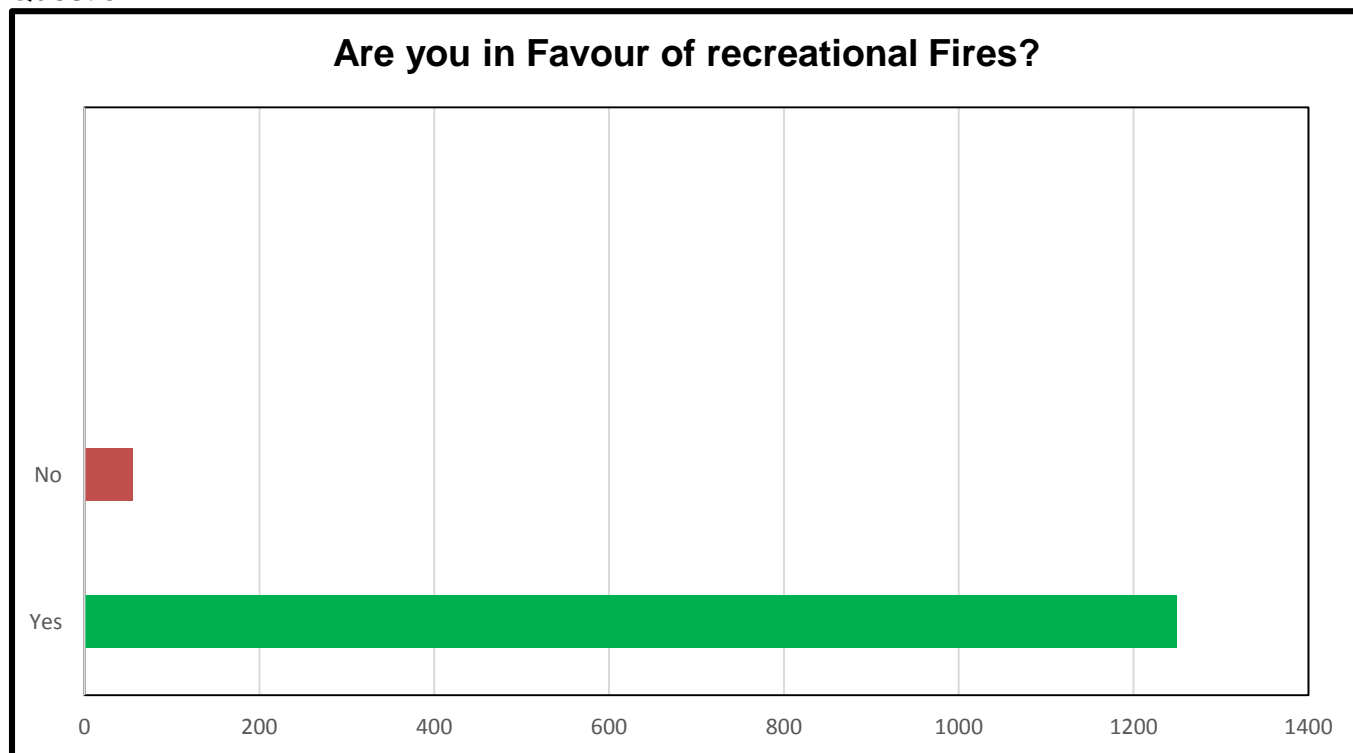
Question 2:



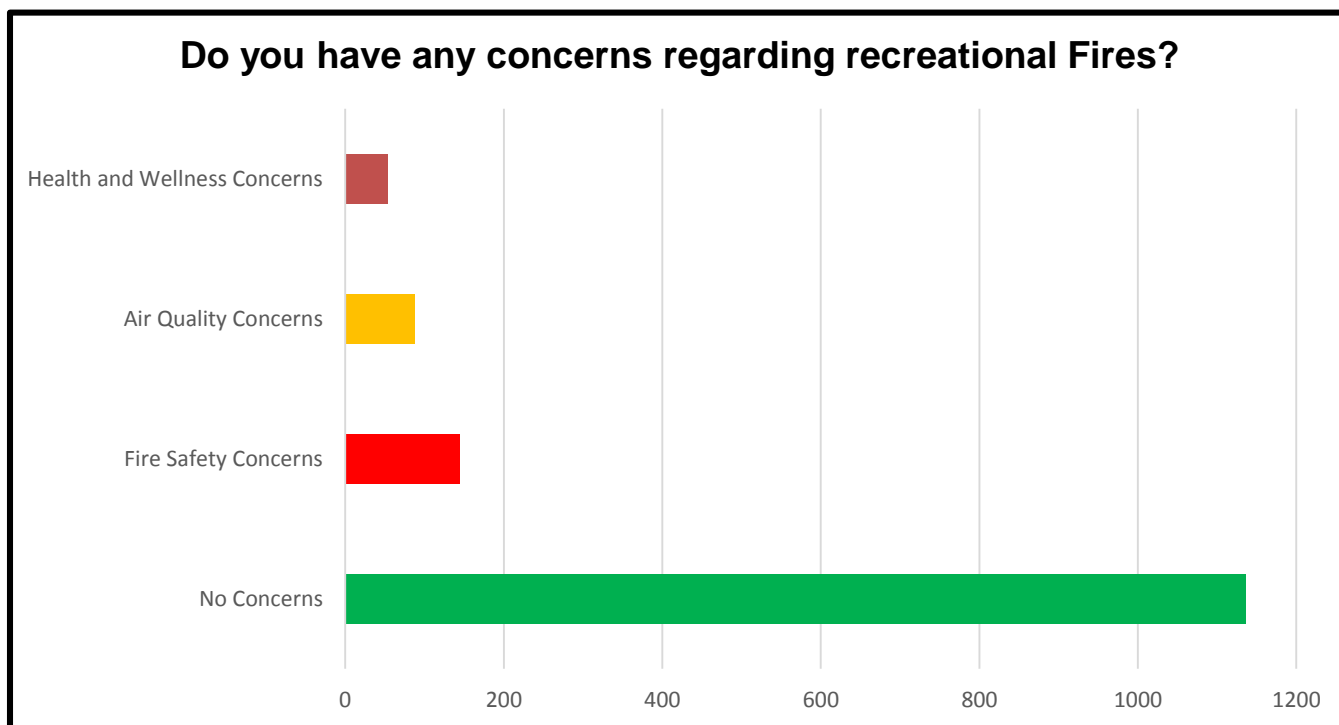
Question 3:



Question 4:

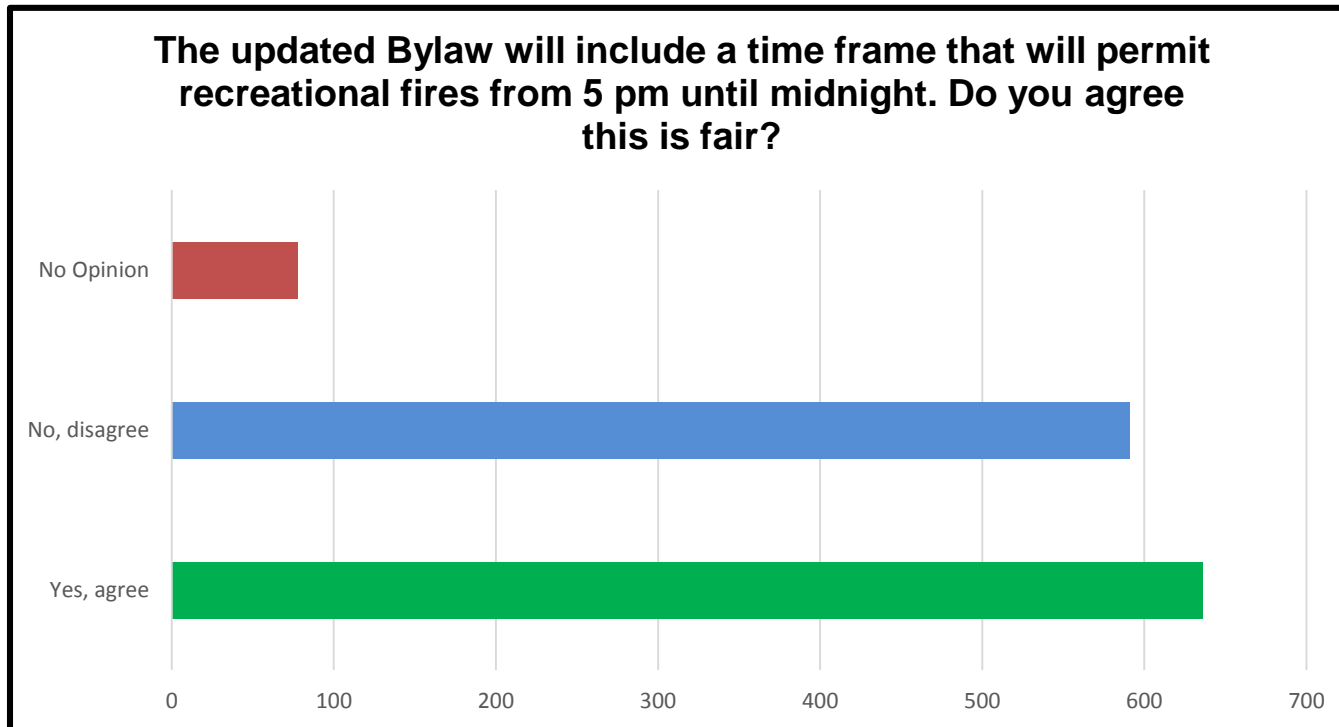


Question 5:



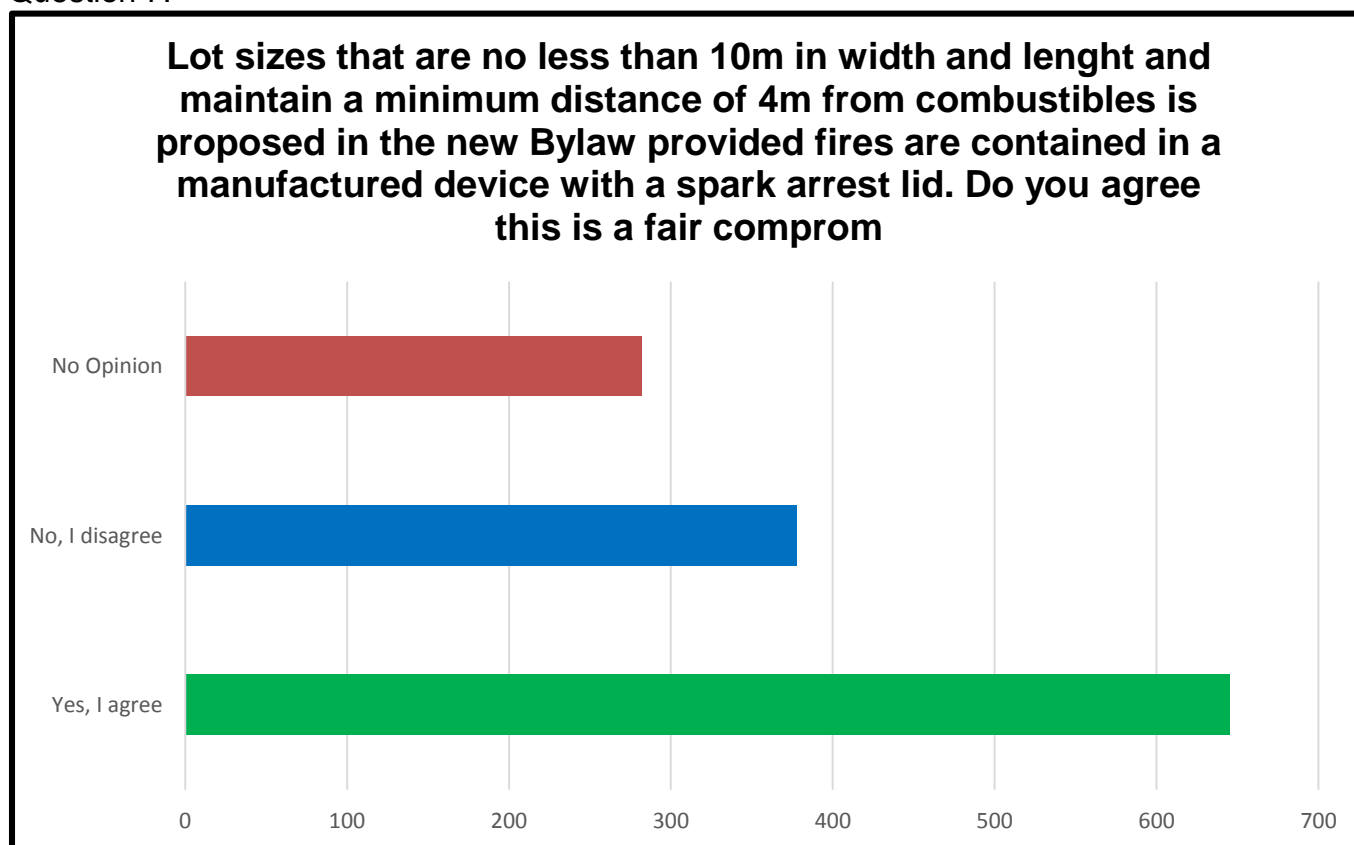
*Note: Comments are provided in the attachment.*

Question 6:



*Note: Comments are provided in the attachment.*

### Question 7:



*Note: Comments are provided in the attachment.*

### Recommended Changes to Bylaw in 2021:

Based on the survey results and extensive research, the following are proposed changes to the Bylaw:

#### Recreational Fires:

##### *Previous Bylaw: Property Size and Clearance to Combustible Safety*

The Fire Prevention Division has attended several residents that have been conducting contained site fires that do not have permits or meet the setback requirements of the current Bylaw, lot size and clearance to combustibles or buildings. This includes the entire street based on lot sizes that are less than 15m in width. Small lot sizes require particular attention to the safety of residents and property. We realize that some properties will not meet the minimum requirements however, fire safety remains the Fire Services top priority. Careful considerations have been employed to find a balance between offering options to smaller lot owners and fire safety. For those residents whose lot size will not conform to the requirements of the Bylaw, propane and/or natural gas outdoor fireplaces or fire bowls can be purchased, that would not require a permit.

*Proposed Bylaw:*

- a) if the width of the lot at the point at which the Recreational Fire is to be held is fifteen (15) metres wide or more, within seven (7) metres of any building, structure, or other combustible material, unless expressly authorized otherwise by the Fire Chief in the Permit; or,
- b) if the width of the lot at the point at which the Recreational Fire is to be held is less than fifteen (15) metres, within three (3) metres from any building, structure, or other combustible material, unless expressly authorized otherwise by the Fire Chief in the Permit.

For part a), for lot sizes that are 15m wide or more, existing fire pits that meet the specified requirements will be permitted without any changes or a spark arrest lid requirement. The Fire Department acknowledges that several residents who meet the 7m setback requirements have been safely and responsibly conducting recreational fires for years and will not be required to change the configuration. However, Fire Services will continue to recommend and encourage the use of spark arrest lids.

For part b), lot sizes less than 15m, the application process will require residents to purchase an approved device to permit a recreational fire that includes a lid with a screen to keep the fire contained. Due to the reduction in clearance requirement for smaller lots sizes, the Fire Department had to consider the safety of residences and structures.

Wilmot Fire Department utilizes NFPA standards and best practices to determine the most appropriate and safe clearances for the recommended clearance to combustibles. NFPA states that all recreation fires should be a minimum of 7m (25 ft) from any combustibles. Based on several reviewed Bylaws 7m was deemed to be too excessive. However, safety will not be compromised. Requiring manufactured fire bowls with screen lids will allow for reduced clearances on lot sizes less than 15m. Manufacturer's instructions for several manufacturers of wood burning fire bowl/pit with screen lid were carefully reviewed. Depending on the manufacturer, clearances ranged from 2.4 m (8 ft) to 4.6m (15 ft). Originally 4m was proposed in the Bylaw. On further review of the various manufacturers, it was found that most recommended 3m and therefore the recommendation for clearance on lot sizes less than 15m is set at 3m clearance to combustible materials and buildings. This compromise will permit some residents with small lots sizes to meet the requirements while maintaining a reasonable safety margin.

*Previous Bylaw: Set time to permit Recreation Fires:*

The previous Bylaw does not have any restrictions and allows residents to burn any time of the day. The Fire Prevention Division has observed that most, if not all, daytime fires consisted of yard waste or other prohibited items which is not a permitted activity. These fires lead to complaints about air quality, cause residents to head indoors and close windows. To facilitate a balance between permitting approved recreational fires and air quality during hot summer days, restricting the time recreational fires occur is a fair compromise with the density of housing the Township has and will continue to have.



### *Proposed Bylaw:*

The purpose of this addition to the Bylaw is to provide residents with an opportunity to enjoy their property while balancing the enjoyment for residents that chose not to have recreational fires. Burning during the day, all day, will be limited to Agricultural fires. The survey proposed Recreational fires from 5:00 pm until midnight. The noise Bylaw requires residents to turn off any loud music and lower conversations at 11 pm. Several survey respondents indicated they have recreational fires during lunch and earlier in the day during winter months. With overwhelming support for recreational fires, the Fire Department wanted to provide some relief for residents that wanted to open windows during the day, hang out laundry or enjoy their own properties.

The survey showed a high number of people who wanted to burn yard waste all day. This type of activity is prohibited and will continue to be prohibited. The Region has an excellent waste pickup program and includes items like leaves which are composted. These types of fires lead to poor local air quality and complaints from neighbours. Based on survey feedback, the Fire Department is recommending the time frame will be set from 12 noon until 12 midnight. Eliminating all day fires that burn yard waste or garbage is our primary goal to ensure that local air quality is acceptable. This balance will provide relief to those who choose not to have recreational fires while still permitting residents to enjoy an afternoon lunch or warm up after cross country skiing using their recreational fire. Stopping at midnight allows residents an additional hour past the 11 pm noise Bylaw to ensure the fire is 100% extinguished and not left to smolder overnight which is a prohibited practice.

### *Previous Bylaw:*

The previous Bylaw lists several prohibited items from burning including yard waste such as leaves, grass clippings, refuse or debris. The previous Bylaw include some environmentally sensitive materials such as tires, plastics, asphalt products, painted or stained wood, plywood and other laminates, pressure treated wood, or other hazardous substances, however, additional prohibited items have been included within the new proposed Bylaw under Prohibited Materials outlined in the definitions. The additional items will provide residents with guidance on what can and cannot be burned and enhance enforcement capabilities.

### *Updated Bylaw:*

The list of items that are environmentally dangerous for burning has been expanded. The listed items will allow for enforcement and messaging that is clear and will protect the environment by preventing burning of prohibited items. The need for this provision in the Bylaw has been demonstrated numerous times during burn permit inspections. The survey did not include a question to the public regarding burning of prohibited items, as residents are responsible to learn this information and will be held accountable to be responsible stewards to the environment.

### *Previous Bylaw: Agricultural Properties:*

Agricultural properties may burn with a permit within 30 m of a building provided that the fire size does not exceed 2.5m x 2.5m x 1m high (8' x 8' x 3'). Fire Prevention Division consistently finds that pile sizes far exceed the previous Bylaw requirements. Most notable, some residents while conducting larger Open-Air Burns do not monitor the fire or have suitable equipment to

control the fire despite this being a condition on the permit. Further, some piles contain prohibited materials.

*Updated Bylaw:*

The new Bylaw indicates that agricultural burns must be controlled and have safety measures in place as well as being environmentally responsible. The following items are now included;

- Distance to combustible buildings/structures increased to 50 meters.
- Pile size increased to 3m X 3m X 3m and with approval may be larger if strict measures are followed.
- Set a maximum permitted wind speed of 15 km/hr during the day and continuously monitor during the Open-Air Burn.
- Enhanced the requirement to monitor the fire and provide required equipment to control the spread of fire with a responsible person(s).
- The requirement to stay away from travelled roads as smoke can cause visibility issues for drivers.
- A comprehensive description of what is permitted and what is not permitted to be burned to ensure responsible stewardship of the environment.
- Required to burn during daylight hours only.
- Required to contact Fire Dispatch before lighting the fire and once the fire is completely extinguished.
- Sign(s) are posted at the roadway while the burn is conducted so the public knows that a controlled burn is in progress.

The survey did not include questions regarding Agricultural Open-Air Burning. However, the proposed Bylaw has improved safety measures, communications, and clarity to residents.

**Exemptions:**

Fire Services included exemptions after speaking with legal and include the following:

- by the Township or by the Region.
- within a Campground.
- at a site where a Strike is occurring.
- for any traditional, cultural, ceremonial, or religious purpose.
- in a Barbeque; or,
- for a device intended for heating, power, construction, manufacturing, or maintenance activities that is designed and certified for such purpose.

**Burn Permits and Website:**

Annual permit renewals are an effective method to remind residents of permit requirements, improve fire safety awareness, improve tracking methods, and enhance communication. Burn permit revenues cover the costs to administer and maintain the program by the users.

Residents will access a website dedicated to Open Air Fire Permits. Permits will be divided into three types. Two of the permits will require an annual renewal by the property owner. The third type will accommodate Agricultural Permits and will require an application for each event. The website will include access to permit applications, detailed instructions on how to apply for a permit, a copy of the Bylaw and public education materials. Residents will be required to follow

a step-by-step process that will require them to complete the application based on their property, including photos, review the Bylaw, and review fire safety information followed by an online payment system.

Permits will be valid for twelve (12) months and reminders will be sent when the renewal date is approaching. Fire Prevention will review all applications and approve or attend the location if required. This process will reduce the time required to process applications significantly. Residents will agree to accept responsibility to the terms and conditions of the permit. Several Fire departments across Ontario use this method with great success and resident satisfaction.

Other advantages to the web-based platform include direct access for fire crews to receive real-time information such as when Fire Prevention revokes permits, notification of Agricultural Controlled Burns and their location, issued burn bans and more. Residents will experience the same benefits of real-time information to keep them informed. For those that are not connected digitally, a process has been developed to accommodate these residents and the Township will continue to issue press releases for burn bans or air quality advisories when required.

## REPORT:

The background information provides history and justification to move to the annual permit format as provided to council in 2021. Fire prevention staff have been monitoring burn permit activities since the launch in 2022. In 2022 we issued 391 recreational burn permits. In 2023 we issued 432 recreational burn permits. Of that we can confirm that 177 permits were former contained site permits.

Legacy permits were known as “contained site permits”. These permits started in 1999 and had no expiry date. The permits were not transferable to a new property owner. The issue with these permits is that property owners did not or were not aware of changes when burn bylaw updates occurred. For example, yard waste (leaves, plant matter) was permitted in the first bylaw, however, subsequent bylaws prohibited these materials due to complaints from smoke and all-day fires. When homes sold, the new owners thought they inherited the permit and were not required to purchase a new permit, however, this is not the case. New owners were required to obtain and purchase a new permit. The first contained site permits issued cost residents \$20 per permit. In 2008 permit fees were raised to \$30 per permit, in 2010 raised to \$40 per permit, and finally in 2015 raised to \$45 per permit. Prior to 2007, Fire department records are difficult to find and, in some cases, do not exist. Fire Pro records management software was purchased and placed into service in 2007. Prior to 2007, permits were tracked on paper or in excel spreadsheets. We are unable to determine how many contained site permits were issued prior to 2007. Between 2007 and 2021, fire services issued 803 contained site permits.

We know that 803 contained site permits exist from 2007 to 2021 and that 177 contained site permit holders complied with the new bylaw requirements. This leaves 626 outstanding contained site permits plus the unknown quantity of permits issued between 1999 and 2006. Our original estimate was that we would likely achieve between 800 to 1000 permits annually. We started the new bylaw with education and tried to avoid laying charges for non-compliance.

We continued this practice throughout 2023. In 2024 we plan to target the 600 plus addresses to have these residents convert to the new system and provide increased accuracy to our records. Contained site permits (legacy permits) are no longer valid since the new bylaw was passed. We are working with corporate communications to find ways of effective communication with Township residents. The difficulty being that social media does not suit everyone and therefore does not reach all audiences.

Each new recreational permit costs the resident \$20 per year. They get reminders from the system close to the renewal date. Other alerts may be used such as Burn Bans as issued by the Fire Chief when appropriate. During burn bans no recreational fires or agricultural fires are permitted except for small cooking fires that are immediately extinguished after cooking is completed. If dry weather persists, we may ban cooking fires if the risks reach extreme levels.

Coupled with the 432 permits issued in 2023 and after canvassing the 626 legacy permits, we anticipate we should reach the minimum goal of 800 permits per year.

One of our goals/objectives was to reduce the number of burn complaints and reduce grass fires/wildland fires. As identified in the background information these types of calls, although will never be eliminated, do cost the taxpayers. In most cases these types of calls are preventable should the property owner have a permit and follow the bylaw and permit conditions.

In most cases the burn complaint led to a property that did not have a permit and was burning prohibited materials. Fire prevention attends each of these locations and works towards having the property owner comply with the burn bylaw. Up until 2024, we have been educating and not laying charges unless we attend the same location more than once. Beginning in 2024 will now start to lay charges unless there are specific circumstances that forego the requirement to lay charges.

In 2022 we attended 8 burn complaints, 5 out of the 8 calls were burning prohibited materials without a permit. One was an agricultural permit in compliance, passerby called it in. One was an outdoor BBQ, neighbor complaint, no permit required for outdoor cooking appliances (pizza oven), last was a valid permit called in by neighbor who said they saw some smoke without first having a look. Outdoor fire calls consisted of 8 total calls. 4 were caused by power lines, one caused by a baler on fire, one was an agricultural permit that was not in compliance and found burning prohibited materials (charges laid). Finally, 2 calls were reported as grass fires but no issues were found.

In 2023 we attended 10 burn complaints, 7 out of 10 calls were burning without a permit and in some cases also burning prohibited materials. 2 calls were residents burning during a burn ban and one was burning with an expired permit. We had 6 outdoor fire calls, 2 were large wildland fires because of CN trains causing fires spread over a large geographic area. Both calls were billed for fire department services. One call was due to police training in the area, one person purposely lit a grass fire for weed control, this prohibited. 2 calls were called in by passersby with no issue found. Last, two fishermen lit fire for warmth, no permit and were not cooking, fire was extinguished.

We are pleased with the progress, during 2022 and 2023 we had no recreational fires or Agricultural fires that caused any property damage or required to invoice a property owner for fire department response. Based on the two CN rail calls with 3 station responses and significant time and resources, we did invoice for these two calls. As indicated in the background section of this report, prior to this bylaw update, we were experiencing higher costs and required to invoice property owners.

#### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report highlights community engagement ensuring we communicate Township matters and the continued enjoyment to maintain quality of life through ensuring their safety.

#### FINANCIAL CONSIDERATIONS:

There are no financial considerations for Council. The narrative provides a breakdown of permit costs to the Township and residents.

Permit Fees are \$20.00 to the client, with the Township receiving \$18.22 net of system and PayPal fees.

#### ATTACHMENTS:

N/A



## INFRASTRUCTURE SERVICES *Staff Report*

---

REPORT NO: IS-2024-04

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Infrastructure Services

PREPARED BY: Ken VanderWal, P.Eng. Manager of Engineering  
Amy Kroetsch, Engineering and Corridor Management  
Technologist

REVIEWED BY: Sharon Chambers, CAO

DATE: March 4, 2024

SUBJECT: Trussler Road Traffic Calming-City of Kitchener

---

### RECOMMENDATION:

That Council endorse the traffic calming initiative for Trussler Road (City/Township) between Snyders Road East/Highland Road and Ira Needles Boulevard/Trussler Road (Region) currently proposed as part of the City of Kitchener's program.

### SUMMARY:

The City of Kitchener is proposing to install 2 speed cushions and 1 speed hump on Trussler Road between Snyder's Road East and Ira Needles Boulevard. This segment of Trussler Road is a boundary road shared between the City and Township, as such approval from the Township of Wilmot is required in order for the City to progress to construction.

### BACKGROUND:

As part of The City of Kitchener's 2024 Vision Zero program, Trussler Road (City/Township) has been flagged as a high priority area for installation of raised traffic calming measures due to

speeds and volumes of vehicles using the road as a by-pass around the Regional road network at Snyder's Road East/Highland Road and Ira Needles Boulevard/Trussler Road (Regional).

### REPORT:

The City of Kitchener is proposing one speed cushion between Highland Road and Cora Drive, one speed cushion between Waldau Crescent and Ira Needles Boulevard, and one speed hump between Cora Drive and Waldau Crescent to address speed and volume issues. Per The City of Kitchener field studies, this portion of Trussler Road has ranked high on their formal traffic calming priority list due to high 85<sup>th</sup> percentile speeds in the low 60km range with high traffic volumes for over ten years. This section of Trussler Road is ranked high on The City of Kitchener's model to predict highest risk locations for serious and fatal injury collisions.

