

Council Meeting Revised Agenda

Council Meeting

Monday, July 29, 2024

5:30 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 Division. 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 July 29, 2024 be called to order at 5:30 p.m.

2. CLOSED SESSION

RECOMMENDATION

THAT a Closed Meeting of Council be held on July 29, 2024, at 5:30 p.m. at the Wilmot Administrative Complex, in accordance with Section 239 (2) (b) the Municipal Act, 2001, to consider the following:

- CAO Performance Appraisal Process - Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees; and
- Working Relationships - Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.

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 H. Sidhu

5. ADDITIONS TO THE AGENDA

We have the following additions to the agenda:

- Item 9.1 - Delegations regarding Item 12.1
 - Kevin Thomason
 - Mark Reusser on behalf of the Waterloo Federation of Agriculture

6. ADOPTION OF THE AGENDA

RECOMMENDATION

THAT the Agenda as presented for July 29, 2024 be adopted.

7. DISCLOSURE OF PECUNIARY 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

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RECOMMENDATION

THAT the Minutes of the June 24, 2024 Regular Council Meeting and July 17, 2024 Special Council Meeting be adopted as presented.

9. 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 12:00 p.m. on July 29, 2024, in order to participate electronically.

***9.1 Item 12.1 - COR-2024-36 - Procedural By-law Amendment Relating to Delegations**

*9.1.1 Kevin Thomason

*9.1.2 Mark Reusser on behalf of the Waterloo Federation of Agriculture

10. CORRESPONDENCE

10.1 Correspondence from AMO and OMA Regarding Joint Health Resolution Campaign

33

36

| | | |
|------|---|----|
| 10.2 | Correspondence from AMO Regarding Advocacy on Homelessness Encampments | |
| 10.3 | Correspondence from CN Regarding Rail Safety Week Proclamation | 37 |
| 10.4 | Correspondence from Dorothy Wilson Regarding the Wilmot Land Assembly Project | 38 |
| 11. | CONSENT AGENDA | |
| | RECOMMENDATION | |
| | THAT Consent Agenda Items 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7 and 11.8 be approved. | |
| 11.1 | IS-2024-19 - Award of Contract – Request for Proposal for Structure Rehabilitation & Replacement of Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road) | 40 |
| | RECOMMENDATION | |
| | THAT Council award RFP2024-11, Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road) to GEI Consultants Canada Limited of Guelph, Ontario as per their proposal submission on July 4, 2024, in the amount of \$125,320.00 plus HST; and further, | |
| | THAT Staff be directed to execute the Consulting Engineering Agreement documents with GEI Consultants Canada Limited to proceed with the scope of services and tasks contained in the proposal document. | |
| 11.2 | IS-2024-20 - Bridge #34/B-T9, Bridge Street - Emergency Slope Repair | 45 |
| | RECOMMENDATION | |
| | THAT Report No. IS-2024-20, Bridge #34/B-T9, Bridge Street – Emergency Slope Repair be received for information. | |
| 11.3 | IS-2024-21 - Annual Hot Mix Asphalt Program – Award of Contract | 49 |
| | RECOMMENDATION | |
| | THAT RFT 2024-21 be awarded to Steed and Evans Limited of St. Jacob’s, Ontario for the Annual Hot Mix Asphalt Program, as per their bid submission dated July 18, 2024, in the amount of \$ 205,821.00, plus HST. | |
| 11.4 | IS-2024-23 - Punkeydoodles Oxford Road 5 Project Update | 53 |
| | RECOMMENDATION | |
| | THAT the report Punkeydoodles Oxford Road 5 Project Update Report IS-2024-23 is received for information; and further, | |
| | THAT Council approves a project funding increase to \$200,000 for capital account 02-3000-0401, to be funded from Infrastructure Renewal Reserve Fund (#6125). | |
| 11.5 | IS-2024-24 - Extension of Contract for Engineering Consulting Services – Boullee Street SWM Facility Retrofit | 59 |

RECOMMENDATION

THAT Council receive Report IS-2024-24 Extension of Contract for Engineering Consulting Services – Bouleee Street SWM Facility Retrofit for information.

- 11.6 **COR-2024-35 - Petition for Drainage Works by Owners- Kevin and Tracey Erb** 64

RECOMMENDATION

THAT the Petition for Drainage Works by Owners Kevin and Tracey Erb be accepted; and further,

THAT K. Smart Associates Limited be appointed as the engineer firm to prepare a report with instruction as per Section 8(4) of the Drainage Act to include the Erb petition in the Section 78 report for the Nicklas Drain.

- 11.7 **COR-2024-37 - Petition for Drainage Works by Owners- JJZ Developments Inc.** 68

RECOMMENDATION

THAT the Petition for Drainage Works by Owners JJZ Developments Inc. be accepted; and further,

THAT the Clerk be directed to prepare and circulate a Notice of Decision to be sent to the prescribed persons under Section 5(1) (b) of the Drainage Act, 1990.

- 11.8 **CS-2024-17 - Operations at Parks and Fire Administration Building 30 Neville Street** 71

RECOMMENDATION

THAT Report CS-2024-17 Operations at Parks and Fire Administration Building 30 Neville Street be received for information.

12. REPORTS

- 12.1 **COR-2024-36 - Procedural By-law Amendment Relating to Delegations** 80

RECOMMENDATION

THAT Report COR-2024-36 be received as information; and further,

THAT the Clerk be directed to bring forward a By-law on the August 26, 2024 Regular Council Agenda to implement the changes outlined in this Report.

13. ANNOUNCEMENTS**14. BUSINESS ARISING FROM CLOSED SESSION**

15. **CONFIRMATORY BY-LAW** 132

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.

16. ADJOURNMENT

RECOMMENDATION

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

Council Meeting Minutes

Council Meeting

Date: June 24, 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
Director of Community Services, C. Catania
Director of Corporate Services/CFO, G. Clark
Director of Infrastructure Services, J. Molenhuis
Director of Development Services, H. O'Krafka
Manager of Legislative Services / Municipal Clerk, J. Bunn
Manager of Communications and Strategic Initiatives, D. Kell
Manager of Planning and Economic Development, A. Martin
Supervisor of Legislative Services / Deputy Clerk, K. Bos
Desktop Support Technician, R. Ubhi

1. CALL TO ORDER

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Cressman

THAT the Regular Council Meeting held on June 24, 2024 be called to order at 7:00 p.m.

Motion Carried Unanimously

2. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor S. Cressman read the Territorial Land Acknowledgment.

3. ADDITIONS TO THE AGENDA

Item 7.1 - Delegation regarding Item 10.1 DS-2024-08 - Draft Plan of Subdivision Application 30T-22601 and Zone Change Application 05/22, Wilmot Woods Developments Inc.

Item 8.1 - Correspondence Regarding a Petition for a Walkway in Mannheim

Item 8.2 - Correspondence Regarding Call for Support for the 2025 U18 OHF Championship Coming to Wilmot

4. ADOPTION OF THE AGENDA

Moved by: Councillor S. Cressman

Seconded by: Councillor S. Martin

THAT the Agenda for June 24, 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.

6. MINUTES OF PREVIOUS MEETINGS

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Cressman

THAT the Minutes of the June 10, 2024 Regular Council Meeting and June 18, 2024 Special Council Meeting be adopted as presented.

Motion Carried Unanimously

7. DELEGATIONS

7.1 Item 12.1 - DS-2024-08 - Draft Plan of Subdivision Application 30T-22601 and Zone Change Application 05/22, Wilmot Woods Developments Inc.

7.1.1 Dave Aston, Paul Grespan, and Rachel Wolff representing MHBC

8. CORRESPONDENCE

Councillor H. Sidhu pulled Item 8.2 Correspondence Regarding Call for Support for the 2025 U18 OHF Championship Coming to Wilmot.

A motion was brought forward by Councillor H. Sidhu, seconded by Councillor S. Cressman THAT Council waive notice to consider a motion regarding Correspondence Regarding Call for Support for the 2025 U18 OHF Championship Coming to Wilmot. The motion carried unanimously.

A motion was brought forward by Councillor H. Sidhu, seconded by Councillor S. Cressman THAT Council endorses the organizing committee's bid to host the 2025 U18 Ontario Hockey Federation (OHF) Championships on April 18-20, 2025 in the Township of Wilmot; and THAT Staff be directed to send a letter to the organizing committee regarding their endorsement of this event. The motion carried unanimously.

Councillor S. Cressman pulled Item 8.1 Correspondence Regarding a Petition for a Walkway in Mannheim.

Council asked and received answers from staff regarding the following:

- Timeline for the Municipal Class Environmental Assessment for Mannheim Road.

A motion was brought forward by Councillor S. Cressman, seconded by Councillor K. Wilkinson THAT Council waive notice to consider a motion regarding Correspondence Regarding a Petition for a Walkway in Mannheim. The motion carried unanimously.

A motion was brought forward by Councillor S. Cressman, seconded by Councillor K. Wilkinson THAT Council direct Staff to report back during the 2025 Budget process on the cost of including the Municipal EA for Mannheim Road. The motion carried unanimously.

8.1 Correspondence Regarding a Petition for a Walkway in Mannheim

8.2 Correspondence Regarding Call for Support for the 2025 U18 OHF Championship Coming to Wilmot

9. **CONSENT AGENDA**

Councillor S. Martin pulled Item 9.1 DS-2024-09 - Bill 165, Keeping Energy Costs Down Act, 2024 -An Act to amend the Ontario Energy Board Act, 1998.

Councillor S. Cressman pulled Item 9.2 COR-2024-32 - Funding Agreement for the Renewed Canada Community-Building Fund, 2024-2034.

Moved by: Councillor S. Cressman

Seconded by: Councillor L. Dunstall

THAT Consent Agenda Items 9.1, 9.2, and 9.3 be approved.

Motion Carried Unanimously

9.1 DS-2024-09 - Bill 165, Keeping Energy Costs Down Act, 2024 -An Act to amend the Ontario Energy Board Act, 1998

THAT Report DS-2024-09 be received for information.

9.2 COR-2024-32 - Funding Agreement for the Renewed Canada Community-Building Fund, 2024-2034

THAT Report 2024-32 regarding Funding Agreement for the Renewed Canada Community-Building Fund, 2024-2034, be received; and further,

THAT staff be directed to bring forward for Council consideration a by-law authorizing the Mayor and Clerk to enter into a municipal funding agreement on the Canada Community-Building Fund with The Association of Municipalities of Ontario (AMO) for a 10-year term from 2024-2034.

9.3 COR-2024-33 - Server Upgrade Award

THAT Report COR-2024-33 be accepted for information.

10. REPORTS

10.1 DS-2024-08 - Draft Plan of Subdivision Application 30T-22601 and Zone Change Application 05/22, Wilmot Woods Developments Inc.

Manager of Planning and Economic Development, A. Martin presented the report.

Council asked and received answers from staff regarding the following:

- The inclusion of raised intersections, traffic calming measures and sidewalks in the plan of subdivision;
- Development Charges;
- Proposed mixed housing units and the inclusion of affordable units;
- The condition for acoustic barriers along the Canadian National Railway and maintenance;
- Location in proximity to Nafziger Road;

- Waterloo Street and the potential for turning lanes;
- The ROPA 6 designation of Employment Lands east of the subdivision;
- The standards for the roundabout included in the plans;
- The Township's Official Plan definition of affordable housing units;
- Changes to the Development Charges Act for affordable housing units; and
- The cost and responsibility of the construction of the trails.

Delegates D. Ashton, P. Grespan and R. Wolff spoke to Staff Report DS-2024-08 - Draft Plan of Subdivision Application 30T-22601 and Zone Change Application 05/22, Wilmot Woods Developments Inc.

Council asked and received a response from the delegate on the following:

- The location of the Park in Stage 1; and
- The integration of smaller square footage single detached townhomes.

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Martin

THAT Council recommend to the Region of Waterloo the following conditions of draft approval for Draft Plan of Proposed Subdivision 30T-22601:

1. That this approval applies to plan of subdivision 30T-22601 by MHBC Planning Ltd., with a revision date of May 6, 2024, which shows a total of 36 residential blocks (consisting of between 328 and 489 townhome and single detached units), 3 multiple residential blocks (consisting of between 194 and 254 stacked townhome or apartment units), 1 park block, 4 walkway/trail blocks, 4 open space blocks, 3 stormwater/servicing blocks, 1 future development block, 1 road widening block, 8 reserve blocks (0.3m), and 10 streets proposed to be developed in 4 stages.
2. That the following shall be conveyed to the Township of Wilmot for the purposes stated therein, at no cost and free and clear of all encumbrances:

- a. Stage 1, Block 20 for park purposes.
 - b. Stage 1, Blocks 21-24 for open space purposes.
 - c. Stage 1, Blocks 25-26 for stormwater management purposes.
 - d. Stage 1, Block 27 for a servicing corridor.
 - e. Stage 1, Block 28 for a walkway.
 - f. Stage 1, Blocks 29-30 for trail purposes.
 - g. Stage 1, Blocks 32-39 for 0.3m reserves.
 - h. Stage 1, Street One, Street Two, Street Three, Street Four, Street Eight, and Ingold Avenue as municipal roads.
 - i. Stage 2, Street Six and Street Seven as municipal roads.
 - j. Stage 3, Block 8 for a walkway.
 - k. Stage 3, Street One and Street Five as municipal roads.
 - l. Stage 4, Street Nine and Street Ten as municipal roads.
3. That the Subdivider shall enter into a subdivision agreement with the Township which will cover all planning and engineering aspects of the development and identify in detail applicable Township standards and specifications relative to municipal services. The agreement will further address all requirements, financial and otherwise of the Township of Wilmot concerning the provision of roads and the installation of services, facilities and drainage, landscaping, the payment of fees and provision of financial securities and deposits to ensure the proper and orderly completion of the development.
 4. That prior to undertaking detailed engineering design for the subdivision, the Subdivider shall provide design guidelines to the satisfaction of the Township, addressing at minimum the following:
 - a. That, wherever possible, driveways to be paired to allow greater opportunities for on-street parking.
 - b. Promote a detailed design strategy that minimizes the need for swales/drainage features on one side of a dwelling in an effort to allow unobstructed side entrances and pathways to the rear of the property. This may include consideration of pairing drainage swales on one side of the dwelling.

- c. Stipulate that mechanical equipment (air conditioner, heat pumps etc.) be provided at the rear of the dwelling or within the same side as paired drainage solutions identified in item (b).
 - d. Facilitate design solutions that eliminates the need for acoustic barriers.
 - e. Design the subdivision to eliminate the need for retaining walls whenever feasible.
 - f. Design multiple blocks such that front entrances face the municipal street and that back lotting be avoided.
 - g. Include traffic calming measures on municipal streets such as raised intersections and trail crossings, boulevard bump outs within parking lanes to intermittently narrow the street etc.
5. That no grading or site alteration shall occur until such time as the subdivision agreement has been registered, and all approvals (municipal or otherwise) have been granted related to said grading or site alteration to the satisfaction of the Township. For further clarity, area grading will not be permitted through a separate agreement.
6. That prior to any grading or construction on site and prior to registration of the plan, the owners or their agents submit the following plans and reports to the satisfaction of the Grand River Conservation Authority, the Region of Waterloo and the Township of Wilmot:
- a. A detailed storm water management report in accordance with the 2003 Ministry of the Environment Report entitled "Stormwater Management Planning and Design Manual";
 - b. A detailed Lot Grading, Servicing and Storm Drainage Plan;
 - c. An Erosion and Siltation Control Plan in accordance with the Grand River Conservation Authority's Guidelines for sediment and erosion control, indicating the means whereby erosion will be minimized and silt maintained on-site throughout all phases of grading and construction; and,
 - d. The submission and approval of a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit from the GRCA prior to grading in a regulated area

and/or construction of the Stormwater Management outlet in a regulated area.

7. That the Subdivider agrees to complete and maintain the works in accordance with the approved plans and reports noted in Condition 6, above.
8. That, prior to final approval, the Subdivider shall submit a lot grading and drainage plan for the approval of the Township, the Region and the GRCA. The lot grading plan shall incorporate a minimum requirement of 15cm of topsoil in all blocks and boulevards.
9. That prior to registration of Stage 1 the Subdivider shall confirm that a legal outlet for post-development stormwater flows has been secured to the satisfaction of the Township.
10. That subdivision agreement shall contain a condition(s) whereby the Subdivider shall be responsible for the preparation of new assessment schedules for municipal drains affected by the subdivision lands.
11. That prior to registration of Stage 1 the Subdivider shall confirm that a legal outlet for sanitary sewer flows has been secured to the satisfaction of the Township.
12. The Subdivider agrees to obtain and comply with all necessary Provincial, Regional, Township, and GRCA approvals with respect to sanitary sewer, watermain, and stormwater management works.
13. That the Subdivider shall provide a master utility locate plan for hydro (including street lights) and all other utilities prior to final approval of the detailed engineering. The Subdivider's engineer is responsible to review the utility submission to ensure there are no conflicts with sewer, watermains, driveways, sidewalks, multi-use trails, boulevard trees, and signage. At such time as the Subdivider's engineer has reviewed the utility drawings a clearance letter is to be provided to the Township for each utility.
14. That prior to registration, the Subdivider shall make satisfactory arrangements with Enova Power Corp for the provision of permanent electrical services to the plan, with all electrical servicing within the plan be underground unless deemed not

feasible by Enova, and that wood poles will not be utilized within the plan.

15. The Subdivider further agrees that should permanent installations be impractical at the time, to pay all costs incurred through the provision of temporary electrical services and the removal of such services when permanent installations are possible.
16. That street lighting shall be provided at the owner's expense in accordance with the standards and specifications of the Township of Wilmot, the Region of Waterloo and Enova Power Corp.
17. That prior to or concurrent with the registration of any Stage the Subdivider shall grant any easements required for utility or municipal servicing purposes.
18. That a maximum of one vehicular access be provided from each of Blocks 4 and 18 (Stage 1) to Street 2, subject to any need for an emergency access that is not a primary entrance.
19. That no vehicular access be provided from Blocks 1-5 (Stage 2) to Street 2.
20. That the Subdivider shall submit a park plan and landscaping plan prepared by a qualified landscape architect for the park block, and open space blocks, trail blocks, and stormwater management blocks to the satisfaction of the Township. The approved landscaping plan shall set out the location of all pathways and sidewalks, the ground cover for each block, lighting, plantings, and fencing/bollard requirements and shall form a part of the subdivision agreement between the Township and the Subdivider.
21. That a qualified landscape architect shall provide a document outlining the landscaping specifications, along with tree species, planting locations, and maintenance requirements for all trees planted within boulevards and lands to be conveyed to the Township. This document shall be prepared in consultation with Appendix C of the Township Tree Canopy Policy Framework 2023 and to the satisfaction of the Township.
22. That the Subdivider shall landscape the blocks and boulevards as required by Conditions 20 and 21 in accordance with the approved plans and documents for each phase.

23. That the Subdivider agrees to construct, in accordance with the approved plans and within the timeframe and financing schedule outlined below, the park, open space, walkway and trail blocks, and all trails within and abutting the subdivision, as set out in the approved plans to the satisfaction of the Township.

- a. Grading, topsoiling and seeding shall be completed prior to occupancy of the first unit within the stage within which the park, open space, walkway or trail blocks are located or in the event of winter conditions by June 1st immediately following the issuance of the first occupancy permit.
- b. Construction of the park and trails within the park, open space, walkway, and trail blocks shall be completed within one year of registration or servicing the stage within which such blocks are located, whichever occurs first.
- c. The applicable construction costs of the park and trails such as grading, topsoiling, seeding, sodding, installation of playground equipment, landscaping, servicing, signage and furnishings in accordance with the approved plans shall be paid for by the Subdivider.
- d. The applicable supply and construction costs of playground equipment, landscaping, and furnishings relating to the park block shall be reimbursed to the Subdivider and the repayment method, which may include development charge credits, shall be set out in the subdivision agreement.

24. That further to Condition 23:

- a. The Subdivider, at their cost, shall construct an asphalt 3.0m multi-use trail (MUT) through Blocks 29 and 30 (Stage 1).
- b. The Subdivider, at their cost, shall construct an asphalt 3.0m MUT through Blocks 20 and Block 21 (Stage 1) linking the MUT on Street 2 to the trail along the south side of the Ivan Gingerich Drain.
- c. The Subdivider, at their cost, shall construct an asphalt trail with a minimum width of 2.4m within Block 28 (Stage 1) and Block 8 (Stage 3).
- d. The Subdivider shall construct an asphalt or compacted stone dust trail with a minimum width of 2.4m:

- i. within Block 24 (Stage 1) connecting Ingold Avenue to Block 27 (Stage 1) at their cost, and
 - ii. from the trail within Block 24 (Stage 1) to connect to the existing trail within the Township owned woodlot to the west of Block 24 to be reimbursed to the Subdivider with the repayment method, which may include development charge credits, to be set out in the subdivision agreement.
25. That the Subdivider shall construct the stormwater management blocks including municipal trails within the stormwater management blocks and service corridor block, in accordance with the approved plans prior to registration of Stage 1. When trails within stormwater management blocks or service the corridor block serve a combined function for maintenance access, the trails shall be constructed to the standard required for maintenance access or to the width specified below, whichever is greater.
 - a. Within Block 26 (Stage 1), trails shall include a surface treatment of compacted stone dust or asphalt and a minimum width of 2.4m.
 - b. Within Blocks 25 and 27 (Stage 1), the extension of the MUT from Street 2 to Block 29 (Stage 1) shall be asphalt and a minimum width of 3.0m.
26. That the Subdivider shall construct a separated asphalt boulevard MUT with a minimum width of 3.0m along the east side of Waterloo Street from the existing sidewalk to the south side of the Ivan Gingerich Drain within one year of registration or servicing of Stage 1. The Region and/or the Township shall repay the Subdivider for portions of the MUT that do not abut the subdivision lands. The repayment method, which may include development charge credits, shall be set out in the subdivision agreement.
27. That the Subdivider, at their cost, shall construct a separated asphalt boulevard MUT with a minimum width of 3.0m along the north/east side of the entirety of Street 2 within one year of registration or servicing of Stage 1.

28. That sidewalks on all other streets shall be constructed to the standard, in the location and of the width specified by the Township of Wilmot.
29. That all lands abutting blocks to be conveyed to the Township of Wilmot shall be fenced or otherwise appropriately delineated to the satisfaction of the Township.
30. That all offers of purchase, sale, or lease for single detached, semi-detached, or street fronting townhome dwellings, include the following clause and that, prior to occupancy, the Subdivider or subsequent builder be required to conspicuously post this clause on the inside of the overhead garage door:

“Parking

Purchasers or tenants are advised that this property consists of a maximum driveway width of “x” (x to be specified based on the specific lot). This dwelling includes an attached garage that, combined with the driveway, provides available parking of “x” spaces (x to be determined based on the specific lot). Parking is only permitted within the attached garage and driveway. The driveway may not be widened, nor can a walkway be constructed beside the driveway to expand its width in accordance with the Township of Wilmot Zoning By-law. Occupants of this dwelling are advised that if they have more than “x” vehicles (x to be the number of parking spaces previously identified) and/or they do not intent to park within the garage, this property may not be suitable for their needs. Please note that on-street parking cannot be relied upon for daily parking needs.

Site alterations

Please be aware that this property is designed to adequately address surface drainage with surface water typically being conveyed along property lines. Water may stand on the surface during rain events. No alterations to grading, landscaping (raised gardens, retaining walls etc.), and no hard surfacing is permitted within 0.6m of any property line as set out in the Township of Wilmot Zoning By-law.”

31. That the Subdivider agrees to provide all prospective purchasers with a copy of the grading control plan and a copy of the subdivision agreement.

32. That prior to registration of Stage 1, the Subdivider shall enter into an agreement with the Township of Wilmot to implement the mitigation measures required to abate noise from the abutting railway.
33. That prior to registration of Stage 1, the Subdivider shall ensure that if an acoustic barrier is required abutting Block 1, Block 2, Block 7, or Block 8 (Stage 4), that:
- a. With respect to Blocks 1 and 2, that a separate block or easement be conveyed to the Township, separate from the stormwater management block to accommodate the acoustic barrier construction and maintenance.
 - b. With respect to Blocks 7 and 8:
 - i. that the acoustic barrier not be located between the residential blocks and the Township trail block, and
 - ii. that a separate block or easement be conveyed to the Township, separate from the 10.0m trail block to accommodate the acoustic barrier construction and maintenance.
34. That prior to registration of Stage 4, an updated noise study be completed to confirm requirements for noise attenuation and to specifically evaluate alternatives to the construction of an acoustic barrier to the satisfaction of the Township, Region, and CN including more passive methods of abatement including berms, landscaping and the use of noise warning clauses.
35. That if, prior to registration of Stage 4, changes to the required mitigation measures are identified, the Subdivider shall amend the existing, or enter into a new, agreement to implement the mitigation measures to abate noise from the abutting railway.
36. That if, prior to registration of Stage 4, an updated noise study determines that an acoustic barrier is required, the location of said barrier shall be in accordance with Condition 33 and the following shall be required and identified within the agreement referenced in Condition 35:
- a. That the Subdivider agrees that where an acoustic barrier is constructed on Township property, that prior to registration of Stage 4, the Subdivider will be required to pay to the Township

55% of the actual construction cost to be held in a barrier replacement fund to be used to replace the barrier in future. This is estimated to be sufficient to provide a one-time replacement of the barrier, assuming a 30 year life span and 2% marginal rate of return.

b. Where the barrier is on private property adjacent to public property, the Subdivider shall enter into an Agreement with the Township which shall be registered, on title of the properties on which the barrier is to be constructed, immediately upon registration of the subdivision. The agreement shall implement the following clause with respect to the acoustic barrier located on these lots and must be included in all offers of purchase/sale and tenancy agreements:

i. "Purchasers/tenants are advised that a noise barrier wall is located at the rear/side of this property. The owner of this property also owns his/her section of the noise barrier wall. The noise barrier wall is not in public ownership. Monitoring, maintenance, inspection, repair and replacement of this noise barrier wall, including any associated costs, are the sole responsibility of the property owner. The Township of Wilmot is in no way responsible for this noise barrier wall. Should this noise barrier wall fail, it is the property owner's responsibility to repair or replace his/her section of the wall, at his/her cost. If the property owner fails to maintain the noise barrier wall, the Township of Wilmot will notify of the requirement to repair in writing. If the property owner does not comply with the Township's request, the Township will correct the deficiency and bill the property owner accordingly".

