



**TOWNSHIP OF WILMOT  
COUNCIL AGENDA  
MONDAY, FEBRUARY 10, 2014**

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

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 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 January 13, 2014**

**Recommendation**

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

**Regular Council Meeting January 13, 2014.**

**7. PUBLIC MEETINGS**

- 7.1 REPORT NO. DS 2014-04  
Official Plan Amendment Application 01/13  
Zone Change Application 08/13  
Labreche Patterson & Associates Inc. / Westcap Development Inc.  
296, 302 and 308 Snyder's Road East / Brubacher Street, Baden**

**Recommendation**

**That Report DS 2014-04 be received for information.**

**8. PRESENTATIONS/DELEGATIONS**

**9. REPORTS****9.1 CAO****9.1.1 REPORT NO. CAO 2014-01  
Regional Economic Development Strategy Update****Recommendation**

**THAT report CAO-14-01 be received; and,**

**THAT the Province of Ontario be requested to amend the Table in Section 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25, to add the Regional Municipality of Waterloo to the list of Upper-tier Municipalities that are assigned “non-exclusive” legislative authority to participate in the assigned sphere of “Acquisition, development, and disposal of sites for industrial, commercial and institutional uses.”**

**9.2 CLERKS****9.2.1 REPORT NO. CL 2014-01  
Renewal of Lease Agreement with Wilmot Heritage Fire Brigades  
10 Bell Drive, Baden****Recommendation**

**THAT Report No. CL2014-01, dated February 10, 2014 regarding the renewal of the lease agreement with Wilmot Heritage Fire Brigades at 10 Bell Drive, Baden be endorsed, and further;**

**THAT the Mayor and Clerk be authorized to sign the associated by-law and agreement.**

**9.2.2 REPORT NO. CL 2014-03  
Petition from Region of Waterloo / Activa Group  
for Municipal Drainage Works  
For Lands East Side of Trussler Road, Mannheim  
(Between Ottawa Street / Bleams Road and Highway 7 & 8)  
Township of Wilmot, Regional Municipality of Waterloo****Recommendation**

**THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from The Regional Municipality of Waterloo and the Activa Group for 468 Trussler Road, Mannheim (Part Lot 46, German Company Tract), City of Kitchener (westerly part of parcel on the east side of the road approximately halfway between Ottawa Street / Bleams Road and Highway 7 & 8), and authorize the Clerk to proceed accordingly under The Drainage Act.**

**9.2.3 REPORT NO. CL 2014-04  
By-law Enforcement  
Quarterly Activity Report  
October 1<sup>st</sup>, to December 31<sup>st</sup>, 2013**

**Recommendation**

**THAT the Enforcement Activity Report for October 1<sup>st</sup>, to December 31<sup>st</sup>, 2013 be received for information purposes.**

**9.2.4 REPORT NO. CL 2014-05  
Proposed Amending By-law to Rename a Portion of Deerfield Avenue to  
Deerfield Extension, Petersburg**

**Recommendation**

**THAT the Mayor and Clerk be authorized to sign the associated amendment to By-law 1980-06, (Being a By-law to Confirm the Opening of Deerfield Avenue) to rename the portion of Deerfield Avenue east of Alice Crescent, to Deerfield Extension.**

**9.3 FINANCE**

**9.3.1 REPORT NO. FIN 2014-10  
2014 Municipal Budget**

**Recommendation**

**THAT the 2014 Municipal Budget dated February 3, 2014, as recommended by the Ad Hoc Budget Advisory Committee, be approved; and**

**THAT the Director of Finance be authorized to prepare the necessary levying by-law to raise \$6,770,040 for Township purposes from general taxation.**

**9.4 PUBLIC WORKS**

**9.4.1 REPORT NO. PW-2014-01  
Public Works Activity Report  
October - December**

**Recommendation**

**THAT the Public Works Department Activity Reports for the months of October, November and December 2013 be received for information.**

**9.5 DEVELOPMENT SERVICES**

**9.5.1 REPORT NO. DS 2014-05  
Wilmot Trails Master Plan Implementation Consultant Selection**

**Recommendation**

**That Report DS 2014-05 be received for information.**

**9.6 FACILITIES AND RECREATION SERVICES****9.6.1 REPORT NO. PRD 2014-01****Facilities & Recreation Services Activity Reports – Oct. to Dec. 2013****Recommendation**

**THAT the Facilities & Recreation Services Activity Reports for the fourth quarter of 2013 be received for information.**

**9.6.2 REPORT NO. PRD-2014-02****Request to Waive the Rental Fee****Recommendation**

**THAT the fees associated with the use of the New Hamburg Community Centre on February 23, 2014, to hold a fundraising event for the Reiner Family, be waived.**

**9.7 FIRE – no reports****9.8 CASTLE KILBRIDE****9.8.1 REPORT NO. CK 2014-01****Quarterly Activity Report – October, November & December 2013****Recommendation**

**THAT the Castle Kilbride Activity Report for the months of October, November & December 2013 be accepted for information purposes.**

**10. CORRESPONDENCE**

**10.1 Region of Waterloo Planning, Housing and Community Services, Transportation Services – Regional Transportation Master Plan Progress Report**

**10.2 Grand River Conservation Authority – General Membership Meeting, December 13, 2013**

**10.3 Regional Municipality of Waterloo – Master Plan for Waterloo Regional Police Service**

**10.4 Association of Municipalities of Ontario – The Fork in the Road – Highlights of AMO's 2014 Pre-Budget Submission**

**10.5 Heritage Wilmot Advisory Committee – January 14, 2014 Meeting Minutes**

**Recommendation**

**That Correspondence Items 10.1 to 10.5 be received for information.**

**10.6 Randy Pettapiece, MPP Perth-Wellington – Request to Support Private Member's Resolution in the Ontario Legislature Re Joint and Several Liability**

**Recommendation**

THAT the Township of Wilmot supports the intent of a resolution addressing Joint and Several Liability for municipalities, prepared by private member Randy Pettapiece, MPP Perth – Wellington and introduced to the Ontario legislature as follows:

That, in the opinion of the House, the government should protect taxpayers from higher property taxes by implementing a comprehensive, long-term solution to reform joint and several liability insurance for municipalities by no later than June 2014, addressing the alarming rise in insurance premiums due to rising litigation and claim costs.

**11. BY-LAWS**

- 11.1 By-law No. 2014-05 Being a By-law to Amend 1980-06, To Change the Name of a Portion of Highway Within the Township of Wilmot (Deerfield Extension)
- 11.2 By-law No. 2014-06 By-law to Authorize the Execution of an Agreement with the Wilmot Heritage Fire Brigades
- 11.3 By-law No. 2014-07 Water and Wastewater Rates By-law

**Recommendation**

THAT By-law Nos. 2014-05, 2014-06 and 2014-07 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. 2014-08

**Recommendation**

THAT By-law No. 2014-08 to Confirm the Proceedings of Council at its Meeting held on February 10, 2014 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 MINUTES  
MONDAY, JANUARY 13, 2014**

**AD HOC BUDGET ADVISORY COMMITTEE MEETING  
WILMOT COMMUNITY ROOM  
5:30 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 Administrative 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'Kafka, Fire Chief M. Raine, Curator/Director of Castle  
Kilbride T. Loch, Planner/EDO A. Martin**

**1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**

**2. MOTION TO RECONVENE IN OPEN SESSION**

**3. MOMENT OF SILENCE**

Mayor L. Armstrong asked that during the moment of silence those in attendance think of the Reiner family during this difficult time and the family on Waterloo Street who lost their home in a fire this weekend.

**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 December 9, 2013**

**Resolution No. 2014-01****Moved by: P. Roe****Seconded by: A. Junker****THAT the minutes of the following meetings be adopted as presented:****Regular Council Meeting December 9, 2013.****CARRIED, AS AMENDED.**

Council concurred with Councillor A. Junker's request concerning the addition of his comments concerning speed acceleration on Highway 7&8 approaching the Peel Street / Haysville Road intersection, which was later confirmed by MTO, be added to the minutes.

**7. PUBLIC MEETINGS****8. PRESENTATIONS/DELEGATIONS****8.1 Gary Goeree, President, The Community Players**

Mr. Goeree introduced himself and gave a brief history of the organization which is approaching its thirty year anniversary. He summarized their past activities and gave an inside view of what all is involved when preparing for a show. He verbalized the groups appreciation for the loyal and enthusiastic audience within and beyond Wilmot Township and spoke of how The Community Players gives back to the community by supporting various charities and community endeavors. He acknowledged the partnership and working relationship that the organization has had with the Township and provided thanks to Council for what they have been given which allows the productions to occur. He concluded with his appreciation of staff and for them making things happen in bringing the magic of theatre to the community.

Councillor A. Junker provided Council with an anecdotal account of the first production by The Community Players, then known as the Trinity Community Players, where he was an advisor to the youth and part of the back stage crew. He commented on how much the productions have changed over the years and that it was great to have been a part of the early years.

Councillor J. Gerber thanked Mr. Goeree for attending the meeting and for his kind words. He remarked that the productions are always very well done and he has enjoyed the introduction of the studio theatre.

Mr. Goeree added that The Community Players is glad to have the New Hamburg Arena remain a facility and that the organization will be working to improve the theatre experience further.

Mayor L. Armstrong remarked that he is consistently amazed by the productions and the transformation of the facility to the extent that the arena is made to feel like a real theatre. He then presented Mr. Goeree with a certificate of congratulations and appreciation for The Community Players for their thirty year anniversary and for their contributions to the community.

**8.2 Hugh Handy, Associate, GSP Group Inc.  
Zone Change Application for 190 and 198 Brewery Street, Baden****8.2.1 REPORT NO. DS 2014-01  
Zone Change Application 03/13  
Will-O Homes / GSP Group Inc.  
Part of Lot 15, Concession South of Snyder's Road  
190 and 198 Brewery Street, Baden**

**Resolution No. 2014-02****Moved by: J. Gerber****Seconded by: M. Murray**

**THAT Zone Change Application 03/13 made by Will-O Homes and GSP Group Inc. affecting Part of Lot 15, Concession South of Snyder's Road be approved to place the subject lands within Zone 11 (Open Space) and Zone 4a (Residential Row), subject to the following:**

- 1. The maximum number of dwelling units shall be 31,**
- 2. A minimum of 3 off-street parking spaces shall be provided per dwelling unit,**
- 3. That units with their rear wall parallel to the south property line and facing Hastings Court (Units 27-31 on the concept plan dated September 23, 2013) shall be a maximum of one storey, and;**
- 4. The property line setbacks shall be as illustrated on the concept plan dated September 23, 2013.**

**CARRIED, AS AMENDED.**

The Planner/EDO highlighted the report and advised Council that since the writing of the report, the Ministry of the Environment acknowledged the Record of Site Condition and a clearance letter was received from the Region of Waterloo indicating that a Holding Zone provision was no longer necessary.

Councillor B. Fisher stated some concerns he had regarding the development such as not having sufficient time to review all of the information in the report, the potential disruption to a large number of neighbours where other similar developments in Baden have had very few neighbours, that many neighbours are expressing concern over the development and that the peer review phrasing of "generally satisfactory" did not increase his confidence regarding the hydrogeological assessment for the development. He recommended that the report be deferred to a later date.

The Planner/EDO indicated that all materials were posted on the website prior to December 20, that a memo was provided to Council on the same day, that the current planning report has been posted on the website since January 7th, and that the materials in the report had been previously made available to Council. He advised Council that professional engineers generally cannot give a one-hundred percent guarantee in regards to such studies but two separate engineering firms concluded that they do not anticipate any issues with respect to ground water. He noted that the concerns of the neighbours were discussed in the report highlighting that history would suggest that property values surrounding new developments do not decrease, that landscaping would address the perceived privacy issues, and that the report details how the development conforms to the Township and Regional Official Plans. He provided further examples of developments that were surrounded by single family dwellings.

Councillor P. Roe provided his support of the comments made by Councillor B. Fisher by stating that Council received a lot of information to review in a very short time, even though it had been presented previously, more time would be required to ensure full understanding of the matter as it stands currently. He also recognized that time constraints may be a factor if approval was delayed. The Planner/EDO reiterated the timing of the posting of the information and that the only new information in the package was the staff report summarizing what Council had already received.

Councillor B. Fisher requested that a motion be made to defer the report to the next Council Meeting and the following motion was made:

**Resolution No. 2014-01****Moved by: B. Fisher****Seconded by: P. Roe****THAT Report DS 2014-01 be deferred to the Council Meeting scheduled on February 10, 2014.****DEFEATED.**

Mr. Handy introduced himself to Council and expressed his view that the developers have attempted to be proactive and responsive to the concerns of Council and residents. He agreed that Council has received a lot of information but that it has been available for a long period of time. He advised that his colleagues were available to discuss some of the technical aspects of the development and the studies that have been conducted. He also stated that the developer has been as cooperative as possible and will continue to be throughout the design stage. It is the desire of the developer to successfully integrate into the surrounding area. He concluded by stating that this is not an uncommon type of development for this sort of area.

At the request of Mayor L. Armstrong the Planner/EDO outlined the three options available to Council. The first option is to approve the application and notification would be sent to the surrounding neighbours of the approval and that they have twenty days to appeal. The second option would be to deny the approval and the applicant would receive notification and have the same twenty days to appeal. The last option would be to defer the decision at which time the applicant would have the ability to appeal to the Ontario Municipal Board for failure to make a decision within one hundred and twenty days of application. He concluded by stating that with either option, if no one appeals, the process would simply continue as per Council's Resolution.

Councillor J. Gerber asked Councillors B. Fisher and P. Roe what information would be needed for them to make a decision.

The Director of Development Services provided clarification that the purpose of the peer review was to provide Council with a level of comfort regarding the engineer's report in relation to water in the area. The Planner/EDO added that the selection of the peer review firm was from suggestions from the Region as to who they have used previously and then contacting the firms to ensure the best firm was selected for this review.

In response to Councillor J. Gerber's inquiry, Councillor B. Fisher stated that his concerns revolve around potential water issues and the use of the phrase "generally satisfactory" in the peer review. He further reiterated his concern that he was unaware of the postings on the website for the report. The Planner/EDO commented on the peer review's purpose of addressing the water concerns and the outcome of the review was the same as with the first engineer. As to the notification about the posting on the website, the Planner/EDO stated that a memo including the direct url to the material was circulated to Council in their mailboxes as has been the practice with all previous reports.

Mayor L. Armstrong reiterated regarding the engineer's report concerning water that it had been reviewed as requested by Council by an impartial third party with the intention of providing a level of comfort for Council making the decision concerning the application.

Councillor P. Roe responded to the inquiry of Councillor J. Gerber by stating that what he would require to make a decision concerning this matter would be the opportunity to review the material more fully which he has not had the opportunity to do. The Planner/EDO reminded Council that despite the size of the report it is only the actual staff report which is new.

Mayor L. Armstrong advised Council that the material has been available but if Council had not reviewed it is not the fault of staff.

**Sharon Horst, 193 Brewery Street**

Ms. Horst advised Council that she did receive notice of the report on December 16. However, she disagreed with the timing and delivery method since it was during the Christmas holidays and if a person did not have the internet or a printer that they would not be able to access it. She advised that although it was stated that hard copies would be available at the Township Office, residents would be unlikely to obtain such a copy and that it should have been delivered. She discussed the impact of the drawings in the report and that they provide a powerful impact in advising residents of what they will be seeing at the development. She quoted a portion of the letter from the GSP Group Inc. regarding compatibility and expressed her opinion that she does not agree with it. She concluded her comments by stating that her concerns relative to the development's access being across from her driveway was not addressed by the applicant.

**Jim Groothuis, 48 Hastings Court**

Mr. Groothuis asked Council if the development is a fit with the neighbourhood and if the development needs so many units. He disagreed with the classification of the single story units due to the walkout basements giving the appearance of two stories. He concluded his discussion by asking where a resident would go for restitution if a problem with water arises.

Mayor L. Armstrong advised Council and the residents in attendance that the Grand River Conservation Authority has evaluated the development as well and that they also do not anticipate any issues.

In response to Councillor J. Gerber who reiterated Mr. Groothuis's questions regarding restitution in the event of a future problem, the Planner/EDO advised that the development agreement would make the developer responsible and following that, the condominium corporation would take on such responsibility in their agreement. The Director of Development Services added that part of the peer review included the clause that the "Township may rely on the engineer's opinion if needed" which provides some legal recourse.

**Ken Jackson, 190 Tannery Street**

Mr. Jackson provided his opinion that the Planner would be incorrect regarding property values increasing as he feels backing on to a green space would be more appealing than backing on to a new development. He inquired as to whether the study took into account the extraordinary amount of water in the area as illustrated in the map he provided to Council at a previous meeting and if the standard study would provide the answers for the questions being asked.

Mayor L. Armstrong took a moment to remind Council of what was previously on the property. Mr. Jackson then replied that the structure amounted to a smaller percentage of the green space.

**9. REPORTS****9.1 CAO – no reports**

**9.2 CLERKS****9.2.1 REPORT NO. CL2014-02  
Township of Wilmot  
Integrity Commissioner  
2013 Report****Resolution No. 2014-04****Moved by: P. Roe****Seconded by: A. Junker**

**THAT the Township of Wilmot Integrity Commissioner's Report for 2013 be received for information purposes.**

**CARRIED.****9.3 FINANCE****9.3.1 REPORT NO. FIN 2014-04  
Development Charges Study Consultant Selection****Resolution No. 2014-05****Moved by: M. Murray****Seconded by: B. Fisher**

**THAT the consulting services for the completion of a Development Charges Background Study be awarded to Watson & Associates Economists Ltd. For an upset limit of \$28,500.00 (net of HST rebate).**

**CARRIED.**

The Director of Finance highlighted the report.

**9.4 PUBLIC WORKS – no reports****9.5 DEVELOPMENT SERVICES****9.5.1 REPORT NO. DS 2014-02  
December 2013 Building Statistics****Resolution No. 2014-06****Moved by: M. Murray****Seconded by: P. Roe**

**THAT the December 2013 Building Statistics be received for information.**

**CARRIED.**

The Director of Development Services highlighted the report.

**9.5.2 REPORT NO. DS 2014-03  
Street Name Confirmation  
Deerfield Extension, Petersburg**

**Resolution No. 2014-07**

**Moved by: P. Roe**

**Seconded by: A. Junker**

**THAT the Clerk be directed to complete the necessary notices and by-law amendments to rename a portion of Deerfield Avenue in Petersburg as Deerfield Extension to reflect the use of this street name since approximately 1987.**

**CARRIED.**

The Planner/EDO highlighted the report.

**9.6 FACILITIES AND RECREATION SERVICES – no reports**

**9.7 FIRE**

**9.7.1 REPORT NO. FI 2014-01  
Quarterly Activity Report**

**Resolution No. 2014-08**

**Moved by: P. Roe**

**Seconded by: B. Fisher**

**THAT the Fire Department Activity Report for the fourth quarter of 2013 be received for information purposes.**

**CARRIED.**

The Fire Chief responded to the inquiry from Councillor P. Roe regarding the Tanker Shuttle Accreditation by advising Council that the company providing the necessary training was unavailable to complete it in 2013. The training is now scheduled to occur in May 2014.

**9.8 CASTLE KILBRIDE – no reports**

**10. CORRESPONDENCE**

- 10.1 Grand River Conservation Authority – GRCA Current, December 2013**
- 10.2 Grand River Conservation Authority – GRCA Current, January 2014**
- 10.3 Grand River Conservation Authority – GRCA Planning, Permit and Inquiry Revised Fees Effective February 1, 2014**
- 10.4 Grand River Conservation Authority – Grand Actions, November/December 2013**

**Resolution No. 2014-09**

**Moved by: A. Junker**

**Seconded by: B. Fisher**

**THAT Correspondence items 10.1 and 10.4 be received for information.**

**CARRIED.**

**11. BY-LAWS**

**11.1 2014-01 Interim Levy By-law. January 13, 2014**

**11.2 2014-02 Fees and Charges By-law, January 13, 2014**

**Resolution No. 2014-10**

**Moved by: M. Murray**

**Seconded by: A. Junker**

**THAT By-law Nos. 2014-01, and 2014-02 be read a first, second and third time and finally passed in Open Council.**

**CARRIED.**

**11.3 2014-03 Zone Change Application 03/13 Will-O Homes / GSP Group Inc., Part of Lot 15, Concession South of Snyder's Road 190 and 198 Brewery Street, Baden**

**Resolution No. 2014-11**

**Moved by: P. Roe**

**Seconded by: J. Gerber**

**THAT By-law No. 2014-03 be read a first, second and third time and finally passed in Open Council, as amended.**

**CARRIED, AS AMENDED.**

**12. NOTICE OF MOTIONS****13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS****13.1 December 22, 2013 Ice Storm**

Councillor P. Roe began the discussion of the Kitchener-Wilmot Hydro and Township response to the ice storm and subsequent power outages that occurred on December 22, 2014. He suggested that Kitchener-Wilmot Hydro review their criteria and process for clearing or pruning trees near hydro lines.

Mayor L. Armstrong confirmed that he would bring that suggestion to the other members of the Board for Kitchener-Wilmot Hydro but stated that they should also be commended for the excellent work performed in restoring power.

Councillor P. Roe concurred that they should be commended for the clean-up and staff dedication but that a better solution would be if the clean-up was not necessary due to outages caused by broken/fallen branches.

Councillor A. Junker expressed his preference to be included in the communications directly from Kitchener-Wilmot Hydro. He also stated that he felt a warming centre was warranted and that the criteria for establishing one should be reviewed. He concurred that the efforts to restore power on the part of Kitchener-Wilmot Hydro was excellent. Further to communications, he suggested that Kitchener-Wilmot Hydro update the website more frequently, especially if residents are directed there for more information,

and that greater efforts be given to ensure the accuracy of the announcements on the 570 News radio station.

Mayor L. Armstrong clarified for Council that Kitchener-Wilmot Hydro had some issues in determining where outages originated in some instances. He stated that he has discussed with staff the need for power generators and establishing warming centres. For the ice storm, discussions did occur regarding one site but it was not ideal for this purpose for various reasons. He expressed his opinion that the Wilmot Recreation Complex would be the ideal location for a warming centre and that outfitting it for that purpose should be addressed.

Councillor M. Murray stated that generators are required but come at a high cost. He suggested that this be addressed so that one or two facilities are equipped and/or upgraded each year until all necessary facilities are completed. He expressed his opinion that the Township was ill prepared which is not ideal given that residents look to their municipality for guidance and support during such events.

Mayor L. Armstrong concurred with Councillor M. Murray and suggested that the Wilmot Recreation Complex be equipped/upgraded first. The Director of Facilities and Recreation Services then provided Council with the details of what sort of generators currently exist at the Wilmot Recreation Complex, what they supply emergency power to and the duration.

Mayor L. Armstrong noted that generators can be sizeable investment and that some facilities require retrofitting to allow for portable generators.

The Fire Chief clarified the comments from Councillor M. Murray concerning the generators at the Fire Stations by stating that New Dundee can generate power for full operation of the facility but that the other stations can only operate certain essential equipment.

The CAO advised that staff have been reviewing the matter and that some items have been included in the proposed Ten Year Capital Plan. He clarified that one of the first needs is to ensure a facility has the ability to receive a portable generator. He confirmed that the CAOs in the Region are meeting to review the ice storm response and that the Region declares the warming centres.

In response to Councillor M. Murray, the CAO advised that the full Emergency Control Group was not called but that available staff did meet with the Mayor. He further advised that Kitchener-Wilmot Hydro will be requested to communicate directly with all of Council for such events.

Councillor M. Murray requested that Kitchener-Wilmot Hydro include descriptions of what their various acronyms and codes mean in their communications.

Councillor P. Roe reiterated his earlier opinion that proactive tree pruning during good weather is a more cost effective solution than reacting to the outages during such weather events. He suggested that Kitchener-Wilmot Hydro needs to determine what the most effective clearance is around hydro lines.

Mayor L. Armstrong added that branches are not the only area of concern as the accumulation of ice on the hydro lines can also cause outages.

#### **14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2014-04**

**Resolution No. 2014-12**

Moved by: B. Fisher

Seconded by: A. Junker

THAT By-law No. 2014-04 to Confirm the Proceedings of Council at its Meeting held on January 13, 2014 be introduced, read a first, second, and third time and finally passed in Open Council.

**CARRIED.**

**16. ADJOURNMENT (8:31 P.M.)**

**Resolution No. 2014-13**

Moved by: P. Roe

Seconded by: J. Gerber

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

**CARRIED.**

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**Mayor**

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**Clerk**



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** DS 2014-04

**TO:** Council

**PREPARED BY:** Andrew Martin, Planner/EDO

**DATE:** February 10, 2014

**SUBJECT:** Official Plan Amendment Application 01/13  
Zone Change Application 08/13  
Labreche Patterson & Associates Inc. / Westcap Development Inc.  
296, 302 and 308 Snyder's Road East / Brubacher Street, Baden

### **Recommendation:**

**That Report DS 2014-04 be received for information.**

### **Background:**

A public meeting was held with respect to this application on June 3, 2013. Notice of the second public meeting was given to property owners within 120 metres of the subject lands on January 10, 2014.

