



**TOWNSHIP OF WILMOT
COUNCIL MEETING AGENDA
MONDAY, APRIL 13, 2015**

**REGULAR COUNCIL MEETING
COUNCIL CHAMBERS
7:00 P.M.**

1. MOTION TO CONVENE INTO CLOSED SESSION
2. MOTION TO RECONVENE IN OPEN SESSION
3. MOMENT OF SILENCE
4. ADDITIONS TO THE AGENDA
5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

6. MINUTES OF PREVIOUS MEETINGS

- 6.1 Council Meeting Minutes March 30, 2015

Recommendation

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

Council Meeting March 30, 2015.

7. PUBLIC MEETINGS

- 7.1 REPORT NO. DS 2015-14
Zone Change Application 07/15
Craig McInally
Lot 130 and Part of Lot 129, Plan 627
Parts 2 and 3, Plan 58R-4327
55 Snyder's Road West, Baden

Recommendation

THAT report DS 2015-14 be received for information.

8. PRESENTATIONS/DELEGATIONS

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

**9.2.1 REPORT NO. CL 2015-10
Temporary Road Designation Request
Seyler Street, New Hamburg**

Recommendation

THAT Council designate Seyler Street (from Peel Street to Jacob Street) as one way eastbound from 7:00 am on May 1, 2015 to 9:00 am on May 4, 2015;

AND FURTHER, THAT the north side of Seyler Street between Peel Street and Jacob Street be closed from 7:00 am on May 1, 2015 to 9:00 am on May 4, 2015.

9.3 FINANCE

**9.3.1 REPORT NO. FIN 2015-18
2015 Final Tax Levy By-law**

Recommendation

THAT report FIN 2015-18, prepared by the Director of Finance, regarding the 2015 Final Tax Levy By-law be received.

**9.3.2 REPORT NO. FIN 2015-19
Statement of Operations as of March 31, 2015 (un-audited)**

Recommendation

THAT the Statement of Operations as of March 31, 2015, as prepared by the Manager of Accounting, be received for information purposes.

9.4 PUBLIC WORKS – no reports

9.5 DEVELOPMENT SERVICES

**9.5.1 REPORT NO. DS 2015-15
March Building Statistics Summary**

Recommendation

THAT the March 2015 Building Statistics Summary be received for information.

9.6 FACILITIES AND RECREATION SERVICES

- 9.6.1 REPORT NO. PRD 2015-03
Facilities & Recreation Services Quarterly Activity Reports**

Recommendation

THAT the Facilities & Recreation Services Activity Reports for the first quarter of 2015 be received for information.

9.7 FIRE

- 9.7.1 REPORT NO. FD 2015-06
Quarterly Activity Report**

Recommendation

THAT the Fire Department Activity Report for the first quarter of 2015 be received for information purposes.

- 9.7.2 REPORT NO. FD 2015-05
Fire Department Re-Branding with New Image**

Recommendation

THAT Report FD 2015-05, prepared by the Fire Chief, regarding the Wilmot Fire Department re-branding be received for information purposes.

9.8 CASTLE KILBRIDE

- 9.8.1 REPORT NO. CK 2015-03
Quarterly Activity Report – January, February & March 2015**

Recommendation

THAT the Castle Kilbride Activity Report for the months of January, February & March be accepted for information purposes.

10. CORRESPONDENCE

- 10.1 Heritage Wilmot Advisory Committee – Committee Meeting Minutes, February 4 and March 4, 2015**

Recommendation

THAT Correspondence Item 10.1 be received for information.

11. BY-LAWS

- 11.1 By-law No. 2015-22 – By-Law To Establish the 2015 Final Tax Levy, the 2015 Rates of Taxation and to Provide for the Payment of Taxes by Instalments**

Recommendation

THAT By-law No. 2015-22 be read a first, second and third time and finally passed in Open Council.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2015-23

Recommendation

THAT By-law No. 2015-23 to Confirm the Proceedings of Council at its Meeting held on April 13, 2015 be introduced, 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.



**TOWNSHIP OF WILMOT
COUNCIL MEETING MINUTES
MONDAY, MARCH 30, 2015**

**CLOSED COUNCIL MEETING
WILMOT COMMUNITY ROOM
6:15 P.M.
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS
7:00 P.M.**

**Members Present: Mayor L. Armstrong, Councillors A. Junker, P. Roe, B. Fisher, J. Gerber,
M. Murray**

**Staff Present: Chief Administration Officer G. Whittington, Director of Clerk's Services
B. McLeod, Deputy Clerk D. Mittelholtz, Director of Public Works G. Charbonneau,
Director of Facilities and Recreation Services S. Nancekivell, Director of
Development Services H. O'Krafka, Fire Chief M. Raine, Director of Finance R. Tse,
Curator/Director of Castle Kilbride T. Loch, Planner/EDO A. Martin, Manager of
Accounting P. Kelly, IT Systems Administrator K. Jeffreys**

1. MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2015-051

Moved by: P. Roe

Seconded by: B. Fisher

**THAT a Closed Meeting of Council be held on Monday, March 30, 2015 at 6:15 p.m. in accordance
with Section 239 (2) (b) of the Municipal Act, 2001, for the purposes of considering the following
matters:**

- 2 (b) personal matters about an identifiable individual**

CARRIED.

2. MOTION TO RECONVENE IN OPEN SESSION

Resolution No. 2015-052

Moved by: M. Murray

Seconded by: J. Gerber

That we reconvene into Open Session of Council at 7:00 p.m. in the Council Chambers.

CARRIED.

3. MOMENT OF SILENCE

4. ADDITIONS TO THE AGENDA

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS**6.1 Council Meeting Minutes March 9, 2015****Resolution No. 2015-053**

Moved by: A. Junker

Seconded by: P. Roe

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

Council Meeting March 9, 2015.

CARRIED.

7. PUBLIC MEETINGS

- 7.1 REPORT NO. DS 2015-12
Zone Change Application 05/15
Dean Kropf / 2308434 Ontario Ltd.
Part of Lots 2 and 3, Concession North of Snyder's Road
2186 Snyder's Road East**

Resolution No. 2015-054

Moved by: M. Murray

Seconded by: A. Junker

THAT Zone Change Application 05/15 made by Dean Kropf / 2308434 Ontario Ltd., affecting Part of Lots 2 and 3, Concession North of Snyder's Road, to allow buildings or structures, not including a dwelling unit, to be erected on a lot where the front property line does not abut a public street.

CARRIED.

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

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

The Planner/EDO highlighted the report.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There were none.

Mayor Armstrong asked if the applicant wished to address Council. The applicant did not address Council.

Mayor L. Armstrong asked if there were any questions from Council. There were none.

Mayor L. Armstrong asked twice if anyone else wished to address Council, and in the absence of any comments, declared the public meeting to be closed.

**7.2 REPORT NO. DS 2015-13
Zone Change Application 06/15
Karen Doehn,
Part of Lots 5 and 6, Concession 2, Block A
1522B Bethel Road**

Resolution No. 2015-055

Moved by: A. Junker

Seconded by: B. Fisher

THAT Zone Change Application 06/15 made by Karen Doehn, affecting Part of Lot 5 and 6, Concession 2, Block A, to pass a temporary use by-law to permit a third dwelling for a period of eighteen months be approved, subject to the following:

- 1. THAT the implementing by-law specifically limit occupancy to only two dwellings at any time.**

CARRIED.

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

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

The Planner/EDO highlighted the report.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There were none.

Mayor Armstrong asked if the applicant wished to address Council. The applicant did not address Council.

Mayor L. Armstrong asked if there were any questions from Council. There were none.

Mayor L. Armstrong asked twice if anyone else wished to address Council, and in the absence of any comments, declared the public meeting to be closed.

8. PRESENTATIONS/DELEGATIONS

**8.1 Craig Smith, Risk Manager
Brian McEnhill, Risk and Insurance Analyst
Waterloo Region Municipalities Insurance Pool - Update**

Mr. Smith introduced himself and Mr. McEnhill and thanked Council for the opportunity to address them. He explained for Council the purpose of the Waterloo Region Municipalities' Insurance Pool and summarized their seventeen year history. He spoke to the municipal representation on the Advisory Board, how the Pool operates and the specifics of the coverage and deductibles for the different types of municipalities within the Region.

Mr. McEnhill addressed Council on the Claims Administration aspect of the Insurance Pool and how liability claims and adjusting services are managed by internal staff and out-sourced firms. Mr. McEnhill concluded the presentation with an explanation of Joint and Several Liability, the effects it can have on a municipality and how the Insurance Pool and the Association of Municipalities of Ontario are advocating against it.

8.2 Marie Voisin Restoration of The Imperial Hotel, New Hamburg

Mrs. Voisin thanked Council for the opportunity to provide an update on the restoration she has undertaken at The Imperial Hotel in New Hamburg. She began with a brief history of the original construction of the building. She noted some interesting finds that have been uncovered such as historic wallpaper, hand painted walls and several unique features that she intends to maintain including archways, stained glass windows, wooden posts, a 1908 staircase and barn boards that pre-date 1872. Throughout the restoration some artifacts have been discovered including vintage tobacco tins, three left boots (for good luck), a large jawbone, fire escape ropes, a barrel slider, an Ed Pfoff Barber Shop sign, old newspapers and three wells. She advised Council that a complete photo history is being made of the restoration process. In-part, these photos are being taken to re-create some of the features which could not be saved such as certain wallpapers and hand painted walls.

Mrs. Voisin began the restoration in the summer of 2014 and she confirmed that there have been some challenges throughout the process related to the original construction. She noted that this has been a learning process for her with regards to construction and the Building Code. She concluded the presentation with the architects rendering of the final product and with the address for her blog which documents the restoration: www.imperialnewhamburg.com.

Mayor L. Armstrong thanked Mrs. Voisin for her presentation and noted a recent conversation with a dignitary from another province who commended the state of Wilmot's heritage buildings and the commitment to preserving them.

Councillor A. Junker also thanked Mrs. Voisin and commended her on this undertaking. He spoke to the realization of the vision established several years ago with designation of the heritage district by preserving the existing structure, the original appearance of the building and attracting attention to the downtown area of New Hamburg.

8.3. REPORT NO. CL2015-08 Request for Designation of Livingston Presbyterian Church 44 Beck Street, Baden Lot 97, Plan 627

Resolution No. 2015-056

Moved by: M. Murray

Seconded by: P. Roe

THAT the Township of Wilmot indicate its intent to designate the property known as the Livingston Presbyterian Church, Baden, being Lot 97, Plan 627, Township of Wilmot, as a property of Historical and Architectural Significance under Part IV of the Ontario Heritage Act, R.S. O., 1990 as amended, for the reasons as contained within Report No. CL2015- 08; and further,

THAT the Director of Clerk's Services be authorized to proceed under the Ontario Heritage Act.

CARRIED.

The Director of Clerk's Services highlighted the report.

**8.3.1 Nick Bogaert, Chair
Marg Rowell, Member
Proposed Designation of Livingston Presbyterian Church, Baden**

Mr. Bogaert introduced himself and Ms. Rowell to Council and thanked them for the opportunity to address them on this matter. He advised Council on their purpose for attending the meeting and provided some background on the designation process and this designation in particular.

Ms. Rowell highlighted for Council the history of the Livingston Presbyterian Church from its opening in 1895 and how it came into existence with funding from James Livingston. She provided details on the architectural style and features of the interior and exterior of the church and the additions and minor changes that have occurred over the years.

Mr. Bogaert concluded the presentation by summarizing the reasons for the request to designate the church which meets all three criteria for designation; physical value, historical/associative value and contextual value.