37. That all streets, including the approved entrance locations to lots/blocks, shall be constructed by the Subdivider in accordance with the specifications and requirements of the Township.

38. That the detailed engineering design include an entrance and on-street parking location plan to the satisfaction of the Township of Wilmot including all entrance locations, widths, and surface treatments.

39. That the streets shall be named to the satisfaction of the Township of Wilmot and said names shall be assigned by the Township of Wilmot within the Subdivision Agreement.
40. That, prior to registration, the Subdivider shall pay for and install all regulatory street signs.
41. That the Subdivider shall indicate to prospective purchasers in all offers of purchase and sale that mail delivery will be from a designated centralized mailbox and, that the location of the centralized mailbox shall be determined prior to the closing of any home sale.
42. That the Subdivider shall ensure the provision of a potable water supply to each lot to the satisfaction of the Township of Wilmot and Region of Waterloo.
43. That the access and egress for all construction traffic, for the life of the development, shall be from Waterloo Street directly to Street 2.
44. That the Subdivider shall install signs on Laschinger Boulevard (at Waterloo Street), Charles Young Avenue, and Ingold Avenue to advise that construction traffic is prohibited. The signs and their locations shall be to the satisfaction of the Township.
45. That the Subdivider shall erect a sign at the entrance to the subdivision, at the Subdivider's expense, which identifies all blocks within the approved plan of subdivision and which identifies the zoning and use of each block. The design of the sign shall be submitted to the Township of Wilmot for approval prior to its erection. The Subdivider shall be responsible to obtain a building permit for said sign if a permit is required. Upon completion of the subdivision the sign shall be removed at the expense of the Subdivider.
46. That a maximum of five model home units (which may not include a multiple dwelling or townhome block) may be constructed prior to registration of the development provided that no residential occupancy of any model home may be permitted until such time as the subdivision plan is registered.
47. That prior to release of the plan for registration, the Subdivider shall pay all legal fees incurred by the Township related to the processing and approval of the plan.

48. That prior to registration of the subdivision agreement and prior to release of the plan for registration, the Subdivider shall pay the Township Development Services subdivision registration fee in accordance with the Township Fees and Charges By-law.
49. That prior to the release of the plan for registration, the Subdivider shall pay the Township Infrastructure Services subdivision review administration fee and subdivision drawing and construction review fees in accordance with Township Fees and Charges By-law.
50. That prior to the release of the plan for registration, the Subdivider shall provide a deposit of \$15,000 for potential installation of future traffic calming measures on Charles Young Avenue, Ingold Avenue, and Laschinger Boulevard. Should the Township determine that improvements are not required at such time as final acceptance of the subdivision, or if the improvements are installed at a cost less than the deposit, the remaining amount shall be returned to the Subdivider.
51. That prior to the issuance of a building permit, the Subdivider agrees to pay the development charge in force at the time of building permit issuance.
52. That the Subdivider agrees to contribute to affordable housing within the Township by:
 - a. Contributing directly to an affordable housing project approved for development within the Township of Wilmot in an amount no less than \$500 per residential unit in the plan, or
 - b. Constructing affordable housing units with the plan, or
 - c. Providing an affordable housing contribution to the Township of Wilmot for each residential unit developed within the plan, which contribution will be paid and used in accordance with the following:
 - i. the affordable housing contribution shall be \$500 per residential unit, regardless of unit type, and shall not be subject to indexing or any other increase;
 - ii. the affordable housing contribution is payable for each residential unit in the plan, and shall be collected by the Township, at the time of issuance of a building permit for the unit(s);

- iii. the affordable housing contribution shall not be payable in respect of any subsequent secondary/accessory units or suites within a single detached, semi-detached or townhouse unit, or in respect of any non-residential development;
 - iv. the affordable housing contributions paid by the Subdivider will be used by the Township toward the capital costs of a planned affordable housing project that is otherwise fully funded and approved, and may be given by the Township to a not-for-profit affordable housing corporation for that purpose or used by the Township to acquire land to be conveyed to such a corporation for that purpose; and
 - v. the payment of the affordable housing contribution by the Subdivider pursuant to this condition shall be in full satisfaction of any and all requirements respecting the contribution to or provision of affordable or social housing in respect of the development of the lands within the plan, and, for greater certainty, the lands shall not be subject to any inclusionary zoning by-law and the Subdivider shall be exempt from any development charge imposed by the Township in respect of affordable or social housing.
53. That prior to release of the plan for registration, the Subdivider will provide the Township of Wilmot with a detailed description of how each condition of draft approval has been satisfied.

and,

THAT Council approve Zone Change Application 05/22 as follows:

1. To change the zoning of the subject property from Zone 1 (Agricultural) to Zone 2b (Residential), Zone 2c (Residential), Zone 4 (Residential), and Zone 11 (Open Space).
2. For those lands zoned Zone 2b, the following shall apply to a Residential Building – Single Detached, in addition to and/or replacing those regulations contained within By-law 83-38, as amended:
 - a. Minimum lot area, 270 square metres
 - b. Minimum lot frontage and width, 9m (interior lot), 12m (corner lot)

- c. Minimum front yard setback for the habitable and uninhabitable (garage) portion of a building, 6m notwithstanding:
 - i. that at no point shall the uninhabitable portion of the dwelling be closer to the front lot line than the habitable portion of the dwelling;
 - ii. that the habitable portion of the dwelling may include a useable covered front porch;
 - iii. on lots with a width of less than 11m, the garage shall be setback a minimum of 9m from the front lot line.
 - iv. where the front yard setback for the uninhabitable (garage) portion of the dwelling is a minimum of 9m, the minimum front yard setback for the habitable portion of the dwelling shall be 3.5m
 - d. Minimum side yard setback, 1.2m
 - e. Minimum exterior side yard setback, 3.5m
 - f. Minimum rear yard setback, 7.5m
 - g. Maximum lot coverage all buildings, 55%
 - h. Maximum lot coverage accessory buildings in conformity with Section 6.3 of By-law 83-38, provided combined main and accessory buildings lot coverage does not exceed 55%
 - i. Maximum building height, 12m
3. For those lands zoned Zone 2c, the following shall apply in addition to and/or replacing those regulations contained within By-law 83-38, as amended:
- a. "Residential Building – Street Townhouse" shall be an additional permitted use
 - b. Minimum front yard setback for the habitable and uninhabitable (garage) portion of a building, 6m notwithstanding:
 - i. that at no point shall the uninhabitable portion of the dwelling be closer to the front lot line than the habitable portion of the dwelling;
 - ii. that the habitable portion of the dwelling may include a useable covered front porch;

- iii. on lots with a width of less than 11m, the garage shall be setback a minimum of 9m from the front lot line
 - iv. where the front yard setback for the uninhabitable (garage) portion of the dwelling is a minimum of 9m, the minimum front yard setback for the habitable portion of the dwelling shall be 3.5m
 - c. Minimum side yard setback, 1.2m
 - d. Minimum exterior side yard setback, 3.5m
 - e. Minimum rear yard setback, 7.5m
 - f. Maximum lot coverage all buildings, 55%
 - g. Maximum lot coverage accessory buildings in conformity with Section 6.3 of By-law 83-38, provided combined main and accessory buildings lot coverage does not exceed 55%
 - h. Maximum building height, 12m
 - i. “Residential Building – Single Detached” specific regulations:
 - i. Minimum lot area, 270 square metres
 - ii. Minimum lot frontage and width, 9m (interior lot), 12m (corner lot)
 - j. “Residential Building – Street Townhouse” specific regulations:
 - i. Minimum lot area, 165 square metres
 - ii. Minimum lot frontage and width, 5.5m (interior lot), 8.5m (corner lot)
4. For those lands zoned Zone 4, the following shall apply in addition to and/or replacing those regulations contained within By-law 83-38, as amended:
- a. “Residential Building – Townhouse” shall be an additional permitted use
 - b. Minimum off-street parking shall be provided as follows:
 - i. Residential Building – Apartment, 1.2 spaces per dwelling unit

- ii. Residential Building – Cluster Townhouse and Residential Building – Back-to-Back Townhouse, 1.5 spaces per dwelling unit
- iii. Residential Building – Street Townhouse, 2.0 spaces per dwelling unit
- c. Maximum building height main building, 15m or 4-storeys, whichever is greater.
- d. Minimum front yard setback, 6.0m
- e. Minimum interior side yard setback, 3.0m or half the building height (maximum 12m)
- f. Minimum exterior side yard setback, 3.5m
- g. Minimum rear yard setback, 6.0m
- h. Maximum lot coverage all buildings, 60%
- i. Maximum lot coverage accessory buildings in conformity with Section 6.3 of By-law 83-38, provided combined main and accessory buildings lot coverage does not exceed 60%
- j. Residential Building – Apartment specific regulations:
 - i. Minimum lot frontage and width, 30m
 - ii. “Amenity Area” shall be defined as the area of the lot or block not occupied by buildings, parking and driveway areas which may include patios and landscaped areas on the site, swimming pools and other outdoor areas which can be used for recreational purposes, the area devoted to the private outdoor balconies and the floor area devoted to the indoor entertainment, social and/or recreational common rooms.
 - iii. Minimum amenity area shall be 30 square metres per dwelling unit.
- k. Residential Building – Cluster Townhouse and Residential Building – Back to Back Townhouse specific regulations:
 - i. Minimum lot frontage, 20m
- l. Residential Building – Street Townhouse specific regulations:

- i. Minimum front yard setback for the uninhabitable (garage) portion of the dwelling, 9m
- ii. Where the front yard setback for the uninhabitable (garage) portion of the dwelling is a minimum of 9m, the minimum front yard setback for the habitable portion of the dwelling, including a useable covered front porch, shall be 3.5m.

Motion Carried Unanimously

10.2 COR-2024-30 - Housekeeping Amendment to the Township of Wilmot's Dog and Kennel Bylaw 2023-11

Director of Corporate Services/CFO, G. Clark presented the report.

Council asked and received answers from staff regarding the following:

- The historical context of the distinction within the definition.

Moved by: Councillor L. Dunstall

Seconded by: Councillor H. Sidhu

THAT Council receives report COR-2024-30 for information and further;

THAT a By-law be brought forward to approve the amendments to the Dog and Kennel bylaw 2023-11 as outline in Report COR-2024-30.

Motion Carried Unanimously

10.3 COR-2024-31 - 2025 Budget Schedule

Director of Corporate Services/CFO, G. Clark presented the report.

Council asked and received answers from staff regarding the following:

- Community engagement timelines; and
- Experience with the timeline suggested in Report COR-2024-31.

Moved by: Councillor S. Martin

Seconded by: Councillor S. Cressman

THAT Report COR-2024-31 be received; and further,

THAT the dates listed in Appendix A be approved to carry out the presentation, deliberation, and approval of the 2025 Operating and Capital Budgets of the Township of Wilmot.

Motion Carried Unanimously10.4 COR-2024-34 - DC Bylaw Amendment – Removal of Expiry Date**Moved by:** Councillor L. Dunstall**Seconded by:** Councillor S. Cressman

THAT Report COR-2024-34 be received for information; and further,

THAT Bylaw 2024-35 DC Amending Bylaw, which removes the expiry date currently included in the townships DC Bylaw 2019-42, be approved.

Motion Carried Unanimously10.5 CS-2024-16 - Amendment to By-law 2024-06 Fees and Charges for the Township of Wilmot

Director of Community Services, C. Catania presented the report.

Council asked and received answers from staff regarding the following:

- The swimming lessons have separate effective dates; and
- Further clarity on the new program Adapted Aquatics Lessons.

Moved by: Councillor S. Martin**Seconded by:** Councillor L. Dunstall

THAT Report CS-2024-16, Amendment to By-law 2024-06 Fees and Charges for the Township of Wilmot be received for information; and further,

THAT Council approves amendments to the applicable Community Services Schedules of By-law 2024-06 as described in this report.

Motion Carried Unanimously**11. BY-LAWS****Moved by:** Councillor S. Cressman**Seconded by:** Councillor L. Dunstall

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

Motion Carried Unanimously

- 11.1 By-Law 2024-33 Being a By-Law to Authorize the Execution of the Canada Community-Building Fund Agreement Between Twp of Wilmot and AMO
- 11.2 By-Law 2024-34 Being a By-Law to Amend By-Law 2024-06 Being the Fees and Charges By-law
- 11.3 By-Law 2024-35 Being a By-Law to Amend By-law 2019-42 Being the Development Charges By-Law
- 11.4 By-Law 2024-36 Being a By-Law to Amend By-Law 2023-11 Being a By-law to Regulate Dogs and License Dog Kennels
- 11.5 By-law 2024-37 Being a By-Law to Further Amend By-law no. 83-38 Being a Zoning By-law for the Township of Wilmot (Wilmot Woods)

12. NOTICES OF MOTION

There were no Notices of Motion.

13. ANNOUNCEMENTS

Mayor N. Salonen provided announcements on:

- Egyptian Heritage Month - July
- Nith River Promenade and Trail Opening - June 24th
- Congratulations to Waterloo-Oxford Graduates
- Sirens for Life Campaign- Kick-off Friday June 28th
- 2024 Wilmot Canada Day Event- July 1st
- Waterloo Region High-Performance Development Standards Community Workshop - June 27th
- Strategic Plan Community Input
- Castle Concert Series - June and July

Councillor S. Martin provided an announcement on:

- The Dunk Tank schedule for the 2024 Wilmot Canada Day Event

14. CONFIRMATORY BY-LAW

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

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

15. ADJOURNMENT

Moved by: Councillor S. Cressman

Seconded by: Councillor L. Dunstall

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

Motion Carried Unanimously

DRAFT

Special Council Meeting Agenda

Special Council Meeting

Date: July 17, 2024, 5:00 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
Director of Development Services, H. O'Krafka
Manager of Legislative Services / Municipal Clerk, J. Bunn
Supervisor of IT, K. Jeffreys
Supervisor of Legislative Services / Deputy Clerk, K. Bos

1. CALL TO ORDER

Moved by: Councillor S. Cressman

Seconded by: Councillor L. Dunstall

THAT the Special Council Meeting on July 17, 2024 be called to order at 5:00 p.m.

Motion Carried Unanimously by All Members Present

2. CLOSED SESSION

Moved by: Councillor S. Cressman

Seconded by: Councillor H. Sidhu

THAT a Closed Meeting of Council be held on July 17, 2024, at 5:00 p.m. at the Wilmot Administrative Complex, in accordance with Section 239 (2) (h) of the Municipal Act, 2001, to consider the following:

- 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 by All Members Present

3. RECONVENE INTO OPEN SESSION

Councillor S. Martin joined the Open Session of Council at this time.

Moved by: Councillor S. Cressman

Seconded by: Councillor H. Sidhu

THAT Council reconvenes in Open Session at 6:30 p.m.

Motion Carried Unanimously by All Members Present

4. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor L. Dunstall joined the Open Session at this time.

Councillor K. Wilkinson read the Territorial Land Acknowledgment.

5. ADOPTION OF THE AGENDA

Moved by: Councillor S. Cressman

Seconded by: Councillor L. Dunstall

THAT the Agenda as presented for July 17, 2024 be adopted.

Motion Carried Unanimously

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

There were no disclosures of pecuniary interest.

7. BUSINESS ARISING FROM CLOSED SESSION

There was no business arising from closed session.

8. CONFIRMATORY BY-LAW

Moved by: Councillor K. Wilkinson

Seconded by: Councillor L. Dunstall

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

9. 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

DRAFT



Association of
Municipalities
of Ontario



Association of Municipalities of Ontario (AMO)

155 University Ave., Suite 800
Toronto, Ontario M5H 3B7
Telephone: 416.971.9856
Toll-free in Ontario: 1.877.426.6527
Fax: 416.971.6191

Ontario Medical Association

150 Bloor St. West, Suite 900
Toronto, ON M5S 3C1
Canada

TF: 1.800.268.7215
T: 416.599.2580
F: 416.533.9309
E: info@oma.org

oma.org

July 4, 2024

[Mayor's Name]

[Mayor's Address]

[City, Province, Postal Code]

Dear Mayor [Last Name],

Communities across Ontario have been facing critical health-care challenges, including long waitlists for primary care, shortages of doctors and other health care workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

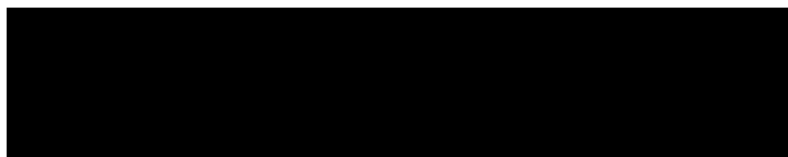
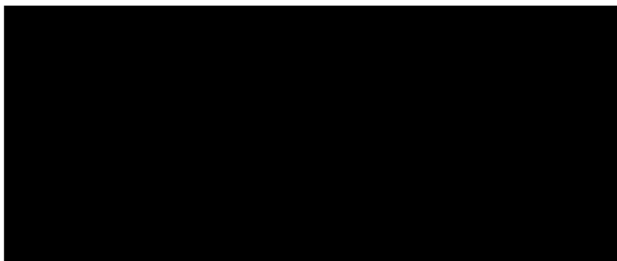
In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

We have jointly developed the attached draft council resolution (Appendix A), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the health-care needs of your community.

To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (senior advisor for government relations and advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.



Colin Best
 President
 Association of Municipalities of Ontario

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

- NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.



AMO Advocacy on Homelessness Encampments

Dear Clerks and Heads of Council of Municipal Governments Across Ontario:

The AMO President and Board is requesting that this letter be shared with all elected council members and administrative heads (i.e., CAO, City Manager) in your municipality. Please post as an information item in your next council meeting agenda.

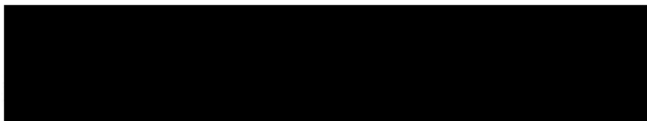
On behalf of its municipal members, the Association of Municipalities of Ontario (AMO) is urgently calling for provincial and federal leadership and action to address the growing crisis of homelessness encampments in communities across Ontario.

On July 2nd, AMO released a new policy paper [Homeless Encampments in Ontario: A Municipal Perspective](#) detailing the state of this crisis and evidence-based actions that must be taken.

Municipal governments are at the front lines of the homelessness crisis without the resources or tools to support our residents and communities. We are asking the provincial and federal governments to work collaboratively with each other and municipalities. These are complex issues that require comprehensive responses from all orders of government working together.

For further resources and information, please visit www.amo.on.ca

Sincerely,



Colin Best

President, Association of Municipalities of Ontario (AMO)

Dear Ms. Chambers,

As neighbours and partners in our shared commitment to rail safety, we are inviting you to join us in raising awareness for this important issue by adopting this proposed [proclamation](#). This proclamation helps communities like yours officially recognize Rail Safety Week 2024 and its significance in your area.

Rail Safety Week will be held in Canada and the United States from September 23-29, 2024.

Your council's leadership is key to increasing public awareness about the dangers around tracks and trains. We are asking for your support by signing the proclamation and taking the time to engage with your community about rail safety. We will be proud to recognize your commitment publicly.

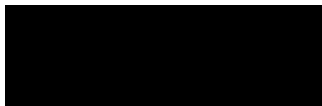
Rail safety is a shared responsibility and together, we can achieve our common goal of eliminating incidents and saving lives in the communities where we live, work and play.

If you have any questions or concerns, please contact Daniel Salvatore, your local CN Public Affairs representative, at daniel.salvatore@cn.ca.

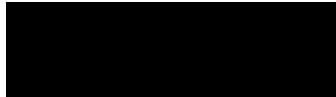
For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at 1-888-888-5909
- For additional information about Rail Safety Week 2024 visit cn.ca/railsafety or operationlifesaver.ca
- Let us know how you promote rail safety in your community by visiting cn.ca/RSW2024
- For any questions about this proclamation, please email RSW@cn.ca

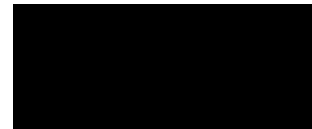
Thank you in advance for your support.



Janet Drysdale
CN Senior Vice-President and
Chief Stakeholder Relations Officer



Stephen Covey
CN Chief of Police and
Chief Security Officer
Director



Chris Day
Operation Lifesaver
Interim National



From: [Dorothy Andy Wilson](#)
To: [Jeff Bunn](#)
Subject: Fwd: Wilmot Land Assembly Project
Date: July 3, 2024 10:47:56 PM

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.

Hi Jeff,

I would like the following email to members of Wilmot Council be included in the public record.

Thanks.

Dorothy

Begin forwarded message:

From: Dorothy Andy Wilson [REDACTED]
Subject: Wilmot Land Assembly Project
Date: July 3, 2024 at 10:45:48 PM EDT
To: natasha.salonen@wilmot.ca, Steven Martin [REDACTED],
 Lillianne Dunstall <lillianne.dunstall@wilmot.ca>,
kris.wilkinson@wilmot.ca, harvir.sidhu@wilmot.ca,
stewart.cressman@wilmot.ca, kredman@regionofwaterloo.ca,
berryyv@kitchener.ca, dorothy.mccabe@waterloo.ca,
liggettj@cambridge.ca, sfoxton@northdumfries.ca, jnowak@wellesley.ca,
sshantz@woolwich.ca, dougcraig@regionofwaterloo.ca,
pwolf@regionofwaterloo.ca, CJames@regionofwaterloo.ca,
MHarris@regionofwaterloo.ca, KariWilliams@regionofwaterloo.ca,
RDeutschmann@regionofwaterloo.ca, JErb@regionofwaterloo.ca,
CHuinink@regionofwaterloo.ca

Dear members of Wilmot Township Council and the Region of Waterloo Council,

The following letter was published in The Waterloo Region Record today and I want to make sure that you got the message that I was conveying in my letter.

It is time for a major change in the way development takes place so that the value of our land for not only growing food, but also protecting our water sources, is given a priority. The fact that we are in a climate crisis makes this change critical to the future health and wellbeing of our population. I agree with Mike Farwell 's comment, in his recent opinion piece in The Record, about change being inevitable and constant. Using farmland for both housing and industry has been the norm for many years. Many of us live on land that was once farmed. Hundreds of acres of farmland continue to be lost daily in this province which has

some of the best agricultural land in the country. Our municipalities in Waterloo Region have acknowledged that we are in a climate crisis. The Region's Official Plan, which was approved in 2022, recognized this. Areas have been designated for housing and industry that minimize the impact on productive farmland. The change needed now is for our current politicians to stand up for protecting farmland and support the intent of the Official Plan.

Dorothy Wilson

New Hamburg, ON





INFRASTRUCTURE SERVICES *Staff Report*

REPORT NO: IS-2024-19

TO: Council

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

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

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: 2024-07-29

SUBJECT: Award of Contract – Request for Proposal for Structure Rehabilitation & Replacement of Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road)

RECOMMENDATION:

THAT Council award RFP2024-11, Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road) to GEI Consultants Canada Limited of Guelph, Ontario as per their proposal submission on July 4, 2024, in the amount of \$125,320.00 plus HST;

AND THAT staff be directed to execute the Consulting Engineering Agreement documents with GEI Consultants Canada Limited to proceed with the scope of services and tasks contained in the proposal document.

SUMMARY:

This report outlines the proposal process, funding sources and recommends award of proposal to the successful consultant(s) for the replacement of Culvert No. 24/B-T12 located on Huron Road and the rehabilitation of Bridge No. 7/B-T3 on Carmel-Koch Road.

Culvert No. 24/B-T12 and Bridge No. 7/B-T3 were identified in need of replacement and rehabilitation, respectively in the most recent OSIM inspection and as such were recommended

capital projects by staff and received Council approval to proceed with design services as part of the 2024 budget process.

BACKGROUND:

To comply with O. Reg 104/97, the Township of Wilmot, through the contracted services of a qualified bridge engineer, reviews the structural integrity, safety, and condition of its bridges and large culvert structures on a bi-annual basis.

The 2021 and 2023 regulatory bridge safety inspections (OSIM) identified Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road) in an advancing state of disrepair with replacement and rehabilitation, respectively being recommended in the immediate and near term.

Culvert #24/B-T12 is a 3.1m single span, open bottom reinforced concrete culvert. The culvert was originally constructed in 1950, with 5m long reinforced culvert extensions placed on both ends in circa 1970. Due to the advanced state of disrepair this culvert structure has been recommended for full replacement during the 2021 OSIM inspection as well as the most recent 2023 OSIM inspection. The culvert is located on Huron Road, approximately 0.10km east of Haysville Road.

Bridge #7/B-T3 is a 41.2m long, 2 lane, 3 span, reinforced concrete bridge that spans the Nith River from west to east. The bridge was constructed in 1968. This bridge structure was recommended for rehabilitation and major repairs during 2021 OSIM inspection as well as the most recent 2023 OSIM inspection. This rehabilitation work will extend the useful life of this structure and avoid more costly repairs up to and including the possible replacement of this bridge structure in the future. The bridge is located on Carmel-Koch Road, 1.4km east of Nafziger Road.