*Public: (Summarized below and attached in full)*

#### *New Comments Received:*

*Student Transportation Services of Waterloo Region* – concerned about the impact of construction on sidewalks and the use of a school bus stop adjacent to the development.

*Richard and Karen Owen, 312 Snyder's Rd E.* – questioning why the applicant is being allowed to raise the elevation of the property; identifying information included in the noise study with respect to the auto body operations; concerned with potential noise complaints as a result of two-storey homes; concerned with privacy, security, decreased property values, and increased traffic; inquiring how the retaining wall will be constructed without disrupting their business; questioning the future plans for the surplus undeveloped property.

*Marilyn and Dave Fewster, 288 Snyder's Rd E.* – requesting additional time to review submitted materials; concerns with impact on property values, privacy and security; inquiring how the retaining wall is planned to be constructed given its proximity to the property line; requesting details on retaining wall construction and privacy fencing; questioning form of ownership of the units; concerned with traffic and noise; raising inconsistencies with drawings.

*Prior Comments:*

*Richard and Karen Owen*, 312 Snyder's Rd E. – requesting additional information on the retaining wall including its proximity to the property line and how the materials proposed to be used to construct the wall and fence; concerned about drainage issues as a result of the raised elevation of the property; concerned about snow accumulation between the proposed wall and the shop on their property as well as the noise and emissions being trapped on their property as a result of the proximity of the wall to their shop; requesting noise warning clauses relative to their operation, requirements for ongoing maintenance of the wall, and buffering between the proposed parking lot and their property.

*Marilyn and Dave Fewster*, 288 Snyder's Rd E. – concerns regarding trespassing onto their property, privacy, safety, and potential grading and runoff issues.

*Jason Scozzafava*, 9 Erbach Cres. – questioning the appropriateness of changing the designation to residential suggesting light industrial uses would be more appropriate; inquiring about the plans for lands proposed to be conveyed to the Township and the costs associated with its ownership; suggesting that there may be better ways to develop the property

Agencies:

GRCA: application still being reviewed

Region of Waterloo: outstanding at time of writing report

WRDSB: no concerns

CN: requesting the registration of an “environmental easement” with respect to existing and future potential for rail noise.

Discussion:

These applications were previously considered at a Public Meeting on June 3, 2013.

The subject lands are currently designated in part Light Industrial and in part Urban Residential, Baden Urban Area by the Township Official Plan and are zoned in part Zone 8 (Commercial), in part Zone 2b (Residential), and in part Zone 1 (Agricultural).

The subject property consists of what was previously four separate properties, but has since been consolidated into one parcel.

The proposed Official Plan Amendment relates to lands fronting Snyder's Road East formerly used for the Herner Wood Products business. The designation of the lands is proposed to be changed from Light Industrial to Urban Residential. The proposed Zone Change Application applies to two areas identified on the attached location plan.

The development concept for the lands fronting Brubacher Street is unchanged from the concept presented on June 3, 2013. The lands are proposed to be rezoned to Zone 4a (Residential) with site specific regulations to permit a 12 unit street fronting townhouse development as illustrated on the attached “Tributes of Baden” site plan. Development of this portion of the subject property would involve extension of municipal water and sanitary sewer services to the property as well as pedestrian connection from the proposed units along Brubacher Street to Snyder's Road East.

The development concept for the lands fronting Snyder's Road East has changed slightly. The lands are still proposed to be rezoned to Zone 4a (Residential) with site specific regulations, however the concept has been modified to permit 34 two storey townhome units as illustrated on the attached "Herner Woods" site plan. The elevation of the property would be increased to accommodate site servicing resulting in a retaining wall around the side and rear of the property having a maximum height of approximately 2.0m along the east property line and 1.9m along the west property line.

Since the last public meeting, the Ministry of the Environment confirmed a new noise guideline. The original concept proposed an acoustical barrier along the east side of the property. Based on MOE's new noise guideline, a noise wall is no longer required. At the time of writing this report, the revised noise study was still being reviewed by the Region of Waterloo.

The supporting materials including proposed site plans, engineering plans, a functional servicing and storm water management report, a noise feasibility study, and an environmental impact study are still being reviewed by the Grand River Conservation Authority and Region of Waterloo.

**Strategic Plan Conformity:**

Public meetings provide an opportunity for residents to be involved in planning decisions which supports the Township's goal of being an engaged community through communicating municipal matters.

**Financial Considerations:**

Any financial implications will be discussed as part of a subsequent report.

**Conclusion:**

At such time as outstanding agency comments are received and additional comments from the Public Meeting are considered, staff will prepare a subsequent report for Council's consideration. Individuals having made written or verbal presentations at or prior to a public meeting will be provided notice when the application is slated to return to Council with a recommendation.

  
\_\_\_\_\_  
Andrew Martin, MCIP RPP  
Planner/EDO

  
\_\_\_\_\_  
Reviewed by CAO

Official Plan Amendment Application 01/13  
Zone Change Application 08/13



CN / GEXR Railway

SUBJECT PROPERTY

Lands to be rezoned  
Zone 4a (12 units)

Brubacher Street

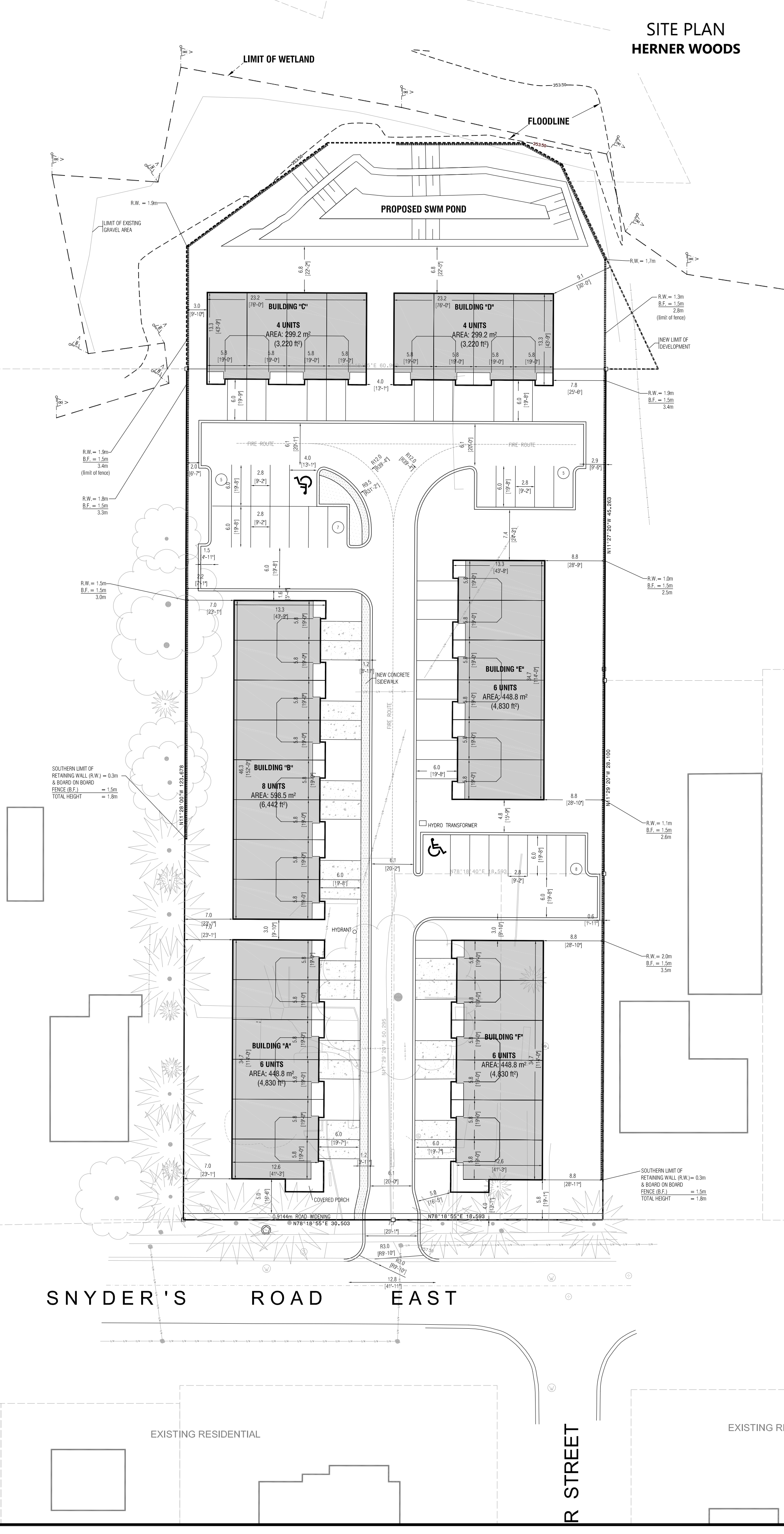
Snyder's Road East

Foiler Street

Lands to be rezoned  
Zone 4a  
(34 units)

[illegible][illegible][illegible]

SITE PLAN  
HERNER WOODS



To: The Corporation of the Township of Wilmot  
Development Services Department

Attn: Andrew Martin

Feb 3, 2014

**RE: Official Plan and Amendment Application 01/13  
Zone Change Application 08/13  
Labreche Patterson & Associates Inc./Westcap Development Inc.  
296, 302 and 308 Snyder's Road East, Baden**

As stated in the original application, our property is directly adjacent to the proposed development. Since the last meeting on June 3, 2013, we feel there has been little change or action regarding our indicated points. No direct information has been provided to address our original concerns. Notification was provided in mid-January (correspondence dated January 10, 2014) of the proposed revisions. WestCap Development Inc. had over 6 months to prepare revisions and amendments with the advantage of employing subject matter experts. Lay people and loyal Baden residents were given only 3 weeks to review development plans to vet out any points that may have (or not) been addressed in a series of drawings and plans which were in excess of 100 pages. With this in mind, the meeting on Feb 10<sup>th</sup>, 2014 should encompass an update and information session and NO decision reached to allow residents adequate time to review and respond.

Our original concerns from May/June 2013 remain:

"In the proposed plan as provided by the Township, there is no barrier to restrict access to our property from the new development [now retaining wall and board on board fencing], which has a high potential to affect the enjoyment of our property. Specifically, our concerns are regarding the potential effects of increasing the population density by replacing a single business with 14 individual units. Without an appropriate barrier, there is now a fourteen-fold increase in potential for direct access to our property. Additionally, we have concerns over several other potential mechanical impacts of the development including grading and runoff, privacy, and safety to our property. All of these items have the potential to negatively impact the usage, enjoyment, and value of our property if not properly addressed prior to the approval of the zoning change and construction of the development."

In addition to and expanding on some original concerns, with all points specifically relating to the property at 288 Snyder's Road East:

- Effect on our property value (we will be a property with over 14 units directly adjacent to our property)
- Effective of our enjoyment of our property, privacy and security will diminish with 14 adjacent properties (are these 2-story or single story dwellings?). Are there other single residential properties in Baden adjacent to 14 neighbouring families?
- An existing swimming pool is not indicated on the drawings. Our enjoyment will be compromised by the additional activities on the adjacent properties. Noise levels will increase. During the

proposed construction, measures must be taken to ensure our pool and property remain usable and protected? Contamination from construction (dirt and debris) may be a constant threat increasing maintenance costs and affecting personal enjoyment.

- What are the access requirements for the construction of the proposed retaining wall? It appears to be extremely close to the property line.
- The Environmental Impact Study reference page 10, Section 4.1.2 Vegetation Loss states “the neighbouring homeowner has authorized removal of the hedgerow trees immediately west of the development site”. This is accurate for the trees removed, however, the provision was the stumps would be ground down or removed and they would be replaced with our acceptance of an alternative (trees, visual block). Trees are referenced in the development drawings but there are no details and are non-specific.
- What is the composition and visual proposal of the retaining wall? This must be aesthetically pleasing since it will span two thirds of the east property line. What is the maintenance plan for the board on board fencing to eliminate 14 different fence elements in the future?? This type of fence has the tendency to severely degrade both visually and structurally (warping, splitting, weathering).
- Block A does not indicate any form of fencing. The retaining wall begins at Block B. Please clarify.
- Blocks A and B appear to be single story dwellings on drawing 6. Please clarify.
- The effect of runoff with the addition of the retaining wall must not alter the use of the property. Will the retaining wall affect the water flow or create pooling potentially reducing usable land?

General concerns:

- Will these units be available to purchase and subsequently be rented out adding to additional turnover and inconsistent upkeep of each of the units or are there policies in place to prevent this type of ownership?
- Will Blocks C/D at the rear of the property be priced at a premium due to their location (fewer neighbours, less traffic)?
- Traffic will increase along Snyder’s Road bringing congestion and additional noise.

In the limited time available to review the posted documentation, there appears to be inconsistencies and omissions not limited to the following:

- Landscaping details (artistic license or actual plans)
- Inconsistency in fence height references on drawings (Drawing 2 vs. Drawing 8)
- Conflicting number of units
- Reference to building type for Blocks A&B

Marilyn & Dave Fewster  
288 Snyder’s Rd. East  
Baden, Ontario

## **Richard & Karen Owen**

312 Snyders Road East  
Baden, Ontario N3A 2V7

Township of Wilmot  
60 Snyders Road West  
Baden, ON N3A 1A1

30 January 2014

Attn: Planning Commission

Dear Sir,

Re: Official Plan amendment Application 01/13  
Zone Change Application 08/13  
Labreche Patterson & Associates Inc./ Westcap Development Inc.  
296,302,308 Snyder's Road East

We have reviewed the request for an amendment to the Official Plan and an amendment to the Zoning By-law by Labreche Patterson & Associates Inc./ Westcap Development Inc., hereafter to be referred to as the applicant, for the property identified as 296,302,308 Snyder's Road East.

The applicant is now proposing to build a complex of 34 two storey units on the above identified property.

We are property owners bordering the east of the proposed development. As such we would like our concerns entered into record in respect of this application.

The applicant is proposing to build a retaining wall along the property line between our property and the new development. The engineered drawings seem to have some discrepancies as the exact height of said retaining wall. The applicant is proposing to elevate their property above the current land grade and provide drainage swales, catchbasins, and an on-site storm sewer system in accordance with the Stormwater Management Report provided by the applicant for water management on their development. This translates to open ditches full of weeds and mosquitoes. We ask council why it is even being considered that the applicant be allowed to raise elevation of the neighbouring land?

The construction of a retaining wall along the entire length of our property will surely reduce the value of our property significantly.

We note that the applicant has now entered a revised "Environmental Noise Impact Study" signed by Frank Westway of MOE Qualified and Certified Acoustical Consultant. We are deeply concerned with the fact that this study is full of misinformation. We caution counsel that the

misinformation contained in the revised "Environmental Noise Impact Study" about hours of business operation and location of noise levels might be of concern to counsel in the future. The applicant's study claims a discussion took place on September 5, 2013, no discussion ever took place and no study has been done as a result of noise from our property since the study prepared on April 8, 2013. Our business hours are not as stated in the applicant's study. The equipment as mentioned in the "Environmental Noise Impact Study" is always operated at the rear of the shop and never in the front of the shop as the study claims. Also, the hours of use and frequency of use of this equipment are mis-stated, as the equipment in question is used for a number of hours at a time and sometimes for a number of consecutive days. Counsel is being misled! We will not respond to noise complaints for the general use of our industrial tools and equipment. We have previously requested a warning clause which is closer worded to the Type C clause currently used by the railways. Clause Type C states that there may be alterations to or expansions of the facilities in the future. It also includes a statement that says the owners will not be responsible for any complaint or claims arising from the use of such facility.

We have been assured by Andrew Martin of the Planning Department that the industrial zoning on our property will not be effected by the applicant's development. We fully intend, when the time comes, to sell our property as an industrial zoned parcel of land.

The new development plan contains a board on board fence to be constructed on top of the retaining wall to act as a noise barrier. With the construction of two storey buildings along the entire side of our property we ask counsel how this is going to stop noise from entering the second storey bedrooms?

We can only assume the applicant be responsible for maintenance of the proposed retaining wall and board on board fence along the property line. The applicant has not made clear their intended plan for the units located on the development. Are the units to be maintained as a condominium complex, privately owned, or rental property?

With the construction of a multi-family complex consisting of two storey units we now have concern for privacy and security. We would like counsel to reconsider the construction of this type of housing at this location. Baden is a community consisting mostly of single family dwellings with a few multi-family homes scattered through the town.

We note that the applicant no longer includes any soft scape surrounding their proposed development. Where did the soft scape go and why is it not there? Is it because the applicant has now replaced soft scape with concrete retaining walls and board on board fencing? I ask how can that be in any way appealing?

The applicant has done research and provides pages and pages of information on how we will affect the proposed multi-family complex but, not once has the applicant mentioned how this same multi-family complex will affect the existing neighbours. Both neighbours bordering the applicant's property have resided in their homes for more than 30 years. We will have increased traffic flow, increased strain on our services, decreased property values, and increased security and privacy issues with a potential for 15 immediate neighbours bordering our property.

We would like to be informed as to when the applicant is planning to begin construction on the

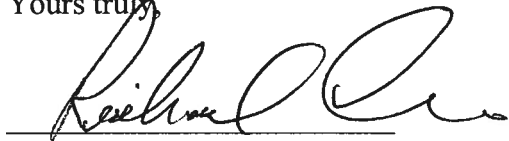
retaining wall. The location of the wall directly on the property line will disrupt our business.

The applicant has not addressed the issue of the remaining lands that are to remain undeveloped. We can only assume the applicant still plans to convey this land to the Township of Wilmot for passive recreational purposes. I suggest to council that the reason for the applicant's "generous" donation is to evade having to pay tax on said land.

The applicant has not addressed the many concerns from the June 3<sup>rd</sup> meeting. We now wonder if any of the concerns will ever be addressed. Could counsel please provide answers to the constituents?

We ask counsel if this development, as proposed by the applicant, is really suited for the location? Could we not come up with something more suitable and beneficial to the existing community?

Yours truly,



Richard Owen



Karen Owen

enclosed:

Our letter of concerns dated May 27, 2013 (copy)

## **Richard & Karen Owen**

312 Snyders Road East  
Baden, Ontario N3A 2V7

Township of Wilmot  
60 Snyders Road West  
Baden, ON N3A 1A1

27 May 2013

Attn: Planning Commission

Dear Sir,

Re: Official Plan amendment Application 01/13  
Zone Change Application 08/13  
Labreche Patterson & Associates Inc./ Westcap Development Inc.  
296,302,308 Snyder's Road East

We have reviewed the request for an amendment to the Official Plan and an amendment to the Zoning By-law by Labreche Patterson & Associates Inc./ Westcap Development Inc., hereafter to be referred to as the applicant, for the property identified as 296,302,308 Snyder's Road East.

The applicant is proposing to build a 32 unit complex on the above identified property.

As the property owners located immediately to the east of the proposed development, we would like to raise some concerns.

It is our understanding that the applicant is requesting to build a retaining wall with a maximum height of 1.3 m topped with an acoustic wall with a maximum height of 3.1 m along the property line on the west side of our property. However, they have been unclear about exactly how far away from the property line they are proposing to build the retaining wall or what materials they will be using to build the wall and the acoustic barrier. It is a concern to have the retaining wall built within a very close distance to the property line.

We note that the applicant has provided a Stormwater Management Report for the water on their development. We are concerned that the raised grade of the neighbouring property will create water drainage issues. We note that water currently drains from south to north but we would also

like to point out that water pools at the lowest point. The applicant is proposing to elevate their property a significant amount above the current land grade.

The applicant has not made it clear what they intend to do about water drainage along the lower grade of the proposed wall. We request that Council ask the applicant to address this issue.

We are requesting a study, to be paid for by the applicant, to determine possible problems with the change of the water table, water drainage, and water flow on the surrounding property prior to approval of the land grade change and construction of the proposed retaining wall.

Our property has an existing 35x100 foot building that is 18 feet high. The open space between the building and the proposed wall faces north with the house on to the south. The area between the existing building and the property line is 39-40 feet. We are concerned that if a wall and acoustic barrier of the proposed height is constructed close to the party line, this area would become a corridor during winter storm season leaving snow no place to go but to pile up in our yard.

It is our understanding that the proposed wall is to be constructed as part of a noise barrier for people purchasing or renting the homes the applicant is proposing to build. We also note that the applicant has made no effort to concern themselves about the effect their barrier will have on the noise levels on our property.

During business hours transport vehicles generally come and go from our property. In it's current condition noise of the running vehicles, such as highway tractors, is allow to flow over the open space. We are concerned that the effect of the proposed wall and the existing building will amplify noise in the area located at the back of our house.

With vehicles coming and leaving the shop behind our house we are also concerned with the emissions that will pool in the fairly enclosed space located directly behind our house. In the current state these emissions are blown around and dissipate in the atmosphere. If the applicant is allowed to construct the proposed wall along the side of our property these emissions will then be trapped behind our house.

The Noise Feasability Study suggests putting warning clauses concerning noise levels in the deeds of purchase for the new homeowners. We would like Council to make such clauses mandatory concerning the noise levels from our industrially zone property. We are requesting that a clause similar to that of Type C from the standard warning clause from CN railway be included in the purchase or rental agreement for the homes in zones D,E,F.

Clause Type C states that there may be alterations to or expansions of the facilities in the future. It also includes a statement that says the owners will not be responsible for any complaint or claims arising from the use of such facility.

We note that the applicant has not mentioned that they will be responsible for maintenance of the proposed wall. We would like Council to make them responsible for the maintenance and up

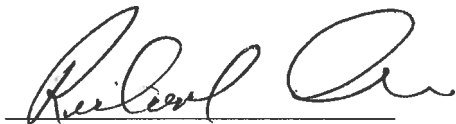
keep of the proposed wall and acoustic sound barrier and to provide a reasonable time line for any such maintenance to take place.

We also wish to address the appearance of the proposed wall, we note that the people purchasing the new homes located in the proposed development will not see very much of the retaining wall itself. However, the proposed wall will be very much visible from our property. We are requesting that Council make the recommendation that any such wall to be constructed must have aesthetic properties. To this extent we recommend that the proposed wall be constructed of either stamped concrete or arbor stone. We also request that the acoustic wall be constructed of equally aesthetic materials.

In the current plan the applicant has proposed to locate a visitor parking area on the east side of development with access off the Snyder's Road entrance. We are requesting that Council make the recommendation that the applicant build a fence of reasonable height and plant vegetation, that they maintain, between the Visitor's Parking area and our property line to soften the appearance of said parking area.

We are also concerned that the Proposed Site Plan is somewhat unclear as to exactly what is being proposed by the applicant. We would like Council to recommend that the applicant provide a clearer understanding of what they are proposing to build and that we are allowed to make comment on same before approval by council.

Yours truly,



Richard Owen



Karen Owen

## Andrew Martin

---

**From:** Andrew Martin  
**Sent:** Thursday, November 07, 2013 9:12 AM  
**To:** tom\_suliman@stswr.ca  
**Cc:** Alastair Duncan  
**Subject:** RE: Development on Snyder's Rd E in Baden

Tom,  
This development is in the preliminary stages and has not received development approval at this time. The applicant is still reviewing development options for the site and we expect to receive a revised concept for public review in the near future. As the development has not been approved I cannot estimate if or when the site will actually develop. I will note your concerns in the file so they can be addressed at the appropriate time.

---

Andrew Martin, MCIP RPP  
Planner/EDO  
Township of Wilmot  
519.634.8444x245  
[www.wilmot.ca](http://www.wilmot.ca)  
Twitter: @WilmotTownship

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

From: Tom Suliman [[mailto:tom\\_suliman@stswr.ca](mailto:tom_suliman@stswr.ca)]  
Sent: November-06-13 1:42 PM  
To: Alastair Duncan  
Subject: Development on Snyder's Rd E in Baden

Hello Alastair,

I was wondering if you could provide me with some information or direct me to someone I can contact regarding a development project at 296-302 Snyder's Rd E in Baden. I have a school bus stop on the corner of Snyder's Rd and Forler St (which is adjacent to this development). The parents of the students are concerned about the future construction in the area and the impact it will have on their bus stop.

Would it be possible to get a rough estimate on when construction is set to begin and on what impact the project will have to the sidewalks in the area?