**8.4 Kae Elgie, Architectural Conservancy Ontario, North Waterloo Branch
Heritage Conservation**

Ms. Elgie congratulated Council on the works done by Council and the community to preserve the heritage of the Township that she witnessed at this meeting. She provided Council with a summary of what the Architectural Conservancy of Ontario does and illustrated what they have accomplished in the past eighty years. She explained for Council the program offered by the ACO called *Preservation Works!* and how it has assisted many communities throughout Ontario to preserve some of their heritage structures. She advised that the ACO has been promoting the "Heritage is Green" philosophy and provided statistics on the climate change impact different construction projects have had in major cities in the United States. She also advised Council on the other services provided by the ACO including a directory of heritage practitioners, practical guides and a conservation toolbox. She concluded the presentation by circulating to Council a separate additional handout with her recommendations for preservation of structures that may have heritage value.

Mayor L. Armstrong responded to Ms. Elgie's comments concerning the demolition of the Sir Adam Beck house by reiterating Council's commitment and success with regards to preservation of heritage properties and adherence to the established process.

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

**9.2.1 REPORT NO. CL 2015-09
Consideration of Engineer's Report
For the Zehr Municipal Drain 2015
Part of Lots 26 and 27, Concession North of Bleams Road
Township of Wilmot, Region of Waterloo, and
Lot 1, Concession 1
Township of Perth East, County of Perth
Huron Street, New Hamburg**

Resolution No. 2015-057**Moved by: A. Junker****Seconded by: M. Murray****THAT Resolution No's. 2015-033 and 2015-048 be rescinded,****THAT the Drainage Engineer's Report dated February 5, 2015 for the Zehr Municipal Drain, for improved drainage in Part of lots 26 and 27, Concession North of Bleam's Road, Township of Wilmot, Region of Waterloo, and Lot 1, Concession 1, Township of Perth East, County of Perth be adopted;****THAT the Provisional By-law be given first and second reading; and further,****THAT the date for the Court of Revision be scheduled for Monday, April 27, 2015 at 7:00 pm and that Mayor L. Armstrong, Councillor M. Murray, Councillor B. Fisher (as an alternate) and a representative from the Council of the Township of Perth East be appointed to the Court of Revision.****CARRIED.**

The Deputy Clerk briefly highlighted the report and introduced Mr. Dietrich from Dietrich Engineering to answer any questions from Council or the public with regards to the report.

9.3 FINANCE**9.3.1 REPORT NO. FIN 2015-17****Award of Contract – Municipal Website Upgrade****Resolution No. 2015-058****Moved by: M. Murray****Seconded by: J. Gerber****THAT eSolutionsGroup Limited (eSolutions) be awarded the contract for the design and implementation of a new municipal website, in the amount of \$24,982.06 (net of HST Rebate).****CARRIED.**

The Manager of Accounting highlighted the report.

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW-2015-05****2014 Summary Water Distribution Report and
Drinking Water Quality Management System****Resolution No. 2015-059****Moved by: J. Gerber****Seconded by: M. Murray****THAT report PW-2015-05 be received for information purposes.****CARRIED.**

**9.4.2 REPORT NO. PW-2015-06
Gravel Extraction, Crushing and Stockpiling**

Resolution No. 2015-060

Moved by: M. Murray

Seconded by: P. Roe

THAT the quotation received from Joe Kerr Limited to extract, crush and stockpile granular material at the Township Pit, in the amount of \$58,130.40, net of the HST rebate, be accepted.

CARRIED.

**9.4.3 REPORT NO. PW-2015-07
Water Supply Access Agreement with the
Township of Perth East**

Resolution No. 2015-061

Moved by: B. Fisher

Seconded by: P. Roe

THAT the Mayor and Director of Clerk's Services be authorized to execute a Water Supply Access Agreement with the Township of Perth East.

CARRIED.

The Director of Public Works highlighted the report.

In response to Councillor B. Fisher, the Fire Chief confirmed that, on average, a tanker truck would hold between 1,500 and 2,500 gallons of water and could refill three or four times for an average fire.

9.5 DEVELOPMENT SERVICES – no additional reports

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE

**9.7.1 REPORT NO. FI 2015-03
Award of Tender – Fire Pumper Truck**

Resolution No. 2015-062

Moved by: P. Roe

Seconded by: M. Murray

THAT the tender submitted by Dependable Emergency Vehicles for a Spartan Metro Star-X Cab and Chassis Fire Pumper Truck c/w Fire Hose, Appliances and Accessories in the amount of \$427,123.35, net of the HST rebate be accepted.

CARRIED.

**9.7.2 REPORT NO. FI 2015-04
Award of Contract – Bunker Gear**

Resolution No. 2015-063

Moved by: M. Murray

Seconded by: A. Junker

THAT the quotation submitted by PPE Solutions for the supply and delivery of bunker gear for a three-year term, in the amount of \$62,240.49, net of the HST rebate be accepted.

CARRIED.

The Fire Chief highlighted the report.

9.8 CASTLE KILBRIDE – no additional reports

10. CORRESPONDENCE

10.1 Robert J. Williams, Integrity Commissioner – Annual Report 2014

Resolution No. 2015-064

Moved by: J. Gerber

Seconded by: A. Junker

THAT Correspondence Item 10.1 be received for information.

CARRIED.

11. BY-LAWS

- 11.1 By-law No. 2015-18 – By-Law To Authorize The Execution Of An Agreement Regarding Water Supply Access For Firefighting Purposes With The Township Of Perth East**
- 11.2 By-law No. 2015-19 – Zone Change Application 05/15, Dean Kropf / 2308434 Ontario Ltd., Part of Lots 2 and 3, Concession North of Snyder’s Road, 2186 Snyder’s Road East**
- 11.3 By-law No. 2015-20 – Zone Change Application 06/15, Karen Doehn, Part of Lots 5 and 6, Concession 2, Block A, 1522B Bethel Road**

Resolution No. 2015-065

Moved by: M. Murray

Seconded by: P. Roe

THAT By-law Nos. 2015-18, 2015-19 and 2015-20 be read a first, second and third time and finally passed in Open Council.

CARRIED.

11.4 By-law No. 2015-15 Don Zehr Municipal Drain Provisional By-law

Resolution No. 2015-066

Moved by: B. Fisher

Seconded by: J. Gerber

THAT By-law No. 2015-15 be read a first and second time in Open Council.

CARRIED.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2015-21

Resolution No. 2015-067

Moved by: M. Murray

Seconded by: A. Junker

THAT By-law No. 2015-21 to Confirm the Proceedings of Council at its Meeting held on March 30, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

16. ADJOURNMENT (8:19 P.M.)

Resolution No. 2015-068

Moved by: P. Roe

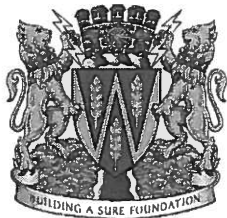
Seconded by: B. Fisher

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

CARRIED.

Mayor

Clerk



Township of Wilmot REPORT

REPORT NO. DS 2015-14

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: April 13, 2015

SUBJECT: Zone Change Application 07/15
Craig McInally
Lot 130 and Part of Lot 129, Plan 627
Parts 2 and 3, Plan 58R-4327
55 Snyder's Road West, Baden

Recommendation:

That report DS 2015-14 be received for information.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on March 18, 2015. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

Region of Waterloo: requesting additional clarification on the noise study and the payment of a review fee

GRCA: no comments or concerns

Discussion:

The subject lands are designated Urban Core in the Township Official Plan, and are zoned Zone 5 (Commercial) within the Township Zoning By-law. The property is currently developed with a commercial building (containing two commercial units on the first floor and two residential units on the second floor) as well as a detached garage / storage shed. The applicant proposes to convert the storage shed into one dwelling unit. To facilitate this conversion, this application proposes to amend the zoning to permit one dwelling unit within an accessory structure and to reduce the required number of off-street parking spaces on the property. The attached sketch outlines the site layout, proposed parking configuration, and location of the building in question.

Prior to filing the application, the applicants requested and received pre-submission comments from the Township and Region of Waterloo. The Region of Waterloo had indicated that an Environmental Noise Study and a Rail Vibration Study would be required in support of the application given the proposed dwelling unit's proximity to the CN railway.

The Region of Waterloo has reviewed the noise study and has requested some clarification on its findings along with payment of the Region's newly adopted Environmental Noise Study review fee. At the time of finalizing this report, final comments from the Region were outstanding.

No comments or concerns were raised from neighbouring property owners through circulation of the application.

Strategic Plan Conformity:

Holding public meetings to gain input on planning matters promotes an engaged community.

Financial Considerations:

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

Conclusion:

At such time any comments received from the Public Meeting are reviewed and outstanding comments have been received from the Region, staff will return to Council with a detailed report and recommendation on the application.



Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO

Snyder's Road West

Mill Street

Charlotta Street



ZCA-07/15
55 Snyder's Road W



55
existing
comercial
with 2 residential
units above

53

1

2

existing
deck

3

4

5

existing
garage/shed
to be converted
to dwelling unit



1 proposed parking layout

+ two additional parking spaces
(smaller than required dimensions,
so not counted towards minimum
requirement)

©/1/ CNR Railway



Township of Wilmot **REPORT**

REPORT NO. CL2015-10
TO: Council
PREPARED BY: Dawn Mittelholtz, Deputy Clerk
DATE: April 13, 2015
SUBJECT: Temporary Road Designation Request
Seyler Street, New Hamburg

Recommendation:

THAT Council designate Seyler Street (from Peel Street to Jacob Street) as one way eastbound from 7:00 am on May 1, 2015 to 9:00 am on May 4, 2015;

AND FURTHER, THAT the north side of Seyler Street between Peel Street and Jacob Street be closed from 7:00 am on May 1, 2015 to 9:00 am on May 4, 2015.

Background:

The Home Hardware has been in New Hamburg for several decades and is a popular retail operation for residents of Wilmot. The store has recently changed ownership.

Discussion:

Township staff received a request from the new owners to designate Seyler Street as one way and to close the north side of the street in conjunction with the grand re-opening under the new ownership. The owners have complied with the requirements of the special event permit and Public Works staff will be erecting the appropriate signage/barricades for this designation.

Strategic Plan Conformity:


By approving the temporary road designation Council is promoting our downtown and commercial areas.

Financial Considerations:

There are no fees associated with temporary road designations.