The proposed scope contained within the RFP document requires the successful proponent to provide consulting engineering services to review existing conditions and background information for two OSIM structures, prepare preliminary design options, detailed engineering design, and provide tender ready contract documents to the Township.

The project schedule identified in the RFP is to complete the detailed design solution for Culvert #24/B-T12 by December 2024 with construction proceeding in 2025 and the detailed design solution for Bridge #7/B-T3 completed by May 2025 with the rehabilitation works for this bridge structure scheduled to be completed in 2026.

REPORT:

On June 10th, 2024, the request for proposal document was made available online through the Township's e-bidding site. There was a total of fourteen (14) proposal recipients, with a total of three (3) proposals received at time of closing on July 4th, 2024.

As identified in the RFP document, the proposal for each bridge structure was reviewed, evaluated and scored for adequacy to address the required project scope. After reviewing the technical submissions, the bidder's fee proposals were evaluated separately, and a final consultant selection was made based on the comprehensive evaluation criteria, below.

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

| Section | Criteria | Description | Points |
|---------|---------------------------------------|---|--------|
| 1 | Company Profile | Description of the company / department service units | 10 |
| 2 | Understanding, Approach & Methodology | Knowledge of the project and deliverable process | 25 |
| 3 | Experience and References | Experience on similar projects and references | 20 |
| 4 | Team Structure / Staff Qualifications | Individual team members educations and experience | 20 |
| 5 | Schedule / Work Plan | Timeline approach for deliverables and expectations | 10 |
| 6 | Fee Proposal (Base Scope) | Cost to successfully complete project base scope. | 15 |

As a result of the highest-ranking proposal for both Culvert #24/B-T12 (Huron Road) and Bridge structure #7/B-T3 (Carmel Koch Road), GEI Consultants Canada Limited is recommended to be authorized for award, at a cost of \$127,525.63, net of HST.

Project references provided for GEI Consultants Canada Limited were verified and found to be satisfactory. GEI Consultants Canada Limited have successfully completed similar projects for neighbouring municipalities located within the Nith River and Grand River watersheds.

If Council proceeds with award of this proposal submission, staff will finalize documentation and proceed with the execution of the Consulting Engineering Agreement document with GEI Consultants Canada Limited and to proceed with the scope of services and tasks identified in the proposal document.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

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

FINANCIAL CONSIDERATIONS:

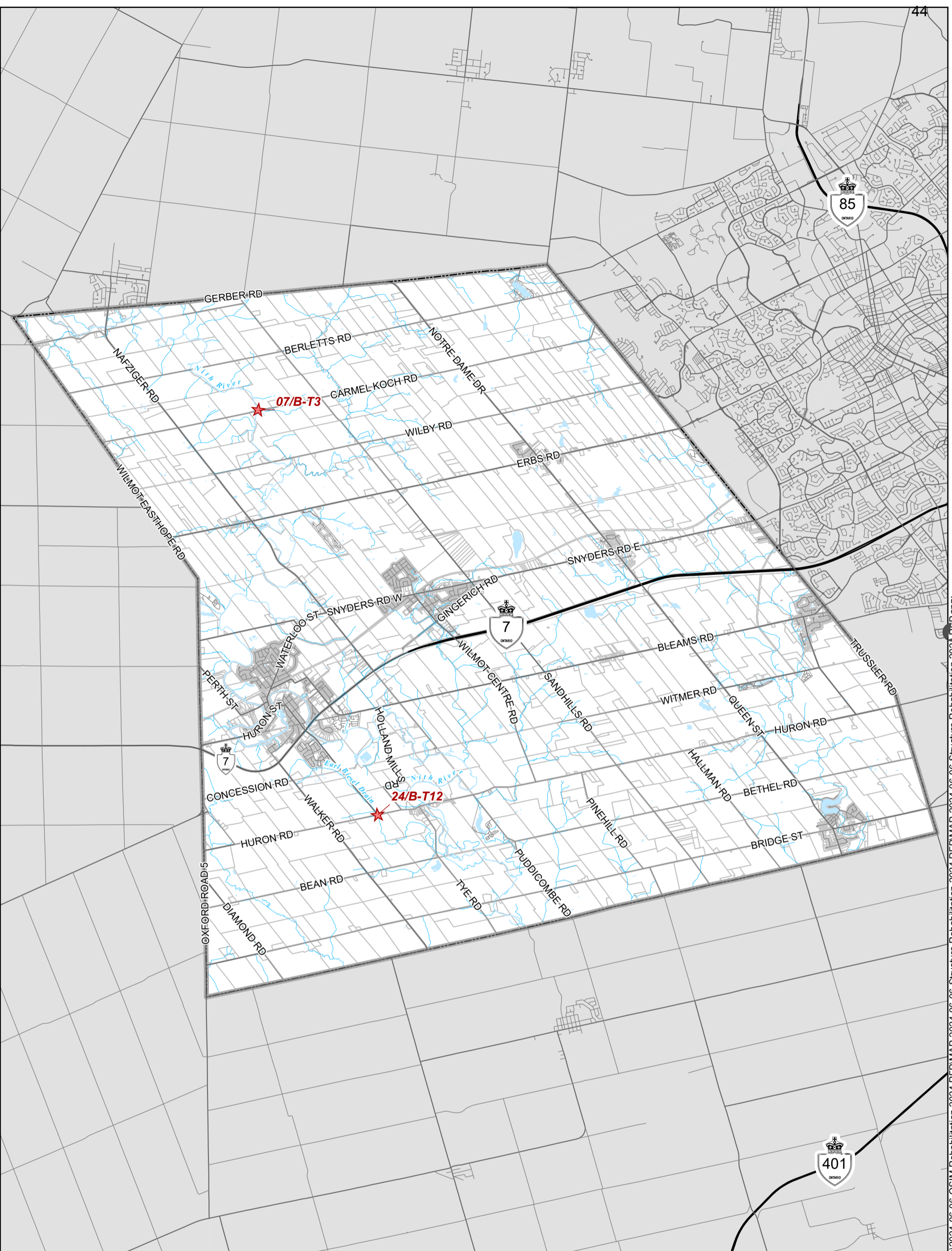
The approved funding sources were identified in the 2024 Budget process and are identified below.

| Approved Budgets | Amount |
|--|---------------|
| OSIM Structure R&R Program – Culvert #24/B-T12, Huron Road (Design/Tender) | \$ 80,000 |
| OSIM Structure R&R Program – Bridge #7/B-T3, Carmel Koch Road (Design/Tender) | \$ 80,000 |

The fee proposal received by GEI Consultants Canada Limited in the amount of \$127,525.63, net of HST, for the completion of the preliminary, detailed design and tender ready contract documents for Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road) is within the budget allocated for this program.

ATTACHMENTS:

Figure 1: Structure Locations

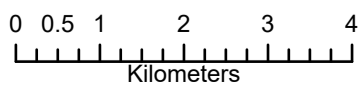


DEPARTMENT OF INFRASTRUCTURE SERVICES








2024 Structure Rehabilitation

Structure Locations

June 2024

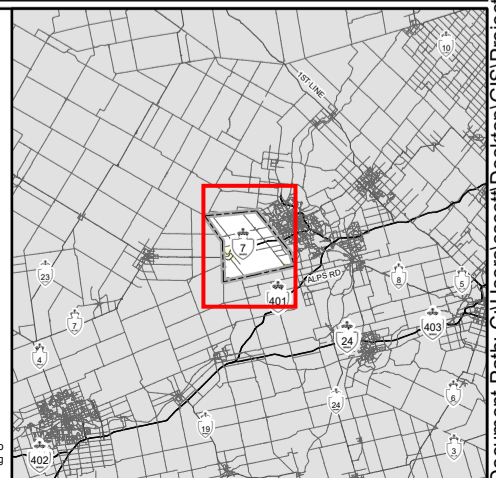


Legend

-  Structure Rehabilitation
-  Freeway
-  Expressway / Highway
-  Major Road
-  Local Road
-  Property Parcels
-  Township of Wilmot Boundary



The map is created from a subset of data from the Wilmot Geographic Information System (GIS) database. The Township of Wilmot makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the Township, including the implied validity of any uses of such data.





INFRASTRUCTURE SERVICES *Staff Report*

REPORT NO: IS-2024-20

TO: Council

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

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

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: 2024-07-29

SUBJECT: Bridge #34/B-T9, Bridge Street - Emergency Slope Repair

RECOMMENDATION:

That Report No. IS-2024-20, Bridge #34/B-T9, Bridge Street – Emergency Slope Repair be received for information.

SUMMARY:

This report provides background information on emergency works undertaken by the Township and its contractor, on site due to a slope failure that occurred at the southwest quadrant of Bridge #34/B-T9, located on Bridge Street, the measures taken by staff to undertake the slope reinstatement, and the financial implications of the emergency works performed.

BACKGROUND:

Bridge #34/B-T9, located on Bridge Street, just east of Tye Road, was recently reconstructed over the course of two years and was substantially complete in September of 2023. On February 5, 2024, the Township became aware of a slope failure on the southwest embankment of this bridge structure that occurred during a freeze thaw cycle coinciding with a significant rainfall event in late January that resulted in elevated water levels within the Nith River watershed destabilizing the vegetated embankment ultimately causing the slope failure.

As the slope failure occurred during these coincidental extreme weather events, the slope failure is not considered to be warranty work and determined not to be the fault of the contractor as the required vegetation had not had an opportunity to fully establish.

Once informed of the issue, staff immediately reached out to the consulting engineer originally contracted for the bridge replacement project as well as a geotechnical engineer to assist in the slope rehabilitation plan and to determine the best course of action going forward. The slope failure was investigated by the engineering consultants and solutions were presented to Township staff with the preferred solution being to restore the slope with large rip-rap stone material to prevent further sloughing as opposed to the vegetated slope that was originally constructed in this location.

The slope failure did not cause a disruption to the travelled portion of the roadway, as such Bridge Street did remain open to traffic. However, Bridge Street between Tye Road and Puddicombe Road was closed to traffic for one week during the slope reinstatement work in May.

REPORT:

In mid-March, staff reached out to the original contractor who undertook the replacement of Bridge #34/B-T9, and after a brief discussion regarding the scope of work to undertake the preferred solution required to reinstate the slope, a schedule of items and unit prices was forwarded to the contractor to provide the Township with a price quote to complete the work. Staff approached the original contractor as there is an existing contractual relationship currently. This was done to maintain compliance with Procurement ByLaw 2021-43 Provision 71 which states:

71. The Purchasing Agent may under the following conditions negotiate directly with one or more Bidders and in such cases the requirement for inviting tenders or quotations is waived:

c) Where the extension or reinstatement of an existing contract or continuation with an existing vendor, with CAO and Treasurer approval, would be more cost effective or beneficial to the Township;

In early April, the contractor forwarded their quote to the Township, which was higher than staff anticipated, and staff subsequently asked the contractor to revisit their quote. The contractor revisited their quote however the revised quote was still higher than staff would have expected for a similar type of repair and therefore was rejected.

Staff then contacted a second contractor who is currently under contract with the Township for projects on Wilmot Line and Greenwood Drive and requested they provide a quote for this work. The bid package was forwarded to the second contractor in late April with the Township receiving their quote shortly afterwards. The quote received from the second contractor was found to be

considerably less than the original contractor's quote and in line with staffs estimate to complete this work.

The repaired was deemed an emergency expenditure as staff it was necessary to expedite the repair process of this slope failure as this area is within a flood prone area adjacent to the Nith River, and staff were concerned with the possibility of additional erosion that could compromise the structural integrity of the road in the newly reconstructed area, should the repairs not be completed in a timely fashion. As such, Bylaw 2021-43 Provision 65 was utilized to proceed:

SPECIAL PROVISIONS (EMERGENCIES, PHASED-ACQUISITIONS, NEGOTIATIONS AND AUCTIONS)

65. When an emergency occurs, the Treasurer has the authority to authorize a direct purchase, upon receiving written or verbal request from a Purchasing Agent, for the goods and services required.

After review of submitted information received, the Director of Corporate Services/Treasurer provided approval to proceed with the emergency repairs to the sloped embankment at Bridge #34/B-T9.

The second contractor was notified in early May that their price quote to complete this work was approved by the Township and shortly after a work plan was developed with the work scheduled to take place the week of May 27. The emergency slope reinstatement commenced as scheduled on Monday, May 27 and was completed Friday May 31. The slope reinstatement was completed as intended although through the course of project, it was decided that a concrete curb and gutter system to direct storm runoff away from the top of slope, would be beneficial and the concrete curb and gutter was subsequently installed by the contractor.

Township staff assisted in this project, and to help offset additional costs by setting up the road closure and detour route while the emergency work was being completed.

The GRCA was contacted prior to the work taking place, and a discussion ensued regarding the need to secure permits to undertake this work. GRCA staff concluded that this work could proceed under the original GRCA permit to reconstruct the bridge and not additional permitting was required.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

Responsible Governance through Fiscal Responsibility, and Infrastructure Investments.

Quality of Life through Accessibility and Inclusivity, Active Transportation and Transit.

FINANCIAL CONSIDERATIONS:

All project costs have been received from the contractor for the emergency slope reinstatement including the concrete curb and gutter system at Bridge #34/B-T9. The final invoice received from the contractor was in the amount of \$49,760.64, net HST. As such, the overall costs for the Bridge Replacement Project - Bridge #34/B-T9, will remain within the approved budget for this capital program and therefore no additional funding was required to undertake this emergency work.

ATTACHMENTS:

None.



INFRASTRUCTURE SERVICES *Staff Report*

REPORT NO: IS-2024-21

TO: Council

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

PREPARED BY: Joey Shearer, C. Tech., Engineering Technologist

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: 2024-07-29

SUBJECT: **Annual Hot Mix Asphalt Program – Award of Contract**

RECOMMENDATION:

THAT RFT 2024-21 be awarded to Steed and Evans Limited of St. Jacob's, Ontario for the Annual Hot Mix Asphalt Program, as per their bid submission dated July 18, 2024, in the amount of \$ 205,821.00, plus HST.

SUMMARY:

This report outlines the tender processes, funding sources and recommends award of tender to the successful contractor for the repair and replacement of hot mix asphalt surfaces for the Township's Hot Mix Asphalt Program

BACKGROUND:

The Hot Mix Asphalt Paving Program is established through the 10-year Capital Forecast, and generally based upon existing road conditions.

The 2024 Hot Mix Asphalt Program anticipated primarily the removal of existing asphalt and placement of hot mix paving on the following road section:

- Alderview Drive (New Dundee)
- Bechtel Avenue (New Dundee)
- Main Street (New Dundee)

Also included in this year's contract is a small portion of concrete curb and gutter, and sidewalk repairs to facilitate asphalt placement.

REPORT:

On June 27, 2024, the tender document was made available online through the Township's e-bidding site. There was a total of ten (10) plan takers, with a total of seven (7) bids received at time of closing on July 18, 2024.

The lowest compliant bid was from Steed and Evans Limited of St. Jacob's ON at a cost of \$205,821.00, plus HST. Steed and Evans have provided the appropriate bid bond documentation and meets the Township's Health and Safety requirements Steed and Evans were the second lowest overall bid received. The lowest bid received was considered non-compliant, as they were unable to provide the necessary Contractor Health and Safety Questionnaire. This questionnaire was added to our tendering process due to the recent decisions under the Ontario Health and Safety Act related to obligations and definitions determined with the ruling, as a constructor, owner or employer. The Townships new process seeks to ensure that the Township will not be deemed the employer under the definitions of the Act, and similar to bonding, was identified as a requirement for a fully compliant bid.

Results of the bids received are summarized below:

| Bidder | Location | Bid Amount |
|--|---------------------------|---------------------------|
| Armstrong Paving and Materials Group Ltd. | St. Mary's, ON | -\$170,967.58* |
| Steed and Evans Limited | St. Jacobs, ON | \$ 205,821.00 |
| GIP Paving Inc. | Petersburg, ON | \$ 206,300.00 |
| Brantco Construction | Cambridge, ON | \$ 211,246.10 |
| Dufferin Construction Company | London, ON | \$ 235,512.00 |
| COX Construction Limited | Guelph, ON | \$ 275,229.29 |
| Capital Paving Inc. | Guelph, ON | \$ 312,000.00 |
| AVERAGE BID | | \$ 231,010.85 |

- *Disqualified due to non-compliant bid.

The above figures do not include HST. The bids include a \$20,000 contingency allowance for any unforeseen expenses encountered during construction.

Geotechnical services and materials testing will be carried out by MTE Consultants Inc. Any costs associated with geotechnical services and testing are not included in the above figures.

The construction schedule for this work is anticipated to be completed between August and October 2024 and is subject to the contractor's schedule.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

FINANCIAL CONSIDERATIONS:

The combined budget for this project is \$234,015 which consists of \$179,400 from the 2024 budget as well as \$54,615 Capital Carry Forward from the 2023 Hot Mix Program.

| Funding Source | Amount |
|---|-------------------|
| General Asset Management | \$ 179,400 |
| 2023 Capital Carry Forward (2023 Hot Mix Program) | \$ 54,615 |
| Total Budget | \$ 234,015 |

The current tender amount of \$205,821.00 is within the budget for this program.

ATTACHMENTS:

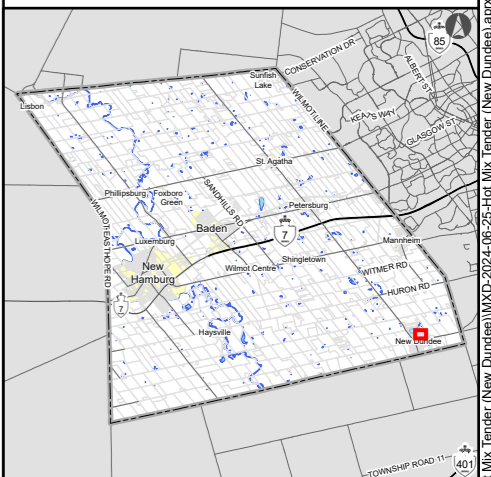
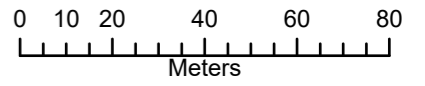
Figure 1 – Project Locations






DEPARTMENT OF INFRASTRUCTURE SERVICES

Township of Wilmot 2024 Hot Mix Program

June 2024



Legend

-  Hot Mix 2024
-  Hot Mix 2024 Provisional
-  Not Included (Bridge Crossing)

The map is created from a subset of data from the Wilmot Geographic Information System (GIS) database. The Township of Wilmot makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the Township, including the implied validity of any uses of such data.

Document Path: W:\PWE Mapping Requests\Internal\2024\06-25-Hot Mix Tender (New Dundee)\MXD-2024-06-25-Hot Mix Tender (New Dundee).aprx





INFRASTRUCTURE SERVICES *Staff Report*

REPORT NO: IS-2024-23

TO: Council

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

PREPARED BY: Chad Woodhouse, C.E.T., Manager of Public Works

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: 2024-07-29

SUBJECT: Punkeydoodles Oxford Road 5 Project Update

RECOMMENDATION:

THAT the report Punkeydoodles Oxford Road 5 Project Update Report IS-2024-23 is received for information.

AND THAT Council approves a project funding increase to \$200,000 for capital account 02-3000-0401, to be funded from Infrastructure Renewal Reserve Fund (#6125).

SUMMARY:

Oxford County (Oxford) completed the tender process for the Punkeydoodles Corners Intersection Improvements Project. The project team is lead by Oxford, with Perth County (Perth), the Region of Waterloo (ROW), and the Township of Wilmot (Wilmot) as project partners. The contract was awarded at Oxford Council on June 26, 2024, to Capital Paving Inc. for \$1,082,349. Construction is scheduled to begin in July 2024 and be completed by November 2024.

Oxford Road 5, currently shared by Wilmot and Oxford County, serves as an inter-regional transportation route. Township staff requested transfer of Wilmot's portion of the boundary

responsibility to the Region of Waterloo. The Region is updating its road rationalization policy and upload process, with formal updates expected at a later date. The Region has agreed to split costs equally with Wilmot for this project in advance of policy updates.

BACKGROUND:

The Punkeydoodles Corners Intersection Improvements Project is a collaborative effort lead by Oxford, alongside Perth, Wilmot and the Region of Waterloo (ROW) as the team of jurisdictional road authorities within the project area. Oxford completed the Intersection Control Feasibility Study (ICFS) in late 2023. The recommended improvements from the ICFS were endorsed by Oxford, Perth, and Wilmot Councils in December 2023, as outlined in Report IS-2023-23. Within that report, Council also passed a motion regarding upload/cost share as follows:

THAT Township Council formally request that the Region of Waterloo assume Wilmot's portion of Oxford Road 5 boundary obligation, including the financial obligations to repair the intersection of Perth Road 101 and Oxford Road 5 to address the inter-regional traffic issues, as well as future capital and operating costs for Oxford Road 5, as the road satisfies the Region's criteria for transfer due to its volume, traffic types and primary use for inter-regional purposes.

Recommended improvements from the ICFS include closing Perth-Oxford Road between Oxford Road 5/Road 101A and Perth Road 101, closing Huron Road between Punkeydoodles Avenue and Perth Road 101, realigning Road 101A and adding illumination, turning, and deceleration lanes at Perth Road 101 & Road 101A, and changing the intersection of Punkeydoodles Avenue & Oxford Road 5 to a three-way intersection with a stop control on Punkeydoodles Avenue. Additional resurfacing work will be included and funded separately by Oxford and Perth, beyond the scope of the projects shared costs.

REPORT:

Punkeydoodles Corners Intersection Improvements

The Punkeydoodles Corners Intersection Improvements Project, endorsed under Township Council Report IS-2023-23, is a collaborative effort involving Oxford, Perth, the Region of Waterloo, and Wilmot. This project features a three-way cost-sharing arrangement, reflecting each party's jurisdictional authority over the intersecting regional and local roads (Attachment 1). The improvements were recommended following an ICFS and conceptual design, which were completed and subsequently endorsed by Oxford, Perth and Wilmot Councils.

The project was released for tender in April 2023 through Oxford. There were 8 bidders, with the low bid being Capital Paving Inc. in the amount of \$1,082,349.

The scope of work includes:

- Closing the west leg of Punkeydoodles Avenue at Perth Road 101 and adding stop control to the east leg.
- Closing the north leg of Huron Road at the intersection of Huron Road/Perth Road 101.

- Removing stop control on Oxford Road 5 northbound/southbound.
- Adding new southbound left turn lane, northbound right turn lane, and deceleration lanes along the curve on Perth Road 101.
- Realignment of Road 101A at Perth Road 101 to meet design guidelines and improve sightlines.
- Adding illumination at the intersection of Road 101A and Perth Road 101.

Traffic control measures for these improvements above will include road closures for eastbound/northbound traffic on Perth-Oxford Road (Oxford Road 24), southbound/westbound traffic on Wilmot Easthope Road, and northbound traffic on Oxford Road 5. Detour routes have been planned in consultation with all parties of the project team (Attachment 2).

Immediate operational improvements based on ICFS and public feedback, have already been implemented and include:

- Tree removal on the west side of Perth Road 101 curve to improve sightlines.
- Installing electronic speed feedback signs at the curve's north and south approaches.
- Installing diamond reflectors along the east side of the curve.
- Removing centreline painting on the curve at Road 101A intersection.

Oxford County has also procured third-party consulting services for legal property surveys, geotechnical soils investigation, detailed design, and tender document preparation, including construction staging and traffic control planning. Capital Paving Inc. is scheduled to begin construction in July 2024 and is expected to be completed by November 2024.

Cost-Sharing

The Region of Waterloo was agreeable to equally sharing the portion of project costs attributable to Wilmot. Township Council has approved a budget of \$150,000 for Wilmot's portion of the project, based on preliminary cost estimates and as noted in the budget process, with the understanding that the Region would contribute toward the project. With the project now awarded and the Region confirming cost-sharing at the staff-level, the Township's revised cost is estimated at \$180,000. There are additional costs outside the scope of the tender, specifically direct costs to Wilmot resulting from other study recommendations on speed zone and roadway management on Huron Road.

Oxford Road 5 Upload and Region Policy Update on Road Rationalization

Oxford Road 5, shared between Wilmot and Oxford County, functions as an inter-regional transportation route. Township staff requested transferring Wilmot's responsibility to the Region of Waterloo. Despite participating in meetings for the Punkeydoodles Intersection Improvements project, the Region cited jurisdictional limitations for not advancing the study to Regional Council. Discussions in recent months have advanced in support of contributing to the project and road upload. As of July 2024, the Region of Waterloo is updating its rationalization policy and upload process, with formal lower tier input and Region update to come at a later date. The discussion

of road rationalization and Oxford Road 5 upload are on-going and are expected to require Regional council approval later in 2024, including cost-sharing elements tied to Punkeydoodles Intersection improvements.

