



**TOWNSHIP OF WILMOT
COUNCIL MEETING AGENDA
MONDAY, JANUARY 12, 2015**

**AD HOC BUDGET ADVISORY COMMITTEE
WILMOT COMMUNITY ROOM
5:30 P.M.**

**CLOSED COUNCIL MEETING
WILMOT COMMUNITY ROOM
IMMEDIATELY FOLLOWING AD HOC BUDGET ADVISORY COMMITTEE MEETING**

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

1. MOTION TO CONVENE INTO CLOSED SESSION

Recommendation

That a Closed Meeting of Council be held on Monday, January 12, 2015 immediately following the ad hoc Budget Advisory Committee Meeting in accordance with Section 239 (2) (a) and (d) of the Municipal Act, 2001, for the purposes of considering the following matters:

- 2 (a) The security of the property of the municipality; and
(d) labour relations or employee negotiations.

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 Inaugural Council Meeting Minutes December 1, 2014

Recommendation

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

Inaugural Council Meeting December 1, 2014.

7. PUBLIC MEETINGS

- 7.1 REPORT NO. DS 2015-03**
Zone Change Application 01/15
Nith River Campground / Stantec
Part of Lot 22 and 23, Concession North of Snyder's Road
4417 Wilmot-Easthope Road

Recommendation

THAT Zone Change Application 01/15 made by Nith River Campground / Stantec, affecting Part of Lot 22 and 23, Concession North of Snyder's Road, to extend a temporary use by-law allowing a garden suite for an additional three years, be approved.

- 7.2 REPORT NO. DS 2015-04**
Official Plan Amendment Application 01/15
Zone Change Application 02/15
Wayne Brubacher / David and Lina Caputo
Part of Lot 2, Concession 3, Block B
Parts 26 and 27, Plan 58R-3682
13-1228 Berlett's Road, Sunfish Lake

Recommendation

THAT report DS 2015-04 be received for information.

8. PRESENTATIONS/DELEGATIONS

- 8.1 Heritage Wilmot Advisory Committee**
Register of Non-Designated Properties
- 8.1.1 REPORT NO. CK 2015-01**
Updated Heritage Register of Non-Designated Properties within
the Township of Wilmot

Recommendation

THAT the updated Register of Non-Designated Properties for the Township of Wilmot dated January 12, 2015 as submitted on behalf of the Heritage Wilmot Advisory Committee, be adopted.

- 8.2 Aaron Michael Fewkes**
Council Committee Appointment

9. REPORTS

- 9.1 CAO – no reports**

9.2 CLERKS**9.2.1 REPORT NO. CL 2015-01
Accessibility Initiatives/Actions Undertaken
for the 2014 Municipal Election****Recommendation**

THAT Report No. CL2015-01, prepared by the Director of Clerk's Services regarding Accessibility Initiatives/Actions for the 2014 Municipal Election, be received for information purposes.

**9.2.2 REPORT NO. CL 2015-02
Lease of Agricultural Lands
Known as 28 Smith's Creek Drive
Part of Parts 1-5, Block 77, Plan 58M-495****Recommendation**

THAT the Mayor and Clerk be authorized to enter into an agreement with Stoney Brook Farm Ltd., (attached as Schedule "A" to Report CL2015-02) for the lease of 35 acres of municipally owned lands known as 28 Smith's Creek Drive, Part of Block 77, Plan 58M-495, for a total amount of \$13,125.00 plus HST, and further;

THAT the term of the contract be for a five (5) year period, effective January 1, 2015 through to December 31, 2019.

**9.2.3 REPORT NO. CL 2015-03
Petition from Dietmar Walch / Alpine Plant Foods Corporation
for Municipal Drainage Works
Concession South of Snyder's Road Part Lot 19
RP58R13951 Parts 2 to 4, 7 and 8
Nafziger Road, Baden
Township of Wilmot****Recommendation**

THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from Dietmar Walch for Alpine Plant Foods Corporation, Nafziger Road, Baden, Concession South of Snyder's Road Part Lot 19 RP58R13951 Parts 2 to 4, 7 and 8, and

THAT the Clerk be authorized to proceed accordingly under The Drainage Act.

9.3 FINANCE**9.3.1 REPORT NO. FIN 2015-01
Expense Allowance for Elected Municipal Officials****Recommendation**

THAT the one-third tax free allowance for elected officials be retained and a by-law be prepared accordingly.

**9.3.2 REPORT NO. FIN 2015-02
Amendment to the Trust Fund By-law**

Recommendation

THAT the Trust Fund by-law 2012-29 be amended to add Foundry Street Parkette Trust Fund; and further

THAT the New Dundee Parks Development Trust Fund termination date be extended to December 31, 2015; and further

THAT the provisions for the Kropf/Baden Cemetery Restoration Trust Fund be deleted.

9.4 PUBLIC WORKS – no reports

9.5 DEVELOPMENT SERVICES

**9.5.1 REPORT NO. DS 2015-02
Wilmot Trails Master Plan
Appendix B: Implementation Plan**

Recommendation

THAT Appendix B (Implementation Plan) to the Wilmot Trails Master Plan, prepared by Seferian Design Group Limited, be endorsed.

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE

10.1 Heritage Wilmot Advisory Committee – Meeting Minutes from October 7, November 4 and December 2, 2014

Recommendation

THAT Correspondence Item 10.1 be received for information.

11. BY-LAWS

- 11.1 By-law No. 2015-01, Interim Tax Levy**
- 11.2 By-law No. 2015-02, Fees and Charges By-law Amendment**
- 11.3 By-law No. 2015-03, Amendment to the Trust Fund By-law 2012-29**
- 11.4 By-law No. 2015-04, To Authorize the Execution of an Agreement – Lease of Agricultural Land – 28 Smith's Creek Drive, Part of Parts 1-5, Block 77, Plan 58M-495**
- 11.5 By-law No. 2015-05, Acting Mayor Rotation Schedule for 2015-2018**

- 11.6 By-law No. 2015-06, Zone Change Application 01/15, Nith River Campground / Stantec, Part of Lot 22 and 23, Concession North of Snyder's Road, 4417 Wilmot-Easthope Road**

Recommendation

THAT By-law Nos. 2015-01, 2015-02, 2015-03, 2015-04, 2015-05 and 2015-06 be read a first, second and third time and finally passed in Open Council.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

- 15.1 By-law No. 2015-07**

Recommendation

THAT By-law No. 2015-07 to Confirm the Proceedings of Council at its Meeting held on January 12, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

16. ADJOURNMENT

Recommendation

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



**TOWNSHIP OF WILMOT
INAUGURAL COUNCIL MEETING MINUTES
MONDAY, DECEMBER 1, 2014**

**INAUGURAL 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, Director of Finance R. Tse, Curator/Director of Castle Kilbride T. Loch

1. **THE PROCESSIONAL** – Chad Gravill, Piper
2. **NATIONAL ANTHEM** – Girl Guides Of Canada / New Hamburg Guiding Units (Sparks, Brownies, Girl Guides, Pathfinders)
3. **PRAYER OF INVOCATION** – Pastor Doug Snyder, St. Agatha Mennonite Church
4. **DECLARATION OF OFFICE – MAYOR AND COUNCIL**
5. **INVESTITURE OF MAYOR'S CHAIN OF OFFICE**
6. **PRAYER OF DEDICATION** – Pastor Sean East, West Hills Fellowship, Baden
7. **INAUGURAL ADDRESS** – Mayor Les Armstrong

Mayor L. Armstrong welcomed all those in attendance to the Inaugural Meeting of Council. He expressed his appreciation for the work Council had completed in the previous term and how he is anticipating a productive and positive four years to come.

Mayor L. Armstrong summarized the accomplishments of Council from the past four years including the fundraising and ground-breaking for the Wilmot Splash Pad, the New Dundee Library and key infrastructure projects. He highlighted the financial controls used by the Township to achieve a debt free status which was illustrated by a home-made video created by Claudia Ciesielski.

Looking forward to the next four years, Mayor L. Armstrong stated his intentions to remain fiscally responsible to the residents of Wilmot by maintaining a tax rate increase no higher than the cost of living while controlling spending. He asked the residents of Wilmot to continue with their volunteering efforts and philanthropic initiatives by fundraising for community facilities so that Wilmot can continue to have modern amenities while remaining debt free.

Mayor L. Armstrong concluded his Inaugural Address by thanking Council, staff and the residents of Wilmot for an outstanding previous term and noted that he was looking forward to working with all of them for the next four years.

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

None disclosed.

9. MINUTES OF PREVIOUS MEETINGS

9.1 Council

November 17, 2014

Resolution No. 2014-237

Moved by: P. Roe

Seconded by: M. Murray

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

Regular Council Meeting November 17, 2014.

CARRIED.

10. REPORTS

10.1 CLERKS

10.1.1 REPORT NO CL2014-34

Volunteer Advisory Committee Appointments: Heritage Wilmot; Castle Kilbride

Quasi-Judicial Committee Appointments: Property Standards and Committee of Adjustment

Resolution No. 2014-237

Moved by: A. Junker

Seconded by: B. Fisher

- 1. THAT Councillors A. Junker and P. Roe be appointed as Council representatives and the following individuals be appointed to the Heritage Wilmot Advisory Committee effective January 1, 2015 to December 31, 2018:**

**Nick Bogaert
Rene Eby
Patty Clarke
Marg Rowell
Elisia Scagnetti
Yvonne Zyma**

- 2. THAT Councillors B. Fisher and M. Murray be appointed as Council representatives and the following individuals be appointed to the Castle Kilbride Advisory Committee effective January 1, 2015 to December 31, 2018:**

**Prema Anjaria
Doug Beesley**

**Teresa Brown
Carolyn Coakley
Leonard Kuehner
Mary-Eileen McClear
Jim Veitch**

3. **THAT the following individuals be appointed under By-law to the Committee of Adjustment effective January 1, 2015 to December 31, 2018:**

**Karin Demerling
Louise Lalonde
James Phillips
Steve Miller
Wayne Roth**

4. **THAT the following individuals be appointed under By-law to the Property Standards Committee effective January 1, 2015 to December 31, 2018:**

**Blain Bechtold
Charlotte Gravlev
Gloria MacNeil
Dennis Mighton
Darlene Vorstenbosch
Brian Wolfe**

5. **THAT Councillors J. Gerber and A. Junker be appointed to the Wilmot Healthy Communities Coalition effective January 1, 2015 to December 31, 2018.**

CARRIED.

10.2 FINANCE

10.2.2 REPORT NO. FIN 2014-30 Ontario Community Infrastructure Fund (OCIF) – Formula Based Funding Contribution Agreement

Resolution No. 2014-237

Moved by: P. Roe

Seconded by: J. Gerber

THAT report FIN 2014-30, prepared by the Director of Finance, regarding OCIF – Formula Based Funding Contribution Agreement be received for information purposes;

And further, that the Mayor and Director of Clerk's Services be authorized to sign the Contribution Agreement.

CARRIED.

The Director of Finance highlighted the report.

11. BY-LAWS

- 11.1 By-law No. 2014-50 By-law to Appoint a Committee of Adjustment**
- 11.2 By-law No. 2014-51 By-law to Authorize the Execution of the Ontario Infrastructure Fund – Formula-Based Funding Contribution Agreement By-law**
- 11.3 No. 2014-52 By-law to Appoint a Property Standards Committee**

Resolution No. 2014-237**Moved by: M. Murray****Seconded by: A. Junker**

THAT By-laws No. 2014-50, 2014-51 and 2014-52 be introduced for consideration, read a first, second and third time and finally passed in open Council.

CARRIED.**12. CONFIRMATORY BY-LAW**

- 12.1 By-law No. 2014-53**

Resolution No. 2014-237**Moved by: M. Murray****Seconded by: B. Fisher**

THAT By-law No. 2014-53 to Confirm the Proceedings of Council at its Inaugural Meeting Held on December 1, 2014 be introduced, read a first, second and third time and finally passed in Open Council.

CARRIED.**13. ADJOURNMENT****Resolution No. 2014-237****Moved by: M. Murray****Seconded by: A. Junker**

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

CARRIED.

Mayor

Clerk



Township of Wilmot **REPORT**

REPORT NO. DS 2015-03

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: January 12, 2015

SUBJECT: Zone Change Application 01/15
Nith River Campground / Stantec
Part of Lot 22 and 23, Concession North of Snyder's Road
4417 Wilmot-Easthope Road

Recommendation:

That Zone Change Application 01/15 made by Nith River Campground / Stantec, affecting Part of Lot 22 and 23, Concession North of Snyder's Road, to extend a temporary use by-law allowing a garden suite for an additional three years, be approved.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on December 2, 2014. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

GRCA: no objections

Discussion:

The subject lands are comprised of approximately 24.67ha, are designated Agricultural Resource Area in the Township Official Plan, and are zoned Zone 1 (Agricultural) with site specific provisions allowing a seasonal campground and accessory uses within the Township Zoning By-law.

In 2003 Nith River Campground was subject to a zone change application to legalize the operations of the campground. The Ontario Municipal Board approved a by-law for the seasonal campground and also approved a temporary use by-law for an existing garden suite (mobile home) that was located on the property and used as a year round residence.

The property recently changed hands and the new owner was unaware of the temporary time frame for the mobile home and requests a transition period for tenants of the mobile home who also help out in monitoring the campground. The Planning Act provides that Council may authorize the extension of a temporary use by-law for a period not exceeding three years.

No objections were raised through circulation of the application.

Strategic Plan Conformity:

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

Financial Considerations:

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

Conclusion:

This application permits the continued use of a temporary residence (mobile home) for a transitional period of three years. Although an application could be filed for an additional extension in three years, the applicants have indicated they intend to remove the mobile home prior to expiry of the by-law. As a temporary use, the proposed zone change complies with the policies of the Township Official Plan and Regional Official Policies Plan.



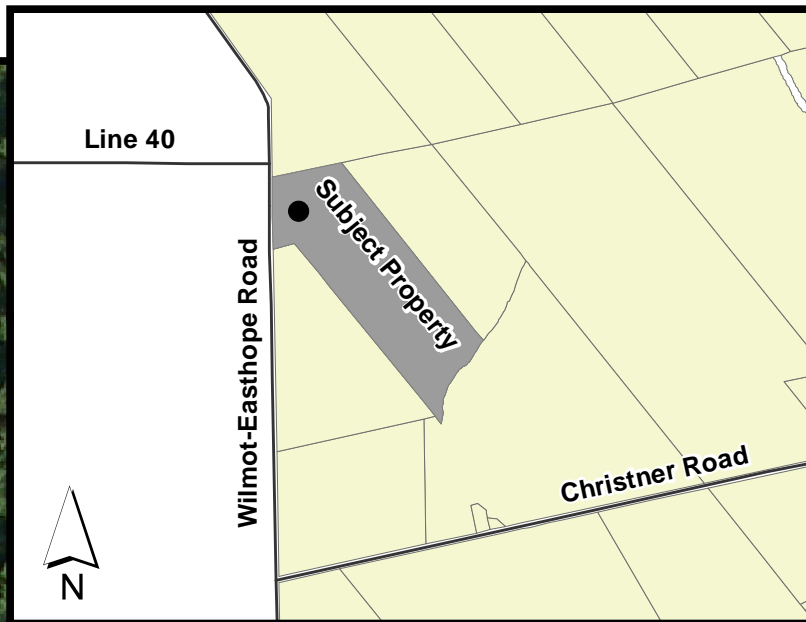
Andrew Martin, MCIP RPP
Planner/EDO

Reviewed by CAO

**ZCA-01/15
Nith River Campground
4417 Wilmot-Easthope Road**

Wilmot-Easthope Road

**NITH RIVER
CAMPGROUND**



**Existing Mobile Home
Subject to
Application**

Existing Dwelling



Township of Wilmot REPORT

REPORT NO. DS 2015-04

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: January 12, 2015

SUBJECT: Official Plan Amendment Application 01/15
Zone Change Application 02/15
Wayne Brubacher / David and Lina Caputo
Part of Lot 2, Concession 3, Block B
Parts 26 and 27, Plan 58R-3682
13-1228 Berlett's Road, Sunfish Lake

Recommendation:

That report DS 2015-04 be received for information.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on December 11, 2014. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies: none received at the time of writing the report

Discussion:

The subject lands are comprised of approximately 0.69ha, are designated Settlement Residential, Sunfish Lake Settlement Area in the Township Official Plan, and are zoned Zone 2 (Residential) within the Township Zoning By-law. The present zoning and official plan designation restricts use of the property to a seasonal dwelling.

The property owner would like to construct a detached garage to store a recreational vehicle (motorhome) and other personal items and, in the future, convert the cottage to a year round residence. The Official Plan Amendment proposes to place the property within a special policy area to permit a year round residence (a policy already applied to several other properties within the Sunfish Lake Settlement Area).

The zoning amendment is comprised of four requested modifications:

1. to permit a year round residence on the property;
2. to reduce the side yard setback for an existing boathouse from 2.0m to 0m to reflect its existing location;
3. to increase the maximum combined area of all accessory buildings (the existing boathouse and the proposed garage) from 69m² to 142m²; and
4. to increase the maximum height of the proposed detached garage from 4.5m (measured from finished grade to the midpoint between the eaves and peak of the roof) to 9.5m (measured from finished grade to the peak of the roof).

The applicants participated in a pre-consultation meeting at which time the Township of Wilmot, Region of Waterloo (RMOW), and Grand River Conservation Authority (GRCA) summarized submission requirements. In response, the applicants submitted a Planning Justification Report, a Scoped Environmental Impact Study, a septic design, and a detailed site plan in support of the application. At the time of writing this report comments from the RMOW and GRCA were outstanding.

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

Strategic Plan Conformity:

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

Financial Considerations:

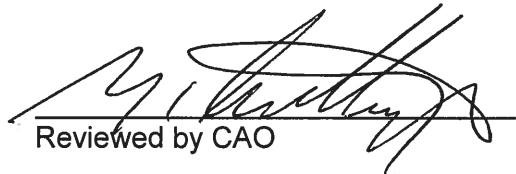
The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application.

Conclusion:

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

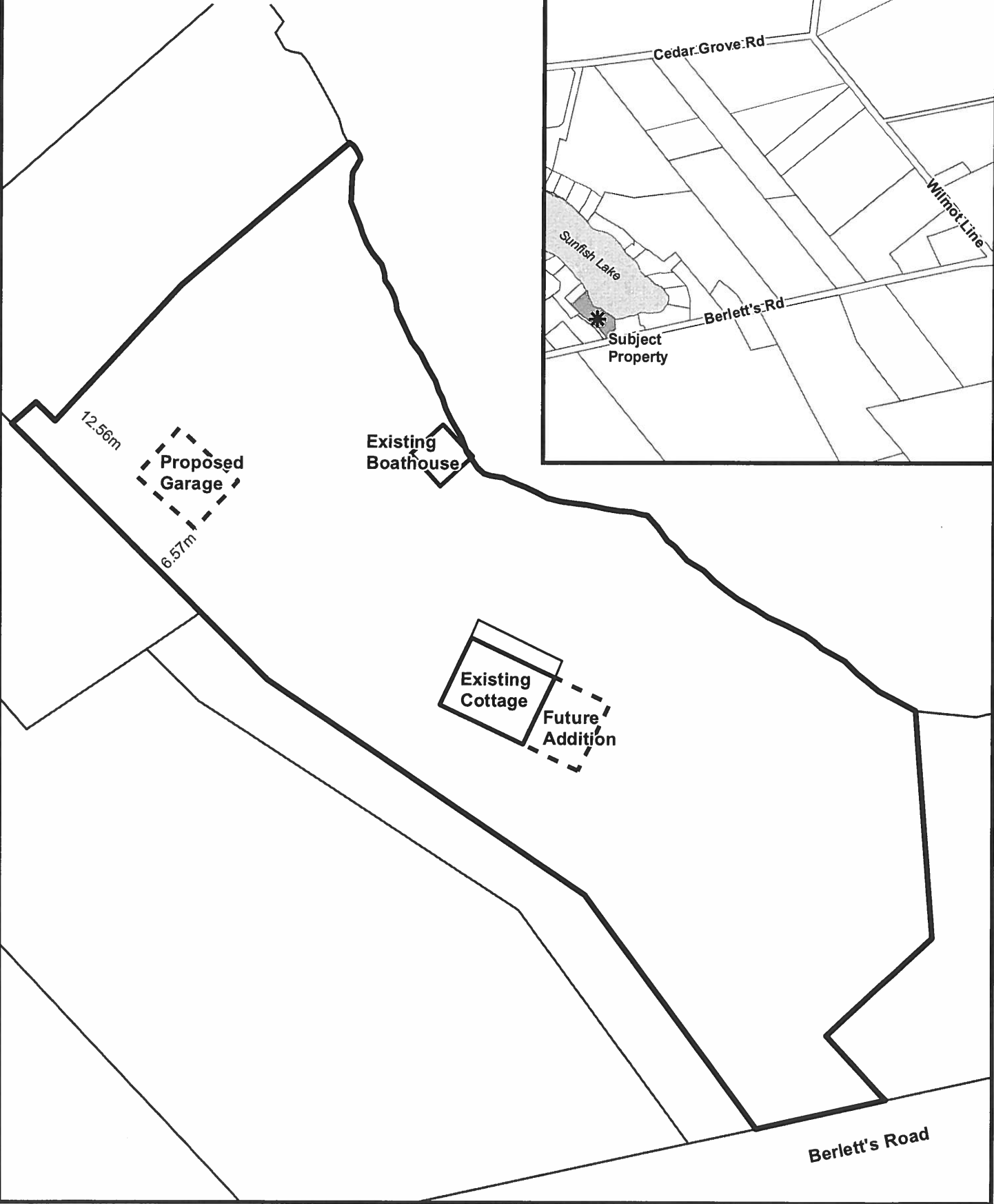
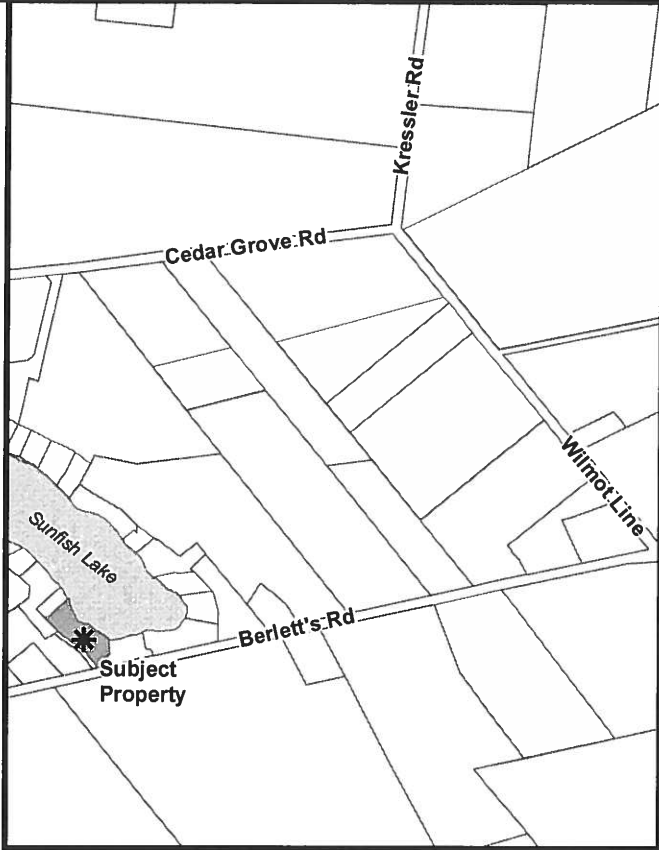


Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO

OPAA-01/15
ZCA-02/15
David and Lina Caputo
13-1228 Berlett's Road





Township of Wilmot

REPORT

REPORT NO. CK2015-01

TO: Council

PREPARED BY: Tracy Loch, Curator/Director

DATE: January 12, 2015

SUBJECT: Updated Heritage Register of Non-Designated Properties within the Township of Wilmot

Recommendation:

THAT the updated Register of Non-Designated Properties for the Township of Wilmot dated January 12, 2015 as submitted on behalf of the Heritage Wilmot Advisory Committee, be adopted.

Background:

As part of its mandate from Wilmot Council, the Heritage Wilmot Advisory Committee periodically reviews and updates the Register of Non-Designated properties within the Township of Wilmot for Council's approval. The Register reflects properties of cultural heritage value or interest to Wilmot Township. Using a checklist for criteria, properties are graded and classified. The Register is reviewed annually by the committee to support its mandate to Council. This municipal register is considered an inventory of properties of cultural heritage value or interest and is created and maintained by the committee.

Discussion:

As part of the process, Heritage Wilmot has evaluated the list and recommended at the November 4, 2014 meeting the addition of three new properties to the Register for 2014. Letters to the property owners were mailed on November 5, 2014 informing the owner that their property has been recognized as being of historic interest to the Township of Wilmot's heritage committee and that the property has been chosen to be included on the Heritage Register of Non-designated Properties. A pamphlet also accompanied the letter which provided further information to the owner regarding the Non-Designated Register. Owners were notified that the updated list would be brought forward as a recommendation to Council and were invited to contact the Staff liaison (Tracy Loch) or Chairperson of Heritage Wilmot (Nick Bogaert) with any questions or concerns. No objections were raised from the property owners.

Heritage Wilmot recommends the following three properties to be added to the 2014 Heritage Register of Non-Designated Properties for the Township of Wilmot:

- 966277 Oxford-Waterloo Road (New Hamburg) - "Shearer/Prospect Farm"
- 2111 Bean Road (New Hamburg) – Grace Mennonite Church
- 75 Charles Street / 76 Mill Street (Baden) – Livingston Flax Mill/ Baden Feed & Supply

The committee also endorsed the removal of the now demolished Beck House in Baden from the Register, as noted at the December 2, 2014 Heritage Wilmot Advisory Committee meeting. In addition, the Register as a whole was reviewed and new historical information to various properties were added.

Strategic Plan Conformity:

The report implements the following goals from the Strategic Plan:

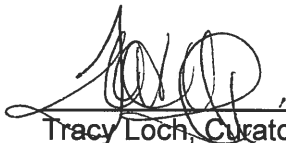
- We are an engaged community through involving and supporting volunteers from the Heritage Wilmot Advisory Committee.
- We enjoy our quality of life by protecting and promoting the Township's built heritage.
- The actions noted are in accordance with the municipal work program.

Financial Considerations:

n/a

Conclusion:

That report CK2015-01, the Heritage Register of Non-Designated Properties within the Township of Wilmot dated January 12, 2015 be adopted.



Tracy Loch, Curator/Director





Reviewed by CAO



HERITAGE REGISTER OF NON-DESIGNATED PROPERTIES FOR THE TOWNSHIP OF WILMOT 2014










BADEN


Photo	Name of Building/Roll #	Build Date	Property Address/Current Owner	Legal Address	Significant Features
	Shantz House 090-010-07200	1846	2675 Wilby Road Baden	Con North Erb's Rd., Pt Lot 13, Pt Lot 14	Georgian; 2 storey, stone house, six windows on second floor, two doors and four windows on first floor, open porch. One of four original deeds in the township. Built by John C. Shantz, who was the first deacon for Shantz Mennonite Church in 1850
	Shantz / Hunsberger House 090-009-00300	1848	2417 Erb's Road Baden	Part Lot 12, Con South, Erb's Road	Georgian; 2 storey; 4 over 4 bays; granite field stone one of the oldest houses in the township; gabled dormers on roof a later addition. Built by pioneer David Y. Shantz, after whose family Shantz Mennonite Church was named.
	Hilborn General Store 040-006-02000	1854	55 Snyder's Road West Baden	Plan 627, Lot 130, Pt Lot 129 RP58R4327 Parts 2 & 3	Vernacular; early style General Store with typical four large show windows, two on each side of a recessed entrance, board and batten construction; false front style, known as a boomtown front used to add prominence and elegance, was added later. Operated by Hilborn Brothers until 1900, Mr. I.R Shantz, Abe Hunsberger. Used a general store for over 150 years. Note: Mr. Shantz built the home directly beside this store.
	Miller / Schmidt House 040-006-08900	1856	130 Charles Street Baden	Part Lot 16, Concession South of Snyder's Road	Georgian; 2 storey salmon brick, 4 bays on each floor, enclosed entrance porch with balcony above, small attic windows on end walls. Century farm for five generations of Millers; Birthplace of Christian S. Miller who aided Jacob Beck in the founding of Baden. The Honourable Adam Beck in his speech on Dec. 29 1911 when Hydro Electric Power first illuminated the village of Baden paid tribute to Christian Miller, "My father, in the early fifties, helped to found this village with kindly Chris Miller who..helped the hardy pioneers hew their way through forests and bush, to found a home." (Berlin News Record, December, 1911)

	Steinman Furniture 040-006-26100	1857	43 Snyder's Road East Baden	Pt Lot 26 Mill Plan	Vernacular; plain front façade, large windows, rectangular wood building. Originally a grocery, furniture, undertaker and feed & seed. Several generations of the Steinman family operated businesses from this location from 1904 to 1994.
	Roth / Gold House 090-010-07300	1863	3876 Sandhills Road Baden	Part Lot 13, Con North Erb's Rd,	Gothic Revival; 1½ storey; stone construction, front gable has a rounded arch window; open porch; rubble stone summer kitchen.
	Lebold House 040-006-23500	c.1870	229 Snyder's Rd. East Baden	Con South Snyder's Road East, Pt Lot 14, RP58R6402 Part 2	Gothic Revival; yellow brick, front peaked gable with pointed arch window, metal roof. Contrasting white brick voussoirs over windows, decorative white brick quoins.
	Livingston Linseed Oil Mill/ Baden Feed & Supply 040-006-09610 040-006-09600	c.1870	75 Charles Street Baden 76 Mill Street Baden	Plan 627 LOTS 112 TO 114, 119 120 126 TO 128 183 TO 190 199 TO 201 PT MILL POND RP58R6700 PT 2 Plan 627 LOT 165 to 168 173 174 181 182 PT LOT 169 PT	Industrial; a series of brick buildings that are directly related to the operation of James Livingston's flax business that manufactured linseed oil c.1867 in Baden; some buildings contain elevators, various multi-paned windows and one notable section is where the train would enter for the product to be unloaded into hopper cars; the oldest building is a 1 storey building currently painted white and has 8 sections divided by pilasters. The top of each section has corbelled brickwork. Historic use of the various buildings include: Oil works, Elevator, Iron Oil Tanks, Boiler/Engine Room, Warehouse and Oil storage.
	Lorentz / Miller Store 040-006-075	1876	8 Foundry Street Baden	Plan 627, Part lots 105, 106 RP58R1287 Part 1, Part 5	Italianate; 2 storey; 3 over 3 bays; early store; decorative upper storey porch. Originally an early store, apothecary store, and antique store. Lorentz (born in Petersburg 1843) built and operated a hardware store and tinsmith shop; bought by J.P Livingston and then passed on to his son-in-law, and then local resident who continues to operate as an antique store.
	Hunsberger / Shinnie House 040-006-020 01	1893	53 Snyder's Road West Baden	Plan 627, Pt Lot 129 RP58R4327 Part 1	Queen Anne; 2 storey, projecting bay on right with gable roof, brackets at angles of bay, large half round window on first floor of bay, yellow brick, hipped metal roof, rubble stone foundation, decorated frieze, open double porch. Built by Mr. I. R. Shantz, owner of the general store located beside this home.