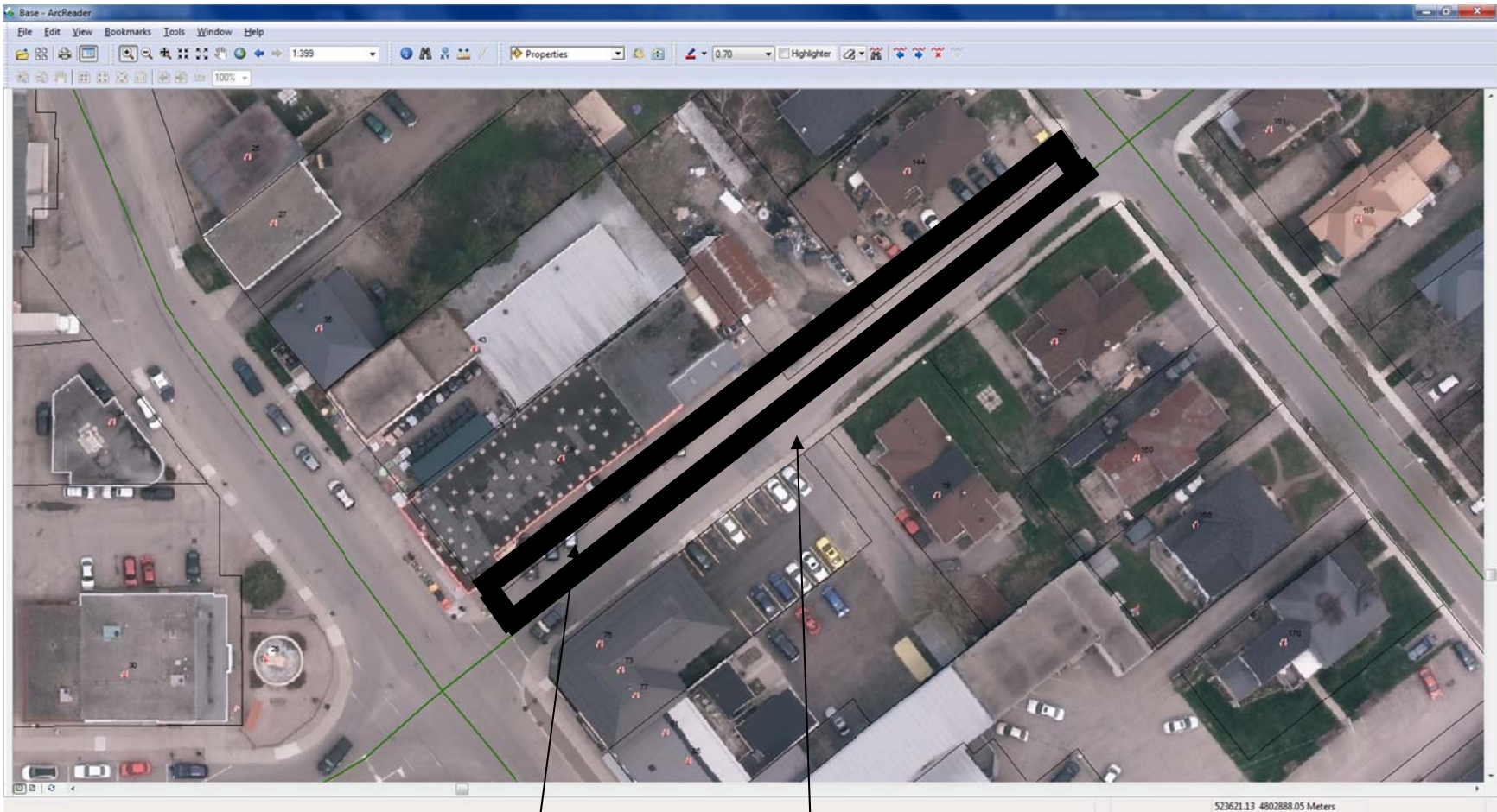
Conclusion:

Staff's recommends that the request to temporarily designate Seyler Street as one way eastbound and close the north side of the road between Jacob Street to Peel Street be approved.


Dawn Mittelholtz, Deputy Clerk


Barbara McLeod, Director of Clerk's Services


Reviewed by CAO



Proposed Area to be closed for May 1st to May 3rd

Eastbound Lane to remain open



Township of Wilmot **REPORT**

REPORT NO. **FIN 2015-18**

TO: **Council**

PREPARED BY: **Rosita Tse, Director of Finance**

DATE: **April 13, 2015**

SUBJECT: **2015 Final Tax Levy By-Law**

Recommendation:

That report FIN 2015-18, prepared by the Director of Finance, regarding the 2015 Final Tax Levy By-law be received.

Background:

Council approved the 2015 Municipal Budget on February 9, 2015. The approved Budget includes a total Tax Levy for municipal purposes of \$7,022,020, representing an increase of 2.30% over the 2014 Levy. By-law 2015-22, presented for Council's approval, will give Finance staff the authority to issue the final tax bills for 2015.

Discussion:

Through the 2015 budget process, it was determined that the levy required for municipal operating and capital needs for the year would be \$7,022,020. In addition to the municipal levy, the Township is responsible for billing on behalf of the Region of Waterloo and School Boards. Final tax bills are issued upon receipt of information on Regional tax ratios and tax rates, as well as information from the Ministry on the distribution of taxes amongst the four school boards.

The final tax bills for residential classes will be mailed in June, payable in two installments due on June 30 and September 30, 2015. The commercial, industrial, and multi-residential tax bills will be issued upon receipt of capping calculations from the Province, which are expected in July 2015. The two installments due dates for commercial, industrial, and multi-residential tax bills are July 31 and September 30, 2015.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of being an engaged community through the communication of municipal matters, by providing the rates of taxation required to raise the 2015 tax levy. The revenue from this levy will fulfill the 2015 financial requirements of the Township.

Financial Considerations:

The tax levy is utilized to fund both the operating and capital expenses of the Township of Wilmot, as identified within the 2015 budget.

Conclusion:

Upon Council's approval of the by-law, staff will prepare final tax bills to the ratepayers in the Township.



Rosita Tse, Director of Finance



Reviewed by CAO



Township of Wilmot REPORT

REPORT NO. **FIN 2015-19**

TO: **Council**

PREPARED BY: **Patrick Kelly Manager of Accounting**

DATE: **April 13, 2015**

SUBJECT: **Statement of Operations as of March 31, 2015 (un-audited)**

Recommendation:

That the Statement of Operations as of March 31, 2015, as prepared by the Manager of Accounting, be received for information purposes.

Background:

Finance staff report to Council on the status of municipal operations on a quarterly basis.

Discussion:

Attached is the statement of operations as of March 31, 2015. The report is divided into sections outlining revenues and expenses from general government, protective services, transportation services, recreation and cultural services and development services.

Net General Levy Expenditure

The total section of the report outlines revenues and expenses from all municipal operations, and how they relate to the Council approved operating budget. As of the statement date, YTD revenues and expenses are within the budgetary guidelines, and the net effect on general levy is 25.7% of budget.

Wilmot Recreation Complex

The WRC represents approximately 25% of all operating expenses from the general levy. Staff are pleased to continue reporting that as of the statement date, operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 28% of the annual budget.

The WRC also represents approximately 60% of the budgeted operating revenues to the general levy. As of the statement date, WRC revenues are on target to meet budget projections, with current receipts at approximately 32%.

Winter Maintenance Operations

Winter weather events in the first quarter of 2015 were not as severe as those witnessed in 2014. YTD expenditures of \$261,400 represent 61% of the annual budget (Q1 2014 – 80%). The capacity of this expense line to stay within the total budget of \$428,590 will be contingent upon the weather in the last two months of 2015.

The winter maintenance reserve fund was depleted in 2013, and the harsh winter of 2014 did not allow this reserve to be replenished. Therefore, if the snowfall levels remain low in the final months of 2015, program savings could be transferred to assist in rebuilding this reserve fund.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. Staff provide Council and the community an updated status of municipal finances in accordance with the Township's Accountability and Transparency Policy.

Financial Considerations:

As part of year end processing, net operating expenditures, and capital funding from general levy are deducted from income generated through taxation, provincial grants and investments, to calculate the annual transfer to/from capital replacement reserve funds.

Conclusion:

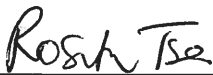
The preceding report is presented to Council for information purposes. The next report outlining operations will occur in July to include activities up to the end of Q2.



Patrick Kelly, Manager of Accounting



Reviewed by CAO



Rosita Tse, Director of Finance

TOWNSHIP OF WILMOT
2015 OPERATING

Description	2015 Budget	YTD Actual	Variance %
GENERAL GOVERNMENT			
REVENUE			
Administration Fees ¹	(43,210)	(20,535)	47.5%
Licenses and Fines ²	(88,500)	(50,514)	57.1%
Penalties & Interest Revenue	(290,000)	(84,056)	29.0%
	(421,710)	(155,105)	36.8%
EXPENSES			
Council ³	134,770	78,387	58.2%
CAO, Clerks	485,590	137,524	28.3%
Insurance ⁴	278,160	2,229	0.8%
Municipal Law Enforcement/Animal Control ⁵	215,220	66,583	30.9%
Municipal Election ⁶	15,250	153	1.0%
Financial Services	580,590	147,963	25.5%
IT Services ⁷	156,020	57,136	36.6%
	1,865,600	489,977	26.3%
PROTECTIVE SERVICES			
REVENUE			
Fire Services Revenues ⁸	(36,710)	(6,678)	18.2%
Ambulance Station Rental Income ⁹	(5,870)	(3,915)	66.7%
	(42,580)	(10,593)	24.9%
EXPENSES			
Fire Services Administration	833,810	205,986	24.7%
Fire Services Operating Expenses ¹⁰	261,180	55,922	21.4%
	1,094,990	261,908	23.9%

TOWNSHIP OF WILMOT
2015 OPERATING

Description	2015 Budget	YTD Actual	Variance %
<u>PUBLIC WORKS</u>			
<u>REVENUE</u>			
Roads/Engineering Service Charges	(42,380)	(508)	1.2%
Aggregate Resource Fees ¹¹	(73,000)	(2,258)	3.1%
Municipal Drainage Grant Funding	(7,000)	-	0.0%
	<u>(122,380)</u>	<u>(2,766)</u>	<u>2.3%</u>
<u>EXPENSES</u>			
Engineering	156,410	46,429	29.7%
Roads ¹²	562,760	115,421	20.5%
Roads Maintenance ¹²	477,910	72,571	15.2%
Winter Control Expenses ¹³	428,590	261,413	61.0%
Municipal Drainage Operating Expenses	14,000	-	0.0%
Street Lighting Operating Expenses	126,000	41,119	32.6%
Crossing Guards Operating Expenses	43,360	12,337	28.5%
	<u>1,809,030</u>	<u>549,291</u>	<u>30.4%</u>
<u>RECREATION AND FACILITIES</u>			
<u>REVENUE</u>			
Wilmot Recreation Complex Revenues ¹⁴	(1,349,100)	(434,940)	32.2%
Park, Facility and Community Centre Rental Revenue ¹⁵	(150,550)	(17,631)	11.7%
	<u>(1,499,650)</u>	<u>(452,571)</u>	<u>30.2%</u>
<u>EXPENSES</u>			
Recreation Administration	622,750	163,735	26.3%
Wilmot Recreation Complex Administration	1,399,950	412,906	29.5%
Wilmot Recreation Complex Operating Expenses	876,990	223,656	25.5%
Parks & Facilities Administration ¹⁵	490,650	92,692	18.9%
Parks and Community Centre Operating Expenses ¹⁵	325,550	49,310	15.1%
Municipal Facilities Operating Expenses	133,600	28,814	21.6%
Abandoned Cemetery Operating Expenses	3,000	750	25.0%
	<u>3,852,490</u>	<u>971,864</u>	<u>25.2%</u>

TOWNSHIP OF WILMOT
2015 OPERATING

Description	2015 Budget	YTD Actual	Variance %
CULTURAL SERVICES			
REVENUE			
Castle Kilbride Admissions & Events ¹⁶	(39,050)	(7,520)	19.3%
Castle Kilbride/Heritage Wilmot Grant Funding	(25,830)	-	0.0%
	(64,880)	(7,520)	11.6%
EXPENSES			
Castle Kilbride Administration	202,720	52,374	25.8%
Castle Kilbride Operating Expenses ¹⁷	49,480	25,130	50.8%
Archives Operating Expenses	1,050	92	8.7%
Heritage Wilmot Operating Expenses	6,940	741	10.7%
	260,190	78,337	30.1%
DEVELOPMENT SERVICES			
REVENUE			
Planning Application Fees	(90,000)	(18,692)	20.8%
Business Licensing	(4,000)	(800)	20.0%
	(94,000)	(19,492)	20.7%
EXPENSES			
Planning	167,620	54,053	32.2%
Economic Development ¹⁸	30,000	400	1.3%
	197,620	54,453	27.6%
TOTAL OPERATING			
REVENUES	(2,245,200)	(648,046)	28.9%
EXPENSES	9,079,920	2,405,830	26.5%
NET GENERAL LEVY EXPENDITURE	6,834,720	1,757,784	25.7%