Communication and Engagement

Operational communication for this project will be led by Oxford County. Public updates will be provided via media, social media, the Oxford County website, and various advertisements. Regulatory authorities and emergency services will receive advanced notice of road closures through Municipal511 notifications. Oxford has committed to work with stakeholders to ensure effective communication and outreach during the project.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

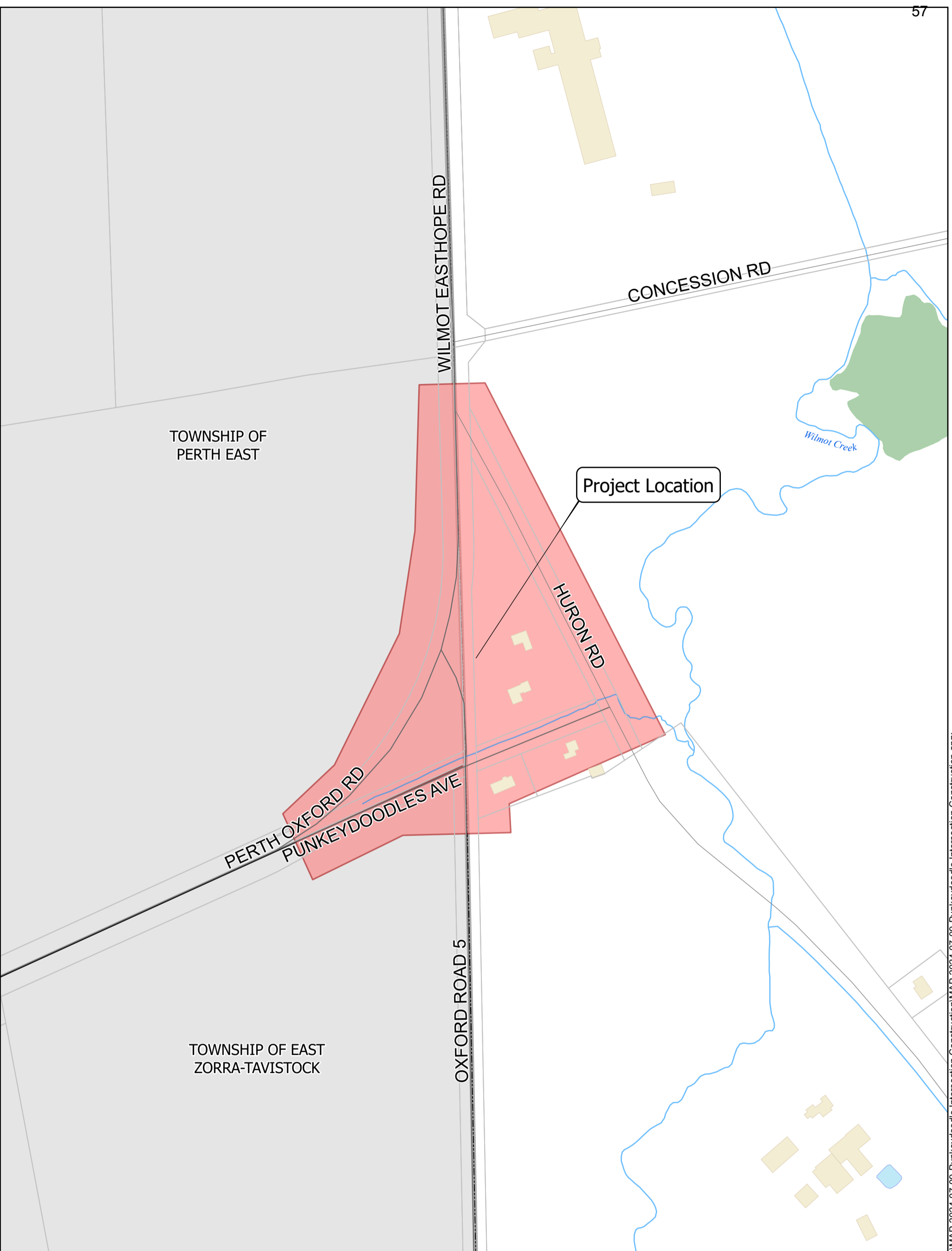
This initiative supports the goals and strategies of enhancing Responsible Governance through Active Communications, Fiscal Responsibility, and Infrastructure Investments.

FINANCIAL CONSIDERATIONS:

Oxford County has awarded the contract for intersection improvements at Punkeydoodles Corners to the lowest compliant bidder, Capital Paving Inc., in the amount of \$1,082,349 (excluding HST), as detailed in Report IS-2024-23. An agreement in principle has been established between Oxford County, Perth, and Wilmot/ROW. Oxford County will initially cover all the costs of the intersection improvement work and upon completion will invoice each municipality for their equitable portion of the costs. With this, Township staff are requesting the Council approval to split one-third of the total project cost (\$350,764.67). In addition to this, there are other costs anticipated outside of tender costs, which require funding. As such, staff are requesting an upset limit of \$200,000 for this project, which is an increase of \$50,000 from the 2023 Budget Request. This increase is to be funded from the Infrastructure Renewal Reserve Fund (#6125), which is funded from tax contributions from the operating budget.

ATTACHMENTS:

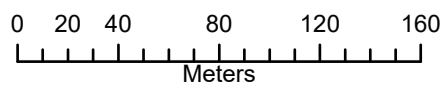
- Attachment 1: Punkeydoodles Project Location
- Attachment 2: Punkeydoodles Traffic Detour Route



DEPARTMENT OF INFRASTRUCTURE SERVICES

Report IS-2024-23 Attachment 1 - Punkeydoodles Project Location

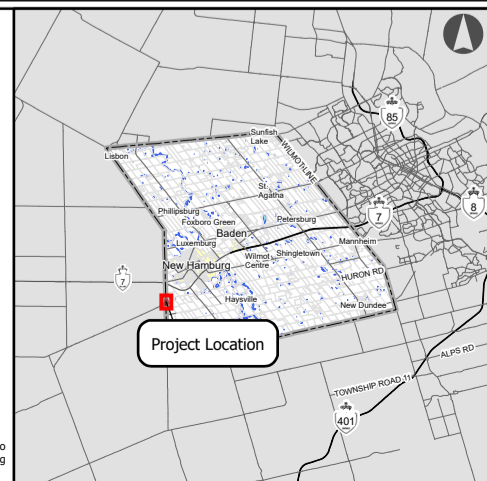
July 2024



Legend

- Approximate Limits of Construction for Punkeydoodle Intersection Improvements
- Township of Wilmot Boundary

The map is created from a subset of data from the Wilmot Geographic Information System (GIS) database. The Township of Wilmot makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the Township, including the implied validity of any uses of such data.

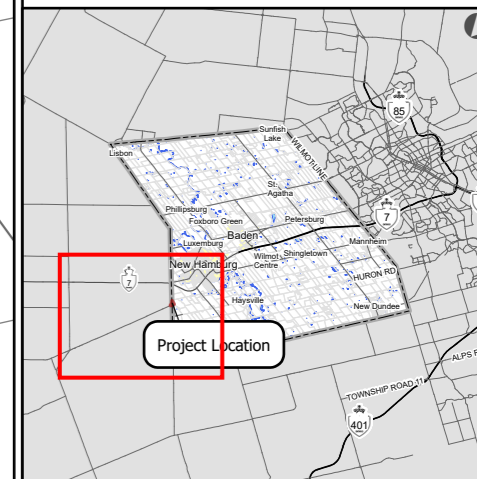
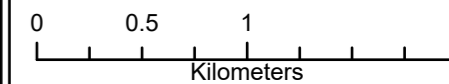




DEPARTMENT OF INFRASTRUCTURE SERVICES

Report IS-2024-23 Attachment 2 - Punkeydoodles Traffic Detour Route

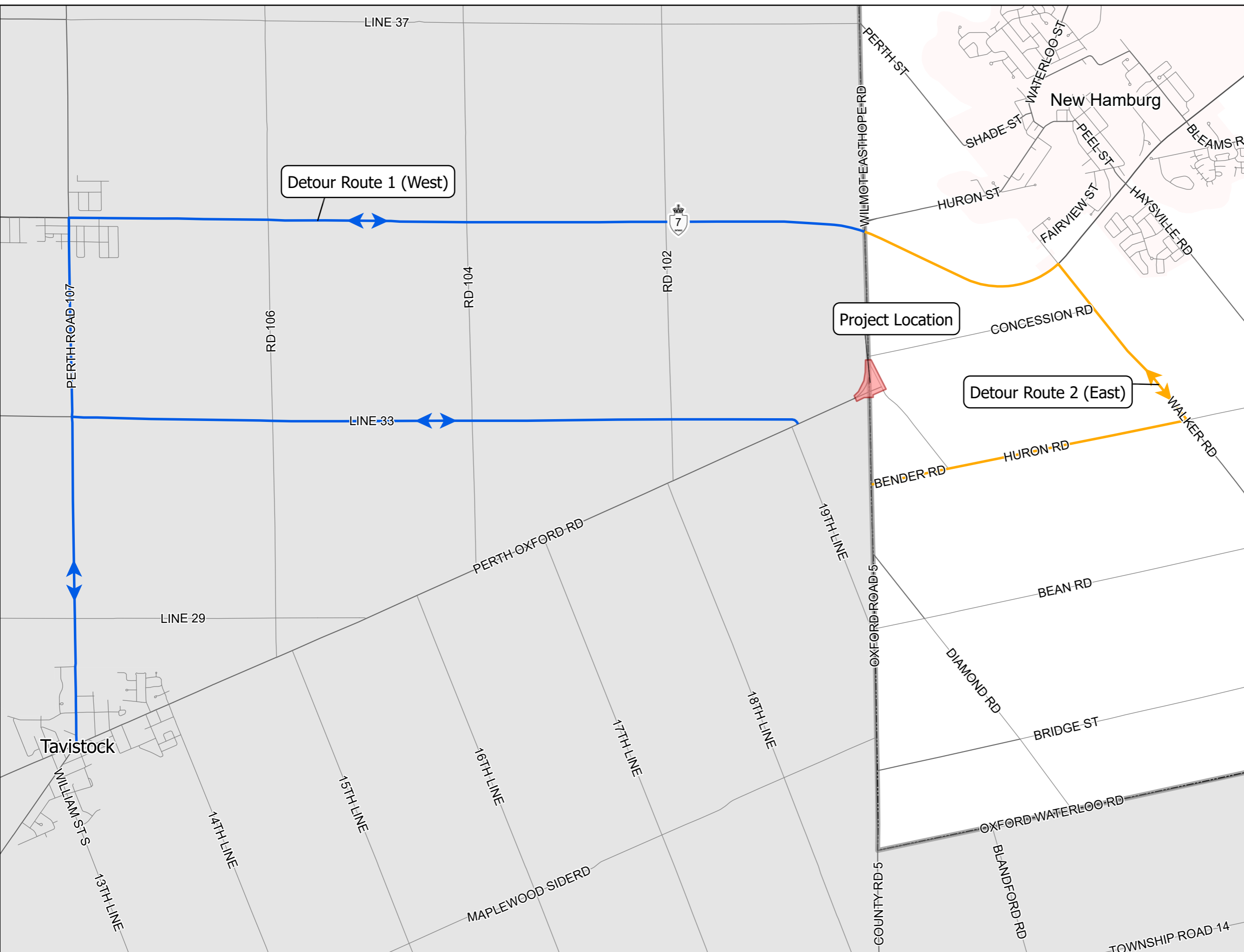
July 2024



Legend

- Approximate Limits of Construction for Punkeydoodle Intersection Improvements
- Detour Route 1 (West)
- Detour Route 2 (East)
- Township of Wilmot Boundary

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Document Path: C:\Users\sscott\Desktop\GIS\Projects\MAP-2024-07-09-Punkeydoodle Intersection Construction.aprx



INFRASTRUCTURE SERVICES *Staff Report*

REPORT NO: IS-2024-24

TO: Council

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

PREPARED BY: Curtis Schaerer, C.Tech, Engineering Technologist

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: 2024-07-29

SUBJECT: Extension of Contract for Engineering Consulting Services –
Boulee Street SWM Facility Retrofit

RECOMMENDATION:

THAT Council receive Report IS-2024-24 Extension of Contract for Engineering Consulting Services – Boulee Street SWM Facility Retrofit for information.

SUMMARY:

This report outlines the proposal process of the Boulee Street Stormwater Management (SWM) Facility Retrofit. The scope of work for the Boulee Street SWM Facility Retrofit will consist of topographic survey, detailed design, permitting of the proposed SWM facility, tender preparation, and submission of CLI ECA applications for the retrofit of existing SWM Facilities 21 and 25 adjacent to Boulee Street in the Township of Wilmot.

BACKGROUND:

This project is for the design of the Stormwater Management Facility (SWM) Retrofit of the SWMF21 and SWMF25 to accommodate the reconstructed roads of Victoria/Boulee Street and surrounding development lands. These SWM facilities will act as a storm outlet and water quality

control prior to entering the Nith River and is an upgrade of the facilities in keeping with the Township Requirements from the Ministry of Environment Climate and Parks under the Consolidated Environmental Compliance Approvals process.

REPORT:

This project is for the design of the Stormwater Management Facility Retrofit of the SWMF21 and SWMF25 to accommodate the reconstructed roads of Victoria/Boulee Street and surrounding development lands. These SWM facilities will act as a storm outlet and water quality control prior to entering the Nith River and is an upgrade of the facilities in keeping with the Township Requirements from the Ministry under the Consolidated ECA process.

The project is located north of Boulee/Victoria Street adjacent to Hwy 7/8 and Hamilton Road in New Hamburg. See attached Figure 1. The area surrounding the SWM Facility includes Neville Street, Arnold Street, Hamilton Road, Victoria/Boulee Street, Existing Subdivision (Nithview Drive and Nithview Court), Tri-County Mennonite Homes, Nithview Heights Subdivision and proposed Neville Development. The overland storm runoff and underground storm infrastructure for this area are directed to Nithview Heights Subdivision SWM Facility (SWMF 29) and the Lowland SWM Facilities (SWMF21 and SWMF 29).

Staff are extending the contract services of Walterfedy obtained by Request for Proposal in 2022. The extension of the contract is required to accommodate existing conditions and additional development growth for the tributary area. The road reconstruction design is currently being completed by Walterfedy and the retrofit of the Stormwater Management Facilities are required to coordinate effectively and efficiently with the existing road design.

The extension of professional services involved for this project includes topographic survey, detailed design and permitting of the proposed SWM facility, tender preparation, and submission of CLI ECA. Permits will be required from the GRCA to proceed with the works, and a Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) is required through the Township.

The Facilities will be retrofitted through design and construction in accordance with the following:

- SWMF25 to accommodate drainage area for quantity flows based on 80% imperviousness.
- Stormwater Quality flows designed based on an average site imperviousness of 80% allowing for an additional quality volume of 10% to be utilized for sites with greater imperviousness
- SWMF25 designed with an access route through an easement/block from the corner of Victoria/Boulee to the SWMF 25.
- Victoria/Boulee Street designed to abandon existing 900mm CSP storm sewer direct flow to Nith River.
- SWMF 21 designed to accommodate the flows as identified and for the proposed development area.

- An emergency access route designed as part of the trails network from Albert Street if feasible, with slopes for pedestrian access not greater than 8% and for maintenance only as per the MECP SWMPP 2003.

On May 21st, 2024, the request for proposal/cost estimate was sent to Walterfedy consultants to provide a fee estimate for the work.

The fee estimate received was for \$119,833.00, plus HST. Staff feel this is a reasonable and beneficial amount for the scope of work considered. As such, staff proceeded with award in accordance with Procurement ByLaw 2021-43 Provision 71c which states:

71. The Purchasing Agent may under the following conditions negotiate directly with one or more Bidders and in such cases the requirement for inviting tenders or quotations is waived:

c. Where the extension or reinstatement of an existing contract or continuation with an existing vendor, with CAO and Treasurer approval, would be more cost effective or beneficial to the Township.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

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

FINANCIAL CONSIDERATIONS:

The budget for this scope of work is included within the program or capital budget amounts approved in the 2024 Budget for 2024/2025 Work Program for the SWM Facility Retrofit – Nithview. The general funding need is outlined below:

| Funding Source | Amount |
|-----------------------------------|------------------|
| Development Charges | \$ 76,000 |
| Tax Funding Growth Infrastructure | \$ 4,000 |
| 2025 Development Charges | \$750,000 |
| Total Budget | \$830,000 |

Given the proposal amount of \$119,833.00 net of HST, quotation, Consulting services for the Boullee Street SWM Facility Retrofit, is anticipated to remain within the overall budget allocation for this project.



ATTACHMENT:

MAP-2024-07-15-Boullee SWM Facility Retrofit Council Report.pdf

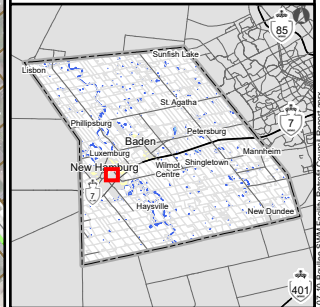
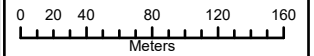


DEPARTMENT OF INFRASTRUCTURE SERVICES

Boulee SWM Facility Retrofit Council Report

Existing SWM Facilities

July 2024



Legend

- Wilmot Storm Main
- Region of Waterloo Storm Main
- Private Storm Main
- Stormwater Management Facility
- Watercourse
- Waterbody
- Wooded Area
- Property Parcels



The map is created from a subset of data from the Wilmot Geographic Information System (GIS) database. The Township of Wilmot makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the Township including the implied validity of any uses of such data.



CORPORATE SERVICES *Staff Report*

REPORT NO: COR-2024-35

TO: Council

SUBMITTED BY: Greg Clark, Director of Corporate Services/Chief Financial Officer

PREPARED BY: Kaitlin Bos, Supervisor of Legislative Services / Deputy Clerk

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: July 22, 2024

SUBJECT: Petition for Drainage Works by Owners- Kevin and Tracey Erb

RECOMMENDATION:

THAT the Petition for Drainage Works by Owners Kevin and Tracey Erb be accepted; and further,

THAT K. Smart Associates Limited be appointed as the engineer firm to prepare a report with instruction as per Section 8(4) of the Drainage Act to include the Erb petition in the Section 78 report for the Nicklas Drain.

SUMMARY:

As per Section 5(1) of the Drainage Act, 1990 where a petition is filed with the municipality Council shall forthwith consider the petition and shall, within thirty days after the filing of the petition decide whether or not to proceed with the drainage works, and send notice of its decision to the petitioner and prescribed persons.

As per Section 8(1) of the Drainage Act, 1990 where Council has decided to proceed with the drainage works described in a petition, the council shall by resolution appoint an engineer to make an examination of the area requiring drainage as described in the petition and to prepare a report.

BACKGROUND:

The Nicklas Drain was constructed under an engineer report prepared by Jewitt, Dodd & Vallee in 1964. The drain originates in the Township of East Zorra-Tavistock and services the watershed upstream of Oxford Road 5 in Lots 30 to 32, Concession 2 and 3 Block A in the Township of Wilmot.

In 2020, Karen Wagler submitted a request under Section 78 of the Drainage Act, 1990 for major improvements to the Branch Drain of Nicklas Drain in Lot 32, Concession 3 Block A. Council subsequently appointed K. Smart Associates Ltd. to prepare the engineer report for the major improvement project on the drain.

In January 2021, the Township received a Petition for Drainage Works by Owners under Section 4 of the Drainage Act, 1990. The petition was submitted by Gary Zehr (Zehr Farms Ltd) and Doug and Dolores Geisler for their property in the north part of Lot 31, Concession 3 Block A. The petition requested an upstream extension of the Branch Drain through their property to Bean Road. Council accepted the petition and subsequently appointed K. Smart Associates Ltd. to prepare a report on the Zehr/Geisler petition with instruction as per Section 8(4) of the Drainage Act to combine the new petition report with the Section 78 report for the Nicklas Drain.

K. Smart Associates Ltd. assigned engineer Curtis MacIntyre to prepare the Engineer Report for the major improvements to the Nicklas Drain. This report is currently in the design, cost estimate, and assessments phase.

REPORT:

On July 5, 2024, the Clerk's Office received a Petition for Drainage Works by Owners from Kevin and Tracey Erb under Section 4 of the Drainage Act, 1990 for a property located at Lot 31, Concession 2 Block A. This property is located within the watershed of the Nicklas Drain, 1964.

The landowners request under this petition is that the Branch Drain be extended upstream across Bean Road and to continue across their property to Diamond Road to replace the NS Roth Award Drain. This petition also requests that the Nicklas Drain Main Drain be extended upstream across Oxford Road 5. Attachment A shows the location of the outlets requested under the petition.

Under Section 8(4) of the Drainage Act, 1990 the Council of the initiating municipality may instruct the engineer to make one report with respect to two or more petitions requiring drainage in two or more adjoining areas that require drainage. This allows Council to assign this petition to K. Smart and Associates to include in the current work being completed under the Section 78 request for major improvements submitted by Karen Wagler in 2020.

Should Council proceed with the recommendation as presented in this report, the Clerk will notify the petitioner, the conservation authority and the project engineer to include these improvements

requested by Kevin and Tracey Erb in the engineer report being prepared for the major improvements to the Nicklas Drain.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

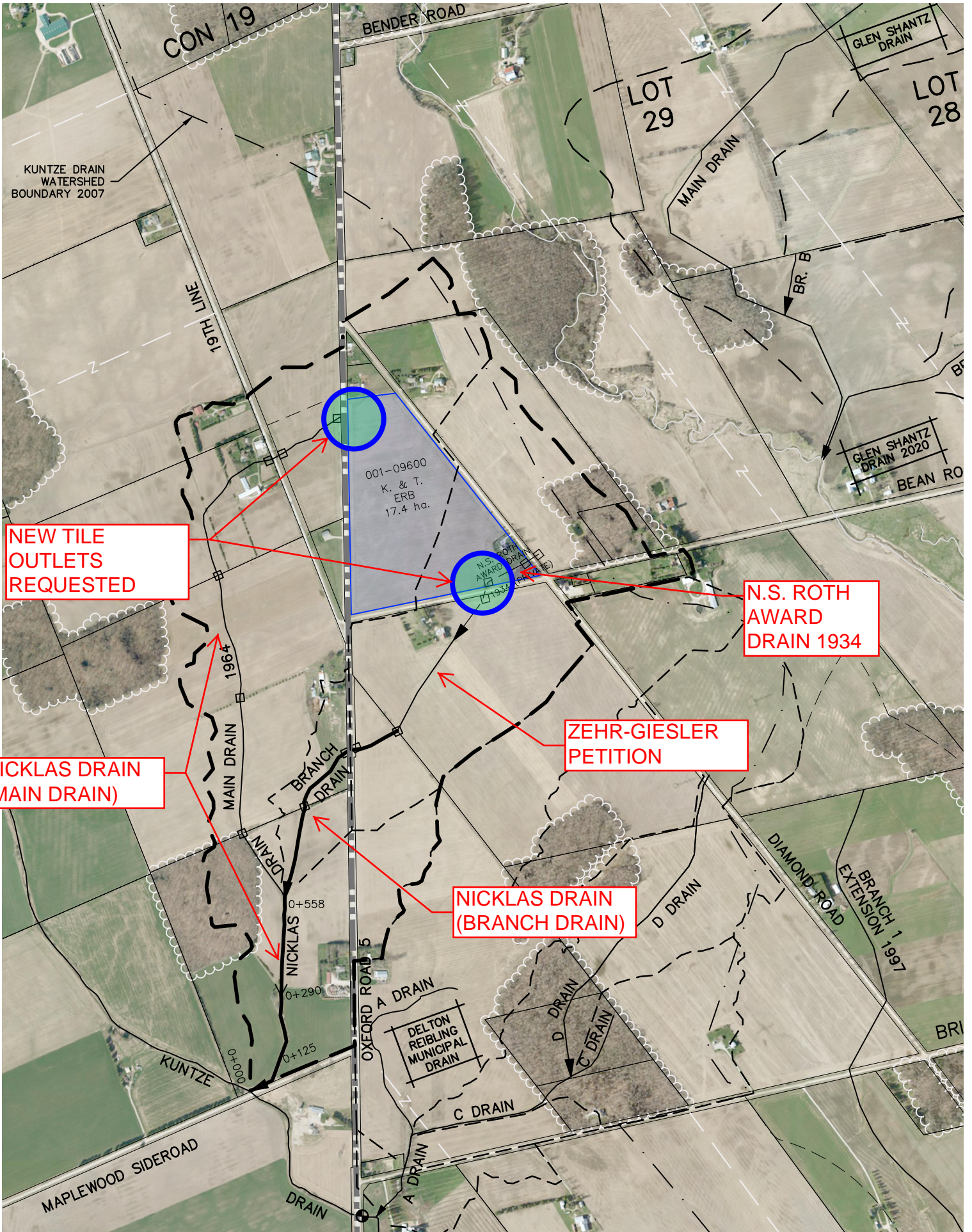
N/A

FINANCIAL CONSIDERATIONS:

There are no financial impacts associated with this report.

ATTACHMENTS:

Attachment A: Watershed Plan- Nicklas Drain Petition



NEW TILE
OUTLETS
REQUESTED

N.S. ROTH
AWARD
DRAIN 1934

NICKLAS DRAIN
(MAIN DRAIN)

ZEHRE-GIESLER
PETITION

NICKLAS DRAIN
(BRANCH DRAIN)



CORPORATE SERVICES

Staff Report

REPORT NO: COR-2024-37

TO: Council

SUBMITTED BY: Greg Clark, Director of Corporate Services/Chief Financial Officer

PREPARED BY: Kaitlin Bos, Supervisor of Legislative Services / Deputy Clerk

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: July 22, 2024

SUBJECT: Petition for Drainage Works by Owners- JJZ Developments Inc.

RECOMMENDATION:

THAT the Petition for Drainage Works by Owners JJZ Developments Inc. be accepted; and further,

THAT the Clerk be directed to prepare and circulate a Notice of Decision to be sent to the prescribed persons under Section 5(1) (b) of the Drainage Act, 1990.

SUMMARY:

As per Section 5(1) of the Drainage Act, 1990 where a petition is filed with the municipality Council shall forthwith consider the petition and shall, within thirty days after the filing of the petition decide whether or not to proceed with the drainage works, and send notice of its decision to the petitioner and prescribed persons.