	Livingston Presbyterian Church 040-006-08100	1895	44 Beck Street Baden	Plan 627, Lot 97	Gothic Revival; yellow brick, 3 storey tower, stained glass windows commemorating Livingston family. This church was built in 1895 and, except for an addition in 1935, has remained unaltered for over a century. Church built and originally financed by James Livingston, owner of Castle Kilbride.
	Hunsberger / Schmidt House 040-006-22100	1908	344 Snyder's Road East Baden	Con North Snyder's Rd. Pt Lot 13 RP58R1292 Part 1	Queen Anne; 2 storey, farmhouse, projecting bay on left side with brackets at top of bay, red brick, high gabled roof, rubble stone foundation, open porch, stone voussoir with larger keystone over half circle stained glass window on left, date of 1908 in gable.
	Hunsberger / Honderich House 040-005-12100	1909	520 Snyder's Road East Baden	Con North Snyder's Road Pt Lot 12	Queen Anne; farmhouse, 2 storey, gable to the street, triple window in attic gable, 3 part window in each storey, decorative shingles below gable, red brick, rubble stone foundation, open porch on upper and lower storey, date of 1910 in gable.
	Hunsberger / Schenk House 040-005-12000	1909	1064 Snyder's Road East Baden	Con North Snyder's Rd. Part Lot 11	Queen Anne; farmhouse, "L" shaped, 2 bays in each storey, projecting bay on left, 2 storey, red brick, 3 part window in gable, large rectangular window on left with leaded windows in transom, rusticated stone lintels and sills.
	Hunsberger / Miller House 040-006-24200	1910	189 Snyder's Road East Baden	Con South Snyder's Rd. East Pt Lot 14	Queen Anne; 2 storey, yellow brick, high gabled roof, with a hipped roof on part of house, 2 storey projecting bay on left side, brackets on either side of bay at roof line, large round headed window on first floor of bay, segmentally arched window on second floor, rubble stone foundation, two storey decorative open porch.
	Hunsberger / Leiskau House 040-006-23500	1910	243 Snyder's Road East Baden	Con South Snyder's Rd. East, Pt Lot 14	Edwardian; 2 storey, 2 bay "L" shaped, large 4 part window on right side red brick, high hipped roof, rubble stone foundation, open porch.
	Hunsberger / Lichti House 040-006-21400	1910	288 Snyder's Road East Baden	Con North Snyder's Rd. E. Pt Lt 13	Italianate; 2 storey, 3 bays on each floor, yellow brick, segmentally arched window, brackets under eaves, rubble stone foundation, open porch.

HAYSVILLE




	Sydney-Smith (Somerville) House 010-001-16200	1852	3448 Huron Road Haysville	Pt Lot 20, Con 1, Block A,	Georgian; 2 storey; five over four bays; brick. Served as store and post office that was run by Margaret Somerville (writer, community legal adviser)
	St. James Anglican Church 010-001-10300	1854	4339 Huron Road Haysville	Part Lot 27, Con 2 Block A	Gothic Revival; English rural style pioneer church, oldest in township; excellent detail especially the tower, stained glass and brickwork; iron fences and cemetery with early graves. This represents important phase of Wilmot's settlement of Block A by immigrants from the British Isles.
	Christner House 010-001-10800	1857	4157 Huron Road Haysville	Part Lot 26, Con 2, Block A,	Georgian; 2 storey; 3 bays on each floor, cut stone construction, sidelights at front door, open decorative porch. Built by Peter Christner.
	Shantz / Holst House 010-001-13800	1857	2771 Huron Road Haysville	Pt Lot 14,15,16 Con 2 Block A	Georgian, 2 storey, stone, front wall and side wall of house under porch, stuccoed and painted white, 4 over 4 bays; medium gable roof; stone voussoirs; small attic windows. Built by Joshua Shantz, son of Jacob, a founding pioneer of Berlin (Kitchener).
	Cleland / Puddicombe House (Feryne Bank Farm) 30-18-010-001- 16800-0000	1860	3542 Huron Road Haysville	Lot 21. Con 1, Block A	Georgian; 3 bays on each floor, yellow brick, slightly projecting centre section with peaked roof. Built by Andrew Cleland and was the Puddicombe family residence from 1883 until the 1980s. The Puddicombe property boasted a race track and club house east of the school grounds.
	Anderson / Dunker House 010-001-01000	1861	966637 Oxford –Waterloo Rd Haysville	Lot 21, Con 4, Block A	Georgian; 2 storey, 3 over 3 bays, sidelights and transom around front door, stone house with Gothic tail section featuring a side gable with pointed arch window. William Anderson came to Wilmot from Belfast, Ireland about 1830 along with his brothers and father. Mr. Anderson was one of the oldest and most prominent member of St. James church.
	Daniel / Silcox House 010-001-17500	1868	3994 Huron Road Haysville	Part Lot 25, Con 1, Block A	Gothic Revival; 1½ storey; two bays on 2 nd floor three bays on 1 st floor; bargeboard trim, finials on roof; 2 arched gable windows in peak, quoins at the corners. Edwin Daniel purchased all of lot 25 Con 1 Block A in 1850 from the Canada Land Company. This home is illustrated in the 1983 Waterloo Historical Society article, "Haysville District Pioneers."

	<p>Tye House</p> <p>010-001-16300</p>	1900	3330 Huron Road Haysville	Lot 19, Con 1 Block A	<p>Queen Anne; 2 storey, red brick, left side has a projecting bay, windows have stone voussoirs and lintels and sills, 2nd storey window has stained glass transom, 1st storey window has a round arched transom with stained glass, decorative gable has a 3 part window, finials on metal roof, round window on front second floor; decorative porch.</p> <p>Commonly known as Pamona Grove; built by Henry D. Tye, an esteemed businessman and local politician.</p>
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MANNHEIM





	<p>St. James Lutheran Church</p> <p>030-004-06700</p>	1873	1000 Knechtel Crt Mannheim	Con North Bleam's Rd, Pt Lot	<p>Gothic Revival; yellow brick church, enclosed brick entrance porch with Gothic window above door, Gothic lancet window in gable above entrance, frame steeple, Gothic windows in gable wall and 3 Gothic windows in side walls. Brick pilasters on either side of lancet window and between windows on side walls.</p>
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NEW DUNDEE


	<p>Millar / Coleman Store</p> <p>020-003-13500</p>	1848	168-172 Main Street New Dundee	Plan 628, Lot 53, 168-172 Main St,	<p>Georgian; 2 storey; frame building; board and batten; 6 bays on 1st floor, main entrance door on right, with transom & sidelights, 2 rectangular windows to the right of the door; recessed door for bakery on left, large window on either side of door, extension on the left has a flat roof, door on right, one window on left of door, all windows have been replaced, return eaves on main house on the right, half round window in attic of main house; 168 Main on left 1 ½ storey, board and batten, 2 bays on each floor, door on right, modern window on left, square windows in 2nd storey, shed roof.</p> <p>This is one of the village's oldest properties.</p>
	<p>Sheard / Mumford House</p> <p>020-003-24601</p>	1857	1054 Bethel Road New Dundee	Pt Lot 2 Con 2 Block A,	<p>Gothic Revival; 1½ storey, stone ½ round curved Gothic window in gable with top part filled in, 3 bay 1st floor with centre door and window on each side of door.</p> <p>Built by Titus Sheard from Yorkshire, England.</p>
	<p>O'Krongli House</p> <p>020-003-14300</p>	c.1860	56 Main Street New Dundee	Plan 628, Lot 6, NS Main Street	<p>Gothic Revival; 1 ½ storey, frame, board & batten; double house, has 2 front doors with round arched windows on ground floor. Window in gable has wide vertical division bar. Porch roof is curved.</p>

NEW HAMBURG



	Appel / Wagler House 040-007-09000	1855	2744 Bleams Road New Hamburg	Pt Lot 15, Con North Bleams Road	Georgian, 1 storey, field stone, 5 bays, with centre doorway, small porch with turned columns, 2 gabled dormers on roof, red brick voussoirs above windows.
	Ball / Myers House 010-001-11000	1855	4053 Huron Road New Hamburg	Part Lot 25, Con 2, Block A	Georgian with front gable; 1 ½ storey; stone, gable contains small round arch window, half circle upper porch on pillars, sidelights and transom window around front door.
	Allan / Lass House 010-001-18500	1858	4510 Huron Road New Hamburg	Lot 28, Con 1, Block A	Gothic Revival; 1½ storey; rubble stone; projecting middle bay in front; front gable, sidelights and recessed transom at front door, open porch. Built by Malcolm Allen; known for donating land for St. James School; he lived to be 105 years old.
	Ruthig / Grierson House 070-007-11800	c.1863	1228 Perth Street New Hamburg	Lot 25, Con South Snyder's Rd. RP58R1812 Part 1	Georgian, 2 storeys, 3 over 3 bays, recessed paneled entrance door with sidelights and transom, open porch with turned posts, early stone farm house with excellent squared and cut stone detail with limestone detailing. Built by Hyacinth Roth for area pioneer John Ruthig; the house is a smaller, less detailed version of the Moses Hostetler house which was also built by Roth.
	Pinchenant House 070-015-01800	1869	110 Waterloo Street New Hamburg	Plan 193, Part Lot 1	Gothic Revival; 1½ storey,, open porch, sidelights and transom at front door, front gable features two pointed Gothic arch lancet windows and pointed wooden finial.
	Ernst House 060-014-08800	1879	291 Huron Street New Hamburg	Smith Plan Pt Lot 2	Italianate; 2 storey, yellow brick, high gabled roof, brackets under eaves, rubble stone foundation, glassed in (open) porch, half circle transom over front door, stone voussoirs with molded keystones, rounded arched windows in upper storey, projecting bay windows.
	Shearer/ Prospect Farm 010-001-01300	1880	966277 Oxford-Waterloo Road New Hamburg	BLK A, CON 4, LOT 27	Italianate farm house with a hip and gabled roof with a granite fieldstone foundation; triple yellow brick with brick quoins at all the corners; all windows have a triple row of bricks forming a label over the windows. Property purchased in 1843 by James Baird of Scotland; Passed to Thomas Baird as noted on the 1861 Tremaine Map of Waterloo County. In 1958 Shearer family purchased property.

	Grace Mennonite Church 010-001-05500	1880	2111 Bean Road New Hamburg	BLK A CON 3 PT LOT 30 RP58R 4367 PT 2	Gothic Revival church; 1 storey yellow brick building with a granite fieldstone foundation; Gothic window with a label. All windows have coloured panes of glass. Originally known as Bethel Church. In 1861 Robert Leathorn deeded one-half acre to the Trustees of the Bethel Primitive Methodist Church; later joining Wesleyan Methodists and services discontinued in 1971 when sold to Grace Mennonite Church congregation.
	Graff / Mark House 060-013-05200	1882	230 Peel Street New Hamburg	Smith Plan, Lot 17, Part Lot 18	Italianate; 2 storey yellow brick, 5 bays on 2 nd floor, 4 bays on 1 st floor, decorative frieze board under eaves, enclosed porch, door has transom and sidelights, projecting bay windows, segmentally arched windows with labels and moulded keystones; side porch with turned posts. Built by Jacob Graff (local businessman and town Councillor).
	Holy Family Roman Catholic Church 060-014-086	1883	329 Huron Street (327) New Hamburg	Plan 536, Lot 3, Part Lot 2	Gothic Revival; 4 storey tower, statue in recessed niche on 3 rd floor of tower; corbelled brick work; buttresses on side walls, stained glass windows. Work of prominent Waterloo contractor Charles Moogk.
	St. George Anglican Church 070-014-19200	1888	3 Byron Street New Hamburg	Scott Survey, Part Lot 1, Smith Plan	Gothic Revival; yellow brick, pointed Gothic stained glass window, brick labels over windows, buttresses on walls; well detailed; Work of prominent architect, Frank Darling R.C.A. (Sun Life Waterloo, Bank of Montreal Toronto, various buildings of U of Toronto).



NEW PRUSSIA

	Guenther House 090-010-11100	1863	3429 Berlett's Road New Prussia	Part Lot 20, Con 2, Block B	Georgian; 1½ storey; 5 bays; rubble stone; detailed entrance. Century farm – 5 th generation; verandah across front of house. Lloyd (4 th generation) was one trustee who built New Prussia School S.S. #18; one of the longest continually run century farms in the area.
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PETERSBURG

	<p>Wilker House</p> <p>030-004-22800</p>	1832	1684 Snyder's Road Petersburg	Con North Snyder's Rd. Pt Lot 6, RP589843 Part 1	<p>Georgian; log house, solid oak, no nails, newer vinyl cove siding, newer rectangular single paned windows, 3 bay with centre doorway, centre doorway to balcony above open porch.</p> <p>Original owner Peter Wilker came from Germany and is said to be the founder and namesake of Petersburg.</p>
	<p>Brenneman House</p> <p>010-070-08200</p>	1848	2344 Sandhills Road Petersburg	Pt Lot 13, Con South Bleams Road	<p>Georgian style stone house, 2-storey, four openings on both floors, walk-in basement.</p> <p>Built by John Brenneman, one of the two first ordained ministers for the first congregation in Wilmot Township as noted by the plaque located in front of Steinmann Mennonite Church cemetery.</p>







PHILIPSBURG

	<p>Robitsch Inn</p> <p>30-18-090-010-01300-000</p>	1845	3247 Erb's Road Philipsburg	Concession South of Erb's road Pt Lot 19	<p>Georgian; two storey hipped roof brick and frame, decorative pediment over each set of 2 windows, hipped roof dormer with triple 3/1 windows, East Façade: three 3/1 windows in 2nd storey, two 3/1 windows on 1st floor, window opening in the centre has been bricked up, West Façade: no windows, the right frame portion of the house is covered in vinyl siding Rear Façade: not accessible from road.</p> <p>According to the census records of 1851 Frederick Robitsch had a 2 storey log inn. In 1861 Frederick Robitsch had a 2 1/2 storey frame and brick inn built in 1845. The 1861 Tremaine Map of Waterloo County lists Frederick Robitsch as a merchant and hotel keeper. According to the Registry Office the registered property owner was Juliane German.</p>
	<p>Royal Hotel</p> <p>30-18-090-010-04700-000</p>	1847	3250 Erb's Road Philipsburg	Concession North of Erb's Road Pt Lot 19	<p>Georgian; 2 storey frame, covered in aluminum siding, metal hip roof.</p> <p>1851 Census owner is Jacob B. Forler, 1861 Registry Office owner is George S. Holtzmann. The property has been severely altered; an early photograph appears in "More Than A Century in Wilmot Township" on page 84. It was known as the Royal Hotel, and later as Bast's General Store. Moses Pfanner bought it about 1880.</p>

	Schmidt / Eidt House 30-18-090-010-00900-000	1860	3301 Erb's Road Philipsburg	Concession South of Erb's road Pt Lot 19	Georgian; 2 storey granite fieldstone, 5 bay, gable roof. Porch runs full length of front of house, supported by plain wooden posts has a turned wooden railing. The stone wall under the porch is stuccoed and painted Round iron tie rod ends are located at the attic and 2nd floor level. This is a very attractive stone farm house. The corner stone states Henry B. Smith, also known as Henrich B. Schmidt. 1860.
	Philipsburg Baptist Church 090-010-09000	1878	2514A Nafziger Road Philipsburg	Lot 19, Con 1, Block B, RP58R4072 Part 1, RP58R8417	Vernacular; log building, built as a church, logs donated by the congregation; 1½ storey, 3 bays in gable end with centre doorway and segmentally arched 6/6 windows on either side of door, segmentally arched 6/6 windows on east wall.
	Forler House 30-18-090-101-017000-000	1910	3233 Erb's Road Philipsburg	Concession South of Erb's Road Pt Lot 18	Queen Anne 2 storey painted brick home; including a one storey red metal siding outbuilding; roof slopes up on all sides of a gable roof. This property was owned by Conrad L. Forler who had a planing, chopping and cider mill. He was a contractor and builder who built a number of the homes in Philipsburg.
	Armbrecht House 30-18-090-110-04600-000	1916	3238 Erb's Road Philipsburg	Concession North of Erb's Road Pt Lot 18	Vernacular; 1 1/2 storey, hipped roof, vinyl siding Front Façade: 3 bay, centre entrance door, large 3 part window one either side of door, gable roof dormer with 2 part window, West Façade: 2 rectangular windows larger one on right of chimney, smaller one on left of chimney, porch at rear, rear extension door under porch. East Façade: 2 rectangular windows, granite fieldstone foundation. Red Workshop was a former blacksmith shop built in 1916. There is a small wooden gable roofed shed with 1 door facing Erb's Road to the right of the house. Henry Armbrecht owned a 1 storey house on the property in 1851. In the 1861 census, the property was listed as a 2 storey house. The current house was built in 1916 to replace a house that had previously been burned.
	Philipsburg School S.S. #17 30-18-090-010-04800-000	1917	3262 Erb's Road Philipsburg	Concession North Of Erb's Road Pt Lot 19	Edwardian; 2 storey red brick, hip roof, cupola for bell on roof near front of building, has metal bell cast roof with finial. The school was erected in 1917. Construction started before the school year ended and classes were held in Conrad Forler's shop at the south-east corner of Erb's road and Nafziger Road in Philipsburg for the month of June. Ratepayers who had teams were requested to deliver loads of stone at fifty cents per load. The work of leveling the schoolyard was to be done gratis without pay.

	<p>Zion Evangelical Lutheran Church</p> <p>30-18-090-010-04700-000</p>	1929	<p>3357 Erb's Road</p> <p>Philipsburg</p>	<p>Concession South of Erb's Road Pt Lot 19 & 20</p>	<p>Gothic Revival; brown brick, 3 storey square tower topped by pointed finials on each corner of tower, narrow Gothic window. The Zion Lutheran Church has records dating back to 1843. These indicate that the greatest influx of pioneers occurred from 1840 to 1850. Original and later donations of land came from Heinrich C. Eidt. It is believed the contractors were Heinrich Doering and Jacob Forler. The present brick edifice was constructed in 1929 by Conrad Forler, assisted by members of the congregation, at a cost of \$15,000.</p>
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ST. AGATHA

	<p>Herber House</p> <p>080-008-02800</p>	1851	<p>1157 Erb's Road</p> <p>St. Agatha</p>	<p>Lot 2, Con South Erb's Rd</p>	<p>Vernacular interpretation of Georgian, decorative porch; 1 ½ storey; 4 bays; rubble stone.</p> <p>Home of former Reeve John Herber (3rd generation)</p>
	<p>Shantz House</p> <p>090-010-04001</p>	1858	<p>2632 Erb's Road</p> <p>St. Agatha</p>	<p>Pt Lot 13, Lot 14 Con North Erb's Rd. RP58R5597 Parts 1-3</p>	<p>Gothic Revival, 1½ storey, 4 bays on 1st floor 2/2 windows, door with curved top in gable opens onto balcony, stuccoed walls under porch, turned porch posts, red and yellow brick surrounds windows on east and west side.</p>
	<p>Tschirhart Hotel</p> <p>080-009-04300</p>	1859	<p>1744 Erb's Rd.</p> <p>St. Agatha</p>	<p>Lot 7, Con North Erb's Rd,</p>	<p>Georgian; 2 ½ storey; salmon brick, seven over seven bays; early hotel structure, altered window and door arrangement on front facade, altered windows at attic level, many uses (store, post office, apartment bldg). Built by Peter Tschirhart, member of first council.</p>
	<p>Doersom Inn</p> <p>080-009-045</p>	c. 1860	<p>1750 Erb's Road</p> <p>St. Agatha</p>	<p>Pt Lot 7, Con North Erb's Rd RP583922, Part 1</p>	<p>Georgian; 2 storey, brick structure, plastered and painted green, 2 storey, front porch with columns, small attic windows.</p> <p>Formerly Prince of Wales Hotel, currently Kennedy's.</p>
	<p>Shrine of the Sorrowful Mother Roman Catholic Church</p> <p>080-009-02600</p>	1860	<p>1820 Notre Dame Road</p> <p>St. Agatha</p>	<p>Lot 7, Con South, Erb's Rd,</p>	<p>Vernacular Gothic; early chapel; prominent shrine; cemetery contains rare iron cross grave markers; half circled, rounded arch stained-glass window. Only shrine in Hamilton Diocese. Collection of relics from saints; Swiss/Bavarian tower, decorative interior altar and paintings; built by prominent local priest Eugene Funcken (founder of St. Agatha Orphanage, St. Jerome's College). Funcken is buried under the chapel; one of the few surviving monuments to an era when St. Agatha was the centre of the Catholic Church in Waterloo County.</p>
	<p>Zion Evangelical Lutheran Church</p> <p>080-008-02000</p>	1863	<p>1363 Erb's Road</p> <p>St. Agatha</p>	<p>Pt Lots 3 & 4 Con South Erb's Rd, RP58R11813 Part 1</p>	<p>Gothic Revival; tower of Swiss/Bavarian design with a bell cast steeple; early stone church; rounded arch windows with amber glass, cemetery at the rear.</p>



Register of Non-Designated Properties in Wilmot Township

2014 Update from the
Heritage Wilmot Advisory
Committee

January 12, 2015

What is a municipal register?





**2014 HERITAGE REGISTER OF NON-DESIGNATED PROPERTIES
FOR THE TOWNSHIP OF WILMOT**

Photo	Name of Building/Roll #	Build Date	Property Address/Current Owner	Legal Address	Significant Features
	Shantz House 090-010-07200	1846	2675 Wilby Road Baden	Can North End's Rd., Pt Lot 13, Pt Lot 14	Georgian; 2 storey, stone house, six windows on second floor, two doors and four windows on first floor, open porch. One of four original deeds in the township. Built by John C. Shantz, who was the first deacon for Shantz Mennonite Church in 1850.
	Shantz / Humberger House 090-009-00300	1848	2417 Erb's Road Baden	Part Lot 12, Can South, Erb's Road	Georgian; 2 storey; 4 over 4 bays; granite field stone one of the oldest houses in the township; gabled dormers on roof a later addition. Built by pioneer David Y. Shantz, after whose family Shantz Mennonite Church was named.
	Hilborn General Store 040-006-02000	1854	55 Snyder's Road West Baden	Plan 527, Lot 130, Pt Lot 129 RP58R4327 Parts 2 & 3	Vernacular; early style General Store with typical four large show windows, two on each side of a recessed entrance, board and batten construction; false front style, known as a boomtown front used to add prominence and elegance, was added later. Operated by Hilborn Brothers until 1900, Mr. I.R. Shantz, Abe Hunsberger. Used a general store for over 150 years. Note: Mr. Shantz built the home directly beside this store.
	Miller / Schmidt House 040-006-08900	1856	130 Charles Street Baden	Part Lot 16, Concession South of Snyder's Road	Georgian; 2 storey salmon brick, 4 bays on each floor, enclosed entrance porch with balcony above, small attic windows on end walls. Century farm for five generations of Millers; Birthplace of Christian S. Miller who aided Jacob Beck in the founding of Baden. The Honourable Adam Beck in his speech on Dec. 29 1911 when Hydro Electric Power first illuminated the village of Baden paid tribute to Christian Miller, "My father, in the early fifties, helped to found this village with kindly Chris Miller who helped the hardy pioneers hew their way through forests and bush, to found a home." (Berlin News Record, December, 1911)

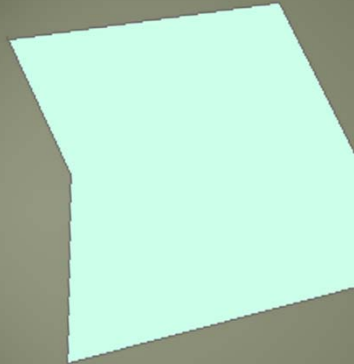


Why include properties on the register?

- ✓ Recognizes properties of cultural heritage value in Wilmot Township.
- ✓ Promotes knowledge and enhances the understanding of Wilmot's cultural heritage.
- ✓ Provides easily accessible information about cultural heritage.
- ✓ It is a planning document that will be consulted by municipal decision makers when reviewing development proposals or permit applications.

“While these properties are not officially designated, they are considered of historic importance and value to the Township of Wilmot, much the same as designated properties.”

Examples From Current Register

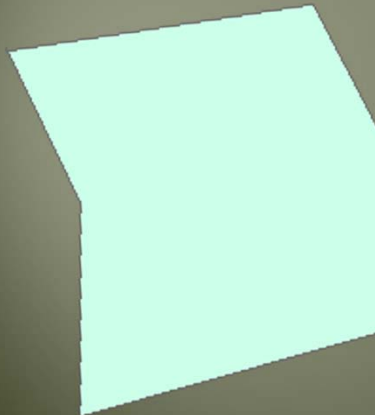


Shantz / Hunsberger House (1848):

- Georgian; 2 ½ storey; 4 over 4 bays; rubble stone; Gabled windows on upper storey.
- Built by pioneer, David Y. Shantz.
- Shantz Mennonite Church was named after him.
- One of the oldest homes in Wilmot Township.

St. James Anglican Church (1854):

- English rural, Gothic revival, vernacular, single storey.
- Pioneer church and one of the oldest in Wilmot Township.
- Excellent detail, especially the tower, stained glass and brickwork.
- Iron fences and cemetery with pioneer graves; represents important phase of Wilmot's settlement of Block A by immigrants from the British Isles.





Additions to the Register

Shearer Property/ "Prospect Farm"

966277 Oxford-Waterloo Road, New Hamburg







Grace Mennonite Church

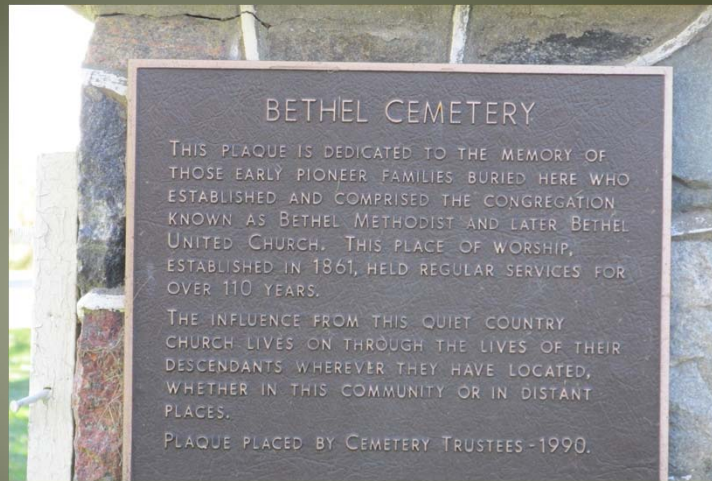
2111 Bean Road, New Hamburg





2111 Bean Road (New Hamburg)
Grace Mennonite Church

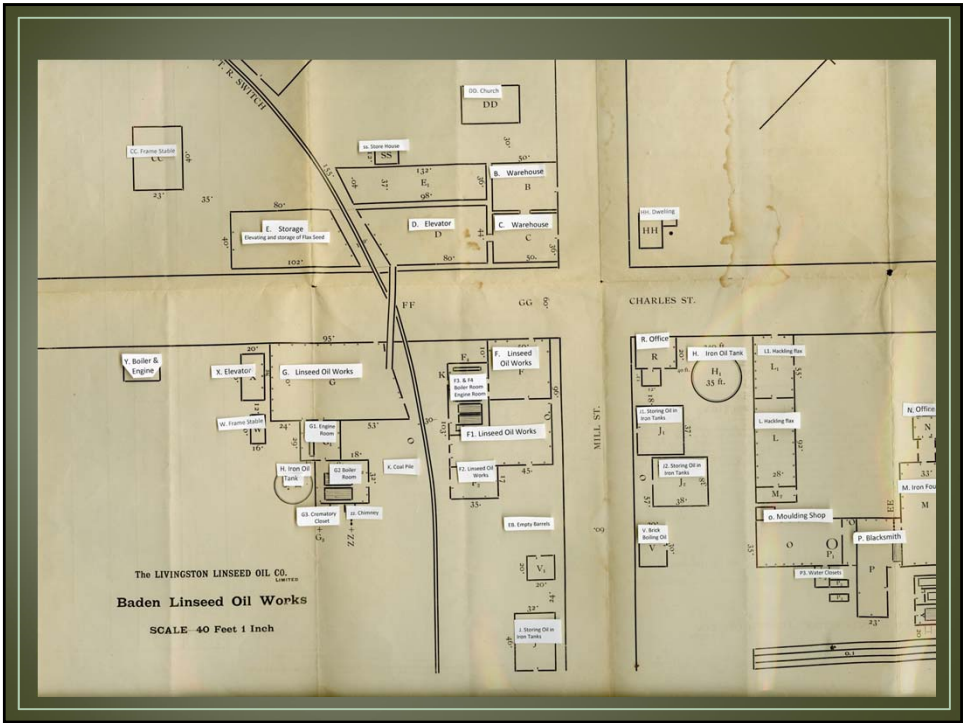




**Former Livingston Flax Mill /Linseed Oil
Company (now *Baden Feed & Supply*)**
75 Charles Street & 76 Mill Street, Baden







Future Steps for the Heritage Wilmot Advisory Committee

- 57 properties currently on the Register of Non-designated properties for Wilmot Township
- Continue inventory of properties in 2015.
- Next update to Register to be presented to Council in 2015.
- Committee hoping to return with designation in 2015 as well.

Thank you



Township of Wilmot Committee Appointments 2015-2018

Presented by: Mr. Aaron Michael Fewkes
(46 Ritz Crescent, New Hamburg)

January 12, 2015

Background/Rationale for Delegation This Evening

- ⌘ Served on Committee of Adjustment 2011-14
- ⌘ Re-submitted name for 2015-18
- ⌘ Questions regarding the transparency of the process.
Clarification of process.
- ⌘ I WANT TO BE CLEAR: Focus remains on the larger
picture, not on the individual(s).

October 31, 2014

- ✿ To: 2011-2014 Committee of Adjustment (COA) Members
From: Andrew Martin, Treasurer COA
- ✿ Hi All:
Our Clerk's Department will be advertising for positions for new committees to align with the new term of Council. Can you please let me know if you have interest in being part of the committee of adjustment for the next term? We will be compiling a list of potential members and will be formulating recommendations for Council's consideration. The new term of the COA will start in January.
See you next week,
Andrew.

November 1, 2014

- ✿ To: Andrew Martin, Treasurer COA
From: Aaron Fewkes
- ✿ Yes, I am interested. Please keep me posted regarding choices. At which point I will make my final decision.

December 4, 2014

- ✿ To: Aaron Fewkes
From: Dawn Mittelholtz, Township of Wilmot Deputy Clerk
- ✿ A letter advising that “At its inaugural meeting on Dec 1, 2014, the Council of the Township of Wilmot adopted the following resolution:

THAT the following individuals be appointed to the COA effective 2015-2018: KD, LL, JP, SM, WR.

Thank you for your interest in the COA.”

Sincerely,
Barb McLeod, Director of Clerk’s Services

December 4, 2014

- ✿ To: Dawn Mittelholtz
From: Aaron Fewkes
- ✿ “Very interesting choices. I’d be interested in hearing why these candidates were chosen by council. Will follow-up.”

December 4, 2014 (11:09am)

- ✿ To: Barb McLeod, Director of Clerk's Services
From: Aaron Fewkes
- ✿ Please advise on what bases the 2015-18 COA members were recommended to council by your office. I am interested in learning more about what measure of transparency are implemented when these committees are chosen every four years. From my "application process" – if you can call submitting your name a process – it would seem that the recommendations are made somewhat randomly? Perhaps I am wrong.
Surely council is not appointing people to make decisions that affect our Township – in some cases greatly – based on lots. If so, I would like to question their decision publicly.
Thank you for a prompt reply. As alluded to above, depending on the information provided, I may then wish to speak to council as a delegation on the public record.
Sincerely,
Mr. Aaron Michael Fewkes

2hrs, 15 min later... (1:24pm)

- ✿ To: Aaron Fewkes
From: Barb McLeod, Director of Clerk's Services
- ✿ "Aaron: the appointments are a political decision."

10 min later... (1:34pm)

- ✿ To: Barb McLeod, Director of Clerk's Services
From: Aaron Fewkes
- ✿ "Dear Mrs. McLeod,
Can you please confirm what you mean by 'political decision'? That term is open to a lot of interpretation. It lacks the clarity I was hoping for."

December 8, 2014 (12:14pm)

- ✿ To: Aaron Fewkes
From: Barb McLeod, Director of Clerk's Services
- ✿ "Aaron: **it was a Mayor and Council decision** and I have no further comments to add."