NOTES:

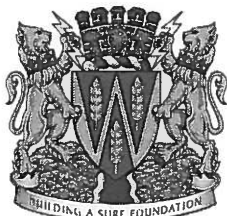
- 1 YTD revenues include a refund of WSIB premiums (\$6,787). Refund is determined by WSIB, and based upon actual claims submitted in the preceding year.
- 2 Dog/kennel licenses are issued in Q1, and represent approximately \$45,500 of YTD fees.
- 3 YTD expenditures include distributions under the 2015 Municipal Grants Program (\$41,820), annual membership fees with Sustainable Waterloo Region's Regional Carbon Initiative (\$3,200) and membership in AMO (\$4,800).
- 4 Insurance Pool Premiums for 2015, projected at \$240,000, are anticipated to be remitted in Q2. YTD expenditures reflect claims falling under the Township's deductible limit of \$10,000.
- 5 YTD expenditures include the annualized fees payable under new contract with KW Humane Society \$13,575.
- 6 Budget includes annual transfer of \$13,750 to cover costs associated with 2018 municipal election; and annual fees for on-going maintenance of Municipal voters' list.
- 7 Several third party software support contracts are paid in full in Q1. These fees represent approximately \$27,400 of YTD operations.
- 8 YTD revenues include \$4,850 collected under the boundary fire service agreement with the Township of Blandford-Blenheim.
- 9 Reflects 4 months of rental at 99 Foundry Street. Budget estimate based upon 6 months of rental income from Waterloo Region EMS.
- 10 YTD expenditures include approximately \$16,000 towards personal protective equipment (PPE).
- 11 Funding of Aggregate Resource Fees is historically calculated and received in Q2/Q3. YTD receipts represent supplementary payment for 2014.
- 12 Roads operations and staffing costs are impacted by seasonality. The majority of focus in Q1 is on Winter Maintenance operations.
- 13 Q1 activity levels on Winter Maintenance are less than experienced in 2014. Any savings generated from the current year would be transferred to a dedicated reserve fund established for winter maintenance. This reserve was depleted from two (2) consecutive winters of high activity levels.
- 14 Includes the following revenue streams at the WRC: Aquatics (\$135,135); Ice Pads/Arena Floor (\$210,057); Concession (\$52,564); Programming (\$20,855); Room/Field Rentals (\$11,441); Other (\$4,888).
- 15 Activity levels at Township parks and community centres are seasonal, with majority of activities in Q2/Q3.
- 16 Revenues are reflective of seasonality of tourism on Castle operations. Castle opened for full operations on April 1st.
- 17 YTD expenditures include \$10,000 membership with Waterloo Region Tourism Marketing Corporation (WRTMC), and \$8,800 on marketing and promotional materials.
- 18 Budget includes \$25,000 for Township with the Waterloo Region Economic Development Corporation (WREDC).

TOWNSHIP OF WILMOT
2015 USER-PAY

Description	2015 Budget	YTD Actual	Variance %
WATER/WASTEWATER			
REVENUE			
Utility User Fees, including Local Improvements ¹	(4,263,570)	(520,066)	12.2%
Utilities Sales, Service Charges	(60,350)	(8,625)	14.3%
	(4,323,920)	(528,691)	12.2%
EXPENSES			
Water/Wastewater Administration	496,200	140,685	28.4%
Water/Wastewater Operating Expenses	555,060	119,063	21.5%
Water Regional Charges ²	1,137,320	162,976	14.3%
Wastewater Regional Charges ²	1,141,150	152,901	13.4%
	3,329,730	575,625	17.3%
TRANSFER (TO)/FROM RESERVE FUNDS⁵	(994,190)	46,935	-4.7%
CEMETERY			
REVENUE			
Cemetery User Fees	(62,200)	(16,370)	26.3%
Cemetery Investment Income	(4,000)	-	0.0%
	(66,200)	(16,370)	24.7%
EXPENSES			
Cemetery Administration	27,290	2,308	8.5%
Cemetery Operating Expenses	31,580	8,267	26.2%
	58,870	10,575	18.0%
TRANSFER (TO)/FROM RESERVE FUNDS⁵	(7,330)	(5,795)	79.1%
BUILDING			
REVENUE			
Building Permit Fees ³	(505,500)	(48,845)	9.7%
Provincial Grant Funding ⁴	(48,500)	(38,117)	78.6%
	(554,000)	(86,962)	15.7%
EXPENSES			
Building Administration	375,840	89,596	23.8%
Building Operating Expenses	232,250	58,579	25.2%
	608,090	148,175	24.4%
TRANSFER (TO)/FROM RESERVE FUNDS⁵	54,090	61,213	113.2%

NOTES:

- 1 The new water/wastewater rates came into effect on April 1, 2015. YTD fees represent billing up to the end of January for New Hamburg and the end of February for all other accounts.
- 2 Reflects flow to/from the Region of Waterloo for January and February.
- 3 YTD permit fees are outlined within the Monthly Building Statistics reporting from Development Services.
- 4 Represents grant funding under the Source Water Protection Implementation Funding Program.
- 5 Transfers to/from reserve funds are calculated and allocated as part of year end processing. YTD percentages will fluctuate due to timing of revenues and expenditures across the three user-pay divisions.



Township of Wilmot REPORT

REPORT NO. DS 2015-15
TO: Council
PREPARED BY: Harold O’Krafka, Director of Development Services
DATE: April 13, 2015
SUBJECT: March Building Statistics Summary

Recommendation:

That the March 2015 Building Statistics Summary be received for information.

Background:

Building Statistics are provided to Council on a monthly basis for information purposes.

Month end reporting to is also provided to the public via the Township website in addition to statistical reports provided monthly to the Region of Waterloo, Statistics Canada and Municipal Property Assessment Corporation.

Discussion:

The total number of permits issued in March 2015 was relatively equal to March 2014 and slightly lower than the 10yr average for March. The number of new homes was higher than March 2014 but well below the 10yr average for March.

Year to date activity levels remain on par with 2014 and this trend is expected to continue throughout 2015.

Strategic Plan Conformity:

Tracking of building activity provides a statistical basis for decision making related to land use planning in the community which contributes to the quality of life of Wilmot residents.

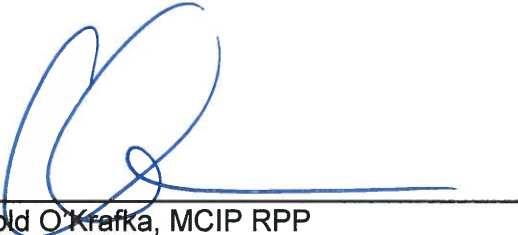
Reporting statistics on a monthly basis contributes to enhanced community engagement.

Financial Considerations:

Administration and enforcement of the Ontario Building Code is a user pay enterprise and is not funded by general levy.

Conclusion:

In conclusion, building activity rates in 2015 are on par and comparable with 2014 and this is expected to continue over the course of 2015.



Harold O'Krafka, MCIP RPP
Director of Development



Reviewed by CAO

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF MARCH	10 Year Average	2014	2015
Number of Permits Issued	27	21	22
Dwelling Units Constructed	13	4	6
Dwelling Units Demolished	0	0	1
Residential - New Dwelling Units	\$ 3,003,889	\$ 1,085,000	\$ 1,840,000
Residential - Addition/Alteration	\$ 250,556	\$ 285,000	\$ 170,000
Residential - Accessory	\$ 373,889	\$ 65,000	\$ 285,000
Agricultural - New	\$ 311,111	\$ 1,000,000	\$ -
Agricultural - Addition/Alteration	\$ 99,444	\$ -	\$ -
Commercial - New	\$ 4,444	\$ -	\$ -
Commercial - Addition/Alteration	\$ 198,333	\$ -	\$ 90,000
Industrial - New	\$ 2,222	\$ -	\$ -
Industrial - Addition/Alteration	\$ 2,778	\$ 300,000	\$ -
Institutional - New	\$ 167,222	\$ -	\$ -
Institutional - Addition/Alteration	\$ 71,667	\$ 55,000	\$ -
Miscellaneous	\$ 8,889	\$ -	\$ 20,000
Total Construction Value	\$ 4,494,444	\$ 2,790,000	\$ 2,405,000
YEAR TO DATE	10 Year Average	2014	2015
Number of Permits Issued	58	52	48
Number of Dwelling Units	25	11	12
Total Construction Value	\$ 8,195,111	\$ 6,880,000	\$ 5,294,000

March 2015	
Residential - New	Commercial - Alt.
BADEN	129 Peel Street
10 Bettschen Lane	79 Jacob Cressman Drive
133 Goldschmidt Crescent	12-338 Waterloo Street
NEW HAMBURG	Commercial - Other
194 Piccadilly Square	49 Waterloo Street
NON SETTELMENT	
1601 Erb's Road	
Residential - Alteration	
3106 Notre Dame Drive	9-250 Hostetler Road
269 Charlotta Street	4 Merner Place
100 Stuckey Avenue	63 Shephard Place
120 Woodridge Drive	
Residential - Accessory	
81 Erhardt Wagner Place	77 Dundee Avenue
80 Jacob Cressman Drive	1680 Hallman Road
3106 Notre Dame Drive	
Residential - Demolition	
1601 Erb's Road	



Township of Wilmot REPORT

REPORT NO. PRD 2015-03

TO: Council

PREPARED BY: Scott Nancekivell

DATE: April 13, 2015

SUBJECT: Facilities & Recreation Services Quarterly Activity Reports

Recommendation:

That the Facilities & Recreation Services Activity Reports for the first quarter of 2015 be received for information.

Background:

N/A

Discussion:

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Recreation/Community Services), have prepared activity reports for the first quarter of 2015. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational or administrative activities.

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:


N/A

Conclusion:

That the report be received for information.



 Director of Facilities & Recreation Services



 Reviewed by CAO

FACILITIES & RECREATION SERVICES

Aquatics Division

Quarterly Activity Report (January – March 2015)

- We have 38 active P/T staff members and 4 staff on our substitution list for the upcoming spring session. Several new aquatic staff members were hired in March: Alex Hallman has been hired as Assistant Instructor Guard, Ruth Dedman and Jordan Smith were hired as Instructor/ Lifeguards.
- We will be required to hire more P/T aquatic staff for our 2015 summer session as we have several staff members who have obtained full time summer employment at camps or other summer jobs. This should also help with the Fall 2015 session as we are anticipating a large turnover of staff (post-secondary school).
- Our winter 2015 session had a total of 812 Learn-to-Swim participants, 267 privates and 21 Leadership participants (Bronze Star, Bronze Medallion and Bronze Cross). We offered the Junior Lifeguard Club over the March Break and had 10 participants. In comparison, our winter 2014 session had a total of 770 Learn-to-Swim participants, 229 private lessons, 16 Leadership participants (Bronze Medallion and Bronze Cross) and 6 Junior Lifeguard Club participants.
- We were able to reduce the waitlist down to 19 people this winter through cancelling and transferring low number class participants to other times and reassigning those time spaces to classes that would accommodate the waitlist patrons.
- There were a total of 9,916 participants in our recreational swims during the winter months. In 2014 we had 10,079 during the same period. This year Tim Horton's sponsored 5 swims during the March Break (last year they had 1 rental). The participant numbers are contained within the *rental statistics* rather than *admissions statistics*.
- There were a total of 5992 people participate in various pool rental programs (ACES, birthday parties, Board of Education programs, sponsored swims and private rentals) during the winter months. This included 5 Tim Horton sponsored swims and the Wilmot Township sponsored Family Day swim with an additional hour sponsored by the Baden Community Association. In 2014 we had 4757 participants during the same period, which included 1 Tim Horton sponsored swim and the free Family Day swim.
- The Facility was closed for detailed maintenance from March 23 through to March 27, 2015. During this time period we were able to thoroughly sanitize the aquatic facility and change rooms, and light bulbs were replaced on the pool deck.