BACKGROUND:

A petition filed under Section 4 of the Drainage Act, 1990 will set in motion a project to design and construct new municipal drain infrastructure for the area requiring drainage identified in the petition. The landowner has worked with the Township's Drainage Superintendent John Kuntze and is aware of the implications of signing a petition for drainage works, in accordance with the Drainage Act, 1990.

REPORT:

On July 5, 2024, the Clerk's Office received a Petition for Drainage Works by Owners of JJZ Developments Inc. under Section 4 of the Drainage Act, 1990 for a property located at 1296 Nafziger Road (part Lot 19, Concession North of Bleams Road).

The request under this petition is that new drainage works be constructed to improve an existing watercourse (not currently a Municipal Drain) that runs through the property. This property is in the watershed of a report being prepared by Headway Engineering for the Badenvew and Good petitions and will have a direct outlet into the new drainage works proposed under this report. Attachment A shows the location of the property requesting new drainage works under the petition.

Should Council agree to proceed with the recommendation as presented, the Clerk will notify the petitioner, and prescribed persons under Section 5(1) of the Drainage Act, 1990. For this petition submitted by JJZ Developments Inc. the prescribed persons are the Grand River Conservation Authority, Township of Wilmot Development and Planning, Township of Wilmot Infrastructure Services. The prescribed persons have thirty (30) days to provide comments, when the comment period expires the Clerk's Office will prepare a Staff Report with a recommendation to appoint an engineer under Section 8(1) of the Drainage Act, 1990.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

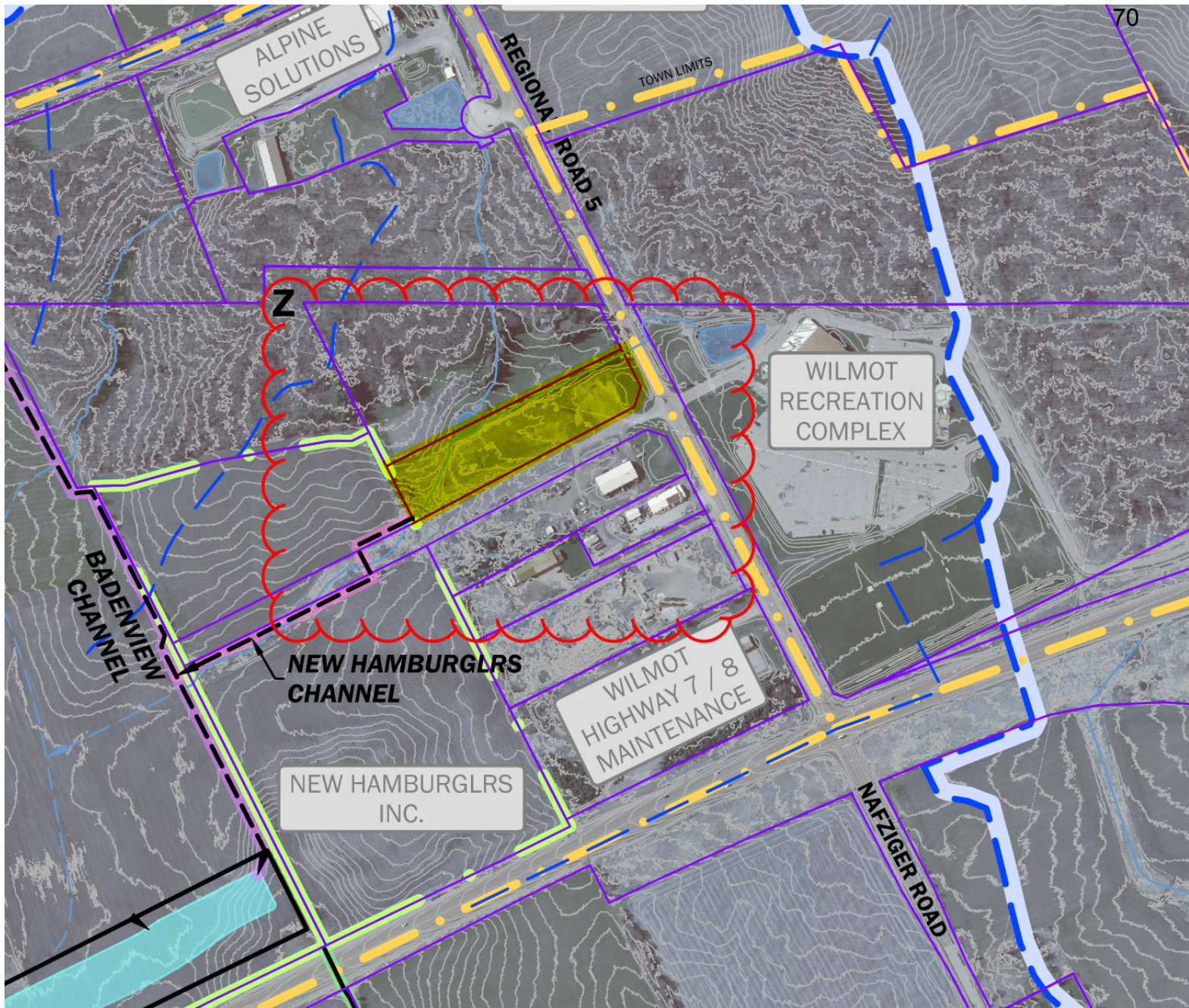
N/A

FINANCIAL CONSIDERATIONS:

There are no financial impacts associated with this report.

ATTACHMENTS:

Attachment A: JJZ Development Petition





Community Services *Staff Report*

REPORT NO: CS-2024-17

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Chris Catania, Director of Community Services

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: July 29, 2024

SUBJECT: Operations at Parks and Fire Administration Building 30 Neville Street

RECOMMENDATION:

THAT Report CS-2024-17 Operations at Parks and Fire Administration Building 30 Neville Street be received for information.

SUMMARY:

This report provides Council an update to the municipal property at 30 Neville Street in New Hamburg, the required fit up, occupancy and operations for Fire Administration and the Parks/Facilities branch of Community Services.

BACKGROUND:

On February 13, 2023, Report CAO 2023-01 was approved that the capital costs for the acquisition and other matters incidental to the purchase of 30 Neville Street in the amount of approximately \$3,600,000 be debt financed through development charges.

The property at 30 Neville Street (formerly owned by Nachurs Alpine) is 3.3 acres and includes the following features:

- 11,082 sf building with 6,157 sf of warehouse space, 1,384 sf of mezzanine space and the balance office, storage, and meeting space.
- 400 Amp service with fiber optics internet
- Paved entrance with gravel fully fenced and gated secure yard with two formal entrances
- Twelve (12) offices of varying sizes, a lobby entrance area
- Two receiving/loading docks
- A commercial garage entrance for trucks etc. to enter the warehouse
- Two (2) stories in the main building (office area) and basement
- Electrical charging stations in yard.

Suitability for Community Services Parks and Facilities Operations

It was determined that the property at 30 Neville Street in New Hamburg would meet the operational needs of the Parks and Facilities division, while also having the potential to generate significant capital savings by utilizing an existing building and avoiding high construction costs for any new facility.

The items listed below were identified as basic needs for the Parks Operation site and are already included in the building at 30 Neville Street.

- Secure parking for Township Vehicles and Equipment
- Bay doors for vehicle / equipment access
- Indoor areas for servicing equipment (and vehicles) including a drive through
- Access to power for Township vehicles, particularly as the fleet transitions to electric
- Covered, heated storage for vehicles / equipment to protect them from the elements
- Wash bay for vehicles and equipment to increase the life and resale value of units as well as present a positive image for the Township
- Workshop areas for woodworking and welding
- Exhaust system for workshop/service area
- Office space for the Manager / Supervisor along with other space that may eventually be required for additional positions as the staff complement grows with the population
- Meeting / training area
- Wi-Fi throughout building, phone, and laptop/tablet charging stations
- Outdoor materials storage with proper drainage
- Indoor materials storage
- Storage for paint and hazardous materials

Suitability for Fire Services

With suitability for Parks and Facility Operations, Fire Service Administration was consulted and noted that 30 Neville Street was an opportunity to further explore with the option of co-locating at the site with Parks and Facilities Operations. At the time of purchase, it was determined the 30 Neville Street was suitable with two key access points to the property. Fire

Administration staff would occupy a portion of the office space (2nd Floor) located within the existing building on site.

Strategically, Fire Administration at 30 Neville Street provides immediate synergies for future site considerations of a potential new Station 3 (New Hamburg) for design and construction.

REPORT:

With the Township purchase of 30 Neville Street, Nachurs Alpine required 17 months of lease-back time while construction was being completed to their new facility. Income of \$140,000 excluding taxes generated from the lease-back for the Township would help to offset a portion of the purchase price of the building and land. The lease expired June 30, 2024 and at that time, the Township was able to take possession and undertake minor renovations to the 2nd floor and necessary furniture, fixture and equipment requirements for a proper phased occupancy.

Community Services Parks and Facilities Operations

The Parks/Facilities Team has begun their move into the facility at 30 Neville Street, alleviating prior operational pressures and improve on efficient services across the Township. Industrial racking in the garage bays has been installed, with the relocation of Parks and Facilities' equipment, fleet, and hardware taking place and continuing through the week of July 15th.

The main floor of the office building at 30 Neville Street will undergo a complete renovation to better align with the daily operations of the Parks and Facilities staff. Capital has been approved in the 2024 budget to address main floor accessible, universal lavatories with showers, the addition of locker/change rooms, climate-controlled storage areas, and a communal gathering space to accommodate daily team meetings.

Wilmot Fire Administration

Since the occupancy of the 30 Neville Street property, the facility has undergone "minor" functional improvements to the second floor of the office building. This has included flooring, painting, hardware, security enhancements, furnishing offices and networking capabilities. These minor renovations are complete and ready for operational use by the Wilmot Fire Department's Administrative Division. Fire's administrative staff, including the Fire Chief, the Chief Fire Prevention Officer and the Public Education Officer, have started to transition out of the Administrative Township offices and are currently functioning out of new workspaces at 30 Neville Street. Fire administration services, including the sale of burn permits, still continue seamlessly and communications will be shared if any specific to changes in process are related to Fire administration with the relocation to 30 Neville Street.

Revised contact numbers have been posted on various Township media channels to reach the Fire Administration and Parks/Facilities teams.

Future Space Needs Planning

Concurrently with the relocation of staff to 30 Neville Street, The Township is working on a Space Needs Analysis to look at, and plan for, the medium to long-term workspace needs of Township employees at the Township Administrative Building. Once the analysis of the Space Needs Study is completed, staff will seek Council's review with financial implications and approval to move forward with its medium to long-term space planning strategy. The draft Space Needs Analysis report is expected to be completed Fall 2024 with future staff report back to Council.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

- Responsible Governance through Infrastructure Investments
- Responsible Governance through Service Reviews and Master Planning

FINANCIAL CONSIDERATIONS:

The 17 months of lease-back time of 30 Neville Street provided a source of income of \$140,000 excluding taxes. In 2024, that income is \$40,000 excluding taxes. With Township occupancy July 1, 2024, expenditures in operating/utility costs have been budgeted for \$24,250.

Both revenue and expenditures have been approved in the 2024 operating budget for Community Services.

ATTACHMENTS:

1. Appendix A – Pre and Post Occupancy Photos of Parks & Fire Administration Facility

Second Floor Hallway



Second Floor Boardroom



Second Floor Archive/Storage Room



Fire Administrator



Chief Training Officer



Fire Prevention Officer



Facilities Manager



Fire Chief



Warehouse



Destination Signage





CORPORATE SERVICES

Staff Report

REPORT NO: COR-2024-36

TO: Council

SUBMITTED BY: Greg Clark, Director of Corporate Services/Chief Financial Officer

PREPARED BY: Jeff Bunn, Manager of Legislative Services/Municipal Clerk

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: July 29, 2024

SUBJECT: Procedural By-law Amendment Relating to Delegations

RECOMMENDATION:

THAT Report COR-2024-36 be received as information; and further,

THAT the Clerk be directed to bring forward an a By-law on the August 26, 2024 Regular Council Agenda to implement the changes outlined in this Report.

SUMMARY:

The purpose of this report is to provide Council with a recommendation on amendments to the Procedural By-law 2023-43 to permit a limited number of delegations to address Council at each meeting on various issues of public interest. The report recommends Council amends the Procedural By-law.

BACKGROUND:

Every municipality in Ontario is required to have a Procedural By-law. Section 238 (2) of the Municipal Act, 2001, S.O., c.25, as amended, requires that every municipality shall pass a Procedural By-law for governing the calling, place and proceedings of meetings. Procedural By-laws are an essential governance tool that provide a set of rules for Council and Local Board meeting which uphold basic parliamentary procedure to ensure fairness for all meeting

participants, and consistency in the decision-making process. The goal of every Procedural By-law should be to ensure there is a high degree of meeting efficiency to ensure orderly debate and discussion for the business of the corporation.

As a best practice, Procedural By-laws should be reviewed at least once each term of Council to ensure the governance structure reflects the needs of the Council at the time. The last comprehensive review of Township of Wilmot Procedural By-law was completed in September 2023 and led to the adoption of By-law 2023-43.

With respect to delegation at Council meetings, By-law 2023-43 outlines that delegations are only permitted to address Council/Committee on a matter listed on the Agenda. Specifically, Section 6.3 states:

6.3.1 Delegations may only register to speak to the following agenda items:

- (i) staff reports;*
- (ii) informal and formal public meetings;*
- (iii) consideration of notice of motion provided by members of Council; and,*
- (iv) By-laws*

6.3.2 Notwithstanding Section 6.3.1., no delegation shall appear before Council on a matter that is not on the agenda if the matter is one which:

- (i) is eligible for resolution under any process for formal complaints or appeals, or for requesting compensation, where such processes have been established by the Township of Wilmot, unless and until all municipal proceedings of such a process have been completed;*
- (ii) is related to an employment matter;*
- (iii) is undergoing judicial or court process or litigation to which the delegation is a party to the proceeding;*
- (iv) has already been the subject of consideration by Council, if a decision on the matter by Council was reached within the last six months.*

6.3.3 Notwithstanding this provision, in emergency situations, Council by affirmative vote of a Majority of its members present at a regular Council Meeting, may agree to hear a delegation on any matter provided the presentation material is in writing and available whenever possible for distribution to Council prior to the commencement of the said Meeting.

6.3.4 That where Council has passed a motion to permit a delegation to speak to a matter that is not on a Meeting agenda, members of Council shall not be permitted to ask questions of that delegation.

6.3.5 Delegations are subject to the following provisions:

- (i) Are only permitted for matters listed on the Agenda;*
- (ii) Must contact the Clerk's Office for Council Meetings or the Committee*

- Administrator for Committee Meetings in writing and indicate the means by which they wish to be a delegation as per Section 4.2.5 of this By-law;*
- (iii) *Members may ask questions of delegates. There shall be no debate between Members and delegates.*
- (iv) *Are limited to speaking not more than seven (7) minutes not including responding to questions from Members, if any;*
- (v) *Delegations consisting of seven (7) or more persons may be permitted to have two (2) spokespersons address Council, in which case each such spokesperson will be limited to speaking for not more than seven (7) minutes each; and,*
- (vi) *Where more than twenty (20) or more delegates register for an Agenda Item, Council may by vote Majority vote, limit the speaking time for delegations for that specific item to three (3) minutes.*
- (vii) *Are permitted to speak only once on an Agenda item per Meeting unless the speaker is presenting new information to Council.*
- (viii)

On June 10, 2024, a Motion was introduced by Councillor Sidhu, that staff be directed to report back to Council at the July 29, 2024, Regular Council Meeting on municipal best practices and recommended changes to the Procedural By-law as it relates to permitting up to 3 registered delegates at each meeting to speak to any matter of public interest within the jurisdiction of the Township.

REPORT:

Municipal Scan Results

To better understand best practices with respect to the management of public delegations at Council meetings, staff conducted a municipal scan of 24 like sized municipalities in Ontario. Staff reviewed all Ontario municipalities with a population between 20,000-30,000 to produce a list of comparative municipalities, rather than looking at strictly area municipalities or larger cities. Specifically, the Procedural By-laws for the following municipalities were reviewed:

- City of Brockville
- City of Clarence-Rockland
- City of Owen Sound
- County of Frontenac
- County of Prince Edward
- Municipality of Leamington
- Municipality of Strathroy-Caradoc
- Town of Amherstburg
- Town of Collingwood
- Town of East Gwillimbury
- Town of Essex
- Town of Grimsby
- Town of Kingsville
- Town of Lincoln
- Town of Orangeville
- Town of Tecumseh

- Town of Wasaga Beach
- Township of Centre Wellington
- Township of Essa
- Township of King
- Township of Oro-Medonte
- Township of Scugog
- Township of Uxbridge
- Township of Woolwich

In brief, the municipal scan identified that a majority of municipalities have a mechanism to permit delegations to address Councils on issues of public concern with varying degrees of parameters to ensure a balance between ensuring citizens have an opportunity to speak directly to their elected representatives while maintaining orderly and efficient meetings. These municipalities have varying degrees of rules governing these types of delegations, often including limiting delegations to matters within the jurisdiction of the municipality and not permitting matters relating to a specific labour/management dispute, active litigation or other matter properly held in closed session.

Proposed Amendments to By-law 2023-43

In order to align with the direction from Council, and to permit up to 3 registered delegates at each meeting to speak to any matter of public interest within the jurisdiction of the Township, staff are recommending amending the current Procedural By-law to introduce two types of delegations: Specific Interest Delegations and General Interest Delegations. The concept of Specific and General Interest Delegations is outlined in greater details below.

1. Specific Interest Delegations

Specific Interest Delegations would relate to items listed on a Council Agenda. The intent with specific interest delegations would be to maintain the current rules relating to delegations and would continue to allow interested citizens to register to speak to matters listed on a Council agenda (including staff reports, public meetings, notice of motions, and by-laws, however not including correspondence items). Staff propose to maintain the existing flexible registration provision by allowing citizens to register up until the start of the meeting to speak as a delegation.

2. General Interest Delegations

General Interest Delegations would relate to items of general interest within the jurisdiction of the Township of Wilmot. In accordance with the direction provided by Council, there would a limit of up to 3 registered delegates at each meeting to speak to any matter of public interest within the jurisdiction of the Township. To facilitate the registration of the General Interest Delegations and to provide Township staff with sufficient notice of the General Interest Delegations, a more precise timeline for registration would be beneficial. As such, staff are recommending that General Interest Delegations be submitted by 12:00 Noon on the Monday preceding the Regular Council Meeting that the delegate wishes to register for.

As such, staff are proposing adopting a portion of the Township of King and the Town of Essex Procedural By-laws, as a framework to permit delegations on matters of general interest to the community.

The text below is an outline of the proposed wording for the amended Township of Wilmot By-law relating to both Specific and General Interest delegations:

6.3 *Specific Interest Delegations*

6.3.1 *Specific Interest Delegations may only register to speak to the following agenda items:*

- (i) staff reports;*
- (ii) informal and formal public meetings;*
- (iii) consideration of notice of motion provided by members of Council; and,*
- (iv) By-laws*

6.3.2 *Registration to participate in person for Specific Interest Delegations will be accepted up to the time the Meeting is convened.*

6.3.3 *Registration to participate electronically as a Specific Interest Delegations will be accepted up to noon on the day of the Meeting, and Delegations must provide their email address and telephone number to enable Township staff to facilitate such participation.*

6.4 *General Interest Delegations*

6.4.1 *General Interest Delegations may register to speak to matters that are of a general interest and within the jurisdiction of the Township of Wilmot.*

6.4.2 *Any person who wishes to appear before Council as a Delegation on a matter of general interest shall submit the prescribed "Delegation Request Form" to the Clerk by 12:00 Noon on the Monday preceding the Regular Council Meeting.*

6.4.3 *Not more than three (3) General Interest Delegations will be permitted at each Regular Council Meeting.*

6.4.4 *The Clerk shall have the authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.*

6.4.5 *The Clerk, Mayor, Chief Administrative Officer shall review the General Interest Delegation Request Form to determine if the subject matter and nature of the request falls within the jurisdiction of Council, or if the request needs to be referred to Administration for comments.*

6.4.6 *The Mayor, in consultation with the Chief Administrative Officer, has the authority to deny a General Interest Delegation requests under the following circumstances:*

- (i) *the request is not submitted within the time required of this By-Law;*
- (ii) *no written submission together with handouts or materials is provided with the request or the submission is incomplete;*
- (iii) *the subject matter is deemed to be beyond the jurisdiction of Council;*
- (iv) *the issue has been or is to be considered by the Committee of Adjustment, Dangerous Dog Designation Appeals Committee, or Property Standards Appeal Committee;*
- (v) *Council previously indicated it will not hear further from this Delegation; or*
- (vi) *the issue should first be referred to Administration for action.*

6.4.7 *Delegations that are for the sole purpose of generating publicity for an event shall not be permitted.*

6.4.8 *After hearing the deputation, Council shall resolve to:*

- (i) *Receive the deputation for information only; or*
- (ii) *Refer the matter to staff for additional information.*

6.4.8 *Delegations will be scheduled in the order in which they were received by the Clerk.*

A consolidated draft Procedural By-law has been included with this report as Attachment 1 and includes tracked changes to outline new and amended sections of the By-law. It should be noted that due to the proposed changes, smaller incidental amendments are required throughout the by-law to ensure clarity and consistency in process – such changes are captured by the tracked changes within the document.

Next Steps if Council Chooses to Proceed

In terms of next steps, should Council choose to proceed with amending the Procedural By-law, Section 14.2.2. of the current Procedural By-law outlines,

“No amendment or repeal of this By-law or any part of thereof will be considered at any Council Meeting unless notice of the proposed amendment or repeal has been given at a previous Regular Meeting of Council; and the waiving of this notice by Council is prohibited”.

This means that Council may, at the July 29, 2024 Regular Council Meeting, signal their intent to amend the Procedural By-law by passing the recommendation outlined in this report. In accordance with By-law 2023-43, the Clerk would then include an amended Procedural By-law on the agenda for the next Regular Council Meeting, August 26, 2024, for Council's consideration. If the proposed By-law was to pass at the August 26, 2024 Regular Council Meeting, interested citizens could begin appearing before Council at the September 9, 2024 Regular Council Meeting as delegations relating to matters not listed on the agenda.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report supports the Good Governance strategic goal outlined within the Township of Wilmot Strategic Plan.

FINANCIAL CONSIDERATIONS:

There are no financial impacts associated with this report.

ATTACHMENTS:

Attachment 1 – Draft Procedural By-law

REPORT COR-2024-36 ATTACHMENT 1

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PROCEDURAL BY-LAW – BY-LAW 2023-43

THE CORPORATION OF THE TOWNSHIP OF WILMOT
 BY-LAW NO. 2023-43
 BEING A BY-LAW TO PROVIDE FOR
 THE RULES OF ORDER AND PROCEDURE
 FOR THE MUNICIPAL COUNCIL AND COMMITTEES OF
 THE CORPORATION OF THE TOWNSHIP OF WILMOT
 AND TO REPEAL BY-LAW NOS. 2021-36 AND 2021-50

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

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

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

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

AND WHEREAS section 238 (3.1) of the Municipal Act, 2001, S.O., c.25, as amended, allows for a municipality's procedural by-law to permit a member of Council, of a Local Board or a committee of either of them, to participate electronically in a meeting to the extent and in the manner set out in the by-law;

AND WHEREAS section 238 (3.3) of the Municipal Act, 2001, S.O., c. 25, as amended, allows the procedural by-law to provide that,

- (a) a member of a council, of a Local Board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) a member of a council, of a Local Board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public;

AND WHEREAS the Township of Wilmot Accountability and Transparency Policy states that accountability, transparency and openness are standards of good governance that enhance public trust and are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders;

AND WHEREAS the general principles of parliamentary law should be upheld in the rules of any meeting, these rules are based on a regard for the rights of:

- the majority,
- the minority, especially a strong minority – greater than one third,
- of individual members,
- of absentees, and
- of all these together.

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

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

PROCEDURAL BY-LAW – BY-LAW 2023-43

PART 1 DEFINITIONS

- 1.1 “Abstain” means a Member who declines to vote on a motion, in which case the abstention counts as not in favour, unless the abstention is due to a previously-declared Pecuniary Conflict of Interest or disqualification from voting under any Act in which case the vote is neither counted in favour nor not in favour of a motion.
- 1.2 “Acting Mayor” means the Member of Council appointed by by-law to act from time to time in the place and stead of the Mayor, pursuant to Section 242 of the *Municipal Act, 2001*.
- 1.3 “Ad Hoc Committee” means a Committee comprised only of Members of Council as appointed by Council and established for a specific purpose and which is disbanded once the purpose for which it was established is no longer required.
- 1.4 “Advisory Committee” means a Committee comprising members of the public appointed by Council under specified Terms of Reference to advise and make recommendations on matters in accordance with its mandate/purpose.
- 1.5 “Agenda” means the Notice of a Meeting which sets out the order of proceedings for a Meeting and the business to be conducted at the Meeting.
- 1.6 “Agenda Package” means the compilation of the Agenda, reports and other materials for the purpose of conducting Township business by Council or Committee at a Meeting.
- 1.7 “Agent” means an individual appointed by an Applicant to act in professional capacity on behalf of or as a representative of that Applicant.
- 1.8 “Amendment” means a change in the wording of a Motion that alters or varies the Motion. It may propose that certain words or phrases be added/inserted, omitted or replaced by other words/phrases.
- 1.9 “Applicant” means a property owner in a matter relative to a development application under the *Planning Act* submitted to the Township.
- 1.10 “Business Day” means the days of the week the Township Administration Complex is open for business, typically Monday to Friday, excluding holidays. The day on which a Meeting occurs is not included in the calculation of a “business day.”
- 1.11 “By-law” means a municipal rule established by the Township as approved by Council which regulates a particular area of jurisdiction.
- 1.12 “Call the Question” means a Member has moved for Council/Committee to vote immediately, without further debate, on a Motion that has been moved and seconded and stated by the Mayor/Chair.
- 1.13 “Chair” means the individual presiding over a Meeting who is charged with deciding questions and Points of Order and Privilege as well as preserving order and maintaining decorum. The Chair, except where specifically disqualified, may vote on all Motions/Questions.
- 1.14 “Closed Meeting” means a Meeting or part of a Meeting closed to the public in accordance with the open Meeting exemptions as defined by the *Municipal Act, 2001*.
- 1.15 “Code of Conduct” means a set of principles and standards of behaviour expected of Members of Council or a Committee when carrying out their roles, responsibilities and obligations as elected or appointed representatives for the Township.