Thanks,

Tom Suliman  
Transportation Technician  
Student Transportation Services of Waterloo Region  
4275 King St. E. Unit 130  
Kitchener, Ontario N2P 2E9  
Phone # (519) 650-4934 ext. 228  
Fax # (519) 650-2979  
E-mail: [tom\\_suliman@stswr.ca](mailto:tom_suliman@stswr.ca)

## **Richard & Karen Owen**

312 Snyders Road East  
Baden, Ontario N3A 2V7

Township of Wilmot  
60 Snyders Road West  
Baden, ON N3A 1A1

27 May 2013

Attn: Planning Commission

Dear Sir,

Re: Official Plan amendment Application 01/13  
Zone Change Application 08/13  
Labreche Patterson & Associates Inc./ Westcap Development Inc.  
296,302,308 Snyder's Road East

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The applicant is proposing to build a 32 unit complex on the above identified property.

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like to point out that water pools at the lowest point. The applicant is proposing to elevate their property a significant amount above the current land grade.

The applicant has not made it clear what they intend to do about water drainage along the lower grade of the proposed wall. We request that Council ask the applicant to address this issue.

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With vehicles coming and leaving the shop behind our house we are also concerned with the emissions that will pool in the fairly enclosed space located directly behind our house. In the current state these emissions are blown around and dissipate in the atmosphere. If the applicant is allowed to construct the proposed wall along the side of our property these emissions will then be trapped behind our house.

The Noise Feasability Study suggests putting warning clauses concerning noise levels in the deeds of purchase for the new homeowners. We would like Council to make such clauses mandatory concerning the noise levels from our industrially zone property. We are requesting that a clause similar to that of Type C from the standard warning clause from CN railway be included in the purchase or rental agreement for the homes in zones D,E,F.

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We note that the applicant has not mentioned that they will be responsible for maintenance of the proposed wall. We would like Council to make them responsible for the maintenance and up

keep of the proposed wall and acoustic sound barrier and to provide a reasonable time line for any such maintenance to take place.

We also wish to address the appearance of the proposed wall, we note that the people purchasing the new homes located in the proposed development will not see very much of the retaining wall itself. However, the proposed wall will be very much visible from our property. We are requesting that Council make the recommendation that any such wall to be constructed must have aesthetic properties. To this extent we recommend that the proposed wall be constructed of either stamped concrete or arbor stone. We also request that the acoustic wall be constructed of equally aesthetic materials.

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We are also concerned that the Proposed Site Plan is somewhat unclear as to exactly what is being proposed by the applicant. We would like Council to recommend that the applicant provide a clearer understanding of what they are proposing to build and that we are allowed to make comment on same before approval by council.

Yours truly,



Richard Owen



Karen Owen

To: The Corporation of the Township of Wilmot  
Development Services Department  
Attn: Andrew Martin

May 27, 2013

**RE: Official Plan and Amendment Application 01/13  
Zone Change Application 08/13  
Lebreche Patterson & Associates Inc./WestCap Development Inc.  
296, 302 and 308 Snyder's Road East Baden**

As the property owner of 288 Snyder's Rd East directly adjacent to the Herner Woods development, it is our desire that the rezoning have minimal impact on our enjoyment, safety, privacy, and no devaluing of our property.

Prior to the rezoning plan, the Herner family business and residence consisted of a single home dwelling and adjacent to our property, a single level business structure. Their business operated during set hours and was street facing, all of which restricted public traffic to our property and maintained a high degree of privacy.

In the proposed plan as provided by the Township, there is no barrier to restrict access to our property from the new development, which has a high potential to affect the enjoyment of our property. Specifically, our concerns are regarding the potential effects of increasing the population density by replacing a single business with 14 individual units. Without an appropriate barrier, there is now a fourteen-fold increase in potential for direct access to our property. Additionally, we have concerns over several other potential mechanical impacts of the development including grading and runoff, privacy, and safety to our property. All of these items have the potential to negatively impact the usage, enjoyment, and value of our property if not properly addressed prior to the approval of the zoning change and construction of the development.

We look forward to further information regarding the plans for the development including details as to how they resolve our specific concerns noted above. It is paramount that these concerns be addressed to ensure that the value and enjoyment of our property be retained and protected, as well as those residential properties on the Herner Wood development that directly abuts 288 Snyder's Rd. E.

Marilyn & Dave Fewster  
288 Snyder's Rd. E  
Baden, Ontario

## Andrew Martin

---

**From:** L SCOZZAFAVA [scozz@rogers.com]  
**Sent:** Tuesday, May 28, 2013 11:35 PM  
**To:** Andrew Martin  
**Cc:** scozz  
**Subject:** COMMENTS: Official Plan Amendment 01/13 Zone Change Application 08/13

COMMENTS related to

### **Official Plan Amendment 01/13**

### **Zone Change Application 08/13**

Labreche Patterson & Associates Inc. / Westcap  
Development Inc.

296, 303, and 308 Snyder's Road East /  
Brubacher Street, Baden

Hello

I am a resident of Baden and live at 9 Erbach crescent near a portion of the proposed development.

I am concerned about the rezoning of the light industrial area 296, 302 & 308 Snyder's Road East mainly.

I also believe that the 35 Brubacher Street which includes the wetlands should be viewed as a separate proposal.

Some questions that come to mind are as follows:

What's the reasoning for changing light industrial to residential – seems like a development push for both so why rezone when other developments are going in as part of approved rezoning for residential in Baden?

What about surrounding light industrial (automotive and paint spray) and impacts to them related to potential change of use/processes in the future?

What other options are there which will also be in line with Township of Wilmot official plan. Here are some that I would rather see:

A family who lives in town and wants to have a small industrial business on the side? - constructing a multi unit light industrial building.

A family run light industrial business, with a nice house on the double lot.

What direction is town going? What direction do we want it to go?

I have concerns related to the wetlands (GRCA) and railway issues for "conveyed land"  
"Remainder of Lands

The remaining lands at 35 Brubacher Street will remain undeveloped and are intended to be conveyed to the

Township of Wilmot for passive recreational purposes."

I don't believe I have access from Snyder's Road as I didn't notice it on the plan. Is there a path or easement proposed? What is passive recreational purposes?

What are the costs for developing and maintaining a passive recreational area?

-Can the township benefit more from these development proposals if this will proceed? After all this is a plan that maximizes the profit of the developers. They are requesting to change zones and not even be in compliance with the zone. I think they can do more.

-What does the plan look like if they built within the proposed zone change.

- Can we work with them to come up with something that is more beneficial to the township?

This is not an exhaustive list of the concerns or questions that come to light when reviewing the extensive documentation that comes along with a proposal of this nature. Personal impact of traffic patterns are foreseen for example.

In short, I believe this scenario should be thoroughly reviewed as to me, portions of the proposal do not appear to benefit the township and would not warrant an official plan amendment and zone change. Recreational development of a wetlands area can be costly and liability concerns with township recreational lands along a railroad should be considered.

Please contact me if you have any questions.

Thank you  
Jason Scozzafava



## ***Township of Wilmot*** **REPORT**

**REPORT NO.**            **CAO 2014-01**

**TO:**                      **Council**

**PREPARED BY:**      **Grant Whittington, Chief Administrative Officer**

**DATE:**                 **February 10, 2014**

**SUBJECT:**             **Regional Economic Development Strategy Update**

### **Recommendation:**

**THAT report CAO 2014-01 be received; and,**

**THAT the Province of Ontario be requested to amend the Table in Section 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25, to add the Regional Municipality of Waterloo to the list of Upper-tier Municipalities that are assigned “non-exclusive” legislative authority to participate in the assigned sphere of “Acquisition, development, and disposal of sites for industrial, commercial and institutional uses”.**

### **Background:**

The Municipal Act, 2001, as amended, determines the role and responsibilities that shape our local governance framework, including the relationship between the Region and Area Municipalities. More specifically, Section 11 of the Municipal Act sets out in a Table certain “spheres” of jurisdiction and assigns authority to carry out activities in these spheres of jurisdiction to either the Regional Municipality or the Area Municipalities, either exclusively or non-exclusively. Section 11 specifies that if the Table does not assign exclusive or non-exclusive authority over a specific sphere of jurisdiction to the Upper-tier then they do not have the power to pass by-laws or carry out any activities pertaining to that sphere of jurisdiction; only the Area Municipalities may pass by-laws and carry out activities pertaining to such sphere of jurisdiction. Under Section 11 of the Municipal Act, the Region of Waterloo is not assigned in any manner, exclusively or non-exclusively, any authority with respect to the sphere of jurisdiction pertaining to the “Acquisition, development and disposal of sites for industrial, commercial and institutional uses”. This essentially refers to the development of what are commonly referred to as “employment lands.

While this approach has worked to allow for the development of municipally owned business parks and other employment areas in the past in other municipalities in the Region, the current framework does not allow for the ability of the Region to partner with the Area Municipalities in the provision of strategic employment land needs (such as large lots). This has been identified as a potential impediment to employment land development in specific situations over the past several years, such as the proposed Dr. Oetker industrial facility in the Township of North

Dumfries. In their May 2013 report, Malone Given Parsons Consultants recommended that “the Region and Area Municipalities should pursue appropriate changes to the Municipal Act so that the Region of Waterloo can participate in strategic employment land development”. The recommendation approved by Regional and Area Municipal Councils in June 2013 approved this “in principle”, subject to the development and appropriate consideration of a more detailed report about how this could be accomplished. Regional staff has investigated this matter further, and the details requested are provided in the following sections of this report.

Regional staff, in consultation with Provincial staff, has investigated whether the “triple-majority” provision in the Municipal Act could be used to make the necessary changes to allow for more participation in this respect. However, upon review, staff has concluded that this is not an appropriate mechanism as the statutory provisions of the Municipal Act pertaining to the triple majority process do not permit a transfer of a sphere of jurisdiction, or a part of a sphere of jurisdiction, that will create a shared or concurrent responsibility. Rather, the triple majority provisions of the Municipal Act allow only for the transfer and divesting of a (full or partial) sphere of a jurisdiction.

Thus, in order to allow the Region to participate more collaboratively with respect to the development of strategic employment land, it has been determined that an amendment of the Municipal Act by the Province would be required to provide the Region of Waterloo “non-exclusive assignment” of the sphere of jurisdiction pertaining to “acquisition, development and disposal of sites for industrial, commercial and institutional uses”. This could be accomplished simply by the addition of the Region of Waterloo in the Table listed in Section 11 – under the heading “Upper Tier Municipalities to which part of Sphere Assigned”. If this amendment were to be made, the Region of Waterloo would be listed in addition to the Region of Halton, and Counties of Lambton and Oxford, who also have non-exclusive assignment of this authority.

It should also be noted, that this amendment would in no way diminish or interfere with the ability of the Area Municipalities to continue their role in the development and sale of employment lands. Rather, it would provide additional opportunities for partnership between the two levels of municipal government to achieve strategic and mutually beneficial objectives. For example, it would allow the Region to work in partnership with one or more Area Municipality(ies) to facilitate the development of strategic employment lands that will provide significant region-wide benefits.

Ministry of Municipal Affairs and Housing (MMAH) staff agree that the only way to effect the desired change is through an amendment to the Municipal Act. They note that for MMAH staff to recommend such an amendment, they will need to see clear support for this change from the Region and from the Area Municipalities (i.e. they are willing to support a change requested by the Region and Area Municipalities, but would not “impose” such a change in the absence of demonstrated support from Regional Council and Area Municipal Councils). Provincial staff also note that it may be a challenge to find an appropriate opportunity to seek legislative approval of the proposed Municipal Act changes in the current session of the Provincial legislature.

Regional Council has requested the Province to amend the Municipal Act to allow the Region of Waterloo to participate in strategic employment land development. The Township as well as all other Area Municipalities within the Region have been requested to endorse similar resolutions, so that a joint message may be forwarded to the Province of Ontario in support of this amendment.

**Discussion:**

Based on discussions with all local municipalities within the Region, a recommendation to support this initiative will be presented to their Council's for approval. On Jan 6th, North Dumfries Township and on Feb 4<sup>th</sup> Woolwich Township have approved this resolution, while the remaining municipalities will have this resolution at their respective February 10<sup>th</sup> Council meetings.

At this time, the Region has not identified any lands that they are interested in providing a financial investment. However, it is assumed this will occur in time, depending on the strategic importance.

**Strategic Plan Conformity:**

This initiative will help assist in building a prosperous economy.

**Financial Considerations:**

This initiative will expand the financial opportunities for the development of employment lands.

**Conclusion:**

Upon receiving the approved resolutions from all Waterloo Region local municipalities, it is anticipated that the Province of Ontario will amend the Municipal Act to enable the Region of Waterloo to participate in the development of employment lands.



Chief Administrative Officer



## ***Township of Wilmot*** **REPORT**

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**REPORT NO.** CL2014-01  
**TO:** Council  
**PREPARED BY:** Barbara McLeod, Director of Clerk's Services  
**DATE:** February 10, 2014  
**SUBJECT:** Renewal of Lease Agreement with Wilmot Heritage Fire Brigades  
10 Bell Drive, Baden

---

### **Recommendation:**

**THAT Report No. CL2014-01, dated February 10, 2014 regarding the renewal of the lease agreement with Wilmot Heritage Fire Brigades at 10 Bell Drive, Baden be endorsed, and further;**

**THAT the Mayor and Clerk be authorized to sign the associated by-law and agreement.**

### **Background:**

On January 26, 2009 Council approved the execution of an agreement with the Wilmot Heritage Fire Brigades to renew the lease of the municipally owned building located at 10 Bell Drive, Baden. The facility is used to store a collection of antique/old fire fighting vehicles and equipment. The current lease agreement will expire on July 1, 2014.

### **Discussion:**

The proposed agreement (attached) has been reviewed by the Waterloo Region Municipalities Insurance Pool and revised to reflect current liability insurance requirements. Blain Bechthold, Secretary/Treasurer of the Wilmot Heritage Fire Brigades has subsequently reviewed the modified documentation and has advised that the organization is satisfied with the agreement.

### **Strategic Plan Conformity:**

Through the renewal of the lease agreement, the Township is promoting its rich cultural heritage, involving and supporting volunteers and their initiatives.

**Financial Considerations:**

Any liabilities arising from the damage of the building / vehicles will be covered by insurance and there will be no financial impact to the Township.

**Conclusion:**

Based on the abovementioned review and modifications by the insurance provider, staff recommend that the agreement be renewed for another five year term.

  
\_\_\_\_\_  
Barbara McLeod, Director of Clerk's Services

  
\_\_\_\_\_  
Reviewed by CAO

THIS AGREEMENT MADE THIS                      day of                      , 2014.

**BETWEEN**

**THE CORPORATION OF THE TOWNSHIP OF WILMOT (LESSOR)**

Hereinafter called the "Township"  
OF THE FIRST PART  
and

**THE WILMOT HERITAGE FIRE BRIGADES (LESSEE)**

Hereinafter called the "Brigades"  
OF THE SECOND PART

**WHEREAS** The Township is the registered owner of the premises known as the "Bell" building located at 10 Bell Drive in Baden in the Township of Wilmot, in the Regional Municipality of Waterloo, in the Province of Ontario.

**AND WHEREAS** the Township agrees to lease to the Brigades the Bell building on the terms and conditions hereinafter set forth.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the sum of One (\$1.00) Dollar of lawful money of Canada per year for a period of five (5) years commencing July 1, 2014 covenants hereinafter set forth.

1. The Lessee covenants with the Lessor:
  - 1.1 to maintain the premises in a state of cleanliness, and to repair any damage caused thereto by their own wilful or negligent conduct or that of persons who are permitted on the premises by them;
  - 1.2 to maintain the premises in a good state of repair and fit for habitation during the herein lease in order that the premises comply with health and safety standards required by law;
  - 1.3 to not erect or affix or remove or change the location or style of any partitions or fixtures, without the consent of the Lessor;
  - 1.4 to not assign or sublet without the consent of the Lessor;
  - 1.5 to pay for hydro
2. It is hereby agreed by and between the said Township and the said Brigades that no sign, advertisement or notice shall be inscribed, painted or affixed by the said Brigades on any part of the outside or inside of the building whatsoever, without the consent of the Township, and furthermore, the Brigades, on ceasing to be Lessee of the premises, will, cause any sign as aforesaid to be removed or obliterated at its own expense and in a workmanlike manner to the satisfaction of the Lessor.
3. The Brigades agrees that it will not carry on upon the premises any business that may be deemed a nuisance or by which the insurance on the facility will be increased.

4. The Brigade agrees that if during said term it desires to affix or erect partitions, counters or fixtures in any part of the walls, floors or ceilings of the facility, it may do so at its own expense at any time and from time to time provided that the Brigades' rights to make such alterations to the facility shall be subject to the following conditions:
  - (a) That before undertaking any such alterations, the Brigades shall submit to the Township, a plan showing the proposed alterations and shall obtain the approval and consent of the Township of same.
  - (b) That all such alterations shall conform to all building code and by-law regulations, then in force affecting the facility. The Brigades shall be responsible for any building permit required for such alterations.
  - (c) That such alterations shall not be of such kind or extent as to in any manner weaken the structure of the facility after the alterations are completed or reduce the value of the building.
  - (d) Building permit fees will be absorbed by the Township.
5. The Brigades agrees to maintain the facilities as detailed in this Agreement and its contents and shall pay the cost of any damage to the buildings or lands or loss of damage to any equipment belonging to the Township arising out of the activities of the Brigades.
6. The Brigades, both during and after the term of this Agreement, shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the Township, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, **arising out of or in consequence of or directly or indirectly attributable to the activities performed by the Brigades, its agents, employees and sub-contractors, whether such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Brigades, its agents, employees or sub-contractors.**

The Brigades shall insure its undertaking, business and equipment under the following coverage so as to protect and indemnify and save harmless the Township:

- a.) **General Liability Insurance:** The Brigades shall maintain liability insurance acceptable to the Township throughout the term of this Agreement from the date of commencement of this Agreement. Coverage shall consist of a comprehensive policy of public liability and property damage insurance, with all available coverage extensions/endorsements, in an amount of not less than \$2,000,000

per occurrence. **Such insurance shall name The Corporation of the Township of Wilmot as an additional insured with a cross liability endorsement and severability of interests provision.** The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per occurrence limit.

- b.) **Owned and Non-Owned Automobile Liability Insurance:** The Brigades shall maintain liability insurance on all Owned, Non-Owned and Leased Automobiles to a limit of \$2,000,000 per occurrence throughout the term of this Agreement.
- c.) **Tenant's Legal Liability:** The Brigades shall maintain Tenants Legal Liability coverage equal to the amount to replace the building in case of its loss.
- d.) **Provisions:** Prior to the commencement of this Agreement, the Brigades shall forward a Certificate of Insurance evidencing this insurance with the executed Agreement. The Certificate shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days (ten 10 days if cancellation is due to non-payment of premium) prior written notice by certified mail to the Township.

It is also understood and agreed that in the event of a claim any deductible or self-insured retention under these policies of insurance shall be the sole responsibility of the Brigades and that this coverage shall preclude subrogation claims against the Township and any other person insured under the policy and be primary insurance in response to claims. Any insurance or self-insurance maintained by the Township and any other person insured under the policy shall be considered excess of the Brigades' insurance and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the Brigades' obligation to fully indemnify the Township under this Agreement.

The Township reserves the right to modify the insurance requirements as deemed suitable.

- 7. This agreement shall remain in full force and effect for a period of FIVE (5) YEARS unless at any time either party gives three hundred and sixty (360) days notice in writing to the other party of its intention to terminate or re-negotiate this Agreement. At the time of expiry of this agreement both parties shall have the option to renew or renegotiate the terms of this Agreement.
- 8. This Agreement shall be binding upon both parties and their respective successors and assigns.

IN WITNESS WHEREOF the said Brigades has hereunder set its hand and seal and the Township has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

<b>Signed, Sealed and Delivered</b>  <b>in the presence of</b>	)	<b>The Corporation of the</b>
	)	<b>Township of Wilmot</b>
	)	
	)	
	)	
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	)	
	)	_____
	)	<b>Mayor</b>
	)	
	)	
	)	
	)	_____
	)	<b>Clerk</b>
	)	<b>The Wilmot Heritage</b>
	)	<b>Fire Brigades</b>
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	)	_____
	)	<b>President</b>
	)	
	)	
	)	
	)	_____
	)	<b>Secretary-Treasurer</b>

THIS AGREEMENT MADE THIS                      day of                      , 2014.

**BETWEEN**

**THE CORPORATION OF THE TOWNSHIP OF WILMOT (LESSOR)**

Hereinafter called the "Township"  
OF THE FIRST PART  
and

**THE WILMOT HERITAGE FIRE BRIGADES (LESSEE)**

Hereinafter called the "Brigades"  
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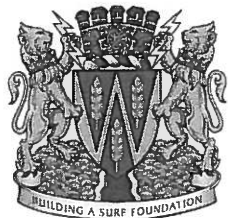
It is also understood and agreed that in the event of a claim any deductible or self-insured retention under these policies of insurance shall be the sole responsibility of the Brigades and that this coverage shall preclude subrogation claims against the Township and any other person insured under the policy and be primary insurance in response to claims. Any insurance or self-insurance maintained by the Township and any other person insured under the policy shall be considered excess of the Brigades' insurance and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the Brigades' obligation to fully indemnify the Township under this Agreement.

The Township reserves the right to modify the insurance requirements as deemed suitable.

- 7. This agreement shall remain in full force and effect for a period of FIVE (5) YEARS unless at any time either party gives three hundred and sixty (360) days notice in writing to the other party of its intention to terminate or re-negotiate this Agreement. At the time of expiry of this agreement both parties shall have the option to renew or renegotiate the terms of this Agreement.
- 8. This Agreement shall be binding upon both parties and their respective successors and assigns.

IN WITNESS WHEREOF the said Brigades has hereunder set its hand and seal and the Township has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

<b>Signed, Sealed and Delivered</b>  <b>in the presence of</b>	)	<b>The Corporation of the</b>
	)	<b>Township of Wilmot</b>
	)	
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	)	_____
	)	<b>Mayor</b>
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	)	
	)	_____
	)	<b>Clerk</b>
	)	<b>The Wilmot Heritage</b>
	)	<b>Fire Brigades</b>
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	)	<b>President</b>
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	)	_____
	)	<b>Secretary-Treasurer</b>



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** CL2014-03

**TO:** Council

**PREPARED BY:** Barbara McLeod, Director of Clerk's Services

**DATE:** February 10, 2014

**SUBJECT:** Petition from Region of Waterloo / Activa Group  
for Municipal Drainage Works  
For Lands East Side of Trussler Road, Mannheim  
(Between Ottawa Street / Bleams Road and Highway 7 & 8)  
Township of Wilmot, Regional Municipality of Waterloo

### **Recommendation:**

**THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from The Regional Municipality of Waterloo and the Activa Group for 468 Trussler Road, Mannheim (Part Lot 46, German Company Tract), City of Kitchener (westerly part of parcel on the east side of the road approximately halfway between Ottawa Street / Bleams Road and Highway 7 & 8), and authorize the Clerk to proceed accordingly under The Drainage Act.**

### **Background:**

John Hammer, Region of Waterloo Transportation Services and Larry Masseo on behalf of Activa Group have submitted and filed a petition with the Clerk on February 3, 2014 to initiate municipal drainage works for the following lands: 468 Trussler Road, Mannheim, (westerly part of parcel on the east side of the road approximately halfway between Ottawa Street / Bleams Road and Highway 7 & 8), City of Kitchener, Regional Municipality of Waterloo. A map of the area requiring drainage accompanies the petition attached as Appendix A to this report. The proposed work involves construction of a new outlet to secure drainage from Trussler Road to Alder Creek for existing drainage and future drainage improvements. The Drainage Superintendent has met with the petitioners and has confirmed that this is a valid petition.

Pursuant to the Drainage Act, once the petition is filed, it proceeds to Council for consideration/acceptance. Following acceptance of the petition, staff will forward written notice within 30 days to: each petitioner, the Grand River Conservation Authority, and the Ministry of Natural Resources.

**Strategic Plan Conformity:**

The acknowledgement of the petition supports the infrastructure within the municipality.

**Financial Considerations:**

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of his report. At this time, there are no financial considerations.

**Conclusion:**

It is recommended that Council accept the petition and authorize the Clerk to proceed with the process in accordance with the Drainage Act.