The two proposed speed cushions at each end of the street allow for the wheelbase of fire trucks and ambulances to fit between the raised measures and knocking over the flexible bollard in the middle of the road reducing delays that would be caused by the raised hump portion of the traffic calming measure. City of Kitchener Fire staff has supported this option of two speed cushions and one speed hump over the option of installing three speed humps, and has confirmed response times will be met. Wilmot Fire has also endorsed the concept at the staff level.

This portion of Trussler Road is a no truck route and experiences a high volume of cut through traffic, the raised traffic calming measures are anticipated to deter trucks and general cut through traffic using it as a short cut around the Region of Waterloo roundabouts along Ira Needles.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The Township's participation in this traffic calming measure aligns with the Strategic Plan Goals of quality of life through active transportation through supporting safe and efficient roadway use.

### FINANCIAL CONSIDERATIONS:

The City of Kitchener proposes to fund the project through their 2024 Vision Zero program and will be responsible for the maintenance of the speed humps and flexible bollards in accordance with the boundary road agreement for this segment. The City of Kitchener has anticipates little to no maintenance required for this type of installation.

The City of Kitchener provides all-season maintenance for this section of Trussler Road as well as Waldau Crescent per the current boundary road agreement.

### ATTACHMENTS:

Attachment 1: Trussler Road Traffic Calming Plan

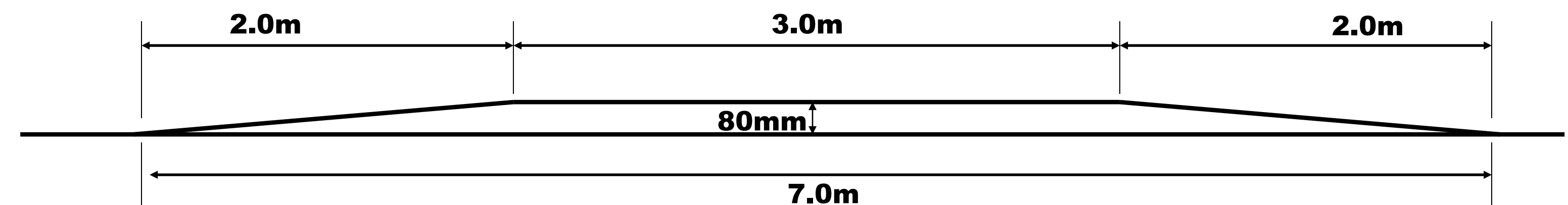




# The Corporation Of The **CITY OF KITCHENER**

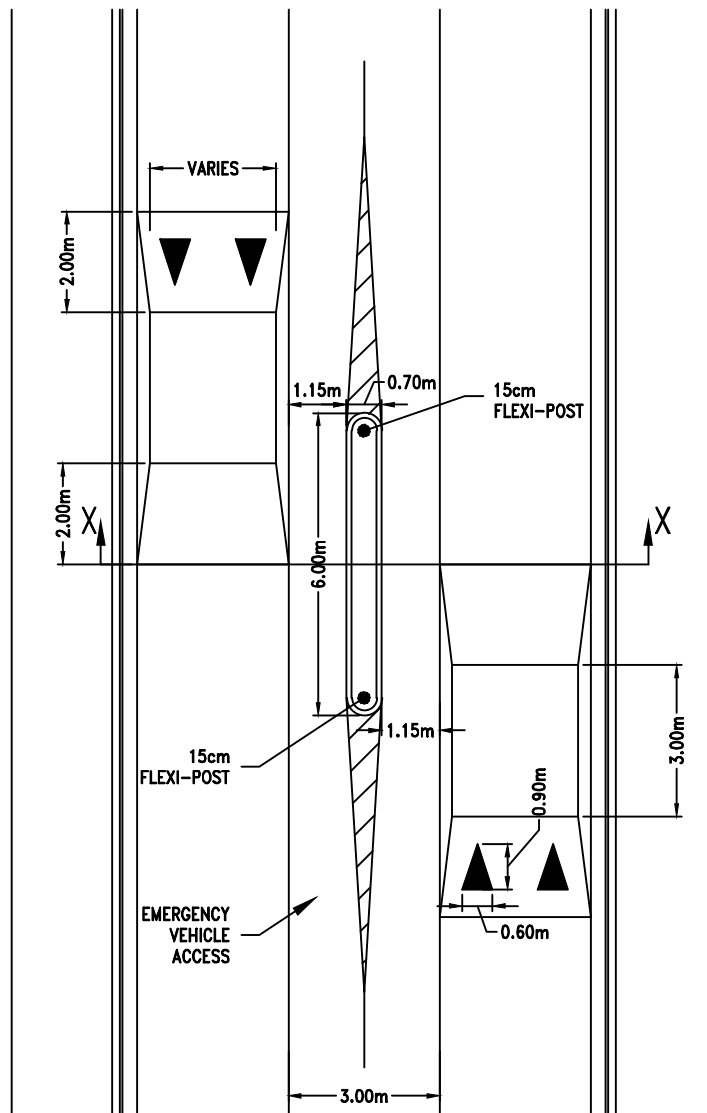
Development and Technical Services – Engineering – Transportation Planning

## **Modified Speed Hump Design**

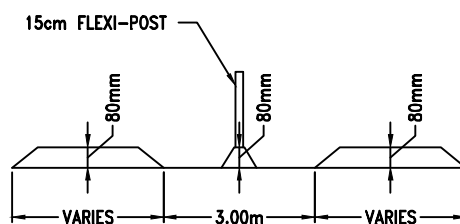


**\*Not to Scale**





PLAN VIEW



SECTION X-X

Plotted by: NMaletic Filename: P:\P\54351\100\54351-100.dwg



DRAWING TITLE:

## SPEED CUSHION

LAST REVISED

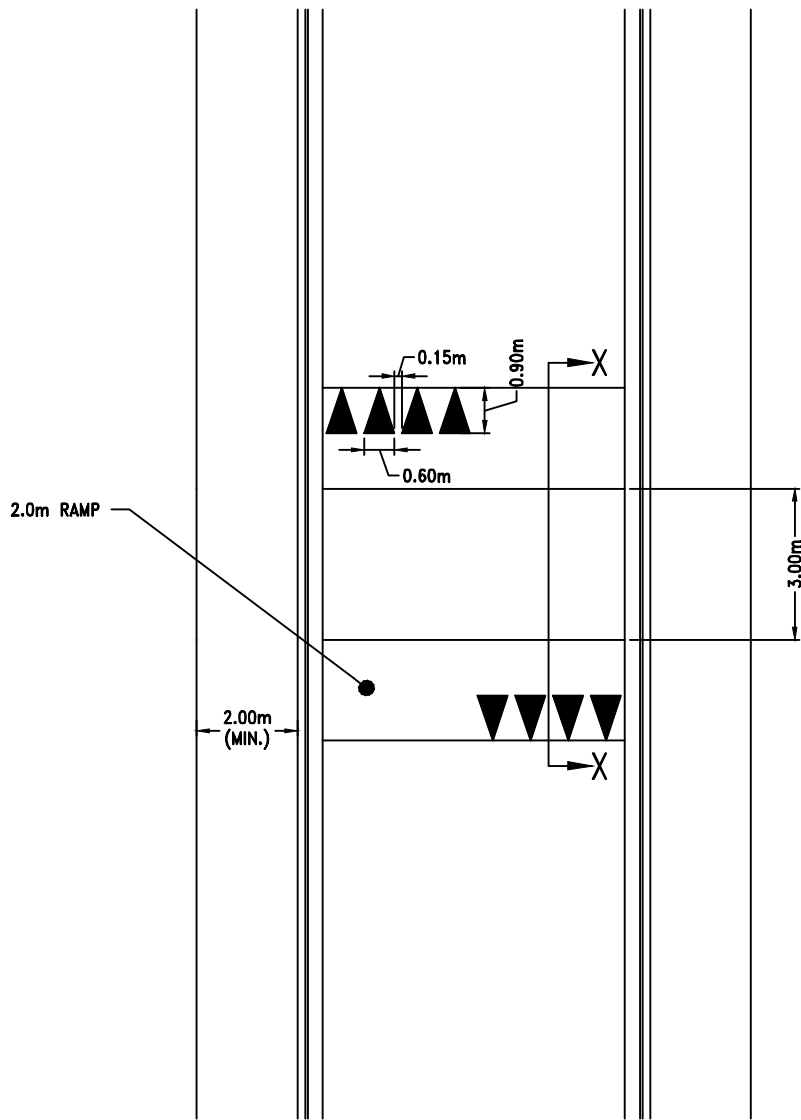
December 15, 2023

PLOT DATE

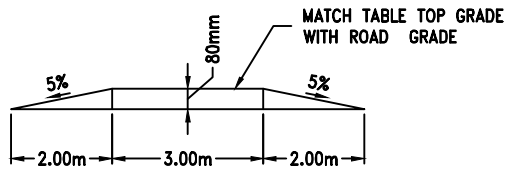
December 15, 2023

DWG No.

54351-100.dwg



PLAN VIEW



SECTION X-X

Plotted by: Mlaletic Filename: P:\P\54351\100\54351-100.dwg



DRAWING TITLE:

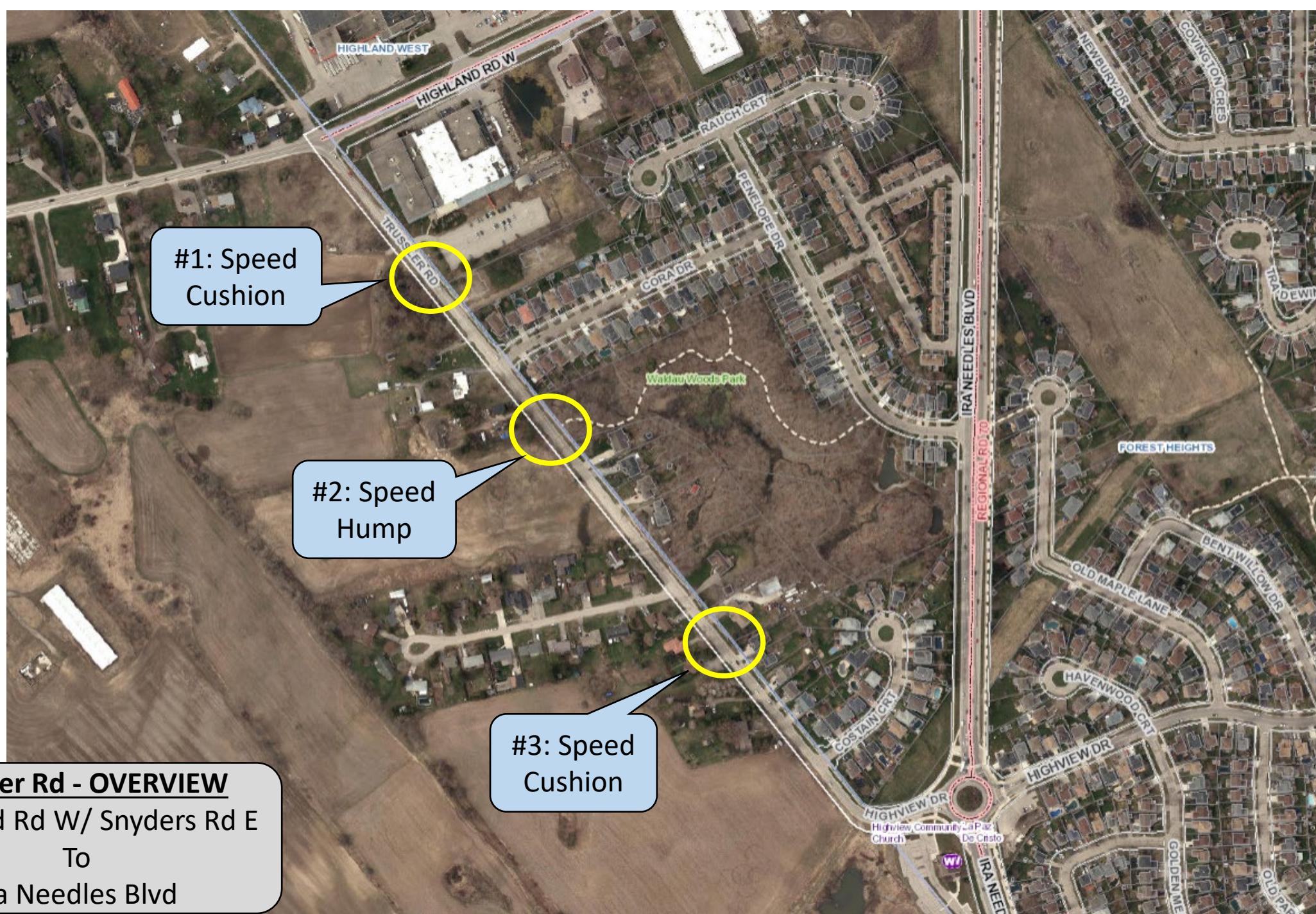
**MODIFIED SPEED HUMPS**

LAST REVISED  
December 15, 2023

PLOT DATE  
December 15, 2023

DWG No.  
**54351-100.dwg**

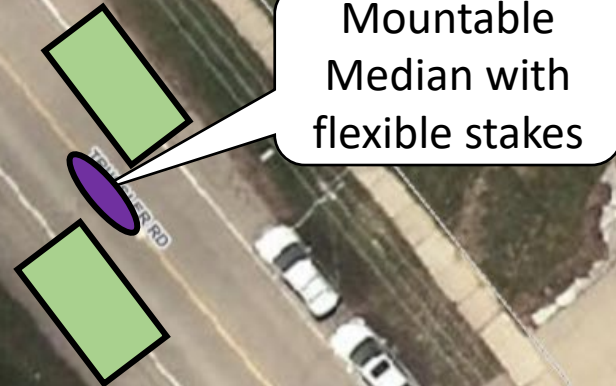






## #1 – Speed Cushion

Trussler Rd- #132/#126  
(ACROSS FROM CHURCH)



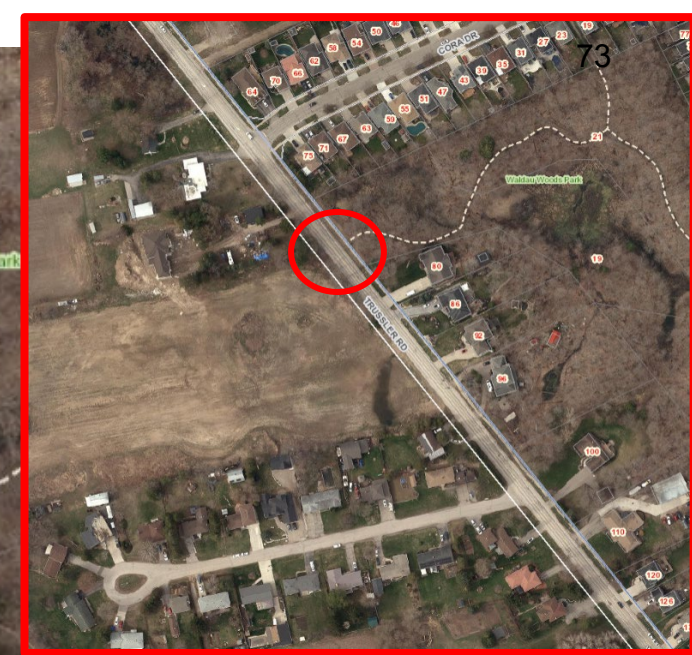


## #2 – Speed Hump

Trussler Rd – #80  
Between Waldau - Cora



7.0m speed hump  
Existing catch basins  
on both sides of  
proposed location



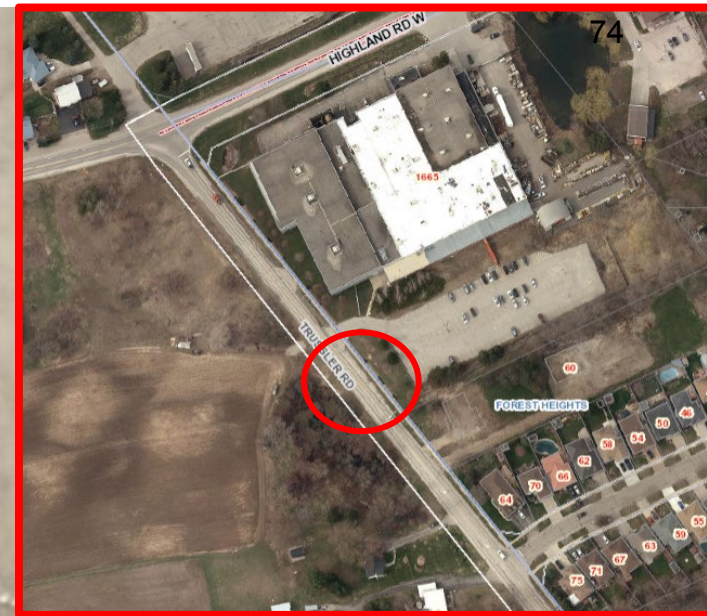


### #3 – Speed Cushion

Trussler Rd  
(Just south of industrial  
Parking lot)

SPEED  
CUSHION

Mountable  
Median with  
flexible stakes

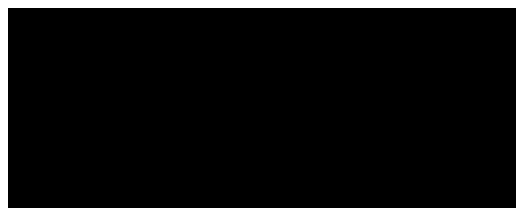


February 28, 2024

Township of Wilmot Integrity Commissioner  
Notification to Council  
in relation to an investigation under the  
Code of Conduct for Members of Council arising from  
Council Code of Conduct Inquiry 2023-01

This notification informs Members of Council that I have completed an investigation under the Township of Wilmot Code of Conduct for Elected Officials and have submitted it to the Township Clerk today.

The report will be included on the agenda for the regular Council meeting scheduled for March 25, 2024. I will be in attendance to speak to the report's findings.



*Robert J. Williams*, Ph.D.

Integrity Commissioner, Township of Wilmot  
2014-2023



## DEVELOPMENT SERVICES

### *Staff Report*

---

REPORT NO: DS 2024-06

TO: Council

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

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

REVIEWED BY: Sharon Chambers, CAO

DATE: March 4, 2024

SUBJECT: ZCA-01-24, 1276 Wilby Inc. / The Planning Partnership, 1276 Wilby Road

---

#### RECOMMENDATION:

THAT Council approve Zone Change Application 01/24 made by 1276 Wilby Inc. and The Planning Partnership, affecting two agricultural properties collectively having the municipal address of 1276 Wilby Road, to:

1. Define a bunkhouse as a building or part of a building used for the temporary accommodation of seasonal farm workers provided such accommodation does not serve as the principal place of residence of an occupant and the bunkhouse is located on the farm on which the seasonal workers are employed.
2. Permit a one-storey, three-unit bunkhouse with a floor area of 241.5 square metres within a defined area on the subject lands to provide housing for a maximum of 18 seasonal farm workers.
3. To allow one, two-storey, additional dwelling unit (detached) having a maximum lot coverage of 134.5 square metres and to allow the unit to be located closer to the street line than the residential building to which it is accessory.
4. To limit residential uses on the combined agricultural parcel to one residential building – single detached that may include an additional dwelling unit (attached), one additional



dwelling unit (detached), and one bunkhouse, and to limit their location to a defined area on the subject lands.

### SUMMARY:

The Township of Wilmot is in receipt of an application for an amendment to the Township Zoning By-law. The property is designated Prime Agricultural in the Township Official Plan and is zoned Zone 1 (Agricultural).

The application proposes the following:

1. to amend the agricultural zoning regulations to facilitate the conversion of one existing building to contain three dwelling units for housing of farm workers; and
2. to amend the additional dwelling unit regulations as they pertain to the size and location of an additional dwelling unit (detached).

In support of the application, the applicant has submitted a planning justification brief and supplementary planning response justifying the need for farm worker accommodation to establish an intensive fruit farming operation on the subject lands as well as identifying comparable locations within the region wherein similar fruit farming operations have been established successfully.

The recommendation implements the need for housing for farm workers based on a farm operation on a combined lot area of 21.3ha. Given the two farm parcels have not merged on title, the regulations are worded such that the residential uses apply to the entirety of the combined parcels and do not extend to each of the parcels separately.

### BACKGROUND:

A Public Meeting was held on February 12, 2024. The following is a summary of comments received prior to and at the Public Meeting.

#### Public:

Trevor Herrle-Braun: questioning the viability of the farming operation. Full comments included as Attachment B.

#### Agencies

GRCA: no objections, but identifying that a GRCA permit is required.

WCDSB: no objections.

Region of Waterloo: no objections.

### REPORT:

The Township of Wilmot is in receipt of an application for an amendment to the Township Zoning By-law. The lands to which the application applies are designated Prime Agricultural in the Township Official Plan and is zoned Zone 1 (Agricultural) within the Township Zoning By-

law 83-38, as amended. The application applies to two parcels currently held under separate ownership, with a combined lot area of 21.3ha.

The lands presently contain a single detached dwelling and three farm buildings. The owner of the lands intends to convert the active agricultural area to large scale fruit farm: specifically a pear and/or plum orchard. Given the size of the operation, housing accommodation will be required for both full time and seasonal farm labourers.

The owner plans to retain the existing home (one unit) and convert two existing outbuildings to a 2-unit and 3-unit building to provide farm worker accommodation.

To accommodate the proposed residential units, this application proposes the following:

1. to amend the agricultural zoning regulations to facilitate the conversion of one existing building to contain three dwelling units for housing of farm labourers; and
2. to amend the additional dwelling unit regulations as they pertain to the size and location of an additional dwelling unit (detached).

This report will discuss the existing additional dwelling unit provisions of the zoning by-law and associated amendments proposed by this application along with the introduction of temporary farm worker accommodations in the form of a bunkhouse.

### *Additional Dwelling Units*

The current zoning permits up to three dwelling units on the property within a maximum of two detached buildings: a primary dwelling containing an “additional dwelling unit (attached)” and an “additional dwelling unit (detached)”.

Independent of any discussion regarding need for farm worker accommodation, the zoning would already permit 3 dwelling units combined between either 1 or 2 buildings. In this case the proposal is to utilize 2 buildings to provide a total of 3 units.

Under the current additional dwelling unit provisions, only the main dwelling is permitted to have more than 1 unit. As well, the additional dwelling unit may be no closer to the road than the main dwelling and have a floor area of no greater than 75% of the footprint of the main dwelling.

The proposal is to maintain the current dwelling as one unit and convert an existing farm building to a 2-unit dwelling. The existing home has a lot coverage of 130m<sup>2</sup>. The existing farm building has a lot coverage of 134.5m<sup>2</sup> and is located behind the current home. To align with the additional dwelling unit regulations, the existing home (1-unit) would become the additional dwelling unit (detached), and the converted building (2-units) would become the main dwelling.

As such, the application proposes to allow the additional dwelling unit (detached) to be located closer to the front property line than the main dwelling. As well, the additional dwelling unit (detached) would be permitted to have the same footprint as the main dwelling given they are approximately the same size.

The intent of the additional dwelling unit regulations is to ensure that the dwellings are located in the same general area and that, in the case of smaller urban or rural properties, that the secondary dwelling unit not be the prominent focal point of the property. In those instances, requiring that the secondary detached unit be smaller and located further from the road than the main dwelling, ensures that main dwelling remains the primary focus of the property and establishes consistency along a street. In this instance, however, both structures are located over 100m from the road and as such, the placement of the units in proximity to the street and relative massing of the buildings does not present the same concerns as a small urban or rural property.

Modifying the regulations to allow two similarly sized buildings, in their current locations, to contain a total of three dwelling unit maintains the intent of the additional dwelling unit regulations. Whether those units are used for typical housing or farm worker accommodation is of no consequence to the application as three dwelling units are already permitted by right on the property.

### *Bunkhouse*

In addition to the three units already permitted on the property, the applicant proposes to convert a second farm building to three units, to accommodate 18 seasonal farm workers. The introduction of this form of housing requires additional analysis to ensure the need is justified and the use conforms to the Official Plan.

The Official Plan contains policies to support the creation of additional housing for farm worker accommodation when certain criteria are met. The following are the criteria set out in the Official Plan as well as a summary regarding the application's consistency with the policies.

1. *The size, nature and productive capacity of the farm operation warrant additional farm employment for extended periods of time such that additional on-site accommodation is considered necessary.*

Within the planning justification report and supplementary planning response, the applicant has demonstrated the need for farmer workers to undertake the preparation of the farm, plant trees, for ongoing maintenance, and the eventual support for harvesting. Additionally they have shown the opportunity for these lands to support an intensive fruit tree operation based on OMAFRA climate zone data, and more significantly, based on experience within Waterloo Region wherein the applicant has active fruit growing operations.

The proposed farm worker accommodations for 18 seasonal farm workers (in addition to opportunities within the main residence and additional dwelling unit (detached)) aligns with OMAFRA's guidelines for farm worker needs based on the anticipated size of operation. Given the size of investment, ensuring that worker accommodation can be realized on this property forms an integral part in decision making before the investment is made.

The applicant currently operates three orchards in the Township of Woolwich of similar size that include plums, apples, pears, and apricots. Given the success of those orchards, the applicant is confident that an investment in this location will be equally fruitful.

Further to those comments received from Mr. Herrle-Braun, based on the documentation provided by the applicant and discussions with Township of Woolwich, staff are satisfied that sufficient justification has been provided to demonstrate the viability of fruit farming operations in the area and that farm labour accommodations will be needed through the stages of development of the fruit farm.

2. *Any new permanent dwellings will be limited to bunkhouses or the conversion and/or expansion of existing farm-related residential units.*

The applicant proposes to convert an existing farm building to a bunkhouse. Should the building be proposed to be replaced in the future, the proposed zoning regulations would limit the location of any bunkhouse to the existing area of the farm containing buildings.

3. *Any new temporary dwelling will be located near the existing farm buildings and will be removed if they are no longer required to accommodate farm employees.*

The building is not designed to be temporary, but the proposed zoning regulations would only allow its use for farm worker accommodations. Should the type of occupancy be proposed to change in the future, a subsequent zoning application would be required to consider the proposed change.

The zoning is proposed to define a bunkhouse to clarify the intended occupancy. The definition would be as follows:

**Bunkhouse:** A building or part of a building used for the temporary accommodation of seasonal farm workers provided such accommodation does not serve as the principal place of residence of an occupant and the bunkhouse is located on the farm on which the seasonal workers are employed.

4. *The site can be appropriately serviced by private wells and individual wastewater treatment systems.*

Given the size of the property, the ability to service the proposed units with private water and individual sewage treatment is not in question. The associated permit for sewage works will ensure compliance with applicable Ontario Building Code and/or Ministry of the Environment regulations.

5. *No new lot is created*

No new lots are proposed in relation to this application. Given the justification for farm worker accommodation is based on the combined area of both properties, staff had

requested that the properties be merged together. The applicant has explained that merger of the properties would result in significant financial impacts that would limit the investment potential in the farming operation. As such, staff have framed the proposed zoning regulations to limit dwelling units to the existing cluster of buildings on the property. While the properties are not merged, separately there would be no potential to create additional housing on the presently vacant parcel, essentially tying the properties together.

The Region of Waterloo supports that the applicant has provided sufficient justification to support the creation of housing for farm workers. Township staff concur that sufficient demonstration of need has been provided. Additionally, the applicant has provided adequate supporting evidence with respect to the anticipated farm viability based on similar locations within the region.

#### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Facilitating farm diversification and agricultural investment aligns with goals of the Township to grow economic prosperity and to protect our agricultural lands.