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- 1.16 “Committee” means a Committee of Council including but not limited to Ad Hoc, Advisory, Quasi-judicial or Special Purpose Committees as established by Council.
- 1.17 “Committee Administrator” means a Township of Wilmot employee responsible for providing administrative support to a Township advisory or quasi-judicial committee.
- 1.18 “Confirmatory By-law” means a By-law to confirm and ratify the actions and decisions of Council at a Meeting of Council.
- 1.19 “Consent” means the grouping of routine, non-controversial business/reports into a single agenda item on a Council/Committee agenda that do not require debate. Consent items can be approved in one action rather than voting on each item separately unless a Member requests that a Consent item be dealt with separately.
- 1.20 “Council” means the elected officials of the Township and refers collectively to the Mayor and Ward Councillors of the Township.
- 1.21 “Council Chambers” means the room or building identified for the holding of Council Meetings, generally the room identified as such located at 60 Snyder’s Road West, Baden, Ontario.
- 1.22 “Declared Emergency” means any period where an emergency has been declared to exist in all or part of the Township under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E. 9, as amended.
- ~~1.23 “Delegation” means anyone who is not a Member of Council, Township staff or an appointed official of the Township who has requested and is permitted to address Council/Committee on a matter listed on the Agenda.~~
- ~~1.241.23~~ “Emergency Meeting” means a Meeting of Council held to consider any business of the Council which is deemed by the Mayor/Chair to be of an emergency nature.
- ~~1.251.24~~ “Ex Officio” means by virtue of office or position and carries with it the right to participate fully in the Meeting and vote unless prohibited by law.
- ~~1.261.25~~ “Friendly Amendment” means an amendment made to a Motion with the consent of the Mover and Secunder of the Motion, and without the requirement for the Amendment to be formally moved and seconded.
- ~~1.26~~ “General Interest Delegation” means a delegation that is permitted to address Council on a matter of public interest within the jurisdiction of the Township of Wilmot.
- 1.27 “Hybrid Meeting” means a Meeting where some Members and/or Delegations are participating virtually, and some are participating in-person.
- 1.28 “Improper Conduct” means conduct which offers any obstruction to the deliberations of proper action during a Meeting and/or contravenes either this By-law or the Code of Conduct.
- 1.29 “Inaugural Meeting” means the first Meeting of the new term of Council held after a municipal election in a regular election year as per Section 230 of the *Municipal Act, 2001*, at which the Members of Council are sworn into their respective offices.
- 1.30 “Integrity Commissioner” means the person appointed by By-law as the Integrity Commissioner of the Township and whose duties are therein prescribed in Section 223.3 of the *Municipal Act, 2001*.
- 1.31 “Local Board” means a local board as defined in subsection 1(1) of the *Municipal Act, 2001*.

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- 1.32 "Majority" means a minimum of 50% + 1 of the votes, including those cast by the Members who voted and taking into account any abstentions counting as negative votes as per Section 1.1 of the Procedural By-law.
- 1.33 "Meeting" means any in-person, hybrid or electronic Meeting whether regular, special or other of Council, a Local Board or a Committee of either of them, where:
- (i) A quorum of members is present; and,
 - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of that body or the Township.
- 1.34 "Member" means a member of Council, or an individual appointed to a Committee or Local Board.
- 1.35 "Minutes" means a record, without note or comment, of all Resolutions, decisions and other proceedings at a Meeting whether it is closed to the public or not.
- 1.36 "Motion" means a Question to be considered by Members through the process of being moved, seconded, and stated by the Mayor/Chair, subject to debate, and finally put to the Members for a vote.
- 1.37 "Point of Information" is a request directed to or through the Mayor/Chair to another Member or to staff, for information relevant to the business at hand but not related to a Point of Order or Point of Privilege.
- 1.38 "Point of Order" means a statement made by a Member during a Meeting, drawing the attention of the Mayor/Chair to a breach or possible breach of this By-law.
- 1.39 "Point of Privilege" or "Personal Privilege" means the raising of a question which concerns an individual Member, Council/Committee as a whole, staff or the public, when a Member believes that their individual rights or integrity, those of Council/Committee as a whole, staff, or the public, have been impugned.
- 1.40 "Presentation" means information being provided verbally to the Members which does not require debate/discussion or a vote by the Members; and may include the use of a presentation medium such as PowerPoint, overheads, video, slide show, etc.. The following types of Presentations are permitted:
- (i) Presentations made by Council/Committee to recognize the contributions or achievements of individuals or organizations.
 - (ii) Presentations made to Council/Committee by individuals or organizations at the invitation of Council/Committee;
 - (iii) Presentations made to Council by a Committee, Local Board, local organization, registered charity, or Township-affiliated agency or organization;
 - (iv) Presentations from senior levels of government or other municipal governments; and,
 - (v) Presentations by consultants retained by the Township providing information related to municipal operations that are not accompanied by a staff report.
- Presentations are not permitted for commercial business purposes and do not include Delegations for Agenda items.
- 1.41 "Public Meeting" means a Meeting of Council/Committee or any portion of a Meeting of Council/Committee which is subject to the requisite advanced public notice requirements and has been given authority by By-law or statute to conduct a Meeting in matters pursuant to any legislation which requires Council/Committee to afford interested parties to be heard before taking action, passing a By-law or

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making a decision. A Public Meeting requires a Mover and Secunder to convene, reconvene and/or adjourn the Public Meeting.

- 1.42 “Question” means a question to be considered by Members at a Meeting.
- 1.43 “Quorum” means the majority of the whole of Council or a majority of the voting members of a Committee unless otherwise stated.
- 1.44 “Recess” means a short intermission in a Meeting’s proceedings which does not adjourn the Meeting, and after which business will immediately resume at the point where it stopped at the point when the recess was called.
- 1.45 “Recorded Vote” means the recording in the Minutes of the names of each Member of Council present and the manner of their vote on a Motion/Question. Recorded Votes will be taken upon request by any Member of Council. In the case of a Member of Council who has a declared conflict or pecuniary interest for the Motion/Question, the Minutes will reflect the Member of Council who declared the conflict and did not take part in the discussion and subsequent voting thereof.
- 1.46 “Refer” means to send a matter currently under consideration by the Members to an individual, a Township department or a Committee for their consideration.
- 1.47 “Regular Meeting” means an open Meeting held in accordance with the approved schedule of Meetings or a revision of the schedule by resolution of Council.
- 1.48 “Resolution” means a Motion/Question that has been placed before the Members in a Meeting for debate and voted on in the affirmative and adopted by the Members (i.e., carried).
- 1.49 “Special Meeting” means a Meeting not scheduled in accordance with the approved calendar of Meetings called in accordance with this By-law.
- 1.50 “Specific Interest Delegation” means a delegation that is permitted to address Council on a matter listed on an agenda in accordance with Section 6.3.
- 4.501.51 “State the Question” means reading or displaying a Motion that has been moved and seconded. A Motion can only be debated by the Members once it has been stated and “on the floor”. A Motion that has been stated belongs to the Members.
- 4.541.52 “Terms of Reference” means a document that defines the purpose and structure adopted by Council to establish, at a minimum, the mandate, standards, practices, and responsibilities for a Committee, Task Forces and Working Groups.
- 4.521.53 “Territorial Land Acknowledgement” means a statement made at the beginning of a Meeting or Township event that, at a minimum, recognizes the awareness of treaty and traditional Indigenous rights.
- 4.531.54 “Tie Vote” means an equality of votes for and against a Motion. Motions subject to a tie vote are considered “lost” (i.e., not approved/not carried).
- 4.541.55 “Township” means The Corporation of the Township of Wilmot.
- 4.551.56 “Virtual” means that Members and/or Delegations are participating in the Meeting through an online or telecommunications medium that allows for audio and/or video interactions during a Meeting including voting in the case of Members.
- 4.561.57 “Waive Notice” means the ability for Members to consider a Motion during a Meeting without prior notice being given. Notice may be waived with two-thirds of the Members voting in favour of waiving notice. Notice must be waived before considering the Motion for which Notice is being waived.

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PART 2 GENERAL PROVISIONS AND APPLICATION

2.1 Rules and Procedures

The rules and procedures contained in this By-law will be observed in all Meetings of Council and its Committees and will be the rules and procedures for the order and dispatch of business of Council and Committees thereof unless otherwise indicated.

2.2 Robert's Rules of Order

In all unprovided for cases in the proceedings of Council or Committee, resort will be had to latest edition of *Robert's Rules of Order* as a rule for guidance on the question, and in such cases the decision of the Mayor/Chair will be final without debate.

2.3 Quorum – Determining

A majority of Members will be necessary to constitute Quorum, unless otherwise permitted by the *Municipal Act, 2001*, or any other Act, or by Township By-law, policy, or Terms of Reference.

2.4 Quorum – Not Present at the Start of a Meeting

If Quorum is not present fifteen minutes after the time appointed for a Meeting, the Clerk/Committee Administrator will record the names of the Members present and the Meeting will stand adjourned until the date of the next Meeting.

2.5 Quorum – Lost During a Meeting

2.5.1 If Quorum is lost during a Meeting, the Meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next day, or at such other time and place as the Mayor/Chair announces.

2.5.2 If in the Mayor/Chair's opinion it is not essential that the balance of the Agenda be dealt with before the next Regular Meeting, the Mayor/Chair will announce the unfinished business of Council/Committee will be taken up at the next Regular Meeting.

2.5.3 Where the number of Members who, by reason of provisions of the *Municipal Conflict of Interest Act*, are disabled from participating in a Meeting is such that the remaining Members are not of sufficient number to constitute Quorum, then the remaining Members will constitute Quorum, provided such number is not less than three (3).

2.6 Minutes

2.6.1 The Clerk/Committee Administrator will be the secretary of all Council or Committee Meetings as appropriate and will record the proceedings of the Meetings in the form of Minutes without note or comment that will contain the following at a minimum as relevant:

- (i) The place, date, and beginning and ending time of Meetings;
- (ii) The names of the Members present;
- (iii) The names of staff present and their titles;
- (iv) The time Members arrive and leave the Meeting;
- (v) Any declaration of pecuniary interest by any Member of Council;
- (vi) Adoption of the Minutes of prior Meeting(s) including any amendments made to the Minutes;
- (vii) The names of those making presentations to Council/Committee as well as any organizations or entities they represent;
- (viii) The names of delegations appearing at the Meeting;

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- (ix) Recommendations and Notices of Motion to Council/Committee for each item;
- (x) A record of the decision by the Members for each item put to a vote;
- (xi) The names and votes of Members on a recorded vote, when requested;
- (xii) The passing of the Confirmatory By-law for the Council Meeting; and,
- (xiii) A record of Adjournment of the Meeting.

2.6.2 Such Minutes, as referred to in Section 2.6.1, may be adopted by the Members without having been read in full at the Meeting where their adoption is being considered.

2.6.3 The Clerk/Committee Administrator as appropriate will endeavour to post the Minutes to the Township website within 72 (seventy-two) hours of the Meeting but no later than 1 Business Day before the next Meeting and are considered the official record of the Meeting proceedings once adopted.

2.6.4 Video recordings of a Meeting, where available, will be retained in accordance with the Township's Records Retention By-law.

2.7 Errors, Corrections, and Other Changes

2.7.1 The Clerk/Committee Administrator with the approval of the Clerk may make changes to Minutes, By-laws, resolutions, presentations, written submissions, correspondence, etc. as appropriate without the approval of the Members provided such changes do not substantively alter that which Council/Committee originally approved as follows:

- (i) Correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature;
- (ii) Alter the style or presentation of text or graphics to improve electronic or print presentation or to conform to requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 (AODA);
- (iii) Correct an erroneous description of a date or time with the actual date or time;
- (iv) Correct any name or other information that was incorrectly recorded;
- (v) Change any reference to a title, location or address to reflect any alteration of same;
- (vi) Correct errors in the numbering of Agenda items, resolutions, provisions or other portions of a By-law and make any changes in cross-references that are required as a result; and,
- (vii) Make a correction if it is obvious both that an error has been made and what the correction should be.

2.7.2 When making changes to Minutes, By-laws, resolutions, presentations, written submissions, correspondence, etc. as per Section 2.7, the Clerk/Committee Administrator with the approval of the Clerk may provide notice of the changes made in the manner they consider appropriate including stating the change or the nature of the change.

2.7.3 In determining whether to provide notice of changes as per Section 2.7, the Clerk/Committee Administrator with the approval of the Clerk may consider the following:

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- i) The nature of the change; and,
- ii) The extent to which notice, and the information provided in it, would aid in understanding what and why the changes were made.

2.7.4 Regardless of when a change is made to a By-law under this section, the change will be read into the By-law as of the date the By-law was originally enacted.

2.7.5 The Clerk/Committee Administrator with the Clerk's approval will not make changes without the approval of Council/Committee when the change substantively alters that which Council/Committee originally approved.

2.8 Directing the Work of the Township

2.8.1 No Member as an individual will direct or interfere with the work of the Township.

2.8.2 Any officer of the Township will be subject only to the Council and/or the Committee to which the Council may give authority on its behalf.

2.9 Execution of Documents

Whenever the execution of any document is required to give effect to any resolution or By-law of the Township, the Mayor and Clerk have general authority for in the name of the Township to execute and to affix the seal of the Township to such documents.

2.10 Audio-visual Recordings of Meetings

2.10.1 Council and Committee Meetings will be recorded, wherever possible, through live audio/visual streaming on the Township's website and select online platforms.

2.10.2 The use of audio and video recording equipment in the Meeting room by the public or the media may be permitted provided it is not disruptive to the Meeting and prior permission for recording and the location of the recording equipment has been given by the Mayor/Chair. Approval will be granted at the discretion of the Mayor/Chair.

2.11 Municipal Freedom of Information and Protection of Privacy Act

All forms of participation (e.g., written submissions to Council or a Committee, in-person or electronic Meeting participation, submissions of petitions, or communications with the Township regarding an item on a Council agenda) of Open Council and Committee Meetings will become part of the permanent record, as per the Municipal Freedom of Information and Protection of Privacy Act.

2.12 Severability

Should any section, sub-section, clause or paragraph or provision of this By-law be declared by a Court or competent jurisdiction to be invalid, the same will not affect the validity of this By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

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PART 3 ROLES AND DUTIES

3.1 General

3.1.1 It is the role and duty of all elected representatives, appointed Local Board and Committee members, and all staff to serve the residents of the Township. Business of the Township will be conducted in the best interest of the residents as a whole and not to serve the interests of any one individual or group of individuals above the common good. Business will be conducted with transparency and openness and will facilitate open and accessible communication with and to members of the public.

3.1.2 The general principles of parliamentary law should be upheld in the rules of any Meeting, these rules are based on a regard for the rights of:

- (i) the majority,
- (ii) the minority, especially a strong minority – greater than one third,
- (iii) of individual members,
- (iv) of absentees, and
- (v) of all these together.

3.1.3 All Meetings and ceremonies initiated, organized, or led by the Township will be devoid of all religious or spiritual readings, texts, references, prayers, or invocations to ensure a neutral space, while allowing for the freedom of religious expression for members of the public.

3.2 Duty of Mayor/Chair

It is the duty of the Mayor/Chair to preside over all Meetings and to:

- (i) Take the Chair and call the Meeting to order;
- (ii) Receive and submit, in the proper manner, all Motions presented by the Members and staff;
- (iii) Ensure all Motions are moved, seconded, and stated before putting the Motion to a vote, and to publicly-announce the result;
- (iv) Decline to put Motions to a vote which infringe upon the Rules of Procedure or are ultra vires (i.e., out of the jurisdiction of Council);
- (v) Inform the Members of the proper procedure to be followed and to enforce the Procedural By-law and the Code of Conduct;
- (vi) Enforce at all Meetings, the observance of order and decorum among the Members;
- (vii) Name any Member persisting in a breach of the Procedural By-law and/or the Code of Conduct and to order the Member to exit the Meeting if the breach is not rectified;
- (viii) Permit questions to be asked through the Mayor/Chair, of any staff of the Township for information, and to assist in any debate when the Mayor/Chair deems it proper;
- (ix) Provide information to Members on any matter relating to the business of the Township as appropriate;
- (x) Authenticate by signature all agreements, By-laws and Minutes as approved by Council/Committee as appropriate;
- (xi) Rule on any Points of Order or Privilege raised by Members;
- (xii) Maintain order and, where it is not possible to maintain order, the Mayor/Chair may, without any resolution being put, adjourn the Meeting to a time to be named by the Mayor/Chair;
- (xiii) Adjourn the Meeting when the business is concluded; and,

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- (xiv) Act in accordance with the Declaration of Office and/or the Code of Conduct as appropriate.

3.3 Duty of Members

Notwithstanding the provisions of the *Municipal Act, 2001*, it is the duty of Members to attend all Meetings of which they are a Member and to:

- (i) Prepare for Meetings, including reviewing the Agenda and associated materials provided prior to the Meeting;
- (ii) Speak only to the subject under debate at Meetings;
- (iii) Vote on all Motions before the Council/Committee unless prohibited from voting by law as appropriate;
- (iv) Observe proper procedure and decorum at all Meetings;
- (v) State questions or requests for information through the Mayor/Chair; and,
- (vi) Act in accordance with their Declaration of Office as appropriate.

3.4 Acting Mayor

3.4.1 Council will appoint by By-law for the entire term, in Ward Number order, each Member of Council to serve for one calendar month as Acting Mayor when the Mayor is absent and/or unable to act or refuses to act.

3.4.2 The Acting Mayor will have, and may exercise, all rights, powers, and authority the Mayor in the Mayor's absence.

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PART 4 MEETINGS

4.1 Place and Time – Council/Committee Meetings

4.1.1 Council Meetings will be held in the Council Chambers pursuant to the *Municipal Act, 2001*, at 7:00 p.m. unless the Notice of the Meeting stipulates the Meeting will be held at another time and location or via another means.

4.1.2 Committee Meetings will be held at the Township Administrative Complex unless the Notice of the Meeting stipulates the Meeting will be held at another location or via another means such as electronically.

4.1.3 As soon after the hour fixed for the holding of the Council/Committee Meeting and subject to achieving Quorum, the Mayor/Chair will take the chair and call the Meeting to order.

4.2 Electronic Participation

4.2.1 In accordance with provisions of the *Municipal Act, 2001*, and notwithstanding any other provisions of this By-law, a Member:

- (i) May participate electronically in any Meeting, which is either open or closed to the public subject to the protocols approved by Council;
- (ii) Will be permitted to vote and have their vote counted when participating electronically;
- (iii) Will be counted in determining whether a quorum of Members is present at any point in time during the Meeting when participating electronically, subject to Sections 4.2.1 to 4.2.5. of this By-law; and,
- (iv) Must provide the Clerk/Committee Administrator with notice, in writing, at their earliest opportunity and in advance of the Meeting of their intention to participate electronically in that Meeting.

4.2.3 The Clerk and Meeting support staff, as directed by their Department Head will participate in person in a Meeting at the location specified in the Agenda, except during a Declared Emergency, in which case they will be permitted to participate electronically.

4.2.4 Individuals who have been approved to make a Presentation as per Section 6.2 of this By-law will be permitted to participate either in person or electronically via computer or telephone. Such individuals must indicate the method by which they are participating by noon on the day of the Meeting and if participating electronically, must provide their email address and/or telephone number to enable Township staff to facilitate such participation.

4.2.5 Delegations as per Section 6.3 of this By-law will be permitted to participate either in person, electronically via computer or telephone, or via a written submission for any matter listed on the Agenda. Delegations must indicate the method by which they are participating by noon on the day of the Meeting and if participating electronically, must provide their email address and/or telephone number to enable Township staff to facilitate such participation.

4.3 Seating Arrangement of Council

Councillors will be seated to the left of the Mayor in the Council Chambers in Ward Number order. For wards with more than one Councillor, those Members will be seated in alphabetical order by last name.

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4.4 Mayor/Chair – Addressing

The Mayor/Chair will be addressed as “Mayor or Chair (surname inserted)” or as “Mr. or Madam Mayor or Chair” as appropriate.

4.5 Councillors – Addressing

Members of Council are to be addressed as: “Councillor (surname inserted).”

4.6 Staff and Members of the Public – Addressing

Staff and members of the public are to be addressed as “Dr.”, “Mr.”, “Mrs.”, “Ms.”, “Miss.”, “Mx.”, or “Ind.” (surname inserted) or by their first name as indicated by the individual. Members of staff may also be addressed by title within the corporate structure.

4.7 Inaugural Meeting of Council

4.7.1 The Inaugural Meeting of Council following a regular municipal election will be held in accordance with the *Municipal Act, 2001*, at 7:00 p.m., in the Council Chambers or other location as specified in the Agenda.

4.7.2 The Agenda for the Inaugural Meeting will be established by the Mayor, CAO and the Clerk, and will reflect the values of the community with respect for diversity and inclusion of all members of the community.

4.7.3 No business will be conducted at the Inaugural Meeting of Council until the Declarations of Office have been signed by the majority of the Members of Council.

4.7.4 The order of proceedings at the Inaugural Meeting will be as follows:

Procession

- (i) Piper
- (ii) Flag Bearers (Canada/Ontario/Township)
- (iii) Mayor
- (iv) Members of Council in ward number order

National Anthem

Indigenous Welcoming Ceremony

Territorial Land Acknowledgement (Read by the Mayor)

Investiture of Mayor’s Chain of Office (Lead by Municipal Clerk)

Declarations of Office (Read aloud by each member of Council)

- (i) Mayor
- (ii) Members of Council in ward number order

Inaugural Address by the Mayor

Passing of Confirmatory By-Law

4.8 Regular Meetings of Council – Schedule

Following the Inaugural Meeting, Regular Meetings of Council will be held at 7:00 p.m., local time, twice per month on Mondays as per the schedule approved by Council Resolution or By-law.

4.9 Regular Meetings of Council – July, August, and December

During the months of July, August and December in each year, there will be one Regular Meeting of Council per month to be held at a time designated by Council by resolution or By-law to accommodate the Ad Hoc Budget Committee Meeting schedule and the summer holiday season.

4.10 Regular Meetings of Council – Election Year

During the year of a regular election, there will be no scheduled Council Meetings for the month of September and October.

4.11 Regular Meetings of Committees – Schedule

4.11.1 Regular Meetings of Committees will be held in accordance with the schedule as determined by the Committee’s Terms of Reference and such schedule will be posted on the Township’s website.

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- 4.11.2 Committee Meetings will be held at the time as indicated in the Notice of the Meeting.
- 4.11.3 Changes to the Committee Meeting Schedule will be posted on the Township's website as soon as possible after the change to the Schedule is made but at least 24 hours before the affected Meeting is due to take place.
- 4.12 Regular Meetings of Council – Religious Holidays
Regular Meetings of Council will not be held on religious days which are celebrated by more than three (3) percent of the Township of Wilmot population as indicated in the latest Canadian Census.
- 4.13 Regular Meetings of Council – Altering the Schedule
Council may, by resolution or By-law, alter the time, day, or place of any Regular Meeting of Council.
- 4.14 Regular Meetings – Notice (Agenda)
- 4.14.1 The annual schedule of Regular Meetings of Council as adopted by Council or in accordance with the Committee's Terms of Reference as appropriate will be posted on the Township's website as soon as possible after being approved.
- 4.14.2 The Agenda will be considered the Notice of a Meeting and all items listed on the Agenda will be the only items considered at that Meeting unless otherwise indicated or dispensed with differently by the Members during the Meeting in accordance with this Procedural By-law.
- 4.14.3 The Clerk/Committee Administrator will ensure the Agenda is available to the Members and the Chief Administrative Officer, staff, the public and the media as appropriate not later than three (3) Business Days before the holding of such Regular Meeting.
- 4.15 Regular Meetings – Late Additions
- 4.15.1 Late addition reports, associated materials, and By-laws for an already-published Agenda must be approved by the Chief Administrative Officer in the case of Council Meetings or the Department Head responsible for the Committee in the case of Committee Meetings; and must be submitted in writing to the Clerk/Committee Administrator not later than 4 (four) hours in advance of the Meeting.
- 4.15.2 Only reports and associated materials or By-laws that are time sensitive or deemed necessary by the Chief Administrative Officer for Council Meetings, or Department Head responsible for the Committee, to be included on an Agenda that is already published will be accepted as late additions to the Agenda.
- 4.15.3 When a report and associated materials or By-laws are included as late additions on an Agenda, the Clerk/Committee Administrator will list the item(s) being added to the Agenda under "Additions to the Agenda" and the added item(s) will be placed under the appropriate heading of the Agenda in the order deemed appropriate by the Clerk/Committee Administrator.
- 4.15.4 When an Agenda has been revised as indicated in Section 4.13, the Clerk/Committee Administrator will ensure the Members, the Chief Administrative Officer, and staff are informed via email, the Township's website and social media channels as appropriate that the Agenda has been revised and is available on the website, and also make the item available for pick-up if hardcopies have been requested.
- 4.15.4 Late addition reports and associated documents will not be permitted for any Public Meeting held or for any By-law for which advance notice is required.