Submitted by:
Angela Bylsma Anderson
Aquatics Manager, Wilmot Aquatic Centre
April 2015

FACILITIES & RECREATION SERVICES
Parks and Facilities Division
Quarterly Activity Report (January - March 2015)

- Worked with snow plow contract operators to ensure new staff were plowing facility lots correctly to avoid future problems and/or damage.
- Assist with 2015 minor/major capital project budgeting.
- Investigated specifications and operational requirements to prepare the tender for the replacement of the Parks & facilities stake truck.
- City of Burlington booked an appointment to view our De-Ox ice making system at the WRC. They also examined our cold water ice floods for quality and were very impressed with how quickly and uniform the ice froze after resurfacing occurred.
- Worked with Finance staff to release the Stake Truck with Aluminum Chipper Box tender for bidding purposes. The tender was awarded to Expressway Ford, New Hamburg.
- Facility and HVAC staff have been working at the NH Library; the ladies exterior washroom at 121 Huron St is being converted to an interior, fully accessible washroom. Minor structural enhancements and plumbing work was required.
- Met with Roads Dept. staff to assist with moving snow at the SACC twice this winter and were able to avoid hiring a contractor to lift snow.
- Recreation staff held the annual ball user group meeting; the meeting went very well with very few issues identified from the previous year (2014).
- Wal-Dor installed new code compliant hand railings at the NH Arena, south end fire exit doors.
- Recreation staff met with Wilmot Soccer for the annual user group meeting. Two executive members participated and the meeting went well.
- February frost is causing issues at some of our facilities, with frozen water pipes and heaving doors causing some problems.
- Assisted Open Space Solutions with access to various areas of the WRC, as they completed the splash pad plumbing and electrical components.
- Staff have begun requesting competitive quotations and purchasing minor and major capital items on priority basis.

- Sport Systems Unlimited was called in to replace a broken spring on our Schout pad lift gate access.
- Staff assisted with several injuries that occurred during hockey games/practices this quarter. All proper Ministry notifications took place and incident reports filed.
- Arena and Facility staff were trained on propane; skid steer and scissor lift safety procedures as part of the 3-year certification renewal process.
- Arena operators assisted with the pool spring shut down week (March 23-27).

Geoff Dubrick
Parks and Facilities Manager

FACILITIES & RECREATION SERVICES

Recreation and Community Services Division

Quarterly Activity Report (January – March 2015)

- Assisted with budget preparation.
- Continued to meet and work with Wilmot Family Resource Centre and Community Care Concepts regarding programming at the Wilmot Recreation Complex.
- Continued to work with the activity leaders of the Seniors Shuffleboard Program.
- Staff proofed information in the 2015 Spring & Summer Community Recreation Guide. It was distributed to residents during the third week in February.
- Staff organized and hosted the Spring & Summer Registration and Leisure Fair. The Leisure Fair was held on March 4, 2015 at WRC.
- Staff continued to plan and develop recreation and fitness programs for the 2015 Fall and 2016 Winter sessions.
- Online program registration for the aquatics, recreation and fitness programs for the Spring and Summer session began on March 10th. There were 173 registrants in Recreation and Fitness programs for the 2015 Winter session.
- Prepared and submitted a grant application to the Summer Jobs Service Program (Provincial Government) to subsidize summer student wages.
- Met with Regional staff and representatives from the other municipalities in the Region regarding the funding that the Public Health and the regional municipalities have been approved for from the Ministry of Health and Long Term Care for the Healthy Kids Community Challenge. The funding is to be used toward improving the health of the children in Waterloo Region.
- Held two meetings with the sports field user groups: one with ball user groups, the other with Wilmot District Soccer Association
- Staff continued to work with the Youth Action Council. The Youth Action Council meets once per week.
- Attended meetings for the Township's Website Refresh Working Group. Participated in the review and evaluation of proposals.
- Attended meetings between Township staff and Regional staff regarding the Smoke Free Ontario Act
- Met with a Stonecroft resident to investigate the potential of offering Pickleball in one of the Township's facilities.

Submitted by:

Vicky Luttenberger
Manager of Recreation and Community Services



Township of Wilmot REPORT

REPORT NO. FD 2015-06
TO: Council
PREPARED BY: Michael Raine, Fire Chief
DATE: April 13, 2015
SUBJECT: Quarterly Activity Report

Recommendation:

That the Fire Department Activity Report for the first quarter of 2015 be received for information purposes.

Background:

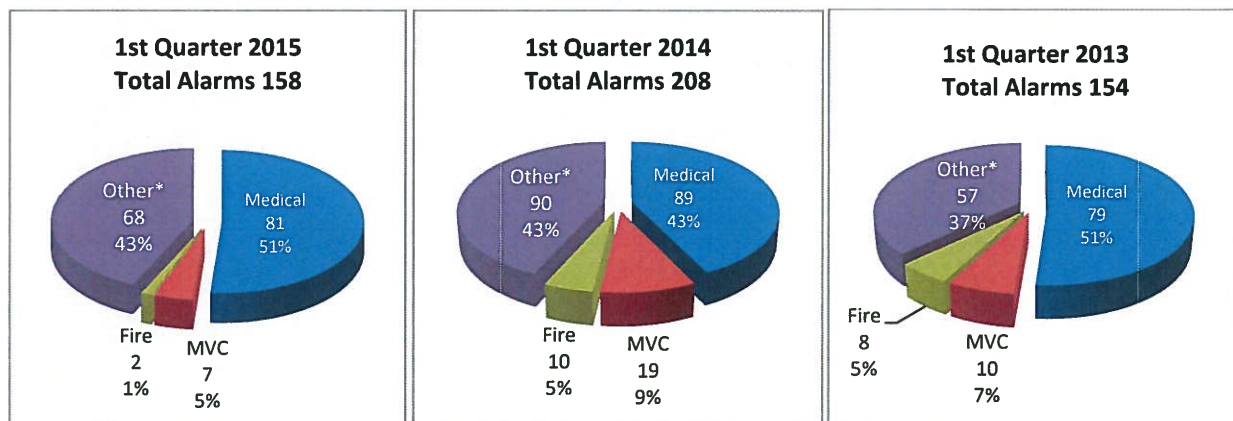
Not applicable.

Discussion:

The attached information shows our fire alarm activities for the three stations, as well as the activities from the Fire Prevention Officer and the Public Education/Training Officer.

In total during this period, the Fire Department responded to a total of 158 alarms. For the same period in 2014, the number was 208 and 154 in 2013 respectively.

First Quarter Alarm Stats Comparison



*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:

Not applicable.

Conclusion:

That the report be received for information.



Michael Raine
Fire Chief



Reviewed by CAO

Township of Wilmot Fire Department
 Fire Chief: Michael Raine
 60 Snyder's Road West, Baden N3A 1A1
1st Quarter Alarm Stats Comparison - Baden Station

Response Type	2015	2014	2013
1 Fire	0	1	5
3 NO LOSS OUTDOOR fire	0	0	1
11 Overpressure Rupture (no fire, e.g., steam boilers, hot water)	0	0	1
21 Overheat (no fire, e.g. engines, mechanical devices)	0	1	1
22 Pot on Stove (no fire)	0	0	1
24 Other Cooking/toasting/smoke/steam (no fire)	1	1	2
29 Other pre fire conditions (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	1	1	5
32 Alarm System Equipment - Accidental activation	1	1	0
33 Human - Malicious intent, prank	1	1	0
34 Human - Perceived Emergency	2	0	2
35 Human - Accidental (alarm accidentally activated by person)	0	1	1
37 CO false alarm - perceived emergency (no CO present)	0	3	0
38 CO false alarm - equipment malfunction (no CO present)	2	0	3
39 Other False Fire Call	1	1	1
41 Gas Leak - Natural Gas	0	1	0
45 Spill - Gasoline or Fuel	0	1	0
50 Power Lines Down, Arcing	0	0	1
53 CO incident, CO present (exc false alarms)	1	0	1
57 Public Hazard no action required	0	1	0
58 Public Hazard call false alarm	1	0	0
61 Vehicle Extrication	0	0	1
62 Vehicle Collision	4	11	3
68 Water Ice Rescue	0	0	1
701 Oxygen administered	16	7	9
702 CPR administered	2	1	2
71 Asphyxia, Respiratory Condition	0	2	0
73 Seizure	2	2	0
76 Chest pains or suspected heart attack	0	4	0
84 Medical Aid Not Required on Arrival	1	0	10
88 Accident or illness related - cuts, fractures, person fainted, etc.	2	0	0
89 Other Medical/Resuscitator Call	4	4	1
898 Medical/resuscitator call no action required	0	1	3
913 Assisting Other FD: Other	1	4	0
93 Assistance to Other Agencies (exc 921 and 922)	2	2	0
94 Other Public Service	1	0	1
96 Call cancelled on route	4	4	2
97 Incident not found	1	2	0
98 Assistance nor required by other agency	9	11	0
99 Other Response	0	3	4
Total Number of Responses	60	72	63

Township of Wilmot Fire Department

Fire Chief: Michael Raine

60 Snyder's Road West, Baden N3A 1A1

1st Quarter Alarm Stats Comparison - New Dundee Station

Response Type	# of Incidents		
	2015	2014	2013
1 Fire	2	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	1	0
24 Other Cooking/toasting/smoke/steam (no fire)	0	1	0
31 Alarm System Equipment - Malfunction	2	1	1
34 Human - Perceived Emergency	1	0	0
37 CO false alarm - perceived emergency (no CO present)	1	0	0
42 Gas Leak - Propane	0	1	0
53 CO incident, CO present	1	0	0
602 Confined space rescue (no fire)	0	1	0
61 Vehicle Extrication	0	0	1
62 Vehicle Collision	0	3	2
701 Oxygen administered	4	5	3
71 Asphyxia, Respiratory Condition	0	3	0
73 Seizure	4	0	0
84 Medical Aid Not Required on Arrival	0	0	10
85 Vital signs absent, DOA	0	3	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	0	1	1
89 Other Medical/Resuscitator Call	0	2	0
898 Medical/resuscitator call no action required	0	2	0
910 Assisting Other FD: Mutual Aid	0	2	1
913 Assisting Other FD: Other	0	2	0
96 Call cancelled on route	1	4	0
98 Assistance not required by other agency	2	0	0
99 Other Response	0	1	2
Total Number of Responses	18	33	22

Township of Wilmot Fire Department
 Fire Chief: Michael Raine
 60 Snyder's Road West, Baden N3A 1A1
1st Quarter Alarm Stats Comparison - New Hamburg Station