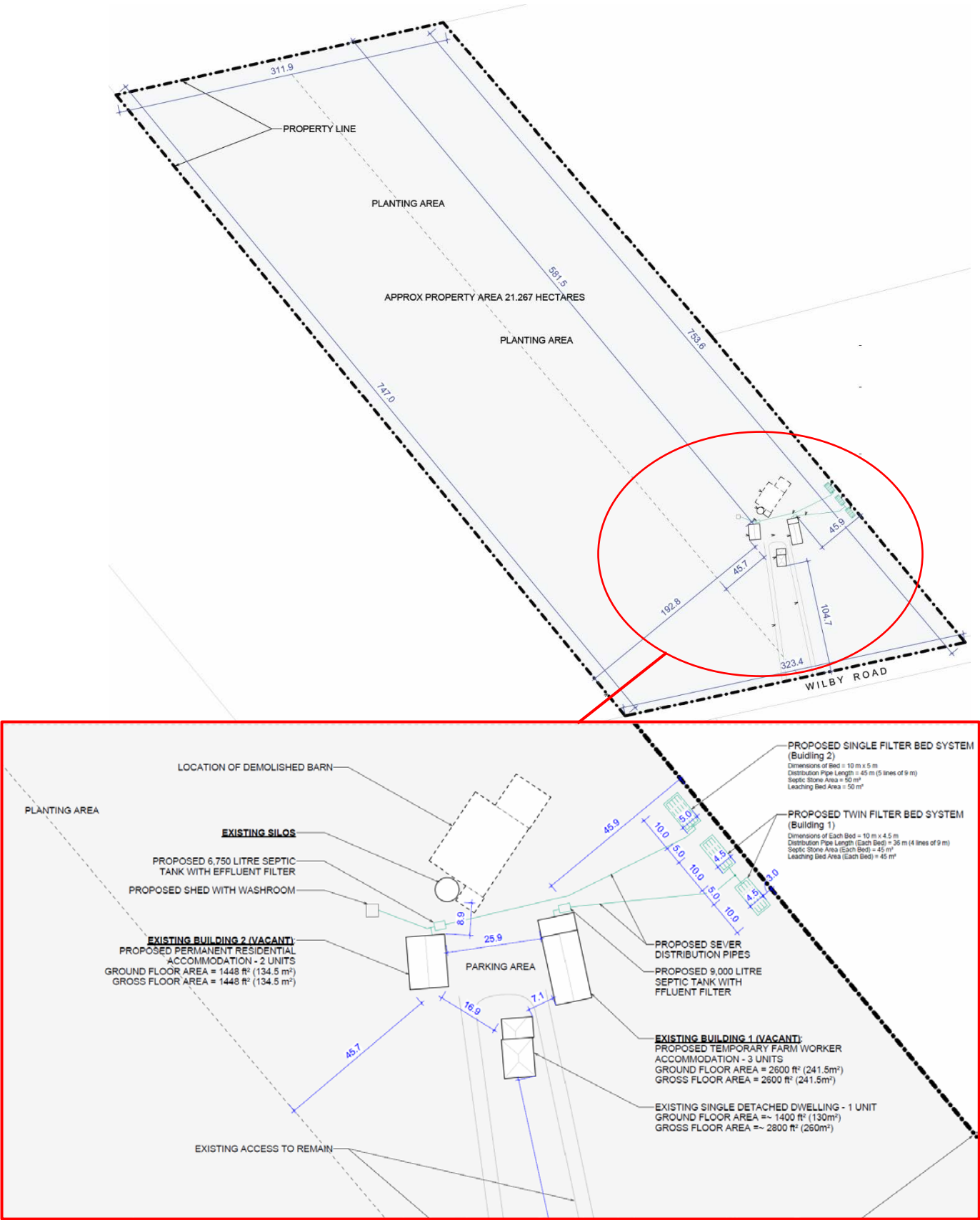
#### FINANCIAL CONSIDERATIONS:

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

#### ATTACHMENTS:

Attachment A	Site plan
Attachment B	Public comments
Attachment C	Draft amending by-law

Attachment A



**From:** Trevor Herrle-Braun  
**Sent:** February 26, 2024 9:57 AM  
**To:** Andrew Martin; Harold O'Krafka  
**Subject:** Wilby Road application

**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.

Good Morning Andrew and Harold Just thought I would keep both of you in the loop of a letter I just emailed to Council regarding some of the research I did the last week

February 26th, 2024

Good afternoon Mayor Salonen and Members of Wilmot Township Council:

My name is Trevor Herrle-Braun and I reside at 1264 Erb's Road. The north end of our farm touches Wilby Road with the property outlined in ZCA-01-24, 1276 Wilby Inc. / The Planning Partnership, 1276 Wilby Road.

I wish to note that I have no concerns with bringing in new agriculture opportunities to the Township. I do though have a number of concerns and questions related to this specific proposed agriculture operation.

My questions for which I would appreciate some answers are: How is this form of agri-business viable in this part of south western Ontario? How do the owners plan to deal with the climate and soil challenges? What is the motivation behind this application?

The idea of there being a need for significant migrant worker bunk housing should raise some red flags that require further justification. The timing seems to be suspect, along with the amount needed, and the question why now in Wilmot Township and not in Woolwich, where much of their operation currently is?

I have contacted some members of the farming community in Woolwich, along with some influential and experienced Niagara tender fruit farming community members (who our family deals with daily in-season), whom I consider dear friends. Most have no knowledge of this family-run business. I showed them the promotional video for the property in Niagara and I was told that the property was just purchased from the Falk family recently. I believe this fact calls into question the validity of the Prica's family's statements in the video.

Also, another professional friend who owns a reputable distillery locally, did a search of this family and there are no Provincial or Federal licenses for them doing any type of distilling, which are required by law.

While not directly related to the application, I wish to bring up that when I was completing web research it was interesting to find that the Township of Woolwich incurred significant legal costs related to a dispute with this family concerning their property they purchased in the Conestogo area, see [https://issuu.com/observerextra/docs/observer\\_-\\_august\\_13\\_2020\\_-\\_online](https://issuu.com/observerextra/docs/observer_-_august_13_2020_-_online) article.

Since allegedly the family has an established operation in Woolwich, I would respectfully ask Council and staff to check with their colleagues in Woolwich as part of completing their own due diligence on the application before Wilmot Council.



In summary, and as noted above, an operation such as this raised many red flags to me as a longtime resident, business owner, and fruit and vegetable farmer. The logistics related to the proposed steps in this application for the housing component are respectfully premature at best. The proposed number of workers needed for the size and scale of the operation at this time is excessive.

In talking with other tender fruit growers, the family is 5-7 years away from when they would need anywhere near the amount they are hoping to house.

I urge Council and staff to take your time, ask the necessary questions, be careful, and as part of the process communicate and collaborate with Woolwich staff and Council.

I applaud Councillor Cressman for his actions the other night in raising some concerns. I was surprised that the member of the Prica family didn't address any of the questions. On a side note, I spoke to Vineland Growers and there are no such varieties of plum trees available for planting in Ontario.

I just caution you not to be surprised or swayed by smoke and mirrors and to protect the integrity of agriculture in Wilmot Township.

If you would like to further discuss my comments, please feel free to contact me, and I would be happy to answer any questions.

Thankyou

Trevor Herrle-Braun



## THE CORPORATION OF THE TOWNSHIP OF WILMOT

### BY-LAW NO. 2024-XX

#### BEING A BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.

**WHEREAS** The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

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

1. Notwithstanding the provisions of By-law 83-38, as amended, on the lands described on Schedule “A” and illustrated on Schedule “B” attached to and forming part of this By-law, a bunkhouse shall be permitted subject to the following:
  - a) For the purposes of this section, a bunkhouse shall be defined as a building or part of a building used for the temporary accommodation of seasonal farm workers provided such accommodation does not serve as the principal place of residence of an occupant and the bunkhouse is located on the farm on which the seasonal workers are employed.
  - b) The bunkhouse shall be limited to a maximum of three dwelling units, provide accommodation for a maximum of 18 farm workers, have a maximum height of one-storey, a maximum floor area of 241.5m<sup>2</sup>, and be located within the “Residential Accommodation Area” identified on Schedule “B”.
  
2. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule “A” and illustrated on Schedule “B” attached to and forming part of this By-law, shall be subject to the following regulations:
  - a) An additional dwelling unit (detached) may located closer to the street line than the residential building to which it is accessory
  - b) An additional dwelling unit (detached) shall be permitted to be 2-stories and shall have a maximum lot coverage of 134.5m<sup>2</sup>
  - c) Any dwelling units shall be located within the “Residential Accommodation Area” identified on Schedule “B”.
  - d) Dwelling units shall be limited to:
    - i) one residential building – single detached that may include an additional dwelling unit (attached)
    - ii) one additional dwelling unit (detached) accessory to a residential building – single detached
    - iii) one bunkhouse

3. Notwithstanding the provisions of By-law 83-38, as amended the following shall be added as Section 22.311:

Notwithstanding any other provisions of this By-law, on the lands described as Part of Lot 3, Concession 1, Block B, and identified on the map forming paragraph 22.311, a bunkhouse shall be permitted subject to the following:

- a) For the purposes of this section, a bunkhouse shall be defined as a building or part of a building used for the temporary accommodation of seasonal farm workers provided such accommodation does not serve as the principal place of residence of an occupant and the bunkhouse is located on the farm on which the seasonal workers are employed.
- b) The bunkhouse shall be limited to a maximum of three dwelling units, provide accommodation for a maximum of 18 farm workers, have a maximum height of one-storey, a maximum floor area of 241.5m<sup>2</sup>, and be located within the "Residential Accommodation Area" identified on the map forming paragraph 22.311.

Notwithstanding any other provisions of this By-law, the lands described as Part of Lot 3, Concession 1, Block B, and identified on the map forming paragraph 22.311, a bunkhouse shall be permitted subject to the following:

- a) An additional dwelling unit (detached) may located closer to the street line than the residential building to which it is accessory.
  - b) An additional dwelling unit (detached) shall be permitted to be 2-stories and shall have a maximum lot coverage of 134.5m<sup>2</sup>.
  - c) Any dwelling units shall be located within the "Residential Accommodation Area" identified on the map forming paragraph 22.311.
  - d) Dwelling units shall be limited to:
    - iv) one residential building – single detached that may include an additional dwelling unit (attached)
    - v) one additional dwelling unit (detached) accessory to a residential building – single detached
    - vi) one bunkhouse
4. Notwithstanding the provisions of By-law 83-38, as amended, the Key Plan to By-law 83-38 shall be amended as necessary to identify Section 22.311 on the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
  5. Notwithstanding the provisions of By-law 83-38, as amended, a new map forming paragraph 22.311 shall be added to By-law 83-38 to identify the associated zoning of the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
  6. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
  7. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

**READ** a first and second time on the 4<sup>th</sup> day of March, 2024.

**READ** a third time and finally passed in Open Council on the 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**SCHEDULE "A"**

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 3, Concession 1, Block B, in the said Township of Wilmot.

This is Schedule “A” to By-law No. **2024-XX**

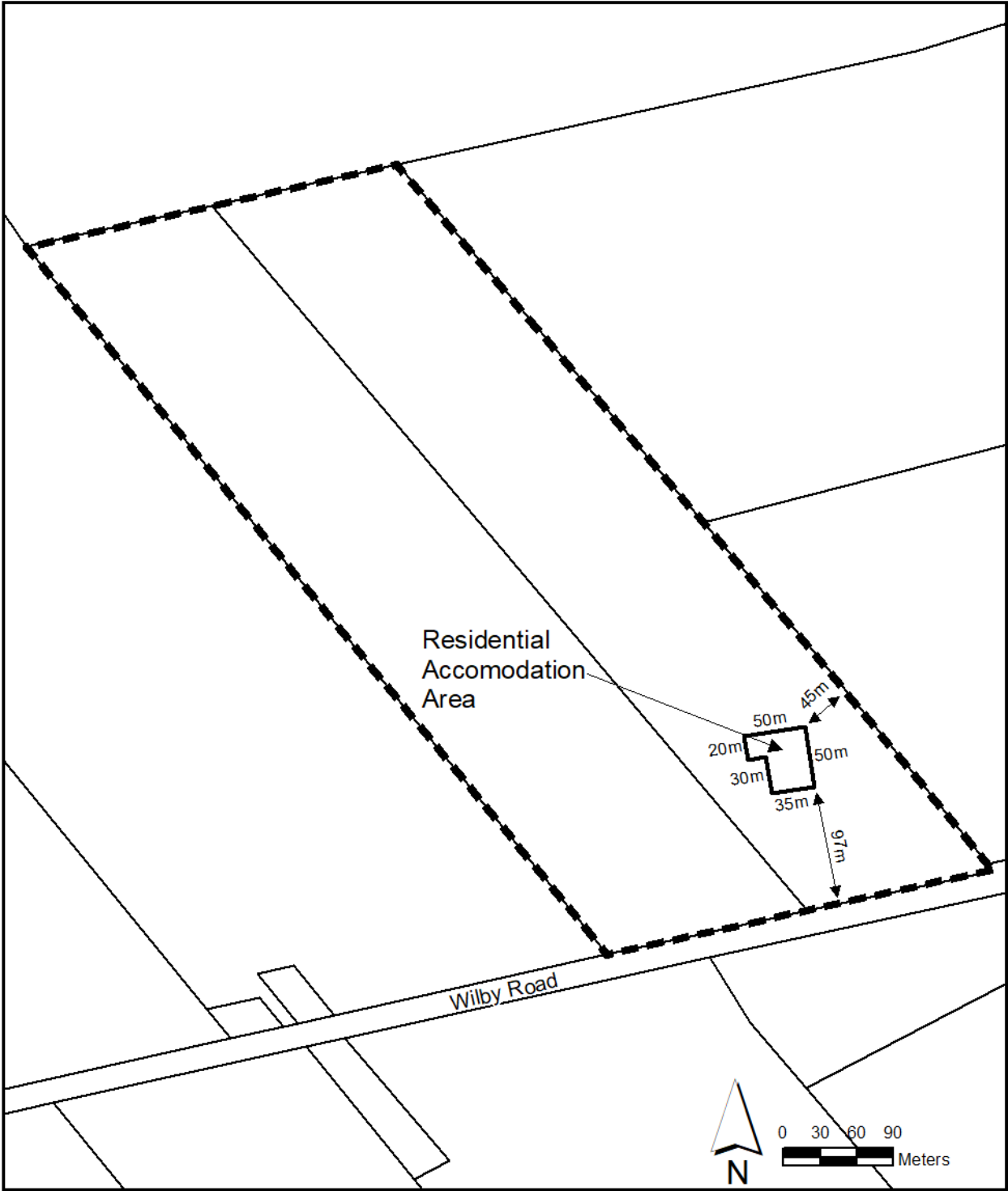
**PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**SCHEDULE "B"**  
PART OF LOT 3  
CONCESSION 1, BLOCK B  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



This is Schedule "B" to By-law No. **2024-XX**

**PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**



## DEVELOPMENT SERVICES

### *Staff Report*

---

REPORT NO: DS 2024-05

TO: Council

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

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

REVIEWED BY: Sharon Chambers, CAO

DATE: March 4, 2024

SUBJECT: Official Plan Amendment Application 01/23 and Zone Change  
Application 01/23, Schneider Family and Rare Charitable Research  
Reserve, Wilmot Line and Carmel-Koch Road

---

#### RECOMMENDATION:

THAT Council endorse the proposed year-round and seasonal parking restrictions on Carmel-Koch Road, Wilmot Line, and Berlett's Road, the speed reductions and heavy truck prohibitions on Wilmot Line, as well as the traffic calming measures proposed for the intersection of Wilmot Line and Wideman Road as outlined in report DS 2024-05; and that staff be directed to update the Traffic and Parking By-law as required;

and

THAT Council adopt Official Plan Amendment No. 12 to change the designation of a portion of the subject properties from Rural Areas to Ecological Conservation Area and direct staff to forward Official Plan Amendment No. 12 to the Region of Waterloo for approval;

and,

THAT Council approve Zone Change Application 01/23 made by the Schneider Family and Rare Charitable Research Reserve, affecting lands with the municipal addresses of 567 Wilmot Line, 585 Wilmot Line, and 1236 Carmel-Koch Road, to:

1. Rezone lands proposed to be transferred to Rare Charitable Research Reserve, from Zone 1 (Agricultural) to Zone 11 (Open Space) prohibiting buildings and structures and limiting uses to the following:
  - a. Wildlife Sanctuary
  - b. Farming, but not including the raising or maintaining of livestock, fur farming, fish farming, or greenhouse farming, within Agricultural Use Areas illustrated within a conservation easement in favour of the Township, GRCA, or Region.
  - c. Uses set out in a conservation easement in favour of the Township, GRCA, or Region, provided such uses are not less restrictive than those uses set out in the zoning.
2. Reduce the minimum lot area and frontage requirements for each of the retained lots as follows:
  - a. 567 Wilmot Line: area of 5.6ha and frontage of 88m
  - b. 585 Wilmot Line: area of 1.2ha and frontage of 135m
  - c. 1236 Carmel-Koch Road: 4.9ha and frontage of 140m

### SUMMARY:

This report considers applications for amendments to the Township Official Plan and Zoning By-law filed by Rare Charitable Research Reserve (Rare) on behalf of the Schneider family.

The Schneider family intends to donate portions of three existing agriculturally zoned properties to Rare and retain the portions of these three properties that currently contain dwellings and other outbuildings as illustrated on the map included as Attachment A to this report.

The official plan amendment application proposes to change the designation of the donation lands from Rural to a new Ecological Conservation Area designation to further strengthen the existing prohibitions to development that already apply to the lands to be donated.

To implement the proposed official plan designation, the zone change application proposes to rezone the donation lands to Zone 11 (Open Space) with restricted uses. The application also proposes to reduce the required lot frontage and area requirements for each of the proposed retained estate residential lots.

This report summarizes solutions available to address concerns related to right-of-way safety, on-street parking, and pedestrian activity.

### BACKGROUND:

A Public Meeting was held with respect to these applications on May 29, 2023. Notice that the applications would return to Council for a decision was given by email on February 21, 2023, to those individuals who provided written comments received by Development Services staff prior

to February 21, 2023. The following is a summary of comments received prior to the writing of this report.

### Public

At the time of finalizing this report, 34 letters and emails of support for the transfer of lands to Rare had been received by the Planning division. These letters and emails are included as Attachment B.

### Agencies

#### *Region of Waterloo:*

Comments at the time of the May 2023 Public Meeting requested a reduction in the size of the proposed retained parcels or additional rationale for the lot sizes and configurations. Further, the Region requested that zoning for the severed lands include a holding provision to prevent construction of buildings or site alteration without the completion of an archeological assessment and an environmental impact study.

The Region provided updated comments in September 2023 advising that they had no outstanding issues with the applications.

With respect to original concerns regarding lot areas of the retained parcels, the Region concluded that they were satisfied with the applicant's response regarding lot sizes siting land needs for residential uses, septic system requirements, geothermal heating, and existing agricultural uses as sufficient justification.

With respect to the need for an archeological assessment, the Region concluded that given the donation lands would remain undisturbed, an Archaeological Assessment is not required. As given no development is proposed for the retained lands, an Archaeological Assessment is not required as part of these development applications. The Region recommends that the zoning for the retained lands include setbacks to limit new buildings to be located within or close to the existing building envelopes to minimize the potential impact to archaeological resources.

With respect to the need for an environmental impact study (EIS), given the zoning restrictions will limit uses to conservation coupled with a conservation agreement, the Region was satisfied that an EIS, and by extension the holding zone is not required.

*GRCA:* Recommending approval of the applications.

### REPORT:

On behalf of the Schneider family, Rare has filed applications to amend the Township Official Plan and for changes to the Township Zoning By-law.

The map included as Attachment A, illustrates the plans for the Schneider family to donate portions of three existing agriculturally zoned properties to Rare (identified as Severed Lands



on Attachment A). The Schneiders would retain the portions of these three properties that currently contain dwellings and other outbuildings (identified as Retained Lands on Attachment A).

The Region of Waterloo Official Plan (ROP) contains policies specific to conveyance of lands for the purpose of conserving environmental features. ROP policies require that such conveyances be designated and zoned in the area municipal official plan and zoning by-law to prohibit any use not related to conservation. As well the ROP requires that the conveyed lands be subject to a conservation easement.

### Official Plan Amendment and Zoning

To implement the ROP policies, the official plan amendment application proposes to change the designation of the proposed severed lands from Rural Areas to a new Ecological Conservation Area designation to further strengthen the existing prohibitions to development that already apply to the lands to be donated.

The zone change application consists of two separate matters. To accompany the new official plan designation, the associated zone change application proposes to rezone the donation lands to Zone 11 (Open Space) with restricted uses. The zoning of the retained estate residential lots would remain Zone 1 (Agriculture), but amendments are required to reduce the minimum lot area and frontage requirements for these lots.

Initial concerns raised by the Region of Waterloo prior to the public meeting have since been addressed as outlined within the background section of this report. Ultimately the Region is satisfied that the proposed official plan designation and associated zoning maintain intent of the ROP policies facilitating the severance of lands for conservation purposes.

### Conservation Easement

The conservation easement, required by policies within the ROP, will differentiate between Ecological Conservation Areas and Agricultural Use Areas within the donation lands. The Agricultural Use Areas (B, F, and H polygons identified in the image on the next page) are those current agricultural fields which have been used for generations for crop production or livestock grazing. The zoning would limit farming uses within the donation lands to the specific agricultural use areas to be identified in the conservation easement with farming uses limited to field crops, horticulture and orchard/vineyard type uses. The keeping of livestock would be prohibited both in the zoning and conservation easement based on the request of the Schneider family.

Ultimately, the establishment of a conservation easement would be implemented as a condition of the future consent applications and would be required to be completed to the satisfaction of both the Township and Region of Waterloo.



Draft schedule to be contained within the conservation easement identifying habitat polygons.

### Parking

Since Rare and the Schneider family first approached the Township in 2020 regarding their plans for the donation of lands to Rare, the Township has consistently indicated that dedicated parking is needed to support the continued public use of the Schneider lands.

Accompanying the current applications, Rare provided a document intended to highlight options to address parking with three solutions: do nothing, close property to the public, develop a long-term strategy and master plan for the area. This document does not adequately address the need to ensure safe parking and safe pedestrian access to the donation lands. Deferral of a solution to a later date does not address current risk and liability.

Consideration of these options was provided in report DS 2023-08, and further summarized below.

### *Closing property to public*

Prohibition of public access to the property would certainly be a loss to the many people that have enjoyed the generosity of the Schneider Family for the last several decades. In their comments, Rare speaks to the difficulties and of enforcement of unauthorized access and the undue hardship that would create; Township staff agree with those concerns. The Township also reasonably cannot ensure that the property is not open to the public in the future and as such this option would not address public access and parking.

### *Do nothing*

Staff sought comments from the Waterloo Region Municipalities Insurance Pool (WRMIP) with respect to the existing on-street parking situation. The WRMIP represents the Region of Waterloo and its seven area municipalities.

Comments received from the WRMIP identified that, from a risk management perspective, a designated parking lot would be preferred whereby parking takes place outside of the road allowance improving safety and reduce conflicts between pedestrians and vehicles. If parking is provided within the road allowance (on-street parking), recommendations include:

- Providing wider shoulders to permit parking.
- Installing adequate signage to identify where parking is permitted.
- Amending by-laws to permit on street parking.
- Lowering speed limits in area.
- Installing signs prior to parking location outlining risk to drivers of parking in the area.
- Establish and document a higher standard of care for maintaining the location.

The WRMIP comments highlight that a do-nothing approach to address parking is not a suitable option.

### *Long-term parking strategy*

While there were a number of suggested scenarios provided under the option of creating a long-term strategy for parking, the current development applications warrant a solution to address safe parking and pedestrian access for parking now and not further in the future. While solutions can be further refined over the fullness of time, simply allowing an application to proceed without any solutions in place would not be appropriate.

### *Parking needs*

Township staff recognize that the ongoing efforts of both the Schneider family and Rare to preserve these ecologically sensitive lands are of significant benefit to the natural environment. The lands also have been, and continue to be, generously made available for public use for hiking and cross-country skiing. Although not advertised, the lands are well known and at times their use results in significant parking needs, which are presently met by parking along public roads – primarily Carmel-Koch Road in the Township and Wideman Road in Waterloo. The popularity and recent heightened public interest in the property have highlighted the safety issues with parking on Carmel-Koch Road and crossing Wilmot Line.

Some changes have been made in recent years to limit parking in certain areas along Carmel-Koch Road, but the current applications really have highlighted the existing deficiencies and the need to ensure a more fulsome solution can be achieved to improve safety for pedestrians, motorists, and road operations. To suggest that status quo is sufficient because certain activities have occurred for many years really is a short-sighted argument. The Township is being asked to permit the establishment of three estate residential lots and ultimately create a large publicly accessible property with no defined access or provision for parking. The development application process provides opportunities to correct known issues and properly plan for future and long-term use.

The Township zoning by-law contains parking regulations for a number of uses ranging from private homes to public arenas. The regulations are based on building sizes. To date, the Township has not considered a development application that involves a large publicly accessible property without a building. That said, as with any development application, the merits of existing regulations are considered and amended as necessary based on the site-specific uses proposed. With respect to the proposed donation lands, while no buildings are proposed or permitted, that is not to suggest that there are no associated parking needs.

Township staff recognize that through the majority of the year, there are limited parking demands for the Schneider lands. However, when winter conditions are ideal for cross-country skiing, parking is significant along Carmel-Koch Road. The shoulders of the road are not sufficient to accommodate parking without interfering with the travelled portion of the road. Given sight line restrictions both with respect to corners and hills, the opportunity for conflict between motorists, pedestrians, and winter maintenance equipment is significant. In the summer months, as a result of fewer visitors and more ideal driving conditions, this potential for conflict is reduced.

As outlined in report DS 2023-08, staff suggested that one solution was for Rare to create a small parking facility, similar to those available to Walker Woods and Baden Hills (approximately 12 vehicles), that would address most of the parking needs for the donation lands. Providing an opportunity to temporarily expand the available area for parking to accommodate the larger number of visitors during the peak winter season, such as use of a field, would then address temporary parking needs with little impact and need for permanent maintenance.



There are other examples in Wilmot Township wherein seasonal demands for parking have resulted in the property owner providing temporary off-street parking to address safety concerns with on-street parking. There is a farm close to Mannheim that experiences high visitor volumes in the fall. The popularity of the location grew and the number of visitors parking along the road in front of the farm resulted in significant safety concerns. Parking was subsequently prohibited along the road. To accommodate the peak visitor times, the property owner provided parking in a portion of their field. Access to the field is only provided during peak times and blocked from public access when not needed. Despite there being no buildings involved, parking demands still existed for this property.

Similarly, within the Petersburg Regional Forest, the use of the Hydrocut Trails has grown significantly over the years. While there are no buildings within the property, the need to provide parking became apparent given conflicts with on-street parking and use of roadways and private laneways at both the east and west entrance to the property. Parking facilities were provided, and subsequently expanded, to address seasonal demands.

Staff have presented this temporary parking solution as an option to Rare and the Schneider family, but there has been no effort to provide or work towards a similar solution in this instance. Staff have confirmed that opportunities would exist on portions of the donation lands and/or the retained estate residential lots should Rare or the Schneider family wish to provide such a temporary facility.

The primary matter to be addressed is safety and liability to the Township of Wilmot. A do-nothing approach will not satisfy this requirement. As such, staff suggest that the Township address the concern through mechanisms within its control. This solution would involve a combination of parking prohibitions, speed reductions and stop controls applicable to Berlett's Road, Carmel-Koch Road and Wilmot Line.

#### *Carmel-Koch Road and Berlett's Road*

Limited opportunity exists to provide safe year-round on-street parking on Carmel-Koch Road and Berlett's Road. Widening of these roads to create on-road parking outside of the travelled portion of the road would require significant and potentially invasive work. ROP policies require an Environmental Impact Study (EIS) for site alterations and road construction within the Environmentally Sensitive Landscape. It is anticipated that widening either road would require significant study with limited opportunity to demonstrate no adverse environmental impact.

An investment in this type of work, along with heightened maintenance obligations if a solution was in fact achievable, in staff's opinion is not appropriate given the costs, resource allocations, and ultimately no Township control as to whether the Rare will continue to provide public access to the donation lands.

As a result, staff propose that, during the winter season, parking on both sides of Carmel-Koch Road be prohibited. Limited opportunity in areas currently permitted for parking may be appropriate during other times of the year given lower visitor frequency. Additional signage

providing advanced warning of on-street parking and associated speed reductions are considered to be a viable solution during the summer months.

Berlett's Road, both with respect to available space along the road as well as site lines, is not deemed safe for parking at any time of the year and as such parking prohibitions are proposed to be year-round.

The limits and details of proposed parking prohibitions are illustrated on Attachment C. Upon receipt of Council endorsement of these proposed parking restrictions, the work would be completed over the course of Q2 and Q3 2024. It is important to note that, regardless of whether the development applications were to proceed, these operational changes are still required to be implemented given the ongoing liability that these applications have highlighted.

#### *Wilmot Line and Wideman Road*

The Township of Wilmot and City of Waterloo staff have been working towards an agreeable solution to address traffic speeds on Wilmot Line and to address safety of pedestrians crossing Wilmot Line from Wideman Road.

Combined, Waterloo and Wilmot staff have come to a tentative solution that addresses the majority of existing concerns related to this segment of Wilmot Line and its intersection with Wideman Road. Ultimate solutions may occur through a phased approach, but the initial plan will provide measurable improvement.

The solution includes the following key measures:

1. heavy truck prohibitions on Wilmot Line,
2. speed reductions on Wilmot Line in the area of Wideman Road and Carmel-Koch Road, and
3. three-way stop controls at this intersection of Wideman Road and Wilmot Line, including advanced warning signs.

A future phase of improvements including additional traffic calming and pedestrian crossing facilities at Wideman Road will continue to be discussed outside of the review of these development applications. Staff anticipate compliance measures may be needed at the intersection to ensure the all-way stop control creates a safe operating environment with pedestrian crossings, including potential for interim lighting. Should significant modifications be proposed to the initial scope of work, further reporting would be provided to Council relating to additional scope of work proposed, along with associated costs and timing. As Council is aware, Wilmot Line is planned to be subject to an Environmental Assessment (EA) in 2026. As such, any further major upgrades to the entire road will be considered at that time.