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4.16 Special Meetings – Notice (Agenda)

4.16.1 In addition to Regular Meetings, Special Meetings of Council or Committees may be held at the call of the Mayor/Chair to the Clerk/Committee Administrator or stating the date, time, place, and purpose of such Special Meeting.

4.16.2 The Agenda will be considered the Notice of a Special Meeting and will state the date, time, place, and purpose of the Special Meeting and only the item(s) listed on the Agenda will be considered at that Meeting.

4.16.3 The Agenda for a Special Meeting will be provided a minimum of twenty-four (24) hours in advance of the hour for that Special Meeting via the publication of the Agenda on the Township's website.

4.16.4 The Members, the Chief Administrative Officer, staff, the public, and the media will be notified of the publication of the Agenda for a Special Meeting via one or more of the following means as appropriate and available: a telephone call, voicemail message, email, electronic message, the Township's website, and social media channels.

4.16.5 Where the Mayor/Chair has not called a Special Meeting, but the Clerk/Committee Administrator has received a petition from the majority of the remaining Members, the Clerk/Committee Administrator will summon the Members to a Special Meeting by stating the date, time, place, and purpose of the Special Meeting as stated in the petition.

4.16.6 The Clerk/Committee Administrator may provide the Agenda of the Special Meeting at the Special Meeting or via the most expedient means possible where time constraints do not allow the Agenda to be provided at least 24 hours in advance of the hour for that Special Meeting.

4.16.7 Notwithstanding Section 4.16.6, the Agenda for the Special Meeting will still be published on the Township's website as soon as it is available to do so.

4.16.8 Notwithstanding Sections 4.16.1 and 4.20.1, for Special Council Meetings the Clerk may adjust the order of business on the agenda and dispense with any one or more agenda items with the exception of items (i), (iv), (vi), (vii), (xvii), (xix) and (xx). The Clerk may dispense with any one of the following agenda items if there is no Closed Session scheduled for the Council Meeting (ii) (iii) (xviii)

4.17 Emergency Meetings

4.17.1 Notwithstanding any other provision of this By-law, an Emergency Meeting may be held without notice, to deal with an emergency or extraordinary situation provided that an attempt has been made by the Clerk/Committee Administrator to notify the Members about the Emergency Meeting as soon as possible and in the most expedient manner available.

4.17.2 No business except business dealing with the emergency or extraordinary situation will be transacted at the Emergency Meeting.

4.18 Rescheduling and Cancellation of Meetings

When it is deemed advisable, the Mayor/Chair is authorized to change the date and/or time of, or cancel a Meeting, subject to the agreement of the majority of the Members having been polled by the Clerk/Committee Administrator, provided that a minimum of three (3) Business Days' notice is given of the change of date of the Meeting. The Township website will be updated if the date and/or time of the Meeting is changed or if the Meeting is cancelled.

4.19 Notice (Agenda) – Validity if Notice Not Received

Lack of receipt of any Notice (Agenda) of a Meeting will not affect the validity of the Meeting, or any action lawfully taken thereat.

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4.20 Order of Proceedings

4.20.1 The order of proceedings for Council Meetings (Regular and Special) are as follows:

- (i) Call to Order
- (ii) Closed Session
- (iii) Reconvene Into Open Session
- (iv) Territorial Land Acknowledgement
- (v) Additions to the Agenda
- (vi) Adoption of the Agenda
- (vii) Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act
- (viii) Minutes of Previous Meeting(s)
- (ix) Public Meetings
- (x) Presentations
- (xi) Delegations
- (xii) Correspondence
- (xiii) Consent Agenda
- (xiv) Reports
- (xv) By-laws
- (xvi) Notices of Motion
- (xvii) Announcements
- (xviii) Business Arising from Closed Session
- (xix) Confirmatory By-law
- (xx) Adjournment

4.20.2 The order of proceedings for Committee Meetings not including Quasi-judicial Committee Meetings are as follows:

- Call to Order
- Territorial Land Acknowledgement
- Additions to the Agenda
- Adoption of the Agenda
- Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act
- Minutes of Previous Meeting(s)
- Presentations
- Delegations
- Correspondence
- Reports
- Announcements
- Adjournment

4.20.3 Notwithstanding Section 4. 20.1, for Special Council Meetings the Clerk may adjust the order of business on the agenda and dispense with any one or more agenda items with the exception of items (i), (iv), (vi), (vii), (xvii), (xix) and (xx). The Clerk may dispense with any one of the following agenda items if there is no Closed Session scheduled for the Council Meeting (ii) (iii) (xviii)

4.20.4 The Mayor/Chair may, with the approval of two-thirds of the Members present, vary the order of business to expediently deal with matters before Council/Committee where deemed practical or necessary.

4.21 Territorial Land Acknowledgement

4.21.1 The Territorial Land Acknowledgement, as approved by Resolution of Council, will be read at the beginning of every Council and Committee Meeting. The Members will read the Territorial Land Acknowledgement on a rotating basis starting with the Ward Councillor for Ward One (1) in the case of Council Meetings or the Chair in the case of Committee Meetings. Any Member can decline to read the Territorial Land Acknowledgement and may do so without providing any explanation.

4.21.2 The Territorial Land Acknowledgement may be read at official functions of the Township or other community events at the discretion of the organizer.

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4.21.2 Any amendments to the Territorial Land Acknowledgement shall be considered in conjunction with engagement with the Township’s Indigenous Community.

4.22 Disclosures of Pecuniary Interest

4.22.1 It will be the responsibility of each individual Member to determine if a conflict exists for any item listed on the Agenda and to disclose any such conflict of interest and the nature thereof in accordance with the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, during the Meeting.

4.22.2 Every disclosure of pecuniary interest and the general nature thereof made at a Meeting will be recorded in the Minutes of the Meeting by the Clerk.

4.22.3 Where the Mayor/Chair declares a conflict of interest for an item on the Agenda, the Acting Mayor or Vice-chair as appropriate will assume the role of chair for the duration of discussion and voting for said item. Upon conclusion of the item, the Mayor/Chair will resume the chair position.

4.23 Consent Agenda – Council

4.23.1 In preparing the Agenda for Council Meetings, the Chief Administrative Officer or the Clerk, may identify items to place under the heading “Consent Agenda”.

4.23.2 All the items listed under Consent Agenda may be considered by Council in one Motion rather than as separate items unless a Member specifically requests that an item or items be treated separately.

4.23.3 Any Member of Council or staff member may, before the Consent Agenda is voted on, add to or remove items from the Consent Agenda to be dealt with separately. Any item removed from the Consent Agenda will be disposed of immediately following the Consent Agenda.

4.23.4 In the event a Member of Council declares a conflict of interest on an item included in the Consent Agenda, that item will be removed from the Consent Agenda and dealt with separately.

4.23.5 Members of Council may ask clarifying questions for any item on the Consent Agenda without removing it from the Consent Agenda. Questions of a substantive nature may require the item to be removed from the Consent Agenda. The Mayor may interrupt questions and declare the item will be removed from the Consent Agenda.

4.23.6 The Consent Agenda may include reports of a general nature, but is not limited to the following routine items:

- (i) Meeting Minutes, other than those of Open Regular or Special, or Closed Session Council Meetings;
- (ii) Staff appointments;
- (iii) Committee appointments;
- (iv) Legislative reports by statutory officers of the municipality;
- (v) Reports provided for information only; and,
- (vi) Awards of tenders.

4.24 Correspondence – General

4.24.1 The following types of communications including emails will be listed under “Correspondence” on the Agenda:

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- (i) Correspondence from individuals, organizations, institutions, businesses, other municipal governments or other levels of government addressed to Council/Committee as a whole as general information that does not relate to any matter listed on the Agenda;
- (ii) Resolutions from other municipalities addressed to Council. Such resolutions will be posted on the “Municipal Resolutions and Correspondence” webpage and Members of Council and the Corporate Leadership Team will be notified as new content is added to that webpage;
- (iii) Resolutions from other municipalities in support of a resolution passed by the Township’s Council;

4.24.2 Communications that will not be listed under “Correspondence” on the Agenda include:

- (i) Correspondence, written submissions, presentations, speaking notes regarding matters listed on the Agenda. Such communication will be included with the Agenda item to which it relates or the Minutes of the Meeting subject to submission deadlines;
- (iii) Communications directed to staff and/or only a portion of Council;
- (iv) Communications regarding issues, complaints, concerns with respect to Township services, operations, projects, staff, Council. Such communication will be directed to the appropriate party (e.g., department head, Council member, Integrity Commissioner, etc.) to address.

4.24.3 Every communication designed to be presented to Council will be legibly written or printed and will not contain any impertinent or improper language and will be signed by at least one person and filed with the Clerk.

4.24.4 Communications listed under Correspondence are for information only.

4.25 Correspondence – Petitions for Council

4.25.1 Any person who files a petition for Council’s consideration must include their name and contact information on the petition. Anonymous letters will not be permitted on a Council Agenda.

4.25.2 Any person who signs a petition must be made aware by the person filing the petition that all petitions are considered to be public documents and so all information they supply in the petition including but not limited to their name, signature, and contact information will be made available to the public including being published on the Township’s website unless the petition is withdrawn by the person submitting it. No information on the petition will be redacted from the petition before being made public.

4.25.3 Only the individual submitting the petition may be permitted to amend or withdraw the petition and may do so only if the petition has not yet been published as part of the Agenda or the Minutes as the case may be.

4.25.4 Every petition must indicate the topic of the petition and must be submitted to the Clerk not less than five (5) Business Days before the date of the Council Meeting for inclusion in the Agenda of a Council Meeting, subject to the following:

- (i) Petitions containing profanity, hate speech, pornography, or content of a violent and/or sexual nature will be rejected;
- (ii) Petitions containing negative allegations or comments towards members of the public will be returned to the submitter and not permitted; and,

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- (iii) Petitions containing criticisms of a personal nature against Members or staff will be returned to the submitter and not permitted.

4.25.5 Petitions submitted less than five (5) Business Days before the date of the Council Meeting will not be included in the Agenda of the Meeting but will be attached to the Minutes of that Meeting.

4.25.6 Every petition received will be circulated to the Department Head responsible for the general service area the petition pertains to, or their designate and may arrange contact with the person who filed the petition to discuss the matter before the petition is added to the Agenda if sufficient time is available to do so. After discussions with the Department Head, their designate, or the Chief Administrative Officer have concluded, the person who filed the petition may contact the Clerk to withdraw the petition if the Agenda has not already been published.

4.26 Announcements

Members may make any special event announcements or report on community activities.

4.27 Confirmatory By-law – Council Meetings

The Clerk will include a By-law at the end of each Council Meeting for a first, second, and third reading to confirm all decisions and proceedings of the Meeting and to confirm that Council complied with the legal requirement that it acted by By-law.

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PART 5 CLOSED MEETINGS

5.1 Open Meeting Requirement

All reasonable efforts on the part of the Members and staff will be made to keep Meetings open to the public unless closure is specifically authorized under the *Municipal Act, 2001*, and it is deemed necessary and appropriate. No person will be excluded except for improper conduct, or if a Declaration of Pecuniary Interest has been made for an item, and as otherwise provided for in this By-law.

5.2 Closed Meeting Notice

5.2.1 Closed Meetings and parts of Open Meetings that are closed, may be held as deemed necessary by the Mayor/Chair in consultation with the Clerk/Committee Administrator. Such Closed Meetings may only be closed to the public in accordance with the requirements of the *Municipal Act, 2001*.

5.2.2 Notice of Closed Meetings will take place via a Resolution passed by at least a Majority of the Members present in an Open Meeting to go into a Closed Meeting. The resolution will state the following:

- (i) That a Closed Meeting will be held;
- (ii) The time and place where the Closed Meeting will be held;
- (iii) The general nature of each matter to be considered at the Closed Meeting; and,
- (iv) The Open Meeting exemption(s) which permit each matter to be considered in the Closed Meeting.

5.3 Attendance in Closed Meetings and Disclosure of Materials

5.3.1 Any reports, presentations, correspondence, discussion, or other communications included as part of a Closed Meeting will not be disclosed to any person who is not in attendance at the Closed Meeting for each particular item.

5.3.2 The Clerk will attend all Closed Meetings of Council. Where the CAO has determined it is not appropriate for the Clerk to be in attendance for an item, the Clerk must delegate their authority in writing and in advance of the Meeting to the CAO or other as authorized by the CAO.

5.4 Confidentiality of Closed Meeting Proceedings

5.4.1 Any Member who breaches the confidentiality of a Closed Meeting may be subject to an investigation under the Code of Conduct for Members.

5.4.2 Any member of staff who breaches confidentiality of a Closed Meeting may be subject to disciplinary action consistent with HR Policy 002.

5.5 Closed Meeting Procedure – Modifications

The Procedural By-law will be observed in Closed Meetings, with the necessary modifications, except that:

- (i) A member will not speak more than once to a Motion until every member who desires to speak has spoken once;
- (ii) The number of times to speak on any Motion will not be limited; and,
- (iii) Recorded votes are not permitted in Closed Meetings.

5.6 Closed During a Vote – Exception

A Meeting or part of a Meeting will not be closed to the public during the taking of a vote unless:

- (i) Provisions of the *Municipal Act, 2001*, applies; and,

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- (ii) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township or Local Board or persons retained by or under contract with the Township or Local Board.

5.7 Closed Meeting Agendas

5.7.1 Agendas for Closed Meetings will be circulated to Members no later than 3 (three) Business Days before the holding of the Meeting. If Closed Meeting Agendas and reports are circulated by hardcopy, the Clerk/Committee Administrator will collect all the materials for destruction at the adjournment of the Closed Meeting.

5.7.2 Electronic distribution of a Closed Meeting Agenda may be permitted through a secure means provided the confidentiality of the Closed Meeting materials can be maintained.

5.7.3 In preparing the Agenda, the Clerk/Committee Administrator will identify the most amount of detail possible to allow for Members to consult with the Integrity Commissioner with respect to identifying a potential conflict of interest.

5.7.4 The public titles for Closed Meeting Agenda items will balance the requirements of openness and transparency with the need to maintain the confidentiality of the items listed on the Closed Meeting Agenda.

5.8 Closed Meeting Minutes

5.8.1 Minutes of all or part of a Closed Meeting will be recorded by the Clerk/Committee Administrator, approved by the Members at the following Open Meeting of Council/Committee as appropriate, and will be retained in confidence by the Clerk/Committee Administrator and such Minutes will not be open to inspection by any member of the public unless the Majority of the Members waive privilege or as required by law or court proceeding.

5.8.2 Minutes of all or part of a Closed Meeting will only be made available to the whole of the Members and the Chief Administrative Officer, and those staff or their designate who were in attendance for their individual item. Minutes of Closed Meetings may be disclosed to new Township staff at the written approval and direction of the Chief Administrative Officer.

5.8.3 The Clerk/Committee Administrator, in making the Minutes will not record any personal information as defined in the *Municipal Freedom of Information and Protection to Privacy Act*, R.S.O. 1990, c. M.56.

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PART 6 PRESENTATIONS, DELEGATIONS AND WRITTEN SUBMISSIONS

6.1 General Provisions

- 6.1.1 Requests to appear before Council/Committee to make a Presentation as per Section 6.2 or be a Delegation as per Section 6.3 must contact the appropriate Clerk/Committee Administrator.
- 6.1.2 All audio-visual materials associated with a Presentation, or a Delegation must be submitted to the Clerk/Committee Administrator as appropriate according to the provisions of Sections 6.2 and 6.3.
- 6.1.3 The Clerk or the Chief Administrative Officer reserves the right to determine what is acceptable or unacceptable materials as per Sections 6.2 and 6.3.
- 6.1.4 Where any provisions or regulations of or under any Act in relation to Presentations, Delegations, Applicants/Agents or Written Submissions contradict any of the provisions of this By-law, the provisions of that Act will prevail.

6.2 Presentations

6.2.1 Presentations shall be restricted to the following:

- (i) Presentations made by Council/Committee to recognize the contributions, achievements or awards of individuals or organizations;
- (ii) Presentations made to Council/Committee by individuals or organizations at the invitation of Council/Committee;
- (iii) Presentations made to Council by a Committee, Local Board, local organization, registered charity, or Township-affiliated agency or organization;
- (iv) Presentations from senior levels of government or other municipal governments; and,
- (v) Presentations by consultants retained by the Township providing information related to municipal operations that are not accompanied by a staff report.

Presentations are not permitted for commercial business purposes and do not include Delegations for Agenda items.

6.2.2 Any person making a Presentation to Council/Committee in accordance with Section 6.2 are subject to the following provisions:

- (i) Must have received prior approval by the Chief Administrative Officer or Clerk to appear before Council or Department Head to appear before a Committee;
- (ii) Must contact the Clerk/Committee Administrator in writing and indicate how they wish to be a presenter as per Section 4.2.4 of this By-law; and,
- (iii) Will be limited to speaking not more than ten (10) minutes.

6.2.3 Audio-visual materials associated with Presentations may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes.

6.2.4 All audio-visual materials associated with Presentations are subject to the following:

- (i) Will be attached to the Agenda and heard or shown at the Meeting if received no less than five (5) Business Days prior to the date of the Meeting;
- (ii) Will not be attached to the Agenda but will be heard or shown at the Meeting and attached to the Minutes if received less than five (5) Business Days but

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not less than one (1) Business Day prior to the date of the Meeting;

- (iii) Will not be attached to the Agenda and will not be heard or shown at the Meeting but will be attached to the Minutes if received less than one (1) Business Day prior to the date of the Meeting;
- (iv) Will be rejected and not permitted to be re-submitted if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (v) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act and must be resubmitted not less than three (3) Business Days prior to the date of the Meeting.

6.2.5 Revised materials for Presentations previously submitted will not be accepted if received less than five (5) Business Days prior to the date of the Meeting unless subject to Section 6.2.4 (v).

6.3 Specific Interest Delegations

6.3.1 Specific Interest Delegations may only register to speak to the following agenda items:

- (i) staff reports;
- (ii) informal and formal public meetings;
- (iii) consideration of notice of motion provided by members of Council; and,
- (iv) By-laws

6.3.2 Registration to participate in person for Specific Interest Delegations will be accepted up to the time the Meeting is convened.

6.3.3 Registration to participate electronically as a Specific Interest Delegations will be accepted up to noon on the day of the Meeting, and Delegations must provide their email address and telephone number to enable Township staff to facilitate such participation.

6.4 General Interest Delegations

6.4.1 General Interest Delegations may register to speak to matters that are of a general interest and within the jurisdiction of the Township of Wilmot.

6.4.2 Any person who wishes to appear before Council as a Delegation on a matter of general interest shall submit the prescribed “Delegation Request Form” to the Clerk by 12:00 Noon on the Monday preceding the Regular Council Meeting.

6.4.3 Not more than three (3) General Interest Delegations will be permitted at each Regular Council Meeting.

6.4.4 The Clerk shall have the authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.

6.4.5 The Clerk, Mayor, Chief Administrative Officer shall review the General Interest Delegation Request Form to determine if the subject matter and nature of the request falls within the jurisdiction of Council, or if the request needs to be referred to Administration for comments.

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6.4.6 The Mayor, in consultation with the Chief Administrative Officer, has the authority to deny a General Interest Delegation requests under the following circumstances:

- (i) the request is not submitted within the time required of this By-Law;
- (ii) no written submission together with handouts or materials is provided with the request or the submission is incomplete;
- (iii) the subject matter is deemed to be beyond the jurisdiction of Council;
- (iv) the issue has been or is to be considered by the Committee of Adjustment, Dangerous Dog Designation Appeals Committee, or Property Standards Appeal Committee;
- (v) Council previously indicated it will not hear further from this Delegation; or
- (vi) the issue should first be referred to Administration for action.

6.4.7 Delegations that are for the sole purpose of generating publicity for an event shall not be permitted.

6.4.8 After hearing the deputation, Council shall resolve to:

- (i) Receive the deputation for information only; or
- (ii) Refer the matter to staff for additional information.

6.4.9 Delegations will be scheduled in the order in which they were received by the Clerk.

6.5 Delegations – Guidelines

~~6.53.12~~ Notwithstanding Section 6.3.1., no delegation, General or Specific Interest shall appear before Council on a matter that is not on the agenda if the matter is one which:

- (i) is eligible for resolution under any process for formal complaints or appeals, or for requesting compensation, where such processes have been established by the Township of Wilmot, unless and until all municipal proceedings of such a process have been completed;
- (ii) is related to an employment matter;
- (iii) is undergoing judicial or court process or litigation to which the delegation is a party to the proceeding;
- (iv) has already been the subject of consideration by Council, if a decision on the matter by Council was reached within the last six months.

~~6.532.3~~ Notwithstanding this provision, in emergency situations, Council by affirmative vote of a Majority of its members present at a regular Council Meeting, may agree to hear a delegation on any matter provided the presentation material is in writing and available whenever possible for distribution to Council prior to the commencement of the said Meeting.

~~6.533.4~~ That where Council has passed a motion to permit a delegation to speak to a matter that is not on a Meeting agenda, members of Council shall not be permitted to ask questions of that delegation.

~~6.53.45~~ Delegations are subject to the following provisions:

- (i) ~~Are only permitted for matters listed on the Agenda;~~

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~~(ii)~~(i) Must contact the Clerk's Office for Council Meetings or the Committee Administrator for Committee Meetings in writing and indicate the means by which they wish to be a delegation as per Section 4.2.5 of this By-law;

~~(iii)~~(ii) Members may ask questions of delegates. There shall be no debate between Members and delegates.

~~(iv)~~(iii) Are limited to speaking not more than seven (7) minutes not including responding to questions from Members, if any;

~~(v)~~(iv) Delegations consisting of seven (7) or more persons may be permitted to have two (2) spokespersons address Council, in which case each such spokesperson will be limited to speaking for not more than seven (7) minutes each; and,

~~(vi)~~(v) Where more than twenty (20) or more delegates register for an Agenda Item, Council may by vote Majority vote, limit the speaking time for delegations for that specific item to three (3) minutes.

~~(vii)~~(vi) Are permitted to speak only once on an Agenda item per Meeting unless the speaker is presenting new information to Council.

6.53.56 During in-person Meetings, no member of the public will be allowed to approach the Members, Township staff, or the podium once a Meeting has been called to order without the permission of the Mayor/Chair.

~~6.3.7 Registration to participate in person will be accepted up to the time the Meeting is convened.~~

~~6.3.8 Registration to participate electronically will be accepted up to noon on the day of the Meeting, and Delegations must provide their email address and telephone number to enable Township staff to facilitate such participation.~~

6.53.69 Delegations who are Applicants or Agents for Applicants (Agent) will be limited to speaking for not more than ten (10) minutes and may elect to address Council before any Delegation if they so request.

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

6.53.814 All audio-visual materials associated with Delegations are subject to the following:

- (i) Will be attached to the Agenda and will be heard or shown at the Meeting if received no less than five (5) Business Days before the date of the Meeting;
- (ii) Will not be attached to the Agenda but will be heard or shown at the Meeting and attached to the Minutes if received less than five (5) Business Days but not less than one (1) Business Day prior to the date of the Meeting;
- (iii) Will not be attached to the Agenda and will not be heard or shown at the Meeting but will be attached to the Minutes if received less than one (1) Business Day in prior to the date of the Meeting;
- (iv) Will be rejected if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (v) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, copyrighted material, and/or criticisms of a personal nature against any

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Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act and must be resubmitted not less than three (3) Business Days prior to the date of the Meeting in order to be shown at the Meeting.

~~6.53.912~~ Revised materials for Delegations previously submitted will not be accepted if received less than five (5) Business Days prior to the date of the Meeting unless subject to Section 6.3.11 (v).

~~6.53.103~~ Delegations who have not yet addressed Council on a matter may do so even though the matter has been considered at a previous Meeting.

~~6.53.114~~ Delegations who have addressed a matter at a Committee Meeting may address Council on the same matter at a Council Meeting.

~~6.3.15 Requests to speak on matters not listed on the Agenda will be directed to the appropriate staff and Meeting when the matter will be considered by Council.~~

~~6.4~~ 6.6 Written Submissions

~~6.64.1~~ Members of the public may submit Written Comments regarding any item on the Agenda that is not listed as a Public Meeting item, subject to the following:

- (i) Will be attached to the Agenda if received not less than five (5) Business Days before the date of the Meeting;
- (ii) Will not be attached to the Agenda but will be attached to the Minutes if received less than five (5) Business Days, but not less than four (4) hours prior to the commencement of the Meeting;
- (iii) Will be rejected if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (iv) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act and must be resubmitted before the commencement of the Meeting to be attached to the Minutes.

~~6.64.2~~ Members of the public may submit Written Comments regarding any Public Meeting item listed on the Council Agenda, subject to the following:

- (i) Will be included as part of the Staff Report for the Council Agenda if received by the due date stipulated in the Notice of Public Meeting circulated to affected property owners;
- (ii) Will be included in a subsequent Staff Report, if any, for the Council Agenda if not received in time for the Staff Report as per Section 6.4.2 (i); and,
- (iii) Will not be accepted once Council has made a decision on the item.

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PART 7 RULES OF DEBATE

7.1 Commencement of Debate

A Motion/Question must be first moved and seconded and then stated by the Mayor/Chair before debate can commence.