December 1, 2014 Inaugural Council Meeting

- ⊗ REPORT NO: CL2014-34
TO: Council
PREPARED BY: Barb McLeod, Director of Clerk's Services
- ⊗ Makes five recommendations by listing names of "successful applicants" for each committee.
- ⊗ Gives background and discussion – an overview of each committee – for council to consider.
- ⊗ Conclusion: "It **is recommended** that the Volunteer Advisory Committee members be appointed to their respective Committees by resolution as listed in the report, and that the Quasi-Judicial Committee members be appointed under the appropriate Bylaws."
- ⊗ Signed: Barb McLeod, Director of Clerk's Services
Reviewed/Signed: Grant Whittington, CAO

Inaugural Council Meeting Minutes

December 8, 2014 (12:27pm)

✉ To: Les Armstrong, Mayor
From: Aaron Fewkes

✉ Please advise on what bases the 2015-2018 COA members were chosen by council. The Director of Clerk's Services, Mrs. McLeod advised that the appointments are "a political decision" decided upon by Mayor and Council. She did not wish to make further comments. I am interested in learning more about what measure of transparency are implemented when these committees are chosen every four years. From my "application process" – if you can call submitting your name a process – it would seem that the recommendations are made somewhat randomly? Perhaps I am wrong. **How does Council know that the people involved on the Committee are the best choices for Wilmot?** Or, does council care? Surely council is not appointing people to make decisions that affect our Township – in some cases greatly – based on lots. If so, I would like to question yours and council's decision publicly. Thank you for a prompt reply. As alluded to above, depending on the information provided, I may then wish to speak to council as a delegation on the public record. Sincerely,
Mr. Aaron Michael Fewkes

December 9, 2014 (4:12pm)

✉ To: Aaron Fewkes
From: Les Armstrong, Mayor

✉ The Mayor reaches out to Council **and staff liaisons** of the committees for their feedback on all expressions of interest from the public and existing members. **Depending on the feedback** he receives, there is opportunity to have an in-camera discussion, if required. Based on the above, a recommendation is put forward for the Clerk's report to Council who then endorses the appointments. This is historically the process that is followed including the term when you were appointed. Not everyone who expresses an interest is appointed and not all existing memberships are renewed.

December 9, 2014 (4:24pm)

✿ To: Les Armstrong, Mayor
From: Aaron Fewkes

✿ Thank you for your reply. Further, please advise regarding:

1. What the exact timeline of all these conversations was given: A) The end of last council's term B) The beginning of new council's term and C) The approval of new committee members at the first council meeting for the new council? Something does not add up with regard to timeline and what you have indicated happens...
2. In the event where council was not all returning incumbents, whether the process would be the same?

Continued...

3. On what bases the decisions are made? You refer to "feedback" from staff liaisons. However, Barb McLeod indicated it was a council decision. Yet, the agenda is written up as a staff recommendation... Again, something does not seem to add up.

4. As you wrote in your reply, what type of "feedback" is council receiving from staff?

5. Do you feel as Mayor of Wilmot Township that where appointments are made to represent council that feedback from staff – who are paid by the taxpayer – is appropriate, transparent, and the best method/process for vetting candidates? Please advise.

As of January 6, 2015 @ 6:30pm:
No response from Mayor Armstrong.



Township of Wilmot REPORT

REPORT NO. CL2015-01

TO: Council

PREPARED BY: Barbara McLeod
Director of Clerk's Services

DATE: January 12, 2015

SUBJECT: Accessibility Initiatives/Actions Undertaken
for the 2014 Municipal Election

RECOMMENDATION:

THAT Report No. CL2015-01, prepared by the Director of Clerk's Services regarding Accessibility Initiatives/Actions for the 2014 Municipal Election, be received for information purposes.

BACKGROUND

The Municipal Elections Act, 1996, as amended states the following:

"Section 12.1 (a) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

Section 12.1 (2) Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities."

REPORT

Pursuant to the above legislative requirements and the Township of Wilmot's Accessibility Customer Service Policy, the Township is committed to be responsive to the needs of all its residents. The Township recognizes that there are diverse needs and responds by striving to provide services and facilities that are accessible to all.

The Township's Accessibility Advisory Committee was made aware of all devices and services being employed to improve accessibility at the 2014 Municipal Election including the Auto Mark Device, supplies, election worker training, Kiwanis Transit and proxies.

In addition to the existing Accessibility Customer Service Policy, staff took the following actions to meet the legislative requirements to identify barriers that affect electors and candidates with disabilities and to remove those barriers - with the objective of providing all electors with the equal opportunity to vote as independently as possible:

Item #	INITIATIVES	ACTIONS/COMMENTS
A	<p>Ensure all voting locations that are proposed to be used and are municipally-owned - have full accessibility.</p> <p>Ensure all voting locations that are proposed to be used and are privately owned - have full accessibility.</p>	<p>Clerk/Deputy Clerk completed inspections of township facilities and received written confirmation that all municipally owned facilities intended to be voting locations were deemed accessible. The barriers previously identified at the St. Agatha Community Centre relative to washroom accessibility issues for the 2010 election had been addressed through the construction of accessible washroom facilities. This information was observed and noted by the Wilmot Accessibility Advisory Committee.</p> <p>Clerk/Deputy Clerk completed inspections of privately owned facilities and received written confirmation that all privately owned facilities that were intended to be voting locations were fully accessible.</p>
B	Scheduled two advance voting days to provide opportunities for electors and promoted advance voting.	The two advance voting days provided the opportunity to electors to vote from any ward within the municipality.
C	Provide transit service to polls on advance poll days and election day for electors with disabilities.	Wilmot continued with its initiative from 2010, collaborating with Wellesley and Woolwich in providing Kiwanis Transit service to all eligible riders on advance poll days and election day. A donation was made by all 3 townships to the transit provider. The service was used by electors in all 3 townships.
D	Provide voter-assistance devices for electors who are unable to mark their ballots due to physical impairments and language barriers.	The AutoMark Ballot System was included as part of the tabulator equipment lease and was provided at both Advance Polls. Features included zoom/contrast, keypad marked with Braille, sip and puff interface, audio ballot capabilities. Notice of the AutoMark System was placed in the local papers. For 2018, additional advertising is recommended.
E	Monitor electors' concerns to ensure needs are met, record all accessibility issues/concerns during 2014 election for 2018 review.	Any complaints received during election were addressed immediately where possible. More chairs will be provided in 2018 at busier polls to address long line ups and will also be positioned at revision tables.
F	Provide election staff with training to meet accessible customer service standards.	Election staff were provided with training on how to assist electors with disabilities. Staff were encouraged to approach an elector if it appeared they required assistance.
G	Provide voters with visibility needs with tools to assist in voting.	The magnifying screens used at polling facilities to assist in reading ballots were deemed inadequate, therefore more powerful magnifying glasses will be considered for voting booths in 2018. Where a

		voter was incapable of using a screen, an election official assisted them with voting, if requested.
I	Ensure parking spaces are available for electors with disabilities	Each facility provided accessible parking spaces, however it was noted that the distance from parking lots to the voting location at some facilities was lengthy and posed difficulties for seniors and those with accessibility issues. For 2018 staff will give due consideration to this concern.

SUMMARY:

Ensuring that the dignity and independence of electors and candidates with disabilities are met and that all electors with disabilities are able to participate in the election process is essential. Significant improvements were made with respect to an accessible election in Wilmot. The principles, practices and procedures that respect the dignity, independence of electors through the election process have been met for the 2014 election. The Township of Wilmot and associated staff will be vigilant and continue our efforts to review, address and improve the process for the 2018 municipal election.

CONCLUSION:

That Report No. CL2015-01, regarding accessibility initiatives/actions for the 2014 municipal election, be received for information purposes.


 Barbara McLeod


 Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. CL2015-02

TO: Council

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

DATE: January 12, 2015

SUBJECT: Lease of Agricultural Lands
Known as 28 Smith's Creek Drive
Part of Block 77, Plan 58M-495

Recommendation:

THAT the Mayor and Clerk be authorized to enter into an agreement with Stoney Brook Farm Ltd., (attached as Schedule "A" to Report CL2015-02) for the lease of 35 acres of municipally owned lands known as 28 Smith's Creek Drive, Part of Block 77, Plan 58M-495, for a total amount of \$13,125.00 plus HST, and further;

THAT the term of the contract be for a five (5) year period, effective January 1, 2015 through to December 31, 2019.

Background:

Following the registration of a subdivision development by Sunvest Corporation in May of 2010, the Township assumed ownership of lands located west of Catherine Street, New Hamburg and north of the C.N. tracks. At that time, staff received a request from Mr. Tim Roth of Stoney Brook Farm Ltd. to rent an estimated tillable 35 acres of the said lands from the Township. The lands were rented to Mr. Roth with his acknowledgement that an RFQ process would be brought forward to make the lands available to the public for lease prior to the next term of Council.

Initially the rental fees were set at \$50.00 per acre, increasing to \$75.00 per acre based on a market survey of other agricultural land rentals at that time and also taking into consideration that the lands in question are river lands with potential for flooding and that at times, are not easily accessible with farm equipment. The existing agreement expired as of December 31, 2014. To-date, there have been no concerns with the rental of these lands.

Discussion:

RFQ 2014-29 was advertised in the local newspaper and on the Township's website requesting sealed quotations be submitted by Wednesday, December 10, 2014. One quotation was submitted as follows:

Stoney Brook Farm Ltd. 985807 Perth Road 101, Tavistock to lease 35 acres of land for a five (5) year term with a total payment of \$13,125.00, plus HST (annual lease payment of \$2,625.00, plus HST or \$75/acre)

The proposed standard agreement begins January 1, 2015 for a term of five (5) years, ending December 31, 2019, and includes provisions to maintain the streets clear of mud and debris to a condition that is satisfactory to the Township, to re-negotiate terms at any time, as well as a clause that allows either party to opt-out with 6-months written notice.

Staff are of the opinion that the \$75.00 rate per acre is fair with the abovementioned factors being taken into consideration.

Strategic Plan Conformity:

The agreement conforms with the Strategic Plan by continuing to support agricultural farming businesses, and by continuing to communicate municipal matters through a transparent and accountable process.

Financial Considerations:

The annual lease payment of \$2,625.00, plus HST remains the same as the rate included within the 2014 operation budget under Administration Fees.

Conclusion:

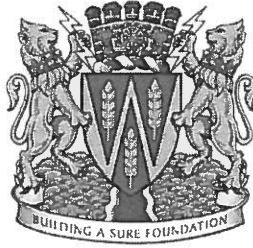
Township staff and Stoney Brook Farm Ltd. look forward to continuing the positive working relationship that both parties have enjoyed. Staff recommends that the Mayor and Clerk be authorized to enter into the 5 year agreement with Stoney Brook Farm Ltd. as proposed in Schedule "A" to this report.



Barbara McLeod, Director of Clerk's Services



Reviewed by CAO



**TOWNSHIP OF WILMOT
LEASE OF AGRICULTURAL LANDS
PART OF BLOCK 77, PLAN 58M-495
28 SMITH'S CREEK DRIVE**

SECTION 1 - CONTRACTING PARTIES

This contract and agreement is entered into by Stoney Brook Farm Ltd., 985807 Perth Road 101, Tavistock, Ontario NOB 2R0 (herein "the Lessee") and The **Township of Wilmot**, 60 Snyder's Rd. West, Baden, Ontario N3A 1A1 (herein "the Lessor").

SECTION 2 – DESCRIPTION OF LEASE

This Lessee agrees to lease, cultivate and maintain a parcel of vacant agricultural land comprising of approximately 35 acres located at 28 Smith's Creek Drive, New Hamburg ON (as shown in Appendix C attached hereto).

SECTION 3 - CONTRACT TERMS & CONDITIONS

1. The Lease Agreement Term shall commence January 1, 2015 and end December 31, 2019. Should either party wish to terminate this Lease Agreement, six (6) months notice in writing is required.
2. The Lessee shall be deemed to have examined the Lands prior to entering this agreement, and deemed them to be satisfactory and suitable for their purposes.
3. The Lands under this agreement shall only be used for the sole purpose of growing crops.
4. Good farming practices shall be followed in accordance with Ministry guidelines:
 - a. Weeds (including noxious weeds or invasive plants) and wild grasses shall be controlled
 - b. Fertilizer use shall not exceed recommended levels specified by the manufacturer
 - c. Any and all waste generated on the Lands shall be disposed of in accordance with the Environmental regulations
5. The Lessee shall be responsible for all maintenance and costs relating to the following:
 - a. farming, cultivation, maintenance, and all other activity related to use of the Lands

- b. supplying and maintaining irrigation and electricity to and on the Lands
 - c. paying all utilities charges that come due for the Lands from time to time
 - d. securing the Lands, including fencing and gates
 - e. drainage ditches.
6. Use of the Lands shall be fully compatible with the enjoyment of the surrounding area and municipal land use bylaws.
7. Lessee is required to comply with all bylaws, ordinances, covenants and other laws, regulations, health and safety regulations, and bylaws governing the Lands and to comply with any and all lawful demands made in relation to the same.
8. The Lessee must obtain prior written approval from the Township of Wilmot to assign the Lease Agreement or sublet any portion of the Lands
9. The Lessee is prohibited from erecting or removing any structures on the Lands without the express prior written consent from the Township of Wilmot.
10. The Lessee is prohibited from storing, offering for sale or otherwise keeping anything upon the Lands which may explode or spill onto the Lands causing environmental damage. The Lessee shall be responsible for all consequences flowing from a default of this prohibition and shall indemnify and save harmless the Township of Wilmot in respect thereof and further, violation of this prohibition will be cause for immediate termination of any Lease Agreement or other subsequent agreement.
11. The Lessee shall indemnify and save harmless the Township of Wilmot from and against all claims, demands, suits, expenses and liability whatsoever arising out of or connected with the Proponent's occupation of the said Lands.
12. The Township of Wilmot is permitted to enter at all reasonable times to view the Lands, structures and/ or operations thereon.
13. The Lessee must maintain public liability and property damage insurance with an insurer satisfactory to the Township of Wilmot in accordance with the following terms:
 - a. Comprehensive General Liability Insurance in the amount of not less than \$2 Million inclusive per occurrence for bodily injury or property damage.
 - b. The policies required shall provide that the Township of Wilmot is named as an Additional Insured thereunder, and that said policies are primary without any right of contribution from any insurance otherwise maintained by the Township of Wilmot.
14. The Lessee agrees to maintain the streets clear of mud and debris to a condition that is satisfactory to the Township of Wilmot.

PAYMENT:

Payments for the Lease Agreement are due and payable in one (1) installment, plus HST on the 1st day of March each year of the agreement.

Annual lease payment schedule is attached hereto as Appendix A

SAFETY:

The Lessee shall take all reasonable care to perform their operations in a safe manner and to protect the public and those employed to perform the work covered by this lease. The Lessee shall follow all applicable legislation and policies.

The Lessee shall conduct all work in strict accordance with all applicable Sections of the Occupational Health and Safety Act and regulations.

WORKPLACE SAFETY AND INSURANCE BOARD:

The Lessee shall provide a valid certificate of coverage from the Workplace Safety and Insurance Board (WSIB), prior to commencement of the lease and annually thereafter.

EQUIPMENT AND VEHICLES:

Unless indicated otherwise, the Township shall not supply any equipment, material or labour under this lease.

HEALTH AND SAFETY:

Prior to commencement of the lease, the Lessee is required to submit to the Township a copy of their internal Health & Safety Policy and Guidelines. In the absence of a formal policy document, the successful proponents and any project staff will be required to read and agree to the provisions of the Township of Wilmot's Health and Safety Policy.

ACCESSIBILITY:

The Lessee must review the Township of Wilmot Accessibility Customer Service Policy (Appendix A). Every provider of goods or services shall ensure that every person who deals with members of the public or other third parties on behalf of the provider, whether the person does so as an employee, agent, volunteer or otherwise, receives training about the provision of its goods or services to persons with disabilities.

SECTION 4 – EXECUTION OF AGREEMENT

The parties hereto have executed this contract/agreement and appendices thereto as of this ____ day of January __, 2015.

Stoney Brook Farm Ltd.

As per _____

Mayor

Clerk

**APPENDIX A
LEASE PAYMENT SCHEDULE**

Billing Period	Due Date	FEE
2015	March 1, 2015	\$2,625.00 + HST
2016	March 1, 2016	\$2,625.00 + HST
2017	March 1, 2017	\$2,625.00 + HST
2018	March 1, 2018	\$2,625.00 + HST
2019	March 1, 2019	\$2,625.00 + HST

APPENDIX B
STANDARD RELEASE, WAIVER, INDEMNITY FORM

_____ hereby releases, waives, and forever discharges The Corporation of The Township of Wilmot, the Mayor and all members of Council, respective agents, officials, officers, and employees of and from all claims, demands, damages, costs, expenses, actions and causes of action, whether in law or equity, in respect of death, injury, loss or damage to persons or property however so caused.

_____ hereby undertakes to hold and save harmless and agree to indemnify The Corporation of The Township of Wilmot and all of the aforesaid from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with the work performed by _____ or the employees or servants under this contract.

Signature

Date



Township of Wilmot **REPORT**

REPORT NO. CL2015-03

TO: Council

PREPARED BY: Dawn Mittelholtz, Deputy Clerk

DATE: January 12, 2014

SUBJECT: Petition from Dietmar Walch / Alpine Plant Foods Corporation
for Municipal Drainage Works
Concession South of Snyder's Road Part Lot 19
RP58R13951 Parts 2 to 4, 7 and 8
Nafziger Road, Baden
Township of Wilmot

Recommendation:

THAT the Township of Wilmot accept the Petition for Municipal Drainage Works received from Dietmar Walch for Alpine Plant Foods Corporation, Nafziger Road, Baden, Concession South of Snyder's Road Part Lot 19 RP58R13951 Parts 2 to 4, 7 and 8, and

THAT the Clerk be authorized to proceed accordingly under The Drainage Act.

Background:

Dietmar Walch has submitted and filed a petition with the Clerk on November 27, 2014 to initiate municipal drainage works for the following lands: Concession South of Snyder's Road Part Lot 19 RP58R13951 Parts 2 to 4, 7 and 8, Nafziger Road, Baden, Township of Wilmot. A map of the area requiring drainage accompanies the petition attached as Appendix A to this report. The proposed work involves the incorporation of an existing private drain (ditch and tile). The Drainage Superintendent has met with the petitioners and has confirmed that this is a valid petition. RJ Burnside and Associates Limited has also been working with the property owner and the Drainage Superintendent prior to the submission of the Petition regarding drainage for the property.

Pursuant to the Drainage Act, once the petition is filed, it proceeds to Council for 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.


Dawn Mittelholtz, Deputy Clerk


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)

South part of Lot 19, Concession South of Snyders Road (south side of CN Rail, west side of Nafziger Road on Kaster Court)

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) <u>Walch</u>	(First Name) <u>Dietmar</u>	Telephone Number <u>519 662-2268</u> ext. <u>240</u>
--	--------------------------------	---

Address	Road/Street Name
Road/Street Number <u>30</u>	<u>Neville Street, New Hambrug</u>

Location of Project	Concession	Municipality	Former Municipality (if applicable)
Lot <u>19</u>	<u>South of Snyders Rd</u>	<u>Wilmot</u>	

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 ▼)

incorporation of existing private drain (ditch and tile)

Name of watercourse (if known)

Estimated length of project

1000m

General description of soils in the area

clay loam

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

- ☐ Tile drainage only
☐ Surface water drainage only
☒ Both

Petition filed this 27 day of NOVEMBER, 2014

Name of Clerk (Last, first name)

McLeod, Barbara

Signature

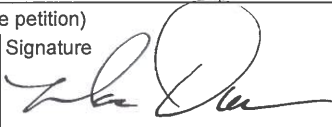
Barbara McLeod

- 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 South part of Lot 19, Concession South of Snyders Road
Ward or Geographic Township Wilmot	Parcel Roll Number 3018 050 007 14410 0000

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

Ownership

<input type="checkbox"/> Sole Ownership		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
<input type="checkbox"/> 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)
<input checked="" type="checkbox"/> Corporation (The individual with authority to bind the corporation must sign the petition)		
Name of Signing Officer (Last, First Name) (Type/Print)	Signature	
Duncan, Mac		
Name of Corporation	I have the authority to bind the Corporation.	
Nachurs Alpine Solutions Inc.	Date (yyyy/mm/dd)	
Position Title	2011/11/25	
Vice President of Operations		

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

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

Ownership

<input type="checkbox"/> Sole Ownership		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
<input type="checkbox"/> 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)
<input type="checkbox"/> Corporation (The individual with authority to bind the corporation must sign the petition)		
Name of Signing Officer (Last, First Name) (Type/Print)	Signature	
Name of Corporation	I have the authority to bind the Corporation.	
	Date (yyyy/mm/dd)	
Position Title		

<input type="checkbox"/> Check here if additional sheets are attached	Clerk initial
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Petitioners become financially responsible as soon as they sign a petition.

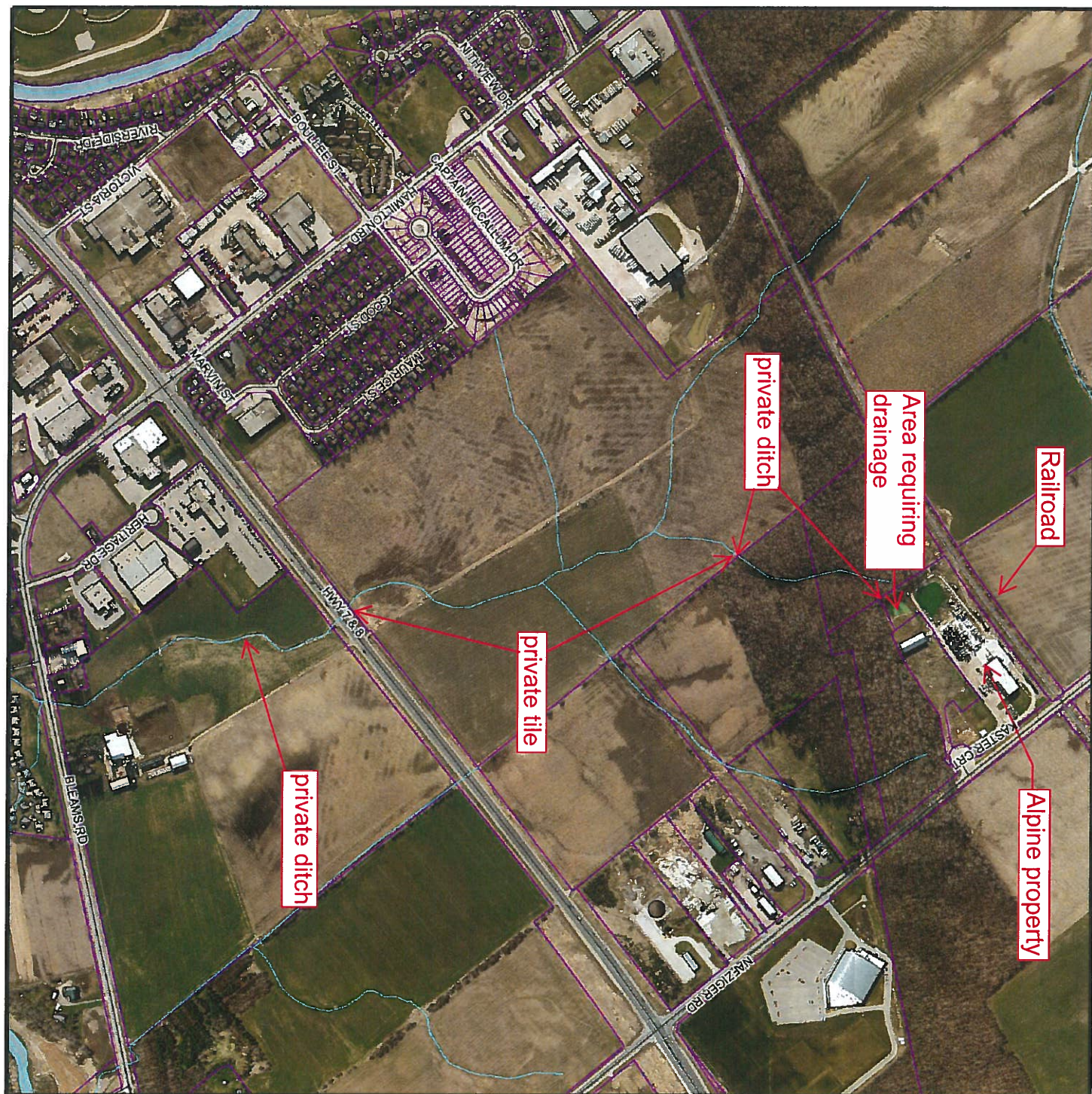
- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners 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, Township of Wilmot

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. FIN 2015-01

TO: Council

PREPARED BY: Rosita Tse, Director of Finance

DATE: January 12, 2015

SUBJECT: Expense Allowance for Elected Municipal Officials

Recommendation:

That the one-third tax free allowance for elected officials be retained and a by-law be prepared accordingly.

Background:

Pursuant to subsection 81(3) of the Income Tax Act (the "ITA"), an allowance for expenses incident to the discharge of duties that is paid to a person (the recipient) as an elected officer of an incorporated municipality, municipal utilities board, commission or corporation or other similar body, or as a member of a public or separate school board or similar body governing a school district, does not constitute salary or remuneration to the recipient except to the extent that the allowance exceeds one-half of the amount paid to the recipient as salary or remuneration by the municipal corporation or the body (the employer) of which the recipient is an elected officer or member.

On January 1, 2003, the Municipal Act deemed the one-third expense allowance for council optional. In this regard, the legislation states that if Council does not pass a resolution to maintain the one-third tax-free portion of their remuneration, it will be eliminated and that once the one-third tax-free portion has been removed, a future Council may not reinstate it.

Discussion:

In previous council terms (2003, 2007 and 2011), Council passed a resolution to maintain the one-third tax-free allowance. In order to continue this status, the by-law must be revisited during each new term of Council.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of engaging the community by communicating municipal matters.

Financial Considerations:

The one-third tax free allowance has no financial impact to the Township. However, if council decides to eliminate the one-third tax free allowance, the benefit costs for members of council will increase by \$2,600 in 2015 and the rest of the term of council.

Conclusion:

Upon Council's approval, a by-law regarding the one-third tax-free allowance be prepared and approved accordingly.



Rosita Tse, Director of Finance



Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. **FIN 2015-02**

TO: **Council**

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

DATE: **January 12, 2015**

SUBJECT: **Amendment to the Trust Fund By-law**

RECOMMENDATION:

That the Trust Fund By-law 2012-29 be amended to add Foundry Street Parkette Trust Fund; and further

That the New Dundee Parks Development Trust Fund termination date be extended to December 31, 2015; and further

That the provisions for the Kropf/Baden Cemetery Restoration Trust Fund be deleted.

BACKGROUND:

In June 2012, By-Law 2012-29 was adopted to outline the sources of all funds held in Trust, and clarify roles and responsibilities with respect to the administration and distribution of Trust Funds.

Since that time the by-law has been amended to allow for new trust funds to be added and expired trust funds to be removed.

REPORT:

Foundry Street Parkette Trust Fund

The development of the Foundry Street Parkette was approved by Council on September 22, 2014. This project is being coordinated by the Baden Community Association, Facilities and Recreation Department and Public Works Department. In November 2014, members from the Baden Community Association started a fundraising campaign titled the "Buy a Plank" campaign. The purpose is to rebuild the pedestrian bridge adjacent to the Foundry Street Parkette. The Baden Community Association has accumulated funds for this project through grants, fundraising and donations.

Staff proposed that the Foundry Street Parkette Trust Fund be set up in accordance with the Charities Accounting Act, RSO 1990, c C.10 Section 9(2); where a municipal Corporation may enter into an agreement with the person devising, bequeathing or granting the property for the holding, management, administration or disposition of the property.

Provisions are set forth within an amending by-law with respect to the administration and distribution of funds.

New Dundee Parks Development Trust Fund

The New Dundee Parks Development Trust fund was originally established as a temporary trust fund with a termination date of December 31, 2013.

As of fiscal year end 2014, \$2,503.80 was remaining within the fund. The Director of Facilities and Recreation has been in contact with the fundraising committee in respect to this fund and the committee has indicated they will utilize the funds within fiscal 2015. Therefore, staff propose to extend the original termination date to December 31, 2015.

Kropf/Baden Cemetery Restoration Trust Fund

The Kropf/Baden Cemetery Restoration Trust fund was originally established as a temporary trust fund with a termination date of December 31, 2012.

The original project was substantially completed in 2010. At that time approximately \$2,200 remained within the fund. The remaining funds were allocated towards the installation of a bench and concrete pad, and as a result, the bench and concrete pad were installed in 2014. After the installation, there was \$129.87 remaining in the account. According to the trust fund by-law, the fund can now be closed. Staff propose allocating the remaining balance to offset operating costs associated with maintenance of abandoned cemeteries.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal area of enjoying our quality of life, through supporting community events and celebration.

Financial Considerations:

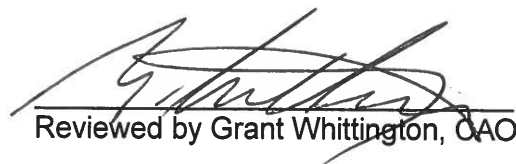
The funds will be held in a separate Trust Account at the Township's banking institution, and reported annually to Council and the public within the Trust Fund statements.

Conclusion:

Upon Council's approval of this report, the amending by-law will be provided for Council's approval.



Rosita Tse, Director of Finance


Reviewed by Grant Whittington, CAO



Township of Wilmot REPORT

REPORT NO.	DS 2015-02
TO:	Council
PREPARED BY:	Andrew Martin, Planner/EDO
DATE:	January 12, 2015
SUBJECT:	Wilmot Trails Master Plan Appendix B: Implementation Plan

Recommendation:

That Appendix B (Implementation Plan) to the Wilmot Trails Master Plan, prepared by Seferian Design Group Limited, be endorsed.

Background:

In November 2013 Council approved the Wilmot Trails Master Plan (WTMP) which outlined short, medium, and long term trail priorities, highlighted conceptual trail locations and clarified the interrelationship between trails and development planning. To aid in the budgeting process and resource allocation, Council authorized staff to hire a consultant to prepare an Implementation Plan (the Plan) to form Appendix B to the Wilmot Trails Master Plan. In February 2014 Seferian Design Group Limited was retained to complete this project.

Discussion:

The implementation of recommendations in the WTMP over the next 10+ years will see the Township of Wilmot begin to keep pace with the growing public demand for a high quality, connected system of trails. The Plan is intended as a blueprint to guide the development, operation, and maintenance of trails throughout the Township of Wilmot in the short, medium and long term. The Plan evaluated the trail concepts and priorities of the WTMP and subsequently identifies trail types along with their associated construction and maintenance standards and typical costs.

Although it is recognized that multiple departments are involved in trail planning and development, in order to ensure successful implementation of the WTMP, the Plan explains that there needs to be one department responsible for “championing” trails initiatives and programming throughout the Township. Moving forward the Plan recommends that the overall responsibility of implementing the WTMP be coordinated through the Facilities and Recreation Department. It further explains that within the Wilmot budget process, the necessary resources to transition this role into the department will need to be determined and planned for.

Given the multi-department involvement in different aspects of trail planning, the Plan recommends the establishment of a Trails Interdepartmental Working Group led by the Facilities and Recreation Department and including staff from the Facilities and Recreation Services, Development Services and Public Works departments. The working group will meet on an as needed basis to discuss trail projects and related items and to evaluate the progress of the WTMP's implementation.

Staff will begin to include implementation costs within the 2015 Municipal Budget, and throughout the next year, the Facilities and Recreation Services Department will evaluate their resource needs in advance of the 2016 Municipal Budget process.

Strategic Plan Conformity:


The Trails Master Plan includes a detailed analysis of Strategic Plan conformity.