The limits and details of proposed parking prohibitions, stop controls and speed reductions are illustrated on Attachment C. Upon receipt of Council endorsement of the initial improvements on Wilmot Line, the work would be completed over the course of Q2 and Q3 2024. It is important to note that, regardless of whether the development applications were to proceed, these operational changes are still required to be implemented given the ongoing liability that

these applications have highlighted. Further consideration of traffic calming at the intersection would be targeted for Q2 2025. The EA for Wilmot Line is scheduled for 2026.

### Next steps

This staff report highlights a solution to address the majority of on-street parking and safe pedestrian movement concerns that presently exist and are only anticipated to grow over time. Should Council adopt the official plan amendment and approve the zone change application, staff will forward the Township official plan amendment to the Region of Waterloo for their final approval. A copy of the proposed Official Plan Amendment and Zoning By-law amendment are included as Attachment D and E, respectively.

At the same time, Rare and the Schneider family would be able to file three consent applications to separate the donation lands from the retained estate residential lots. The consent applications could then be considered at an April meeting of the Committee of Adjustment.

Conditions of consent would include requirements that the Township Official Plan Amendment be finally approved by the Region of Waterloo and that a conservation easement be finalized with Region of Waterloo and secured over the entirety of the donation lands.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Facilitating the donation of lands to the Rare Charitable Reserve furthers environmental stewardship and conservation of this environmentally sensitive landscape and assists in achieving the goal of environmental protection.

Ensuring public safety and municipal liability concerns are addressed is part of responsible governance.

### FINANCIAL CONSIDERATIONS:

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

The operational changes discussed within this report as they apply to Berlett's Road, Carmel-Koch Road, and Wilmot are required to be implemented independent of any decision on these development applications to address the ongoing liability that these applications have highlighted.

The proposed changes to the first phase intersection control of Wideman Road and Wilmot Line, introduction of heavy truck prohibition and speed reduction signage are an unbudgeted expense of \$15,000. Further, Wilmot Line/Wideman intersection improvements are estimated at approximately \$35,000. With cost sharing through the Boundary Road agreement and cross-billing with the City of Waterloo, the Township share of these costs would be 50% of the \$50,000 estimate, or \$25,000.

Other additional signage on Carmel-Koch Road and Berlett's Road are anticipated to be approximately \$5000. This cost is not subject to the cost sharing agreement and needs to be fully funded by the Township.

The total cost to the Township of the proposed first phase works are estimated at \$30,000. Due to the nature of the proposed works, the funding should be in the operating budget. This funding is not currently provided within the draft 2024 operating budget. Further phasing of works, if needed, may need to be considered for funding at a later date.

Report, IS-2024-05 "Wilmot Line re-gravelling", also being considered at the March 4, 2024 Council meeting, may provide funding support for this project. That report includes the following optional proposed motion: "THAT Council approve the carry-forward of \$49,000 of approved operational funding from 2023 intended for Wilmot Line re-gravelling and apply this funding as necessary to the works outlined in report DS-2024-05 as an operational expense and funding in 2024."

In the event Council determines that the Wilmot line funding be used for Wilmot Line re-gravelling, additional funding needs to be added to the draft budget by way of the following amendment to the resolution of this report: "THAT the 2024 DRAFT Operating Budget be amended to add \$30,000 of costs for Infrastructure Services to complete the work outlined in report DS-2024-05, funded by additional tax levy funding."

#### ATTACHMENTS:

Attachment A	Property location map
Attachment B	Public comments
Attachment C	Proposed changes on Carmel-Koch Road, Berlett's Road and Wilmot Line
Attachment D	Proposed Official Plan Amendment
Attachment E	Proposed Zoning By-law Amendment



Attachment A      Property location map





0 100 200  
Meters

Official Plan Amendment Application 01/23  
Zone Change Application 01/23

Wilmot Line

# 585  
Retained Lands  
1.2ha

#567  
Retained  
Lands  
5.66ha

Severed Lands to be donated to  
rare Charitable Research Reserve  
94.67ha

#1236  
Retained  
Land  
4.9ha

Camel Koch Road



Attachment B      Public comments

**From:** Anne Morgan  
**Sent:** Friday, May 12, 2023 2:12 PM  
**To:** Planning  
**Subject:** Donation of Schneider Property to rare

Official Plan Amendment Application 01/23  
 Schneider/rare Charitable Research Reserve  
 567 and 585 Wilmot Line and 1236 Carmel-Koch Road

---

TO WILMOT TOWNSHIP COUNCIL

We are writing in support of the application for an amendment to the Township Official Plan and an application for changes to the Township Zoning By-Law.

We wholeheartedly support the donation of portions of 3 existing agricultural Zoned Schneider properties to rare Charitable Research Reserve. These lands lying on the Waterloo Moraine are a critically important groundwater recharge area, especially since we have lost so much recharge area by building on the west side of Waterloo.

There are over 70 rare, endangered and regionally significant species found in the Laurel Creek headwaters of the Environmentally Significant Landscape (ESL) and this alone makes this area worth preserving.

These aforementioned portions of the Schneider Property need to be preserved in perpetuity and rare is ideally suited to do this. Not only will rare Charitable Research preserve protect the land and the groundwater, but they will help to continue the educational function of the land. So many people, and children in particular, will benefit from the exposure to Nature which is rapidly disappearing with expanding development.

The Schneider property under the care and protection of rare Charitable Research Preserve is a valuable asset to Wilmot Township as well as the broader community. Please vote to preserve it.

Sincerely,  
 Anne Morgan Ph.D  
 Alan's Morgan Ph.D

Steve and Gloria Smith<sup>1</sup>  
 [REDACTED] Carmel Koch Road  
 St. Agatha, ON N0B 2L0

15 May 2023

## Re. Official Plan Amendment Application 01/23

We have lived at the above address since 1979 and are profoundly interested in the outcome of this application and the implementation of any new management initiatives.

**First:** We want to thank the Schneider family for their generosity in making this huge donation and the *rare Charitable Research Reserve* for assuming responsibility for ongoing protection and management. The proximity of these lands to Waterloo vastly increases their conservation and recreational value and potential.

There are a number of issues we'd like to see thoroughly discussed:

- **Accessibility to hikers and skiers and their management.** The never-ending abundance of road-side litter (which *we* have been collecting for more than 40 years) and roadside dumps of garbage, and garden/construction leftovers, etc., indicate that there are *many* people who have no hesitation to dump their trash on other people's property ... for *rare*, trash is going to be a never-ending issue. How often and how thoroughly will this be done? How will *rare* ensure that hikers and skiers remain on the designated trails? How will *rare* enforce a no-foraging policy? (We have interrupted such harvesting activities dozens of times over the years.)
- **Tree removal.** Ideally *rare* should enforce a plan of *no* tree removal except for trees that are deemed unacceptably hazardous due to their proximity to trails. In the past, aggressive tree removal, particularly of cavity-filled old-growth and dead trees, has almost certainly contributed to the local extinction of species such as the Northern Flying Squirrel (*Glaucomys sabrinus*).
- **Invasive-weed management.** All these properties, both woodland and grassland, are subject to invasion by non-native species such as Garlic Mustard (*Alliaria petiolata*) ... a huge threat to native plants. This should receive on-going aggressive attention by *rare*.
- **Field Restoration.** With a *lot* of work, existing fields, which used to be cultivated for corn and later hay, could be restored to a much more natural grassland. Decades ago this property was breeding ground for endangered species such as the Bobolink (*Dolichonyx oryzivorus*).
- **Mosquito Control.** Much of the donated lands contain seasonally flooded wetlands, including areas within forest habitat as well as habitats abutting roadways. These wetlands generate a *lot* of mosquitoes but, of course, also serve as valuable habitat for many invertebrate and vertebrate species. *rare* should forbid any attempts to reduce the mosquito population, whether by use of pesticides or by drainage. The local forest mosquitoes (mainly *Aedes provocans* and *Ae. stimulans*) are *not* a vector threat to people or the local wildlife. The main mosquito-vector problem in KW derives from mosquito breeding in urban sewers and catch basins as well as from domestic rain barrels.
- **Research possibilities.** These Schneider-donated properties offer a *lot* of potential for research. SMS was a professor in Biology at the University of Waterloo; I carried out a lot of research on these properties, on both Culicidae (mosquitoes) and Tabanidae (horse- and deerflies). *rare* should encourage research activities on the lands, research on both animals and plants.
- **Parking.** We feel it very important that any future parking plans should not impact the lives of the Schneider neighbors. For the past 40 years, we have seen heavy use of the Schneider properties, for hiking and, particularly, cross-country skiing. The existing roadside parking on Carmel Koch Rd, particularly with the newer "no-parking" signage on one side, has served these users very well. Any road widening, for example, would certainly threaten wetland habitats. Because most users seem to enter from Wideman Road, the expansion of parking opportunities on Wideman Road should be considered.

---

1. smith\_sm@mac.com

**From:** David Gascoigne  
**Sent:** Monday, May 15, 2023 11:39 AM  
**To:** Planning  
**Subject:** Schneider Lands Donation

To whom it may concern:

I am writing to lend my full support to, and to express my deep appreciation of, the proposed donation of land by the esteemed Schneider family, renowned for their environmental ethic and social conscience, to the rare Charitable Research Foundation.

I can think of no better organization to ensure that the lands will be preserved in perpetuity for the enjoyment of nature, the furtherance of science and to serve as an enduring tribute to the Schneider family.

I urge Wilmot Council to take all steps required to facilitate this transfer in a timely manner.

Respectfully,

David M. Gascoigne (Two-time past President of Waterloo Region Nature)

Waterloo, ON

[www.travelswithbirds.blogspot.com](http://www.travelswithbirds.blogspot.com)

Ecology is the science of communities, and the ecological conscience is therefore the ethics of community life. Aldo Leopold

[REDACTED],  
Kitchener, [REDACTED]  
15 May, 2023

Mayor Salonen  
Wilmot Township

Dear Mayor Salonen and councillors of Wilmot Township

For many Years I have had the pleasure of being able to ski in the winter and hike in the other seasons on the Schneider property in Wilmot Township. This property is an environmental gem and as the population of Waterloo Region increases it has the chance to be a treasured natural space that will be valued by the citizens in the same way that High Park in the city of Toronto is appreciated by the population of that city. I hope you know that the creation of High Park was made possible by John Howard who gave 120 Acres to Toronto in 1873 and the park was officially opened in 1876. When Howard died in 1890 another 40 acres along with Colborne Lodge was also given to the city.

I have heard that something similar could happen in Waterloo Region. Jane Schneider is offering to donate a large portion of her property to RARE Charitable Reserve to be preserved as natural space in perpetuity. This is indeed an extremely generous gift and I hope that you and your council will accept this incredible chance to have such a wonderful natural space offered to both the citizens of Wilmot and also Waterloo Region.

Please share this letter of support with all your councillors and your planning department

Yours Truly

Gordon Nicholls

**From:** Graham Macdonald  
**Sent:** Monday, May 15, 2023 12:34 PM  
**To:** Planning  
**Cc:** Stephanie Sobek-Swant  
**Subject:** Severance of Schneider lands, Wilmot Township

Dear Sir/Madam

We enthusiastically support the severance application of the Schneider family to sever a portion of the Schneider lands as the first step in donating the severed lands to rare Charitable Research Reserve Land Trust for preservation in perpetuity. These lands are of high conservation value and are also of great value to the community at large as a recreational natural area. We highly recommend that Wilmot Planning Department and Council approve the severance.

Yours sincerely,

Graham Macdonald and Margaret Lewis

Waterloo, ON



May 16, 2023

Re: Official Plan Amendment Application 01/23  
 Zone Change Application 01/23  
 Schneider / rare Charitable Research Reserve  
 567 & 585 Wilmot Line & 1236 Carmel-Koch Road

We are writing to indicate our whole-hearted support for the above Plan Amendment and Zoning Change Application.  
 We have some comments about parking in the area.

For well over 30 years, our family has resided at [REDACTED] Wilmot Line, the southwest corner of the Wilmot Line and Carmel-Koch Rd intersection, and we neighbour the land featured in the Zone Change Application.

Future conservation of the land referred to in the application as the “severed land” will continue to support the diversity of plants and animals that are found in this ecologically significant landscape today. The Schneider family has provided stewardship of these woods, fields and wetlands for many, many years and during this time they have also very generously provided trail access and trail maintenance for public use on their land.

Access to these trails for the purpose of hiking, cross-country skiing and bird-watching has been a tremendous asset to the wider community, be it for a family hike to appreciate the fall colours on a fall weekend, or for friends to meet at a trailhead for a winter’s ski, or perhaps for a solitary, contemplative walk in the woods during a time of personal grief and loss. Our time spent in nature provides for physical and mental well-being.

We fully support the zone change application which proposes to re-zone the severed lands to Zone 11 (Open Space) restricting uses to conservation.

Our comments about parking are chiefly in support of the status quo.

There are several points of access to the trails along the Carmel-Koch Rd and one access point at Wilmot Line at its junction with Wideman Rd. Parking for trail access has traditionally been on the side of the road.

In recent years, parking signage has significantly improved. Current parking signage has addressed problematic sight-lines that exist along the road.

The busiest times for parking access along Carmel-Koch Rd and Wideman may occur on a weekend in winter when there happens to be enough snow for the trails to be skied AND the weather proves neither too warm nor too cold for the majority of skiers.

We are regular users of these roads and observe that cars parked along the side of the road have a traffic-calming effect. This effect is more pronounced when parking occurs on both sides of the road as it does on occasion. Slowed vehicle speed lessens hazards for pedestrians or skiers crossing the road. Risks are minimized, although not eliminated, with slowed motorist speed.

With respect to winter road snow clearance, the Carmel-Koch Rd serves as a school bus route and the snow ploughing occurs early in the morning prior to the school bus arrival. Roadside parking is minimal in the early morning as there is no permitted trail use between dusk and dawn.

We would support the ongoing legal parking that is currently permitted.

We do not believe that a parking lot would be desired nor feasible.

Our community has been fortunate for the Schneider family stewardship of these lands, the presence of a natural heritage network of woods and wetlands and the well-loved trails they contain. We should now support the future conservation of these lands by rare Charitable Research Reserve. Our future community will benefit from what we conserve today.

respectfully submitted,

Dianne Ensing and Norman Bodkin

**From:** Fraser  
**Sent:** Tuesday, May 16, 2023 2:33 PM  
**To:** Planning  
**Subject:** Schneider Property Severance

[REDACTED]  
Kitchener, [REDACTED]  
16 May, 2023

Mayor Salonen,

I have recently learned that the Schneider family has decided to donate a significant acreage of their rural property to rare Charitable Research Reserve, our local and trusted land trust.

The Schneiders have openly shared their property with the general public for decades. I first visited their property in the mid seventies and have returned in all seasons in the near fifty years since.

Research has shown that spending time in natural habitats is beneficial mentally, emotionally, physically, and socially.

I strongly support the proposed severance application. This large natural area will be of immense benefit to ALL future generations in Wilmot and neighbouring communities. Please take the necessary steps to make this very significant gift, a perpetual natural gem that will be enjoyed by many.

Please share my letter of encouragement with all councillors and all staff working on this proposal.

Respectfully,  
Fraser Gibson

Woodstock, ON

May 16, 2023

Township of Wilmot  
Development Services Department  
60 Snyder's Road West  
Baden, ON  
N3A 1A1

Re: Official Plan Amendment Application 01/23  
Zone Change Application 01/23  
Schneider / rare Charitable Research Reserve  
567 & 585 Wilmot Line & 1236 Carmel-Koch Road

Dear Mr. Martin,

I have known the Schneider family for decades. As a friend, I was fortunate to have access to their properties. I know these lands extremely well, especially their biology. I was instrumental in having their lands designated as an Environmentally Sensitive Policy Area.

It is exciting to learn of the family's initiative to have a good portion of their property firmly protected as Open Space stewarded by rare Charitable Research Reserve land trust as part of the Federal Ecological Ecogifts strategy,

I unhesitatingly support this effort. I hope a safe parking strategy can be formulated compatible with maintaining the natural integrity of the site. Use of the property will certainly escalate.

Sincerely,

Lawrence E. Lamb

Cc: Stephanie Sobek-Swant  
rare Charitable Research Reserve

**From:** Janet Ozaruk  
**Sent:** Tuesday, May 16, 2023 11:49 AM  
**To:** Planning  
**Subject:** In support of the Schneider Lands donation

Good morning - I fully support the donation of a severed portion from the Schneider Lands to *rare* for conservation purposes.

A natural area of this size with such great ecological importance and passive recreational opportunities, so close to an urban centre, needs to be firmly protected from development.

Regards, Janet Ozaruk

**From:** dwendland  
**Sent:** Tuesday, May 16, 2023 5:08 PM  
**To:** Planning  
**Subject:** Regarding donation of Schneider lands in Wilmot to "rare".

This is short note to lend my support to this move as a community member who has walked, skied those lands for years. It is a special action on the part of the Schneider who have opened their lands to the public and this action could allow community use for years as others eye the land for development. Please do everything in your power to assist this donation.

Sincerely  
Dennis Wendland  
Waterloo Region Resident for over 50 years.

**From:** David Westfall  
**Sent:** Tuesday, May 16, 2023 12:03 AM  
**To:** Planning  
**Cc:** Stephanie Sobek-Swant  
**Subject:** Proposed Schneider Family Donation to rare Charitable Research Reserve and Requested Severance

To the Planning Division, Township of Wilmot -

I am writing in full support of the requested severance by the Schneider Family that is in connection with their proposed donation of 230 acres to **rare** Charitable Research Reserve.

I urge you ... and our Wilmot Township Council ... to do everything in your power to facilitate and ensure this magnificent gift, which will preserve in perpetuity one of Wilmot's foremost ecological jewels.

These 230 acres, when severed and with zoning amended to "Open Space" ... and with the further protections provided through the framework of the federal Ecological Gifts Program ... will significantly anchor and fortify Wilmot Line as the "hard boundary" between the Township of Wilmot and the City of Waterloo ... strengthening the clear demarcation between rural and urban.

Respectfully,

~ Dave

David J Westfall  
[REDACTED] Notre Dame Drive  
St Agatha, Ontario, N0B 2L0

Waterloo Region Nature  
Suite #353  
5-420 Erb Street West  
Waterloo ON N2L 6K6

May 16, 2023

Mayor Natasha Salonen and Council  
Wilmot Township  
60 Snyder's Road West  
Baden  
ON N3A 1A1



**Re: Official Plan Amendment Application 01/23 Zone Change Application 01/23 Schneider / rare Charitable Research Reserve 567 & 585 Wilmot Line & 1236 Carmel-Koch Road**

Dear Mayor Salonen and Council,

We are a naturalist club for all parts of the Region of Waterloo, and we are a charity engaged in conservation activities. Our nearly 350 members sponsor and take part in indoor and outdoor activities about any aspect of nature. We cater to nature lovers of all ages with activities and outings for adults, youth, and children.

We are delighted with the news that the Schneider family is donating lands in Wilmot Township to the **rare Charitable Research Reserve**. Our members have enjoyed planned outings to hike, snowshoe, or cross-country ski on both the Schneider lands and the **rare** trails over many years. As with other members of Wilmot Township and the Region as a whole, we have greatly valued the generosity of the Schneiders in allowing the community to enjoy a large and varied natural area. We know under the demonstrated conservation stewardship of **rare**, this incredible greenspace and all the wild species and spaces, therein will remain protected and continue to offer nature-based learning, stewardship, and recreational opportunities.

We support the Schneiders and **rare** in their plans to not pave any of the conservation lands, including for parking. We urge council to explore alternative safe parking options and we trust that the parking issue will not become an impediment to the Official Plan Amendment that is integral to the land donation.

We strongly urge Wilmot Township to approve the Official plan amendment application, and in doing so ensure this valuable greenspace and habitat in our community remains intact and protected.

Sincerely

Jenna Quinn  
President, Waterloo Region Nature

Cc: City of Waterloo- Mayor Dorothy McCabe and Council, **rare**- Stephanie Sobek-Swant,  
Grand River Environmental Network- Kevin Thomason, Jane Schneider



**From:** Wayne and Lynda Buck  
**Sent:** Wednesday, May 17, 2023 8:43 AM  
**To:** Planning  
**Subject:** The Schneider property

The Schneider family are longtime residents of Wilmot Township and have generously allowed the general public access to walk the trails on their property in spring and summer and snowshoe and ski in the winter months without fees. The family is donating the land to the *rare* Charitable Research Reserve, a local land trust and environmental institute that already owns or holds under easement over 1200 acres of conservation land in Waterloo Region and Wellington County. It is rare's goal to protect these lands intact in their natural state, forever.

This first step is required by the Township and will result in an Official Plan amendment and change the zoning for the properties to be severed from Agricultural to Open Space. This is an important step that will ensure additional protection from development pressures. Land that is zoned Open Space is not permitted to have any dwellings built in the future, whereas land that is zoned Agricultural allows for a dwelling to be constructed.

I urge the planning department to support this amendment and to recommend that council support it as well.

Wayne Buck

We don't understand the meaning of life until we plant a tree, under the shade of which we know we will never sit.  
Nelson Henderson

**From:** NVEcoboosters  
**Sent:** Wednesday, May 17, 2023 10:22 PM  
**To:** Planning  
**Subject:** Schneider Conservation Lands

To Whom It May Concern,

The Nith Valley EcoBoosters wholeheartedly supports the donation of Schneider Family property for conservation purposes and its ongoing management by rare Charitable Research Reserve. The land being considered for the donation has been shared by the owners for the enjoyment of community members for decades. The extensive trail network has been used for hiking, cross country skiing and bird watching. The land is important ecologically as it is the home of many plant and animal species. In addition, as part of the Laurel Creek Headwaters, this property has been designated as an Environmentally Sensitive Landscape.

Some members of the Nith Valley EcoBoosters along with local councillors were invited to join a guided hike through the Schneider property in November 2018. Those of us who participated have first hand knowledge of the important ecological and environmental significance of these lands, not to mention the memories of experiencing the natural beauty of the area.

The Nith Valley EcoBoosters' mission statement indicates our commitment to achieving and supporting a long-term healthy environment in our community. Advocating for the protection of natural spaces is key to reaching that goal. A healthy environment is necessary for the well-being of all life on our planet. For these reasons we are absolutely in favour of this donation of land.

It is our understanding that the first step in the process of donating these lands for perpetual conservation is that they be severed from other Schneider properties. This requires that the Township agrees to a zoning change from Agricultural to Open Space for the land in question.

The Nith Valley EcoBoosters strongly recommends that the Township supports this zone change.

Our group is delighted with the prospect of this land becoming part of the rare Charitable Research Reserve and we look forward to the completion of this process.

Dorothy Wilson  
 Communications Team  
 Nith Valley EcoBoosters.

**From:** Ross Dickson  
**Sent:** Wednesday, May 17, 2023 2:12 PM  
**To:** Planning  
**Subject:** Schneider land development changes

I am writing today to support a proposed land development change to allow severance of land parcels currently located within the Schneider woodlot located on Carmel Koch Road. My support is based on environmental protection measures that are proposed for the future.

The Schneider family has generously allowed the public to access a trail network during the summer for hiking and birdwatching and photography, and during the winter season for skiing if snow depths permit. In general the public has been respectful of the informal rules, and with improved signage the woodlot should be preserved for generations. rare Charitable Research Reserve has a commendable record of landscape preservation.

But my main support is not because of the exercise and mental health benefits for humans. It's because woodlots of this diverse collection of habitats used by birds, amphibians, mammals and insects are becoming rare anywhere in southern Ontario. A checklist of plants and fungi here rivals anything on offer anywhere in Waterloo Region.

In a typical year, I hike a portion of the trails about once per three weeks from May through October. It is one of my favourite places in the Region. I say it needs protection from development pressures to preserve an irreplaceable segment of the natural world. Its boundaries contain some of the drainage of precious drinking water; why would we as a society risk damage to such a valuable resource?

Ross Dickson  
 Kitchener, Ontario

--

Ross Dickson

**From:** Bruce Graham  
**Sent:** Wednesday, May 17, 2023 9:42 PM  
**To:** Planning  
**Subject:** Schneider Property Wilmot

Hello. I am writing in support of the donation of the Schneider Property, Wilmot to the Rare Charitable Research Reserve.

I am the President and long term volunteer of the Avon Trail. This footpath is 130 Km long and runs between St Marys and Conestogo. Due to the generosity of the Schneider family the Avon Trail has crossed their land for decades. This has allowed walkers of all ages and abilities to exercise while enjoying this magnificent Schneider property.

Through the grapevine I have heard that there is some concern about parking. I have been visiting this property since 2015. Other than the Covid period of April through August 2020, I have never seen heavy parking. In general I note that visitors, hikers or skiers, stay for brief periods. After one or two hours they leave. Shoulder parking on Carmel Koch is never an issue, nor is parking on Wideman Road. I have never seen cars parked on Wilmot Line.

This new act of generosity by the Schneider family and particularly Jane Schneider should be applauded. Wilmot should allow the land donation to proceed without delay so that the public may continue to enjoy it in perpetuity.

Regards

Bruce Graham  
Avon Trail  
President

**From:** Taunton Kk  
**Sent:** Wednesday, May 17, 2023 10:23 PM  
**To:** Planning  
**Subject:** Schneider Conservation

Dear Wilmot Township,

Our township is in great need of protecting its natural spaces and providing a place for community trails. We need to respect and cherish the biodiversity we have. This will be one step to help fight climate change.

Please allow Rare to lead the Schneider Conservation project. Their integrity and professionalism is proven and they are capable of making this project a success in all the right ways.

Thank you,

K Kokkelink of New Dundee.

-----  
- Karen Kokkelink

**From:** Wilmot Horticulture  
**Sent:** Thursday, May 18, 2023 3:59 PM  
**To:** Planning  
**Cc:** Stephanie.Sobek-Swant  
**Subject:** Schneider lands donation

To whom it may concern,

The Wilmot Horticultural Society has learned that the Schneider family is planning to donate a significant portion of their Wilmot Township property to *rare* Charitable Research Reserve for conservation purposes.

Since the first part of the donation, severance and rezoning of the land, is being presented to Wilmot Council on May 29, the Society would like to formally express its full support for this exciting proposal. The Township of Wilmot is fortunate to be location of such a significant act of generosity.

The Schneider family has been freely sharing their trails with the community for years, giving members of the public the opportunity to hike, ski, watch birds and generally appreciate the natural environment with the only expectation being respect.

With a rapidly growing community and extreme pressure to develop land for housing, it is imperative for steps to be taken now to preserve and protect natural areas whenever possible. This is a unique opportunity that is indeed "rare".

Wilmot Horticultural Society, including its project Let's Tree Wilmot, is fully supportive of the Schneider family's timely donation to *rare*. We are excited about the future prospects for this land.

We hope that Wilmot Township will do everything in its power to allow the proposal to flow smoothly and quickly, including taking the first step of rezoning to Open Space.

Thank you for your consideration.

*Yvonne Zyma*  
 for the Board of Directors,  
 Wilmot Horticultural Society

--

*Yvonne Zyma*  
 Secretary

*"Bringing people and gardening together since 1968"*

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Paul Balzer  
Sent: Saturday, February 3, 2024 5:37 PM  
To: Township of Wilmot <webmail@Wilmot.ca>  
Subject: Schneider Bush Parking Lot

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.

The parking situation on this road has existed for the last 35 years and I have parked there numerous times with no issues. Cars parked on this road actually help to slow down the traffic. If this parking on road is a safety issue why has Wilmot not tried to improve this safety issue on this road themselves? This is a Wilmot liability issue, stop trying to make it a property owners issue. It seems to me that Wilmot council just wants to block the donation to RARE and rather see the property developed so they will receive more money from developers and taxes rather than save a very beautiful natural area that the area has very few due to past incompetent, greedy Councils. This would not be an issue if the land was donated to the township, but a donation to the township would be the best way to see the total lost of beautiful property. This poor narrow minded planning exists in all Waterloo Region Townships and is another reason we need Regional government only and to disband all Townships and Cities and have one Regional government. Less is best with Government. Shame on you Wilmot Council, your voters will be reminded of this induced obstruction.

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Grace Bechtel

Sent: Wednesday, January 24, 2024 11:10 AM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider woods donation to Rare

Stop obstructing donation and let Rare take over.



**From:** noreply@wilmot.ca on behalf of Doug Burrell  
**Sent:** January 20, 2024 9:15 AM  
**To:** Planning  
**Subject:** Schnieder's bush

To whom it may concern,

I was really disheartened to hear the hold-up due to the Township of Wilmot regarding the proposed severance of the Schnieder's lands, along Wilmot Line.