Response Type	# of Incidents		
	2015	2014	2013
1 Fire	0	9 *	2
21 Overheat (no fire)	2	0	0
22 Pot on Stove (no fire)	0	1	0
31 Alarm System Equipment - Malfunction	4	7	0
32 Alarm System Equipment - Accidental activation (exc. code 35)	0	3	0
34 Human - Perceived Emergency	0	1	1
35 Human - Accidental (alarm accidentally activated by person)	1	1	1
36 Authorized controlled burning - complaint	0	1	0
37 CO false alarm - perceived emergency (no CO present)	1	1	1
38 CO false alarm - equipment malfunction (no CO present)	1	1	2
39 Other False Fire Call	0	1	0
41 Gas Leak - Natural Gas	0	3	2
42 Gas Leak - Propane	0	1	0
47 Spill - Miscellaneous	0	1	0
49 Ruptured Water, Steam Pipe	0	3	1
53 CO Incident, CO present (exc false alarms)	1	1	1
58 Public Hazard call false alarm	0	0	1
59 Other Public Hazard	1	0	0
61 Vehicle Extrication	1	1	0
62 Vehicle Collision	2	4	3
701 Oxygen administered	24	27	19
702 CPR administered	0	0	2
703 Defibrillator used	0	2	0
71 Asphyxia, Respiratory Condition	2	1	1
73 Seizure	1	1	0
74 Electric Shock	0	1	0
76 Chest pains or suspected heart attack	7	3	0
84 Medical Aid Not Required on Arrival	0	0	13
85 Vital signs absent, DOA	0	1	0
86 Alcohol or drug related	1	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	2	0
89 Other Medical/Resuscitator Call	6	9	1
898 Medical/resuscitator call no action required	3	4	4
899 Medical/resuscitator call false alarm	1	0	0
913 Assisting Other FD: Other	0	1	0
92 Assistance to Police (exc 921 and 922)	0	2	0
93 Assistance to Other Agencies (exc 921 and 922)	2	0	0
94 Other Public Service	6	1	4
96 Call cancelled on route	7	5	8
98 Assistance not required by other agency	5	1	0
99 Other Response	0	1	2
	2015	2014	2013
Total Number of Responses	80	103	69

* number includes 5 exposure fires resulting from original fires at Waterloo St and Peel St locations

Township of Wilmot Fire Department
 Fire Chief: Michael Raine
 60 Snyder's Road West, Baden N3A 1A1
1st Quarter Alarm Stats Comparison - All Stations

Response Type	# of Incidents		
	2015	2014	2013
1 Fire	2	10	8
3 NO LOSS OUTDOOR fire (see exclusions)	0	0	1
11 Overpressure Rupture (no fire, e.g. steam boilers, hot water)	0	0	1
21 Overheat (no fire, e.g. engines, mechanical devices)	2	1	1
22 Pot on Stove (no fire)	0	1	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	0	1	0
24 Other Cooking/toasting/smoke/steam (no fire)	1	2	2
29 Other pre fire conditions (no fire)	0	0	1
31 Alarm System Equipment - Malfunction	7	9	6
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	4	0
33 Human - Malicious intent, prank	1	1	0
34 Human - Perceived Emergency	3	1	3
35 Human - Accidental (alarm accidentally activated by person)	1	2	2
36 Authorized controlled burning - complaint	0	1	0
37 CO false alarm - perceived emergency (no CO present)	2	4	1
38 CO false alarm - equipment malfunction (no CO present)	3	1	5
39 Other False Fire Call	1	2	1
41 Gas Leak - Natural Gas	0	4	2
42 Gas Leak - Propane	0	2	0
45 Spill - Gasoline or Fuel	0	1	0
47 Spill - Miscellaneous	0	1	0
49 Ruptured Water, Steam Pipe	0	3	1
50 Power Lines Down, Arcing	0	0	1
53 CO incident, CO present (exc false alarms)	3	1	2
57 Public Hazard no action required	0	1	0
58 Public Hazard call false alarm	1	0	1
59 Other Public Hazard	1	0	0
602 Confined space rescue (no fire)	0	1	0
61 Vehicle Extrication	1	1	2
62 Vehicle Collision	6	18	8
68 Water Ice Rescue	0	0	1
701 Oxygen administered	44	39	31
702 CPR administered	2	1	4
703 Defibrillator used	0	2	0
71 Asphyxia, Respiratory Condition	2	6	1
73 Seizure	7	3	0
74 Electric Shock	0	1	0
76 Chest pains or suspected heart attack	7	7	0
84 Medical Aid Not Required on Arrival	1	0	33
85 Vital signs absent, DOA	0	4	0
86 Alcohol or drug related	1	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	3	3	1
89 Other Medical/Resuscitator Call	10	15	2
898 Medical/resuscitator call no action required	3	7	7
899 Medical/resuscitator call false alarm	1	0	0
910 Assistance to Other FD: Mutual Aid	0	2	1
913 Assisting Other FD: Other	1	7	0
92 Assistance to Police (exc 921 and 922)	0	2	0
93 Assistance to Other Agencies (exc 921 and 922)	4	2	0
94 Other Public Service	7	1	5
96 Call cancelled on route	12	13	10
97 Incident not found	1	2	0
98 Assistance not required by other agency	16	12	0
99 Other Response	0	5	8
Total Number of Responses	2015	2014	2013
	158	208	154



TOWNSHIP OF WILMOT FIRE DEPARTMENT

FIRE PREVENTION PROGRESS REPORT

January, February, March 2015

Occupancies Inspected:

Group A – Assembly Occupancy	0
Group B – Care and Detention	0
Group C – Multi Unit Residential	24
Group D – Business	10
Group E – Mercantile	0
Group F – Industrial	<u>0</u>
Total	34

NOTE: The number of inspections denotes routine inspections as well as reinspections that may include one to three site visits to achieve compliance with the code.

Fire Investigations: 0

Additional Activities:

- Inspections stemming from complaints: 3
- Site Plan Review: 1
- Inspection Request: 0
- Joint Fire Bylaw & Building Inspections: 1
- Meetings: 27
- Burn Permits: 2
- Research: 9 hours
- Public Education and Training: 10 hours

**Report prepared by:
Dale Mayhew
Fire Prevention Officer**



TOWNSHIP OF WILMOT FIRE DEPARTMENT

TRAINING/ PUBLIC EDUCATION/ CEMC PROGRESS REPORT

QUARTERLY REPORT
JANUARY, FEBRUARY, MARCH (2015)

Fire Department Training & Public Education Division:

TRAINING:

- Fire Training and Public Education Budget developed, reviewed and passed for 2015.
- WFD Fire Officer Training: (Part 1) & (Part 2) Officer training was conducted over this quarter to all available District Chiefs, Captains & Lieutenants.
- Waterloo Regional Training Center: A follow up meeting with the Regional group was formalized at Cambridge Fire Headquarters to review the positions for each of the Regional Fire Departments. It was a consensus amongst the group that a stronger Fire Service presence was needed at the training center and better utilization was needed for its intended purpose. A number of proposals are currently on the table regarding how to administrate the required programs the fire departments needs to fulfill. One option is a potential partnering with Conestoga College which would allow for our Fire Officers to potentially achieve not only their NFPA Fire Officer Programs but to obtain a degree within the College itself. More discussion will be necessary to provide a definitive plan and course of action.
- NFPA 1521- (Incident Safety Officer): In February the Training Officer/Public Educator was enrolled in the NFPA 1521 course offered by South West Oxford Fire Academy (SWOX). In the next couple months I will write my final exam for IFSAC and PROBOARD accreditation. This Course will allow the Training Officer/Public Educator to expand the current Training Officer/Public Education role and responsibilities for Fire Department Operations & Training. This is the start of our Succession Planning that will be built into future training initiatives.
- Recruit Probationary Firefighters: 10 new recruit firefighters were hired January 5, 2015 and have started their journey with the Wilmot Fire Department. An extensive 6 month training program has been developed and they are currently 4 weeks complete. Once complete they will participate in a 2 day Live Fire Training Weekend that will show their level of proficiency of their skills. Currently recruits within their responding stations are restricted to a level of response that will allow them to gain knowledge and experience through a mentorship program.

PUBLIC EDUCATION:

- Fire Prevention Officer Mayhew and I completed a Fire Safety talk with residents at Nith Terrace Apartments in New Hamburg. We identified a number of items that will provide them and the Fire Department with efficiencies when dealing with emergencies.
- 2 Public Education events were conducted by Fire Department Personnel within their stations.
- The New Hamburg Full Throttle group has established a 2015 Motorcycle Charity Ride on June 13, 2015. They will be partnering with the Wilmot Fire Department and raise funds to benefit the Wilmot Fire Department and our initiatives. The funds raised will be allocated to benefit all Firefighters from all stations.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR: (C.E.M.C)

- Regional C.E.M.C meeting was established to bring all C.E.M.C's together to review the necessary requirements for the Regions Municipalities.
- A review of 2014 Emergency Preparedness exercises
- Gillian Woolner (Region of Waterloo) & Red Cross will review the facilities list for Wilmot Township Emergency Shelters and provide recommendations and update the current Waterloo Region documentation. A new set of parameters has been implemented and calculations will be made based on this.

Upcoming Training Initiatives:

- April 11, 2015 - Day 3 (Live Fire Training) @ Waterloo Regional Emergency Service Training & Research Complex. (WRESTRC)
- May 23 & 24, 2015 – Firefighter Survival Training @ WRESTRC

Through these training initiatives we will achieve our goal to become a Unified Fire Department and overall a stronger team.

Report Prepared By:

Gary Mosburger
Training Officer/Public Educator
Wilmot Township Fire Department



Township of Wilmot **REPORT**

REPORT NO. **FD 2015-05**

TO: **Council**

PREPARED BY: **Michael Raine, Fire Chief**

DATE: **April 13, 2015**

SUBJECT: **Fire Department Re-Branding with New Image**

Recommendation:

That Report FD 2015-05, prepared by the Fire Chief, regarding the Wilmot Fire Department re-branding be received for information purposes.

Background:

In 2012, the Fire Master Plan was approved by Council. In this document there was a definitive objective toward the unification of the three (3) distinct fire departments into one unified composite department. The aligning of each station under one common approach will create a more effective operating environment for the Wilmot Fire Department.

The first stage, implemented in August of 2013, was the establishment of a standardized internal communications protocol within the fire department. Subsequently, this led into the establishment of the Wilmot Fire Department's new Fire Management Team. This team includes Fire Chief, District Chiefs, Senior Captains, the Public Education/Training Officer and occasionally the Fire Prevention Officer.

The next stage in the unification was the creation of a multi-station fire truck advisory committee. This committee is comprised of professional firefighters from all three (3) stations, working together to review vehicle requirements and specifications. This input has assisted the Fire Chief with the building of bid documents for vehicle/apparatus purchases.

Finally, the addition of a Public Education/Training Officer has transitioned the fire department into a more collaborative team, who are integrating new training practices in a standardized format within their existing annual training programs.

The overall objectives of increased communication and effective fire department management have resulted in a more positive and professional environment throughout the Fire Service.

Discussion:

In late 2014, the Wilmot Fire Department formed a fire department branding committee to oversee the design and development of a new brand image, with the goal of creating a logo/brand that would be indicative and fully representative of the Wilmot Fire Department.

Over the years, the logo/crest has become the professional face of the Fire Service in Ontario, and represents the pride and professionalism of members from all three stations.

The image shown in Appendix A will be the new face of the Wilmot Fire Department. This image will become the one logo/brand utilized across the entire Wilmot Fire Department.

The intent is to have this logo placed on the front of each station, symbolic of the new collaborative direction of the Wilmot Fire Service. In addition the decals on the doors of fire apparatus will be transitioned to the new format. Finally, the fire departments clothing/station-wear will start to migrate to the new format over time.