  
\_\_\_\_\_  
Barbara McLeod, Director of Clerk's Services

  
\_\_\_\_\_  
Reviewed by CAO

Petition for Drainage Works by Owners  
Form 1*Drainage Act*, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

**This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.**

To: The Council of the Corporation of the Township of WILMOT

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)  
468 Trussler Road, westerly part of parcel on east side of road approximately half way between Ottawa Street/Bleams Road and Highway 7 & 8, City of Kitchener

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

**Purpose of the Petition** (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name)	(First Name)	Telephone Number
Masseo	Larry	519 886-9400 ext. 116
Address		
Road/Street Number	Road/Street Name	
55	Columbia Street East, Suite 2, Waterloo	

Location of Project			
Lot	Concession	Municipality	Former Municipality (if applicable)
468 Trussler Road		Kitchener	

What work do you require? (Check all appropriate boxes)

☐ Construction of new open channel

☐ Construction of new tile drain

☐ Deepening or widening of existing watercourse (not currently a municipal drain)

☐ Enclosure of existing watercourse (not currently a municipal drain)

☒ Other (provide description ▼)

secure drainage outlet from Trussler Rd to Alder Creek for existing drainage and future drainage improvements

Name of watercourse (if known)

Estimated length of project

800m

General description of soils in the area

sandy loam

What is the purpose of the proposed work? (Check appropriate box)

☐ Tile drainage only ☒ Surface water drainage only ☐ Both

Petition filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Name of Clerk (Last, first name)	Signature
McLeod, Barbara	

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number 1	Property Description 468 Tussler Road (pt lot 46, German Company Tract)
Ward or Geographic Township Kitchener	Parcel Roll Number 3012-060-012-980

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

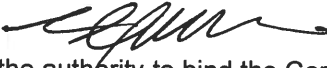
☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☒ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) Masseo, Larry	Signature 
Name of Corporation 2140065 Ontario Inc	I have the authority to bind the Corporation.
Position Title Authorized Signing Officer	Date (yyyy/mm/dd) 2014/01/17

Number 2	Property Description Road allowance for Trussler Road
Ward or Geographic Township Kitchener and Wilmot	Parcel Roll Number not applicable

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership


☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☒ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) John Hammer P.Eng.	Signature 
Name of Corporation Regional Municipality of Waterloo	I have the authority to bind the Corporation.
Position Title Director of Transportation	Date (yyyy/mm/dd) 2014/01/27

☐ Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

Barbara McLeod, Clerk

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.





## ***Township of Wilmot*** **REPORT**

**REPORT NO.** CL 2014-04

**TO:** Council

**PREPARED BY:** Derek Wallace, Senior Municipal Law Enforcement Officer

**DATE:** February 10, 2014

**SUBJECT:** By-law Enforcement  
Quarterly Activity Report  
October 1<sup>st</sup>, to December 31<sup>st</sup>, 2013

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### **RECOMMENDATION:**

That the Enforcement Activity Report for October 1<sup>st</sup> to December 31<sup>st</sup>, 2013 be received for information purposes.

### **BACKGROUND:**

	Oct. to Dec. 2013	Oct. to Dec 2012
- Property Standards and Clean Yard	5	5
- Parking (Traffic)	15	30
- Animal Control Complaints	16	32
- Noise Complaints	7	6
- Fire Complaints	3	1
- Ice and Snow Complaints	3	3
- Discharge of Firearms	0	0
- Livestock Evaluation	1	1
- Signs	4	10
- General Inquiries	44	75
- Grass and Weeds	1	0
- Zoning	5	2
- Dumping	4	1
- Graffiti	0	1

**Breakdown of Activities:**

Property Standards and Clean Yard:

- 5 properties were investigated by the Township
- 5 have complied under the by-law

Parking:

- 3 warnings were issued.
- 69 parking tickets were issued

Animal Control:

- 16 calls related to dogs, cats and wildlife, no dogs were found to be running at large

Noise Complaints:

- 3 complaints investigated ranging from loud stereos, barking dogs, noisy vehicles and industrial noise;
- all complaints have been investigated
- appropriate warnings were given and one charge issued

Fire Complaints:

- 3 open air burns investigated, 1 charge issued

Sidewalk - Ice and Snow Complaints:


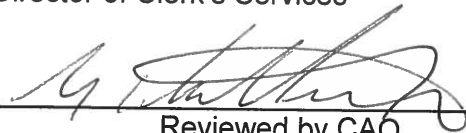
- 3 complaints investigated
- 3 complied
- 
- Signs:
- 4 complaints received.
- all sign complaints were investigated and were removed by voluntary compliance by the property owners or By-Law officer
- during monitoring of illegal signage 4 signs removed by By-law Officers
- ongoing monitoring and removal carried out on a regular basis by By-law

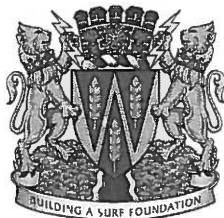
Zoning

- 5 zoning issues reported inspections done, compliance has been met under the By-law.

Dumping

- 4 dumping calls investigated and cleaned up.

  
\_\_\_\_\_  
Derek Wallace  
Senior Municipal By-Law Enforcement Officer  
\_\_\_\_\_  
Barbara McLeod  
Director of Clerk's Services  
\_\_\_\_\_  
Reviewed by CAO



## ***Township of Wilmot REPORT***

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**REPORT NO.** CL2014-05

**TO:** Council

**PREPARED BY:** Barbara McLeod, Director of Clerk's Services

**DATE:** February 10, 2014

**SUBJECT:** Proposed Amending By-law to Rename a Portion of Deerfield Avenue to Deerfield Extension, Petersburg

---

### **Recommendation:**

**THAT the Mayor and Clerk be authorized to sign the associated amendment to By-law 1980-06, (Being a By-law to Confirm the Opening of Deerfield Avenue) to rename the portion of Deerfield Avenue east of Alice Crescent, to Deerfield Extension.**

### **Background:**

On January 13, 2014, Council adopted the recommendation as contained in Report No. DS 2014-03 relative to the renaming of the portion of Deerfield Avenue east of Alice Crescent, Petersburg to Deerfield Extension. The Clerk's Department has provided Notice to the public via the local newspaper, to the property owner on the said lands and also on the Township's website. One inquiry was received about the notice but there have been no objections or requests made to speak to this matter at the time of this report.

### **Strategic Plan Conformity:**

Municipal addressing and street naming are key components in successful emergency response. Use of the name Deerfield Extension will ultimately serve to achieve the Township's goal of enjoying our quality of life through ensuring people's safety.

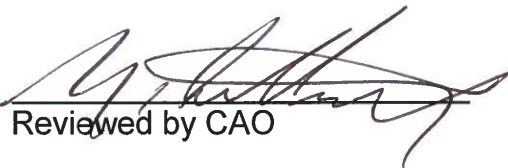
**Financial Considerations:**

Advertising costs have been expended and legal costs will be expended to register the By-law once approved by Council.

**Conclusion:**

It is recommended that Council authorize the signing of the associated By-law to rename the said portion of the road to Deerfield Extension.

  
\_\_\_\_\_  
Barbara McLeod, Director of Clerk's Services

  
\_\_\_\_\_  
Reviewed by CAO



## ***Township of Wilmot REPORT***

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**REPORT NO.**            **FIN 2014-10**

**TO:**                      **Council**

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

**DATE:**                 **February 10, 2014**

**SUBJECT:**             **2014 Municipal Budget**

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### **Recommendation:**

**That the 2014 Municipal Budget dated February 3, 2014, as recommended by the Ad Hoc Budget Advisory Committee, be approved; and**

**That the Director of Finance be authorized to prepare the necessary levying by-law to raise \$6,770,040 for Township purposes from general taxation.**

### **Background:**

The Ad Hoc Budget Advisory Committee held meetings on December 9, 2013, January 13, January 20, and February 3, 2014 to consider the following aspects of the proposed 2014 Municipal Budget:

- Taxation Policy, User Fees and review of Service Level Requests
- Capital Program & Capital Replacement Reserve Allocations
- Update 10-Year Capital Forecast
- Departmental Base Operating Budgets
- Water and Wastewater Operating Budget and Rates Analysis

### **Discussion:**

The Committee directed staff that the 2014 Budget be prepared to reflect an inflationary levy increase of 1.20%. Based on the review and analysis of departmental budget proposals, and the input of Committee Members and staff during these meetings, the Committee has recommended approval of the proposed 2014 Municipal Budget.

**Budget Highlights:**

- Tax increase limited to 1.20% (inflationary factor) (2013 – 1.30%)
- General Tax Levy set at \$6,770,040 (2013 - \$6,577,938)
- Net Operating Expenditures of \$6,623,630 (2013 - \$6,247,925)
- Capital Program valued at \$2,909,550 (2013 - \$3,273,500)
- Capital Expenditures funded from taxation of \$1,617,840 (2013 - \$1,495,882)
- Long-term Debt Charges of \$61,320 (2013- \$438,799)
- Capital Replacement Reserve Allocations, including OMPF of \$504,800 (2013 - \$328,830)
- New Water and Wastewater Rates effective March 1, 2014, with an average increase of 4.74% (based on 35m<sup>3</sup> consumption)

**Strategic Plan Conformity:**

This report is aligned with the strategic plan in *providing quality of life* by improving accessibility throughout the municipality; promoting rich cultural heritage (Grandstand Murals); and ensuring people's safety (Fire Safety Plans, Road Maintenance/Improvements).

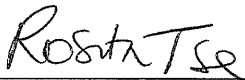
The reports also continues our work of *being an engaged community* through communicating municipal matters (Municipal/Community Events Signs), and *building a prosperous economy* by reviewing long term capital planning to ensure adequate funding exists to maintain our infrastructure.

**Financial Considerations:**

The tax rate calculations will be completed based upon the levy requirement and will be incorporated into the final property tax bills to be distributed in early June. The impact of 1.2% levy change will be \$9.71 based on an average assessment of \$291,500.

**Conclusion:**

Upon Council's approval, a press release will be distributed to various outlets, and the final 2014 Budget Package posted to the Township's website.



Rosita Tse, Director of Finance



Reviewed by Grant Whittington, CAO

# THE TOWNSHIP OF WILMOT

## 2014 MUNICIPAL BUDGET



*Wilmot is a cohesive, vibrant and welcoming countryside community*



## 2014 BUDGET HIGHLIGHTS

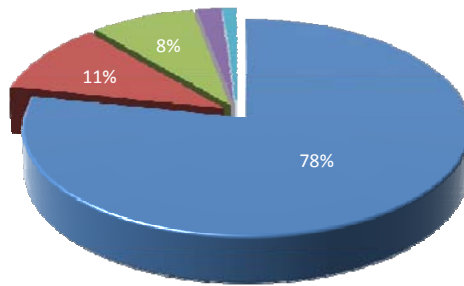
- Tax levy increase limited to 1.20% (2013-1.30%)
- General Tax Levy set at \$6,770,040 (2013 - \$6,577,938)
- Net Operating Expenditures of \$6,623,630 (2013 - \$6,247,925)
- Capital Program valued at \$2,909,550 (2013 - \$3,273,500)
- Capital Expenditures funded from taxation \$1,617,840 (2013 - \$1,495,882)
- Capital Replacement Reserve allocations, including OMPF of \$504,800 (2013 - \$328,830)
- New Water and Wastewater Rates effective March 1, 2014 with an average increase of 4.74 % (2013 – 4.55%) (based on 35m<sup>3</sup> consumption)

*Wilmot is a cohesive, vibrant and welcoming countryside community*



## SOURCES OF REVENUE – GENERAL FUND

- Tax Levy
- Grants (OMPF)
- Investment Income
- Payment in lieu (PIL)
- Supplementary Taxes



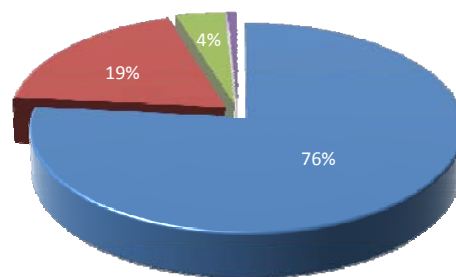
- Taxation
- Grants
- Investment Income
- Payments In Lieu
- Supplementary Taxes

*Wilmot is a cohesive, vibrant and welcoming countryside community*



## DISTRIBUTION OF TOWNSHIP'S EXPENDITURES

- Total Township Expenditures are distributed as follows:
  - Operating Expenditures
  - Transfer to Capital Program
  - Transfer to Capital Replacement Reserve Funds
  - Final payment of Long Term Debt



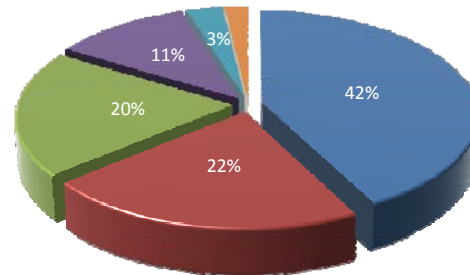
- Operating Expenses
- Transfer to Capital
- Transfer to Reserves
- Long-Term Debt

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## DISTRIBUTION OF OPERATING EXPENDITURES

- Recreation Services
- General Government
- Public Works
- Protective Services
- Cultural Services
- Development Services



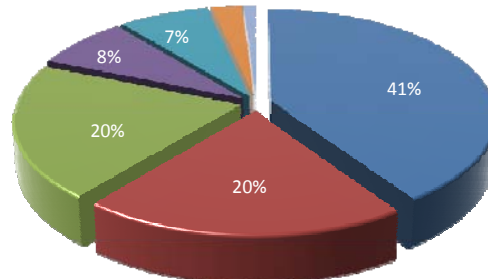
- Recreation Services
- General Government
- Public Works
- Protective Services
- Cultural Services
- Development Services



*Wilmot is a cohesive, vibrant and welcoming countryside community*

## DISTRIBUTION OF CAPITAL EXPENDITURES

- Roads & Bridges
- Parks Improvements (incl. SplashPad)
- Equipment
- Vehicles
- Facilities
- Street Lights
- Other (DC Study, Webpage Upgrade, Grandstand Murals)



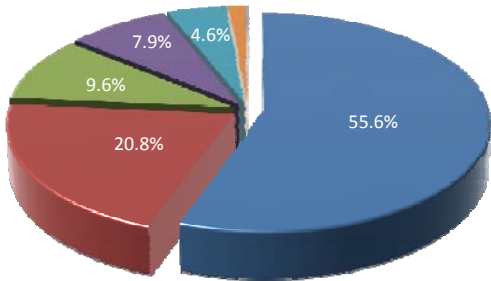
- Roads & Bridges
- Park Improvements (Incl. SplashPad)
- Equipment
- Vehicles
- Facilities
- Other
- Street Lights



*Wilmot is a cohesive, vibrant and welcoming countryside community*

## SOURCES OF CAPITAL FUNDING

- General Levy
- Government Grants
- User-pay reserve funds
- Fundraising
- Development Charges
- Trust Fund
- Sale of Vehicles



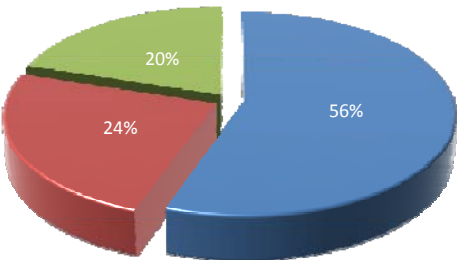
- General Levy
- Government Grants
- User-pay Reserve Funds
- Fundraising
- Development Charges
- Trust Fund
- Sale of Vehicles

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## 2014 BUDGET IMPACT

- Levy Impact is an additional \$9.71 annually for a household with average \$291,500 assessment



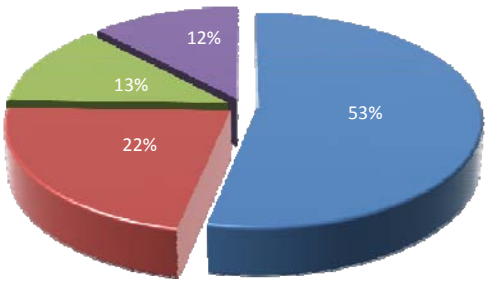
- Region of Waterloo
- Township of Wilmot
- School Boards

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## 2014 BUDGET IMPACT

- Water/Wastewater User Fees result in an additional \$6.64 per bill (based upon 35m<sup>3</sup>)



- Regional Charges
- Infrastructure Replacement
- Operational Costs
- Staffing Costs

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## STRATEGIC PLAN IMPACT

- WRC Programming
- Accessibility Upgrades
- Grandstand Murals
- Municipal Grants
- Splashpad



- Economic Dev. Promotion
- Castle Kilbride Promotion
- Infrastructure Maintenance

- Community Events Sign
- Website Upgrades

- Reforestation
- Community Parks
- Trail Development

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## ***Township of Wilmot REPORT***

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**REPORT NO.:** PW-2014-01  
**TO:** Council  
**PREPARED BY:** Gary Charbonneau, Director of Public Works  
**DATE:** February 10, 2014  
**SUBJECT:** Public Works Activity Report  
October - December

---

### **Recommendation:**

That the Public Works Department Activity Reports for the months of October, November and December 2013 be received for information.

### **Background:**

N/A

### **Discussion:**

The attached summaries highlight the activities of the Public Works Department for the fourth quarter of 2013.

### **Strategic Plan Conformity:**

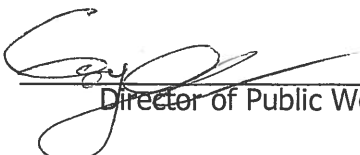
Communicating municipal matters.

### **Financial Considerations:**

N/A

### **Conclusion:**

That the report be received for information.

  
\_\_\_\_\_  
Director of Public Works

  
\_\_\_\_\_  
Reviewed by CAO

## **Road Dept. Report - Oct. 2013**

### **Structures**

- No report.

### **Roadside**

- Contractor hired to remove hazardous trees at various locations.
- Contractor hired to clean ditches at various locations.
- Used the gravel retriever on Sandhills Rd shoulders.
- Clean up dumping of materials on Wilmot Line and on Waterloo –Oxford boundary.

### **Drainage**

- Starting on catch basin cleaning.

### **Loose top**

- Started to widen Bean Rd from Tye Rd. to Walker Rd. for hard surface in 2014.
- Placed gravel on spots located on Wilmot Line., Bridge St., Diamond Rd., Bender Rd., and Holland Mills.
- Contractor hired to ditch Bean Rd. for the road widening.

### **Hardtop**

- Hot asphalt repairs around catch basin repairs in NH.
- Cold patching.
- Hot asphalted a driveway approach in St Agatha where the culvert was lifting.

### **Gravel Pit**

- Screening sand for winter maintenance.
- Crusher in the pit to produce gravel for our maintenance program.

### **Winter Control**

- Stockpiled the winter sand blended with salt in the salt dome.
- 1 day of applying sand/salt on the roads.

### **Vehicles and Equipment**

- No report.

### **Building and Grounds**

- Weekly clean up of shops.

## **Road Dept. Report - Nov. 2013**

### **Structures**

- Using a pickup truck with salting unit we placed material on Bridge St, Holland mills and Perth St. bridges not rated for our dump trucks.

### **Roadside**

- Cleaned up wood and brush piled beside the creek on Foundry St.
- Trimmed low tree branches in New Dundee.
- Repairing washouts along road edge on Carmel Koch Rd.
- Using our roadside mower we cut tall grass sections in the country to minimize snow drifting.

### **Drainage**

- Cleaned off catch basins covered with leaves in the towns.

### **Loose top**

- Contractor hired for 1 day to finish ditching on Bean Rd. in front of Ross Roth pit.
- Graded Lisbon Rd. after the water came across the road.
- Grading the gravel roads.
- Filled large potholes with gravel at the Baden fire hall.

### **Hardtop**

- Railway crossing repaired and re- paved on Sandhills Rd by the rail company.
- Tried a demo hot asphalt box.

### **Winter Control**

- 7 days treating the roads with sand/ salt.
- Annual staff meeting to review snowplow operations.

### **Safety Devices**

- Repaired/replaced signs as per Road patrol manager work orders.

### **Vehicles and Equipment**

- Washed trucks.

### **Building and Grounds**

- Cleaned up fill dumped at shop from Utilities work
- Cut down dead trees along the highway at the back of the PW yard.

## **Road Dept. Report - Dec. 2013**

### **Structures**

- Replaced height restriction signs @ Nith River bridge on Bridge St.

### **Roadside**

- No report.

### **Drainage**

- Contractor hired to clean out ditches in NH, St Agatha and on Huron Rd at Puddicombe Rd.

### **Loose top**

- No report.

### **Hardtop**

- Tried out a demo asphalt hot box.
- Cold patched Berletts Rd.

### **Winter Control**

- 20 plus days of winter control.

### **Gravel Pit**

- Contractor hired locate material for road widening in 2014.

### **Safety**

- Inspected checkerboard conditions on roads south of Bleams Rd.
- Hired an instructor to teach surface mining course for pit operations to staff.

### **Vehicles and Equipment**

- Staff checked over their trucks and made repairs where necessary.

### **Building and Grounds**

- No report.

**Township of Wilmot  
Utilities Foreman's Report  
October 1 to October 31, 2013**

**Water Main Breaks/Excavations**

- Haysville C.C – installed Bollards around the cistern

**Locates:**

- 7 individual/project locates

**Meter – New/Old Installations:**

- 17 installations/inspections/change outs

**Water Quality Issues**

- Oct 7, 2013 – Greenwood Drive – Discolored water complaint. Flushed and sampled

**General**

- Chlorine residual bi-weekly testing
- Final Reads
- Haysville C.C. commissioned cistern
- Water meter repairs/Replacements/Inspections
- Huron Street dead end chamber testing
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- MXU installations
- Fire Hydrant pump outs
- Fire Hydrant repair

## **Sanitary Main/Lateral Blockages/Investigation/Maintenance**

- 82 Nithview Crt - blocked sewer lateral
- 3589 Bleams Road - Blocked sewer main (grease)

## **Lift Stations**

### **#1 - Lift station - Waterloo Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

### **#2 - Lift station - Milton Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats
- High level alarm event due to rain fall, checked station operating properly.

### **#3 - Lift station - Marvin Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

### **#4 - Lift station - Charlotta Street**

- Regular checks and monthly maintenance
- Cleaned wet wells and floats

## **Building & Grounds**

- Regular cleaning and maintenance

## **Fleet**

- Regular maintenance/oil changes
- Safety inspections and repairs

## **Snow Operations**

- Prepped sidewalk tractor

**Township of Wilmot  
Utilities Foreman's Report  
November 1 to November 30, 2013**

**Water Main Breaks/Excavations**

- 1701 Erb's Road – water service connection
- Steinman Church – excavated hydrant to make repairs
- 343 Snyder's Road East – water main break
- 133 Snyder's Road West – hard connect
- Prepped and asphalted utility cuts
- Erb's Transport – private hydrant connection

**Locates:**

- 6 individual/project locates

**Meter – New/Old Installations:**

- 9 installations/inspections/change outs

**Water Quality Issues**

- None

**General**

- Chlorine residual bi-weekly testing
- Final Reads
- Water meter repairs/Replacements/Inspections
- Huron Street dead end chamber testing
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- MXU installations
- Fire Hydrant pump outs
- Fire Hydrant repair

## **Sanitary Main/Lateral Blockages/Investigation/Maintenance**

- 342 Victoria Street – Storm flooding issues - internal

## **Lift Stations**

### **#1 – Lift station - Waterloo Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

### **#2 – Lift station – Milton Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

### **#3 – Lift station – Marvin Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

### **#4 – Lift station – Charlotta Street**

- Regular checks and monthly maintenance
- Cleaned wet wells and floats

## **Building & Grounds**

- Regular cleaning and maintenance

## **Fleet**

- Regular maintenance/oil changes
- Safety inspections and repairs

## **Snow Operations**

None

**Township of Wilmot  
Utilities Foreman's Report  
December 1 to December 31, 2013**

**Water Main Breaks/Excavations**

- 134 Snyder's Road East – Sewer lateral repair
- Snyder's Road East – Sewer main leak repairs

**Locates:**

- 4 individual/project locates

**Meter – New/Old Installations:**

- 15 installations/inspections/change outs

**Water Quality Issues**

- None

**General**

- Chlorine residual bi-weekly testing
- Final Reads
- Water meter repairs/Replacements/Inspections
- Huron Street dead end chamber testing
- High consumption complaints/Investigation
- Plumbing sound outs – high consumption complaints
- Meter reading
- Monthly dead end water main flushing
- MXU installations
- Fire Hydrant pump outs
- Fire Hydrant repair

## **Sanitary Main/Lateral Blockages/Investigation/Maintenance**

- None

## **Lift Stations**

### **#1 - Lift station - Waterloo Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

### **#2 - Lift station - Milton Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

### **#3 - Lift station - Marvin Street**

- Regular checks and monthly maintenance
- Cleaned wet well and Floats

### **#4 - Lift station - Charlotta Street**

- Regular checks and monthly maintenance
- Cleaned wet wells and floats

## **Building & Grounds**

- Regular cleaning and maintenance

## **Fleet**

- Regular maintenance/oil changes
- Safety inspections and repairs

## **Snow Operations**

- Sidewalks



## ***Township of Wilmot*** **REPORT**

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<b>REPORT NO.</b>	<b>DS 2014-05</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Andrew Martin, Planner/EDO</b>
<b>DATE:</b>	<b>February 10, 2014</b>
<b>SUBJECT:</b>	<b>Wilmot Trails Master Plan Implementation Consultant Selection</b>

---

### **Recommendation:**

**That Report DS 2014-05 be received for information.**

### **Background:**

On November 18, 2013 Council approved the Wilmot Trails Master Plan (WTMP) and authorized staff to proceed with a Request for Proposals (RFP) for consulting services for completion of the implementation plan.