As someone who has regularly accessed the Schnieder's lands for over 30 years, I was excited to see that the lands were proposed to be given to rare and be protected in perpetuity; and to hear that this has been held-up for four years due to the Township is completely unacceptable. This needs to be a top priority of the Township's planning department and to rectify this before the opportunity to protect these lands have passed by.

Surely there are statutes within the Official Plan policies that allow the Township to circumnavigate and/or find creative solutions to an issue surrounding parking!

**From:** noreply@wilmot.ca on behalf of Ken Burrell  
**Sent:** January 19, 2024 9:50 AM  
**To:** Planning  
**Subject:** Schnieder's Woodlot, Wilmot Line

To whom it may concern,

I was really disheartened to hear the hold-up due to the Township of Wilmot regarding the proposed severance of the Schnieder's lands, along Wilmot Line.

As someone who has regularly accessed the Schnieder's land for over 30 years, I was excited to see that the lands were proposed to be given to rare and protected in perpetuity, and to hear that this has been held-up for four years due to the Township is completely unacceptable. This needs to be a top priority of the Township's planning department and to rectify this before the opportunity to protect these lands have passed by.

Surely there are statutes within the Official Plan policies that allow the Township to circumnavigate and/or find creative solutions to an issue surrounding parking!

Sincerely,  
Ken Burrell

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of David Hammond  
Sent: Monday, January 22, 2024 8:03 AM  
To: Township of Wilmot <webmail@Wilmot.ca>  
Subject: Schneider

Please finalize the Schneider flats land donation: this is high priority for our community!

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Norma Hess

Sent: Sunday, January 21, 2024 10:21 AM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider property

Please do not put a parking lot on the land the Schneider Family is donating to the public.  
We need the space for inhabitants who live there. Thanks

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Thomas Husebye

Sent: Sunday, January 21, 2024 10:41 AM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider land donation

Further to the CBC article today, are you really insisting that a parking lot be built on a green space?

Are you certain that the "provincially regulated municipal best practices" are appropriate for this specific application?

Or are you just using a rubber stamp because you're lazy?

The article makes you appear to be the latter.

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Al Kroetsch

Sent: Saturday, January 20, 2024 3:12 PM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider land

When a Family makes a large donation why make it difficult?

Would look good on Wilmont if they cancelled the donated property. Doesn't your council have enough problems right now like your property tax hike.

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Elaine R Lewis

Sent: Sunday, January 21, 2024 9:40 AM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Donation of Schneider property

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.

Dear Mayor and Council, I am a regular user of the Schneider property with its trails. It is quite amazing that they are willing to donate 250 acres of prime land, worth several million dollars. It is incredibly unfortunate that this is being held up by a parking lot requirement that has not been necessary up to this point. I would strongly encourage the council to move forward with this, as the family has made it clear that this will not be available at a later date. At the very least, the property should be accepted with gratitude, and a parking lot sorted out later. Thank you, Elaine Lewis

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Mike Magreehan

Sent: Wednesday, January 24, 2024 4:21 PM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider/Musselman forest: Support these families

My family of 6 stands with the Schneider, Musselman, etc. families in this case. We are against the bureaucratic requirement to introduce a parking lot. The trails have been open for generations and have been working fine. A parking lot would (1) increase traffic, (2) require service, such as snow removal, excess salt (even when temperatures don't require the use of salt, many regional lots are over-salted), (3) increased manpower to clear snow, all requiring more tax dollars to be allocated for a non-essential build such as this lot proposal, (4) pension and benefits would need to be allocated to these folk, (5) Wilmot will likely require insurance of some sort, i.e. liability insurance, making the impact of a parking lot even more un-taxpayer friendly as we would ultimately bear the cost, (5) parking is already permitted on the street, (6) current traffic and parking is manageable, as people generally are in the woods for an hour or two max, (7) current parking is seasonal, and only on good snow days, (8) this all shows disrespect to these wonderful families who have allowed fellow citizens to make healthy choices and hike their lands.



-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Mary & Jeff

Sent: Saturday, January 20, 2024 1:41 PM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider family land donation

I am saddened to read that a donation of land by a resident of your township is being literally being road blocked. All over a parking lot you have the oddasity to demand is done by them first.

This property has been enjoyed by many people over the past many years...why is it different now.

Please keep in mind the past does not need to be made new and better...Ask and listen to the folks that have used this amazing space for years!! Have you taken your family there to ski on a Sunday afternoon...I hope you do asap if you have not!! You will be forever thankful for this huge gift we are all being given!!!

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Paul Motz

Sent: Saturday, January 20, 2024 10:48 AM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Solution to the Schneider's land transfer problem

Please get the Schneider's land transfer done. If you are stilling precious about parking, I will pay one half of the cost of parking. You must get on with it. Feel free to confirm this offer by calling me at [REDACTED] I a very serious.

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Natasha

Sent: Tuesday, January 23, 2024 2:51 PM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider Land Donation

To whom this may concern,

It is the wish of my family, who lives in Waterloo Region, that the Schneider family's proposed land donation be accepted with the family's terms, without the Township or Region adding a required parking lot. Natural spaces and land preservation are only going to become harder to come by, and therefore a donation of this size should not be marred, tarnished, overlooked or taken for granted. Please consider accepting the Schneider family's wishes, as they are ours as well.

Thank you,

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Bianca Quinn

Sent: Monday, January 22, 2024 8:39 AM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider Land Donation Request

Thank you for reading my email. I would like the Schneider land to be donated to conservation. I appreciate the township's concern over the need for parking spaces but as know you, the province just came off a massive battle to preserve the green belt spaces, since this is every voter's true priority. Intended to gift beautiful recreational spaces for generations to come. A parking lot doesn't quite have the same effect. Thank you very much.

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Henry W Schmidt

Sent: Saturday, January 20, 2024 2:35 PM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: land gift by Schneider family

Please – let common sense prevail! here is a family gifting this wonderful land to the community and you're going to nix it over some parking area dispute? get a grip, give your head a shake. How many years have people used this land without a parking lot?? decades!! has there been a problem with this? no, I don't believe so.

So, carry on with an irregular parking solution – time tested and proven. Graciously accept the gift and permit many more generations to enjoy this land!

Henry Schmidt

Waterloo

-----Original Message-----

From: noreply@wilmot.ca <noreply@wilmot.ca> On Behalf Of Hans-Juergen Stuhlmacher

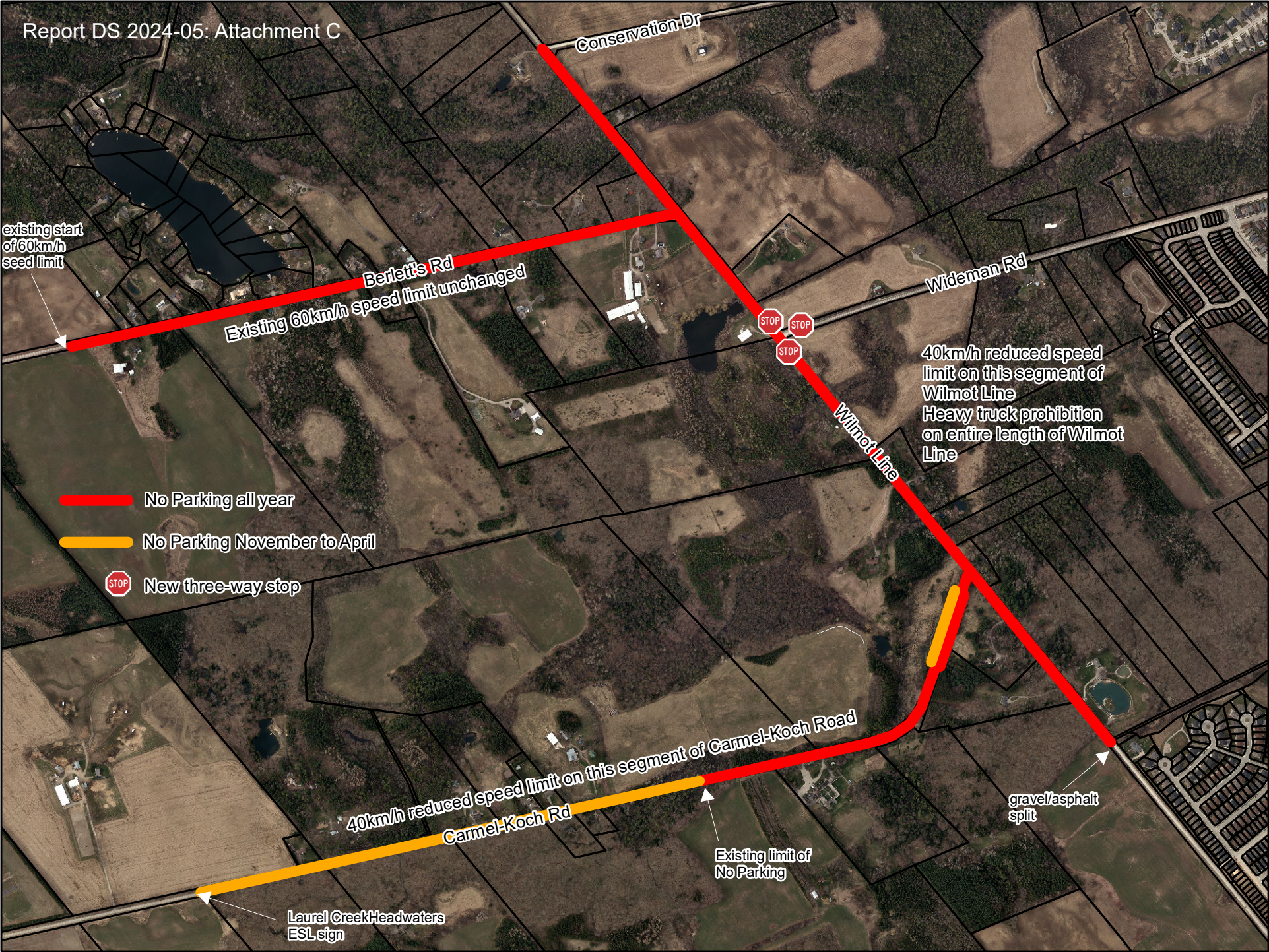
Sent: Monday, January 22, 2024 12:52 PM

To: Township of Wilmot <webmail@Wilmot.ca>

Subject: Schneider's Bush

It's really sad that the council came to such a poor decision about the parking lot.







**AMENDMENT NO. 12**  
**TO THE**  
**TOWNSHIP OF WILMOT**  
**OFFICIAL PLAN**

The Corporation of the Township of Wilmot  
60 Snyder's Road West, Baden, ON N3A 1A1



# TOWNSHIP OF WILMOT

## BY-LAW NO. 2024-xx

### BEING A BY-LAW OF THE TOWNSHIP OF WILMOT TO ADOPT AMENDMENT NO. 12 TO THE TOWNSHIP OF WILMOT OFFICIAL PLAN.

**WHEREAS** Section 17 and 21 of the Planning Act, R.S.O. 1990, as amended, empowers the Township of Wilmot to adopt an Official Plan and to make Amendments thereto:

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

1. That Amendment No. 12 to the Township of Wilmot Official Plan, consisting of the explanatory text and schedules, is hereby adopted.
2. That the Mayor and Clerk are hereby directed to execute the said Amendment No. 12 to the Township of Wilmot Official Plan on behalf of the Corporation and to affix thereto the Corporate Seal.
3. That the Clerk, is hereby authorized and directed to make application to the Council of the Regional Municipality of Waterloo for approval of Amendment No. 12 to the Township of Wilmot Official Plan.
4. That this By-law shall come into force and effect on the day of the final passing thereof.

**ENACTED** and **PASSED** this \*\* day of \*\*, 2024.

---

Mayor

---

Clerk

## **AMENDMENT NO. 12 TO THE TOWNSHIP OF WILMOT OFFICIAL PLAN**

### **SECTION 1 – TITLE AND COMPONENTS**

This Amendment shall be referred to as Amendment No. 12 to the Township of Wilmot Official Plan.

### **SECTION 2 – PURPOSE OF THE AMENDMENT**

The purpose of this Amendment is to:

1. to create a new Ecological Conservation Area designation and apply said designation to certain lands to be donated to the Rare Charitable Research Reserve.

### **SECTION 3 – BASIS OF THE AMENDMENT**

The lands subject to this amendment are located north Carmel-Koch Road, south of Berlett's Road and west of Wilmot Line, and are comprised of Part of Lots 1 and 2, Block B, Concession 2.

An application for amendment to the Township Official Plan was submitted on April 4, 2023 to change the designation of the subject lands from Rural Areas to a new Ecological Conservation Area designation as set out in Section 2 of this amendment.

The requested amendment is appropriate for the following reasons:

- Regional Official Plan Policy 6.E.9 sets out the requirement that lands to be conveyed for environmental conservation be designated for conservation uses only;
- The current Rural Areas designation contemplates non conservation uses;
- The application facilitates the donation of lands for permanent environmental preservation.

### **SECTION 4 – THE AMENDMENT**

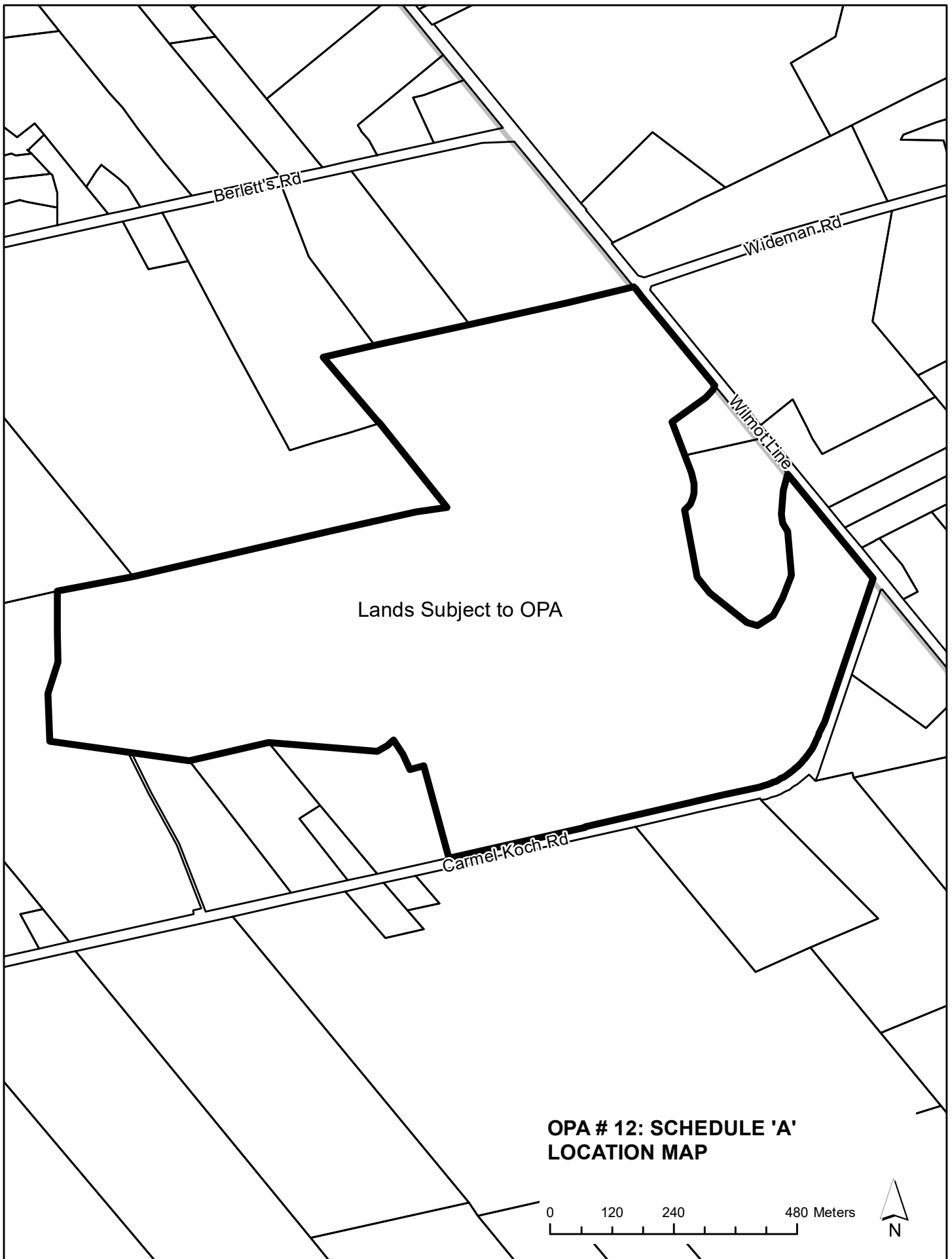
The Official Plan of the Township of Wilmot is hereby amended by:

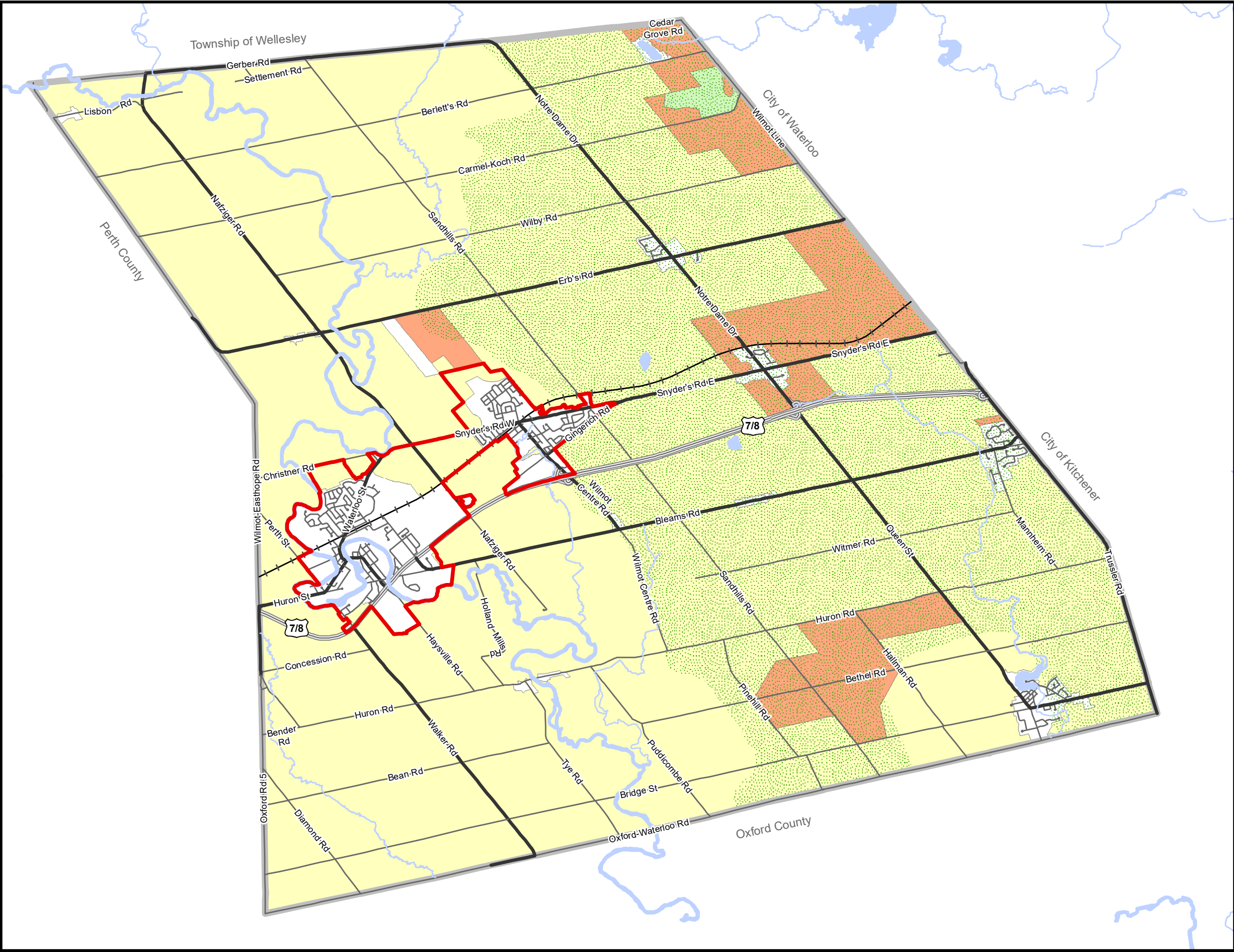
- 4.1 That the map forming Schedule 'A' of this Amendment hereby identifies the lands subject to Amendment No. 12. The designation of these same lands has been amended on the map entitled "Map No. 10 The Countryside", which forms Schedule 'B' of this amendment, from Rural Areas to Ecological Conservation Area.

- 4.2 That Map No. 10 attached to and forming part of the Township of Wilmot Official Plan entitled “Map No. 10 The Countryside”, is hereby repealed and replaced with the map attached to this Amendment, said map forming Schedule ‘B’ of the Amendment and entitled “Map No. 10 The Countryside” and having a date of March 2024.
- 4.3 That a new policy, numbered 6.11.1.6, be added to the Township Official Plan as follows:
- 6.11.1 Where lands are designated as Ecological Conservation Area on any map in this Plan and as an element of the Greenlands Network illustrated on Map 7, uses permitted within the Ecological Conservation Area designation will be subject to the restrictions as established through the policies contained in Chapter 8 of this Plan and specifically regulated through the Township Zoning By-law.
- 4.4 That existing policies 6.11.1.6 through to 6.11.1.11 be renumbered 6.11.1.7 through to 6.11.1.12.

## **SECTION 5 – IMPLEMENTATION AND INTERPRETATION**

The provisions of the Township of Wilmot Official Plan regarding implementation and interpretation of that Plan shall apply in regard to this Amendment.











TOWNSHIP  
OF WILMOT

# Official Plan

## Map 10 The Countryside

### Legend

-  Countryside Line
-  Protected Countryside
-  Ecological Conservation Area
-  Rural Areas\*
-  Prime Agricultural
-  Urban Areas / Rural Settlement Areas

\*Deferral No. 6

March 2024



0 1 2  
Kilometers

This map forms part of the Township of Wilmot  
Official Plan and must be read with the other  
maps and policies of this Plan.

OPA#12  
SCHEDULE 'B'

Produced by:  
Township of Wilmot  
Development Services

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NO. 2024-XX**

**BEING A BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.**

**WHEREAS** The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

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

1. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule “A” and illustrated on Schedule “B” attached to and forming part of this By-law, are hereby removed from Zone 1 (Agricultural) and placed within Zone 1 (Agricultural) and Zone 11 (Open Space).
2. Notwithstanding the provisions of By-law 83-38, as amended, on the lands described on Schedule “A” and identified as Zone 1 and as “Parcel 1”, “Parcel 2”, and “Parcel 3” on Schedule “B” attached to and forming part of this By-law, the following shall apply:
  - a) The minimum lot area and lot frontage for Parcel 1 shall be 5.6ha and 88m respectively.
  - b) The minimum lot area and lot frontage for Parcel 2 shall be 1.2ha and 135m respectively.
  - c) The minimum lot area and lot frontage for Parcel 3 shall be 4.9ha and 140m respectively.
3. Notwithstanding the provisions of By-law 83-38, as amended, on the lands described on Schedule “A” and identified as Zone 11 on Schedule “B” attached to and forming part of this By-law, no buildings or structures shall be permitted and uses shall be limited to the following:
  - a) Wildlife Sanctuary
  - b) Farming, but not including the raising or maintaining of livestock, fur farming, fish farming, or greenhouse farming, within Agricultural Use Areas illustrated within a conservation easement in favour of the Township, GRCA, or Region
  - c) Uses set out in a conservation easement in favour of the Township, GRCA, or Region, provided such uses are not less restrictive than those uses set out in the zoning

4. Notwithstanding the provisions of By-law 83-38, as amended the following shall be added as Section 22.309.

Notwithstanding any other provisions of this By-law, the lands described as Part of Lots 1 and 2, Concession 2, Block B, and identified as Zone 1 and as "Parcel 1", "Parcel 2", and "Parcel 3" on the map forming paragraph 22.209, shall be subject to the following regulations:

- a) The minimum lot area and lot frontage for Parcel 1 shall be 5.6ha and 88m respectively.
- b) The minimum lot area and lot frontage for Parcel 2 shall be 1.2ha and 135m respectively.
- c) The minimum lot area and lot frontage for Parcel 3 shall be 4.9ha and 140m respectively.

Notwithstanding any other provisions of this By-law, on the lands described as Part of Lots 1 and 2, Concession 2, Block B, and identified as Zone 11 on the map forming paragraph 22.209, no buildings or structures shall be permitted and uses shall be limited to the following:

- a) Wildlife Sanctuary
- b) Farming, but not including the raising or maintaining of livestock, fur farming, fish farming, or greenhouse farming, within Agricultural Use Areas illustrated within a conservation easement in favour of the Township, GRCA, or Region.
- c) Uses set out in a conservation easement in favour of the Township, GRCA, or Region, provided such uses are not less restrictive than those uses set out in this section.

5. Notwithstanding the provisions of By-law 83-38, as amended, the Key Plan to By-law 83-38 shall be amended as necessary to identify Section 22.309 on the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
6. Notwithstanding the provisions of By-law 83-38, as amended, a new map forming paragraph 22.309 shall be added to By-law 83-38 to identify the associated zoning of the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
7. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
8. This by-law shall come into effect upon the final approval of Township Official Plan Amendment Number 12 by the Council of The Regional Municipality of Waterloo subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

**READ** a first and second time on the 4<sup>th</sup> day of March, 2024.

**READ** a third time and finally passed in Open Council on the 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**



**SCHEDULE "A"**

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lots 1 and 2, Concession 2, Block B, in the said Township of Wilmot.

This is Schedule “A” to By-law No. **2024-XX**

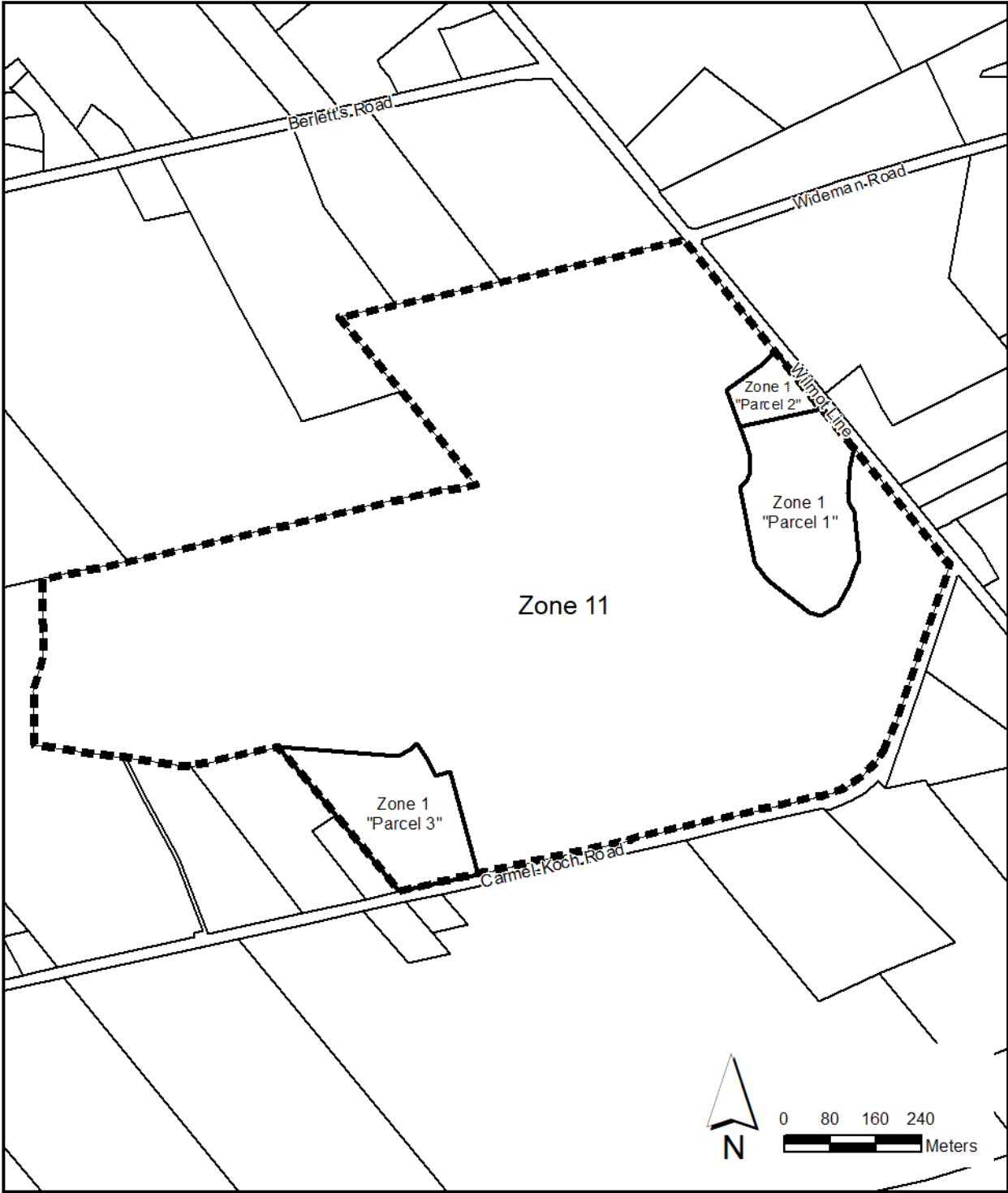
**PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**SCHEDULE "B"**  
PART OF LOTS 1 AND 2  
CONCESSION 2, BLOCK B  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



This is Schedule “B” to By-law No. **2024-XX**

**PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**



## DEVELOPMENT SERVICES

### *Staff Report*

---

REPORT NO: DS 2024-07

TO: Council

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

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

REVIEWED BY: Sharon Chambers, CAO

DATE: March 4, 2024

SUBJECT: Bill 162, Get it Done Act, 2024: Comments on changes to the  
Official Plan Adjustments Act, 2023 (ERO number 019-8273)

---

#### RECOMMENDATION:

THAT Report DS-2024-07 be forwarded to the Ministry of Municipal Affairs and Housing and submitted on the ERO as the Township of Wilmot's response to Schedule 3 of Bill 162 being changes to the Official Plan Adjustments Act, 2023; and

THAT the map included as Attachment 3 of Report DS-2024-07, form the basis for the approved Community Area, Employment Area, and Countryside Line boundary for the Baden and New Hamburg Township Urban Areas; and

THAT no changes be made to the Township's Rural Settlement Area boundaries; and

THAT implementation of the new Community Area and Employment Area lands follow the completion of a Secondary Plan by the Township of Wilmot and that site specific official plan amendments not be permitted to designate the additional lands within the Township Official Plan; and

THAT the Secondary Plan be permitted to include staging provisions based on such factors deemed necessary by the Township of Wilmot including wastewater servicing capacity, parks and recreation needs, and school accommodation requirements.