Strategic Plan Conformity:

The implementation of a standardized logo/brand is consistent with the Township vision of being a cohesive, vibrant and welcoming countryside community. In addition, this is just one component of an overall corporate branding process being undertaken to create a more engaged community.

Financial Considerations:

The funding component of this logo design and implementation onto apparatus and stations will be covered within the current year Operating Budget for vehicles maintenance and building/ground maintenance. The 10-year Capital forecast has funding within 2017 for the branding to be applied to VFF station wear.

Conclusion:

This new Wilmot Fire Department brand is one further step on the path to creating the unified department. It is the intention of staff to have the new image/logo trademarked for its protection and use.



Michael Raine, Fire Chief



Reviewed by Grant Whittington, CAO

APPENDIX A

Style A





Township of Wilmot **REPORT**

REPORT NO. CK2015-03

TO: Council

PREPARED BY: Tracy Loch

DATE: April 13, 2015

SUBJECT: Quarterly Activity Report – January, February & March 2015

Recommendation:

That the Castle Kilbride Activity Report for the months of January, February & March be accepted for information purposes.

Background:

Providing quarterly reports for informational insight and knowledge into the operations of the Castle Kilbride department.

Discussion:

Curator/Director's Summary :

- Wrote two federal and one provincial grant applications for summer youth employment with Castle Kilbride and Heritage Wilmot.
- Distributed information to college/university museum program administrators to advertise internship opportunities with Castle Kilbride.
- Finalized 2015 exhibit and event schedule in conjunction with Assistant Curator.
- Met with Chairs of Heritage Wilmot and Castle Kilbride to establish meeting schedules and initiatives for 2015.
- Attended a workshop for Kitchener Waterloo Community Foundation (KWCF) new Community Grants stream; wrote grant application based on new KWCF criteria for New Hamburg grandstand mural project.
- Updated and provided editorial support to the Waterloo Region Tourism Marketing Corporation (WRTMC) on behalf of Wilmot Township for their Travel Guide.
- Partnered with WRTMC via new Attractions Ontario participation for 2015.
- Provided support to organizers of Doors Open Waterloo Region. On September 19th, the event will be highlighted in New Hamburg in conjunction with Heritage Wilmot.
- Distributed Castle brochures at OnRoute locations across Ontario.
- Assisted the New Hamburg Independent with archival information pertaining to 2015 Heritage Edition newspaper regarding "Wilmot Curiosities."

- Coordinated a meeting with historian Joanna Rickert-Hall to meet with Castle staff to discuss the museum's newest exhibit, *Lotions & Potions: A History of Victorian Health and Hygiene*.
- Assisted Heritage Wilmot with review of the Non-designated Municipal Register.
- Assisted Heritage Wilmot with ordering microfilm on loan and reviewing Census Records for Wilmot Township from 1851, 1861, 1881 & 1891.
- Worked closely with the Clerk of Sessions (from Livingston Church) and Moderator (from Knox Church) for the required paperwork needed to proceed with the designation of Livingston Presbyterian Church in Baden.
- Wrote the designation document of Livingston Presbyterian Church which met approval from Heritage Wilmot.
- Assembled a loan of various Women's Institute artifacts from the collection to be displayed at the Waterloo Region Museum that best represented Wilmot Township. The Waterloo District Women's Institutes will be inducted into the Hall of Fame in April.
- Coordinated with contractor the interior painting of all window/shutters inside Castle Kilbride. Included product, scheduling, and relocation of artifacts in order to complete the project.
- Assisted various researchers and responded to genealogical requests.

*For further details, please see the attached report for the Assistant Curator's summary

Strategic Plan Conformity:

The report implements the following goals from the Strategic Plan:


- We are an engaged community through strengthening communicating municipal matters.
- The actions noted are in accordance with the municipal work program.

Financial Considerations:

Actions and report reflect approved budget.

Conclusion:

The report CK2015-03 noting the activities of the Castle Kilbride department be received.



Tracy Loch, Curator/Director



Reviewed by CAO

Assistant Curator's Report

SUBJECT: Quarterly Report for January, February & March 2015

SUBMITTED TO: Tracy Loch

SUBMITTED BY: Sherri Gropp

Education:

Curriculum Programming

During the first week of January we kept the museum open to the public to coincide with school holidays. This brought in many families and staff received positive feedback.

The History of Furniture students from Conestoga College were once again amazed by the calibre of furnishings found at Castle Kilbride. These in-depth tours personally given by the Curators showed students firsthand the different styles and influences that were significant in the Victorian era. In total 63 students participated.

Grade 3 program- we launched a new Grade 3 program on "Life in Wilmot Township 1780-1850." It focused on the life of Louisa (Liersch) Livingston and her family who were early pioneers in the Township. We had 53 students participate who were all from Sunshine Montessori School. We also had students from Baden Public School who were investigating buildings in their neighbourhood and they stopped in to see what the interior of our building looked like followed by a small tour.

March Break This was the second year we offered specialty drop-in programs for specifically for *March Break*. Different themes were offered for each day. In total we had 35 participants plus parents. The program was very well received and we plan on expanding it in 2016.

Collection

Castle Kilbride Collection

- Commenced with entering artifacts into the new Past Perfect database program. Staff are excited about the potential and ease of use with this program. This will be a huge project that will take a number of years to complete.
- Catalogued outstanding artifacts from 2014, numbered, filled in proper paperwork and then stored item according to nomenclature classification.
- Re-organized some of the units in the collections room.

Special Events & Exhibits

- Dismantled Christmas interior and exterior decorations of the Castle. Organized and carefully stored decorations.
- Dismantled the 2014 special exhibit "**Fisher Price Toys**" Properly packed artifacts and then returned to owner.
- Researched, organized and installed our major 2015 exhibition "**Lotions & Potions: Victorian Health and Hygiene**" open until Sept. 27, 2015. Arranged for items to be loaned. Uncrated and properly arranged artifacts for display.
- Created and marketed Castle Kilbride's summer camp which is now sold out!

Marketing/Promotion

- Maintained hours, exhibit and events listing on the website
- Updated Facebook page and created Tweets to be posted on Twitter.
- Created forms and sent all of our 2015 events to Tourism Stratford.
- Marketed a spring educational brochure to schools, daycares and camps in Perth County and Waterloo Region.

Castle Maintenance

- Assisted with the moving of artifacts to accommodate the painting of interior windows/shutters.
- Full cleaning of house and artifacts while closed to the public. Washed floors, baseboards, fireplaces, glassware and wood trim.

Administration

- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Handled inquires for archival material, artifacts in the collection, weddings etc.
- Responsible for booking for tours, school programs, camp registration and registration for special events.
- Conducted group tours.
- Inspected rooms and insured security of their contents.
- Prepared updates and responsibilities for weekend supervisors

Visitor Statistics for January, February & March 2015

Month	School	Bus	Regular	Event	Total
January	0	7	137	0	144
February	0	5	10	0	15
March	176	50	95	0	321
Total	176	62	242	0	480
2014	107	32	186	9	334
2013	177	29	296	10	512
2012	165	0	217	10	392
2011	163	19	27	20	229
2010	93	13	103	39	248



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of February 4th, 2015

Present: Nick Bogaert, Elisia Scagnetti, Rene Eby, Patty Clarke, Yvonne Zyma, Peter Roe (Councillor), Al Junker (Councillor), Tracy Loch (Curator), Grant Whittington (CAO).

Regrets: Marg Rowell

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 7:05p.m.

Welcome

Nick Bogaert welcomed the committee members to the Heritage Wilmot Advisory Committee meeting.

Review of Minutes from January 7, 2015

Minutes were approved with two minor corrections to be noted:

- With respect to the Non-Designated Register update noted under Business, the Minutes should reflect that the committee agreed to remove the Beck House from the non-designated register at the December 2014 meeting. The Minutes from January 2015 should read: *“The committee reviewed the previously agreed upon additions to the register, as well as the removal of the Beck house.”*
- In the Business section, under 274 Huron Street, the Minutes should read *“Some committee members agreed that the style of the house is more indicative of the 1870s rather than 1850s.”*

MOVED by Patty

SECONDED by Peter

ALL in favour

Business

Review of Non-designated Register Update and Council Presentation

Nick and Marg presented the Non-Designated Register to Council on January 12, 2015. Nick provided background information about the committee and its role to Council, while Marg presented the new additions to the non-designated list which Council accepted that evening.

It was noted that since the register was approved by Council, comments have been received from Development Services regarding the recently-approved list. Areas mentioned included inconsistent formatting for the roll numbers of the

properties, location of properties noted under the settlement locations and one incorrect property address. The committee briefly discussed the comments and decided to discuss this further when the Register is updated in 2015. The Committee agreed that the list is a working document and they would like to look into the comments further so that if changes are needed, they could be made prior to the next update for Council.

274 Huron Street

Tracy will setup a time with Patty and Marg to conduct further research into the property.

Grandstand Mural Grant Application

Tracy noted that the grant application information for the Kitchener & Waterloo Community Foundation grant will be released in the next few weeks. Tracy is looking for volunteers to assist with writing and putting together the application. She also noted that there is the possibility to bring the material to a future Heritage Wilmot meeting to review and discuss.

New Business

2015 Part IV Designations – potential sites

The committee has now received the official letter from the Presbytery that will allow Heritage Wilmot to proceed with the designation of Livingston Presbyterian Church this year. Tracy will follow up with her designated contact with the church to see when would be the best time to have the plaque ceremony. The draft of the designation is relatively complete and can be shared with the committee for review at the next meeting. A letter of intent to designate will also be forwarded to the Director of Clerk's Services as the next step.

In previous meetings, it was discussed that St. James Anglican Church could be a potential site for designation. It would be a good idea to designate in Haysville, since there are currently no designated properties in that area. Another property that was mentioned for consideration was the Miller/Schmidt Property in Baden. Yvonne asked about the possibility of designating a property within the New Hamburg Heritage District. If so, the New Hamburg Library could be considered as it is celebrating its 100th Anniversary this year. Nick informed the committee that it was possible to designate a property already within a heritage district. The committee discussed some of these possibilities.

MOTION to initiate preliminary contact with St. George's Church (who also oversees St. James Anglican Church) to determine if they would be favourable to a designation of their property.

MOVED by Peter

SECONDED by Al

ALL in favour

Heritage Showcase

The 2015 showcase will be held on Saturday, February 21 at Conestoga Mall. Committee members are asked to contact Tracy by Monday if they would be willing to volunteer at the event.

Adam Beck Commemoration

The committee briefly explored some ideas for the commemoration. It was mentioned that it would be interesting for the commemoration to have multiple meanings such as the Oasis in the Centre using a plaque or statue that incorporates the stone and beams salvaged from the home. Grant suggested that the committee discuss this at a later date once more information about the land is released.

Correspondence/Other

2015 Ontario Heritage Conference

Nick noted that this year's conference will be held in Niagara-on-the-Lake from April 30th to May 3rd, and passed around information for the committee. The Willowbank School / National Historic Site will be the venue.

Name Tags

Committee members requiring new name badges are asked to contact Tracy. Also a committee member contact sheet has been circulated for review.

CHO Publication

Tracy has renewed the committee's subscription to the Community Heritage Ontario's publication. She also took some time to show the new committee members some of the other publications and books that are part of the collection of research materials that are available through the archives. She asked committee members to contact her if they see any materials that might be of interest for the research collection.

Heritage Wilmot Banner

Tracy showed the committee the new banner that will be used at any of Heritage Wilmot's outreach initiatives. The new design is based on the design that was used for the heritage walking tours.