Financial Considerations:

The sources of funding for trail development (i.e. General Levy, Development Charges, Reserve Funds, etc.) as well as the necessary resource allocations within the Facilities and Recreation Department will be determined within the Capital Budget and 10-year Capital Forecast processes in 2015 and 2016.

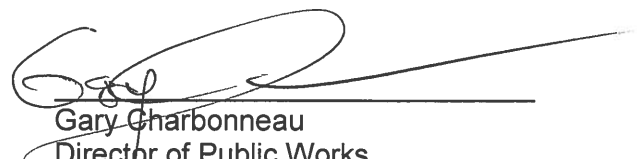
Conclusion:

The Implementation Plan provides a summary of the steps and processes to implement the goals and objectives of the Wilmot Trails Master Plan and provides cost frameworks and expectations as to proceed with planning, budgeting and resource allocation for Wilmot Trails.



Andrew Martin, MCIP RPP
Planner/EDO

Harold O'Kafka, MCIP RPP
Director of Development Services

Scott Nancekivell
Director of Facilities and Recreation Services

Gary Charbonneau
Director of Public Works

Reviewed by CAO



TOWNSHIP OF WILMOT TRAILS MASTER PLAN

Appendix B: Implementation Plan

December 2014
Prepared for:



TOWNSHIP
OF WILMOT

Prepared by:



EXECUTIVE SUMMARY – IMPLEMENTATION PLAN

The Wilmot Trails Master Plan (WTMP) is more than a proposed network of trails. It is a Plan that promotes safe trail use and recognizes the benefits of health and quality of life that trails can offer. The development of the WTMP Implementation Plan was overseen by the Township of Wilmot and provides a framework for creating a connected system of trails throughout the Township. This primarily non-motorized system is envisioned to serve a diverse range of users, providing safe and well-maintained linkages to important natural, cultural and civic destinations and other points of interest within and outside the Township.

The implementation of recommendations in the WTMP over the next 10+ years will see the Township of Wilmot begin to keep pace with the growing public demand for a high quality, connected system of trails that connect neighbourhoods with places of recreation, shopping and employment. The Implementation Plan builds upon past and current trail development efforts, and is intended as a blueprint to guide the development, operation, and maintenance of trails throughout the Township of Wilmot in the short, medium and long term.

The WTMP Implementation Plan focuses on several key objectives including:

1. Implementation of a continuous and connected trail system throughout the Township of Wilmot;
2. Identification of four (4) different types of trails proposed with the network hierarchy;
3. Enhancement and improvement to the continuity and connections to existing developed trails including connections to adjacent municipalities;
4. Ensuring the implementation of trails and trail infrastructure within all new neighbourhoods;
5. Overall responsibility of implementing the Trails Master Plan will be coordinated through the Facilities and Recreation Department;
6. Establishment of a *Trails Interdepartmental Working Group*;
7. Focusing on trail promotion and funding throughout the Township;
8. Strengthening current design standards and maintenance practices and making recommendations for changes based on best practice research; and
9. Developing trail development costs and prioritizing projects for construction.

The overall responsibility of implementing the Trails Master Plan will be coordinated through the Facilities and Recreation Department. Within the Wilmot Budget process, the necessary resources to transition this roll into the department shall be determined. The Facilities and

Recreation Department guided by the *Trails Interdepartmental Working Group* will be responsible for “championing” trails initiatives and programming throughout the Township. They should coordinate all activities related to Wilmot Trails including trail planning, development, approvals, volunteers, trail maintenance, grant applications (if applicable) and monitoring, budget preparation, assistance with special events, public relations, and media liaison. The success of the WTMP is dependent on the initial and on-going support of the Township of Wilmot Council and the Facilities and Recreation Department guided by the *Trails Interdepartmental Working Group*.

An integrated trails system yields many benefits such as recreational opportunities, health benefits, increased community stewardship, and influence on the overall transportation infrastructure. Successful trail networks offer landscape variety, a range of physical challenges, good wayfinding techniques, accessible options, connectivity, and have supporting facilities and services. Trails must be recognized not only as important recreational resources within the Township, but also as critical components of the active transportation infrastructure.

APPENDIX B – IMPLEMENTATION PLAN

PART 1 – TRAIL DESIGN GUIDELINES AND CONSTRUCTION STANDARDS

1.0 Guidelines to Trail Development in the Township of Wilmot

1.1 How to Use the Trail Guidelines

1.2 Trail Users and Needs

- 1.2.1 Pedestrians
- 1.2.2 Cyclists
- 1.2.3 In-Line Skaters, Skateboarders, and Non-motorized Scooter Users
- 1.2.4 Wheelchairs and Motorized Wheelchairs/Scooters
- 1.2.5 All-Terrain Vehicles, Dirt Bikes, and Snowmobiles

1.3 General Trail Design Parameters

1.4 Accessibility and AODA Requirements

1.5 Personal Security and CPTED

1.6 Trail Lighting

1.7 Trail Hierarchy and Surfacing

- 1.7.1 Boulevard Multi-use Trails
- 1.7.2 On-road Trail Connections
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1.8 Trail Crossings

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- 1.9.2 Swing Gates
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1.10.1 Signage Strategy and Typical Branding

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- d) Regulatory/Caution Signage
- e) Interpretive Signage
- f) Route Markers and Trail Directional Signage

1.11 Trailheads and Trail Amenities

1.11.1 Seating and Rest Areas

1.11.2 Bicycle Parking

1.11.3 Trail Closures and Rehabilitation

1.12 Trails in Natural Areas and Environmental Buffers

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1.14.1 Community Based Social Marketing

1.14.2 Wilmot Trail Map, Signs, and Brochures

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2.2.1 Trails Interdepartmental Working Group

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2.4. Managing Implementation Plan and Expectations

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2.4.2 Establishing a Trail Maintenance Plan

- 2.4.3 Location and Trail Alignment Maintenance Considerations
- 2.4.4 Trail Surfacing Materials Maintenance Considerations
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2.5 Summary of Recommendations

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- Figure 4** Elevated Trailbed for Asphalt & Stonedust Trails
- Figure 5** Urban Road (Boulevard Trail) Cross Sections
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- Figure 11** Typical Major Trailhead/Staging Area
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PART 1 – TRAIL DESIGN GUIDELINES AND CONSTRUCTION STANDARDS

1.0 Guidelines to Trail Development in the Township of Wilmot

An integrated trails system yields many benefits such as recreational opportunities, health benefits, increased community stewardship, and influence on the overall transportation infrastructure. Successful trail networks offer landscape variety, a range of physical challenges, good wayfinding techniques, accessible options, connectivity, and have supporting facilities and services. Trails must be recognized not only as important recreational resources within the Township, but also as critical components of the active transportation infrastructure.

Trail design and maintenance will significantly influence user's decisions to return and use the trail network within the Township. Trails that have been thoughtfully designed and constructed will typically show better performance over their lifespan, lessen impacts to the surrounding environment, and have fewer liability concerns. The better the quality of the trail design and construction, the more attractive it will be to users, the more it will be used, and the more long-term maintenance measure will be alleviated.

Trail users vary widely in terms of age and physical ability, and each have their own interpretations of what the trail experience should be. The design approach where one trail type is sufficient does not apply to trails, and it is important to try and match the trail type and design with the type of desired experience. A cohesive, slightly innovative, and high quality trail design makes all the difference and will create a strong community asset where user experience, enjoyment and safety are maximized.

1.1 How to Use the Trail Guidelines

This implementation plan has been developed to assist the Township in making educated decisions about trail design and implementation. The plan provides general information about trail users and their needs and abilities. To better assist the Township, summary tables have been included to highlight key design recommendations and considerations in addressing features associated with various trail types.

The “**standard recommendation**” typically aims to achieve trail design standards that illustrate acceptable conditions based on widths, accessibility, safety, and maintenance. Trail standards may change based on site-specific locations and conditions.

The information presented within these trail guidelines is based on currently accepted trail design practices in North America, and ongoing research and experience that will be gained during the initial years of trail implementation. The guidelines are not intended to be prescriptive, rather should be treated as a reference to be consulted during the individual planning, development, and construction of the trail network. They are not meant to be inclusive of all trail design standards for all locations, nor are they meant to replace “sound engineering judgment”. These guidelines are not intended to be detailed solutions to site-specific problem areas and therefore specific design exercises involving detailed site inventory should be applied as part of the analysis for any trail development within the Township.

1.2 Trail Users and Needs

Trail user characteristics and preferences are critical in the development and implementation of these guidelines. Within the Township the potential trail user groups can include pedestrians, cyclists, in-line skaters, users with mobility aids, scooters, and snowmobiles (in sanctioned locations). The below sections briefly describe each of these user groups, their typical use of trails, and general trail design parameters that should be considered.

1.2.1 Pedestrians

Pedestrians are generally divided into sub-categories such as:

- Walkers;
- Hikers;
- Joggers and Runners.

Walkers

Walking is typically used and enjoyed by a wide range of individuals of all levels of physically activity and health. Walking is typically the most highly used methods of travel for trails and therefore trail guidelines that facilitate walking must be established for all potential trail users.

Walkers represent a wide range of interests and motives such as; leisure, relaxing, socializing, exploring, contacting with nature, meditation, fitness, or dog walking. Trail walking needs to consider not only single individuals but also potential users who may have sensory, cognitive or ambulatory difficulties, as well as:

- Walkers with baby strollers;
- Walking aids;
- Walking in pairs or groups (i.e. school groups, nature walks); and
- Walking for utilitarian or transportation purposes.

Individuals who use walking as a method of transportation typically tend to be more urban-focused. In addition to using sidewalks, parking lots and urban plazas, the utilitarian walker will use trails where they are convenient, well designed, and properly maintained.

Hikers

Hikers are typically considered more elite than the traditional recreational walking group and may challenge themselves to cover longer distances, they may also walk on sections of rural roadway shoulder considered less safe or interesting than by the majority of leisure walkers. Several characteristics of hikers relating to their use of the trail network include:

- Day trips that range between 5km and 20km in length;
- More interested in the natural environment and nature;
- More skilled at orienteering;
- Self-sufficient and expect fewer trail amenities (i.e. benches, rest nodes); and
- Typically more attracted to challenging terrain and rural areas.

Joggers and Runners

Sharing more in terms of profile characteristics with distance hikers than leisure walkers, the primary motive for runners and joggers is fitness and exercise. Their use of on-road and off-road trails is typically distance-orientated (i.e. run/jog for 5km, 10km, 15km, etc.) and they tend to use the trails at a higher speed than leisure walkers and hikers. As a direct benefit of the cushioning effect, runners and joggers prefer to use granular surfaced trails and/or natural ground trails.

1.2.2 Cyclists

The mechanical efficiency of bicycles allows users of all ages to significantly increase their travel speed and distance, allowing them to experience trail corridors differently. Naturally 'road' bikes perform very differently than 'mountain' bikes, as such, the trail conditions and standards for both types of cycles differ. Mountain bikes can more easily navigate stonedust surfaces and natural ground trails, where road cycles typically require an asphalt trail/pavement. Fitness levels and motivation of the individual cyclist vary as well. Although cyclists have the right to access the extensive existing public roadway system, with the exception of the Conestoga Parkway (Highway 7/8), many inexperienced cyclists feel unsafe sharing the road with automobiles. Off-road trails, typically shared with pedestrians, offer recreational and commuter cyclists a more secure environment and an increased sense of safety.

It is recommended that speed limits and warning signs (i.e. steep grades) be posted along the trail to discourage fast riding and aggressive behaviour. Cyclists other than young children should be discouraged from cycling on sidewalks and adhere to municipal by-laws.

1.2.3 In-Line Skaters, Skateboarders, and Non-motorized Scooter Users

In-line skating, skateboarding and the use of non-motorized scooters are becoming increasingly popular among all age groups, particularly in urban areas. The Ministry of Transportation for Ontario (MTO) does not consider in-line skaters “vehicles” when considering purpose of travel and speed. In some municipalities, in-line skaters, skateboarders, and scooter users have been prohibited from using either roadways or sidewalks by municipal by-laws.

In-line skaters and skateboarders naturally prefer a smooth, hard surface, and loose sand, gravel, fallen branches, fallen leaves, cracking, and even puddles can be significant hazards. Although skateboarders and scooter users can quickly become pedestrians by dismounting, they too are vulnerable to the effect of significant grade changes and require significant maneuvering space. Restricted visibility can also be regarded as a significant hazard for this user group depending on an individuals’ experience level.

1.2.4 Wheelchairs and Motorized Wheelchairs/Scooters

The Accessibility for Ontarians with Disabilities Act (AODA) is proposing many changes in order to improve accessibility for persons with a disability, this includes access to trails. Community members may rely on motorized and non-motorized wheelchairs and scooters to carry out their daily lives. The ability of a wheelchair or scooter to negotiate a trail will depend upon the type of trail and the type of wheelchair or scooter. Within the Township where trails are to be developed to be accessible to all users, there may be a need to obtain input from these users to determine the trail type surface and width required prior to implementation.

1.2.5 All-Terrain Vehicles, Dirt Bikes, and Snowmobiles

All-Terrain Vehicles (ATV) and dirt bikes are very popular year-round utility and recreational vehicles that offer many hours of enjoyment for outdoor enthusiasts. However, there are certain risks associated with riding ATV’s and dirt bikes if municipal by-laws are not respected and safety precautions are ignored. ATV’s and dirt bikes are prohibited from travelling along municipal roads and trails within the Township.

There are several snowmobile clubs within the Township of Wilmot and surrounding areas (i.e. Nith Valley Sno-Surfers) and through comprehensive partnerships and regulations snowmobiles are exempt in sanctioned locations along the trail network. Existing trail corridors, including sanctioned snowmobile trails will, when possible and appropriate, be incorporated within the design of new and redeveloped areas to maintain the integrity of the trail network and provide safe snowmobile roadway crossings.

Ontario Federation of Snowmobile Clubs (www.ofsc.on.ca)

The Ontario Federation of Snowmobile Clubs (OFSC) is a volunteer led not-for-profit association, which provides a wide range of programs and services to and on behalf of, its member organizations. The association aims to provide a Provincial network of organized snowmobile trails that connects Ontario communities and responsible riding experiences that are safe, enjoyable and environmentally suitable. Snowmobile club members with valid OFSC memberships should be the only permitted snowmobile users on the trails. This regulation will assist in developing a positive attitude toward snowmobile trails users. It is recommended that when the Township designs or implements trails adjacent to or that cross an OFSC trail that they work in conjunction with the local OFSC representatives to ensure that standards, rules, and regulations are being achieved.

1.3 General Trail Design Parameters

Careful consideration should be given to the physical, aesthetic, and environmental requirements for each trail type in the network. In many instances the physical design criteria related to operating space, design speed, alignment and clear zones are often governed by the needs of the fastest, most common user group on the trail network. Trail user operating space is a measurement of the horizontal space that the user requires and often includes additional distances to the trail surface- commonly known as 'clear zones'. The below Table describes optimal operating spaces for different trail uses.

Roads are designed to accommodate vehicles that move at a significantly higher rate of speed than bicycles, therefore it is assumed that horizontal alignment of on-road routes will be ample to accommodate cyclists and other trail users.

Optimal Trail User Operating Guidelines	
Trail User Type	Standard Width (Metres)
One way travel (one wheelchair user)	1.5
One way travel (two pedestrians)	1.8
One way travel (one cyclist)	1.2
One way travel (one in-line skater)	2.5
Two way travel (two cyclists)	3.0
Two way travel (two wheelchair users)	3.0
Two way travel (two pedestrians)	3.0

Sight stopping distance is defined as the distance required for a trail user to come to a full controlled stop upon spotting an obstacle. It is a function of the user's perception and reaction time and is similar in nature to a motor vehicle on a road spotting an obstacle. Stopping sight distances for off-road trails are typically governed by the distance required for cyclists since pedestrians and other trail users (with the exception of in-line skaters) can typically stop more immediately than cyclists, regardless of the trail configuration.

1.4 Accessibility and AODA Requirements

The *Accessibility for Ontarians with Disabilities Act (ODA)* states that “the people of Ontario support the right of persons of all ages with disabilities to enjoy equal opportunity and to participate fully in the life of the province¹.” The stated goal of the AODA is “to make Ontario accessible for people with disabilities by 2025”.

The *Accessibility Standards for the Built Environment* is the standard that applies to new trail development. The intent is that it will help remove barriers in buildings and outdoor spaces for people with disabilities. The standard will only apply to new construction and extensive renovation. The guidelines and criteria set out in these documents apply to the development of recreational trail and sidewalk facilities, and are not mandatory for the design of on-road cycling facilities.

AODA criteria which are to be considered include: operational experience, width, longitudinal /running slope, cross slope, total slope, surface, changes in level and signage. When designing and implementing trail facilities, the Township should refer to the guidelines outlined in the *Built Environment Standards* to ensure that the needs of all user groups are accommodated and to satisfy the requirements of the AODA to the greatest extent possible, given the context of each trail's location, the surrounding environment and type of trail experience that is desired. Sections 80.6, 80.8, and 80.9 of the *Accessibility Standards for the Built Environment* provide the technical requirements for recreational trails, which include:

- Minimum clear width 1.0m
- Minimum head room clearance of 2.1m above trail
- Surfaces are to be firm and stable
- Maximum running/longitudinal slope of 10%
- Maximum cross slope of 2%
- High tonal or textural changes to distinguish the edge
- Standards also address changes in level, openings in the surface, edge protection (i.e. near water); and

- Signage shall be easily understood and detectable by users of all abilities. It is important to ensure that signage and mapping / messaging clearly communicate which trails are accessible so that users can make an informed personal decision about which pathways they will use.

1 Ontarians with Disabilities Act, 2005

Please refer to the appended design details for a more detailed description of Sections 80.6, 80.8, and 80.9 of the *Accessibility Standards for the Built Environment*.

Universal Trail Design is a concept that takes into consideration the abilities, needs, and interests of the widest range of possible users. In regards to trail design, it means planning and developing a range of facilities that can be experienced by a variety of users of all abilities.

Principles of universal trail design can be summarized as follows:

- *Equitable use*: provide opportunity for trail users to access, share and experience the same sections of trail rather than providing separate facilities;
- *Flexibility in use*: providing different options for trail users in order to accommodate a variety of user experiences;
- *Simple, intuitive and perceptible information*: whether conveying trail information through signage, maps or a web site, communicate using simple, straightforward forms and formats with easy to understand graphics and/or text;
- *Tolerance for error*: design trails and information systems so as to minimize exposure to hazards, and indicate to users any potential risks or challenges that may be encountered;
- *Low physical effort*: trails may provide for challenge but should not exceed the abilities of the intended users; where appropriate, rest areas should be provided; and
- *Size and space for approach and use*: trails and amenities should provide for easy access, comfort and ease in their usage.

Ontario's Best Trails (2006) provides an in depth discussion of the application of Universal Design principles and their application. Trails should be designed to be accessible to all levels of ability, where possible and practical. It must be recognized however, that not all trails throughout the system can be fully accessible. Steep slopes are one of the most significant barriers for those with physical disabilities. Designing trails to be within the threshold (5%) for universal access will not only overcome this significant barrier but it will help to reduce the potential for erosion of the trail surface.

The following are some additional considerations for making new and existing trails accessible:

- Designers should consult the most current standards available in the Township of Wilmot;
- Where the trail requires an accessibility solution that is above and beyond what is normally encountered, a representative of the Accessibility Committee should be consulted early on in the process to determine if it is practical and desirable to design the specific trail to be fully accessibility;
- Where it has been determined that full accessibility is appropriate, the accessibility representative should be consulted during the detailed design process to ensure that the design is appropriate; and
- Work collaboratively with the Accessibility Committee to consider developing signage/content to clearly indicate trail accessibility conditions, which allow users with mobility-assisted devices to make an informed decision about using a particular trail prior to travelling on it.

1.5 Personal Security and CPTED

Principles of Crime Prevention Through Environmental Design (CPTED) should be considered and applied to help address security issues concerning trail use, particularly in locations where trails are infrequently used, isolated or in areas where security problems have occurred in the past. To the extent possible, trails should be designed to allow users to feel comfortable, safe, and secure.

The four main underlying principles of CPTED are:

- natural access control;
- natural surveillance;
- territorial reinforcement; and
- maintenance.

Several good design aspects that take into account CPTED principles when designing and implementing trails are:

- Provide the ability to find and obtain help. Signs should inform users of where they are along the trails system and include emergency contact information for the location fire, police, and ambulance services;
- Good visibility by other people and trail users by locating routes through well-used, lit public spaces;
- Provide “escape” routes from isolated areas at regular intervals;

- Design adequate sight lines and sight distances for users;
- Provide trailhead parking in highly visible areas;
- Minimize routing of trails close to woodlot edges, water features, dams, and places where danger typical occurs;
- Design underpasses and bridges so that users can see the end of the feature as well as the area beyond; and
- Place caution signage if dangerous and isolated areas are unavoidable and indicate those areas on overall and individual trail signage mapping.

1.6 Trail Lighting

Trail lighting is often a very expensive and somewhat controversial subject in trail development. Very select municipalities make the decision to light their entire trail system for a number of reasons which include:

- Installation costs;
- Scale and scope of lighting a specific route;
- Location of power supplies in remote areas along the trails network;
- Staffing time and material cost to properly monitor and maintain lamp fixtures and replace broken and burned out bulbs on a regular basis;
- Vandalism;
- Energy consumption;
- 'Dark sky' and excessive light pollution, especially in residential areas and adjacent to natural areas;
- Potential detrimental effects on flora and fauna, especially with light pollution in natural areas such as woodlots; and
- Inability of the human eye to adapt to the high contrast resulting from brightly lit and dark shadowed areas adjacent to one another.

Lighting the entire trail system is not recommended, however there may be some locations where lighting attractions and facilities (i.e. major parks or heavily used routes to major destinations) might extend the hours of use and enjoyment of users. Trail lighting along a route needs to be made on a site-specific basis and developed in conjunction with an electrical engineer.

1.7 Trail Hierarchy and Surfacing

There are four (4) different types of trails proposed in the Township of Wilmot network hierarchy.

Trail Hierarchy and Surfacing	
1. PRIMARY TRAILS	
Description and Connectivity	<ul style="list-style-type: none"> Township-wide function and important transportation / commuter routes connecting communities, neighbourhoods, parks, community facilities, commercial sites, institutions and residential areas Potential for 4-season transportation corridor with opportunities for direct and continuous movement in east-west and north-south directions throughout the Township Provide access to major destinations throughout the Township Connect to surrounding municipalities
Location	<ul style="list-style-type: none"> Located outside of the road right-of-way in continuous linear corridors through Township Can be located within the road right-of-way for on-road cycling routes and/or connections
Design Characteristics	<ul style="list-style-type: none"> Minimum 3.0m width; compacted granular surface (stonedust) Accommodate two-way traffic volumes Designed to meet or exceed minimum accessibility requirements Preferred 4-season maintenance for year-round walking, cycling, transportation and recreational use Typically designed to highest standards relative other trail types in the hierarchy to accommodate high volumes of use, destination-oriented traffic, widest range of use abilities and important links to major community facilities Year-round connections between areas of housing, employment, transit, commercial services, retail, community facilities and other destinations Support pedestrian convenience and walkability and a range of active transportation opportunities
Wilmot Examples	<ul style="list-style-type: none"> Most cycling routes Baden to WRC New Hamburg to WRC
2a. SECONDARY TRAILS – OFF ROAD TRAIL AND/OR SEPARATED BOULEVARD TRAIL	
Description and Connectivity	<ul style="list-style-type: none"> Township-wide function and available as a transportation route during the spring, summer and fall seasons

	<ul style="list-style-type: none"> ▪ Provide additional connections to adjacent municipalities, neighbourhoods, parks, community facilities, natural areas, and schools
Location	<ul style="list-style-type: none"> ▪ Located outside of the road right-of-way in continuous linear corridors (off road) ▪ Some locations, particularly developed neighbourhoods it will be necessary to make short connections between off-road segments by utilizing on-road connections ▪ On urban arterial, collector or rural roads where there is ample right of way between the edge of the road (curb for urban cross section and shoulder for rural cross section) and the limit of the right of way to maintain a minimum separation between the road and the trail (boulevard multi-use pathways)
Design Characteristics	<ul style="list-style-type: none"> ▪ Typically 2.4m - 3.0m width; compacted granular surface (stonedust) ▪ Site-specific locations may be hard surfaced (i.e. asphalt) or boardwalk to respond to site conditions ▪ Accommodate two-way traffic volumes ▪ 3-season maintenance (4-season for school routes) ▪ Designed to meet minimum accessibility requirements where practical and feasible ▪ 3-season transportation function and year-round recreation function ▪ Designed for moderate to high volume of use and wide range of users
Wilmot Examples	<ul style="list-style-type: none"> ▪ Nith River Trail ▪ Alder Creek Trail
2b. SECONDARY TRAILS – ON ROAD MULTI-USE TRAIL WITHIN ROAD R.O.W.	
Description and Connectivity	<ul style="list-style-type: none"> ▪ Provide a multi-use primary or secondary trail connection throughout the Township
Location	<ul style="list-style-type: none"> ▪ On urban arterial, collector or rural roads directly adjacent to or along shoulder of vehicular travel lane ▪ Provide connections between key Township destinations ▪ Along corridors where there are limited commercial or residential driveway crossings
Design Characteristics	<ul style="list-style-type: none"> ▪ Developed on site-specific basis ▪ Developed in conjunction with MTO Bikeways Planning and Design Guidelines ▪ Developed in conjunction with TAC Bikeway Traffic Control

	Guidelines (Second Edition, 2012) and Ontario Traffic Manual Book 18 – Cycling Facilities
2c). SECONDARY TRAILS – SHARED WINTER USE TRAILS BETWEEN MOTORIZED AND NON-MOTORIZED TRANSPORTATION	
Description and Connectivity	<ul style="list-style-type: none"> ▪ Developed on site-specific basis and includes off-road, asphalt or stonedust trails that facilitate walking, road and hybrid biking, snowshoeing, cross-country skiing, and snowmobile use. ▪ ATV use is prohibited
Location	<ul style="list-style-type: none"> ▪ Located outside of the road right-of-way in continuous linear corridors (off road) ▪ On urban arterial, collector or rural roads where there is ample right of way between the edge of the road (curb for urban cross section and shoulder for rural cross section) and the limit of the right of way to maintain a minimum separation between the road and the trail (boulevard multi-use pathways)
Design Characteristics	<ul style="list-style-type: none"> ▪ Typically 3.0m+ in width; compacted granular surface (stonedust) to accommodate two-way travel ▪ Developed in conjunction with Ontario Federation of Snowmobile Clubs (OFSC) ▪ Signage to be coordinated with local clubs (i.e. cross-country skiing, Nith Valley Sno-Surfers) ▪ Cross country skiers favour loop trails over linear trails with connector trails and cutoffs to allow different lengths and permit easy return access ▪ Maintain clear zones ▪ Use proper signage (speed limits, OFSC signage, directional, etc.)
3a. TERTIARY TRAILS - PARK TRAILS	
Description and Connectivity	<ul style="list-style-type: none"> ▪ Local routes within Township-owned parkland between points of interest and facilities within neighbourhood parks ▪ Can also function as main route to features such as playgrounds and washrooms in local parks ▪ Maintenance access routes within parks ▪ In some cases may include school routes, isolated loops or solitary pathway segments
Location	<ul style="list-style-type: none"> ▪ Within Township-owned parkland ▪ May or may not be connected to primary and secondary trails ▪ May be isolated loop or link within parkland

Design Characteristics	<ul style="list-style-type: none"> ▪ Typically 1.5m - 3.0m width depending on location ▪ Trail surface is typically compacted granular, but hard surface will be used where part of the design of the park or an accessible route to park amenities is featured ▪ Generally maintained for 3-season use; winter maintenance should be considered for school routes ▪ Meets minimum accessibility requirements whenever possible. Uses may be limited by the nature of the trail location, trail alignment, width and surface type. ▪ May include lighting as dictated by the park design
Wilmot Examples	<ul style="list-style-type: none"> ▪ Constitution Park (New Hamburg) ▪ Schneller Drive to Elizabeth Street (Baden) ▪ Brewery Street to Foundry Street (Baden) ▪ Baden Pond Loop
3b. TERTIARY TRAILS - STORM WATER MANAGEMENT TRAILS	
Description and Connectivity	<ul style="list-style-type: none"> ▪ Designed to incorporate combined maintenance access and recreational trails that loop around the storm water management area to provide for both maintenance and recreational use ▪ Perimeter trails will also establish public use of the facility and minimize encroachments of private land owners onto public property
Location	<ul style="list-style-type: none"> ▪ Within storm water management facilities ▪ Small connections to storm water management facilities
Design Characteristics	<ul style="list-style-type: none"> ▪ Asphalt where maintenance access and trail use are shared; compacted granular (stonedust) for remainder ▪ Portions of the trail may be wider than the primary trail standard to accommodate maintenance and service vehicles ▪ Consider width and turning radii of service access vehicles when designing trails around SWM areas
Wilmot Examples	<ul style="list-style-type: none"> ▪ Adjacent to Livingston Boulevard (Baden) ▪ Samuel Foster Court (Baden) ▪ Smith's Creek Drive (New Hamburg)
4. NATURAL GROUND TRAILS	
Description and Connectivity	<ul style="list-style-type: none"> ▪ Trails designed for recreational purposes that may include the use of private and public lands ▪ Created by the Township or volunteer group that has an established arrangement with the Township where the trail is on public land, or

	with the land owner where the trail is located on private land
Location	<ul style="list-style-type: none"> ▪ Established woodlots ▪ Natural areas ▪ Typically not connected to primary or secondary trails
Design Characteristics	<ul style="list-style-type: none"> ▪ Width will vary, but typically 1.8-2.0m depending on location ▪ Natural earth surface; some locations may require a granular surface or boardwalk ▪ Accommodate one-way travel ▪ Provide limited access, with no special accommodations made for specific user groups (i.e. bicycles, strollers, mobility-assisted devices) ▪ Minimal maintenance (dictated by municipal by-laws, natural area management plan, etc.) ▪ Typically does not meet minimum accessibility requirements
Wilmot Examples	<ul style="list-style-type: none"> ▪ Walker Woods ▪ Laschinger Woods ▪ Townline Regional Forest ▪ Gibney Regional Forest

Minimum trail corridor widths will vary based on the location of the trails and whether it is located in a constrained linear corridor or a wildlife corridor.

- Where trails are to be located within designated wildlife corridors or adjacent to sensitive woodlots, a minimum 6.0m corridor width will be provided, which includes the trail and trail clear zone as well as a suitable buffer from the wildlife passage area in the corridor;
- Trails links between residential or commercial lots that connect to the trail system should be designed with a minimum 6.0m corridor width and a minimum 3.0m trail in the centre of the corridor; and
- Walkway connecting links that consist of a 1.5m concrete sidewalk are to be located in a minimum 6.0m corridor.

There are several options for trail surface materials, each with its own set of advantages and disadvantages, relating cost, availability, efficiency of installation, maintenance requirements, and compatibility with various trail users groups. The below table summarizes the most commonly used trail surfacing materials along with some advantages and disadvantages. There is no one trail surface material that is appropriate in all locations, and material selection during the design stage must be considered on a site-specific basis, location, and anticipated

user group. Within surrounding municipalities, asphalt is the most commonly used hard surface trail material with stonedust the most extensively accepted granular surface.