### **Discussion:**

A formal RFP was released on December 11, 2013 with a submission deadline of January 6, 2014.

Bid documents were picked up sixteen consulting firms. Proposals were submitted by:

- MMM Group Limited (Kitchener)
- GSP Group Inc. (Kitchener)
- Stantec Consulting Ltd. (Kitchener)
- Sustainable Trails (2011) Ltd. (Port Hope)
- Seferian Design Group Limited (Burlington)

The Township selection committee for this RFP consisted of the Director of Facilities and Recreation Services, the Director of Public Works, the Director of Development Services, and the Planner/EDO. The main evaluation criteria included approach/methodology, experience/references, project team and price.

The proposal from Seferian Design Group scored high in all criteria evaluated and staff unanimously agreed that their submission be selected. Staff were pleased with the project managers experience, local knowledge and the teams understanding of the requested scope of work. The contract for consulting services was awarded to Seferian Design Group in the amount of \$15,945 (net of HST rebate).

**Strategic Plan Conformity:**

The Implementation Plan is an integral part of the WTMP. As discussed in the WTMP, when complete, the plan will implement the four goals of the Township's Strategic Plan.

**Financial Considerations:**

The Wilmot Trails Implementation Plan will be funded by the Forest Glen Trail trust fund as referenced within the 2014 Capital Budget. The budget estimate was \$20,000.00

**Conclusion:**

At the time of writing this report, the project initiation meeting was scheduled with Seferian Design Group for February 6, 2014. The project is anticipated to be completed by May 16, 2014.

  
\_\_\_\_\_  
Andrew Martin, MCIP RPP  
Planner/EDO  
\_\_\_\_\_  
Reviewed by CAO



## ***Township of Wilmot REPORT***

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**REPORT NO.** PRD 2014-01  
**TO:** Council  
**PREPARED BY:** Scott Nancekivell  
**DATE:** February 10, 2014  
**SUBJECT:** Facilities & Recreation Services Activity Reports – Oct. to Dec. 2013

---

**Recommendation:**

**That the Facilities & Recreation Services Activity Reports for the fourth quarter of 2013 be received for information.**

**Background:**

N/A

**Discussion:**

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Community Services), have prepared activity reports for the fourth quarter of 2013. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational activities.

**Strategic Plan Conformity:**

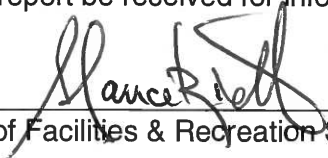
Communicating municipal matters.

**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 (October - December 2013)

- Several new aquatic staff members were hired in December: Aly Byer, Justin Fangrad, Jonah Noseworthy, Kayleigh Pierson and Alyssa Schneider have been hired as Assistant Instructor Guards. We had a few staff members advance to the Instructor/ Guard level, as they obtained their certifications over the fall months. We had 2 staff members resign in December. We currently have 3 full time staff members and 34 active part-time staff members.
- Our Fall 2013 session had a total of 846 Learn-to-Swim participants and 26 Leadership participants and 213 private lessons. The Fall 2012 session had a total of 688 Learn-to-Swim participants and 26 Leadership participants and 216 private lessons.
- In 2013 we had 3886 swimming lesson and leadership participants. 3252 of those were Township of Wilmot residents and 634 were non-residents. In 2012 we had 2786 program participants and 2315 of those were Wilmot residents and 471 were non-residents.
- There were 8846 admissions for our recreational swim programs during the fourth quarter in 2013. These programs include length swims, open/family swims and Aquafit classes. In 2012 we had 7257 admissions for our recreational swims during the same period.
- There were 5945 rental participants during this period. These programs include ACES, Board of Education and private rentals. In previous years, the New Hamburg Special Olympics team swam at the facility, but the team disbanded in September of 2013. In 2012 we had 5320 participants during the same period.
- Four regular rental groups receive a discounted rental rate for use of Wilmot Aquatic Centre. This does not take into account free or subsidised use of meeting rooms. In 2013 these groups received a subsidy in the amount of \$14,950.67 and the breakdowns of the amounts received are;
  - The Wilmot ACES swim team received \$12,789.75 in pool time subsidies. They utilized 527.5 hours of pool time. Meets – 67.5 hours \$3360.28, Practices 410.5 hrs - \$8408.01- summer 37.5 hours - \$922.95, Summer Camp – 12 hours - \$98.45
  - The Special Olympics received \$567.18 in subsidy. They utilized 30 hours of pool time and shared time with the ACES. This team disbanded in September 2013.
  - Waterloo District School Board received \$1,107.53 in subsidy. They utilized 31.5 hours of pool time. (WO – 16 ½ hours - \$563.03, Forest Glen – 9 hours – \$312.19, other Board schools – 6 hours \$232.31)
  - Waterloo District Catholic School Board received \$486.21 worth of subsidy. They utilized 9.75 hours of pool time.

Submitted by:

Angela Bylsma Anderson  
Aquatics Manager

# FACILITIES & RECREATION SERVICES

## Recreation and Community Services Division

### Quarterly Activity Report (October – December 2013)

- 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 continued to compile information for the 2014 Spring & Summer Community Recreation Guide. The Community Recreation Guide will be distributed in early February.
- Staff began organizing the Spring & Summer Registration and Leisure Fair. The Leisure Fair is being held on February 26, 2014 at WRC.
- Attended meetings with the Waterloo Wellington District 26 Senior Games Association.
- Staff continued to provide support to the Wilmot Splashpad Fundraising Committee. Staff attended a meeting between the Splashpad Fundraising Committee members and representatives from the Kitchener Waterloo Community Foundations regarding the grant application submitted in August.
- Prepared and submitted an application for funding to the Ontario Trillium Foundation for the Wilmot Splashpad. Funding decisions will be announced at the beginning of March 2014.
- Staff completed their planning for recreation and fitness programs for the Winter session and began developing a Spring and Summer program plan.
- Online program registration for the aquatics, recreation and fitness programs being offered in the Winter session began on December 3<sup>rd</sup>.
- Assisted with budget preparation.
- **Year-end Stats for 2013**
  - *Programming* - Overall, there were 336 participants in the Recreation & Fitness programs offered by the Township. The breakdown by session is as follows: Winter – 55 participants; Spring – 94 participants; Summer – 23 participants (minimal programming was offered); Fall – 164 participants. It is anticipated that there will be steady growth in the area over the course of the year.
  - *Facility Scheduling* - staff issued 1020 rental permits and made 1028 amendments to those rental permits in comparison to issuing 846 rental permits and 1053 amendments in 2012.
  - *Cemetery:*
    - Interments - 4 Niches, 14 Cremations, 18 Casket Burials
    - Sales - 11 Niches, 2 Cremation Lots, 16 Full Lots
    - Monuments/Markers/Foundations - 6 Markers installed, 10 Foundations Poured

Submitted by:

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Vicky Luttenberger  
Manager of Recreation and Community Services

**FACILITIES & RECREATION SERVICES**  
**Parks and Facilities Division**  
**Quarterly Activity Report (October-December 2013)**

- The main hydro service for the Riverside Cemetery property had broken conduit fasteners and the main line was starting to fall off the utility pole. Facilities staff completed the necessary repairs.
- Bechthold Home Improvements was awarded the job to remove and replace the windows at the New Hamburg Library with energy efficient, sealed units.
- Mike's Painting was hired to paint the upper wood façade at the New Hamburg Library. The work was started but due to poor weather conditions and extreme cold temperatures the remainder of the job has been delayed until spring.
- Met with engineers and potential bidders at the NH Arena to make sure all areas of the building were available for viewing and to provide background information on the facility.
- Jay Fencing was awarded the job of replacing the Ball Diamond #2 fencing at Beck Park, Baden.
- Brick and Co. was awarded the tender for the NH Arena Renovation project. Facility staff removed all of the reusable hardware and equipment before demolition commenced.
- Performance evaluations were completed with full time recreation staff.
- Worked with Joe Johnson Equipment to coordinate the use of a rental Zamboni and undertake the necessary engine repairs on the Township's machine to maintain safe ice resurfacing operations at the WRC.
- Worked with Rod Reid the Site Supervisor from Brick and Co. to coordinate the establishment of a construction zone that would allow the safe use of the arena floor / dressing rooms for facility rentals.
- Met with Alliance Agri-Turf to inspect our WRC field quality following the final fertilizer application for the season. They were impressed with the turf/soil results.
- Followed-up with several contractors to remind them to send any outstanding 2013 invoices asap.
- Assisted with the preparation of the 2014 and 10-Year Capital Forecast.

Submitted by:

Geoff Dubrick  
Parks and Facilities Manager



## ***Township of Wilmot REPORT***

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**REPORT NO.** PRD-2014-02  
**TO:** Council  
**PREPARED BY:** Vicky Luttenberger, Manager of Recreation & Community Services  
**DATE:** February 10, 2014  
**SUBJECT:** Request to Waive the Rental Fee

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### **Recommendation:**

"That the fees associated with the use of the New Hamburg Community Centre on February 23, 2014, to hold a fundraising event for the Reiner Family, be waived."

### **Background:**

In 2004, the Township of Wilmot established a number of policies regarding recreational rental fee philosophies and a rate structure for the use of municipally owned facilities. One of the policies established granted Council the authority to waive rental fees associated with the use of a facility for fundraising events which are needed as a result of a tragic occurrence that has occurred in the community.

### **Discussion:**

Staff have received a request from Kelly Knarr-Woolcott and a group of local residents, to waive the rental fee associated with the use of the New Hamburg Community Centre for a fundraising event on Sunday, February 23, 2014 from 1:00 – 6:00 pm for the Reiner family. The Reiner family suffered the tragic loss of their five year old son, Robbie, who went missing on December 26, 2013 and is suspected to have fallen through the ice on the Nith River.

Members of the community have been busy planning an afternoon full of activities which will help raise funds for the family. Event organizers have received an overwhelming response from the community and local businesses, which has resulted in the expansion of the event to a second location - the New Hamburg Legion. The New Hamburg Community Centre will be used for family oriented activities while the Legion will be geared toward adults.

The event is being supported by several local businesses including Ritz Printing who has agreed to donate the tickets, as well as, No Frills and Clover Leaf who have both agreed to donate food and drinks. The New Hamburg Legion has agreed to waive the rental fee for the event as well.

The funds raised will help cover the family's living expenses until they are able to return to work.

**Strategic Plan Conformity:**

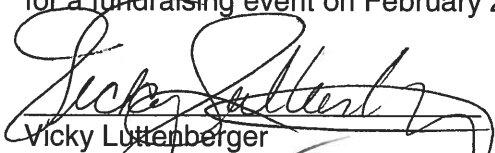
The recommendation conforms to the Strategic Plans goals and objectives as it reflects a caring and engaged community.

**Financial Considerations:**

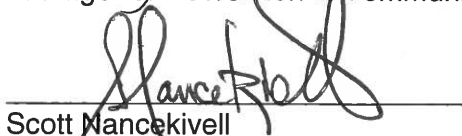
The Tragic Occurrence Policy provides Council with the authority to waive this fee.

**Conclusion:**

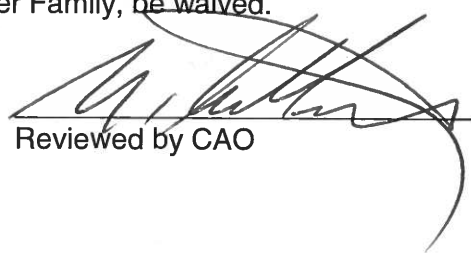
Based on the circumstances of the tragic occurrence, staff recommends that the fees associated with the rental of the New Hamburg Community Centre, in the amount of \$395.99, for a fundraising event on February 23, 2014, for the Reiner Family, be waived.



Vicky Luttenberger  
Manager of Recreation & Community Services



Scott Nancekivell  
Director of Facilities & Recreation Services



Reviewed by CAO



# ***Township of Wilmot***

## **REPORT**

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<b>REPORT NO.</b>	<b>CK2014-01</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Tracy Loch</b>
<b>DATE:</b>	<b>February 10, 2014</b>
<b>SUBJECT:</b>	<b>Quarterly Activity Report – October, November &amp; December 2013</b>

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### **Recommendation:**

That the Castle Kilbride Activity Report for the months of October, November & December 2013 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 :**

- Assisted researcher at University Waterloo with information about Castle Kilbride for an upcoming article comparing Castle Kilbride to Ruthven NHS and other similar museums.
- Assisted WRDSB with information pertaining to schools in Wilmot Township that are housed in historic buildings.
- Coordinated Castle exterior/interior repairs to the Belvedere.
- Wrote an updated Five Year Strategic Plan for the Ministry of Culture; endorsed by the Castle Kilbride Advisory Committee. The Museum has met all requirements and remains in good standing with the Ministry of Culture as a recipient of CMOG.
- Attended the Ontario Museum Association's annual conference. Attended specific seminars to enhance the operation of the museum.
- Attended area meeting hosted by the Waterloo-Wellington Museum Network to discuss Castle Kilbride's involvement with Canada's Sesquicentennial in 2017.
- Prepared marketing material to promote Christmas event and special holiday hours at Castle Kilbride. Marketed Castle Kilbride and Wilmot Township as a destination for an "old tyme Victorian Christmas" experience.
- All elementary students in Wilmot Township received a postcard-style Christmas promotion for events and Christmas season at the Castle. Area libraries, churches, the high school and businesses also received the promotional cards.

- For the month of December, Castle Kilbride was the feature attraction on the WRTMC website.
- In addition, Castle Kilbride was promoted by means of printed and on-line material at Tourism Stratford and Perth County Tourism.
- Hosted *A Merry Victorian Christmas* event that attracted 250 visitors. One hundred more



visitors than 2012. The Castle partnered with Waterloo-Oxford's drama department and two students from Forest Glen to recite *T'was the Night before Christmas* inside the home for visitors to hear which was well-received.

- Along with the Assistant Curator, taught the annual Grade 2 program *Warming by the Fire* for the months of November & December welcoming 262 very excited children.
- Staff extended holidays hours once again to offer additional opportunities for the public to tour the decorated home for Christmas and the week following Christmas.
- Assisted various researchers and responded to genealogical requests, assisted patrons with use of microfilm reader and other historical support.
- Assisted Heritage Wilmot with updating the non-designated register of heritage properties, coordination of new display cases in the Atrium and the updating of walking tours for Baden, New Dundee & New Hamburg.

\*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 CK2014-01 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 October, November & December 2013**

**SUBMITTED TO: Tracy Loch**

**SUBMITTED BY: Sherri Gropp**

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### Exhibit/Events:

#### **Christmas at the Castle November 19- January 5**

- Preparation, planning and implementation for fresh and exciting new displays to meet the needs of the educational program as well as present a more historically accurate display on main floor of Castle.
- Organized and lead all interior/exterior Christmas decorating. Inside, all three floors of Castle Kilbride and transition areas were decorated. The main Christmas tree in the parlour was enhanced this year with more historically accurate ornaments and toys under the tree. Was well received by visitors.
- Exterior décor included hanging garland, mini lights and bows on front fence, gazebo, privy and side porch



#### **A Very Merry Victorian Christmas - Dec. 5, 2013**

- Organized and processed silent auction items.
- Organized and instructed volunteers; ensured the event ran smooth.
- Greeted guests and welcomed them to Castle Kilbride

#### **2014 exhibit**

- Began planning the 2014 exhibition schedule. **Flax Empire: 150<sup>th</sup> of J & J Livingston Linseed Oil** (May until September) **Toys! Toys! Toys!** (September until December)
- Began draft 2014 event schedule which will feature a new event in June called **Princess Tea & Tour**.

### Education:

#### **Curriculum Programming-**

##### **November & December - Customs at Castle Kilbride- Grade 2**

This was the 12<sup>th</sup> season that we have presented this curriculum-based program.

We welcomed 262 students during the months of November and December. I was pleased to see the following schools participate once again such as J.W. Gerth, Breslau P.S., K-W Homeschool with new participants for 2013 Holy Family and Forest Glen both of New Hamburg.

**Homeschool Day** – A new special drop-in day was introduced for homeschooled children at Castle Kilbride. With an increasing demand from parents to host different groups for different days, staff thought to put aside one day specifically for homeschoolers to visit. It was very well received and staff have planned for two days in 2014 with one day offered in the spring and another offered at Christmas time.

#### **Castle Maintenance & Collection**

- Conducted routine cleaning of Castle. Included inspection of artifacts and recording of temperature and humidity levels.

### Administration

- Designed exhibit for new display case for Heritage Wilmot.
- Assisted with the research and layout of the Heritage Wilmot walking tour.
- Attended planning session with Curator for Canada's sesquicentennial.
- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Ordered new items for the gift shop.
- Responsible for booking for tours and school programs.
- Conducted group tours.
- Greeted guests and processed admissions.
- Inspected rooms and insured security of their contents.
- Prepared a weekend museum staff "To Do List" each week.
- Managed and added content to Castle Kilbride's website



### **Visitor Statistics for October, November & December 2013**

<b>Month</b>	<b>School</b>	<b>Bus</b>	<b>Regular</b>	<b>Event</b>	<b>Total</b>
October	50	14	165	0	<b>229</b>
November	0	48	112	0	<b>160</b>
December	262	77	367	250*	<b>956</b>
<b>Total</b>	<b>312</b>	<b>139</b>	<b>644</b>	<b>250</b>	<b>1345</b>
<b>2012</b>	325	191	744	391	<b>1651</b>
<b>2011</b>	398	159	777	530	<b>1864</b>
<b>2010</b>	336	513	882	763	<b>2494</b>
<b>2009</b>	483	369	865	195	<b>1912</b>

\*In 2013, one Christmas-themed event was offered that combined two events that are traditionally offered at the museum. Although the one event generated the same revenue that two events would generate, it does reflect in visitor stats a decrease in approximately 300 visitors.

**Report: P-14-011**

## **Region of Waterloo**

### **Planning, Housing and Community Services**

#### **Transportation Planning**

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**To:** Chair Jim Wideman and Members of the Planning and Works Committee  
**Date:** January 28, 2014 **File Code:** D09-90  
**Subject:** **Regional Transportation Master Plan – Progress Report**

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#### **Recommendation**

For information.

#### **Summary**

The Region of Waterloo is already the fourth largest community in Ontario and the tenth largest community in Canada. Provincial forecasts continue to identify Waterloo Region as a major growth centre for the future, with an estimated population of 730,000 and an additional 80,000 jobs being anticipated by the year 2031. The Regional Official Plan (ROP), approved by Regional Council, establishes the vision and means of accommodating this growth, and is founded on limiting outward growth, higher densities of development, and the protection of agricultural lands and environmental systems. In order to accommodate growth and to achieve this vision, an effective supporting transportation system is essential.

The year 2014 marks the fifteenth anniversary of the Region's first transportation master plan (completed in 1999) that focused on investing in a variety of modes of transportation (i.e. private vehicles, public transit, walking and cycling). The previous transportation master plans of 1976 and 1986 were more focused on moving large volumes of private vehicles on Regional roads, compared to today's focus of moving people in a variety of ways.

In the year 2000, the Region of Waterloo created Grand River Transit, initially assuming fleet and facilities from the Cities of Cambridge and Kitchener and growing the system to its present form.

In 2010, the Regional Transportation Master Plan (RTMP) was completely revised and updated, and further refined to reflect the construction of Rapid Transit (ION), approved in 2011 and scheduled to be operational in 2017.

The purpose of this report is to provide highlights of transportation investment and the measurable results of that investment, focusing on the last fifteen years. Among those results are as follows:

- Grand River Transit annual ridership has already achieved the RTMP forecast for 2016, four years ahead of schedule, and is now 22 million;
- Current ridership on iXpress and Route 7 between Conestoga Mall and Fairview Park Mall is 20,000 rides per day, which is approaching the 2017 target ridership of 25,000 on the ION light rail;
- Since 2006, cycling lanes have nearly doubled to almost 300 km;
- Since 2004, almost \$250 million has been invested in expansion of the Regional road network;
- Since 2009, the Province has invested about \$150 million in Regional highways;
- The Transportation Management Association has been promoted to more than 8% of the Region-wide workforce, and in one year 5% of TMA-participating employees surveyed have shifted from driving alone to more sustainable modes of travel;
- All Grand River Transit buses are now fully accessible; and
- The EasyGo electronic traveller information system has increased to over 5 million uses annually, compared to less than 1 million in 2008.

This report will be posted on the Region's website as part of the Big Shift Toolbox, to help the community and prospective investors understand the Region's focus on transportation infrastructure that will sustain compact urban redevelopment.

## **Report**

### **Overview**

The Region of Waterloo is already the fourth largest community in Ontario and the tenth largest community in Canada. Provincial growth forecasts continue to identify Waterloo Region as a major growth centre for the future, with an estimated population of 730,000 and an additional 80,000 jobs being anticipated by the year 2031. The Region's approach to accommodating new growth is defined in the Regional Official Plan (ROP), approved by Council in 2009. It is founded on limiting outward expansion of new development, higher densities of development, and the protection of agricultural lands and sensitive environmental areas (e.g. areas of groundwater recharge and discharge, the source of about 80% of our water consumption). In short, new growth is to be accommodated in a more compact way, with a significant focus on new development within existing built-up areas and excellence in urban design. Over 50% of new residential development is already occurring in built-up areas, and higher densities of development that meet or exceed the Provincial Growth Plan are already being achieved.

The accommodation of growth in a more compact way is dependent on an effective supporting transportation system. The 2010 Regional Transportation Master Plan (RTMP), approved by Regional Council, identified a plan for moving people that shifted toward even greater investment in transit, cycling and walking. A key element of the RTMP is rapid transit, and the ION system that was approved in 2011 will move people between Cambridge, Kitchener and Waterloo beginning in 2017. Absent this strategy, the Region would be faced with having to construct 500 new lane kilometers of new roadways. This is not only a costly proposition, but it would also require major new land takings in a variety of neighbourhoods and communities throughout the Region.

## **Regional Transportation Master Plan**

The Regional Transportation Master Plan (RTMP) was approved by Regional Council in 2010 and provides strategic direction for planning, designing and building a regional transportation network that supports a compact urban form, vibrant urban centres, protects the environment and enhances the quality of life for citizens. It recognizes that the estimated 170,000 more people and 80,000 more jobs by 2031 need to be accommodated by the transportation system. The RTMP focuses on moving people instead of moving automobiles, and investments in public transit and active transportation are needed to avoid constructing 500 lane-kilometres of new roads.

The development of the RTMP reflected four major goals for the transportation system:

1. Optimize the system: Make the most of the existing transportation network and minimize the need for new infrastructure that does not promote the other goals. For example, optimize traffic signal timings instead of adding travel lanes.
2. Promote choice: Offer competitive alternatives for moving people and goods in an integrated and seamless manner, and reduce single occupant vehicle trips. For example, improve the public transit and active transportation networks.
3. Foster a strong economy: Provide a transportation system that supports the retention of existing businesses and attracts sustainable economic activity. For example, eliminate bottlenecks in road networks that delay trucks.
4. Support sustainable development: Encourage sustainable growth in both urban and rural areas, and reduce transportation contributions to climate change. For example, implement Rapid Transit and transit-supportive land uses and densities.

The RTMP provides a comprehensive planning framework for sustainable transportation in Waterloo Region, and presents an ambitious but realistic action plan. Rapid Transit within the Central Transit Corridor is the foundation of the RTMP, and the ION system will support the built-form objectives developed in the Provincial Growth Plan and in the ROP. An enhanced network of express and local bus routes integrated with the ION system and improvements to the active transportation network will further enhance transportation choice. Strategic road improvements will continue to be needed as well.

The following sections highlight a variety of Regional investments and the results of those investments.