### SUMMARY:

On February 20, 2024, the Province posted the Get It Done Act, 2024 - Amending the Official Plan Adjustments Act, 2023 (Schedule 3 of Bill 162) on the Environmental Registry of Ontario (ERO) for a thirty-day commenting period ending March 21, 2024. Subsequently a letter was received from the Honourable Paul Calandra, Minister of Municipal Affairs and Housing on February 23, 2024 requesting comments. A copy of his letter is included as Attachment 1.

Proposed amendments to the Official Plan Adjustments Act, 2023 follow consultation with affected municipalities, and, if passed, would update official plans in response to municipal feedback.

The Township of Wilmot is appreciative that the Province provided the opportunity for the Township to present its longstanding vision for the community directly to the Province and is extremely pleased that the Act adopts most of the Township's recommended community area boundary adjustments. This is certainly a significant step forward in supporting the ability to fully plan for the future growth between the Baden and New Hamburg Urban Areas and to assist with providing more housing in the Province.

One area that continues to be of significant importance to the Township is the balance of residential growth with employment opportunities. The proposed modifications do not include requested adjustments to expand the employment area between Baden and New Hamburg. Regional approval of ROPA 6 provided limited additional Employment Area within the Township. Staff remain of the opinion that the inclusion of the lands west of the Baden Trunk sewer alignment, south of the CN railway, and north of Highway 7/8 are imperative to ensuring the opportunity to balance residential growth with employment opportunities within the community and the greater Waterloo region. Their inclusion also allows for a more complete Secondary Planning process wherein full integration of servicing, road networks, and active transportation corridors can be realized.

To assist with implementing the local designation of lands, the Township requested that the Province include language such that:

1. site specific official plan amendments not be permitted to designate the additional lands within the Township Official Plan, and
2. the Secondary Plan be permitted to include staging provisions based on such factors deemed necessary by the Township of Wilmot including wastewater servicing capacity, parks and recreation needs, and school accommodation requirements.

Wording of this nature was not included, but would ideally be added to assist with logical planning and implementation.

Lastly, Map 3, Employment Area, as proposed to be replaced, appears to have made modifications to the Township's Rural Settlement Areas which were never contemplated and

are not specifically discussed within the Act. Township staff believe the mapping may have been an inadvertent inclusion, but highlight this as a desired correction before final approval of the Act.

### BACKGROUND:

On November 2, 2023, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing provided a letter to municipalities advising that the Province will be reversing its decisions made on Official Plans in November 2022 and April 2023. A subsequent letter was received on November 16, 2023 requesting feedback on proposed legislation to implement the reversal.

The Minister requested comments from single tier and lower tier municipalities regarding whether there are changes that the municipality would like to see made to the official plan, based on the modifications that the province had previously made, and which are supported by the municipality. The Minister also requested input on proposed legislation to reverse the ministerial decisions on official plans and any implementation considerations associated with the reversals.

On November 27, 2023 Council endorsed the recommendations of report DS 2023-19 which provided detailed comments on the longstanding direction from the Township of Wilmot with respect to logical and orderly planning for the Township. The report summarized changes to ROPA 6 made by the Province that align with the Township's vision for the community, changes that should be reconsidered, and further modifications that would support the Township's ability to increase housing supply and employment opportunities both in the short and long term of the community.

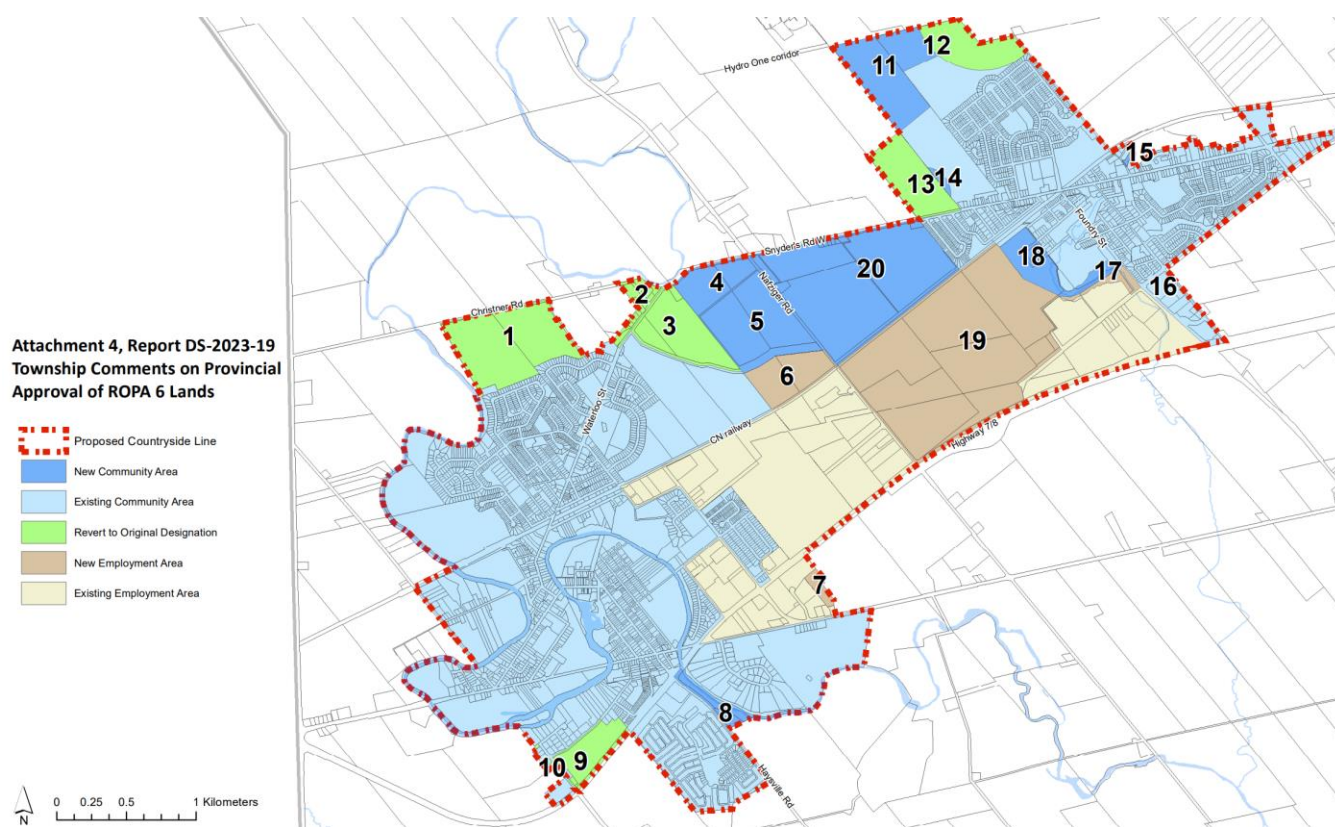
In response to municipal feedback, on February 20, 2024, the Province posted the Get It Done Act, 2024 - Amending the Official Plan Adjustments Act, 2023 (Schedule 3 of Bill 162) on the Environmental Registry of Ontario (ERO) for a thirty-day commenting period ending March 21, 2024. Subsequently a letter was received from the Honourable Paul Calandra, Minister of Municipal Affairs and Housing on February 23, 2024 requesting comments. A copy of his letter is included as Attachment 1.

### REPORT:

This section of the report summarizes the changes that the Province has made to the Baden and New Hamburg Community Areas and Employment Areas. It further highlights changes that were not implemented and continue to be a Township priority. Lastly, it identifies changes that were made to the Rural Settlement Area boundaries that are requested not to be implemented.

#### Summary of changes

The image on the following page is the map from report DS 2023-19 that numerically identified recommended changes to the Township Urban Areas.



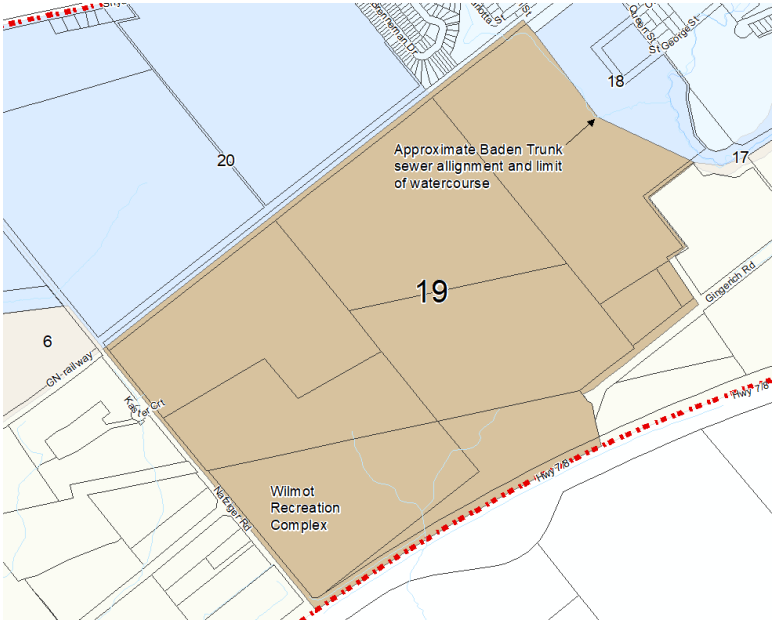
At a high level, the following is a summary of how changes requested by the Township are reflected in the February 20, 2024 Provincial update.

Map identifier	Purpose	Provincial status
1,2,3	Exclude from designation	Implemented
4,5	Designate as Community Area	Implemented
6	Designate as Employment Area	Implemented
7	Change from Community Area to Employment Area	Not implemented
8	Designate as Community Area	Implemented
9,10	Exclude from designation	Implemented
11	Designate as Community Area	Implemented
12,13	Exclude from designation	Implemented
14	Designate as Community Area	Implemented
15	Designate as Community Area	Not implemented
16	Change from Employment Area to Community Area	Not implemented
17	Designate as Community Area and Employment Area	Not implemented
18	Designate as Community Area	Not implemented
19	Designate as Employment Area	Not implemented
20	Designate as Community Area	Implemented

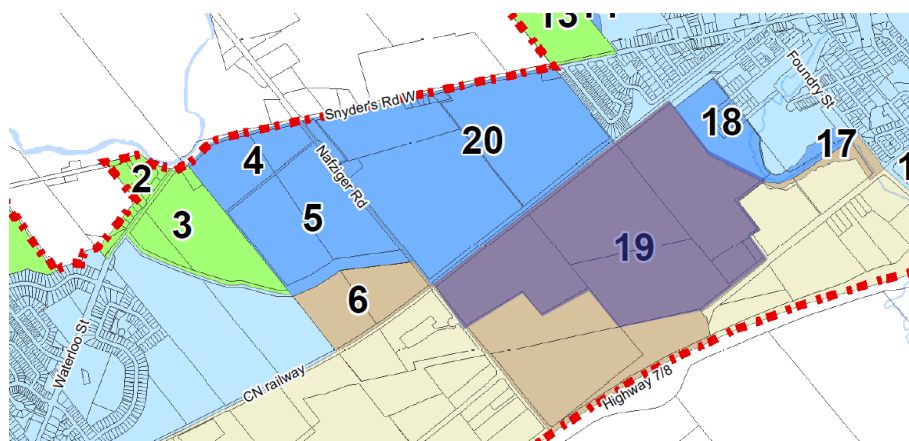


At a more granular level, the following provides further information on those changes that were not implemented and why staff continue to support their inclusion as logical, consistent with the previous summary provided in report DS 2023-19.

Priority inclusion: employment lands

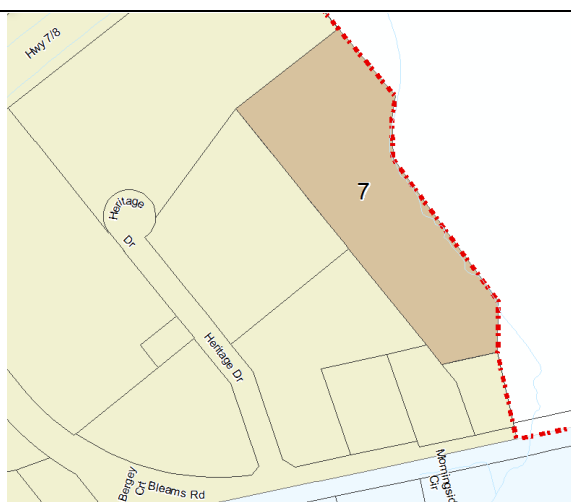
19	<p>These lands were not included in the Minister's original approval, or the most recent modification, but do form part of the Township's longstanding vision for the area. The approval of ROPA 6 provided limited additional Employment Area. Inclusion of the lands west of the Baden Trunk sewer alignment, south of the CN railway, and north of Highway 7/8 will provide additional opportunity to balance residential growth with employment opportunities within the community. As such, the Township would request that these lands be included as Employment Area.</p>  <p>For more logical boundary configuration and simplicity of mapping, the Township's Wilmot Recreation Complex lands and Schmidt Woods would be contained within this Employment Area as opposed to an "island" of Community Area. For the purpose of Provincial level mapping, lands within the Urban Area are required to be either Community Area or Employment Area. This does not suggest that they have development potential and their inclusion as Major Recreation and Core Environmental Feature, respectively, within the Township Official Plan emphasizes their continued protection.</p>
----	---

The developable portion of this area (which excludes Schmidt Woods and the WRC) highlighted in purple below represents approximately 90ha of unconstrained lands. The lands are located in a prime location with potential rail connectivity, access to a four-lane provincial highway, and potential for full integration with existing and planned municipal water and wastewater infrastructure.

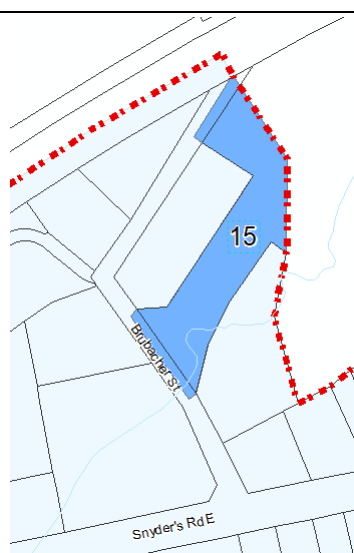
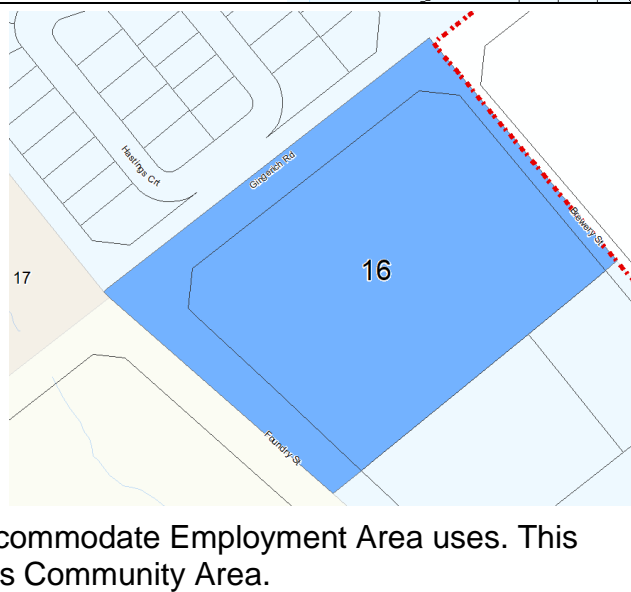
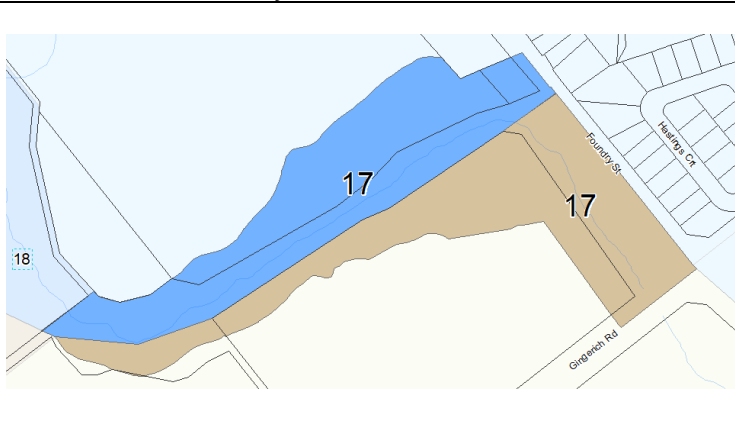


The inclusion of these employment lands serves to facilitate a balanced approach to community growth, remains consistent with the Township's vision for over 20 years to achieve concentrated growth between Baden and New Hamburg, and ultimately assists with filling a void in readily available employment lands within the greater Waterloo region.

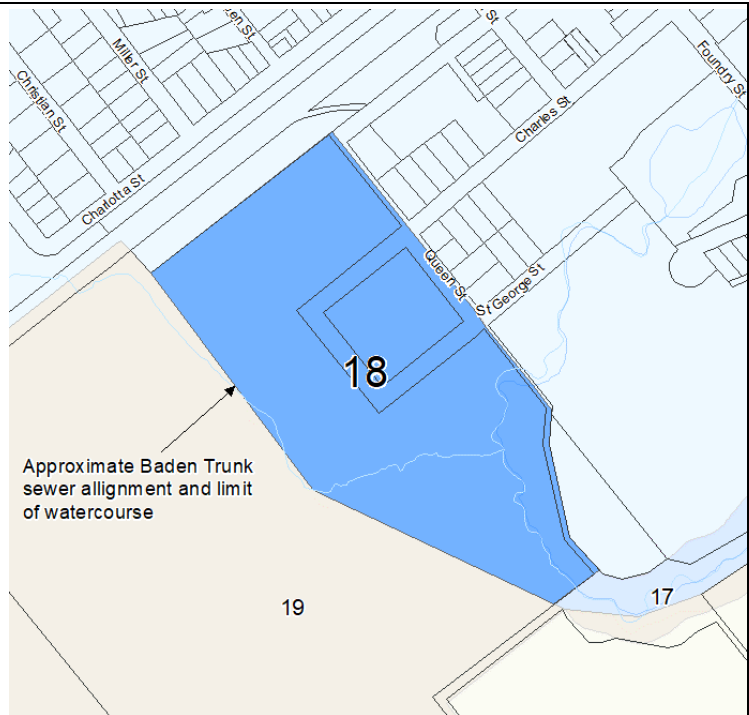
#### Other requested inclusions

7	<p>This area represents lands between existing industrial/commercial uses and an existing watercourse. The lands in theory provide opportunity for expansion to those existing abutting businesses as occurred with the business immediately north (at the time of expansion of Hanson GM, now John Bear). The Minister's original approval included these lands as Community Area, but they would more logically be included as Employment Area.</p>	
---	---	---



15	<p>These lands were not included within the Minister's original approval. That said, given the opportunity to comment on the refinement of urban boundaries, Area 15 represents a very minor adjustment to the Community Area boundary and the Countryside Line. The boundary adjustment reflects lands to be utilized for a planned rental housing development in the area and will clean up what can be attributed to the scale of a minor drafting error.</p>	
16	<p>This area was included in ROPA 6 and the Minister's decision as Employment Area. Employment Areas are intended to represent lands where most industrial activities such as manufacturing, logistics and warehouses are located. Community Areas represent lands where most housing, commercial, retail and institutional growth is located. Planned development for about half of this property includes self storage and other potential commercial uses. Given the topography of the property, the remaining potential for development on the other half of the property is limited and certainly does not accommodate Employment Area uses. This parcel would more logically be designated as Community Area.</p>	
17	<p>This area was identified as Community Area in the Minister's approval. The lands in this area consist primarily of floodplain lands. That said, their inclusion in the Urban Area creates a logical boundary for development. Staff recommend that the area north of the creek be identified Community Area and south of the track as Employment Area reflective of the adjacent planned land uses.</p>	

18 These lands were not included in the Minister's approval, but do form part of the Township's longstanding vision for the area. Inclusion of the lands between Baden's Mill district urban growth area and the existing watercourse and planned routing of the Baden trunk sewer to be within the countryside line and as Community Area will allow greater opportunity to support growth and intensification within the urban growth area. The development of the area aligns with currently planned servicing infrastructure improvements.



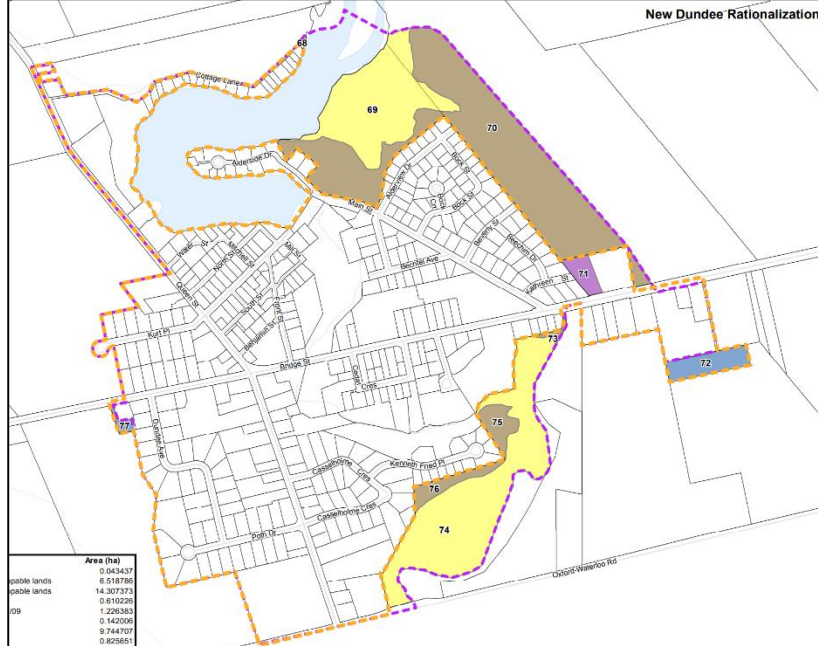
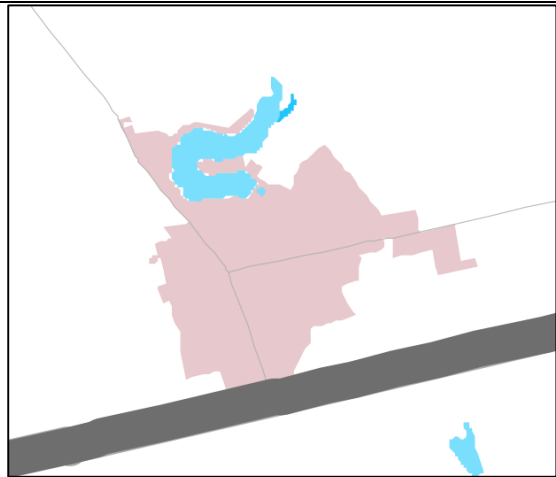
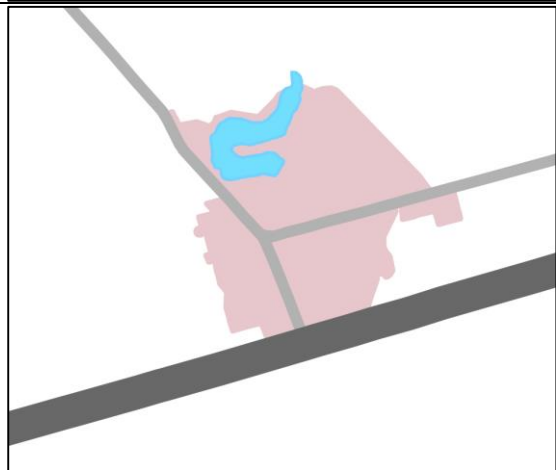
To ensure logical and orderly planning of the community, Township staff continue to recommend that the Province specifically provide direction that lands not be designated in the local official plan through site specific official plan amendments, but rather following the Township's planned secondary planning process. The secondary plan would include staging provisions based on such factors deemed necessary by the Township of Wilmot including wastewater servicing capacity, parks and recreation needs, and school accommodation requirements.

### Rural Settlement Areas

The proposed Map 3 (Attachment 2 to this report) included changes to the Township's Rural Settlement Areas. The changes appear to reflect the former boundaries of the Rural Settlement Areas prior to the 2019 Township rationalization and official plan conformity amendment. While there is no language in Bill 162 to suggest that modifications were being made to Rural Settlement Areas, their depiction on Map 3 provides some confusion.

On Map 3, each of the Township's Rural Settlement Areas appear to reflect their pre 2019 boundary. Luxemburg is missing entirely from the map.

To highlight an example of this boundary change, three images on the following page are provided of the New Dundee Rural Settlement Area.

 <p><b>New Dundee Rationalization</b></p> <table border="1"> <thead> <tr> <th></th> <th>Area (ha)</th> </tr> </thead> <tbody> <tr> <td>possible lands</td> <td>0.045437</td> </tr> <tr> <td>possible lands</td> <td>6.518786</td> </tr> <tr> <td>possible lands</td> <td>14.307373</td> </tr> <tr> <td>possible lands</td> <td>0.610226</td> </tr> <tr> <td>possible lands</td> <td>1.226363</td> </tr> <tr> <td>possible lands</td> <td>0.142008</td> </tr> <tr> <td>possible lands</td> <td>9.744707</td> </tr> <tr> <td>possible lands</td> <td>0.825651</td> </tr> <tr> <td>possible lands</td> <td>0.765634</td> </tr> </tbody> </table>		Area (ha)	possible lands	0.045437	possible lands	6.518786	possible lands	14.307373	possible lands	0.610226	possible lands	1.226363	possible lands	0.142008	possible lands	9.744707	possible lands	0.825651	possible lands	0.765634	<p>This image is from the 2019 rationalization exercise.</p> <p>The brown and yellow areas were removed from the settlement area and the blue was added.</p> <p>The original boundary is shown with the purple dashed line.</p> <p>The resulting boundary was the orange dashed line.</p>
	Area (ha)																				
possible lands	0.045437																				
possible lands	6.518786																				
possible lands	14.307373																				
possible lands	0.610226																				
possible lands	1.226363																				
possible lands	0.142008																				
possible lands	9.744707																				
possible lands	0.825651																				
possible lands	0.765634																				
	<p>This image is from Map 3 as originally approved by the Region of Waterloo in ROPA 6.</p> <p>The pink area reflects the rationalized boundary from 2019.</p>																				
	<p>This image is from Map 3 as proposed by Bill 162.</p> <p>The pink area reflects the former boundary of New Dundee before the 2019 rationalization</p>																				

Township staff recommend that the rural settlement boundaries not be amended through Bill 162.