Trail Surfacing Advantages and Disadvantages		
Trail Type	Advantages	Disadvantages
Asphalt	<ul style="list-style-type: none">▪ Smooth, consistent surface▪ Adapts well to surrounding grades▪ Easily negotiated by a wide range of trail user groups▪ Relatively easy to install by skilled trades	<ul style="list-style-type: none">▪ Moderate-high installations costs▪ Must be installed by skilled trade/asphalt paving company▪ Typical lifespan of 15-20 years depending on the quality of the initial installation▪ Poor base preparation can often lead to long-term maintenance problems▪ Cracking occurs near the edges, grass and weeds can invade cracks and speed up deterioration
Stonedust (and other granulars)	<u>Pit Run:</u> <ul style="list-style-type: none">▪ Mixed granular material containing a wide range of particle sizes from sand to cobbles▪ Excellent for creating a strong sub base▪ Relatively inexpensive	Not recommended or appropriate for trail surfacing.
	<u>‘B’ Gravel:</u> <ul style="list-style-type: none">▪ Similar characteristics to Pit Run▪ Regulated particle sizes▪ Excellent for creating strong, stable and well drained sub-bases and bases▪ Relatively inexpensive	Not recommended or appropriate for trail surfacing
	<u>Granular ‘A’:</u> <ul style="list-style-type: none">▪ Similar characteristics to Granular ‘B’▪ Smaller maximum particle size	<ul style="list-style-type: none">▪ Potential risk for erosion on slopes

	<ul style="list-style-type: none"> ▪ Excellent for trail bases, may be appropriate for trail surfacing of in rural areas and woodlots. Easy to spread and re-grade where surface deformities develop <p><u>Clear stone and/or Pea Gravel:</u></p> <ul style="list-style-type: none"> ▪ Crushed and washed granular ▪ Particles of uniform size, no sand or fine particles included ▪ Excellent bedding course for trail drainage structures ▪ Can make excellent base for asphalt trails <p><u>Stonedust:</u></p> <ul style="list-style-type: none"> ▪ Mixture of fine particles and small diameter crushed stone ▪ Levels and compacts very well and creates ▪ a smooth surface that accommodates a wide variety of trail users ▪ Easy to spread and re-grade where surface deformities develop ▪ Inexpensive 	<ul style="list-style-type: none"> ▪ Some users have difficulty negotiating surface due to range in particle size and uneven sorting of particles that can take place over time with surface drainage <p>Not recommended or appropriate for trail surfacing</p> <p>Most typically used and accepted as the surface of choice for most granular surfaced trails</p>
Wood Chips and Wood Shavings	<ul style="list-style-type: none"> ▪ Bark or wood chips ▪ Particle sizes range from fine to coarse depending on product ▪ Soft feel and very natural appearance ▪ Aesthetically appropriate for woodlot and natural area settings ▪ Can be difficult to negotiate ▪ Very low cost ▪ East to install 	<ul style="list-style-type: none"> ▪ Can deteriorate over time ▪ Source of material must be carefully researched to avoid unintentional importation of invasive species (plants and insects)
Earth Surface (Natural Ground)	<ul style="list-style-type: none"> ▪ Desirable and cost-effective trail for use on tertiary trails ▪ Blends visually with the surroundings 	<ul style="list-style-type: none"> ▪ Potential risk for erosion on slopes ▪ Some users have difficulty

	<ul style="list-style-type: none"> ▪ Generally do not require additional material ▪ Very inexpensive 	<p>negotiating surface due to range in particle size and uneven sorting of particles that can take place over time with surface drainage</p> <ul style="list-style-type: none"> ▪ Existing soil conditions can pose problems (i.e. poorly drained and permanently wet soils generally do not make for good trail surfaces) ▪ Minor clearing of brush and debris may be necessary to adhere to clear zones
Wood (i.e. bridges, boardwalks)	<ul style="list-style-type: none"> ▪ Highly attractive ▪ Renewable material that creates a solid and level travel surface ▪ Can allow for continual trail access over debris, steep areas, and wet/seepage areas 	<ul style="list-style-type: none"> ▪ Often requires skill to install ▪ Permits and approvals ▪ Expensive installation

1.7.1 Boulevard Multi-use Trails

Additional applicable policies and plans include:

- Transit Supportive Guidelines, 2013
- Ontario Cycling Strategy, 2012
- Bill 51 – Plan Reform, 2006
- Provincial Policy Statement, 2005
- Accessibility for Ontarians with Disabilities Act, 2005
- The Ontario Trails Strategy, 2005
- Municipal Act, 2001

Bicycles are recognized as a vehicle, as defined in the Ontario Highway Traffic Act (HTA) R.S.O., 1990. As such, they can operate on public roadways with the same rights and responsibilities as a motor vehicle. However, bicycles are not permitted on controlled access freeways such as the Conestoga Parkway (Highway 7/8) and/or any roadway designated for “no cycling” by a municipal by-law. The HTA contains a number of policies relating to bicycles, including bicycle lanes on municipal roadways, vehicles interacting with bicycles, bicycles being overtaken, and regulating or prohibiting bicycles on highways. During trail design and planning the Public Works Department within the Township should be consulted for policies relating to the HTA.

The Ministry of Transportation is currently addressing many of the policies which pertain to cycling and trail development within the HTA. Though the policy document has not been formally updated, possible changes and recommended amendments have been proposed for consideration by the Ministry. As the Act is updated, the Township should be aware of how the changes will impact the implementation of enforcement of safe cycling and trail development township-wide.

A boulevard multi-use trail can be used where the characteristics of the boulevard are suitable and should be developed on a site-specific basis. Intersecting roadways are a particular concern as motor vehicles making right hand turns may not be anticipating the speed at which some users of boulevard trails may be traveling.

Where boulevard trails are implemented on one or both sides of a road, it is reasonable to assume that they can perform the same function as the sidewalk, therefore it is not recommended to install both a trail and sidewalk on the same side of the road. All boulevard trails should be clearly signed (i.e. shared use signage; etiquette) so that users are aware the trail is not pedestrian only.

1.7.2 On-road Trail Connections

Where public land (other than the road right-of-way) is not available and access agreements for trails on private lands are not feasible, it may be necessary to provide connecting links using the road network. Pedestrians, scooters, in-line skaters, and users with mobility-assisted devices are expected to use sidewalks in urban areas and road shoulders in rural areas. Cyclists (typically by-law) are required to use the road. Bicycles are designated as a vehicle under the HTA and as such are required to obey all of the same rules and regulations as automobiles when operated on a public roadway. The signage requirements and development standards for on-road bicycle systems should be developed within the Township in conjunction with the Ministry of Transportation (MTO) Bikeways Planning and Design Guidelines, the Transportation Association of Canada (TAC) Bikeway Traffic Control Guidelines (Second Edition, 2012), and the Ontario Traffic Manual Book 18 – Cycling Facilities.

1.7.3 Shared Use Lanes and Paved Shoulders

Shared use lanes can often be referred to as ‘wide curb lanes’ and are primarily used on roads where vehicular speed and volume are higher than those associated with arterial and collector roads. Where necessary the shared use arrow can be painted on the road at regular

intervals to inform road users to expect cyclists and other modes of travel (i.e. in-line skaters, scooters, etc.) and that they should be sharing the lane.

Paved shoulders also provide a space for cyclists on rural roads (with shoulders, no curb and gutter). Pedestrians can use paved or granular shoulders where necessary (traveling in a direction facing traffic by law). Roads with poor sight lines and high truck or large vehicle volumes are situations where paved shoulders (asphalt) should be considered.

1.7.4 Bike Lanes

Typically located on urban roads (asphalt with curb and gutter), bike lanes are used to create a physical space primarily for cyclists. Individuals who use mobility-assisted devices may also use bike lanes on an urban road. The signage requirements and development standards for bike lanes should be developed in conjunction with the Ministry of Transportation (MTO) Bikeways Planning and Design Guidelines, the Transportation Association of Canada (TAC) Bikeway Traffic Control Guidelines (Second Edition, 2012), and the Ontario Traffic Manual Book 18 – Cycling Facilities.

In areas where on-street parking is permitted, continuing the bike lane is the ideal method where space permits. Where road right-of-way widths are limited, where narrowing or removing traffic lanes is not feasible, and/or where the relocation or removal of parking is not an option, the bike lane must be properly terminated and include proper signage.

1.8 Trail Crossings

Trails crossings of roadways can often be quite dangerous and one of the most challenging aspects of trail design is accommodating trail users when crossing roads. Several design options that can be implemented to alleviate the hazardous aspects of trail crossing typically include:

- Grade separated crossings (bridges and underpasses);
- Directing trail users to cross at an existing signalized or stop-controlled intersection;
- Utilizing a mid-block pedestrian signal; and
- Utilizing a mid-block crossing location with a pedestrian island or refuge.

1.8.1 Minor and Major Roads

Trail crossings of minor roads should include the following:

- Open sight triangle at each crossing point;
- Trail access barriers;

- Signing along the roadway in advance of the crossing point to alert motorists of the trail crossing;
- Signing along the trail to alert trail users of the upcoming roadway crossing;
- Alignment of the crossing point to achieve a close perpendicular crossing of the roadway; and
- Curb cuts on both sides of the road.

Pavement markings, to delineate a crossing, should not be considered at “uncontrolled” trail intersections with roads as trail users are required to wait for a gap in traffic before crossing at these locations. Pavement markings should be designed to adhere to the regulations within the HTA for uncontrolled intersections.

1.8.2 Active Railways

Railway crossings can be extremely dangerous for all trail users and therefore extra caution should be applied to assure their safe operation. When at grade railroad crossing are necessary, the non-motorized crossing should be at a right angle to the tracks as much as possible by either a separate path or a widened shoulder. It is strongly recommended that appropriate traffic control devices be installed at the intersections of railway tracks and trails.

These include:

1. Pavement markings;
2. Signage; and
3. Lift gates.

Trail crossings of active railway lines must be designed, approved, and implemented in conjunction with Canadian National Railway (CNR) Company and should be consistent with Draft RTD-10 Road/Railway Grade Crossings: Technical Standards and Inspection, Testing and Maintenance Requirements (2002) available from Transport Canada.

1.8.3 Bridges

Where possible, the trail network should make use of existing bridges, including pedestrian bridges, vehicular bridges and abandoned railway bridges in appropriate locations. New bridge structures should be designed on a site-specific basis. The following are general design considerations for bridge structures:

- Prefabricated steel truss bridges are often a practical, cost effective solution;
- Railings should be considered if the height of the bridge deck exceeds 0.6m above the surrounding grade, and should be designed with a “rub rail” to prevent bicycle pedals and handlebars from becoming entangled;

- Site-specific construction of bridges may be suitable for short crossings/applications;
- When considering barrier free access to bridges, an appropriate hardened surface should be employed on trail approaches. Also, bridge deck boards should be spaced sufficiently to allow for ease of passage by a person using a mobility-assisted device; and
- It is recommended that deck boards run perpendicular to the path of travel.

1.8.4 Underpasses and Tunnels

The only way to cross a significant barrier such as an elevated railway and highway can be routing a trail through an underpass or tunnel. Underpasses should be wide enough to accommodate all trail users whether they are walking, hiking, cycling, in-line skating, in a wheelchair or other forms of transportation. Where feasible, it is suggested that trail widths through underpasses be equal to or greater than that of the approaching trail. Tunnels and underpasses are also areas typically used for illegal and often dangerous activities. Trails through tunnels and underpasses should consider all aspects of trail safety, lighting, and CPTED guidelines to ensure users feel safe and secure when using trails systems that are routed through tunnels and underpasses.

1.9 Off-Road Trail Structures

1.9.1 Gates and Barriers

Many trails of all different types typically included some form of gate or access barrier to control user activity, movement, and safety. Access barriers are intended to allow free flowing passage by permitted trail user groups, and prohibit access by others. Trail barriers typically require some mechanism to allow access by service vehicles and emergency access, especially in areas such as storm water management ponds. Depending on site conditions, it may also be necessary to provide additional treatments between the ends of the access barrier and limit of the trail right of way to bypassing of the barrier altogether. Additional treatments can consist of plantings, boulders, fencing, or extensions of barrier treatments. There are many designs for trail access barriers in use by different trail organizations and municipalities. Although each municipality is different, trail access barriers can generally be grouped into three categories (which are discussed in greater detail below):

1. Offset Swing Gates;
2. Single Swing Gates; and
3. Bollards.

1.9.2 Swing Gates

The offset gate is similar to the single swing gate, except that barriers are paired and offset from one another. Although they can be effective in limiting access by unauthorized users, some groups including cyclists (especially cyclists pulling trailers) and wheelchair users, can have difficulty negotiating the offset swing gate if the spacing between the gates is not adequate.

Used primarily in urban locations, the single swing gate (or 'P' gate) combines the ease of opening for service vehicle access (especially around storm water management areas), with the ease of passage of the bollard. Swing gate should provide a permanent opening to allow trail users to flow freely along the trail as well as a surface/support for mounting signage.

1.9.3 Bollards

The bollard is the simplest and least costly barrier and can range from permanent, direct buried wood or metal posts, to more intricately designed cast metal units that are removable by maintenance personnel. Typically an odd number of bollards (usually one or three) are placed in the trail bed in order to create an even number of "lanes" for trail users to follow as they pass through the barrier. Although the removable bollard system provides flexibility to allow service vehicle access, they can be difficult to maintain as the metal sleeves placed below grade can be damaged by equipment, water, and moisture and can become jammed with gravel and debris from the trail bed.

1.9.4 Elevated Trailbeds and Boardwalks

Where trails pass through sensitive environments such as marshes, swamps, or woodlands with a large number of exposed roots, an elevated trailbed or boardwalk may typically be required to minimize impacts on the natural environment and surrounding ecology. Without implementing a feature like this, trail users will tend to walk around the feature (swamp, marsh, etc.) and gradually over time create a wider and more obstructive trail on the natural environment. The turnpike and low profile boardwalk are two relatively simple yet effective solutions for natural ground trails.

Low profile boardwalks have been successfully employed by trail managers across Ontario, especially within organizations like the Bruce Trail Conservancy. Where the trail is in a high profile location, where it is necessary to provide a fully accessible trail, or where the trail surface must be greater than 0.6m above the surrounding grade, a more sophisticated boardwalk design and installation is necessary. This is likely to include engineered footings or

abutments, structural elements and railings these should be designed by a trained professional (structural engineer, landscape architect, etc.).

1.9.5 Switchbacks and Stairs

Pedestrian, motorized and some self-propelled users are capable of ascending grades of 30% or more whereas some users are limited to grades of less than 8%. Where trails ascend or descend at a grade of more than 8%, it may be important to consider alternative methods of ascending those slopes. Two alternatives to consider that have been implemented successfully in adjacent municipalities are switchbacks and stairs.

Where construction is feasible, switchbacks are generally preferred because they allow wheeled users such as cyclists to maintain their momentum, and there is less temptation to create shortcuts, as might be the case where stairways are used. Switchbacks are constructed with turns of about 180 degrees and are used to decrease the grade of the trail. A properly constructed switchback also provides outlets for runoff at regular intervals thus reducing the potential for erosion. Implementing a switchback can be a lot of work as typically they require extensive grading, signage, barriers (rub rails), and can be intrusive on the surrounding environment. They can be difficult to implement in wooded areas without significant impacts to surrounding trees and vegetation.

1.10 Trail Signage

Trail signage is one critical aspect to unify the trail system, improve wayfinding, and introduce themes for simpler route identification. Trail signage will assist in improving wayfinding, trail connectivity, and trail stewardship. A creative method to developing and structuring trail signage should include a hierarchical approach for improving overall wayfinding.

Other municipalities have taken this approach using a variety of methods including:

- Creating an overall theme concept or innovative method for signage;
- Creating uniform design standards to reflect hierarchical structure for signage, including materials and fabrication, design fundamentals (colour, balance, unity), graphics, mounting structures, and orientation; and
- High quality, durable (including resistance to ultraviolet radiation), vandal resistant quality materials and finishes.

Signage is a critical element of the trail network and serves many important functions which include:

- Informing users of their responsibilities while on the network;

- Providing information regarding safety (i.e. maximum travel, upcoming hazards, junctions and crossings);
- Providing trail user etiquette instructions;
- Advertising;
- Wayfinding;
- Providing information about routes, nearby services, and trail-related events;
- Providing interpretation of local historical, cultural, natural and other resources.

1.10.1 Signage Strategy and Typical Branding

Trail themes and branding can add a local flavour to individual trails or loops, creating an overall unique trail network quality. Themes also unify the trail networks routing, signage, facilities, and features. It is recommended that the Township of Wilmot Trails logo, trail destinations, and key distances be included on all signage types. A brand can also be used to draw visitors and trail users to different attractions and destinations along the trail or within the Township. A brand will promote not only the use of the trail system but also it can draw new visitors to local activities and venues.

Common trail branding measures can include:

- A design that is timeless, in-scale, and visually integrated with the landscape without creating unnecessary clutter;
- An overall theme or innovative technique (instead of text) such as colour coding routes or a symbol or graphic concept to illustrate degree of difficulty and establish a physical fitness rating, similar to alpine downhill ski symbols (i.e. green square, blue circle, black diamond));
- Clearly, concisely, and consistently communicate information related to identification, direction, regulation and operation of the trail; and
- Ensuring visibility at night through the use of reflective materials in locations where low light and night use is anticipated.

1.10.2 Signage Types

The design and construction of the network should incorporate a hierarchy of signs each with a different purpose and message to trail users. Hierarchy of signage types are typically organized into a “family” of signs with unifying design and graphic elements, materials, and construction techniques. The unified system becomes immediately recognizable by the trail user and can strengthen the branding element. Below are recommendations for a family of signage types for the Township of Wilmot, which include:

a) Gateway Signage

Gateway signage is intended to set the tone for the entire trail system and is typically the largest type of signage found on the trail network. This type of signage is typically located at trail entrances along key routes into the Township from adjacent municipalities. Gateway signage is used to create a sense of welcome, arrival, and safety. It is also an opportunity to establish trail use conventions, punctuate historic significance, and establish theme for the trail network. Gateway signage typically includes trail amenities such as benches, trash receptacles, and information/directional kiosks.

Suggested locations for gateway signage include:

- East end of the hydro corridor, to the east of the Petersburg Regional Forest (refer to Section 5.3.2 of the WTMP)
- North boundary along the Nith River adjacent to the Town of Wellesley (refer to Section 5.3.1 of the WTMP)
- West side of New Hamburg (adjacent to Perth County/Oxford County)
- South end of Alder Creek Trail (refer to Section 5.3.4 of the WTMP)

b) Orientation and Trailhead Signage

Orientation and trailhead signs are typically located at key destinations, attractions, and major network junctions. Trailheads are an important part of the trail network and trailhead signage should provide orientation to the trail network through mapping, additional network information (trail distances, key features), and rules and regulations for the overall network. Trailheads can also serve as a landmark for trails users along the trail network. In some municipalities orientation signage has also been used as an opportunity to sell advertising space and assist with trail funding and cost sharing.

Suggested locations for **major** trailheads/kiosks include:

- Wilmot Recreation Complex (WRC)
- Huron Street at Nith River (entrance to New Hamburg from west)
- Along Snyder's Road adjacent to the Waterloo-Oxford DSS (entrance into Baden)
- South end of Alder Creek Trail in New Dundee

Suggested locations for **minor** trailheads/kiosks include:

- Petersburg Regional Forest
- Petersburg Crown Lands
- WRC Woods recreational trail
- Walker Woods

- Wagler Ave./Snyder's Rd. E adjacent to Administration Complex

c) Trail Etiquette Signage

Trail etiquette signage should be posted at public access points to clearly articulate permitted trail uses, regulations, and laws that apply to the specific route and/or overall trail network. Signage also includes trail etiquette, safety, and emergency contact information. Trail etiquette signage can also include friendly reminders to trail users (i.e. "Please stay on the Trail"). At major and minor trailhead locations, this information can be incorporated into trailhead signage. In other areas this information can be integrated with trail access barriers.

d) Regulatory/Caution Signage

Regulatory signs are required throughout the trail network to improve trail user safety. Regulatory signage typically informs users of dangerous areas (deep water, steep slopes), sensitive/protected areas (wetlands, woodlots), and other items such as invasive plants (poison ivy, giant hogweed) and private lands. Where traffic control signs are required (stop, yield, curve ahead, etc.), it is recommended that recognizable traffic control signs be used in conjunction with the Public Works Department and the Ministry of Transportation for Ontario's (MTO) guidelines and standards for on-road routes.

e) Interpretive Signage

Interpretive signs are typically placed at locations along the trail that signify a historical feature, environmental feature, or feature that is culturally significant to Canadian and/or local heritage. They are highly graphic, easy to read, and must be designed on a site-specific basis. This type of signage should be strategically located in highly visible locations to minimize the potential for vandalism. Interpretive signage can also be used to improve education and trail stewardship initiatives along trail routes to reiterate proper trail etiquette, detail safety precautions, rules, and regulations for specific trails.

f) Route Markers and Trail Directional Signage

Route markers and trail directional signage should be located at regular intervals throughout the trail network (i.e. every 500m, 1000m, etc.) at trail junction points and key intersections. The purpose of route marker signage is to provide user orientation and simple visual messages/graphics to users that they are on an approved network route. More recently route marker signage and trail direction signage have included innovative wayfinding techniques such as QR Codes and distances to local cultural attractions and resources (i.e. bike shops, B&B's, hardware stores, restaurants, etc.)

1.11 Trailheads and Trail Amenities

Major trailhead areas are typically located at key community destinations (i.e. community centres). They are highly visible and assist with setting the tone for the trail system. In some locations it may be possible to share parking and washrooms with other community facilities or other partners (i.e. schools, trail clubs, Conservation Authority, recreational facilities). Minor trailheads are located at secondary entrances to the trail network and typically include smaller amounts of parking and trail facilities. A well-designed major or minor trailhead typically incorporates the following features:

- Regular and accessible (handicapped) parking with an appropriate number of spaces in relation to the anticipated level of trail use, with the flexibility to increase the number of spaces where warranted by future demand;
- Simple access to and from the trail;
- Trail access barriers;
- Ample room to load and unload equipment;
- Bicycle parking facilities;
- Appropriate trail signage types (including overall trail network map);
- Trail information kiosk (can be incorporated with trail signage);
- Waste receptacles;
- Lighting (site specific); and
- Seating and or picnic/informal activity space (more often associated with a major trailhead).

1.11.1 Seating and Rest Areas

Seating and rest areas along the trail provides the opportunity for trail users to simply rest, relax, and take a break. Typically young children, older adults, and users with disabilities need to rest more frequently than others. Benches are the most common form of seating, but walls of appropriate height and width, large flat boulders, and sawn logs are some alternatives depending on the trail setting (i.e. logs might be more appropriate in rural settings or adjacent to natural features). Where seating/rest areas are planned, the design should consider a 1m wide level area with a curb or other appropriate wheel stop for mobility-assisted devices in accordance with current AODA standards (refer to Section 1.4). Staging areas, trail nodes, and heavily used trails typically require a higher density of seating opportunities (i.e. heavily used trails may have seating at approximately 500m intervals).

1.11.2 Bicycle Parking

Bicycle parking should be placed adequately along trail routes at key locations to allow users to confidently secure their bicycles while pausing to enjoy nearby attractions, walk along the trail, or rest when they reach their intended destination. Key locations for bicycle parking can include trailheads, major trail nodes, trail junctions, and lookouts.

Generally bicycle parking facilities should:

- Be placed along key trail routes, junctions/connections, and other destinations where cyclists are expected;
- Enable the bicycle to be securely locked to the device without damaging the bicycle;
- Be placed in public view;
- Present no hazard to cyclists and/or pedestrians;
- Be easily accessible from the road or trail; and
- Be arranged so that parking maneuvers will not damage adjacent bicycles.

1.11.3 Trail Closures and Rehabilitation

Trails within the Township will be constantly evolving and as result it might be necessary to permanently or temporarily close sections of trails. Reasons for temporary trail closure can include flooding, culvert washouts, and general trail construction. Trail users must be notified well in advance of the trail closure by appropriate signage (often posted at trailheads) and possible alternate routes to avoid the closure. Another method for informing trail users of permanent and temporary trail closures could be notification on the Township website, Wilmot Trails twitter, and the Wilmot Trails website.

Permanent trail closures may be required at some point in the life cycle of the trail, especially in the case of trails in woodlots and other natural settings. When closing a section of trail permanently it is recommended that the surrounding landscape be rehabilitated to match existing conditions. Often this may mean seeding with a native seed mixture or plantings trees and shrubs.

1.12 Trails in Natural Areas and Environmental Buffers

Routing trails through natural areas are a critical component to the trail network which allows users the opportunity to get close to nature, explore the outdoors, interpret nature, and find relief from the often busy urban environment. Trails within natural areas need to obtain a balance between providing public access to natural features and protecting natural environment and sensitive ecological features.

Where trails are to be located in natural areas it is important that they be sited and designed appropriately and that the area be monitored for the effects of inappropriate use and/or overuse. If trails are not carefully planned, designed, constructed, and maintained people will create their own trail routes sometimes in sensitive locations where it would be preferable not to have trails at all. Proper planning, design and construction of trails, coupled with public education can go a long way to achieving the balance between use and protection. In some cases trails (and people) should not be in natural areas. Prior to routing trails within or through natural areas, the local Conservation Authority must be consulted.

When designing trails through natural areas or environmental buffers it is important to consider the following:

- Avoiding the most sensitive habitats;
- The ecological significance and sensitivity of the natural area (i.e. trails in ecologically sensitive areas, such as wetlands, are generally not recommended – unless appropriate mitigation measures [e.g. boardwalks] are in place);
- Consider alternate routes throughout the design process;
- Habitat enhancements;
- Education opportunities (which can include species/habitats of general public interest, notable features (e.g. beaver dams, cavity nests, vernal ponds, vegetation-topography associations) and lookouts/aesthetic attributes;
- Limit accessibility;
- Specific recommendations for construction, including access guidelines to minimize disturbance;
- Current best management practices to prevent vegetation damage (e.g. protective fencing, sediment/erosion control, specific measures to prevent the spread of invasive species, spills management);
- Timing restrictions (e.g. tree removal/disturbance during the breeding bird period, access during amphibian breeding periods);
- Develop guidelines for trail use/restrictions and trail closures, including timing/seasonal restrictions where sensitive species are present or sensitive activities occur; and
- Appropriate signage (i.e. interpretive, regulatory, caution)

1.13 Creating New Trails in New and Established Neighbourhoods

Creating trails within established neighbourhoods can be one of the most challenging aspects of implementing the Trails Master Plan. It is sometimes difficult to obtain public opinion

related to specific trail segments at the strategic/master planning stage and it is not until a project reaches the implementation stage that residents perceive themselves as being directly affected and become more involved and vocal. Real and perceived concerns over increased neighbourhood traffic, access to their rear yards, invasion of privacy, a perception that there may be an increased potential for vandalism/theft are often cited as key concerns.

Communication is critical. In some instances, when deemed appropriate by the *Trail Interdepartmental Working Group* (refer to Section 2.2.1), it may be necessary to seek additional public input for trail development. Where new trails are being implemented or significant improvements are being made to existing trails within or nearby existing communities, differing levels of consultation may be required to advance the project through the detail design and implementation stages. The level of consultation / public notification required for individual projects will depend on the project location, design approvals required, scope/complexity, and whether the project is identified in the WTMP or other planning policies such as the Official Plan.

It is recommended to engage residents in an open, public consultation process at the earliest possible stages of the project and to listen to their concerns. In some cases, the most vocal opponent can become the greatest supporter if the process provides an effective avenue to address concerns.

1.14 Public Outreach and Trail Promotion

Promoting the trail network within the Township should be encouraged. The following sections outline some successful methods that adjacent municipalities have used to promote their trails network.

1.14.1 Community Based Social Marketing

Community-Based Social Marketing (CBSM) is an approach to achieving broad sustainable behavior in communities. It combines the knowledge from psychology and social marketing to leverage community members' action to change behavior. CBSM is more than education, it's spurring action *by* a community and *for* a community. Using CBSM techniques can lead to increased trail awareness and use. Key CBSM tools can include:

- Prompts: remind individuals to engage in trail use;
- Commitments: have individuals commit or pledge to engage in trail use;
- Norms: develop community norms that a trail use is the right thing to do; and
- Vivid communications tools with engaging messaging and images.

Possible CBSM tools for the Township to consider are:

- Increasing community engagement, volunteer opportunities, collaboration/partnerships, education and communication strategies that enhance development and operations of the trails system;
- Using community events to talk to residents one-on-one and community groups;
- Have Township staff attend community events to promote trails, developing a portable display system to use at events would be beneficial;
- Use various types of media to provide updates on trail implementation and to launch public information campaigns on education and stewardship (e.g. share the trail, keep dogs on leashes, trail etiquette, etc.);
- Display trail information in brochures, marketing pamphlets, and various approved locations throughout the township that are vivid with engaging messages and images; and
- Creating prompts to remind residents about the trail system and its benefits. Prompts can include maps, brochures, water bottles, car magnets, key chains etc.. Prompts can be giveaways at events or used for fundraising.

1.14.2 Wilmot Trail Map, Signs, and Brochures

Interpretive programs and signs, brochures, and education programs, offer endless opportunities to raise trail awareness. Providing positive guidance towards responsible trail use is an integral part of managing trails.

Maps

Trail maps are often the most overlooked communication tool to endorsing and communicating trails. Maps inform users about routes and provide the occasion to educate users through messages such as “rules of the trail” and trail etiquette. Though expensive to produce initially, maps can be updated with the release of new additions as the system grows, making the initial investment pay for itself over time. Other opportunities may also be available to produce a regionally based map. Several municipalities have developed their own on-line mapping software specific to trail use.

1.14.3 Trail Ambassadors

Many municipalities have successfully implemented trail ambassador programs. These often involve teaming a Township staff member (from the Facilities and Recreation Services Department) with summer students or the like. Students attend events and functions organized by businesses, agencies, camps, and related recreation programs, and promote the

trail network within Wilmot. In addition, trail ambassadors travel the trails and hand out brochures, provide assistance, and monitor conditions.

Trail patrols regularly travel the entire trail system and can be trained to report observations related to trail; surface conditions, vandalism, user-conflicts, environmental degradation and overgrown vegetation. In addition, the trail ambassadors are available to the public and can gather important data on user satisfaction. As the trail system in Wilmot grows the Township should explore the merits of an ambassador program. In the interim training maintenance staff to observe trail conditions as part of their role is an effective way to assist.

1.14.4 Partnerships

Developing partnerships with business, local developers, and other agencies that provide services to large sectors of the community/population should be explored by the Township. In many municipalities there is a strong interest in partnering with agencies to promoting trails and their use as a healthy lifestyle choice. Partnerships can include jointly produced promotional/educational literature in magazines, materials distributed through offices, or linked to corporate/agency websites.

Partnerships can also include co-participation in annual events such as; Earth Day activities, annual runs (i.e. Terry Fox Run), smart commute initiatives. Contribution of key Wilmot staff (Facilities and Recreation Services Department) for these events is a simple, cost effective way to promote the trail network and can provide visibility through media coverage.

It is mutually beneficial for the Township to recognize partnership efforts. Media recognition is a positive way of showing appreciation for partnership contribution, furthermore it is a simple and cost effective way to raise trail awareness and encourage use. When contributions are made that improve trail conditions such as; the provision of trail amenities or creation of links across private properties, partners should be recognized for their contribution through donor signs and plaques. Many trails within adjacent municipalities and across Canada have been implemented this way.

PART 2 – THE IMPLEMENTATION PLAN

2.0 The Implementation Plan

The implementation of the Wilmot Trails Master Plan (WTMP) will be accomplished through both short and long-term actions. Short-term actions have included Council adoption of the WTMP in November 2013, the key policies and network strategy should then form a schedule and the Township's Official Plan should be updated to reflect the schedule. The WTMP strategy will consist of three phases. Phase 1 (short term) spans the initial 5 years of the plan, Phase 2 (mid-term) is a 5 year period from year 5 to 10. Phase 3 (long-term) covers years 10 and beyond.