New Dundee Bandshell

Nick reported that Wilmot Township and the Optimist Club are in the process of making repairs and painting the New Dundee Bandshell.

Letter from the Region of Waterloo

The committee received a letter from the Region discussing the Environmental Study report. The committee was circulated as part of the municipalities within the region.

New Hamburg Library Centennial Event

Yvonne circulated a notice regarding an upcoming concert at the New Hamburg library. It is part of the library's centennial celebrations.

Motion to Adjourn at 8:25 p.m.

MOVED by Peter

SECONDED by Rene

Next meeting – March 4th, 2015



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of March 4th, 2015

Present: Nick Bogaert, Elisia Scagnetti, Rene Eby, Marg Rowell, Patty Clarke, Yvonne Zyma, Al Junker (Councillor), Tracy Loch (Curator), Grant Whittington (CAO).

Regrets: Peter Roe (Councillor)

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 7:05p.m.

Welcome

Nick Bogaert welcomed the committee members to the Heritage Wilmot Advisory Committee meeting.

Review of Minutes from February 4th, 2015

MOVED by Al
SECONDED BY Patty
ALL in favour

Business

274 Huron Street

Marg reported that on February 18th, 2015, she and Patty conducted research into the property noted at 274 Huron Street in New Hamburg as per the owner's request. Using assessment records, maps, etc they were able to conclude that the property was built in 1875.

Marg provided a brief summary of her findings that included:

- the lot was owned by Samuel Merner
- in 1870 the quantity of the land was ¼ acre, the value was \$200
- in 1875 the quantity of land was ½ acre, the value was \$150
- in 1876 Samuel Merner was the owner of the property, the tenant was John Payne, six people were living in the house, the value was \$800
- Since the value of the property increased significantly from 1875 to 1876 and the house is mentioned in the assessment records in 1876, it is most likely that the property owner's current home was built in 1875.

Tracy has ordered additional census records, and Marg has agreed to confirm this research with the records when they arrive. When the census check has been completed, Tracy and Nick will draft a letter to Lindsay to inform her of the committee's research.

MOTION that the committee agrees and confirms that the date of 1875 on the heritage plaque for 274 Huron Street is correct based on the research that was completed.

MOVED by Marg

SECONDED by Yvonne

ALL in favour

Non-Designated Register Discussion

In earlier feedback, staff from Development Services indicated that Heritage Wilmot's recently approved Non-designated Register did not clearly enough define where properties were located. Currently, the committee organizes the properties by town. However, some properties noted may not correspond with the mailing addresses assigned by Canada Post. The committee briefly discussed the advantages and disadvantages of including the settlement areas on the listing. It was decided that the settlement area related directly to the history of the property should be included. The mailing address is also important in defining the legal address of the property. It was suggested that the column on the non-designated list labeled "Property Address/Current Owner" should be labeled "Property Address" only and should include the valid mailing address as well as the closest settlement area.

It was also mentioned that the properties should be named based on their original owner's last name and the last name of any other significant figures to live in the home. Compared to other Non-Designated Heritage Registers, Wilmot Township's is quite detailed and provides far more information than required. The committee clearly prides themselves in providing the additional historical information. Tracy suggested that if in agreement, that Marg and Patty continue to assist with updating and confirming the current information on the Register in preparation for the next update in November of 2015. The committee agreed with this approach.

Livingston Presbyterian Church designation review

The committee took some time to review the draft of the Livingston Church designation description. After review, Rene was concerned that the draft did not include enough information pertaining to the community of the church and how it had began. Tracy asked Rene to share his thoughts specifically where information may be missing. Patty then suggested that Rene email the committee his comments so that they can be taken into consideration in the finalization of the document.

ACTION: Tracy will circulate the document to Rene in a Word document. Rene will make changes to the document in red text and re-circulate to the entire committee. Once the changes have been updated, Tracy will re-circulate the document for review before sending it to the Livingston Church members for their approval.

MOTION to proceed with the designation of the Livingston Presbyterian Church.

MOVED by Marg

SECONDED by Rene

ALL in favour

On March 30th, 2015 Heritage Wilmot will present the designation of Livingston Presbyterian Church for Council's consideration. All changes to the draft will need to be updated before March 25th in order to be included in the Council presentation.

New Business

Review of Sign Permit Information for Home Hardware

The Township of Wilmot received an application for new signs on buildings owned by Home Hardware. Since the store is in the New Hamburg Heritage District, Heritage Wilmot was also circulated for comment. Tracy circulated a document, which included the plans for the proposed signage updates to Home Hardware. The committee reviewed and discussed the information, and found several aspects of the signage that did not correspond to the guidance found in the New Hamburg Heritage Conservation District plan:

- Signs A, B and F on the application should not be internally illuminated, since the District Plan does not permit this sign type. The committee suggested that overhead lighting like the goose-neck style lights would be more appropriate to the District
- Sign C2 on the application is blocking the majority of a significant feature of the building, as it would cover almost the entire centre window of the building. The committee recommended that the sign be moved, potentially to the sign band on the building.
- Several of the proposed signs are larger than contemplated in the District Plan.

The committee suggested that the New Hamburg Home Hardware look at the signage at the St. Jacobs Home Hardware or the St. Marys Canadian Tire for examples of how they altered corporate signs to conform to heritage district plans. There are other examples as well.

ACTION: Nick will draft a letter to Home Hardware with the committee's comments. He will circulate to the committee via email for approval.

Imperial Hotel Update

Nick received an email from Ben Eby who is working with the architect on this project. He wanted to share a rendering of the final building concept. Nick circulated a printout of the image to the committee for review. Overall, the committee was quite impressed with the look of the building and the work being done.

Application Update for Grandstand Mural Project

Tracy recently attended an information session for the Kitchener & Waterloo Community Foundation grant program. They have restructured the distribution of grant money and are trying to streamline the application process. Between March 6th and March 20th, Heritage Wilmot will be submitting a preliminary application as part of their new pre-screening process. The pre-screening will determine if our project can move ahead in the process. Tracy will complete the pre-screening application along with Nick, and inform the committee of the results. The deadline for the pre-screening application is March 20th, 2015 and the deadline for the full application is April 10th, 2015.

Possible Enhanced Property Standards By-law

Nick noted that the Architectural Conservancy of Ontario (ACO) – North Waterloo Region Branch has been in contact with the Wilmot Township Clerk's Office regarding Property Standards By-laws. Nick noted that under the umbrella of heritage, having an *enhanced* property standards by-law can be considered by Heritage Wilmot, as indicated in the *Ontario Heritage Act*. A brief discussion occurred regarding the merits of having an enhanced property standards by-law for heritage buildings (including vacant buildings). The committee concluded that further discussion can occur at the next meeting to see if members are interested in exploring this area further.

Other

Tracy circulated an updated contact list to members of the committee. She also enquired if members would like printed copies of Minutes and Agendas available at the meeting or if they would rather print their own copies prior.

Correspondence

Tracy received an email from E.R.A. Architects, who were seeking historic information on behalf of Metrolinx for the property located at 130 Queen Street in Baden. The property is known as the Miller / Schmidt property, and it is included on the Non-Designated Register. Tracy provided historic information about the home and town as requested.

Adjournment at 8:50 p.m.

MOVED by Rene

SECONDED by Patty

Next meeting – April 1st, 2015

For Residential, Farm, Managed Forest and Pipeline taxes payable through the Township's Instalment Based Pre-Authorized Payment Plan:

Two Instalments: Due Date of 1st Instalment: **July 2, 2015**
 Due Date of 2nd Instalment: **October 1, 2015**

For Multi-Residential, Commercial and Industrial taxes payable through the Township's Instalment Based Pre-Authorized Payment Plan:

Two Instalments: Due Date of 1st Instalment: **August 4, 2015**
 Due Date of 2nd Instalment: **October 1, 2015**

For taxes payable through the Township's Monthly Pre-Authorized Payment Plan

Six Instalments: Instalments are due **the first business day of each month** (July through December 2015)

- Notice of 2015 Final Levy shall be mailed at least 21 days prior to the due date of the 1st Instalment.
- Failure to pay the amount of taxes due on the dates stated above shall constitute default and the provisions of By-law 2012-02 (being a by-law to provide for penalties to be applied to current taxes due and unpaid and for interest to be applied to taxes in arrears) shall be applicable.
- The Treasurer is hereby authorized to mail, deliver or cause to be mailed or delivered, the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.
- Taxes shall be payable to the Township.
- The Treasurer is authorized to accept part payment from time to time on accounts of any taxes due and to give a receipt for such payment, provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under By-law No. 2012-02 in respect of non-payment of any taxes or any class of taxes or of any instalment thereof.

2015 Tax Rates

- The 2015 tax ratios provided by the Region are as follows:

<u>Tax Class Description</u>	<u>Tax Ratio</u>	<u>Tax Class Description</u>	<u>Tax Ratio</u>
Residential	1.0000	Commercial	1.9500
Residential Farmland CI 1	1.0000	Shopping Centre	1.9500
Multi-Residential	1.9500	Industrial	1.9500
New Multi-Residential	1.0000	Industrial Farmland CI 1	1.0000
Farm	0.2500	Pipeline	1.1613
Managed Forest	0.2500		

- The 2015 sub-class reductions provided by the Region are as follows:

<u>Tax Class Description</u>	<u>Sub-Class Reduction</u>
Residential Farmland CI 1	65%
Industrial Farmland CI 1	65%
Excess Land (All Classes)	30%
Vacant Land (All Classes)	30%

- The 2015 tax rates are set as follows:

<u>Tax Code</u>	<u>Tax Code Description</u>	<u>Tax Rate</u>
RT	Residential Taxable: Full	0.00243772
R1	Residential Taxable: Farmland CI 1	0.00085320
MT	Multi-Residential Taxable: Full	0.00475355
NT	New Multi-Residential Taxable: Full	0.00243772
FT	Farm Taxable: Full	0.00060943
TT	Managed Forest Taxable: Full	0.00060943
CT	Commercial Taxable: Full	0.00475355
CU	Commercial Taxable: Excess Land	0.00332749
CX	Commercial Taxable: Vacant Land	0.00332749
XT	Commercial New Construction: Full	0.00475355
XU	Commercial New Construction: Excess Land	0.00332749
XX	Commercial New Construction: Vacant Land	0.00332749
ST	Shopping Centre Taxable: Full	0.00475355
SU	Shopping Centre Taxable: Excess Land	0.00332749
SX	Shopping Centre Taxable: Vacant Land	0.00332749
ZT	Shopping Centre New Construction: Full	0.00475355
ZU	Shopping Centre New Construction: Excess Land	0.00332749
ZX	Shopping Centre New Construction: Vacant Land	0.00332749
IT	Industrial Taxable: Full	0.00475355
IH	Industrial Taxable: Full, Shared PIL	0.00475355
IU	Industrial Taxable: Excess Land	0.00332749
IX	Industrial Taxable: Vacant Land	0.00332749
I1	Industrial Taxable: Farmland CI 1	0.00085320
JT	Industrial New Construction: Full	0.00475355
JU	Industrial New Construction: Excess Land	0.00332749
JX	Industrial New Construction: Vacant Land	0.00332749
PT	Pipeline Taxable: Full	0.00283092
E	Exempt	0.00000000

Severability

- If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

Coming to Force

- This by-law shall come into force on the date of its passage by Council.

READ a first and second time in Open Council this 13th day of April, 2015.

READ a third time and finally passed in Open Council this 13th day of April, 2015.

Mayor

Clerk