7.2 Raising of Hand

Any Member who desires to speak will so indicate by raising their hand and, upon being recognized by the Mayor/Chair, will address the Mayor/Chair by stating “Through you, Mayor/Chair (surname)...” or “Through you, Mr./Madam Mayor/Chair...”

7.3 Simultaneous Raising of Hands – Recognition

When two (2) or more Members raise their hands to speak the Mayor/Chair will recognize the Member who raised their hand first.

7.4 Mayor/Chair – Permitted to Debate

The Mayor/Chair may debate a Motion/Question and state their position on any matter without leaving the chair but only after all other Members have spoken first.

7.5 Mayor/Chair – Address Between Proceedings

The Mayor/Chair may, without leaving the chair, address Council/Committee between proceedings on any matter pertinent to the business of the Township.

7.6 Speaking – No Interruption

7.6.1 When a Member is speaking no other Member will pass a note between them and/or to the Mayor/Chair or interrupt the Member who is speaking except to raise a Point of Order or Point of Privilege.

7.6.2 A Member must raise their hand and wait to be recognized to raise a Point of Information.

7.7 Speaking – General

7.7.1 A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only through the Mayor/Chair.

7.7.2 Notwithstanding Section 7.7.1, a Member who has been recognized as the next speaker, may first ask a question through the Mayor/Chair on the matter under discussion for the purpose of obtaining information, following which the Member may then speak.

7.7.3 When a Member is speaking to a Motion/Question, they will confine their remarks to that Motion/Question.

7.8 Speaking Order

7.8.1 The Mayor/Chair will determine, by order of hands raised, and administer the speaking order for Members.

7.8.2 If requested, the Mover or Secunder of a Motion/Question, has the right to be the last Member to speak on that Motion/Question.

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PART 8 CONDUCT IN MEETINGS

8.1 Meeting Decorum – All Persons Present

8.1.1 All persons present in a Meeting will conduct themselves with decorum and in accordance with this By-law and Code of Conduct as appropriate. Accordingly, no one present in a Meeting will:

- (i) Speak disrespectfully of anyone present or not present in the Meeting including but not limited to the Reigning Sovereign, the Governor General, the Lieutenant Governor of any province, or any person administering the Government of Canada or this Province;
- (ii) Use offensive words or discriminatory language in a Meeting or against the Council or against any Member or Township staff;
- (iii) Speak on any subject other than the subject in debate or the subject for which they have received approval to address Council/Committee;
- (iv) Criticize any decision of Council/Committee except to provide Notice for a Motion to Reconsider in accordance with the provisions of Part 11;
- (v) Interrupt, speak-over, or continue to speak when advised by the Mayor/Chair to desist, or otherwise disrupt the proceedings of the Meeting or the ability of Council/Committee or staff to conduct business;
- (vi) Disobey this By-law, Code of Conduct, other rules of Council/Committee, or a decision of the Mayor/Chair or of Council/Committee on points of order;
- (vii) Make any charge or allegation against a Member unless such Member is present to reply or notice has been given to such Member to be present to offer a defence;
- (viii) Question a Member or staff that contains imputations, epithets, ironical expressions, or hypothetical cases, nor refer to debates or answers to questions in the same Meeting;
- (ix) Ask a question which publishes the names of persons or contains statements not strictly necessary to render the question intelligible, or contain charges which the Member who asks the question is not prepared to substantiate;
- (x) Ask a question seeking the solution of an abstract legal case;
- (xi) Ask a question as a pretext for a debate when out of order; or,
- (xii) Ask a question that has already been fully answered.

8.2 Breach of Conduct

8.2.1 A Member who has been called to order by the Mayor/Chair for breach of this By-law or the Code of Conduct must defer at once to the decision of the Mayor/Chair, make an apology, and immediately withdraw the offensive or improper language that was used or desist with the improper conduct.

8.2.2 If the Member who has been called to order refuses to apologize, withdraw the offensive or improper language and/or persists with improper conduct, the Mayor/Chair will put a Motion/Question with no amendment, adjournment, or debate for a vote to the remaining Members "That such Member be ordered to leave their seat for the duration of the Meeting". If two-thirds of the remaining Members vote in the affirmative, the Member called to order will leave the Meeting.

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- 8.2.3 Staff, delegations, members of the public and media who have been called to order by the Mayor/Chair will be immediately removed from the Meeting for failure to comply with the decision of the Mayor/Chair. The Mayor/Chair need not put the removal to the Members for a vote.
- 8.2.4 All Code of Conduct inquiries and formal requests for investigations will be referred to the Township's Integrity Commissioner in accordance with the Code of Conduct.

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PART 9 MOTIONS

9.1 Ruled Out of Order

9.1.1 A Motion in respect of a matter which is *ultra vires* the jurisdiction of Council/Committee will not be in order.

9.1.2 Whenever the Mayor/Chair is of the opinion that a Motion is contrary to the Procedural By-law, the Mayor/Chair will rule the Motion out of order.

9.2 Moved and Seconded

9.2.1 All Motions must be moved and seconded before being stated by the Mayor/Chair.

9.2.2 Moving and seconding a Motion by Members does not constitute agreement or being in favour with the Motion/Question or any part thereof and does not bind the Mover and Secunder to vote in the affirmative for that Motion.

9.3 Stating the Motion

After a Motion has been moved and seconded by a Member, it must then be stated by the Mayor/Chair either by being read or displayed at the discretion of the Mayor/Chair before it can be debated. Motions printed on the Agenda do not need to be read aloud by the Mayor/Chair.

9.4 In Writing

A Motion must be presented in writing unless it is a procedural Motion which is permitted to be introduced orally as per Section 9.8.

9.5 Voting

9.5.1 After debate on the Motion/Question has concluded, the Mayor/Chair must Put the Question before a vote can be taken. Once the vote has concluded, the Motion/Question will be recorded in the Minutes with the result of the Vote.

9.5.2 All Motions/Questions require a Majority vote of the Members present to carry unless otherwise indicated in this By-law.

9.6 Disposition

A Motion/Question properly before Council/Committee for consideration/decision must receive disposition before any other Motion/Question can be received except procedural Motions in respect of matters listed in Section 9.8 of this By-law or Motions to Amend a Motion/Question.

9.7 Order of Consideration

A Motion/Question called in the order in which it stands on the Agenda of the routine of business of a Meeting and which is not decided by Council/Committee, will stand retaining its precedence on the Agenda of the routine of business for the next Regular Council Meeting.

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9.8 Procedural Motions

9.8.1 Procedural Motions listed in this section will be considered immediately upon receipt and will have precedence over any Motion/Question. Procedural Motions are debatable and/or amendable as indicated:

| Item # | Procedural Motion Name | Debateable | Amendable |
|--------|---|------------------|-----------|
| (i) | Points of Information, Order or Privilege | No | No |
| (ii) | Call the Question | No | No |
| (iii) | Refer | To Whom and Time | Yes |
| (iv) | Postpone or Defer to a Day Certain | Time only | Yes |
| (v) | Postpone or Defer Indefinitely | Yes | No |
| (vi) | Lay on the Table | No | No |
| (vii) | Lift off the Table | No | No |
| (viii) | Waive Notice | No | No |
| (ix) | Extend the Time of the Meeting | No | No |
| (x) | Recess | Yes | Yes |
| (xi) | Suspend the Procedural By-law | No | No |
| (xii) | Adjourn | No | No |

9.9 Points of Information, Order and Privilege

9.9.1 The Mayor/Chair will preserve order and decide on Points of Information, Points of Order, and Points of Privilege.

9.9.2 When settled, the Motion/Question that was interrupted by the Point of Information, Order or Privilege will be resumed at the point where it was suspended in order to consider the Point of Information, Order or Privilege.

9.9.3 When a Point of Information, Point of Order, or Point of Privilege is raised or when a person present is called to order by the Mayor/Chair, the person speaking will immediately cease until the Point of Information has been addressed or the Mayor/Chair has ruled on the Point of Order or Point of Privilege as the case may be and may further address the Members only for the purpose of appealing to the Council/Committee from such decision.

9.9.4 When a Member considers their integrity, or that of Council/Committee as a whole, staff, or the public has been questioned, they may, as a Point of Privilege, at any time, with the consent of the Mayor/Chair, draw the matter to the attention of Council/Committee.

9.9.5 The Mayor/Chair, in giving their decision regarding a Point of Order or Point of Privilege, should cite the rule or law governing the case. The Mayor/Chair may ask for the assistance of the Clerk or Council in deciding the matter but the Mayor/Chair's decision will be final if there is no appeal.

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9.9.6 If the decision of the Mayor/Chair is appealed by any Member, the Mayor/Chair will restate the point in issue and ruling thereon and, without further debate, will put the Question "Will the ruling of the Mayor/Chair be sustained?" The Mayor/Chair may vote on this Question and in the event of an equality of votes, the decision of the Mayor/Chair will be deemed to be sustained.

9.10 Call the Question

9.10.1 A Member may move for Council/Committee to vote immediately (i.e., Call the Question) during the debate, on a Motion/Question that has been moved, seconded and stated by the Mayor/Chair.

9.10.2 A Motion to Call the Question:

- (i) Cannot be moved when there is an amendment under consideration for the Motion/Question being debated;
- (ii) Will preclude any further amendments of the Motion/Question;
- (iii) Cannot be called by a Member who has already debated the Motion/Question unless all Members have already commented on the Motion/Question;
- (iv) Cannot be called so as to interrupt a Member who is speaking;
- (v) Must be moved using the following words "Call the question";
- (vi) Must be voted on before considering the Motion/Question to which calling the question applies;
- (vii) Requires two-thirds of Members present voting in the affirmative to pass; and,
- (viii) When resolved in the affirmative, the Motion/Question to which calling the question applies is to be put forward for a vote without any further debate.

9.11 Refer, Postpone or Defer – to specific date

9.11.1 A Motion to Refer a matter under discussion to Township staff or a Committee will preclude all amendments of the Motion/Question and any Motion to Postpone, Defer or Lay on the Table until the Motion to Refer is decided.

9.11.2 A Motion to Postpone or Defer to a specific date will have precedence over all other business on the date to which the Motion has been postponed or deferred.

9.12 Postpone or Defer Indefinitely

9.12.1 A Motion to Postpone or Defer Indefinitely enables the Members to decline to vote on a Motion for the purpose of suppressing that Motion.

9.12.2 If a Member desires to have the Motion to which a Motion to Postpone or Defer Indefinitely was applied return to the floor at some future time, the Motion to Postpone or Defer Indefinitely would first need to be subject to a Motion to Reconsider as per Part 11 of this By-law.

9.13 Lay on the Table and Lift from the Table

9.13.1 A Motion to Lay on the Table allows the Members to temporarily suspend consideration of the Motion/Question that is currently on the floor in order to deal with an urgent matter of business. It is not used in the place of a Motion to Postpone or Defer Indefinitely.

9.13.2 A Motion to Lift from the Table will bring the Motion that has been laid on the table back to the floor to resume consideration.

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9.14 Waive Notice

Any motion, except as indicated in Section 9.17.2 and any Motion to Amend or Repeal the Procedural By-law can only be introduced without notice if the Members, without debate, Waive Notice with the affirmative vote of at least two-thirds of the whole of Council.

9.15 Extend the Time of the Meeting

The Mayor/Chair may request a Motion to Extend the Time of Meeting past 11:00 p.m. to midnight by obtaining a Mover and Seconder. Such Motion requires the unanimous consent of all Members present in the Meeting.

9.16 Recess

A Majority vote of the Members present is required to recess a Meeting, and the time of return will be announced by the Mayor/Chair.

9.17 Suspend the Rules

9.17.1 Any rules or procedures established by this By-law may be suspended during or for a particular Meeting, by a Motion to Suspend the Rules which must be moved and seconded and passed unanimously by the Members present.

9.17.2 Exceptions to 9.17.1 are:

- (i) Quorum requirement.
- (ii) Notice for an amendment or repeal of this By-law or any part of thereof; and,
- (iii) If prohibited by law.

9.18 Adjournment

9.18.1 A Motion to Adjourn may be made at any time by a Member who has the floor and provided such Motion is not made during the taking of a vote on any Motion/Question.

9.18.2 Where a Motion to Adjourn is duly moved, seconded, and carried, and there is any item of business or any By-law that is left undisposed of, such item of business or By-law may be considered at the appropriate place in the order of business at any subsequent Regular Meeting of Council/Committee.

9.18.3 Where a Motion to Adjourn is lost, no second Motion to the same effect may be made until after some intermediate proceeding has occurred during the Meeting.

9.18.4 On a Motion to Adjourn, no Member will leave their seat until the Mayor/Chair has declared the Meeting adjourned.

9.18.5 A Regular or Special Meeting of Council or Committee will adjourn at the hour of 11:00 p.m. if in session at that time and will reconvene at such other day and time as the Members may direct by resolution or in accordance with the pre-approved Meeting schedule.

9.18.6 If a Motion to Adjourn a Regular or Special Council Meeting is moved, seconded and carries prior to moving and seconding the Confirmatory By-law, the Confirmatory By-law for the current Meeting will be deferred to the next Regular Meeting of Council and handled separately from the Confirmatory By-law for that next Regular Meeting.

9.19 Withdrawal of a Motion

9.19.1 A motion may be withdrawn by the Mover without the agreement of the Seconder and without consent of Council/Committee up to the point the Motion is stated by the Mayor/Chair.

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9.19.2 Once the Motion/Question has been stated by the Mayor/Chair, it is deemed to be in possession of Council/Committee and can only be withdrawn before the vote is taken if there are no objections from any Member. If there is an objection, the withdrawal will be granted with two-thirds of Members present voting in the affirmative.

9.20 Notices of Motion

9.20.1 A Notice of Motion is required for all Motions that a Member wishes to bring forward for consideration by Council/Committee except for procedural Motions listed in section 9.8 and Amendments to Motions.

9.20.2 A Notice of Motion will:

- (i) Be in writing, which may include email and will be delivered to the Clerk/Committee Administrator at least five (5) Business Days preceding the date of the Regular Meeting at which the Motion is to be considered unless otherwise directed by the Member;
- (ii) Be printed in full and unaltered on the Agenda for the Meeting at which the Motion will be considered; and,
- (iii) Be dropped from the Agenda and considered withdrawn if it has been called by the Mayor/Chair in two successive Meetings and not proceeded with unless Council/Committee otherwise directs.

9.20.3 The right to move a Notice of Motion will be deemed to be that of the Member who introduced the Notice of Motion and must be seconded by another Member.

9.20.4 If the Mayor/Chair wishes to bring forward a Notice of Motion, the Mayor/Chair must relinquish the chair in order to move the Motion and will resume the chair position only after consideration of the Motion has concluded.

9.20.5 Members are expected to prepare their Notice of Motion in accordance with traditional parliamentary formatting and use traditional parliamentary language. Assistance with formatting or language may be sought from the Clerk or Committee Administrator as appropriate.

9.20.6 Members considering a Notice of Motion are strongly encouraged to speak with the Clerk, appropriate Department Head or the Chief Administrative Officer or Committee Administrator as appropriate as well as any stakeholders to seek assistance with content and to ensure the Notice of Motion is well-constructed, legal, accurate and clear, properly formatted, timed appropriately, and is the most efficient and effective means of dealing with the matter.

9.20.7 Review of the Notice of Motion by staff will not constitute support from staff on the content of the Motion.

9.20.8 “Whereas” clauses should be used only to provide background and context in order to assist Members with understanding the Motion.

9.21 Amendments to Motions

9.21.1 Amendments to motions where permitted:

- (i) Shall be presented in writing unless it is agreed to be a Friendly Amendment;
- (ii) Shall receive disposition of Council/Committee before the Motion is considered;
- (iii) Shall be germane (i.e., relevant) to the Motion or an Amendment to the Motion being considered;

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- (iv) Shall not negate the Motion or an Amendment to the Motion;
- (v) May propose a separate and distinct disposition of a Motion;
- (vi) Shall be put in the reverse order in which the Amendments were moved if there are multiple Amendments; and,
- (vii) Shall contain only one Amendment to the Motion and not more than one Amendment to an Amendment at one time unless the Amendment has been withdrawn or voted on and lost, in which case another Amendment may be made to the Motion but not to an Amendment. In the case of an Amendment to an Amendment, the Amendment to the Motion cannot be withdrawn until the Amendment to the Amendment has been withdrawn or voted on and lost.

9.21.2 An Amendment to a Motion which has been Referred, Postponed or Deferred Indefinitely or to a specific date, is not permitted.

9.21.4 Friendly Amendments are not permitted in instances where the proposed Friendly Amendment represents a substantive change to the Motion or to an Amendment including adding a further clause(s) to the Motion.

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PART 10 VOTING

10.1 Putting the Question

10.1.1 No Vote will be taken unless the Motion/Question has been moved and seconded, and the Mayor/Chair has Put the Question in the precise form in which it will be voted on and recorded in the Minutes.

10.1.2 When the Mayor/Chair calls for the Vote on a Motion/Question, each Member will occupy their seat until the result of the Vote has been declared by the Mayor/Chair. During the taking of the vote, no Member will walk across the room or speak to any other Member or make any noise or disturbance. A Member not in their seat is not entitled to Vote.

10.1.3 After a Motion/Question is Put by the Mayor/Chair, no Member will speak to the Motion/Question or will make any other Motion or Amendment to the Motion after the Vote is taken and the result has been declared.

10.2 Qualification and Requirement to Vote

10.2.1 Each Member has one Vote only and Votes are not weighted.

10.2.2 No Member will have precedence or seniority over any other Member except as may be provided for in the *Municipal Act, 2001*.

10.2.3 The Mayor/Chair does not need to relinquish the chair to vote on any Motion/Question.

10.2.4 Every Member present at a Meeting when a Motion/Question is Put or Called will vote unless prohibited by statute, in which case the reason for why the Member did not vote will be recorded in accordance with the statute.

10.2.5 Any Member who refuses to vote will be recorded as voting in the negative.

10.3 Secret Ballot – Prohibited

10.3.1 No Vote will be taken in a Meeting by any method of secret voting, and every Vote so taken will be of no effect.

10.3.2 Any Vote taken by ballot must be read aloud with the name of the Member and whether the Member has voted in favour of or opposition to the Motion/Question.

10.3.3 A Meeting will not be Closed to the public during the taking of a Vote, unless the vote relates to a procedural matter, or is in relation to providing direction to staff in accordance with the *Municipal Act, 2001*.

10.3.4 Despite Section 10.3.3, a Meeting may be Closed to the public during a Vote in accordance with Section 5.6 of this By-law.

10.4 Tied Vote

In the event of an equality of votes, the Motion/Question being voted on is deemed to be lost.

10.5 Severability of the Question

10.5.1 When two or more separate recommendations, propositions or clauses are embodied in one Motion/Question or in an Amendment to a Motion/Question, a Member may request or the Mayor/Chair may put each recommendation, proposition or clause separately, restricting debate to each proposition in its turn.

10.5.2 A Member not present before the result of the division on a Motion/Question is declared, will not be entitled to vote on that Motion/Question.

PROCEDURAL BY-LAW – BY-LAW 2023-43

10.6 Unrecorded Vote – Determining Method

The manner of determining the decision of the Council/Committee on a Motion/Question is at the discretion of the Mayor/Chair and may be by voice, show of hands, standing or otherwise.

10.7 Recorded Vote – Council Meetings

10.7.1 Any Member of Council, before the taking of the Vote has begun, except a Member who is prohibited by statute to vote or has declared a pecuniary interest, may request that the Vote be recorded.

10.7.2 When a Recorded Vote is requested by a Member on any Motion/Question, the Mayor will ask the Clerk to proceed with taking a Recorded Vote. The Clerk will say each member's name in numerical order by Ward (than alphabetically if there is more than one Councillor in the Ward). The Councillor will verbally express their vote either in favour or against the motion. The Clerk will record the Vote and the name of each Member who voted in the Minutes and announce the decision.

10.7.3 When a Recorded Vote is taken, and no dissent is declared, such Vote is deemed to be Unanimous.

10.8 Disputing a Vote

If a Member disagrees with the announcement of the Mayor/Chair that a Motion/Question is carried or lost, the Member may, but only immediately after the declaration of the result of the Vote by the Mayor/Chair, object to the declaration and require a re-vote to be taken by the same means as the original Vote.

PROCEDURAL BY-LAW – BY-LAW 2023-43

PART 11 VOTE RECONSIDERATION

11.1 General Provisions

11.1.1 A resolution, By-law or any Motion/Question, which has been adopted previously by Council/Committee may be reconsidered by the Members by bringing forward a Motion to Reconsider subject to the following:

- (i) The Motion to Reconsider is made in writing by a Member and has been introduced according to the procedure for a Notice of Motion;
- (ii) The Motion to Reconsider cannot be applied to an affirmative vote where the provisions have been partly carried out or to any vote that has caused something to be done that is impossible to undo;
- (iii) In the case of Committees, a Motion to Reconsider cannot be applied to any matter which has already been disposed of by Council;
- (iv) Debate on a Motion to Reconsider must be confined to the reasons for or against the reconsideration;
- (v) The Motion to Reconsider is passed by a two-thirds majority of the Members present and voting;
- (vi) If the Motion to Reconsider is decided in the affirmative, the Motion to which the Motion to Reconsider applies will become the next order of business unless the Motion to Reconsider calls for consideration of the original Motion at a future date; and,
- (viii) Debate on the Motion being reconsidered will proceed as though the original Motion had previously never been voted on.

11.2 Reconsideration of Amendments to Motions

A Motion to Reconsider an Amendment may not be submitted until after the original Motion to which the amendment was proposed has been reconsidered and disposed of in the affirmative by two-thirds of the Members present and voting.

11.3 Limitations Per Term of Council/Committee

A Motion to Reconsider the same Motion will not be permitted more than once during the term of Council/Committee.

11.4 Reconsideration of By-laws

When a By-law has been defeated at any stage of the order of procedure, it can be subject to a Motion to Reconsider and the foregoing rules will apply thereto, except that, when a Motion to Reconsider a By-law is carried by the required majority, a Motion that leave be given to introduce the said By-law will become the next order of business and, if this Motion is carried, the By-law will be dealt with in accordance with the usual order of procedure as if it had been first introduced at the Meeting during which the Motion to reconsider was voted on.

PROCEDURAL BY-LAW – BY-LAW 2023-43

PART 12 BY-LAWS – COUNCIL

12.1 General Provisions

12.1.1 Copies of all By-laws to be considered by Council will be provided in the Agenda Package for the Meeting at which the By-laws will be considered.

12.1.2 All By-laws when introduced will be in type-written form, will contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act.

12.1.3 The Clerk will record on all By-laws enacted by Council, the date of the first, second and third reading.

12.1.4 Every By-law which has been enacted by Council will be:

- (i) Numbered;
- (ii) Dated;
- (iii) Signed by the Mayor and the Clerk;
- (iv) Sealed with the seal of the Township; and,
- (v) Securely kept by the Clerk in compliance with the *Municipal Act, 2001* and the Township's Records Retention By-law.

12.2 Reading of By-laws

12.2.1 All By-laws, except as otherwise required by legislation, will be introduced and receive first, second and third reading by a single Motion in order to be passed.

12.2.2 It is permissible to refer or defer the passing of a By-law for further consideration, or that the third reading be deferred indefinitely or be postponed to a definite time.

12.3 Provisional By-laws

Notwithstanding Section 12.1.1, Provisional By-laws will be read a first and second time and provisionally passed as one motion and then read a third time and finally passed separately at a subsequent Meeting as per the requirements of the applicable legislation.

12.4 Amendments to By-laws

An amendment to a By-law must strictly relate to the subject matter of the By-law.

PROCEDURAL BY-LAW – BY-LAW 2023-43

PART 13 COMMITTEES OF COUNCIL

13.1 Governance

13.1.1 All Committees shall be established, amended or disbanded in accordance with the Committee Governance Policy.

13.1.2 All Committees shall be subject to the Rules and Procedures outlined in this By-law, unless the rules and procedures are provided by provincial or federal legislation.

PROCEDURAL BY-LAW – BY-LAW 2023-43

PART 14 REVIEW AND AMENDMENTS TO THIS BY-LAW

14.1 Review

14.1.1 Within one (1) year of the new term of Council, the Clerk shall review this By-law. If amendments are required, the Clerk will follow the requirements of Section 14.2. If no amendments are deemed necessary, the Clerk shall report same to Council.

14.2 Amendments

14.2.1 If deemed necessary by Council, the Chief Administrative Officer or the Clerk, the Clerk may propose amendments to this By-law in accordance with Section 14.2.2.

14.2.2 No amendment or repeal of this By-law or any part of thereof will be considered at any Council Meeting unless notice of the proposed amendment or repeal has been given at a previous Regular Meeting of Council; and the waiving of this notice by Council is prohibited.

14.2.3 Amendments to this By-law and subsequent Procedural By-laws will be reviewed by the Township Solicitor prior to being considered by Council.

PROCEDURAL BY-LAW – BY-LAW 2023-43

PART 15 SHORT TITLE

This By-law may be referred to as either the "Procedural By-law" or the "Rules of Procedure."

PROCEDURAL BY-LAW – BY-LAW 2023-43

PART 16 REPEAL - ENACTMENT

16.1 Repeals

By-law Nos. 2021-36 and 2021-50, any other Amendments, and any previous Procedural By-laws are hereby repealed and of no force or effect.

16.2 Effective Date

This By-law will come into force and effect on the date of passage.

READ a first and second time on the 25th day of September, 2023.

READ a third time and passed in open Council on the 25th day of September, 2023.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2024-40

**TO CONFIRM THE PROCEEDINGS OF COUNCIL
AT ITS MEETING HELD ON JULY 29, 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 July 29, 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 29th day of July, 2024.

READ a third time and finally passed in open Council this 29th day of July, 2024.

Mayor

Clerk