## Grand River Transit

Public transit ridership is directly related to investments in service. While the Regional population continued to grow during the 1990s, cutbacks in service led to stagnant ridership. However, this trend reversed itself after Grand River Transit (GRT) was established in 1999 and investments in service were sustained (please see Attachment 1). The table below shows how GRT ridership growth has outpaced most other Canadian transit systems:

**Canadian Transit Ridership Growth 1999-2012**

Transit System	Ridership (millions)		Annual Growth Rate (%)
	1999	2012	
<b>Grand River Transit</b>	<b>9.4</b>	<b>21.3</b>	<b>6.5%</b>
Brampton	6.6	18.4	8.2%
Durham	5.7	10.3	4.7%
York	7.0	22.2	9.3%
Windsor	5.8	6.4	0.8%
Mississauga	23.3	34.8	3.1%
Ottawa	74.7	101.0	2.3%
Sudbury	3.0	4.4	3.0%
London	14.6	23.5	3.7%
Hamilton	18.3	21.8	1.4%
Thunder Bay	3.5	3.7	0.4%
Toronto	392.6	514.0	2.1%
Ontario average	589.3	821.8	2.6%
Canadian average	1,437.0	2,025.6	2.7%

The transit system is well positioned to support the introduction of ION rapid transit, which was approved in 2011 and will start providing light rail transit service in 2017. The projected year one daily ridership on the ION LRT is 25,000. Today, Route 7 and iXpress between Fairview Park Mall and Conestoga Mall, which would be replaced by LRT, already carry about 20,000 daily rides. The larger-capacity LRT vehicles operating in their own right-of-way will carry existing and future transit riders more efficiently, comfortably and reliably, and will also allow the redeployment of 19 buses and 50,000 service hours annually to improve the GRT network, such as by adding an iXpress route on Ottawa Street.

Waterloo Region residents have been very receptive to express bus service, with iXpress ridership quickly meeting or exceeding targets as shown in the table below. While iXpress 200 will be replaced by ION, iXpress 201 and 202 are key corridors that will be fully integrated with ION. The success of the iXpress corridors suggests that the regional transit network is evolving into an attractive transportation system, and this process will continue once ION is operational and additional iXpress corridors are implemented.

**iXpress Ridership (Target and Actual)**

Route	Average Daily Ridership	
	Target (Year)	Actual (Year)
iXpress 200	3,800 (2005)	3,200 (2005)
	5,000 (2007)	4,900 (2007)
		10,000 (2013)
iXpress 201 Fischer-Hallman	3,900 (2014)	3,600 (2013)
iXpress 202 University	2,600 (2016)	3,400 (2013)

Based on achieving peak hour transit mode share targets, the RTMP also established annual transit ridership targets. The RTMP 2016 annual ridership target of 20.2 million rides was achieved in 2012. GRT carried 22 million rides in 2013 and is on-track to achieve the 2021 RTMP target of 28 million by 2019 (please see Attachment 2).

Annual transit trips per capita has also been growing rapidly, as shown in Attachment 3. Since 2000, this number has grown from 26 to 49, and the transit system is well-positioned to meet the RTMP target of 79 annual transit trips per capita by 2034. This is a realistic target for the Region: Winnipeg (73 trips per capita) and Quebec City (83 trips per capita) both currently achieve similar annual riderships with similar service area populations, and neither have significant higher-order transit systems.

Public transit also plays an important role in accommodating inter-regional travel demand. GO Train service between Kitchener and Toronto started service in December 2011 with four trains per day. GO Bus service between the Region and Mississauga launched in October 2009, with about 350 riders per day, but has grown rapidly and by June 2012 carried more than 800 riders per day, with double this demand on Thursdays and Fridays. Additionally, while detailed ridership data is unavailable, Greyhound operates approximately 40 buses per day between Kitchener and Toronto.

Continued investment in public transit since 1999 has led to the following results:

- GRT ridership has increased from 9.5 million to 22 million;
- Revenue service hours have increased from 340,000 to 640,000 annually;
- The bus fleet has grown from 140 buses to 251 buses;
- The bus fleet has changed from 50% accessible to 100% accessible;
- All buses have automated audio and visual next bus stop announcements;
- MobilityPLUS ridership on conventional buses has increased from 45,000 in 2004 to more than 140,000 (more than 30% of total MobilityPLUS ridership);
- An additional 180 shelters and 490 concrete landing pads have been constructed;
- Existing passenger terminals at Conestoga Mall, Fairview Park Mall and Cambridge Centre have been expanded;
- New passenger terminals at Highland Hills Mall, Forest Glen Plaza, Sportsworld and The Boardwalk have been constructed;
- Since 2005, the UPass program has expanded from 10,000 to more than 40,000 students, and now generates about 6,500,000 annual trips;

- Annual fare increases and service improvements that increase ridership have combined to increase the cost-recovery ratio from 37.6 in 2010 to 40.6 in 2013;
- Since 2010, the net operating cost per rider has declined from \$2.11 to \$1.97;
- The EasyGo traveller information system has grown to over 5 million uses per year, up from less than 1 million in 2008; and
- Real-time passenger information displays at iXpress stations have grown from 25 displays in 2007 and will be 112 displays by early 2014.

### **Active Transportation (Walking and Cycling)**

Walking and cycling are also important modes of travel that support the policy direction of Places to Grow, the ROP and the RTMP. Region-wide, the goal is to increase the share of walking and cycling during the PM peak hour from 7.8% in 2006 to 12.0% in 2031. Within future high density growth nodes and transit station areas, transportation design choices will prioritize walking and cycling.

To achieve this, the RTMP recommended updating the Cycling Master Plan and adding a Pedestrian Master Plan to create an Active Transportation Master Plan (ATMP). Walk Cycle Waterloo Region (the ATMP) aims to create a comprehensive network that promotes transportation choice and provides a comfortable experience for users of all ages and experience levels. Similar to building the public transit network, creating a comprehensive active transportation network will require sustained investment. For example, the Region is about halfway to its goal of ensuring all Regional roads in urban areas have sidewalks on both sides. A sustained commitment to funding the ATMP would enable this goal to be essentially completed within ten years.

Active transportation has seen measurable growth:

- A review of 2,600 turning movement counts completed since 2004 suggests that walking demand has been increasing by about 2% per year, and cycling demand by about 5% per year, while automobile demand has been increasing by about 0.5% per year;
- Since 2006, the cycling facilities on Regional roads (including on-road bike lanes, multi-use trails, shared lanes and paved shoulders) have nearly doubled from 149 km to 289 km; and
- Between 2001 and 2005, bike racks were added to all GRT buses.

### **Transportation Demand Management**

To complement the supply of transportation infrastructure, Transportation Demand Management (TDM) aims to reduce and optimize the demand on the transportation system. This is accomplished in a variety of ways, such as encouraging changes in mode choice, time of travel, need to travel or other behaviours. The Region's TDM program is called TravelWise and provides services such as online carpool matching software, discounted GRT Corporate Passes and an Emergency Ride Home service. The Region also invests in Grand River CarShare.

In 2012, the TravelWise program established a Transportation Management Association (TMA), which aims to connect employers interested in TDM initiatives and achieve meaningful, long-term changes to transportation behaviour. Current members of the TMA include the Cities of Cambridge, Kitchener and Waterloo, the University of Waterloo and Wilfrid Laurier University, Blackberry, SunLife Financial and many other organizations.

TDM is another rapidly evolving aspect of Regional transportation:

- The Region has completed 4 individualised marketing campaigns since 2009 in various neighbourhoods around the Region;
- Grand River CarShare, started locally in 1998 with 1 car and 10 members, now has 23 vehicles and more than 600 members in the Region, and 14 vehicles and more than 400 members in Hamilton, St. Catharines, London and Guelph;
- The TMA has grown to 20 participating organizations representing over 23,000 employees, or about 8.2% of today's workforce; and
- In one year, TMA workplaces saw an average decrease of 5% in the portion of employees driving alone to work, and increases in cycling, walking, carpooling and public transit.

## **Regional Investment in Roads and Bridges**

Despite the significant investments described above, many Regional residents will continue to use private automobiles and many Regional businesses will continue to move goods by truck, so a well functioning system of roads will continue to be critical to the Regional economy. The RTMP includes strategic road improvements designed to accommodate increased travel demand in areas not well served by public transit. Future road improvements will also be implemented to improve traffic operations and remove bottlenecks.

Since 2004, the Region has completed 82 expansion projects on Regional roads and bridges, totalling an investment of \$247 million (please see Attachment 4), including:

- The Fairway Road bridge (\$50 million) has provided a new link across the Grand River;
- The Hespeler Road railway bridge (\$25 million) has improved safety and reduced delays for both drivers and trains;
- The Maple Grove Road widening and railway grade separation (\$18 million) has improved safety and reduced delays for both drivers and trains providing an important goods movement improvement for the East Side Lands;
- Ira Needles Boulevard (\$35 million) is a major north-south Regional road on the west side of Kitchener and Waterloo that provides access to The Boardwalk; and
- The Weber Street widening and railway bridge (ongoing, \$32 million to-date) will increase capacity, reduce delays and improve safety.

The Region continues to look for opportunities to improve the performance of Regional roads other than adding lanes. Modern roundabouts are increasingly being used as a means of improving traffic flow while reducing injury collisions at intersections. Regional

road corridors with traffic signals can be optimized to improve the progression of traffic, saving travel time at very low cost. Traffic signals can also be outfitted with accessibility improvements such as audible signals and pedestrian countdown timers to improve safety for all users.

Recent improvements on Regional roads include the following:

- Since 2010, 12 control area optimization studies have been completed, resulting in average travel time savings of 13.7% for vehicles;
- Since 2004, 19 roundabouts have been constructed;
- In the past five years, 66 signalized intersections have been outfitted with pedestrian countdown signals; and
- Since 2012, the Region has installed 17 accessible traffic signals and is replacing equipment at 42 locations to meet the requirements of the Accessibility for Ontarians with Disabilities Act.

### **Provincial Investment in Roads**

Although the Region is generally self-contained, with about 90% of travel by Regional residents remaining within the Region, inter-regional travel on Provincial highways is still important to the Regional economy. Within the past five years, the Ministry of Transportation has widened Highway 8 south of Fairway Road (\$60 million) and will soon complete the widening of Highway 7/8 between Highway 8 and Fischer-Hallman Road (\$90 million). Major commitments have also been made to widen Highway 401 between Highway 8 and Hespeler Road and to construct the new Highway 7 between Kitchener and Guelph.

### **Community Consultation and Broader Collaboration**

The Region continues to improve the processes it uses to consult with stakeholders and collaborate with other levels of government. The public was extensively consulted on the RTMP itself, Rapid Transit and the ongoing ATMP. The Regional Transportation Corridor Design Guidelines, which establish preferred designs for different classifications of Regional road and aim to improve stakeholder expectations in advance of Regional road projects, were also completed and updated recently.

Inter-regional transportation projects involving other levels of government are also significant opportunities for improved collaboration. The Region has been working with the Cities of Brantford and Guelph, and Brant and Wellington Counties, on an inter-regional transportation planning initiative. Data collection has completed and a Terms of Reference is being drafted to continue this work.

Additionally, the Region recently committed to signing the Charter for the Western Golden Horseshoe Municipal Network. Along with the Regions of Halton, Niagara, and Peel, and the City of Hamilton, the Municipal Network aims to improve communications between municipalities and the Province on matters of inter-regional transportation and economic development.

This report will be posted on the Region's website as part of the Big Shift Toolbox, to help the community and prospective investors understand the Region's focus on transportation infrastructure that will sustain compact urban redevelopment.

### **Update on Key RTMP Action Items**

The RTMP identified key actions that would operationalize the implementation of the RTMP and contribute to achieving the 2031 transportation vision. Attachment 5 provides a general update on the action items.

### **Area Municipal Consultation/Coordination**

This report has been forwarded to all Area Municipalities, and Regional staff continue to work together to ensure that upper and lower tier initiatives are well coordinated. For example, area municipal Councillors and staff regularly participate on Regional project teams, such as:

- Annual transit service improvement plan committees;
- Transit supportive strategy for Cambridge;
- Parking coordination committee; and
- Regional road projects.

Area municipal and Regional collaboration on the above project teams effectively manages a range of community and technical issues that typically arise with transportation projects.

### **Corporate Strategic Plan**

The RTMP progress monitoring exercise described in this report contributes towards accomplishing the objectives of Focus Area #3 (Sustainable Transportation: Develop greater, more sustainable and safe transportation choices) of the "Region of Waterloo Strategic Focus 2011–2014".

### **Financial Implications**

This report was compiled by staff using ongoing data sources from Planning, Transportation, Ministry of Transportation, and the Area Municipalities. The RTMP implementation plan continues to be financed on an annual basis through the RTMP Reserve Fund, which is to be financed by an annual urban tax levy increase. Improvements to Regional roads continue to be funded through a combination of federal gas tax subsidies, Regional Development Charges and reserve funds financed through the urban tax levy.

### **Other Department Consultations/Concurrence**

Staff from Transportation and Environmental Services contributed in the preparation of this report.

### **Attachments**

Attachment 1 – Regional Public Transit Ridership, Service and Population

Attachment 2 – Regional Public Transit Ridership (Actual and Forecast)

Attachment 3 – Annual Regular Service Passengers/Capita

Attachment 4 – Investment in Regional Road Expansion Since 2004

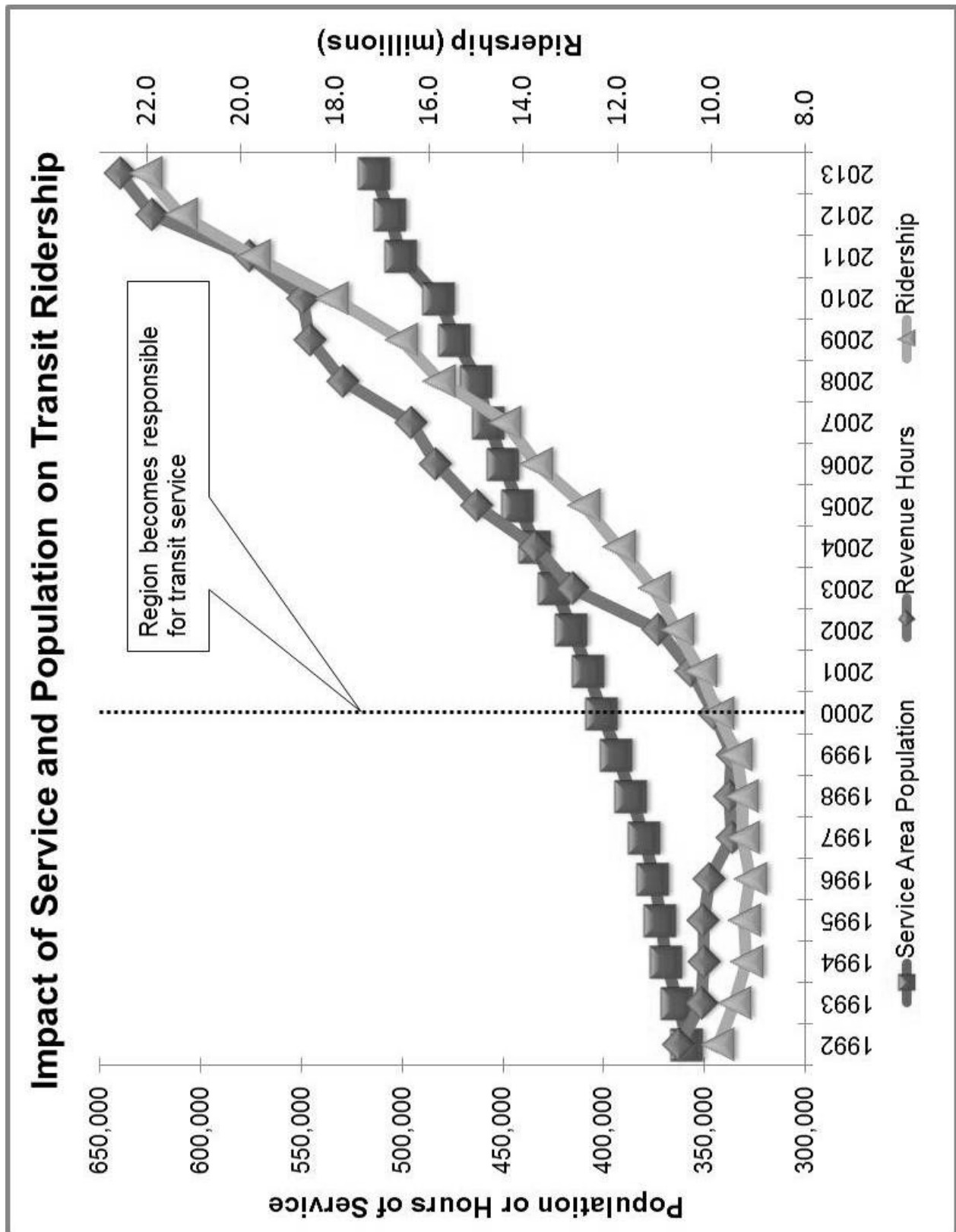
Attachment 5 – Update on Key RTMP Actions

**Prepared By:** **Geoffrey Keyworth**, Senior Transportation Planning Engineer

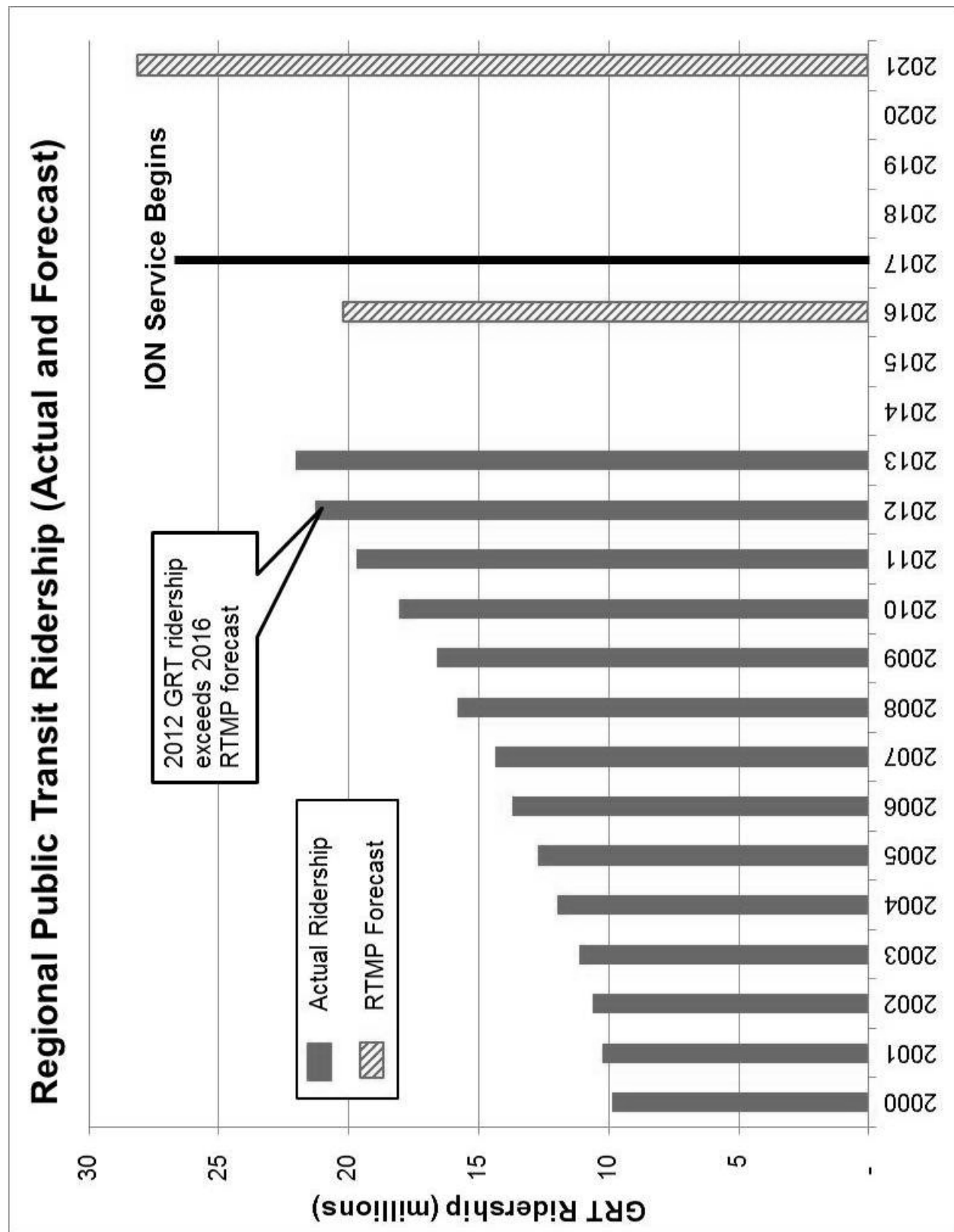
**John Cicuttin**, Acting Director, Transportation Planning

**Approved By:** **Rob Horne**, Commissioner, Planning, Housing and Community Services

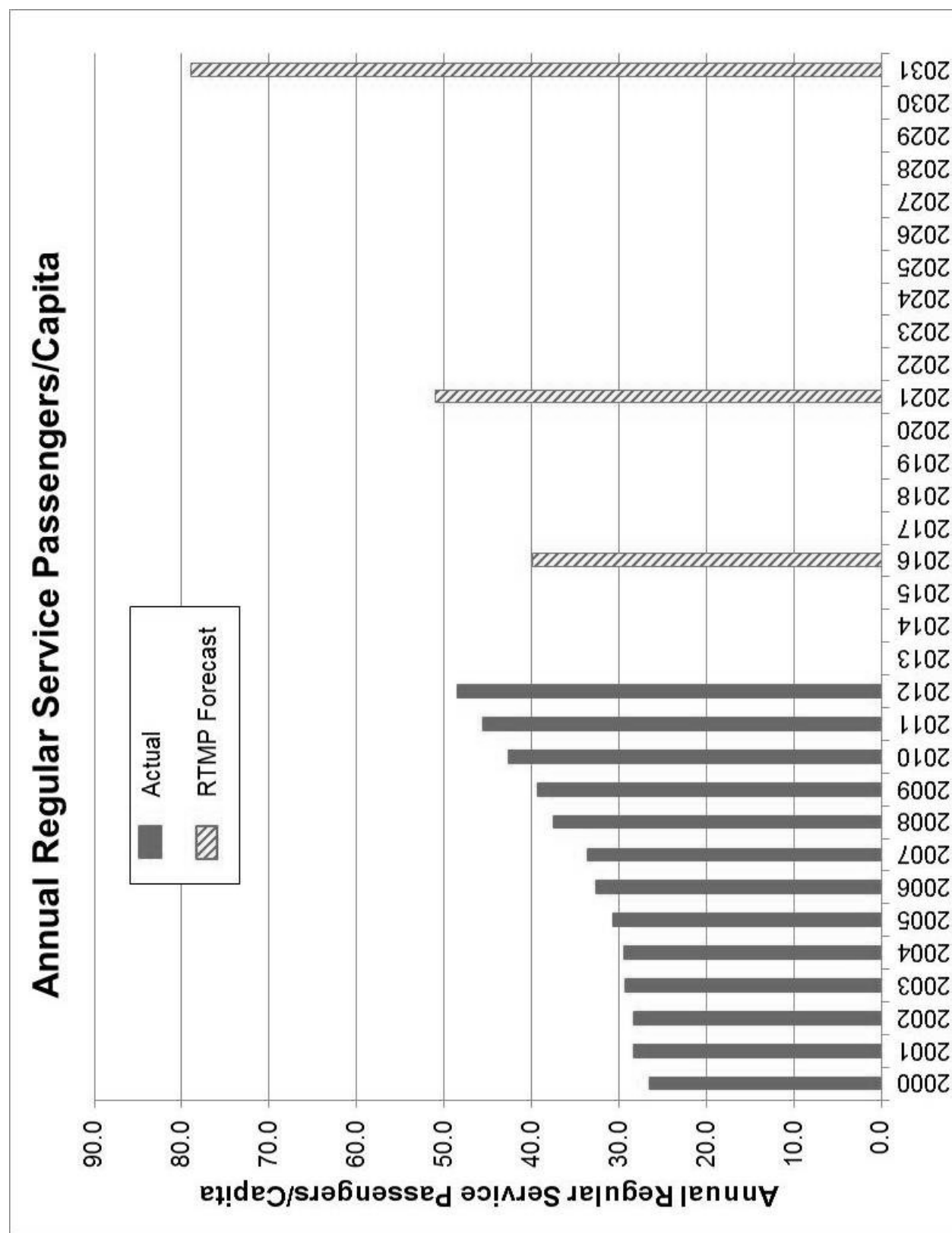
## Attachment 1 – Regional Public Transit Ridership, Service and Population