#### Final comment

Township staff appreciate the continued opportunity to work with the Ministry to achieve the Township vision that has not been possible to realize through several iterations of Regional Official Plans. The plan as approved by the Province, with Township refinements, provides for short and long term concentrated growth between Baden and New Hamburg, the maximum utilization of wastewater servicing capacity, and balanced opportunities for residential and employment growth in the Township. The plan provides certainty with respect to continued growth of the Township and integrated long-term planning of the community.

#### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Considering and providing input to the Province on matters of concern to Council in respect of the long term growth of Wilmot Township provides for economic prosperity and sustenance of quality of life while maximizing environmental protection and the efficient and fiscally responsible use of infrastructure resources.

#### FINANCIAL CONSIDERATIONS:

The Province's approved Urban Area, as proposed to be refined by the Township, provides opportunity to undertake a focused secondary planning process that will set out long term staging of development within the Township Urban Area. Designation of lands between the communities of Baden and New Hamburg will fully integrate the urban area and provide basis for further municipal investments and planning for roads and active transportation needs, servicing infrastructure, and parks and recreation needs.

The 2024 Capital Justification Request Form for the Baden/New Hamburg Greenfield Secondary Plan & Intensification Analysis includes a total of \$435,000 for Secondary Planning activities funded as follows: Development Charges (2024) \$151,200, Tax Funded Growth Infrastructure Reserve Fund (2025) \$58,800, and further 2025 funding of \$225,000 to be determined during the 2025 budget process.

#### ATTACHMENTS:

Attachment 1: Letter from Minister of Municipal Affairs and Housing  
Attachment 2: Map of boundaries proposed by Bill 162  
Attachment 3: Township Requested Urban Area

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17e étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2024-695

February 23, 2024

**Subject: Proposed Amendments to the Official Plan Adjustments Act, 2023 –  
Legislation to Reinstate Municipally Requested Modifications to Official  
Plans (Bill 162)**

Dear Sir, Madam

Further to my letters in November 2023 regarding proposed legislation to reverse official plan decisions, I am writing to advise you that on February 20, 2024, the government introduced proposed changes to the legislatively approved official plans of some of the province's fastest-growing municipalities to address local needs while continuing to support the government's goal of building at least 1.5 million new homes by 2031.

The proposed Get it Done Act, 2024, introduced on February 20, 2024, includes amendments to the *Official Plan Adjustments Act, 2023*.

Proposed amendments to the *Official Plan Adjustments Act, 2023* would, if passed, update official plans in response to municipal feedback while protecting the Greenbelt, and safeguarding public health and safety.

The proposed amendments follow recent consultation with the affected municipalities, and where appropriate, respond to the feedback from these municipalities, which are the cities of Barrie, Belleville, Guelph, Hamilton, Ottawa, Peterborough, Wellington County and the regions of Halton, Peel, Waterloo and York. Modifications maintained through Bill 150 impacting these municipalities and the Region of Niagara would continue to apply.

-2-

### **Request for Feedback**

The ministry is currently seeking feedback on the proposed amendments to the *Official Plans Adjustments Act, 2023* as introduced through the proposed Get It Done Act, 2024. The proposed legislation is posted on the Environment Registry of Ontario and the Regulatory Registry for 30 days, until March 21, 2024.

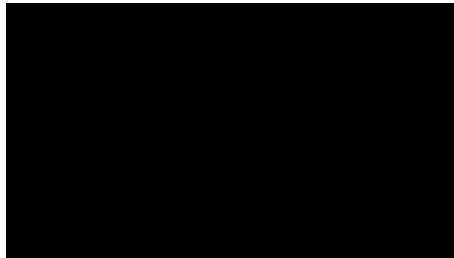
Comments can be sent through the Environmental Registry of Ontario or the Regulatory Registry postings or by email to [mmahofficialplans@ontario.ca](mailto:mmahofficialplans@ontario.ca).

More information on the legislative proposal can be found on the Environmental Registry of Ontario and the Regulatory Registry at:

- [Environmental Registry of Ontario: Bill 1, Get it Done Act, 2024](#)
- [Regulatory Registry: Bill 1, Get it Done Act, 2024](#)

I look forward to receiving your feedback on this proposal.

Sincerely,



Hon. Paul Calandra  
Minister of Municipal Affairs and Housing



# MAP 3

## EMPLOYMENT AREA

-  Employment Area
-  Provincially Significant Employment Zone
-  Urban Area / Township Urban Area
-  Rural Settlement Areas
- Municipal Boundaries**
  -  Regional Municipal Boundary
  -  Area Municipal Boundary
- Transportation**
  -  Region of Waterloo International Airport
  -  Provincial Highways
  -  Regional Roads
  -  Areas that remain subject to the ROPA 2 appeal.

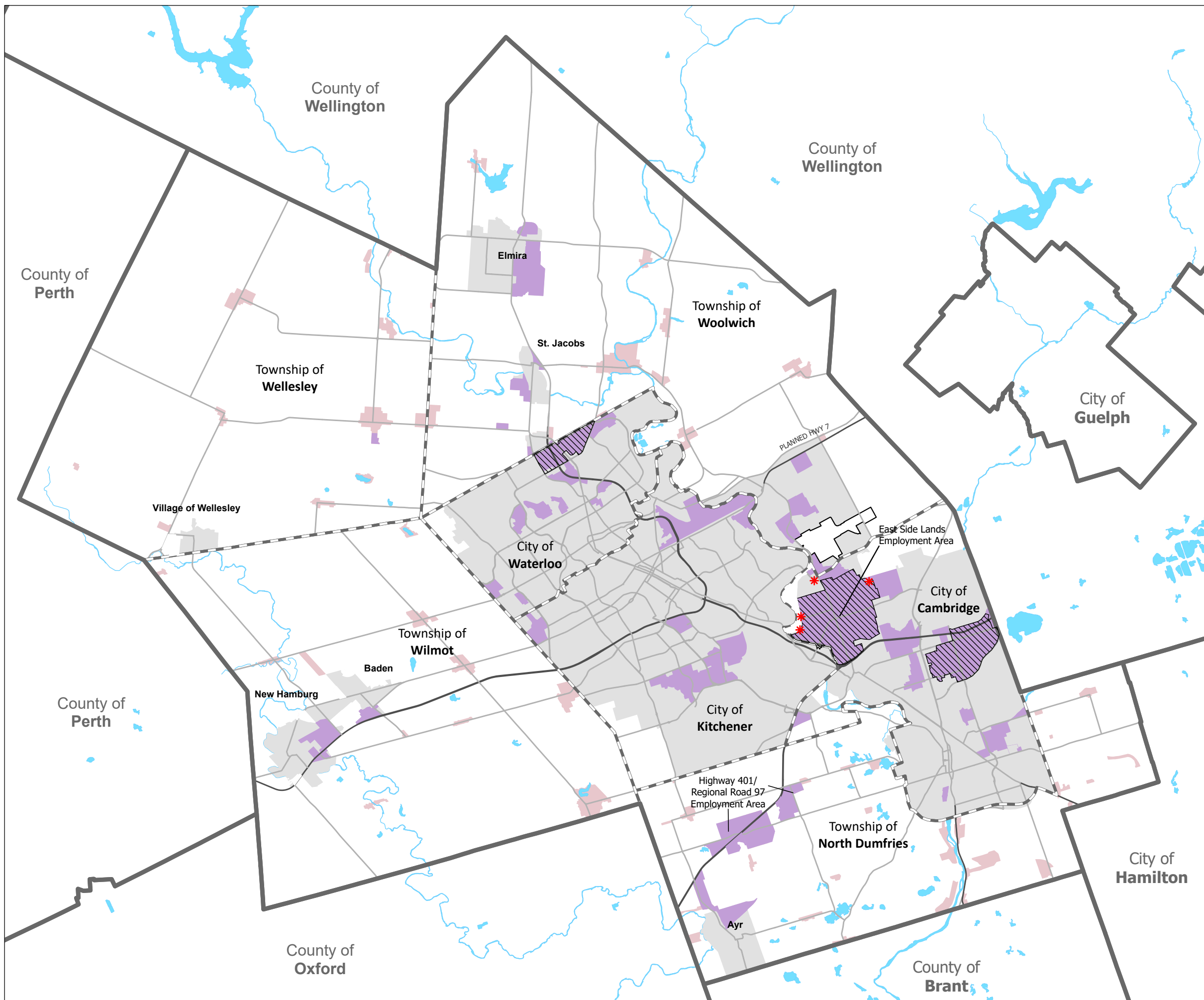
### MAP No. 349

Map filed at the office of the Ontario Ministry of Municipal Affairs and Housing, 777 Bay St., Toronto, Ontario, Official Plan Adjustments Act, 2023




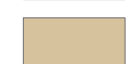
Date:



Produced by: GIS Unit - Data Visualisation, Data Collection and Decision Support Solutions Branch, Community Services I&IT Cluster  
Information provided by the Ministry of Municipal Affairs and Housing, © King's Printer for Ontario, 2024.

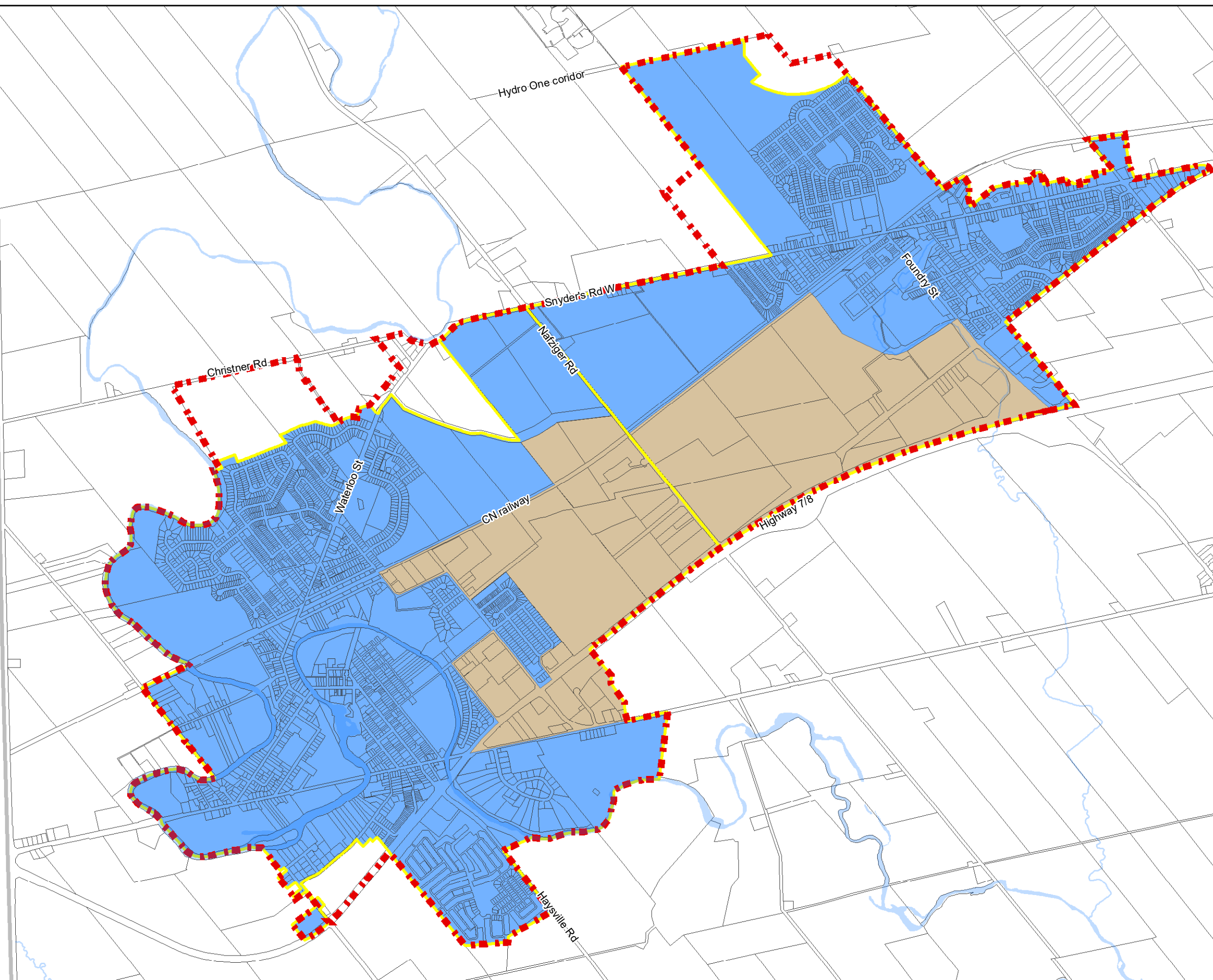


# Attachment 3, Report DS-2024-07 Township Recommended Community and Emplyment Areas

-  Countryside Line
-  Baden and New Hamburg Urban Areas
-  Community Area
-  Employment Area



0 0.25 0.5 1 Kilometers







## CORPORATE SERVICES

### *Staff Report*

---

REPORT NO: COR-2024-13

TO: Council

SUBMITTED BY: Dan Elliott, Interim Treasurer and Chief Financial Officer

PREPARED BY: Dan Elliott

REVIEWED BY: Sharon Chambers, CAO

DATE: March 4, 2024

SUBJECT: 2024 Operating Budget: Implications of Levy Debt Financing

---

#### RECOMMENDATION:

THAT Report COR-2024-13 be received for information.

#### SUMMARY:

The 2024 Draft Operating and Capital Budget has completed reviews by the Finance and Budget Committee. Committee requested additional information with respect to the implications to the budget of including the carrying costs of the new debt proposed in the budget. Additionally, the Committee requested additional information be provided directly to Council with respect to the funding of a late consideration to add to the budget a capital project for developing a speed mitigation and traffic safety framework and toolbox for the municipality.

#### BACKGROUND:

The 2024 Draft Operating and Capital Budget, as reviewed by Finance & Budget Committee appears on this same agenda for final approval by Council. Committee requested additional information directly to Council with respect to the impact of adding the carrying costs of the newly proposed Levy Funded debt into the operating budget for 2024. In addition, Committee also requested clarity on the impact of adding an additional capital project to the budget, which would indirectly require additional levy funded debt issuance. This report is to focus on the

financial aspects of this information request, and not speak to the merits or details of the additional capital project itself.

## REPORT:

### **Proposed Debt Carrying Costs:**

The draft 2024 Operating and Capital Budget, as reviewed by Finance and Budget Committee, contains proposal to issue \$1,405,000 of additional levy funded debenture financing to provide funding for certain of the Township's proposed capital projects. This new debt will result in estimated annual debt servicing costs of interest and principal of \$111,950. Actual costs will not be known until the debentures are taken to market and a final interest rate and terms are finalized. Adding this to the budget will add just over 1% additional tax levy increase.

It is a best practice when debt financing to add to the operating budget the annual carrying costs of any new debt being approved in that same budget.

Should Council wish to add this carrying cost to the draft operating budget, the following resolution should be proposed by amendment:

*AND THAT the 2024 Draft Operating Budget be amended by the addition of debt carrying costs of \$112,000, off-set by a corresponding increase in tax levy revenues.*

### **Proposed inclusion of Speed Mitigation and Traffic Safety Framework project to the 2024 Capital Projects list:**

The Speed Mitigation Framework project was reported by staff as a \$150,000 budget option. As this project does not result in long lived tangible capital assets, it is best funded directly by reserves. Given that reserve funds have been depleted, another capital project would be refinanced to use debt to free up reserve availability for this project. A \$150,000 resulting increase in debt issuance, would result in an annual carry cost increase of an estimated \$12,000 per year.

Should Council wish to add the Speed Mitigation Study and Traffic Safety Framework project to the 2024 Capital projects list and include the \$12,000 increase in debt carry costs the following two resolutions should be proposed by amendment:

*AND THAT the 2024 Capital program be amended by addition of the Speed Mitigation and Traffic Safety Framework project, as a cost of \$150,000, to be funded from infrastructure reserves, and the Treasurer is authorized to debt finance \$150,000 of another appropriate capital project to avail the necessary reserve funding;*

*AND THAT the 2024 Operating Budget be amended by including the additional debt carrying costs related to the addition of the Speed Mitigation and Traffic Safety Framework project, off-set by a corresponding increase in tax levy revenues.*

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report supports the Strategic Plan goal of enhancing fiscal responsibility through improved transparency of financial affairs of the Township.

FINANCIAL CONSIDERATIONS:

When proposing to issue new debt to finance capital works, it is best practice to include the expected carrying costs into the same budget approving those works and debt. Not doing so creates a deferred operating budget pressure which must be funded in the subsequent year's budget, possibly impairing other priorities of the Council at that time.

Council may amend the draft 2024 Operating and Capital budget by adding the speed mitigation project, and separately, may amend the budget by adding the debt service costs or a portion thereof as set out above.

ATTACHMENTS:

Speed Mitigation study report from January 25, 2024.



## INFRASTRUCTURE SERVICES *Staff Report*

---

REPORT NO: IS2024-01

TO: Budget Ad-Hoc Committee

SUBMITTED BY: Jeff Molenhuis, P.Eng., Director of Infrastructure Services

PREPARED BY: Jeff Molenhuis, P.Eng., Director of Infrastructure Services  
Ken VanderWal, P.Eng., Manager of Engineering

REVIEWED BY: Sharon Chambers, CAO

DATE: January 27, 2024

SUBJECT: **Traffic Calming and Speed Mitigation Motion**

---

### RECOMMENDATION:

THAT Report IS 2024-01 be received for information.

### SUMMARY:

Council passed a motion at the January 15, 2024 meeting asking staff to report back during the 2024 budget process on developing a comprehensive and collaborative speed mitigation and traffic safety strategy in the Township. This report outlines an approach and resources needed to develop this strategy, for consideration in the 2024 budget.

### BACKGROUND:

Council adopted the following motion at the January 15<sup>th</sup> Council meeting:

*WHEREAS the safety and well-being of our community's residents, pedestrians, and motorists are of utmost priority; and,*

*WHEREAS there has been an increasing concern regarding road safety and vehicle speeds within the municipality, specifically in areas where significant roads feed into our communities and settlement areas; and,*

*WHEREAS the jurisdiction of certain roads within our municipality falls under the responsibility of the Region of Waterloo; and,*

*WHEREAS road safety and speed mitigation are concerns that extend beyond municipal boundaries and require a coordinated approach between different levels of government.*

*THEREFORE BE IT RESOLVED that staff be directed to report back to Council during the 2024 capital budget deliberations on undertaking a study to develop a road safety and speed mitigation strategy with the goal of enhancing the safety of all road users in our community, considering both residential and commercial areas.*

*BE IT FURTHER RESOLVED that the scope of such road safety and speed mitigation strategy should include, but not be limited to, the following elements:*

- *Assessment of current road safety conditions and high-risk areas;*
- *Review of best practices in speed mitigation and road safety measures;*
- *Consultation with local law enforcement, community groups, and other stakeholders;*
- *Consultation with upper-tier municipal government;*
- *Development of a range of effective speed mitigation options, including speed bumps; and,*
- *Cost analysis of proposed measures.*

*BE IT FURTHER RESOLVED that staff are requested to provide to Council for consideration:*

- *A detailed report outlining the research findings and proposed strategies;*
- *An estimated timeline for the implementation of these strategies; and,*
- *A comprehensive cost analysis for the execution of the proposed measures.*

*BE IT FINALLY RESOLVED that Council requests the Region of Waterloo to actively engage with the Township of Wilmot staff to address road safety and speed mitigation concerns on regional roads within the Township of Wilmot, including:*

- *Sharing of research, data, and best practices related to road safety and speed mitigation;*
- *Joint development of strategies that are consistent and effective across both municipal and regional roads;*

- *Coordination in the implementation of road safety measures to ensure a cohesive approach; and,*
- *Exploration of funding opportunities and resources that may be available through regional or provincial programs.*

### **CURRENT LEVEL OF SERVICE - TOWNSHIP**

The Township currently provides a basic Level of Service with respect to traffic operating program management. It can be summarized by the following elements:

- Radar Speed Display Sign rotational program
- Engagement with WRPS through Traffic Enforcement Programs and Traffic Coordinators Committee
- Engagement with Region of Waterloo through Traffic Coordinators Committee
- Traffic and Parking By-Law management

Through the 2023 Budget Process, Council supported resourcing traffic management initiatives with a partial staff resource. This resource splits Corridor Management activities such as Municipal Access Management for third party utilities and permitting for Right of Way activities, in addition to traffic management tasks. This role was vacant for a large portion of the year with a staff departure in the spring, and a difficult recruiting environment leading to backfill of the role in the fall.

The Township has a backlog of traffic operation review requests (e.g. parking, speed zone reviews, etc.) and traffic calming requests. Staff have been developing a program and policy to help organize, prioritize and scope eligibility of requests, as well as to develop a program that meets the Level of Service Council desires to provide to the community. With partial staffing resources in place, a calming policy and implementation plan was slated for Council mid-2024.

The Level of Service in operating programs historically has been focused on the rotational Radar Speed Display Sign program, which primarily takes Engineering and Roads operating resources to implement on a bi-weekly basis from approximately May to October. There are other administrative elements, such as Traffic Coordinators Committee and WRPS programs that staff sit in on. The capital program includes future studies for Huron Road in Haysville, Mannheim Road and Wilmot Line, which have a number of other operational issues that would be assessed in addition to traffic calming review needs. Elements included in the operating and capital budget have been developed and included in more recent years with Council support.

### **REGION OF WATERLOO & WRPS COLLABORATION**

The Township works with the Region and area municipalities on local traffic concerns related to traffic or safety issues on Regional roads through the Traffic Coordinators Committee. The Region is the Road Authority and has jurisdiction over their rights of way, so the Township role is to advocate and bring to attention any areas of local concern. The Committee also works to

standardize road treatments across the Regional and local networks, including such things as speed reduction zones and Automated Speed Enforcement initiatives. This also includes largely standardizing the form of the Traffic and Parking By-Law that each municipality has in place. The WRPS also sit in on this committee, and enforcement related items and things such as the STEP program (enhanced traffic enforcement program) are coordinated.

Most recently, the Committee has been looking at rural settlement traffic calming on Regional roads, and how implementing traffic calming and speed mitigation measures on Regional roads in the settlement areas may impact the Township road system. Staff were expecting to advise Council later in 2024 on this initiative with respect to scope of work and cost-sharing, once determined.

## REPORT

The Township of Wilmot's Strategic Plan has a Goal of Quality of Life which carries the Strategies of Accessibility and Inclusivity as well as Active Transportation and Transit. In order to develop a comprehensive, collaborative and engaging traffic safety and speed mitigation program, annual resourcing is needed. In order to expedite the program development and implementation in 2024/25, traffic engineering consulting resources and capital funding is needed to assess and establish program needs, conduct detailed reviews, provide traffic engineering advice to Council and undertake implementation of selected recommended treatments. As noted, this is anticipated to be an annual need, with initial need related to consulting services in order to give the program momentum in a shorter period of time.

As such, to achieve an accelerated delivery timeline, expansion of the current Level of Service is recommended, as follows:

1. Traffic data collection on Township of Wilmot roadways:
  - The first step in traffic initiatives is collection of data. Staff will deploy traffic data collection tools to collect reliable and relevant speed data. The deployment of some of these tools will be limited seasonally due to the nature of the equipment, and will be scheduled for May through September, for approximately 20 operating weeks.
2. Preparation of a Traffic Calming Policy and implementation framework for adoption by Council:
  - A Traffic Calming Policy would consist of a transparent framework for collecting traffic related complaints on Township roads, as well as a framework for reviewing, prioritizing and addressing warranted complaints.
3. Preparation of a toolbox of appropriate traffic calming measures that can be implemented on Township of Wilmot Rights of Way:
  - Traffic Calming generally requires the roadways to be modified such that drivers no longer feel comfortable exceeding the speeds. Modifications can be generally scaled based on cost and impacts. Modifications will generally fall under visual modifications, lane narrowing, on-street parking, as well as the use of street furniture to visually narrow the travelled portion of the right of way, or



modifications will be physical such as speed tables, raised intersections and entrance features.

4. Review of existing Roadways as identified to have speed compliance issues to see which roadway(s) should be prioritized for a design modification and implementation as well as assist with an on-going budget estimation for Council Approval.

The Township currently has one staff who will be approximately 30% utilized for traffic review and assessment by Q2 2024, which was the initial plan for this role in 2023 budget approvals. Operations staff are currently utilized to support the RSDS rotational program. The Manager of Engineering and the Director are involved with the Traffic Coordinators group and collaboration with WRPS, and will continue in that capacity. It is expected that, in establishing a program, Council will also need to decide on the scope of what can be considered for calming needs, prioritizing recommendations and what Level of Service they desire to provide the community in terms of annual workload and treatment implementation. It should be expected that dedicated funding, additional resources and staffing will need to be allocated to provide an effective and comprehensive program that includes engagement and collaboration with stakeholders, as well as Council level reporting. This need can be summarized when returning to Council with the report and a policy.

#### 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; and
- Responsible Governance through Active Communications, Fiscal Responsibility, Infrastructure Investments and Service Reviews.

#### FINANCIAL CONSIDERATIONS:

Costs in 2024 for the above noted program, above and beyond staffing costs and implementation costs, would be estimated as follows:

Item/Description	
Traffic Data Collection Tools	\$35,000
Contribution to Regional Traffic Calming Program	\$25,000
Township of Wilmot Consultant	
• Traffic Calming Policy	\$15,000
• Traffic Calming Toolbox	\$25,000
• Review of Existing R.O.W. (limited)	\$50,000
<b>Total Estimated 2024 Budget Impact</b>	<b>\$150,000</b>

Note: these figures exclude design and construction costs of recommended treatments. These will be summarized in a report to Council with the Consultant study.



Annual budgetary implications to establish and run a comprehensive and collaborative program would be in the range of \$100,000-200,000 annually, depending on the Level of Service Council wishes to establish. These figures do not include staffing resources required to operate the program at the Level of Service Council desires to provide to the community.

As it is likely that Council would expect an ongoing increased level of service in regards to traffic management as discussed in this report, the funding would need to be levy sourced for such a program due to its recurring nature.

#### ATTACHMENTS:

None.



## INFRASTRUCTURE SERVICES *Staff Report*

---

REPORT NO: IS-2024-05

TO: Council

SUBMITTED BY: Jeff Molenhuis, P.Eng., Director of Infrastructure Services

PREPARED BY: Jeff Molenhuis, P.Eng., Director of Infrastructure Services

REVIEWED BY: Sharon Chambers, CAO

DATE: March 4, 2024

SUBJECT: **Wilmot Line Re-gravelling Operating Budget Review**

---

### RECOMMENDATION:

That Report IS-2024-05 Wilmot Line Operating Budget Review be received for information.

### SUMMARY:

At the February 15, 2024 Budget Committee meeting, cost-reduction options for the 2024 Operational Budget were presented to Council. The Loosetop Operating Budget for re-gravelling on Wilmot Line was presented for potential cost-reduction. This report outlines an opportunity to reduce scope and re-allocate the 2023 carry-forward operating expense.

### BACKGROUND:

As part of the February 15, 2024 Budget Committee meeting where budget saving options was considered, an amending motion was brought forward that the Committee ask staff to report back with more information on Infrastructure Services Option #4 (Loosetop Operating Budget – Wilmot Line Re-Gravelling) to the March 4, 2024 Council Meeting.

## REPORT:

Wilmot Line has a significant vehicle volume, traffic types and through-use characteristics that make re-gravelling necessary on a biennial schedule to ensure the road base remains intact.

### *2023 Loosetop Operating Budget*

The 2023 Loosetop budget was \$110,000 for supply/haul, equipment rentals and dust control on Oxford-Waterloo and Wilmot Line. The Wilmot Line portion was for \$49,000 of gravel material for the first application of re-gravelling to be ordered in advance of 2024 budget approval. Typically, budget for gravel material was placed a year in advance due lead times to order and timing of needs typically in the spring. In addition, in year's past, these would be allowed to be accrued at the staff level when not spent in time for year end; however, with 2024 budget improvement there was a shift toward "carry-forward" operating items, with the intention for carry-forward items to be subject to Council approval at the time year-end 2023 financial statements are presented with the auditor. 2023 Loosetop Operating Budget was planned to have a \$49,000 carry-forward request to Council in Q2 2024.

### *2024 Loosetop Operating Budget*

Proposed 2024 Wilmot Line operating budget is \$101,000 for supply/haul, equipment rentals, dust control and other project miscellaneous costs on Wilmot Line. Staff were anticipating 2 lifts of re-gravelling (spring and fall) based on the road conditions, with the second lift being a non-standard additional measure. This was scope included within the 2024 Proposed Operating Budget. The first lift was identified and budgeted for in 2023 Operating Budget, and was planned for carry-forward.

The Wilmot Line Re-gravelling Project Estimate presented to Budget Committee was \$150,000. This figure included \$49,000 carry forward from 2023 that would still need to be approved by Council as a carry-forward item into 2024. The remaining project portion of \$101,000 is comprised of re-gravelling/miscellaneous materials and equipment costs budgeted in 2024. As this boundary road is cost-shared, there is an anticipated revenue associated with the works planned to be completed.