## Attachment 2 – Regional Public Transit Ridership (Actual and Forecast)



## Attachment 3 – Annual Regular Service Passengers/Capita



## Attachment 4 – Investment in Regional Roads Since 2004

## Regional Road Projects (2004 to 2013)

Type of Project and Examples	Number of Projects	Total Cost To-date
<b>Addition of Left-turn and Right-turn lanes</b>	<b>14</b>	<b>\$6.4 M</b>
<b>Traffic Signal Installations</b>	<b>22</b>	<b>\$1.1 M</b>
<b>Intersection Improvements (Growth-Related)</b>	<b>24</b>	<b>\$46.9 M</b>
Hespeler Road (north of Dundas Street) railway grade separation		\$24.9 M
Sawmill Road and Arthur Street		\$2.1 M
Fountain Street and Dickie Settlement Road		\$1.7 M
Others		\$18.2 M
<b>Road Widening</b>	<b>13</b>	<b>\$94.1 M</b>
Weber Street (College Street to Guelph Avenue - includes railway bridge)		\$31.6 M
Townline Road (Can-Amara Parkway to Saginaw Parkway)		\$8.8 M
Fischer-Hallman Road (Erb Street to Columbia Street)		\$6.1 M
Homer Watson Boulevard (at Highway 401)		\$8.8 M
Maple Grove Road (Cherry Blossom Road to Highway 8 - includes railway bridge)		\$18.2 M
Others		\$20.6 M
<b>System Expansion</b>	<b>9</b>	<b>\$98.4 M</b>
Fairway Road Extension (west of Zeller Drive to Fountain Street)		\$50.3 M
Ira Needles Boulevard (Highway 7/8 to Erbsville Road)		\$34.7 M
Westmount Road (Old Post Road to Northfield Drive)		\$7.4 M
Others		\$5.9 M
<b>Total Expansion Projects</b>	<b>82</b>	<b>\$247.0 M</b>

Note: Rehabilitation and reconstruction projects (totalling more than \$280 M) are not incorporated above but have included:

- Northumberland Street (Greenfield Road to Alps Road) \$0.4 M
- Katherine Street (Tribe Road to Waterloo/Wellington Boundary) \$0.9 M
- Manser Road/Ament Line (within the Town of Linwood) \$4.4 M
- Snyders Road (Trussler Road to Notre Dame Drive) \$1.8 M

**Attachment 5 – Update on Key RTMP Action Items**

1. Create an Active Transportation Plan – The Region's Active Transportation Master Plan (ATMP), "Walk Cycle Waterloo Region" will be finalized and presented to Council in the new year. In 2014, an implementation plan will be developed to address the funding requirements for active transportation infrastructure and related program initiatives that have been identified in the plan.
2. Include TDM in the Transportation Impact Study Guidelines – The Transportation Impact Study guideline was amended so that a range of TDM measures would be considered during the development process which could also result in facilitating intensification through reduced parking requirements. Please see report P-13-088, September 10, 2013 "Proposed Revisions to the Regional Transportation Study Impact Guidelines".
3. Incorporate RTMP Transit Initiatives in GRT Business Plan – Implementation of the approved 2011 – 2014 GRT Business Plan is well underway with major network and service level improvements including two iXpress lines.
4. Implement Smart Card Fare Payment System - A key initiative recommended in the RTMP was to implement a smart card fare payment technology. Recently, Council has given staff direction to acquire an electronic transit fare payment system through a Request for Proposal process. The RFP is expected to be issued early 2014.
5. Prepare 3-Year TravelWise Action Plan – The TravelWise 3-year TDM action plan was completed in 2011. Important results have been achieved including establishment of a growing transportation management association, progress on incorporating TDM measures in the development review process thereby potentially reducing auto use and parking requirements, thereby, facilitating intensification.
6. Study Commuter Parking Opportunities – The opportunity for park and ride and kiss and ride continues to be explored at different locations through out the region. In 2013, the Region partnered with MTO and Metrolinx to develop a combined car-pool and transit facility at Sportsworld Drive. This location provides excellent access to highways 8 and 401, GO bus service and GRT service including aBRT in 2014. Staff continue to explore park/kiss and ride options near rapid transit stations at Northfield and Fairview Park Mall. Commuter parking is available near the VIA station and will be provided at the future GO Train station near Greenhouse Road in Breslau.
7. Develop Intelligent Transportation System (ITS) Strategic Plan – Staff have developed an ITS strategic plan which will be presented to Council in early 2014.
8. Establish Parking Coordination Committee – A Parking Coordinating Committee was established in 2011 with staff from the region and three urban area municipalities. This committee was instrumental in developing the TDM and parking management initiatives that were incorporated into the updated

Transportation Impact Study. The committee is currently working on a parking policy for station areas to facilitate intensification.

9. Develop Goods Movement Study – The terms of reference for this study continue to be developed with anticipation of starting the study in 2014.
10. Work with Province on Strategic Transportation Study for GTA West – Staff continue to collaborate with the MTO, City of Guelph, County of Wellington, City of Brantford, and County of Brant. A comprehensive data collection process has been completed and the scope and objectives of the study continue to be developed. It is expected this study will be initiated in 2014.
11. Work with Province, Metrolinx/GO Transit, VIA on improved Interregional Transit Connections – Staff continue to advocate and discuss with Metrolinx for improved two-way GO Train service on the Kitchener line and extension of the Milton line service to Cambridge. Similarly, restoring recent VIA cuts has been requested of the federal government.
12. Initiate the Environmental Assessment for improved connection to Highway 401 – Staff has forecasted travel demand and survey existing motorists. The need and justification for this project will be revisited with the RTMP update in 2015.
13. Regular reports monitoring RTMP progress – Interim reports similar to this report and the 5 year RTMP update report will be submitted to Council.
14. Financing opportunities/strategies to fund infrastructure – Council approved, subject to annual budget deliberations, an annual urban tax rate increase of 1.2 % in 2011 and 1.5% for the years 2012 to 2018, to implement rapid transit and to fund the capital and operating costs of GRT service improvements. Staff continue to monitor the status of the investment strategy developed by Metrolinx which includes numerous new revenue tools such as a regional fuel and gas tax or business parking levy.
15. Pursue modification to the provincial Development Charges Act – Staff continue to work with the province for the amendment of the Development Charges Act so that development charge funding would be available for the rapid transit project.
16. Incorporate policies into the Regional Official Plan (ROP) – The new ROP contains numerous policies regarding transit-supportive development, rapid transit and transportation demand management.
17. Ongoing collaboration with Province and area municipalities on transportation issues – There are numerous avenues through which staff collaborate with the province and area municipal staff including regular meetings with MTO and Metrolinx/GO on highway projects, transportation studies and with area municipal staff through project teams such as for road improvement and TDM/parking management coordination.



## **GRAND RIVER CONSERVATION AUTHORITY**

### **GENERAL MEMBERSHIP MEETING DECEMBER 13, 2013**

The following are the minutes of the General Membership Meeting held at 9:30 a.m. on Friday, December 13, 2013 at the Administration Centre, Cambridge, Ontario.

**Members Present:** J. Mitchell, Chair, L. Armstrong, B. Banbury, B. Bell, L. Boyko, J. Brennan, B. Coleman, T. Cowan\*, J. d'Ailly, J. Haalboom, J. Jamieson, R. Kelterborn, M. Laidlaw\*, B. Lee\*, G. Lorentz, C. Millar, F. Morison\*, T. Nevills, V. Prendergast, P. Salter, S. Schmitt, W. Stauch\*, G. Wicke

**Members Regrets:** R. Deutschmann, R. Hillier, J. Ross-Zuj

**Staff:** J. Farwell, K. Murch, D. Bennett, D. Boyd, N. Davy, K. Armstrong, S. Lawson, S. Radoja, D. Schultz, B. Brown, F. Natolochny, S. Wilbur

**Also Present:** T. Jackson, Provincial Director at Large, Ontario Federation of Anglers and Hunters; R. Martin, Cambridge Times, L. Minshall, D. Brock, Grand River Conservation Foundation Chair

#### **1. Call to Order**

J. Mitchell, Chair called the meeting to order at 9:35 a.m.

#### **2. Roll Call and Certification of Quorum – 13 members constitute a quorum (1/2 of members appointed by participating municipalities)**

The Secretary-Treasurer called the roll and certified a quorum with 18 members present. A total of 23 members attended the meeting.

#### **3. Chair's Remarks**

J. Mitchell welcomed members, staff and guests and made the following comments:

- On October 30, 2013 J. Mitchell, J. Farwell K. Murch and K. Armstrong attended Conservation Ontario Council. An insurance industry representative made a presentation on issues related to climate change.
- Staff presented the GRCA 2014 Budget to with The City of Guelph and Region of Waterloo Councils during the past month.

- The Chair requested that members introduce themselves to the new receptionist Holly so that she becomes familiar with board members and indicated that they must identify themselves to the receptionist in order to enter the secure area. She also said a tour of the head office building can be arranged if desired.
- The members were reminded that a Reception will be held in the Chair's office following this meeting.

#### **4. Review of the Agenda**

The Chair noted that a delegation, Tony Jackson has asked to speak. There was also a late starter confidential report regarding a land disposition added to the agenda.

Moved by: G. Wicke  
Seconded by: S. Schmitt (carried)

THAT the agenda for the General Membership Meeting of December 13, 2013 be approved as amended.

#### **5. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest made in relation to the matters to be dealt with.

#### **6. Minutes of the Previous Meeting**

General Membership Meeting – November 29, 2013.

There were no questions or comments with respect to the minutes of the General Membership Meeting of November 29, 2013.

Moved by: B. Banbury  
Seconded by: L. Armstrong (carried)

THAT the Minutes of the General Membership Meeting of November 29, 2013 be approved as circulated.

#### **7. Business Arising from Previous Minutes**

None

#### **8. Hearing of Delegations**

- i) Tony Jackson, Provincial Director at Large, Ontario Federation of Anglers and Hunters (OFAH) Re: Trail Access and Restrictions to Hunters

T. Jackson conducted a PowerPoint presentation indicating the following:

\*M. Laidlaw and B. Lee entered the meeting at 9:40am

- Some landowners have denied access.
- Brant County does not regulate the carrying of firearms.
- He read an excerpt from an email indicating MNR supports his request.
- He indicated that he previously supplied mapping of residential properties.

- He does not believe regulation 106 intended to control this use and that staff could issue permits and that they are willing to work with staff to ensure this requirement can be met.
- He asked why access is a GRCA concern since there are many access points and why meeting with Brant County is necessary.
- He believes that signage would reduce complaints.

The Chair requested that an electronic version of the delegate's presentation be provided to GRCA. Staff indicated that the delegate did provide this.

## **9. Presentations**

None

## **10. Correspondence**

### **a) Copies for Members**

- 1) Correspondence from the Honourable David Oraziotti, Minister of Natural Resources to Jane Mitchell, Chair, Grand River Conservation Authority dated November 19, 2013 re: Emerald Ash Borer
- 2) Correspondence from the Honourable Kathleen Wynne, Minister of Agriculture and Food to Jane Mitchell, Chair, Grand River Conservation Authority dated November 22, 2013 Re: Grand River Water Management Plan
- 3) Correspondence from Tony Jackson, Provincial Director at Large, Ontario Anglers and Hunters to Chair and Directors of the Grand River Conservation Authority dated December 2, 2013 Re: Signage and Restrictions on Hunters Using the Cambridge to Paris Rail Trail

Moved by: B. Coleman  
Seconded by: L. Armstrong (carried)

THAT correspondence from the Honourable David Oraziotti, Minister of Natural Resources to Jane Mitchell, Chair, Grand River Conservation Authority dated November 19, 2013 re: Emerald Ash Borer, the Honourable Kathleen Wynne, Minister of Agriculture and Food to Jane Mitchell, Chair, Grand River Conservation Authority dated November 22, 2013 Re: Grand River Water Management Plan and Tony Jackson, Provincial Director at Large, Ontario Anglers and Hunters to Chair and Directors of the Grand River Conservation Authority dated December 2, 2013 Re: Signage and Restrictions on Hunters Using the Cambridge to Paris Rail Trail be received as information

## **11. 1<sup>st</sup> and 2<sup>nd</sup> Reading of By-Laws**

None

## 12. Presentation of Reports

### a) GM-12-13-140 Financial Summary for the Period Ending November 30, 2013

There were no questions or comments with respect to this report.

**Res. No. 169-13**

Moved by: J. Brennan

Seconded by: P. Salter

(carried)

THAT the Financial Summary for the Period Ending November 30, 2013 be approved.

### b) GM-12-13-141 Proposed 2014 Conservation Area User Fees

- J. Jamieson asked about conservation area occupancy rates. D. Bennett indicated that summer weekend rates are high, then summer weekdays next highest and shoulder season can run at 50 to 60 percent. The Conservation Areas do not run at 100% occupancy.
- J. Haalboom asked how the gift cards would be advertised. D. Bennett said GRCA will use the website, posters at parks, mailers, and through the membership program.
- P. Salter asked how the new seasonal passes will work now that the pass will no longer be affixed to a car windshield. D. Bennett indicated that patrons will have to show their card at the gate. Eventually GRCA hopes to have a swipe card and electronic gate system put in place. G. Wicke asked if card could be used by others. D. Bennett indicated that this is a possibility but that he is not overly concerned with misuse at this point in time. D. Bennett indicated that seasonal campers, board and staff will still be issued stickers.
- B. Banbury asked if GRCA will be able to track when and where passes are being used. D. Bennett indicated that not initially, but when a swipe card system introduced this will be possible.
- L. Boyko asked what the 3% seasonal camping rate increase is based on. D. Bennett indicated that it represents the historical annual increased and seasonal campers continue to get good value for this fee, which works out to between \$9 and \$12 per night. L. Boyko asked when seasonals will be notified of increase. D. Bennett stated that letters will be sent out in January.
- J. Haalboom asked how gift cards can be used to purchase books. D. Bennett said that gift cards can only be used at GRCA sites that have RMS terminals.
- G. Lorentz asked which parks are open in the winter. D. Bennett indicated that Pinehurst, Shades Mills, Laurel Creek and Belwood have winter programs.

**Res. No. 170-13**

Moved by: B. Coleman

Seconded by: V. Prendergast

(carried)

THAT the proposed 2014 Conservation Areas fees be approved and that the new fee schedule becomes effective January 1, 2014.

**c) GM-12-13-142** Permit, Plan Review, Title Clearance and Inquiry Fee Schedule

- M. Laidlaw asked if any changes to the surcharge (1.5) policy considered. F. Natolochny indicated that just the standard fees were considered.
- J. Haalboom asked if board could be provided in the future with more information regarding how permits are being handled the work commenced prior to a permit being issued.

**Res. No. 171-13** Moved by: L. Boyko  
Seconded by: B. Lee (carried)

THAT the recommended Permit, Plan Review, Title Clearance and Inquiry Fee Schedule be approved, as per the fee schedule (Appendix I to Report GM-12-13-142) effective February 1, 2014.

\* W. Stauch joined the meeting at 9:55am and F. Morison joined the meeting at 10:00am

**d) GM-12-13-143** Cash and Investments Status Report

There were no questions or comments with respect to this report.

**Res. No. 172-13** Moved by: J. Jamieson  
Seconded by: M. Laidlaw (carried)

THAT Report No. GM-12-13-143 – Cash and Investments Status Report as at November 30, 2013 be received as information.

**e) GM-12-13-144** Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations

There were no questions or comments with respect to this report.

**Res. No. 173-13** Moved by: S. Schmitt  
Seconded by: T. Nevills (carried)

THAT Report No. GM-12-13-144 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

**f) GM-12-13-145** Environmental Assessments

There were no questions or comments with respect to this report.

**Res. No. 174-13** Moved by: V. Prendergast  
Seconded by: G. Wicke (carried)

THAT Report No. GM-12-13-145 Environmental Assessments be received as information.

**g) GM-12-13-146** Water Management Plan: Communications and Engagement – 2013-2014

There were no questions or comments with respect to this report.

**Res. No. 175-13**

Moved by: W. Stauch  
Seconded by: J. Brennan

(carried)

THAT Report No. GM-12-13-146 – Water Management Plan: Communications and Engagement be received for information.

#### **h) GM-12-13-147 GRCA-DFO Partnership Agreement Update**

There were no questions or comments with respect to this report.

**Res. No. 176-13**

Moved by: J. D'Ailly  
Seconded by: L. Armstrong

(carried)

THAT Report No. GM-12-13-147 – GRCA-DFO Partnership Agreement be received as information.

\* T. Cowan joined the meeting at 10:05 am

**i) GM-12-13-148** Carrying of Firearms on Rail Trails

- J. d'Ailly asked if any public process would take place if GRCA were to allow hunters to carry firearms. D. Bennett indicated that he is not aware of any public process to this sort of change.
- J. Brennan asked if patrols have differing risk factors. D. Bennett said that currently GRCA's permits effectively allow hunters to carry firearms and hunt. This proposal would just be about carrying firearms. Patrols consist of checking accesses, looking for parked cars etc. Staff do not typically walk the property looking for permit holders, whereas in this case that sort of patrol might be considered.
- L. Armstrong asked if this trail is in a settlement area. D. Bennett responded that he is not aware of such, but Brant County would know.
- W. Stauch indicated that the houses on the East River Road have a significant wooded area between them and the trail. W. Stauch stated that there are in the range of 700 clubs, he is not aware of any negative issues, and that the clubs self-regulate their activities.
- W. Stauch asked if the islands are owned by GRCA. D. Bennett indicated that they are not. W. Stauch asked if the islands are privately owned. D. Bennett indicated that he does not know for certain who owns these islands, but he suspects it would be either Brant County or the Crown.
- G. Wicke suggested that if GRCA carried out enforcement via complaints, that he could anticipate that there may in fact not be many complaints.
- M. Laidlaw requested that staff send flyers to neighbours outlining the policy that GRCA is implementing to help minimize complaints.
- B. Lee asked how the County of Brant is involved and what is their position on this matter. D. Bennett indicated that if permission to carry firearms is given mid-trail then the public may assume that tacit permission has been given for the access to this area, which is owned by the County of Brant. D. Bennett is not aware of the county's position on this matter. D. Bennett highlighted that MNR enforces regulations related to actual hunting and that GRCA can only enforce the requirement for a special permit for firearms on land owned by the GRCA.

- B. Coleman stated that hunters will still need to get approval from neighbours to cross their property.
- C. Millar asked about the type of firearms being allowed. D. Bennett indicated the type of firearm has not been addressed. C. Millar suggested controlling the type of firearms to help give some comfort level to neighbours. D. Bennett suggested that controlling types of firearms could be a challenge since they are encased.
- G. Lorentz suggested that GRCA just sign the trails and not be concerned about how the public accesses the trail. GRCA should rely on the clubs to self-enforce and ensure responsible use of the trail, GRCA should only address complaints, and should inform neighbours of our policy. He believes GRCA should allow this activity and does not wish to see this matter come back to the board.
- L. Armstrong agrees that the clubs should self-enforce since they have a good record with managing their affairs and that GRCA should rely on the clubs to carry on responsibly. GRCA should just put up signage and let the clubs deal with the neighbours.
- L. Boyko highlighted that GRCA has 70 KM of trails and that additional requests might come forward to implement similar policies elsewhere.
- L. Boyko asked if GRCA issues a permit to the property or the hunter. D. Bennett said the Provincial Regulations require GRCA to issue a permit to the hunter to carry the firearm.
- M. Laidlaw suggested that no permit should be required, and that signage should be adequate.

**Res. No. 177-13**

Moved by: J. Brennan

Seconded by: J. d'Ailly

(carried)

THAT Report No. GM-12-13-148 – Carrying of Firearms on Rail Trails be received as information.

The Chair reminded the Members that Motion 151-13, referred from October 25, 2013, was now before the Members and asked for questions or comments.

- J. Jamieson asked for clarification regarding what the permit entails. D. Bennett indicated that it would be to carry a firearm on GRCA property.
- J. Haalboom asked about the type of calls that GRCA had received. D. Bennett indicated that they varied and included concerns about hearing firearms, seeing shell casings, seeing bald eagles, seeing deer.
- C. Millar asked if GRCA has discussed this activity with its insurers. K. Murch indicated that since GRCA already allows hunting on several properties, this property would be added to the list and it would not be a problem with respect to insurance.
- L. Armstrong indicated that a permit to carry a firearm in this incidence seems ridiculous since they already have a hunting permit.
- M. Laidlaw agreed that a permit should not be necessary.
- P. Salter agreed that a permit should not be necessary.
- B. Coleman indicated that he could not support the need for a permit.
- V. Prendergast stated that issuing a permit to the location may not be possible under the Provincial Regulations.

- J. Mitchell quoted the wording of the Regulation to members where it states that the person must possess a permit.
- B. Lee suggested that staff should work out the details and that if a permit is required under the Regulations then staff should do what is necessary.

M. Laidlaw and Barry Lee agreed to friendly amendments to add the following to the original motion:

- 1) and the residents of the area be informed of this decision
- 2) and that staff and the Ontario Federation of Anglers and Hunters work out the details.

The Chair called the question at 10:45 a.m.

**Res. No. 151-13**

Moved by: M. Laidlaw

Seconded by: B. Lee (carried, 4 opposed)

THAT the signs on the Cambridge to Paris Rail Trail be replaced with signs permitting hunters to use the trail while in possession of firearms provided said firearms are unloaded and securely encased;

AND THAT the residents of the area be informed of this decision;

AND THAT that staff and the Ontario Federation of Anglers work out the details.

j) **GM-12-13-149** Current Watershed Conditions as of December 10, 2013

There were no questions or comments with respect to this report.

**Res. No. 178-13**

Moved by: J. d'Ailly

Seconded by: J. Brennan (carried)

THAT Report No. GM-13-13-149 – Current Watershed Conditions as of December 10, 2013 be received as information.

**k) Report of the Audit Committee**

J. d'Ailly indicated that staff presented a very positive report on the use of the new accounting software, Dynamics GP and that he was pleased with the improvements outlined. J. Mitchell indicated that she is also pleased with new accounting system.

**Res. No. 179-13**

Moved by: J. Jamieson

Seconded by: L. Boyko (carried)

THAT the Report of the Audit Committee be received as information.



**c) GM-12-13-152** Land Disposition – Former Gyurtis Property, 360 Clyde Road, City of Cambridge

- J. Mitchell read the report summary. Residences were often acquired when the Grand River Conservation Authority (GRCA) purchased lands for its various projects. The former Gyurtis Residence, purchased in 1970, was initially used for staff lodging and following that, the house was rented out to residential tenants. Rental of the house was stopped in 2010 due to the high cost of internal renovations required to continue its use as a rental unit. The property was declared surplus by the Board in 2011, and staff commenced with various planning approvals, an appraisal, survey, public notification and listing of the property. An offer to purchase has been received and is recommended for approval. Proceeds received from the sale will be held in a reserve and can be used for specific projects approved by the Ministry of Natural Resources.

**Res. No. 182-13**

Moved by: J. d'Ailly  
Seconded by: J. Haalboom (carried)

IN ORDER TO FURTHER THE OBJECTS OF the Grand River Conservation Authority by raising funds through the disposition of surplus lands,

THEREFORE IT BE RESOLVED THAT the Grand River Conservation Authority sell the lands described as Part of Lot 5, Concession 12 and Part of the unopened road allowance between Concession 11 and Concession 12, in the Geographic Township of North Dumfries, City of Cambridge, Regional Municipality of Waterloo, and more particularly described as Part 4 on Reference Plan 58R-17392, comprised of 0.21 hectares (0.53 acres), to Troy Ursula Stewart and Lori A. Moreau, at the offered price of \$299,000.

**18. Next Meetings**

- i) General Membership Meeting and Election of Officers  
Friday, January 24, 2014  
Auditorium/Boardroom, Administration Centre, Cambridge

**19. Adjourn**

The meeting adjourned at 11:40 a.m.

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Chair

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Secretary-Treasurer



## OFFICE OF THE REGIONAL CLERK

## Regional Municipality of Waterloo

150 Frederick Street, 2nd Floor  
 Kitchener ON N2G 4J3 Canada  
 Telephone: 519-575-4420  
 TTY: 519-575-4608  
 Fax: 519-575-4481  
[www.regionofwaterloo.ca](http://www.regionofwaterloo.ca)

January 20, 2014  
 F05-30

Tom Galloway, Chair  
 Waterloo Regional Police Service  
 PO Box 3070, 200 Maple Grove Road  
 Cambridge, ON N3H 5M1

Dear Mr. Galloway:

### **Re: Master Plan for Waterloo Regional Police Service**

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on January 15, 2014, approved the following motion:

**Whereas the Police Services Board is responsible for the administration and direction of police services in the Regional Municipality of Waterloo;**

**And whereas the Regional Municipality of Waterloo is responsible for the funding of police services;**

**And whereas the Police Services Board has added new officers but at the same time has reduced by attrition the equivalent of 8 officer positions and 2 senior management positions in 2013, with the prospect of further reductions in staffing in 2014, resulting in a reduction in police services;**

**And whereas it is anticipated that the police services budget for 2015 and 2016 will involve similar funding constraints and difficult decisions regarding police staffing levels;**

**And whereas the Regional Municipality of Waterloo is one of the lowest funders of police services for communities of similar or equivalent size;**

**And whereas the Declaration of Principles as outlined under the "Police Services Act" includes the following:**

**Police services shall be provided throughout Ontario in accordance with the following principles:**

- a) **The need to ensure the safety and security of all persons and property in Ontario.**

**And whereas the population of the Regional Municipality of Waterloo is projected to continue to grow;**

**And whereas it is in the best interests of the Regional Municipality of Waterloo to ensure that the community is provided with the optimal level of police services that best reflects the needs of the community;**

**And whereas it is in the best interests of the community that the Police Services Board be provided with a strategic framework to assist the Police Services Board in making decisions regarding the provision of police services based on local needs and circumstances;**

**Be it resolved that the Regional Municipality of Waterloo request that the Police Services Board undertake and prepare a comprehensive Master Police Services Plan and that the cost of such plan be funded by the Regional Municipality of Waterloo if necessary.**

Please accept this letter for information purposes only. If you have any questions concerning this resolution, please contact Craig Dyer, Chief Financial Officer at 519-575-4545.

Please forward any written responses to this letter to Kris Fletcher, Director, Council & Administrative Services/Regional Clerk.

Regards,



Stevie Natolochny (Mrs.)  
Council/Committee Support Specialist

SN/tp

cc: Police Chief M. Torigian  
M. Murray, Chief Executive Director  
C. Dyer, Chief Financial Officer  
Area Municipal Clerks  
C. Sadeler, Executive Director, Crime Prevention Council

## TO THE IMMEDIATE ATTENTION OF THE CLERK AND COUNCIL

January 17, 2014

### The Fork in the Road – Highlights of AMO's 2014 Pre-Budget Submission

Today the Association of Municipalities of Ontario (AMO) provided its [2014 Pre-Budget Submission](#) to the Standing Committee on Finance and Economic Affairs and the Minister of Finance.

Quick highlights:

- It calls on the legislature to call the question on key Bills that are beneficial to municipalities but which have languished far too long.
  - It sets out a nine point action plan for the coming year's provincial budget which includes the following:
1. **Infrastructure** - Small, rural and northern municipalities need a permanent, predictable infrastructure fund in the next provincial budget. We also need to discuss how sustainable support for transit and large infrastructure investments can become a reality that works in all parts of Ontario.
  2. **Emergency Service Costs** – Rate of growth of these services is not sustainable and AMO is looking for action on drivers that contribute to this. It continues to advocate for an improved, accountable and transparent arbitration system that gives meaning to capacity to pay.

In addition, the Province must have a more vigorous pursuit of system-wide efficiencies in policing and proceed in earnest in order to deal with the cost drivers for all police forces.

Three-quarters of all Ontario municipalities pay and use the services of the Ontario Provincial Police (OPP). Ontario Municipal Partnership Fund (OMPF) reductions and OPP wage increases in 2014 have caused a \$50 million hit for property taxpayers in rural, small urban and northern communities. These same municipalities are facing a proposed new model for OPP billing that helps some and for others the impact is not feasible. Any OPP billing change must involve municipal finance expertise, consider the differing fiscal health of municipalities, involve various Ministries and a way to validate the OPP costs for its activity centres and examine mitigation techniques.

3. **Municipal Liability** – the Attorney General's willingness to explore some version of proportionate liability in road cases where a plaintiff has some negligence needs to move into a government and Legislature priority.
4. **Waste Management** - Pass Bill 91, the *Waste Reduction Act*. It reflects municipal perspectives on producers' responsibility – let's take action now so that we can cut the waste, reduce the pressure on landfills and eliminate wrap rage.
5. **Improve the rule of law** - Pass Bill 34, the *Highway Traffic Statute Law Amendment Act*, to help municipalities collect unpaid fines. *Provincial Offences Act* reform has been stalled in the legislature since last April.

6. **Housing** - Total housing and homelessness prevention funding must be enhanced and further program consolidation is needed to produce more cost-effective and efficient. Despite the social services upload, property taxpayers in Ontario shoulder the burden of social housing and asked to take a role in providing affordable housing, on top of child care and long term care and public health.
7. **Energy** - A renewed look at energy planning and energy costs so that Ontario can be as competitive as possible.
8. **Growth must pay for growth** - On Development Charges, artificial discounts for transit, etc. and exclusions (e.g. hospitals) need to end.
9. **Loss and Destruction** – Municipalities call on the provincial and federal government to collectively review the recovery programs for natural or man-made disasters to public property.

Municipalities are encouraged to reflect these themes in their discussions with MPPs and their own submissions.

**Contact:** Matthew Wilson, Senior Advisor, 416-971-9856 ext. 323 or [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca)

**PLEASE NOTE** AMO Breaking News will be broadcast to the member municipality's council, administrator and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

**DISCLAIMER** These are final versions of AMO documents. AMO assumes no responsibility for any discrepancies that may have been transmitted with the electronic version. The printed versions of the documents stand as the official record.



# HERITAGE WILMOT

Township of Wilmot  
**Heritage Wilmot Advisory Committee**

Minutes of January 14<sup>th</sup>, 2014

Present: Nick Bogaert (Chair), Elisia Scagnetti, Marg Rowell, Rene Eby, Lindsay Joseph, Tracy Loch (Curator), Peter Roe (Councillor), Grant Whittington (CAO).

Regrets: Chris Ehrat, Gary Beach, Al Junker (Councillor)

Meeting was held at Swartzentruber Room, Township of Wilmot. Meeting started at 7:15 p.m.

## **Welcome**

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

## **Review of the Minutes from December 3<sup>rd</sup>, 2013**

MOVED by Rene

SECONDED by Peter

ALL in favour

## **New Business**

### **2014 Heritage Wilmot Meeting Schedule**

The committee will continue to have meetings generally on the first Tuesday of every month. The committee reviewed the calendar, and a few adjustments were made to schedule around some holidays. The committee also agreed not to meet in the month of July. Tracy mentioned that Heritage Wilmot has been invited to attend 2 of 3 televised council meetings in 2014 if they would like, as it's a wonderful opportunity to share information. The committee agreed that the April council meeting would be attended in order to discuss the new walking tours, and update on other activities. The committee also agreed that the September meeting would be attended to discuss the updates to the non-designated register.

**ACTION:** Tracy will revise the 2014 schedule and distribute to the committee.

### **Non-Designated Register – Future focus areas**

Nick circulated a map of the Township that he created to mark the areas of focus for the non-designated register. He shaded in areas of the township according to the proposed year that the committee plans to work on that area. It was agreed that the rural area below Huron Road would be the focus for 2014. The committee would that focus on other rural areas further north in the following years and eventually work towards the more urban areas of Baden and New Hamburg in 2019 and 2020. This map will help the committee to better focus their work in regards to the non-designated register.

**ACTION:** Nick will send a copy of the map file to Tracy for her records and so that it can be used in a televised council meeting.

Rene mentioned that the committee should try and use the resources of the heritage summer student more in doing some of the research for the non-designated properties. Marg also mentioned that she has access to research that has been done on properties that are located on concessions north of Snyder's Road. This research was done using the Tremaine map and land registry documents. These will be helpful in the future when the committee focuses on these areas.

### **Business**

#### **Walking Tours**

The enhanced walking tours for Baden, New Hamburg and New Dundee have all been completed and printed. Tracy also has a PDF version of the tours that she plans to include on the Heritage Wilmot website. It was suggested that a black and white PDF should be made available on the website for people wishing to print it for themselves at home. There has been a lot of interest in these tours from groups and tourists.

#### **Heritage Day 2014**

The committee discussed in detail whether or not the planned Heritage Day in February would go ahead. The committee discussed how they are more focused on other aspects of heritage (such as potential designations and the non-designated register) that it might becoming too difficult to also be involved in the extensive Heritage Day. The committee discussed other ways of being involved in the community and having a more significant presence. The committee would like to look at other ways to have outreach, such as interactive displays at events like the Fall Fair or toys/dress-up costumes/tool demonstrations at events like Doors Open. In this way, the committee could be a noticeable part of the events without the added time and energy being devoted into the organization and set up of the event itself.

After discussion, the committee decided to postpone the event until 2015 so that they can concentrate on the current endeavours.

**ACTION:** There was a general consensus of members of the committee to postpone Heritage Day.

**Correspondence**

**Waterlot**

Leslie at the Waterlot Restaurant contacted Tracy and Nick. She is interested in applying for a grant from the Regional Heritage Foundation to assist with renovations of the property. She would like the committee's assistance with the application and support from the committee for her application.

**Adjournment** at 9:13 p.m.

MOVED by Peter

SECONDED by Rene

**Next meeting – February 4<sup>th</sup>, 2014**



**Randy Pettapiece, MPP**  
Perth-Wellington

Queen's Park  
Toronto, Ontario

January 13, 2014

Barbara McLeod  
Director of Clerk's Services  
Township of Wilmot  
60 Snyder's Rd W  
Baden, ON N3A 1A1

Dear Ms. McLeod:

**Re: Resolution on Joint and Several Liability**

Rising municipal insurance premiums must be reined in. For years, municipalities have asked the province to address joint and several liability, which is the primary contributor to rising premiums. Municipalities, often targeted as insurers of last resort, can be on the hook for massive damage awards even if they are deemed just one percent responsible.

We are told that 38 U.S. states have enacted some form of proportionate liability, and that other jurisdictions are also pursuing reform. Municipalities have said that we in Ontario cannot afford to wait any longer. I agree. As a former member of a municipal council, I fully appreciate the impact of rapidly rising insurance premiums. It is unfair and unrealistic for the provincial government to allow this situation to continue – especially as it affects small and rural municipalities, which can least afford to pay.

Municipalities have heard many promises for discussion, including former Premier Dalton McGuinty's commitment at the 2011 AMO conference. But the time for discussion is over. We need to impress upon the government, in a constructive way, that it must take meaningful action. Recently I introduced the following private member's resolution in the Ontario legislature:

**That, in the opinion of this House, the government should protect taxpayers from higher property taxes by implementing a comprehensive, long-term solution to reform joint and several liability insurance for municipalities by no later than June 2014, addressing the alarming rise in insurance premiums due to rising litigation and claim costs.**

Because this issue affects municipalities across the province, I believe there is good reason for all MPPs, regardless of party affiliation, to support my resolution. I also believe it is important that the government act by June, before the legislature breaks for the summer.

.../2





**If your municipality supports the intent of my resolution, I would encourage you to consider passing a formal resolution to support it.** If your Council decides to proceed in this way, I would appreciate receiving a copy of your resolution as soon as possible. Debate on this resolution is scheduled for February 27, 2014.

If you have any feedback on this issue, or if you require any additional information, please don't hesitate to contact me at 519-272-0660 or by email: [randy.pettapiececo@pc.ola.org](mailto:randy.pettapiececo@pc.ola.org).

Thank you very much for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Randy Pettapiece". The signature is fluid and cursive, with a large loop at the end of the last name.

Randy Pettapiece, MPP  
Perth-Wellington

RP:sy



**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NO. 2014-05 TO AMEND 1980-06**

**TO CHANGE THE NAME OF A PORTION OF HIGHWAY  
WITHIN THE TOWNSHIP OF WILMOT**

**WHEREAS** the Municipal Act, 2001, S.O. 2001, C. 25 Section 11(3) provides that municipalities may pass by-laws respecting highways;

**AND WHEREAS** Township of Wilmot Council deems it desirable to change the name of a portion of a certain highway within the Township of Wilmot;

**AND WHEREAS** public notice of the proposed change of name has been published in a newspaper having general circulation on January 29<sup>th</sup> and a Hearing was held by Council on February 10, 2014;

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

1. **THAT** Deerfield Avenue be renamed "Deerfield Extension" for that portion of the highway east of Alice Crescent, Petersburg.
2. **THAT** this by-law shall take effect from and after the registration thereof in the Land Registry Office Waterloo (No 58).

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED**

**THIS 10<sup>TH</sup> DAY OF FEBRUARY, 2014.**

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**MAYOR**

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**CLERK**

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
BY-LAW NO. 2014-06**

**BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT AS MORE PARTICULARLY SET FORTH  
IN SCHEDULE "A" ATTACHED**

**WHEREAS** the Municipal Council of the Corporation of the Township of Wilmot is desirous of entering into an Agreement, a copy of which is attached as Schedule "A" to this By-law.

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

1. That the Agreement attached as Schedule "A" to this By-law be and the same is hereby accepted as approved.
  
2. That the Mayor and The Clerk are hereby authorized to execute under seal the said Agreement and all other documents and papers relating to this transaction.

**READ** a first and second time this 10<sup>th</sup> day of February, 2014.

**READ** a third time and finally passed in Open Council this 10<sup>th</sup> day of February, 2014.

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**Mayor**

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**Clerk**

## THE CORPORATION OF THE TOWNSHIP OF WILMOT

### BY-LAW NO. 2014-07

#### BEING A BY-LAW TO ESTABLISH WATER AND WASTEWATER FEES AND CHARGES TO USERS OF THE TOWNSHIP OF WILMOT'S WATER DISTRIBUTION SYSTEMS AND WASTEWATER COLLECTION SYSTEM

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**WHEREAS** Section 11(3) and (4) of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended (the "Act"), allows municipalities to pass by-laws respecting public utilities;

**AND WHEREAS** the term "public utility" includes systems that are used to provide water and sewage services for the public;

**AND WHEREAS** section 391(1)(b) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it;

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

#### **Definitions**

1. In this by-law:

- (a) "Appurtenance" includes a valve, valve chamber, hydrant, hydrant lead, flow meter, curb stop, maintenance access point, maintenance hole, manhole, grate, catch basin, catch basin lead, ditch inlet chamber or other minor accessory part of the Water Distribution System;
- (b) "AWWA" means American Water Works Association;
- (c) "Consumer" means an Owner, occupant, lessee or tenant of a property or any other person purchasing Services from the Township;
- (d) "Control valve" means a valve for controlling the flow of water within the distribution system;
- (e) "Council" means the municipal council of The Corporation of the Township of Wilmot;
- (f) "Curb stop" means an apparatus installed by the Township outside of a building, normally on the Property Line, used for controlling the flow of water supplied to a property;
- (g) "Highway" means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway;
- (h) "Meter" means an apparatus for measuring the quantity of water used;
- (i) "Owner" means the registered owner of a property, or their agent/designate;
- (j) "Person" means an individual, sole proprietorship, partnership or corporation;
- (k) "Property Line" means the line or demarcation between properties;
- (l) "Region" means The Regional Municipality of Waterloo;
- (m) "Reservoir" means a place where water is stored or accumulated;
- (n) "Service Pipe" means the conduit for transporting water from the Watermain to a property;

- (o) "Services" means all water services supplied by the Township via the Water Distribution System and all wastewater services provided by the Wastewater Collection System;
- (p) "Sewage" means wastewater.
- (q) "Township" means The Corporation of the Township of Wilmot;
- (r) "Wastewater Collection System" includes all collection mains, lift/pump stations, and all appurtenances thereto;
- (s) "Water Distribution System" includes all Reservoirs, Service Pipes, Watermains and all appurtenances thereto; and,
- (t) "Watermain" means any system of pipes and appurtenances used for the transmission or distribution of potable water, but does not include plumbing to which the *Building Code Act, 1992* applies or a pumping facility.

### **Township Property**

- 2. All appurtenances and other equipment between the Watermain and the Property Line, and all Meters, are, and shall remain, the property of the Township.
- 3. Township property that is used for, or in connection with, the supply of the Services is exempt from seizure:
  - (a) against the Owner or occupant of the property under the *Execution Act*, R.S.O. 1990, c. E.24; and,
  - (b) against a person with a leasehold interest in property for overdue rent.

### **Meters**

- 4. All Meters shall be located in a safe and convenient place, so as to facilitate access by the Township.
- 5. All Meters shall be located as close as possible to the entrance of the Service Pipe into a building.
- 6. No Meter shall be enclosed or sufficiently inaccessible so as to prohibit it from being read, examined or removed by the Township.
- 7. The Township may, at reasonable times, enter on land to which it supplies Services in order to:
  - (a) inspect, repair, alter or disconnect the Services, machinery, equipment and other works used to supply the Services; or,
  - (b) inspect, install, repair, replace or alter a Meter.
- 8. The Township may charge a fee to the Owner, pursuant to the attached **Schedule "A"**, for denying or otherwise prohibiting access to a Meter, which would represent the reasonable costs incurred by the Township. The Township may add this fee to the tax roll for the relevant property and collect the fee in the same manner as municipal taxes.
- 9. An Owner shall be liable for any damage to a Meter, other than normal wear and tear, as determined by the Township, and should a Meter be damaged, the Township may charge the Owner the cost of repairing or replacing the Meter pursuant to the attached **Schedule "A"**.
- 10. No person, other than an employee or agent of the Township, shall be permitted to remove, inspect or tamper with a Meter or other equipment of the Township.
- 11. No person shall alter any Meter, either inside or outside of any building or other place, so as to lessen or alter the amount of water registered on the Meter.

12. Any Consumer having doubt as to the accuracy of a Meter may request that the Meter be removed and tested by notifying the Township and submitting a deposit to the Township in accordance with the attached **Schedule "A"**. If the Meter is found to meet the applicable AWWA standards for accuracy, the deposit shall be forfeited to the Township. However, if the Meter is found to not conform to the applicable AWWA standards, the deposit shall be returned to the Consumer and appropriate adjustments shall be made to the subject account.

### **Water Supply**

13. As the Region is the sole supplier of water to the Township, the Township cannot guarantee the supply, quality or pressure of water to Consumers and failure to supply water shall not be construed as negligence on the part of the Township.

### **Fees and Charges**

14. Fees or charges imposed upon Consumers for their use of the Services, including the consumption of water, as measured by the Meters, and any wastewater fees or charges, are all outlined in the attached **Schedules "A", "B" and "C"**.
15. Payments for all fees or charges imposed by the Township on a Consumer are due and payable by a Consumer on the date noted on the bill and there shall be a one-time ten percent (10%) charge for late payment.

### **Non-Payment of Fees and Charges**

16. If, after fourteen (14) days past the due date, fees or charges are still not paid, the Township may advise the Consumer that unless the fees or charges are paid within seven (7) days, the Township may discontinue the Services to the property upon which the fees or charges are due, and in the event the Services are turned off, they shall not be turned on again until such time as all arrears are paid together with the fees/charges and costs incurred on behalf of the Township for turning any of the Services off and on. The aforesaid fees/charges and costs for turning any of the Services off and on shall be at the rates outlined in the attached **Schedule "A"**.
17. If fees or charges are not paid to the Township by the Consumer in accordance with the provisions of this by-law, the Township may add the outstanding fees or charges to the tax roll for the relevant property and collect the fees or charges in the same manner as municipal taxes.

### **Billing Errors**

18. Where billing errors have resulted in over-billing, the Consumer shall be credited with the amount erroneously billed for the relevant period, but not exceeding six (6) years.
19. Where billing errors have resulted in under-billing, the consumer shall be charged the amount erroneously not billed for a period not exceeding:
  - (a) two (2) years, in the case of a residential Consumer who was not responsible for the error; and,
  - (b) six (6) years in all other cases.

### **Exemption**

20. Consumers residing in the settlement areas of Mannheim and Shingletown in the Township shall be exempt from this by-law as their Services are provided by The Corporation of the City of Kitchener.

### **Severability**

21. 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.

**Repeal**

22. By-law 2013-07 is hereby repealed.

**Coming Into Force**

23. This by-law shall come into force and effect on March 1, 2014.

**READ** a first and second time in Open Council this 10<sup>th</sup> day of February, 2014.

**READ** a third time and finally passed in Open Council this 10<sup>th</sup> day of February, 2014.

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Mayor

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Clerk

Schedule “A”  
Utility Service Fees

Water Meters	Cost	Criteria
½” & ¾” Meters (Standard Residential) – plus HST	\$145.00	per Meter
Other Size Meters – plus HST	Actual Cost	
MXU Device (includes installation) – plus HST	\$140.00	per MXU
Security Tag Replacement (Meter Sealing) – plus HST	\$50.00	per Meter
Tail Pieces – plus HST	\$15.00	per Meter
Remote/Mounting Bracket Assembly – plus HST	\$30.00	per Meter
Meter Accuracy Deposit	\$200.00	
Meter Installation Fee	Actual Cost	
Water Meter Repairs	Actual Cost	
Remote Re-Wiring	Actual Cost	
Water/Wastewater Services	Cost	Criteria
Service Inspections	Actual Cost	
Water Service Line Repairs	Actual Cost	
Wastewater Service Line Repairs	Actual Cost	
Water Main Line Repairs	Actual Cost	
Wastewater Main Line Repairs	Actual Cost	
Water Sampling/Testing	Actual Cost	
Water/Wastewater Services Administration – plus HST	10%	
Materials – plus HST	Actual Cost	
Labour Charges	Cost	Criteria
Regular Working Hours – plus HST	\$35.00	per Hour
After Working Hours (Monday – Saturday) – plus HST	\$52.50	per Hour
After Working Hours (Sunday & Holidays) – plus HST	\$70.00	per Hour
Vehicle Rates	Cost	Criteria
Flusher/Vacuum Truck – plus HST	\$120.00	per Hour
Stake Truck – plus HST	\$30.00	per Hour
Service Truck – plus HST	\$30.00	per Hour
Pickup Truck – plus HST	\$25.00	per Hour
Miscellaneous Services	Cost	Criteria
Water Disconnect/Reconnect	\$65.00	Each
Camera Inspection – plus HST	\$155.00	per Hour
Hydrant Use Permit	\$75.00	per Day
Tapping Machine (minimum \$100) – plus HST	\$35.00	per Hour
Sidewalk Clearing	\$120.00	per Hour

Schedule “B”  
Water Rates and Charges

Consumption Rates	Cost per m <sup>3</sup> (1,000 L)
Water Rate	\$1.6464
Water Rate – Foxboro Green	\$0.9319
Service Charges	Annual Charge
½” & ¾” Meters ( <i>Standard Residential</i> )	\$84.00
1” Meter	\$90.35
1½” Meter	\$142.23
2” Meter	\$182.00
3” Meter	\$327.00
4” Meter	\$483.75
6” Meter	\$794.33
Other Annual Charges ( <i>if applicable</i> )	Annual Charge
Flat Rate Water Charge ( <i>non-metered properties</i> )	\$940.50
Foxboro Green Administration Charge	\$715.80
Additional Meter Fee – ½” & ¾” Meters	\$11.00
Additional Meter Fee – 1” Meter	\$18.00
Additional Meter Fee – 1½” Meter	\$35.00
Additional Meter Fee – 2” Meter	\$43.00
Additional Meter Fee – 3” Meter	\$122.00
Additional Meter Fee – 4” Meter	\$208.00
Additional Meter Fee – 6” Meter	\$725.00
Other One-Time Fees ( <i>if applicable</i> )	Fee
Account Setup Fee	\$30.00
Additional Water Meter Reading	\$25.00

Water Rates and Charges Descriptions:

Water Rates and Charges are only applicable if a property is connected to one of the Township’s Waste Distribution Systems.

- *Consumption Rates* are applied based on a consumer’s consumption of water as measured by the installed meter.
- *Service Charges* are applied based on the size of the meter measuring the water service at each property.
- *Other Charges and Fees* are applied to a consumer only as necessary. Annual Fees are prorated based on the number of days within a billing period.
  - The *Flat Rate Water Charge* is applied to any consumer whose property is connected to a Township Water Distribution Systems and whose consumption is not measured by a meter.
  - An *Additional Meter Fee* is applied only if there is an additional Township owned meter located at a property.
  - The *Account Setup Fee* is applied to the first bill of all “newly created” Wilmot Water Accounts.
  - An *Additional Water Meter Reading Fee* is applied to an account for all readings not associated with the regularly scheduled bi-monthly reading.

**Schedule “C”**  
Wastewater Rates and Charges

Discharge Rates	Cost per m <sup>3</sup> (1,000 L)
Wastewater Rate	\$1.7458
Wastewater Rate – Morningside	\$1.3104
Wastewater Rate – Foxboro Green	\$0.8750
Service Charges	Annual Charge
½” & ¾” Meters <i>(Standard Residential)</i>	\$84.00
1” Meter	\$90.35
1½” Meter	\$142.23
2” Meter	\$182.00
3” Meter	\$327.00
4” Meter	\$483.75
6” Meter	\$794.33
Other Charges <i>(if applicable)</i>	Annual Charge
Foxboro Green Administration Charge	\$715.80

**Wastewater Rates and Charges Descriptions:**

Wastewater Rates and Charges are only applicable if a property is connected to the Township’s Wastewater Collection System.

- *Discharge Rates* are applied based on a consumer’s consumption of water as measured by the installed meter.
- *Service Charges* are applied based on the size of the meter measuring the water service at each property.
- *Other Charges* are applied to a consumer only as necessary and are prorated based on the number of days within a billing period.