### *Wilmot Line Boundary Road Revenue*

There is a revenue model with works completed on Wilmot Line as it is cost-shared with Waterloo under the boundary road agreement for Wilmot Line, as well as Wellesley under the existing maintenance relationship with them for Wilmot Line and Cedar Grove Road. Material, equipment and labour costs for this program are shared. As such, reduction in 2024 operational spending on this project would result in reduced 2024 operating budgeted revenues. As a result, reduction in expenses for maintenance would be less impact to savings due to the accompanying reduction in revenue associated with the work.

### *Revised Re-gravelling Scope*

Council could consider reducing the project scope to one lift of material in 2024. The anticipated carry-forward item of \$49,000 in material costs from the overall project budget could be re-allocated at Council's discretion. Staff would recommend that Council plan to remain whole on the proposed 2024 re-gravelling project budget of \$101,000 to address a single application of gravel, rather than two applications as planned. It is not recommended that re-gravelling be cancelled entirely as this will create pothole and washboarding liability under the maintenance standard with respect to roadway maintenance.

It is acknowledged that Budget Committee discussed Wilmot/Waterloo discussions on roadway operational changes related to the Schneider lands OPA and ZC challenges, at the time of motioning for this report. The figures presented in this report do not account for any operational improvements to address the parking issue. If that is to be considered, staff suggest re-allocation of the carry-forward item of \$49,000 to fund the initial proposed works in relation to the Schneider lands issues. It is noted that the proposed first phase of operational changes to all-way stop at Wideman, posted speed limit reductions and heavy truck restrictions will likely result in a vehicle volume reduction on Wilmot Line, and as such may also reduce the operating burden. If further calming or diversion methods are considered, this is expected to further reduce vehicle volume on the road.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report aligns with Responsible Governance through Fiscal Responsibility and Infrastructure Investments.

### FINANCIAL CONSIDERATIONS:

2023 approved funding of \$49,000 related to Loosetop works remains unspent and was intended to be carried forward into 2024 to complete the project.

Should Council wish to reallocate the \$49,000 to the Schneider lands area works, the following resolution would be appropriate at the time of consideration of the Development Services report DS-2024-05:

***THAT Council approve the carry-forward of \$49,000 of approved operational funding from 2023 intended for Wilmot Line regravelling and apply this funding as necessary to the works outlined in report DS-2024-05 as an operational expense and funding in 2024.***

### ATTACHMENTS:

None.



## CORPORATE SERVICES

### *Staff Report*

---

REPORT NO: COR-2024-14

TO: Council

SUBMITTED BY: Dan Elliott, Interim Treasurer and Chief Financial Officer

PREPARED BY: Dan Elliott, Interim Treasurer and Chief Financial Officer

REVIEWED BY: Sharon Chambers, CAO

DATE: March 4, 2024

SUBJECT: Final 2024 Operating, Utility and Capital Budgets

---

#### RECOMMENDATION:

THAT Report COR-2024-14 Final 2024 Operating, Utility and Capital Budgets be received; and,

THAT the Final 2024 Operating, Utility and Capital Budget as amended and recommended by Finance and Budget Committee as set out in Attachment B, subject to any late budget amendments at this meeting, be approved; and

THAT the CAO and Treasurer are hereby authorized to execute any documents and agreements necessary to issue the 2024 debt financing contained within the 2024 Budget; and

THAT, once the Region of Waterloo and the Province of Ontario have each approved their respective property tax rates for 2024, the Treasurer prepare a report and draft bylaw to formally establish tax rates and tax billing due dates for the 2024 Final Tax Billing.

#### SUMMARY:

This report presents the final 2024 Operating, Utility and Capital Budgets as amended and recommended by the Finance and Budget Committee for Council approval and adoption.

Attachment B contains the full detailed budget package recommended by Committee. Attachment A summarizes the adjustments made by Committee during their reviews.

### BACKGROUND:

The annual budget process plays a crucial role in corporate planning, encompassing both short-term and long-term considerations. The budget process provides and directs funding to support the necessary daily operations of the municipality, while providing funding for future needs and infrastructure. The approved budget leads to the setting of annual tax rates for the municipality.

The Township is moving toward increased growth and continues to invest in infrastructure. There is optimism about the future of the Township, which residents, businesses, and visitors will confirm is a great place to live, work, play and visit.

While the Township is mandated to collect taxes for the Region of Waterloo, and the province's education taxes, this draft budget is for Township of Wilmot purposes only, and does not raise or include any funding for these other purposes.

### REPORT:

The Township administration is focused on building the organization's capacity to address the many challenges facing the municipality. These include future growth planning, environmental and climate change issues, an aging population, evolution of municipal services, expansion of online services and information, as well as core financial issues. The draft budget now reviewed by the Finance and Budget Committee was originally prepared by senior staff under the direction of the Chief Administrative Officer and the Interim Treasurer.

The budget development process included identifying departmental issues, needs and expansion or extension of services. Current and future regulatory and reporting changes were also reviewed and considered. Conversations took place with all members of Council, members of the public, user groups, and other stakeholders.

While that work was underway, the Finance team worked to fully understand and bring to Council key financial issues facing the municipality. From a budget perspective, the Township must focus on addressing immediate community needs, address inflationary pressures, increase contributions to capital reserves, and defer lower priority capital projects where possible. The municipality must work to position itself better for the impending costs related to replacing aging infrastructure, as well as the required funding to enhance and increase the Township's financial ability to respond to economic, climate, environmental and technological changes, as well as the changing needs of our population.

The draft budget was presented to Council on January 15, 2024, and was referred to Finance and Budget Committee for detailed review, amendment, and recommendations to Council.

Following a detailed financial review the Finance and Budget Committee, the 2024 budget was developed primarily to address key financial issues while aiming to improve services, increase capacity, and ensure adequate resources to meet the daily and future requirements of operating a high-quality municipal corporation.

With this 2024 Budget, the Township of Wilmot's residential tax rate will increase 10.8%, adding approximately \$123 per year to the average assessed home's property tax bill, or \$10 per month. It is important to look at the actual impact on taxpayers. When combined with the approved regional tax increase, and the education taxes, the combined impact to the average residential home is 8.32% increase in the total tax billing.

The key elements driving the tax increases have been grouped as follows:

- Basic inflationary pressure of CPI at 3.1% (June to June – Toronto). Inflationary increases are needed to maintain the integrity of expenditure budgets and service delivery capacity.
- Annual 2.8% levy increase dedicated to increasing transfers to capital reserves for aging and new infrastructure.
- New facility on Neville Street: During 2023, the budget included a provision for rental income from the Neville Street property while awaiting evaluation for Township occupancy. In 2024, that revenue provision has been reduced to reflect only a portion of the year as the Town will occupy this property beginning mid-year. New operating and occupancy costs arise due to the Township's need to expand into this facility. The conversion to Township uses results in a new net budget pressure of \$87,900 or 0.8% tax increase.
- The Township budgets for most staffing and other costs within the operating budget. Some costs, such as insurance, administrative management, IT services and other items, are allocated to the independent budgets of Building Services, Cemetery Operations and Water/Wastewater operations. These interdepartmental charges were reviewed in 2023 for the 2024 budget. For 2024, the cross-charges for Cemetery and Buildings were corrected resulting in a 1.0% tax rate increase. Additional corrections related to water and wastewater charges have been deferred to the 2025 budgets.
- Reflecting an industry-wide trend, the Township's insurance and health and dental benefits increased by more than 3.1% due to inflation. These increases result in an additional 1.0% tax increase.

- During the 2023 budget, levy-funded debt was approved to fund capital projects. The debt payments required will need to be added to the 2024 budget, resulting in an additional 0.8% tax rate increase.
- The last tax pressure of significance for 2024 is an expected reduction in operational grant funding from the Province of Ontario, resulting in a 0.7% tax increase.
- Minor other budget amendments by Committee have resulted in very minor net increase to the budget.

When combined, these noted items are the key driving forces behind the recommended 10.8% tax rate increase.

The 3.1% inflationary adjustment was distributed to all departments based on their controllable expenses. The 3.1% on all staffing costs was centralized to the Corporate Accounts Section in the Draft budget. In December 2023, Council approved a comprehensive adjustment to staff compensation arising from a thorough internal pay equity review and market competitiveness review. The outcome of the package fits within the provision in Corporate Accounts. The allocation of these to each department, based on each position, has now been reflected in the final budget.

### Water and Wastewater Operational Budgets

The Township of Wilmot purchases treated water and treatment of sanitary sewer flows from the Region of Waterloo, while we are responsible for local distribution and collection systems, billing, and account administration. The Township uses a two-rate structure for cost recovery: a volumetric charge, which principally passes through the Region of Waterloo charges to the consumer, while a fixed charge recovers the operational costs of maintaining the local systems in good and safe operating condition, repairs, and capital reserve fund provisions for the replacement of failing infrastructure.

The volumetric rates for water and wastewater services are proposed to increase by 3.5% and 4.0%, respectively, while the fixed charges for smaller meter services will increase by \$11 and \$14 per year, respectively. Combined, the average bi-monthly billing will increase from \$85.34 to \$93.09 for water, and from \$192.06 to \$211.09 for those on water and sewer services.

The principal drivers of these increases are Region of Waterloo wholesale rate increases, as core inflationary pressures on the Township operational costs. The Region is passing on to the Township inflationary pressures on operational costs, and increased processing costs.



## Capital Projects Budget

The Township's overall ten-year planned capital expenditure budget has increased by 25% to \$193 million from \$156 million. The Township delayed capital projects where possible to protect capital funding needed to facilitate community growth, or to maintain reliable service delivery and community safety. Additional reductions of proposed projects were made by Committee during reviews. As a result, the 2024 capital budget is 44% lower than shown in the ten-year outlook in 2023, with the 2025 forecast being 23% lower than last year's forecast.

The recommended \$12.6 million capital plan for 2024 includes:

- Repair and Replacement type projects totalling \$5.1 million
- Growth and New type projects totalling \$7.1 million
- Studies and Other Initiatives of \$450,000.

Attached to this report is the complete final 2024 Operating, Utilities and Capital budgets package.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The 2024 operating, utility and capital budget moves forward on the strategic initiatives and priorities of the approved Strategic Plan. The progress in some areas is slower due to financial constraints.

### FINANCIAL CONSIDERATIONS:

The annual budget is herein presented to Council for adoption. A summary of budget amendments made by Finance and Budget Committee to the draft budget originally presented is summarized in Attachment A with the detailed Budget package in Attachment B.

### ATTACHMENTS:

- A. 2024 Summary of Finance & Budget Committee Amendments
- B. 2024 Draft Operating Budget and Capital Budgets Package

**Township of Wilmot**  
**2024 Final Operating and Capital Budget**

**Report COR-2024-14**  
**Attachment A**

**Summary of Committee Review Amendments: Operating Budget**

<b>Draft Budget January 15: Total Tax Levy</b>	<b>\$ 12,184,929</b>
Remove increase in Council Honourariums	(15,000)
Add Additional Newsletters and Mailings	15,000
Remove Additional Newsletters and Mailings	(15,000)
Add Discretionary Funding for CAO/Council	25,000
Convert Fire Prevention/Public Education position to FT from PT	53,000
Remove Lock-out training and hazard assessment	(13,500)
Add part year rent for Neville St property	(36,400)
Reduce unneeded PT Bylaw Enforcement provision	(25,000)
Reduce memberships Corporate Services	(1,120)
Correct overstated revenue - Corporate Services	41,300
Reduce bridge and culvert maintenance	(20,000)
Add Council liason support position	125,000
Delete Communications Specialist position	(100,000)
Add contract support for communications and website	25,000
 Add 2 FT in-house Engineering Design and Contract Management postions	 0
Funded neutrally from revenues, and project budgets	
 Add FT in-house water staff to manage Knipfel water system project	 0
Funded neutrally from revenues and project budgets, and future Local Improvement	
 Add PT support for minor traffic calming and road structure reviews	 0
Funded neutrally from existing PT funds in Water/Sewer budgets	
<b>Final Budget March 4: Total Tax Levy</b>	<b><u>\$ 12,243,209</u></b>

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NO. 2024-13**

**BEING A BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.**

**WHEREAS** The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

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

1. Notwithstanding the provisions of By-law 83-38, as amended, on the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this By-law, a bunkhouse shall be permitted subject to the following:
  - a) For the purposes of this section, a bunkhouse shall be defined as a building or part of a building used for the temporary accommodation of seasonal farm workers provided such accommodation does not serve as the principal place of residence of an occupant and the bunkhouse is located on the farm on which the seasonal workers are employed.
  - b) The bunkhouse shall be limited to a maximum of three dwelling units, provide accommodation for a maximum of 18 farm workers, have a maximum height of one-storey, a maximum floor area of 241.5m<sup>2</sup>, and be located within the "Residential Accommodation Area" identified on Schedule "B".
  
2. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this By-law, shall be subject to the following regulations:
  - a) An additional dwelling unit (detached) may located closer to the street line than the residential building to which it is accessory
  - b) An additional dwelling unit (detached) shall be permitted to be 2-stories and shall have a maximum lot coverage of 134.5m<sup>2</sup>
  - c) Any dwelling units shall be located within the "Residential Accommodation Area" identified on Schedule "B".
  - d) Dwelling units shall be limited to:
    - i) one residential building – single detached that may include an additional dwelling unit (attached)
    - ii) one additional dwelling unit (detached) accessory to a residential building – single detached
    - iii) one bunkhouse

3. Notwithstanding the provisions of By-law 83-38, as amended the following shall be added as Section 22.311:

Notwithstanding any other provisions of this By-law, on the lands described as Part of Lot 3, Concession 1, Block B, and identified on the map forming paragraph 22.311, a bunkhouse shall be permitted subject to the following:

- a) For the purposes of this section, a bunkhouse shall be defined as a building or part of a building used for the temporary accommodation of seasonal farm workers provided such accommodation does not serve as the principal place of residence of an occupant and the bunkhouse is located on the farm on which the seasonal workers are employed.
- b) The bunkhouse shall be limited to a maximum of three dwelling units, provide accommodation for a maximum of 18 farm workers, have a maximum height of one-storey, a maximum floor area of 241.5m<sup>2</sup>, and be located within the "Residential Accommodation Area" identified on the map forming paragraph 22.311.

Notwithstanding any other provisions of this By-law, the lands described as Part of Lot 3, Concession 1, Block B, and identified on the map forming paragraph 22.311, a bunkhouse shall be permitted subject to the following:

- a) An additional dwelling unit (detached) may located closer to the street line than the residential building to which it is accessory.
  - b) An additional dwelling unit (detached) shall be permitted to be 2-stories and shall have a maximum lot coverage of 134.5m<sup>2</sup>.
  - c) Any dwelling units shall be located within the "Residential Accommodation Area" identified on the map forming paragraph 22.311.
  - d) Dwelling units shall be limited to:
    - iv) one residential building – single detached that may include an additional dwelling unit (attached)
    - v) one additional dwelling unit (detached) accessory to a residential building – single detached
    - vi) one bunkhouse
4. Notwithstanding the provisions of By-law 83-38, as amended, the Key Plan to By-law 83-38 shall be amended as necessary to identify Section 22.311 on the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
  5. Notwithstanding the provisions of By-law 83-38, as amended, a new map forming paragraph 22.311 shall be added to By-law 83-38 to identify the associated zoning of the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
  6. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
  7. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

**READ** a first and second time on the 4<sup>th</sup> day of March, 2024.

**READ** a third time and finally passed in Open Council on the 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**SCHEDULE "A"**

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 3, Concession 1, Block B, in the said Township of Wilmot.

This is Schedule “A” to By-law No. **2024-13**

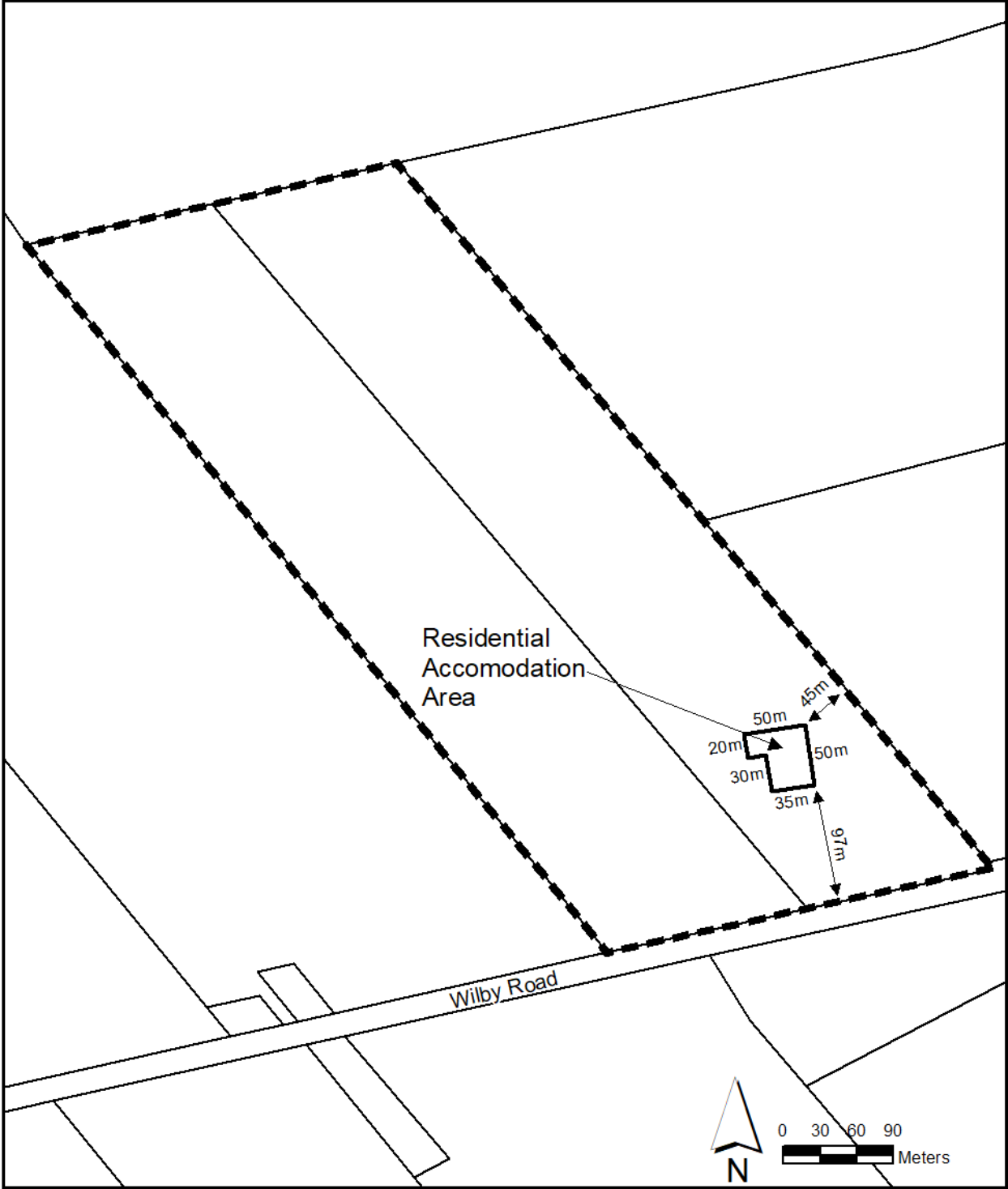
**PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**SCHEDULE "B"**  
PART OF LOT 3  
CONCESSION 1, BLOCK B  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



This is Schedule “B” to By-law No. **2024-13**

**PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NO. 2024-14**

**BEING A BY-LAW TO FURTHER AMEND BY-LAW NO. 83-38 OF THE TOWNSHIP OF WILMOT BEING A ZONING BY-LAW FOR THE SAID TOWNSHIP OF WILMOT.**

**WHEREAS** The Corporation of the Township of Wilmot deems it desirable to further amend By-law No. 83-38, being a Zoning By-law for the said Township of Wilmot.

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

1. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule “A” and illustrated on Schedule “B” attached to and forming part of this By-law, are hereby removed from Zone 1 (Agricultural) and placed within Zone 1 (Agricultural) and Zone 11 (Open Space).
2. Notwithstanding the provisions of By-law 83-38, as amended, on the lands described on Schedule “A” and identified as Zone 1 and as “Parcel 1”, “Parcel 2”, and “Parcel 3” on Schedule “B” attached to and forming part of this By-law, the following shall apply:
  - a) The minimum lot area and lot frontage for Parcel 1 shall be 5.6ha and 88m respectively.
  - b) The minimum lot area and lot frontage for Parcel 2 shall be 1.2ha and 135m respectively.
  - c) The minimum lot area and lot frontage for Parcel 3 shall be 4.9ha and 140m respectively.
3. Notwithstanding the provisions of By-law 83-38, as amended, on the lands described on Schedule “A” and identified as Zone 11 on Schedule “B” attached to and forming part of this By-law, no buildings or structures shall be permitted and uses shall be limited to the following:
  - a) Wildlife Sanctuary
  - b) Farming, but not including the raising or maintaining of livestock, fur farming, fish farming, or greenhouse farming, within Agricultural Use Areas illustrated within a conservation easement in favour of the Township, GRCA, or Region
  - c) Uses set out in a conservation easement in favour of the Township, GRCA, or Region, provided such uses are not less restrictive than those uses set out in the zoning



4. Notwithstanding the provisions of By-law 83-38, as amended the following shall be added as Section 22.309.

Notwithstanding any other provisions of this By-law, the lands described as Part of Lots 1 and 2, Concession 2, Block B, and identified as Zone 1 and as "Parcel 1", "Parcel 2", and "Parcel 3" on the map forming paragraph 22.309, shall be subject to the following regulations:

- a) The minimum lot area and lot frontage for Parcel 1 shall be 5.6ha and 88m respectively.
- b) The minimum lot area and lot frontage for Parcel 2 shall be 1.2ha and 135m respectively.
- c) The minimum lot area and lot frontage for Parcel 3 shall be 4.9ha and 140m respectively.

Notwithstanding any other provisions of this By-law, on the lands described as Part of Lots 1 and 2, Concession 2, Block B, and identified as Zone 11 on the map forming paragraph 22.309, no buildings or structures shall be permitted and uses shall be limited to the following:

- a) Wildlife Sanctuary
- b) Farming, but not including the raising or maintaining of livestock, fur farming, fish farming, or greenhouse farming, within Agricultural Use Areas illustrated within a conservation easement in favour of the Township, GRCA, or Region.
- c) Uses set out in a conservation easement in favour of the Township, GRCA, or Region, provided such uses are not less restrictive than those uses set out in this section.

5. Notwithstanding the provisions of By-law 83-38, as amended, the Key Plan to By-law 83-38 shall be amended as necessary to identify Section 22.309 on the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
6. Notwithstanding the provisions of By-law 83-38, as amended, a new map forming paragraph 22.309 shall be added to By-law 83-38 to identify the associated zoning of the lands described on Schedule 'A' and illustrated on Schedule "B" attached to and forming part of this By-law.
7. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
8. This by-law shall come into effect upon the final approval of Township Official Plan Amendment Number 12 by the Council of The Regional Municipality of Waterloo subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

**READ** a first and second time on the 4<sup>th</sup> day of March, 2024.

**READ** a third time and finally passed in Open Council on the 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**SCHEDULE "A"**

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lots 1 and 2, Concession 2, Block B, in the said Township of Wilmot.

This is Schedule “A” to By-law No. **2024-14**

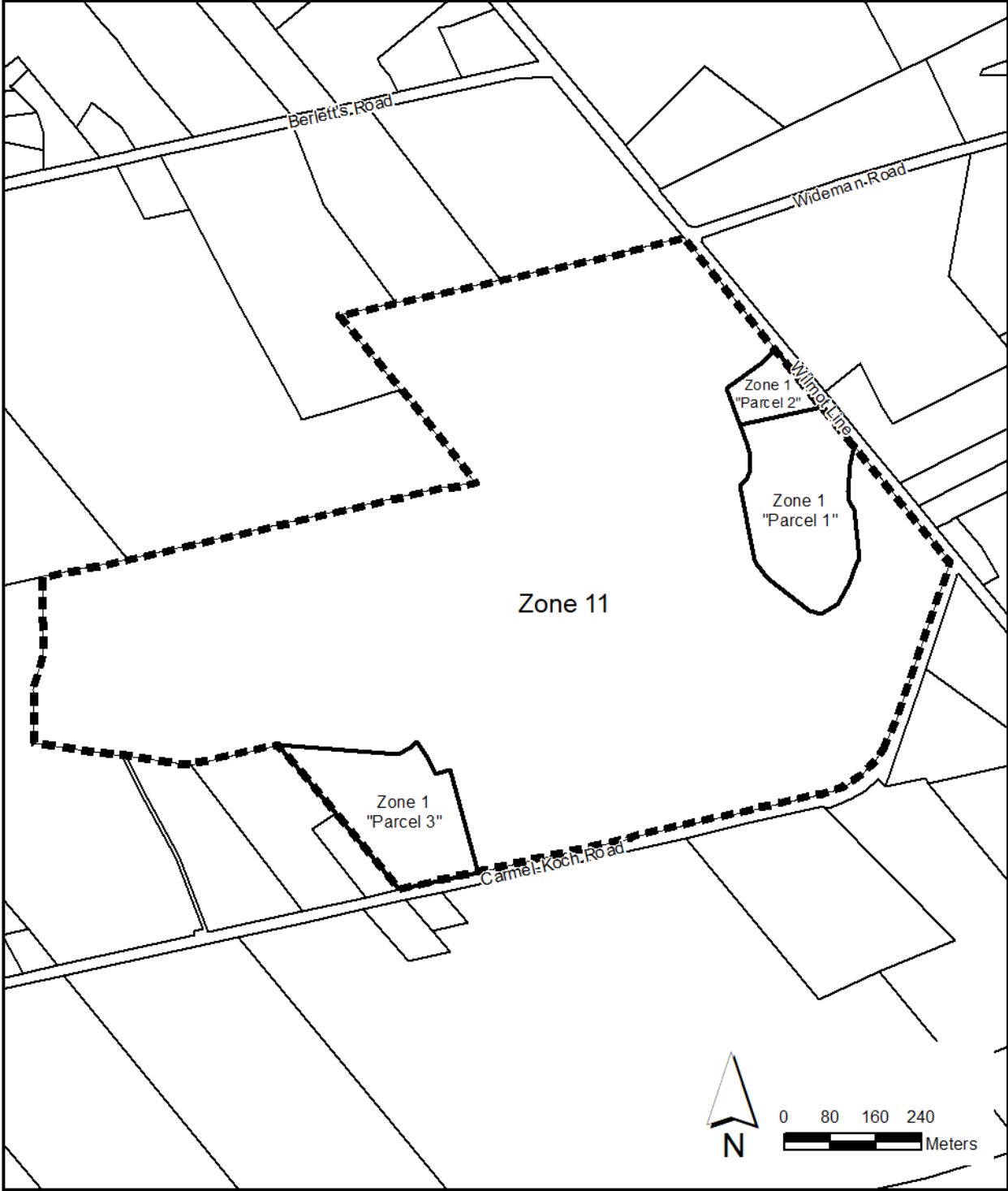
**PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**SCHEDULE "B"**  
PART OF LOTS 1 AND 2  
CONCESSION 2, BLOCK B  
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



This is Schedule “B” to By-law No. **2024-14**

**PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**BY-LAW NO. 2024-15**

**BEING A BY-LAW OF THE TOWNSHIP OF WILMOT TO ADOPT AMENDMENT NO. 12 TO THE TOWNSHIP OF WILMOT OFFICIAL PLAN.**

**WHEREAS** Section 17 and 21 of the Planning Act, R.S.O. 1990, as amended, empowers the Township of Wilmot to adopt an Official Plan and to make Amendments thereto.

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

1. That Amendment No. 12 to the Township of Wilmot Official Plan, consisting of the explanatory text and schedules, is hereby adopted.
2. That the Mayor and Clerk are hereby directed to execute the said Amendment No. 12 to the Township of Wilmot Official Plan on behalf of the Corporation and to affix thereto the Corporate Seal.
3. That the Clerk, is hereby authorized and directed to make application to the Council of the Regional Municipality of Waterloo for approval of Amendment No. 12 to the Township of Wilmot Official Plan.
4. That this By-law shall come into force and effect on the day of the final passing thereof.

**ENACTED** and **PASSED** this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
**BY-LAW NO. 2024-16**  
**TO CONFIRM THE PROCEEDINGS OF COUNCIL**  
**AT ITS MEETING HELD ON MARCH 4, 2024**

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

1. The actions of the Council at its meeting held on March 4, 2024, 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 their 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 their absence the presiding officer, and the Clerk, or in their 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 4<sup>th</sup> day of March, 2024.

**READ** a third time and finally passed in open Council this 4<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**