2.1 Priorities and Network Phasing

This section recommends a phasing strategy for new trail components which are based on the following criteria:

- Field Observations;
- Developing /enhancing the trail network in highly utilized locations;
- Establishing main corridors between/to important community destinations (i.e. schools, community centres, Wilmot Recreation Complex, major sports fields, etc.);
- Developing/completing key Township and Regional trail connections;
- Developing connections between/to existing facilities in missing link locations;
- Developing community trail loops;
- Taking advantage of the re-development of lands;
- Linking trail sections to frequently visited destinations throughout the Township;
- Allowing for off-road trail access to current and planned transit nodes and stops;
- Establishing new subdivisions spine trail routes as part of the subdivision planning and design approval process; and
- Scheduling implementation with planned Provincial, Regional and Local capital projects to take advantage of possible cost savings.

2.2 Trail Implementation

To move from the planning and design stage to the funding and implementation stage a successful trail master plan requires champions and leadership within the Township and the community. Relationships between individuals and organizations are important factors in determining whether trail initiatives will proceed and be successful. Maximizing participation and removing obstacles to information flow between participants are two objectives in managing implementation. The WTMP is more than a proposed network of trails. It is a Plan

that promotes safe trail use and to recognizes the benefits of health and quality of living trails can offer.

2.2.1 Trails Interdepartmental Working Group

Trails serve important recreational and transportation functions and the delivery of an effective network will require coordination among Township departments. It is recommended that the Township establish a *Trails Interdepartmental Working Group* comprised of a representative(s) from the following departments:

- Development Services Department
- Facilities and Recreation Department
- Public Works Department

This small group of staff representing various departments, similar in composition to a Steering Committee, should engage in ongoing dialogue and meet on regular basis (i.e. quarterly) to review and discuss current and upcoming opportunities, initiatives and issues related to trails development and implementation.

The responsibility of implementing the Trails Master Plan will fall within the mandate of the Facilities and Recreation Department. Within the Wilmot Budget process, the necessary resources to transition this roll into the department shall be determined. The Facilities and Recreation Department guided by the *Trails Interdepartmental Working Group* will be responsible for “championing” trails initiatives and programming throughout the Township. Adjacent municipalities, such as the Township of Woolwich and City of Kitchener use this approach and have had success with implementing an interdepartmental working group and their trail network.

The Facilities and Recreation Department guided by the *Trails Interdepartmental Working Group* should coordinate all activities related to Wilmot Trails including trail planning, development, approvals, volunteers, trail maintenance, grant applications (if applicable) and monitoring, budget preparation, assistance with special events, public relations, and media liaison.

Essential functions and/or responsibilities of the Facilities and Recreation Department guided by the *Trails Interdepartmental Working Group* could include:

- Liaison with project partners, communities, stakeholders and volunteers

- Work collaboratively with the Township departments to ensure that trail projects aligns with the WTMP and the Township 10 year capital forecast
- Work collaboratively with Township Departments to prepare funding applications to secure capital funding to support the development of trails
- Manage existing and develop new partnerships, stakeholder relationships
- Champion the implementation of the overall WTMP

While the Facilities and Recreation Department will oversee the implementation of the WTMP, they will also require ongoing support and communication from local trail associations and clubs, adjacent local municipalities, and other organizations and advocacy groups.

2.2.2 Comprehensive Implementation

The WTMP is an evolving plan. The timing and details, particularly the location of recommended routes and facility types will evolve through detailed technical review. It should be noted that the extensive effort that established the overall direction for the network and the trails must be respected when trail modifications are being contemplated.

The following process, which has been used by adjacent municipalities, is recommended and will assist all Township departments to collaborate together, share information, and facilitate implementation.

a) Preliminary Review

The first step is to identify and communicate opportunities. One of the key tasks is for the *Trails Interdepartmental Working Group* to monitor the Township's infrastructure capital works forecast and identifying projects that have the potential for trails inclusion. When a project has trail opportunity potential, the *Trails Interdepartmental Working Group* should undertake a preliminary review. Key aspects of this step are communication and collaboration. The review should:

- Compare project timing to short, mid, and long term implementation priorities identified in the WTMP;
 - Investigate preliminary cost estimates and possible funding sources;
 - Assess whether the nature of the project should include a trail (for those infrastructure projects where trails may not have been previously contemplated);
- and

- Inform the appropriate Township departments whether or not a feasibility assessment should be undertaken to confirm implementing the proposed trail as part of the project.

b) Feasibility Assessment

If a trail is confirmed through the above preliminary review process then a feasibility assessment should be undertaken by the *Trails Interdepartmental Working Group* which typically includes:

- Confirming the feasibility of the route based on a review of the WTMP supporting route selection and planning and design criteria and conduct a field check for off-road trail segments to identify any other issues that should be explored in the future;
- Confirming environmental features present or in close proximity to help determine what types of Agency permits may be required (i.e. Conservation Authorities, DFO permits for boardwalks);
- A determination whether public consultation should be conducted and to what extent;
- Undertaking a trail functional design and estimate implementation costs, including construction and signage;
- Identification of less costly alternatives and how they may fit within the intent of the overall WTMP. This may include alternative parallel routes that meet the intent of the WTMP; and
- Recommendation to the approved course of action.

c) Detailed Design, Tender, and Implementation

Prior to construction a detailed design should be completed. Certain trail segments may be designed by the Township in-house, but it is recommended for larger trail segments that a consultant specializing in trail design be retained to assist the Township. This would involve design followed by construction/implementation. It is also possible that a decision not to proceed due to cost or other constraints may occur, the network should then be updated and an alternative route researched.

d) Monitoring and Maintenance

Trails should be monitored to ensure they function as designed and when necessary, the trails should be modified and maintained to ensure continued safe use. Reducing long term

maintenance requirements can be achieved by the following measures during trail construction:

- Remove stumps, roots and other materials which present safety concerns;
- Clearing limits should reflect trail type activity;
- Cut brush and tree stumps flush with ground within trail tread surface and clear zones;
- Remove potential hazard trees and sharp protrusions in close proximity to trail;
- Cut back vegetation to adhere to vertical clear zones;
- Dispose of vegetative debris from trail construction and ongoing maintenance by removing brush or scattering material in a proper manner (i.e. beside trail surface, down slope, etc.); and
- Plough and maintain key trails for year-round use (in association with classifications in hierarchical trail structure).

e) Plan Updates

The final part of the implementation process includes annually updating the WTMP network database and updating the general WTMP network every 5-7 years.

2.2.3 Operating Costs

In addition to the capital costs of implementing the WTMP, trail operating costs typically include; on-going funding, annual progress reports, mapping/signage updates, educational outreach and promotional programs, and trail maintenance. The Facilities and Recreation Department guided by the *Trails Interdepartmental Working Group* should coordinate available resources and timing to strategically monitor the operating costs of the trail network in the short-term and long-term.

Trail maintenance costs are usually relatively low, however will vary based on the service level standard. Generally speaking, most municipalities adjust maintenance budgets based on the number of kilometres and increase maintenance budgets relative to the length of new trail infrastructure added. Annual maintenance can include drainage and storm channel maintenance, sweeping, clearing of debris, trash removal, weed control and vegetation management, mowing of grass along shoulders, minor surface repairs, repairs to trail fixtures (benches, signs) etc. Costs vary depending on whether the trail is in a road boulevard or in a linear greenway/ park and the type of trail surface (asphalt trails typically have lower maintenance costs in the first 10 years).

An absolute dollar value for maintenance costs was not calculated for trails network as the budget for maintenance will need to grow in an incremental fashion along with the growth of the trails network. Similarly staffing needs could change annually as the network expands and matures.

2.3 Potential Funding Sources

Committing annual funding and Township staff resources are essential to the WTMP's success. An annual implementation budget should be identified within the Township and based on upcoming implementation objectives and opportunities.

It is recommended the Township, to assist in reducing taxpayer costs, pursue outside funding opportunities. Over the last several years funding sources made available for active transportation, cycling, pedestrian and trail related projects has been quite generous, due in part to their increasing popularity and the growing importance of their relationship to multi-modal transportation systems and overall community health benefits.

Outside funding opportunities may include some of the following organizations:

- Federation of Canadian Municipalities Green Municipal Fund;
- The Trans-Canada Trail Foundation;
- Corporate Environmental Funds, such as Shell and Mountain Equipment Co-op (MEC);
- Transport Canada's MOST (Moving on Sustainable Transportation) and ecoMobility (TDM) grant programs;
- Ontario Ministry of Health Promotion grant ;
- Ontario Ministry of Environment Community Go Green Fund (CGGF);
- Ontario Ministry of Transportation Demand Management Municipal Grant program;
- The Ontario Trillium Foundation;
- Ontario Trails Council (OTC);
- Corporate donations;
- Service Clubs such as the Lions, Rotary and Optimists; and
- Private citizen donations/sponsorship/bequeaths, and this can also include a tax receipt for the donor where appropriate.

The Facilities and Recreation Department and the Finance Department guided by the *Trails Interdepartmental Working Group* would be responsible for researching and applying for funding

2.4 Managing Implementation Plan and Expectations

2.4.1 Insurance, Liability, and Risk Management

Insurance, Liability and Risk Management concerns will be considered during the design, construction and maintenance phases and will include consultation with the Township solicitor and the Waterloo Region Municipalities Insurance Pool.

2.4.2 Establishing a Trail Maintenance Plan

The maintenance management of trails is a large undertaking that requires continual commitment and is a key aspect to trail development and the Township Asset Management Plan. In order to meet trail expectations the overall trail network must be developed in a logical and hierarchal manner with uniform principles and a detailed network cataloguing. Enhanced trail maintenance is essential to supporting year-round usage, accessibility, surfacing and location, monitoring programs, and appropriate funding for long-term maintenance measures. Sound application of design objectives for locations, route alignments, grade change consideration, and addressing maintenance and management requirements during initial planning/development stages will help eliminate future maintenance issues.

Successful trails promote community participation. To strengthen community involvement and trail stewardship local partnerships should be encouraged between private companies, developers, landowners, neighbouring municipalities, local governments, and advocacy groups. Partnerships are critical to creating community based resources that contribute to long-term success of a trail projects. Encouraging education and community outreach by coordinating trail information events to promote the importance of trail maintenance and care.

Implementing preventative maintenance and monitoring programs such as; regular site visits, replacing missing or damaged waymarkers, sign posts etc. is a critical aspect of preventative maintenance. Trails must be treated like any other Township asset and plans to move forward with the WTMP must be accompanied by a parallel effort to maintain trails in good condition.

The general objectives of a trail maintenance and monitoring program are to:

- Provide safe, dependable and affordable levels of service;
- Reduce exposure to liability;

- Preserve infrastructure assets;
- Protect the natural environment;
- Enhance the appearance and health of the community;
- Provide a reference framework against which to measure performance;
- Measure trail performance to enable adjustments and improvements to implementation of future trails; and
- Provide the community and Council with a reference for expectations.

2.4.3 Location and Trail Alignment Maintenance Considerations

- Consider natural and artificial site drainage;
- Locate routes to maximize seasonal experiences;
- Consider site topography;
- Avoid highly erodible areas/soils;
- Avoid frequent stream/creek crossings;
- Minimize extensive switchbacks and long straight stretches;
- Avoid protected areas, sensitive habitats, and/or endangered species;
- Minimize contact with incompatible trail activities;
- Avoid toxic and harmful plant species (i.e. poison ivy, giant hogweed, and buckthorn); and
- Consider native plant species in conjunction with non-evasive and low maintenance species along trail routes.

2.4.4 Trail Surfacing Materials Maintenance Considerations

- Develop annual maintenance trails guidelines based on hierarchical classification;
- Surface material availability;
- Supply and install surfacing materials costs;
- Life-cycle cost of maintaining surfacing and amenities;
- Accessibility and barrier free requirements (i.e. asphalt is more 'accessible' than stonedust); and
- Consideration to surface material type and relative maintenance required (i.e. snow removal, weeds, etc.)

2.4.5 Winter Maintenance of Trails

Certain trails within the Township may be maintained throughout the winter months, these may tend to be primary routes that serve as commuter functions to key destinations.

Trails within the Township identified as winter maintenance candidates should be constructed to a minimum standard which includes:

- Adequate surface drainage to prevent surface water ponding;
- Minimum width (not less than 3.0m) which allows for adequate access for maintenance equipment;
- Asphalt surfacing (may not apply if a snow blower is used instead of a plow); and
- No adjacent danger to the trail (such as; a steep drop-off that could be a hazard and unsafe for equipment operators).

2.5 Summary of Recommendations

The Wilmot Trails Master Plan has been developed as a flexible and adaptable strategy for long-term trail development. The plan is intended to be used to facilitate and coordinate existing efforts and provide the Township with a blueprint for future trail design, development and implementation.

The Facilities and Recreation Department guided by the *Trails Interdepartmental Working Group* will be responsible for “championing” trails initiatives and programming throughout the Township. They should coordinate all activities related to Wilmot Trails including trail planning, development, approvals, volunteers, trail maintenance, grant applications (if applicable) and monitoring, budget preparation, assistance with special events, public relations, and media liaison.

The recommendations and action items identified in the WTMP have been designed to provide direction on how to move forward with the facilitation / coordination of the development of the trails network and some immediate trail priorities. The contents of the WTMP were strategically developed to reflect the goals and ambitions of the Township of Wilmot.

This section contains a consolidation of all the strategic recommendations contained in WTMP and are presented in a table format under the following headings:

Recommended Action: The recommended action or strategy presented in the WTMP

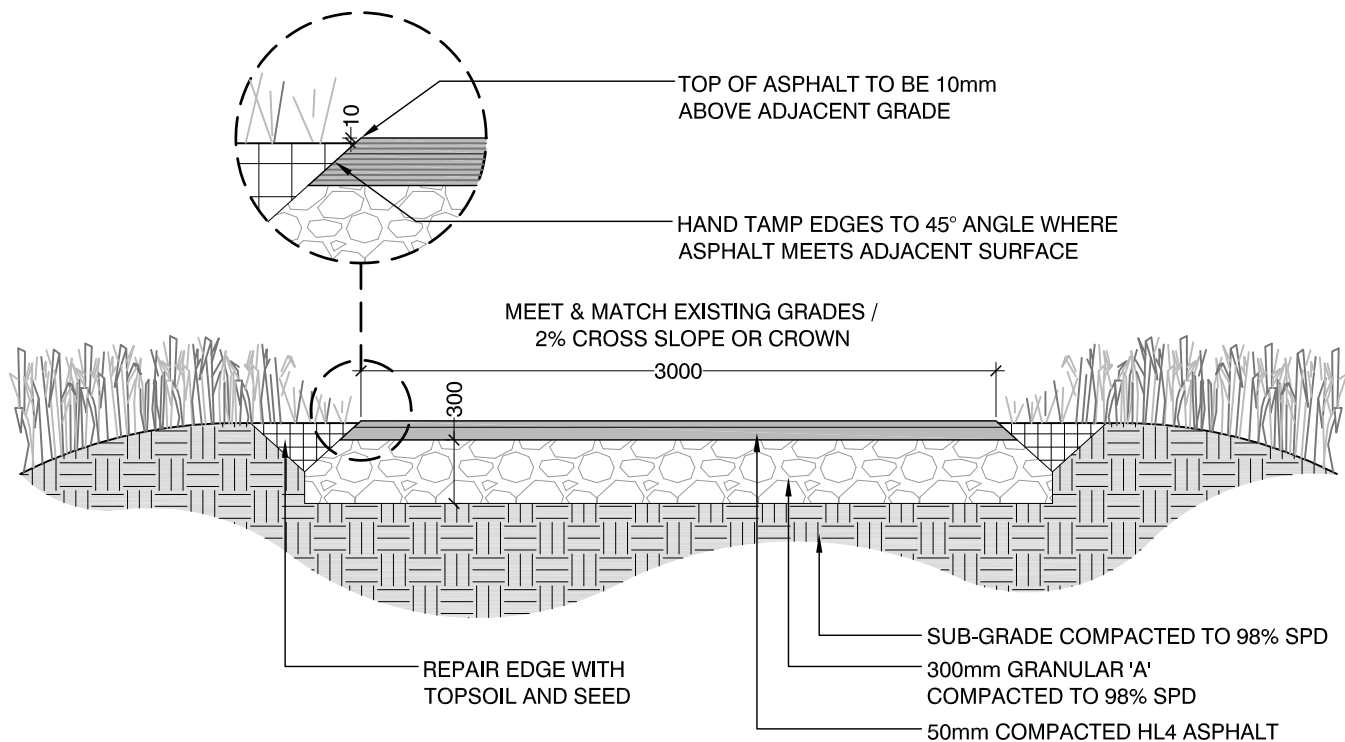
Timing: Identifies the proposed timing for the recommended action to be implemented. Timing for phasing corresponds with the recommendation found in the main report.

Summary of Recommendations – Implementation	
Recommended Action	Timing
Review resource requirements of the Facilities and Recreation Department to ensure capability to implement the plan	2015
Staff shall prepare a detailed annual update of the 10+ year phasing plan to identify specific trail segments proposed and detailed costs estimates.	2015-2025
The planning, design and development of trails in the Township shall be consistent with the Network Maps and Official Plan Schedule and master plan standards and guidelines.	2015
Establish a <i>Trails Interdepartmental Working Group</i> consisting of representatives from key departments (refer to Section 2.2.1) to ensure that the implementation of WTMP is coordinated with the implementation of other active transportation and Township infrastructure.	2015
<i>Trails Interdepartmental Working Group</i> shall use the objectives for prioritization identified in the WTMP to inform decision-making related to setting priorities for implementation. Implementation priorities will be confirmed on an annual basis in concert with the Capital Budget process.	2015 and ongoing
Implementation of the trail network shall be the responsibility of the Facilities and Recreation Department. The <i>Trails Interdepartmental Working Group</i> shall ensure that all departments consider the WTMP in long term planning.	2015 and ongoing
All Township departments and staff involved in long term planning, development planning, transportation planning, site plan and subdivision development review, urban design, infrastructure design and implementation shall include the planning and implementation of the approved WTMP and related facilities into their standard processes and projects. Where necessary, staff will revise their standard processes to include the planning and implementation of the approved WTMP.	2015
The coordination and implementation of WTMP shall be included in all	2016

related capital infrastructure projects and funding shall be appropriately included as a portion of the project budget.	
In the short term, within two years staff will facilitate the development of a digital map of the existing pathway and trails network for publishing on the Township website for public use. The map shall be compatible with mobile device use.	2017
Ongoing updating of the GIS database for both the existing and proposed primary and secondary trails is essential to ensure that maps for use by the public and staff responsible for implementation and operations are current. Annual GIS updates and reviews for accuracy are required.	Ongoing
Explore community based social marketing techniques and opportunities to work with local partners and other public agencies to promote the health and recreational benefits of trails.	2017
<i>Trails Interdepartmental Working Group</i> shall explore and make recommendations regarding methods to recognize individuals, businesses and organizations that make exemplary contributions to the development of the trail network in the Township of Wilmot.	2017
During the first phase of implementation (2015-2020) <i>Trails Interdepartmental Working Group</i> will coordinate with applicable departments to determine life cycle costs related to trails to be incorporated into the Township Asset Management Plan.	2020
Complete signage and wayfinding elements for all existing trails by the end of 2025. Signage and wayfinding elements for new trails will be implemented as part of new trail construction.	2015-2025
In addition to capital funding, the Facilities and Recreation Department and the Finance Department guided by the <i>Trails Interdepartmental Working Group</i> shall explore other outside partnership, cost-sharing and funding opportunities for the implementation of trails.	2017
Summary of Recommendations – Operations and Maintenance	
Township Staff shall maintain and annually update the GIS based network management tool as part of the management of the WTMP and the Township Asset Management Plan.	Ongoing
Consideration may be given to winter maintenance of primary trails so they are able to function as 4-season routes. <i>Trails Interdepartmental Working Group</i> shall review the WTMP and	2018

develop a clear understanding of the benefits and costs of winter maintenance on these key trail corridors, and develop a strategy for an incremental increase in winter maintenance of these routes over time.	
Review and develop standards for the management of trails in active construction zones, and ensure that standards are employed for all construction projects where trail use is potentially affected.	2017
As part of its commitment to the provision of reliable and safe public infrastructure the Township will continue with inspections and all necessary works related to providing safe trail bridge infrastructure.	Ongoing
Using the strategies outlined in the WTMP as a starting point, staff shall develop a trail maintenance program that is tailored to meet the Township's needs, and is supported by appropriate staff and appropriate budget. Council will consider annual Operating Budget submissions which reflect the actual costs of operating and maintaining the trail network.	2015
Staffing needs and the annual maintenance budget requirements for trails shall be increased in concert with the number of additional kilometre's of trails that are added to the network each year and based on unit costs as identified in the WTMP.	2017-2025
The WTMP will be reviewed and updated through a broad public process at least every 10 years.	2025

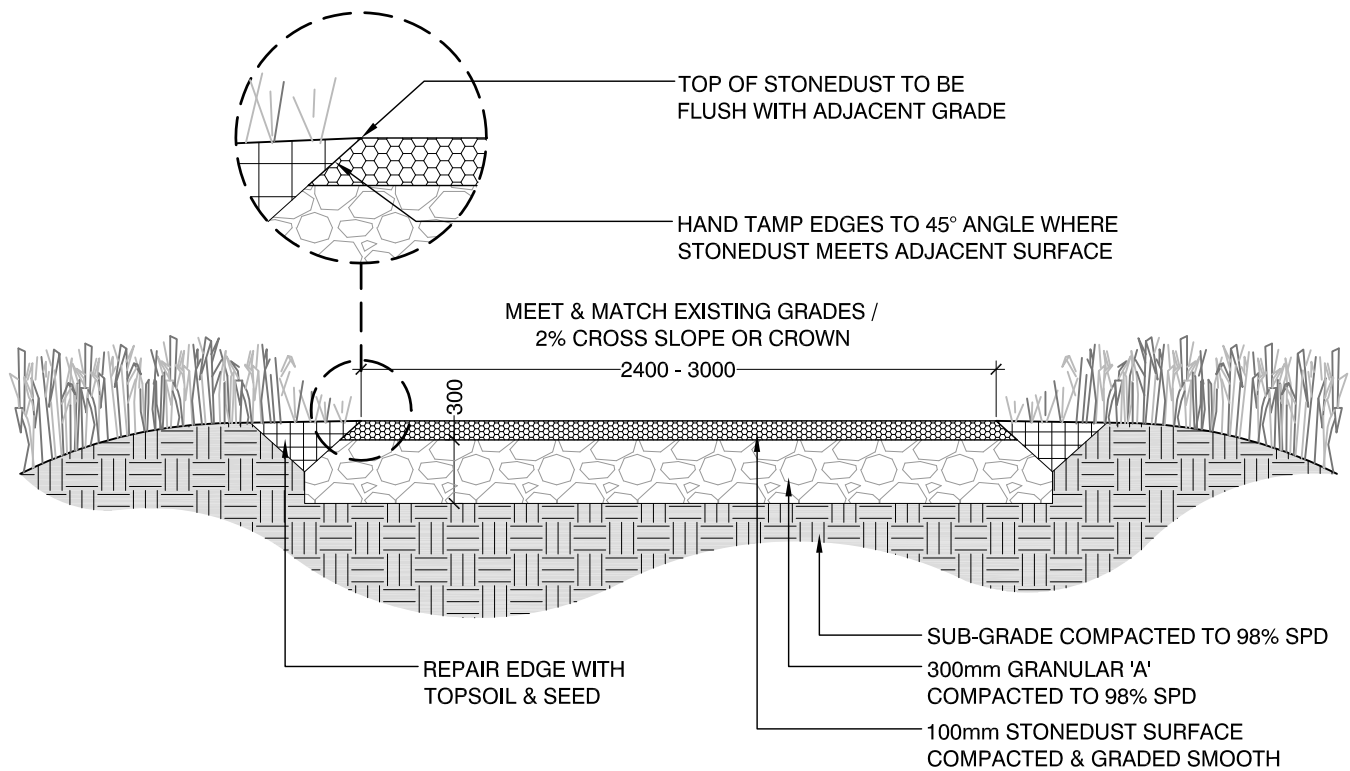
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NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

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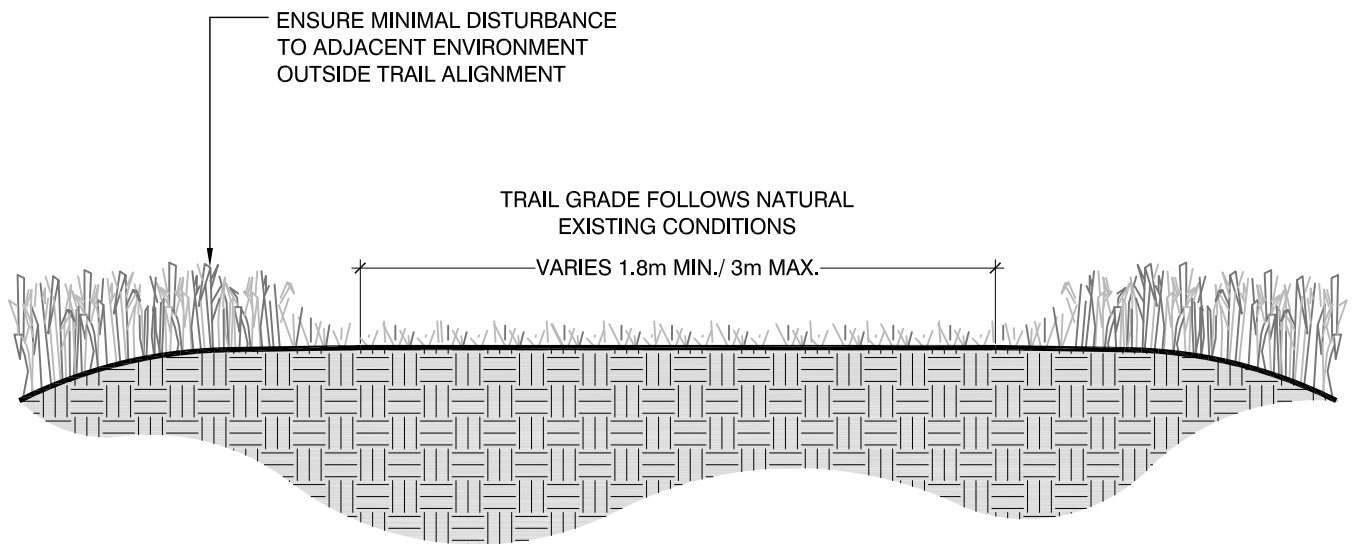
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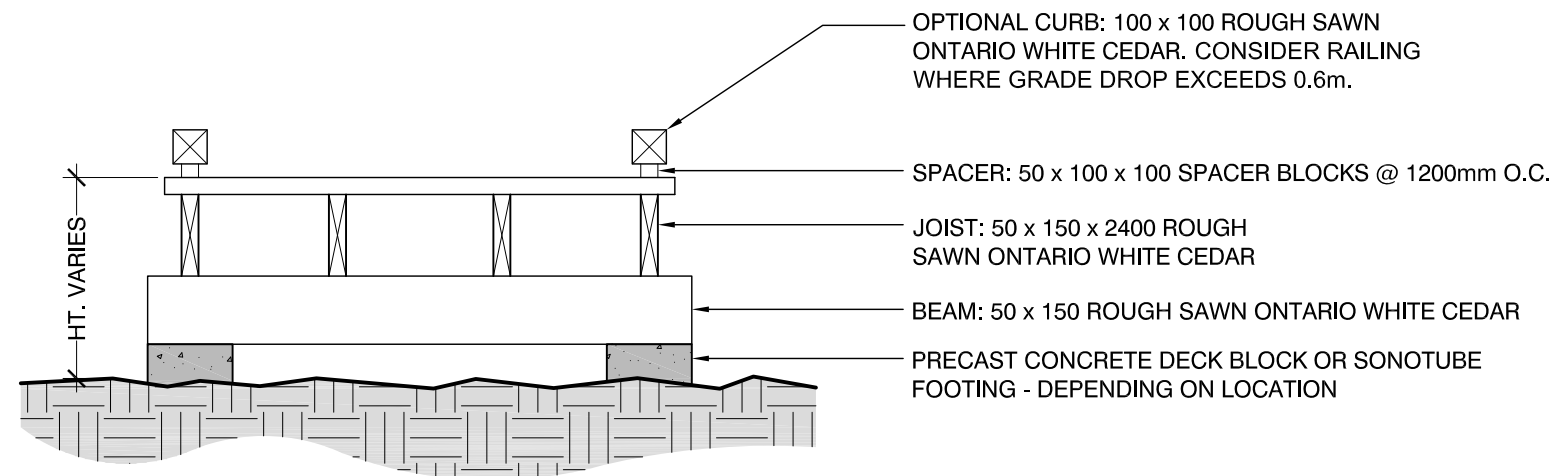
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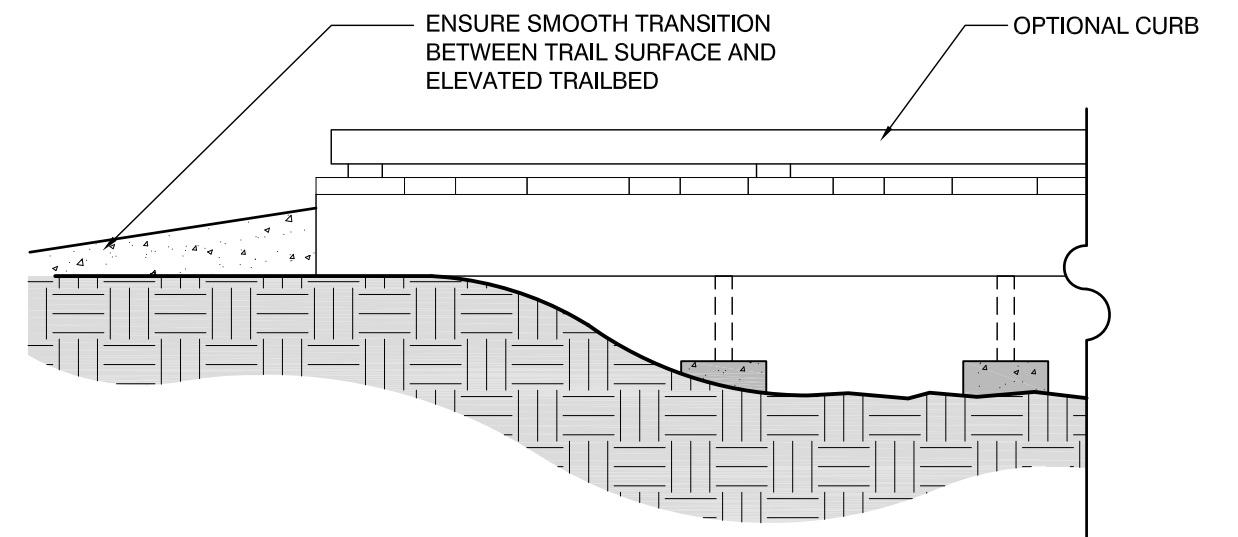
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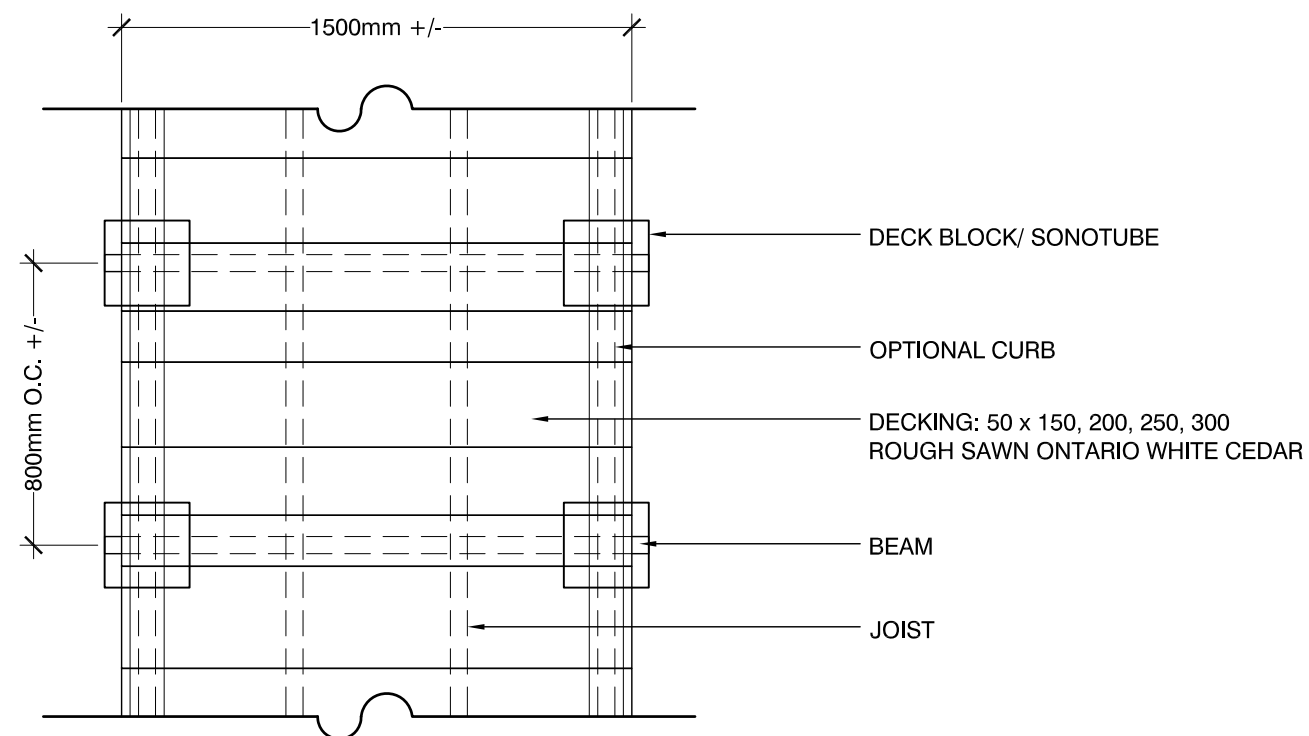
NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED



▲ FRONT ELEVATION



▲ SIDE ELEVATION



▲ PLAN VIEW

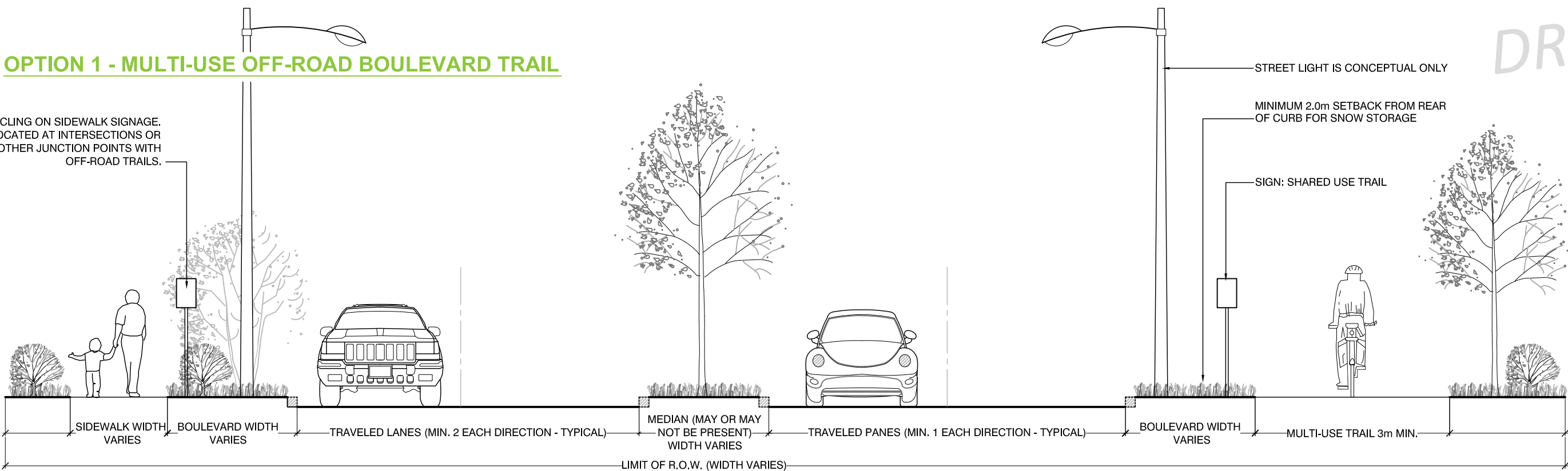
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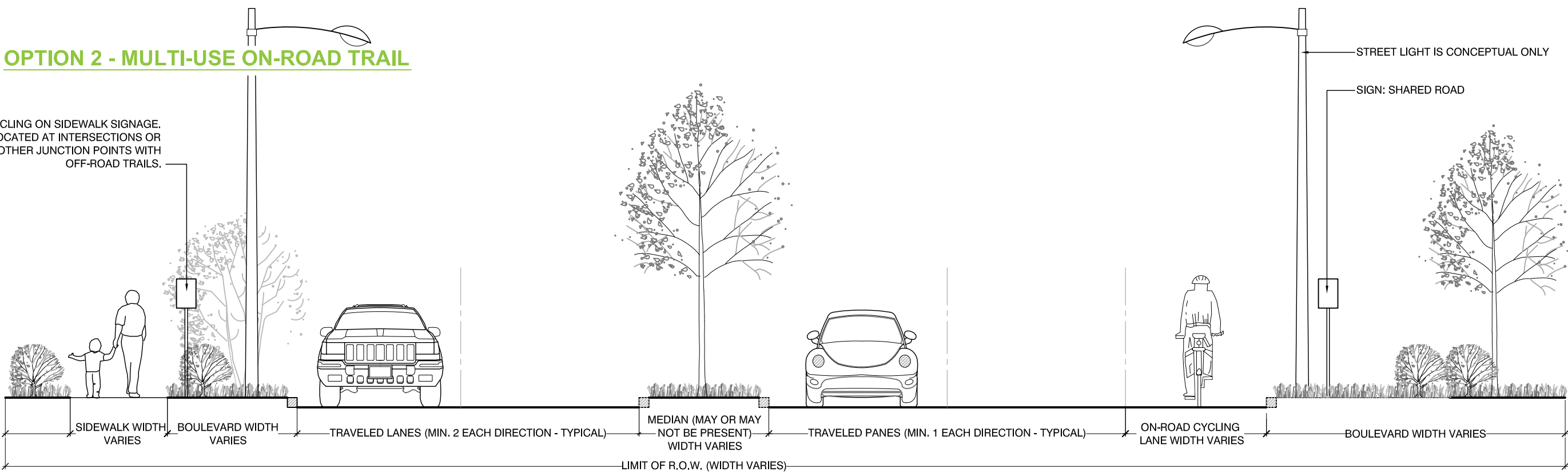
OPTION 1 - MULTI-USE OFF-ROAD BOULEVARD TRAIL

NO CYCLING ON SIDEWALK SIGNAGE.
LOCATED AT INTERSECTIONS OR
OTHER JUNCTION POINTS WITH
OFF-ROAD TRAILS.



OPTION 2 - MULTI-USE ON-ROAD TRAIL

NO CYCLING ON SIDEWALK SIGNAGE.
LOCATED AT INTERSECTIONS OR
OTHER JUNCTION POINTS WITH
OFF-ROAD TRAILS.



NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED



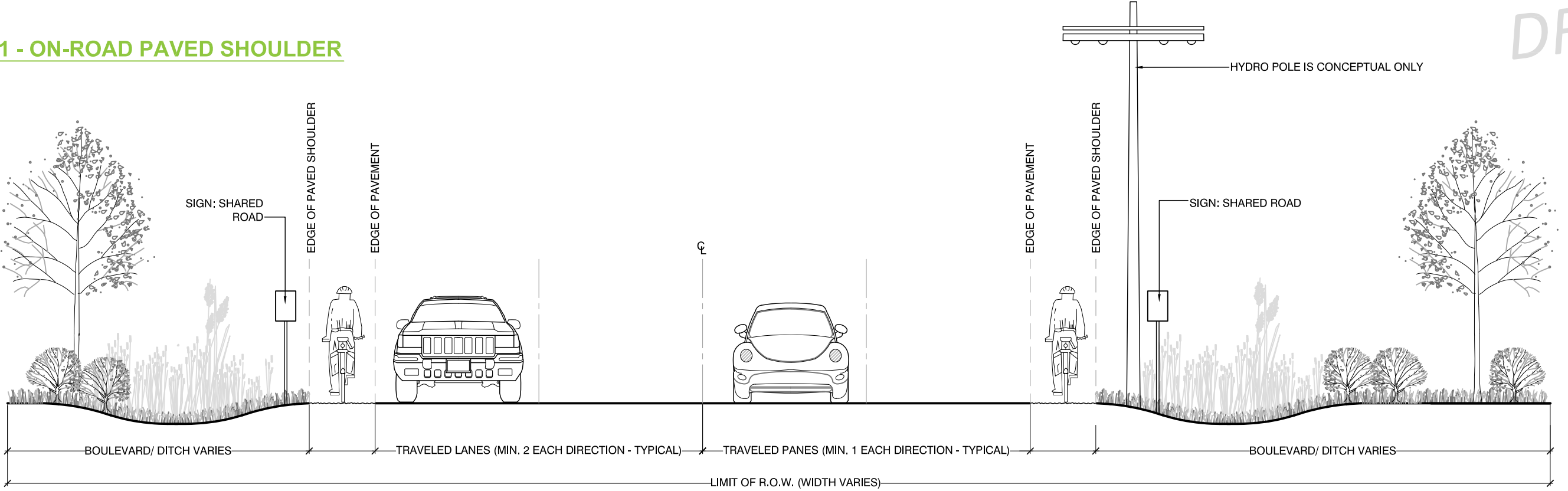
FIGURE 5 - URBAN ROAD (BOULEVARD TRAIL) CROSS SECTIONS

WILMOT TRAILS MASTER PLAN - IMPLEMENTATION PLAN - APPENDIX B

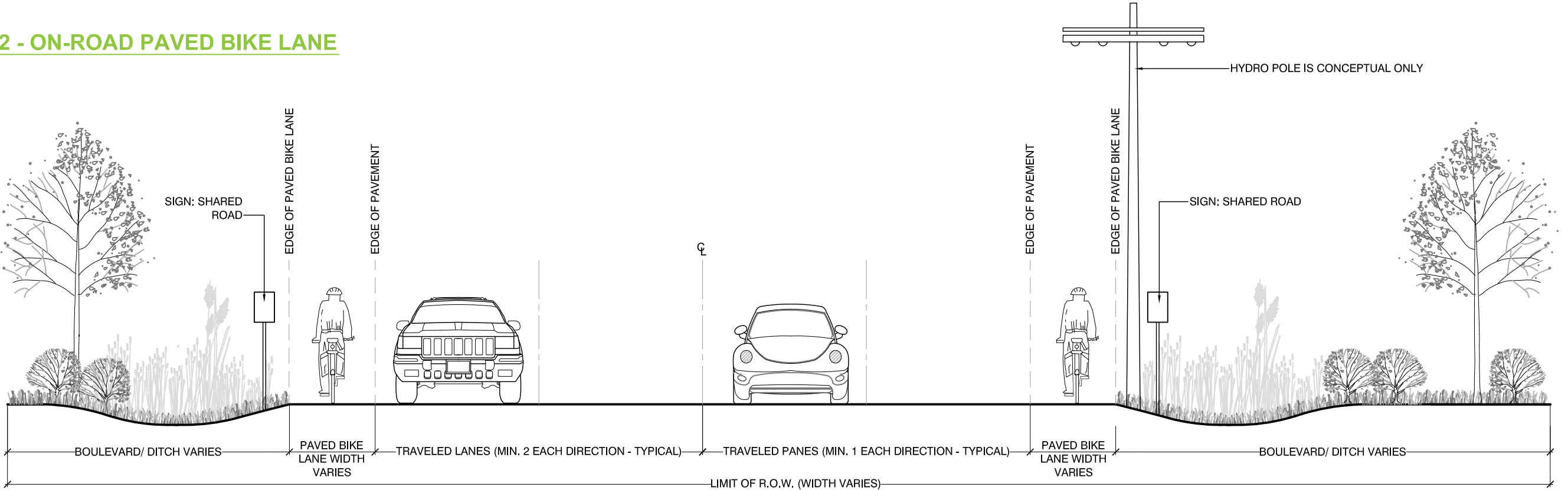
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OPTION 1 - ON-ROAD PAVED SHOULDER

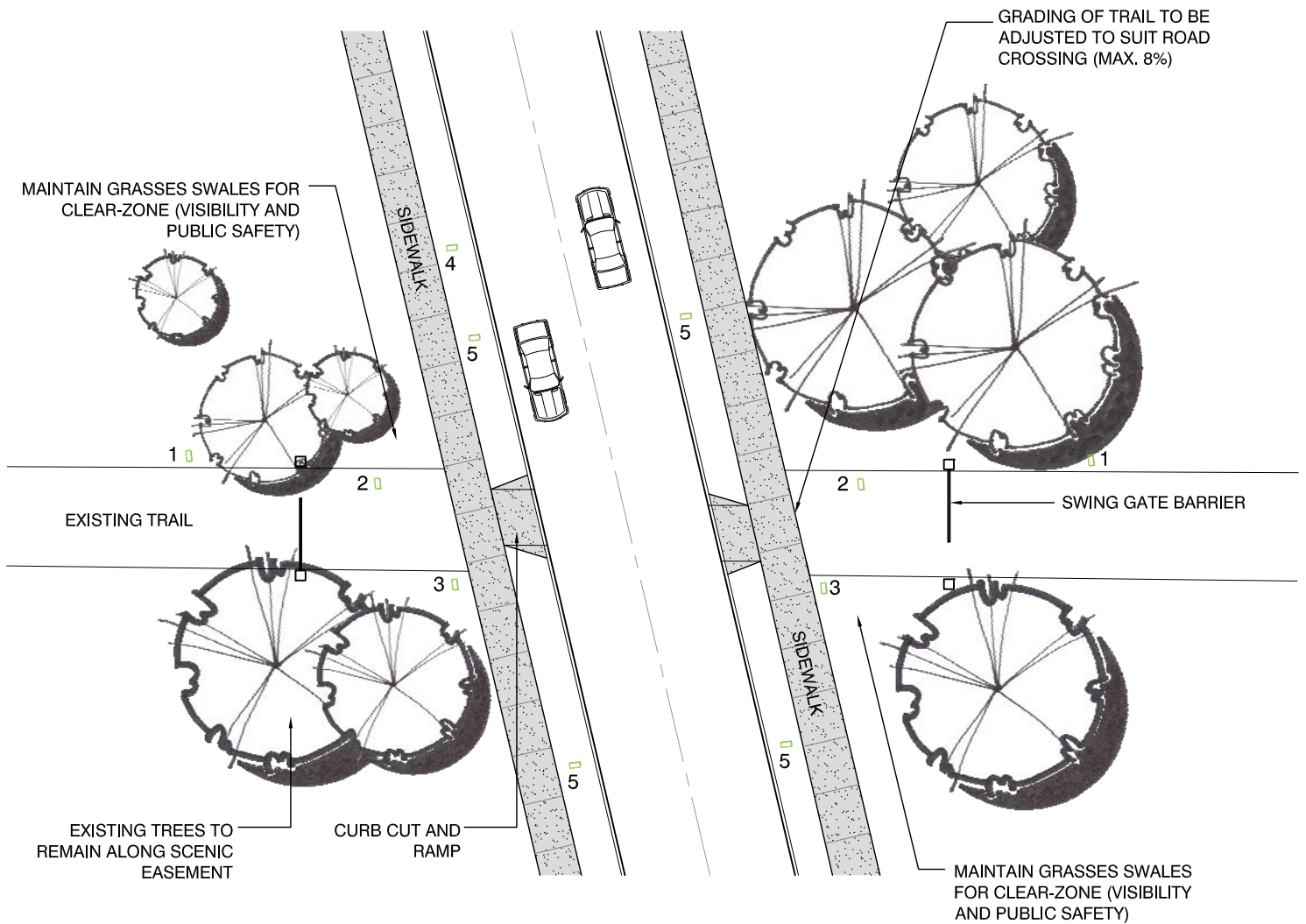


OPTION 2 - ON-ROAD PAVED BIKE LANE



NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

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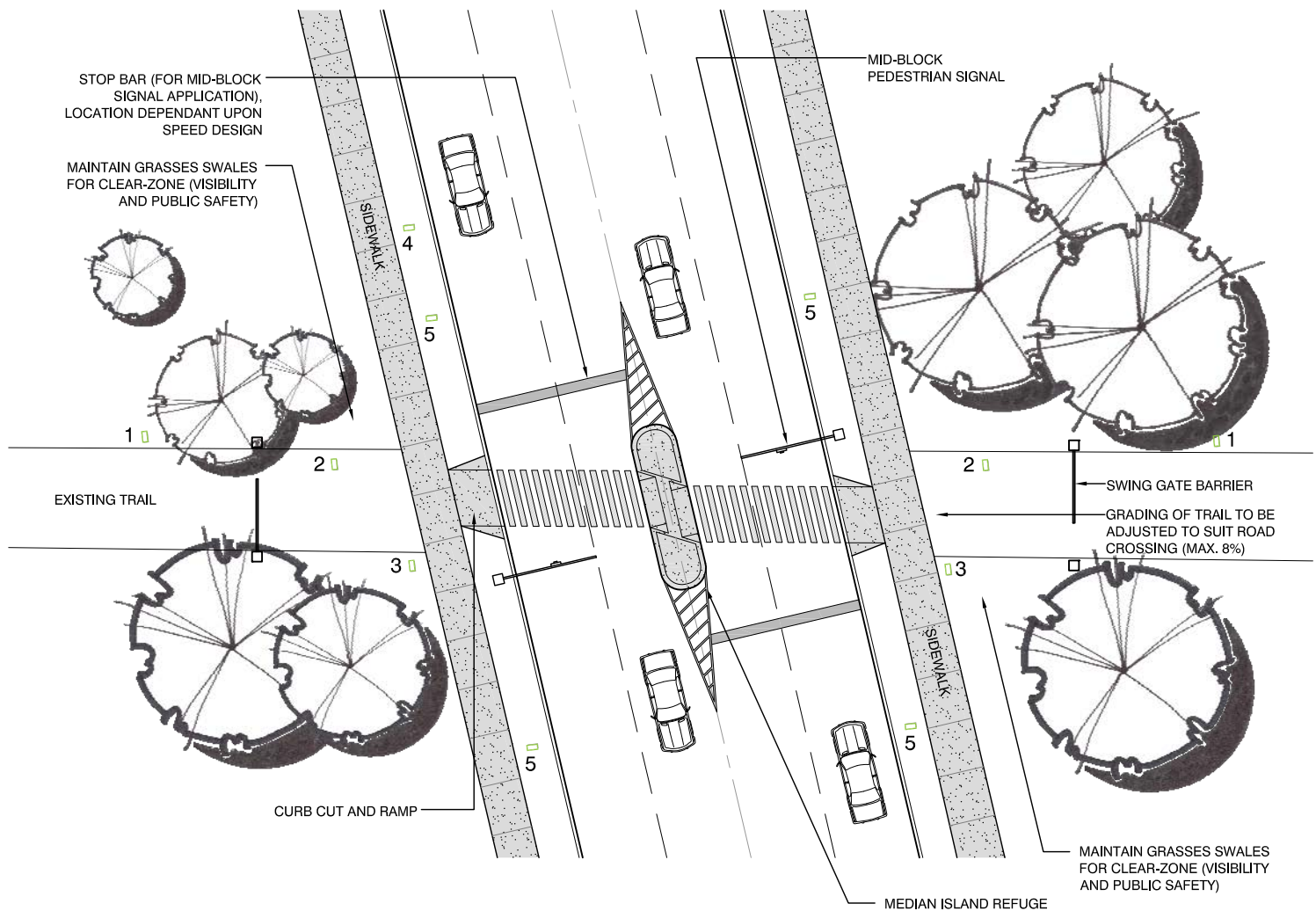


1. - STOP AHEAD SIGN
2. - PERMITTED AND PROHIBITED USE SIGN
3. - STOP OR YIELD SIGN
4. - PEDESTRIAN AND BICYCLE CROSSING AHEAD SIGN FOR VEHICULAR TRAFFIC
5. - TRAIL SIGN (IN ADVANCE OF TRAIL JUNCTION)

NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

SCALE: NTS

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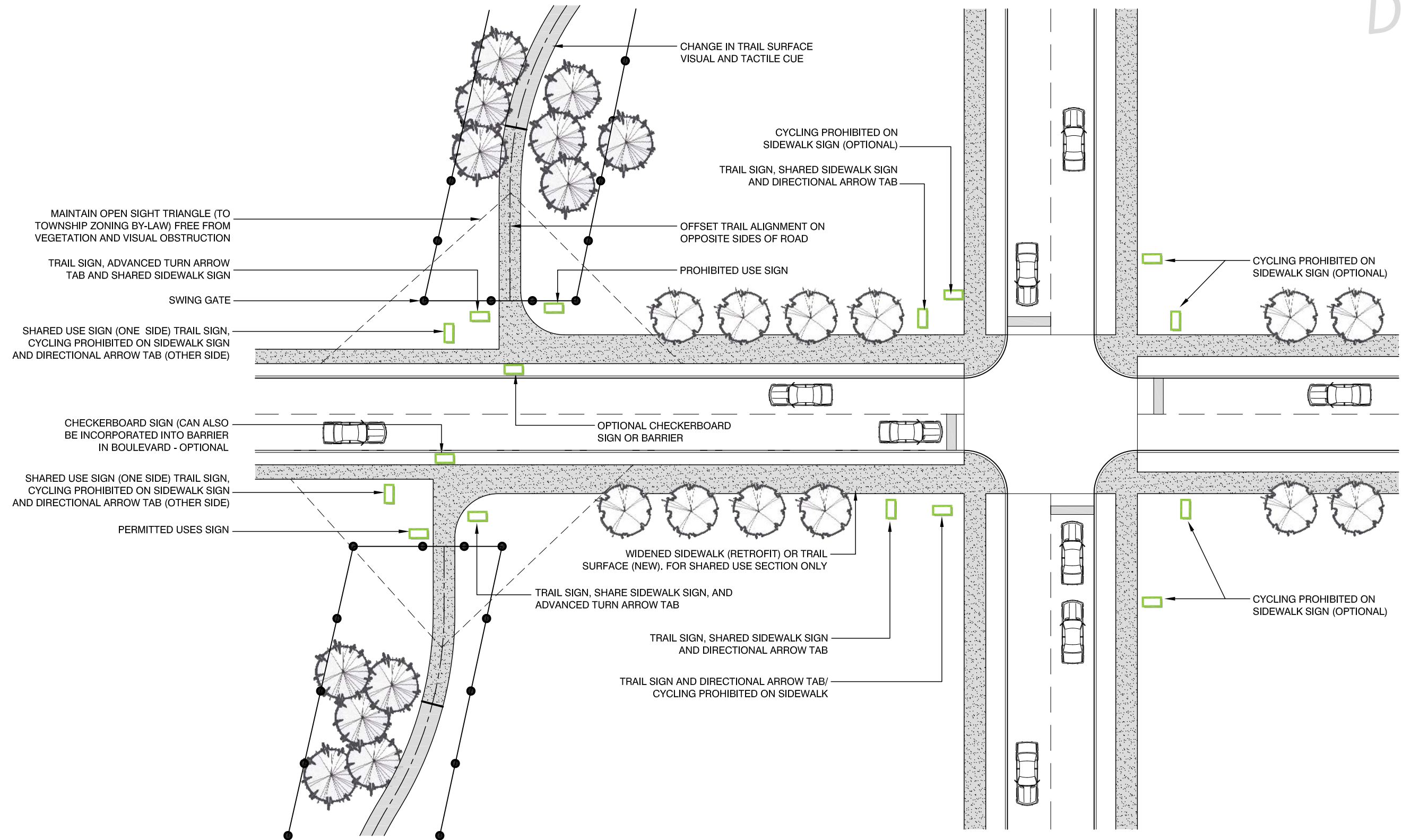


- 1. - STOP AHEAD SIGN
- 2. - PERMITTED AND PROHIBITED USE SIGN
- 3. - STOP OR YIELD SIGN
- 4. - PEDESTRIAN AND BICYCLE CROSSING AHEAD SIGN FOR VEHICULAR TRAFFIC
- 5. - TRAIL SIGN (IN ADVANCE OF TRAIL JUNCTION)

NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

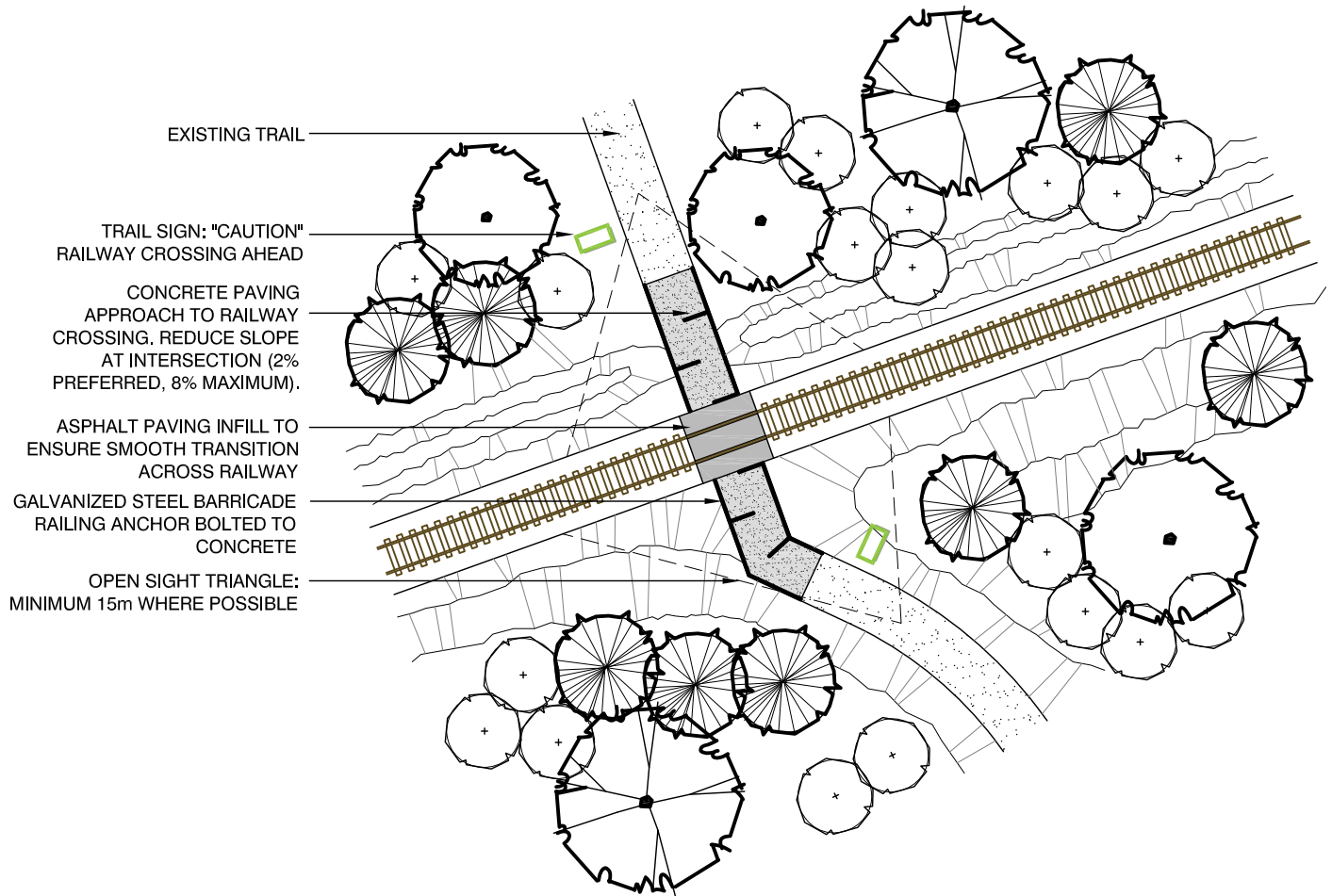
SCALE: NTS

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NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

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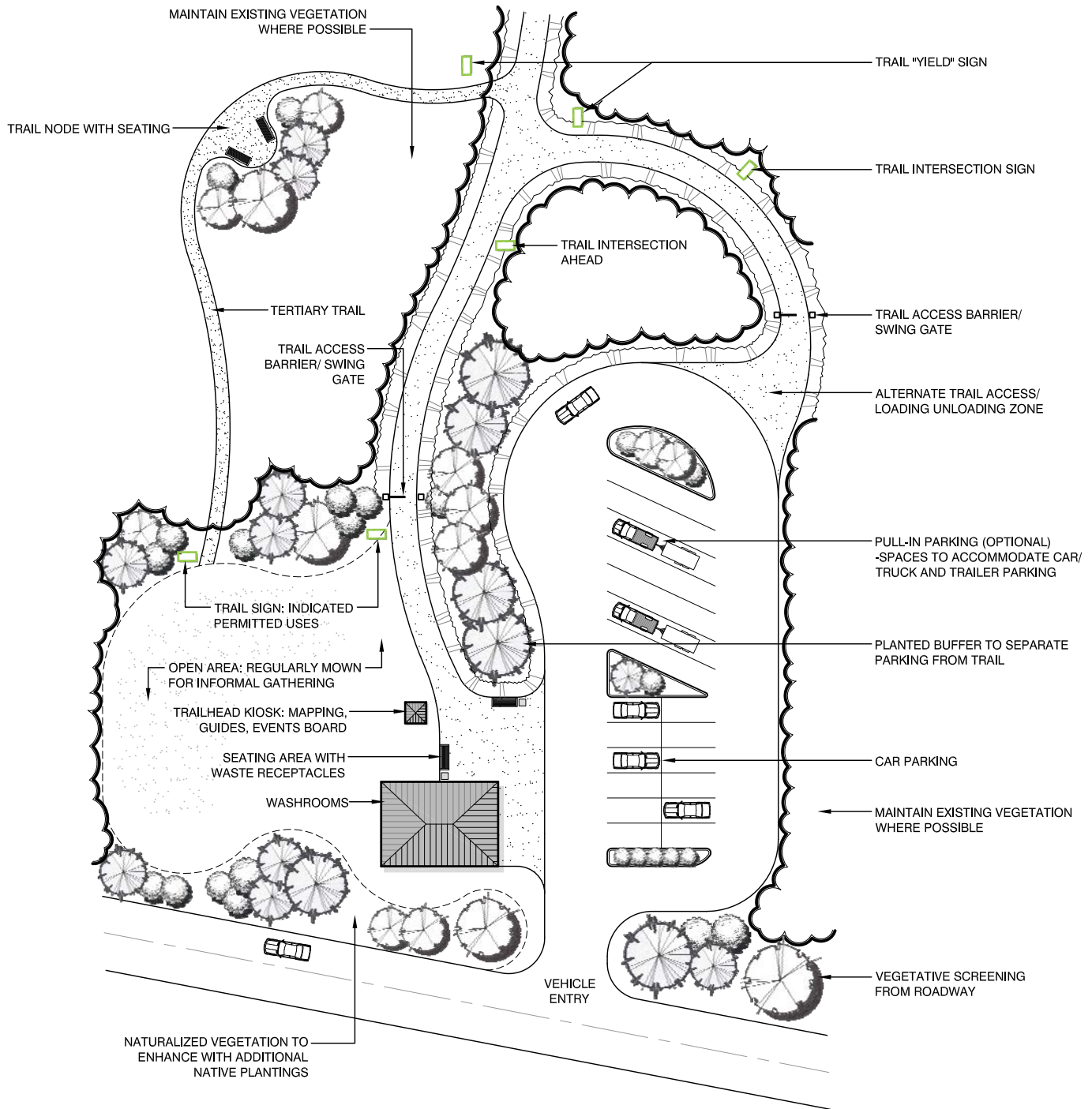


TRAIL CROSSING OF RAILWAYS SHOULD BE DEVELOPED
ON A SITE-SPECIFIC BASIS IN CONJUNCTION WITH CNR.
THIS DETAIL IS MEANT AS A CONCEPTUAL GUIDE ONLY.

NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

SCALE: NTS

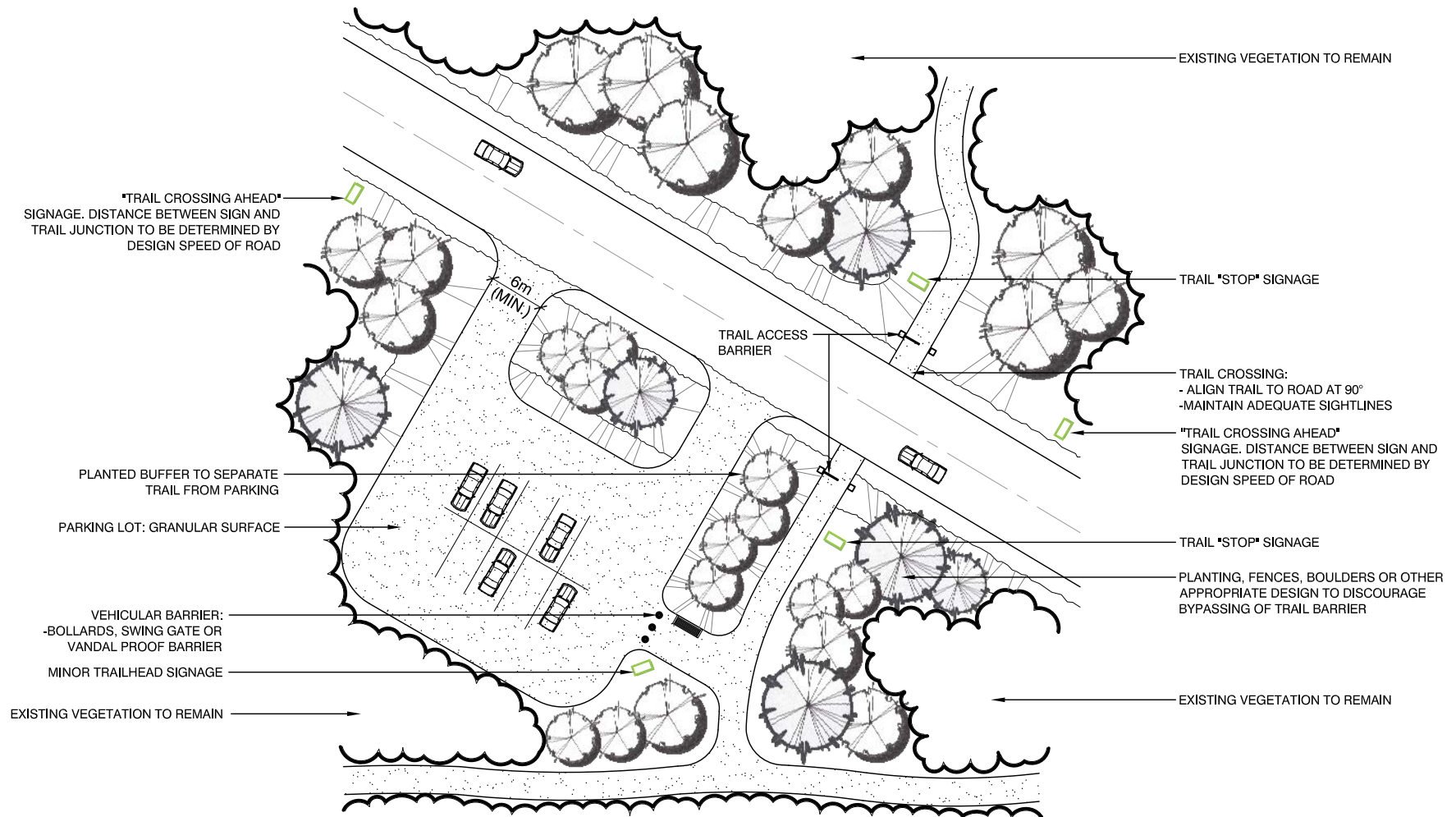
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NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

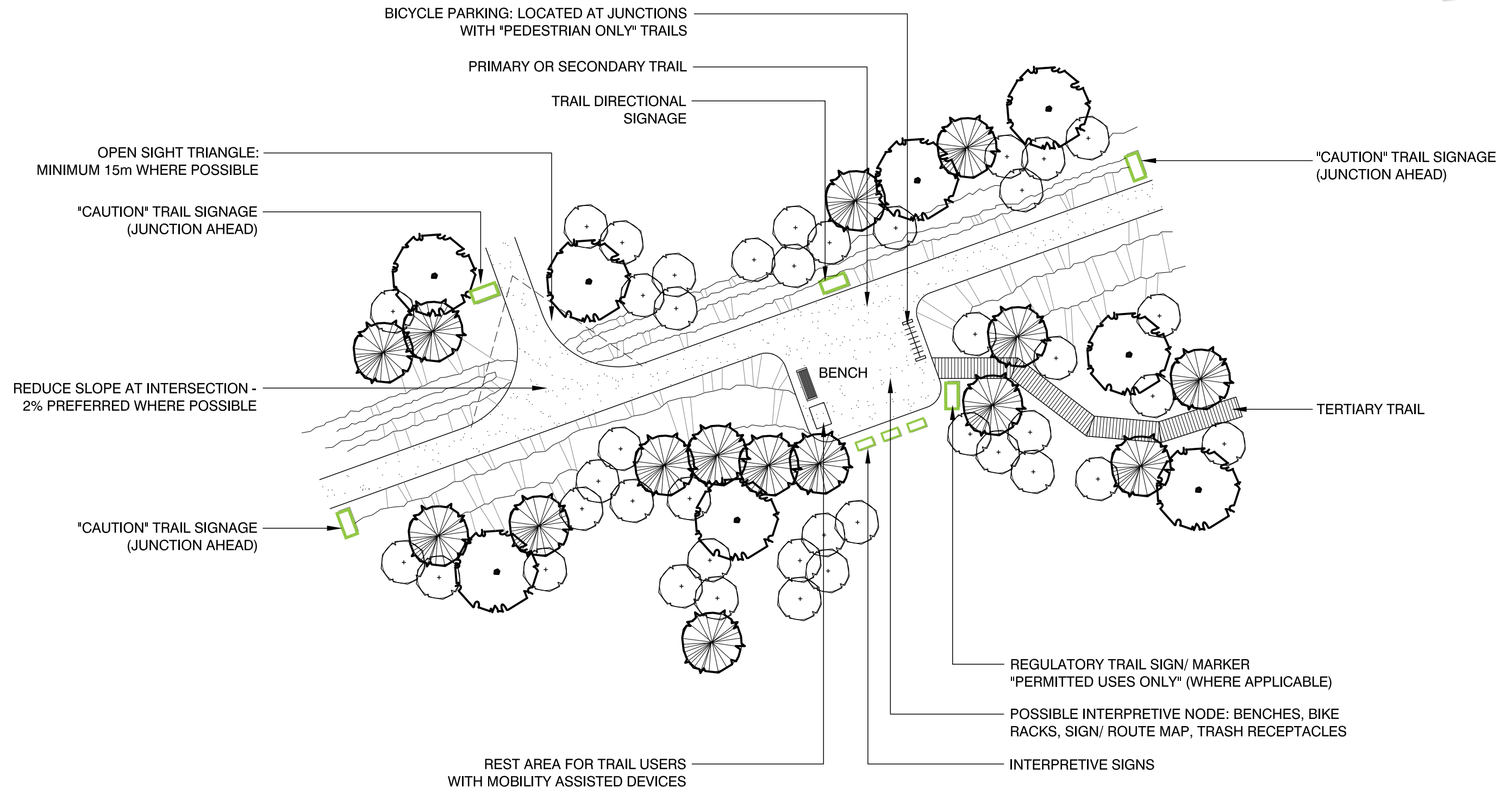
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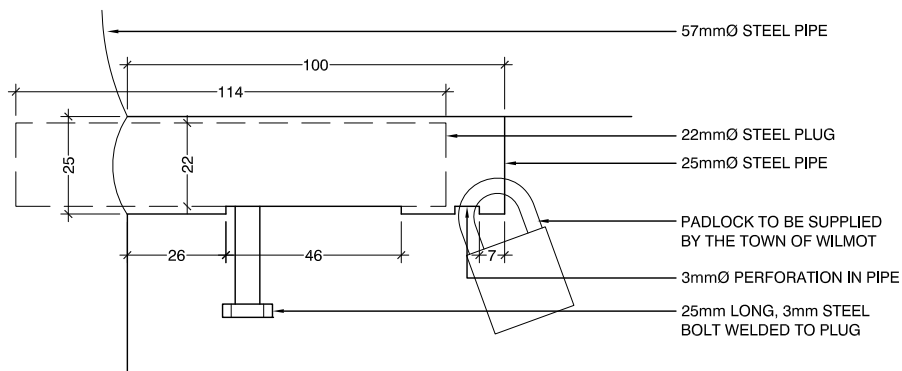
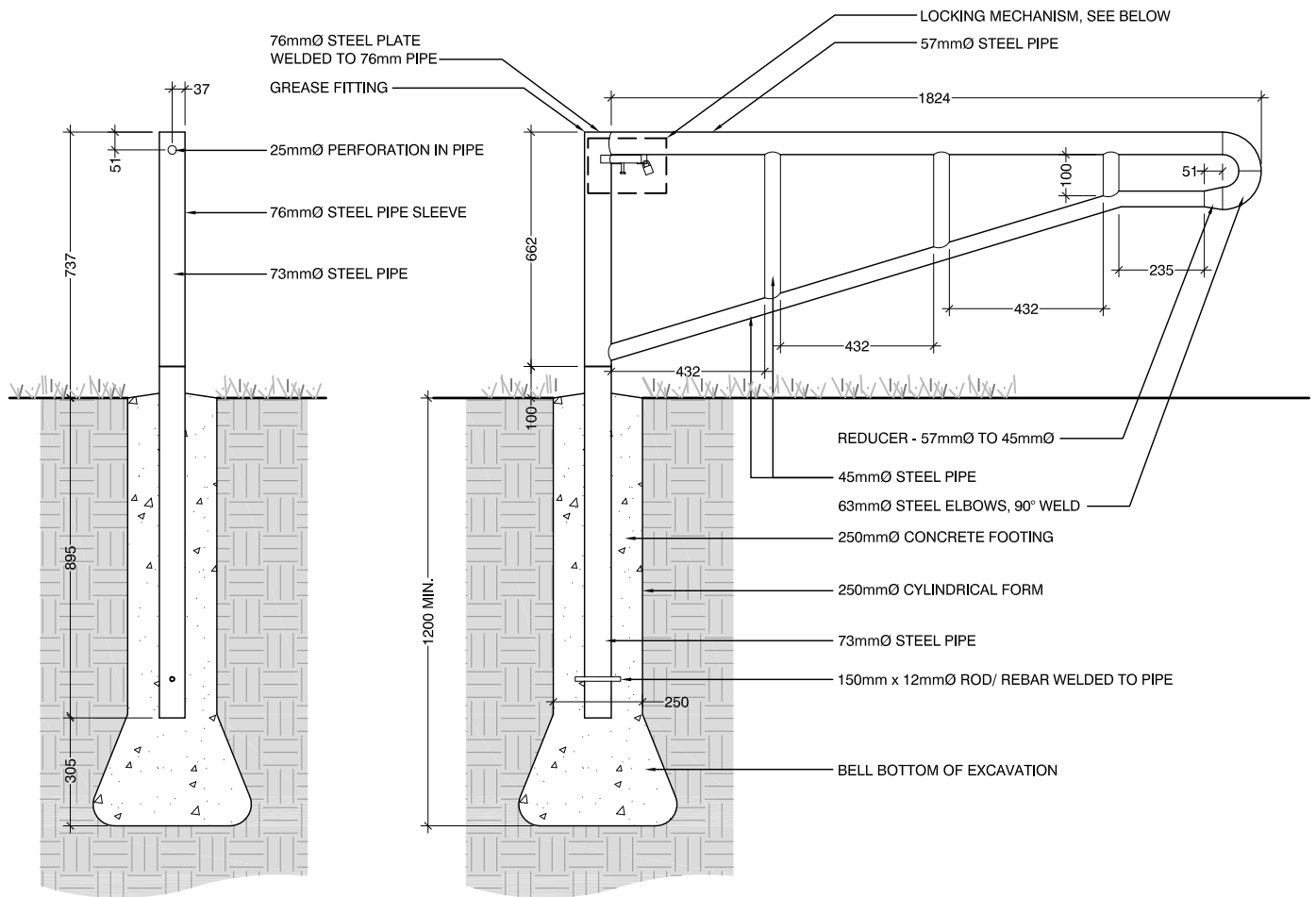


NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

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NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED



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NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

SCALE: NTS

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TRAIL SIGN INDICATING SWITCH BACK AHEAD
(PLACEMENT ALONG TRAIL AHEAD OF SWITCH
BACK MAY VARY DEPENDING ON REQUIRED TIME
FOR USERS TO ADJUST TO TRAIL CONDITIONS)

1.0m SETBACK FROM SAFETY
BARRIER TO EDGE OF TRAIL
(i.e. RUB RAIL)

ALL TRAIL SLOPES
GREATER THAN 5% SHALL
BE STABILIZED WITH
APPROPRIATE MATERIAL

WIDEN TRAIL AND FLATTEN SLOPES IN
CURVED ZONES TO CREATE SEATING
AREAS (WHERE POSSIBLE), KEEP
SEPARATE FROM TRAIL SURFACE

RUNOFF TO BE DIRECTED
AWAY FROM SWITCH BACK

MAX. 8% SLOPE ON ALL TRAIL
SURFACES THROUGH SWITCH BACK

TRAIL SIGN "CAUTION
SWITCHBACK AHEAD"

NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

CULVERT: GALVANIZED METAL, CONCRETE OR PVC/ DIAMETER DEPENDS ON ANTICIPATED FLOW

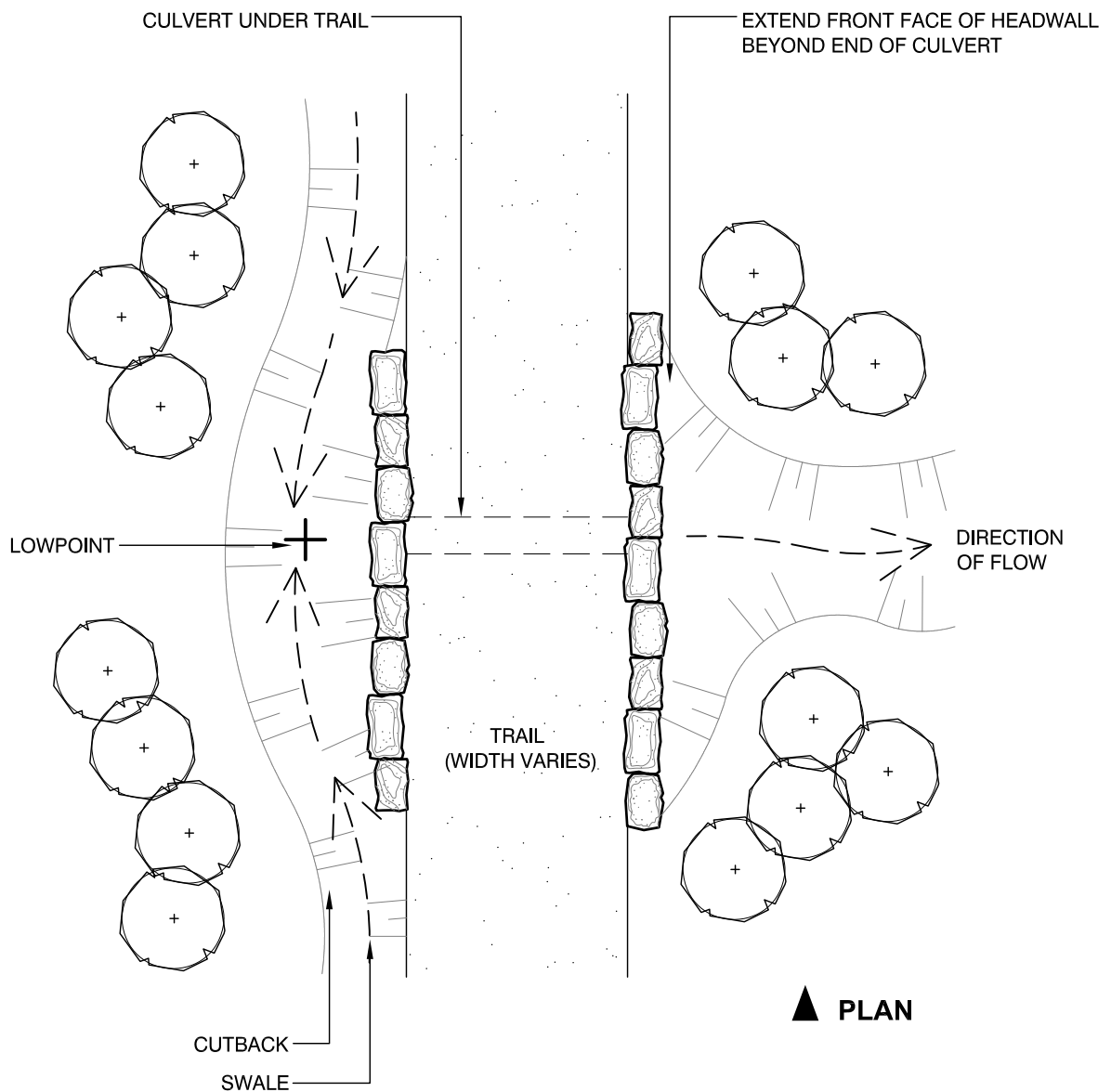
MIN. 150mm COVER OVER CULVERT

MORTARED STONE/ TIMBER WALL

PIPE BEDDING: SELECT FILL LESS THAN 25mm Ø

DRAFT

▲ SECTION

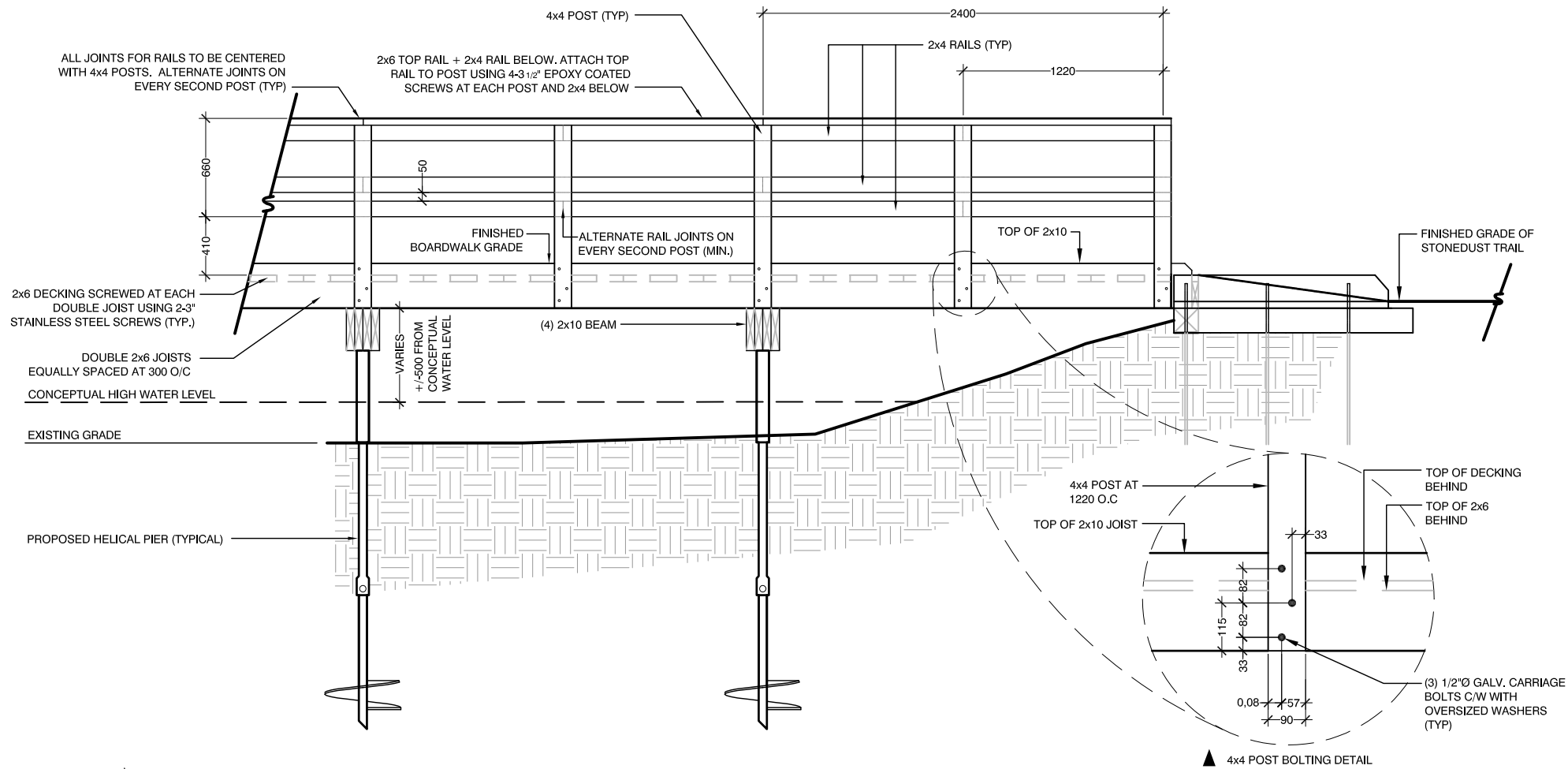


▲ PLAN

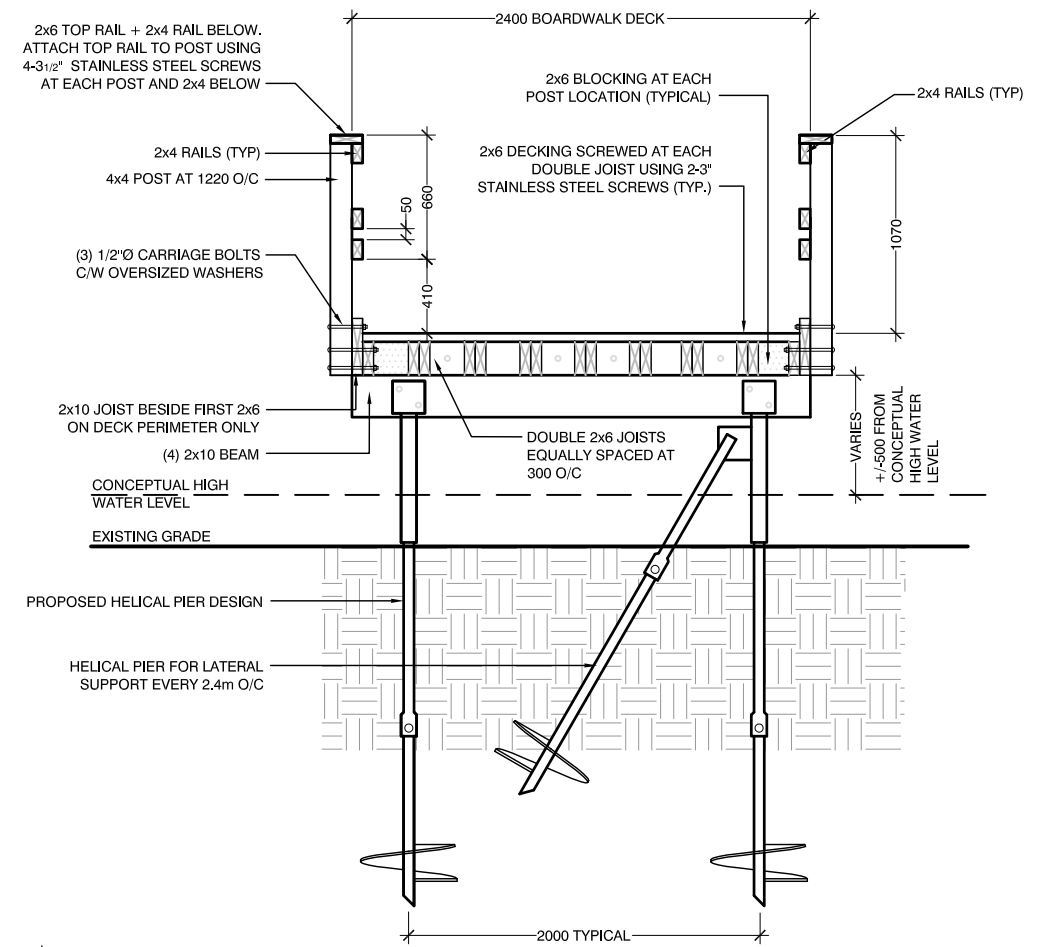
NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

SCALE: NTS

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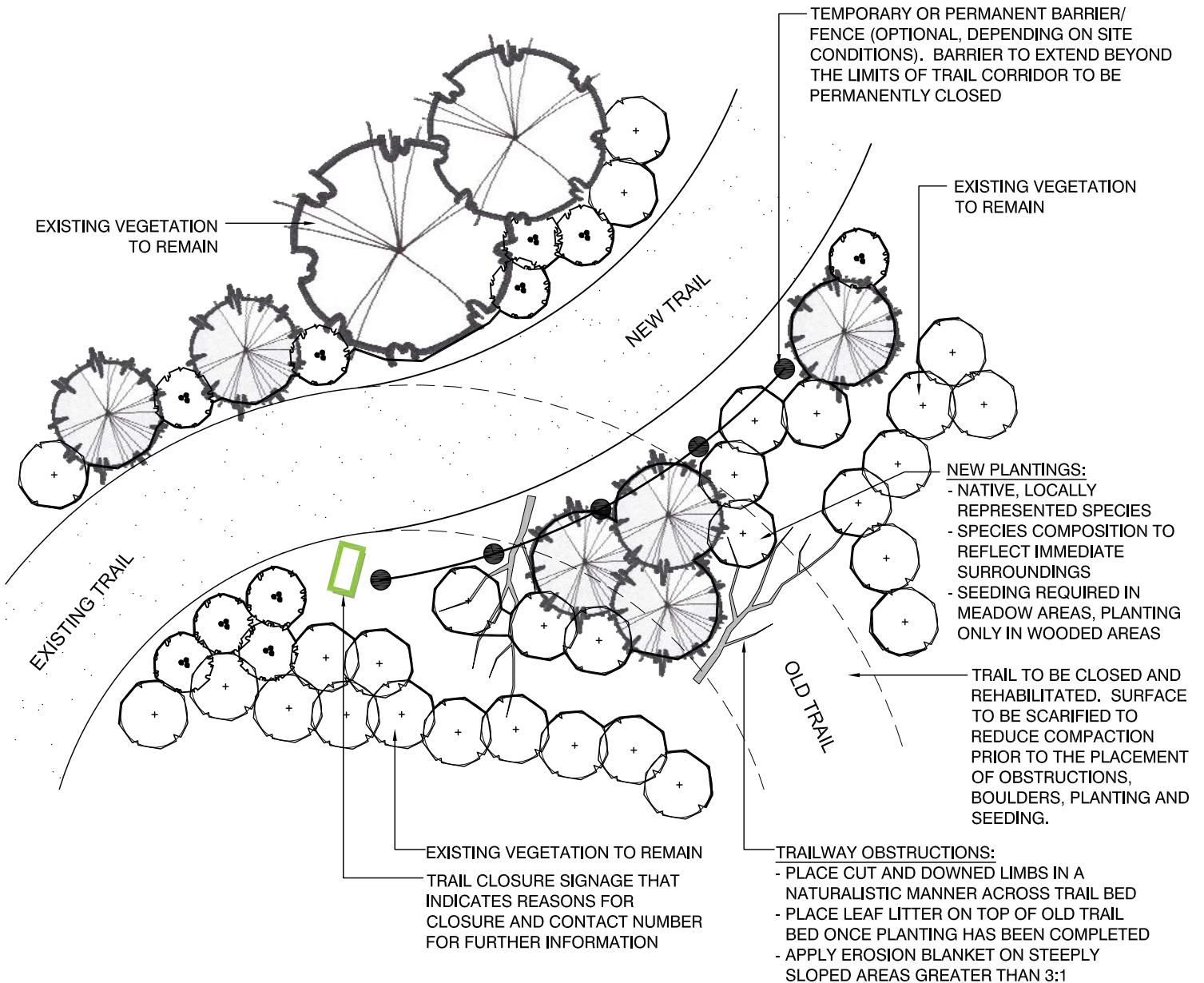
▲ ELEVATION



▲ SECTION

NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

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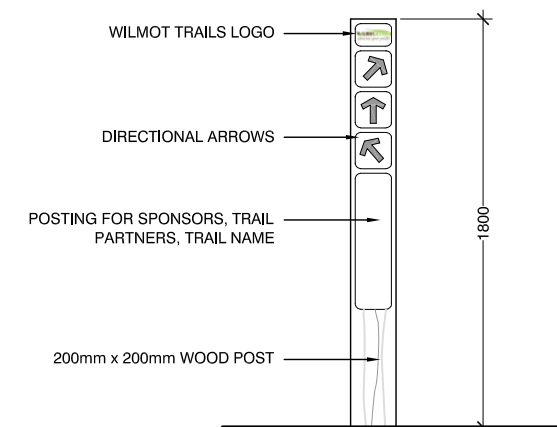
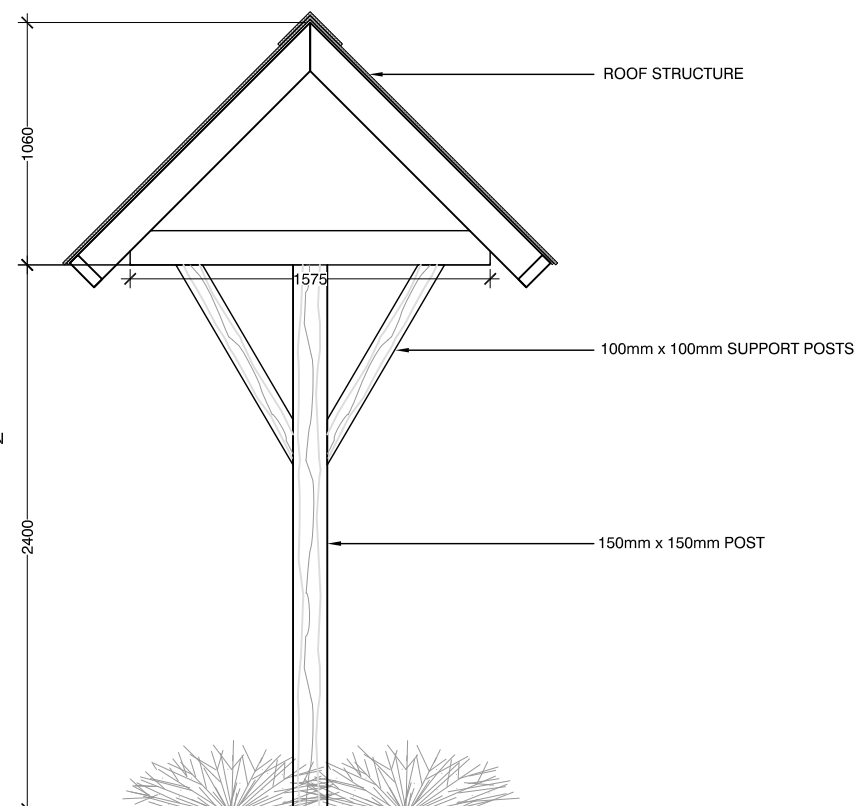


NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED

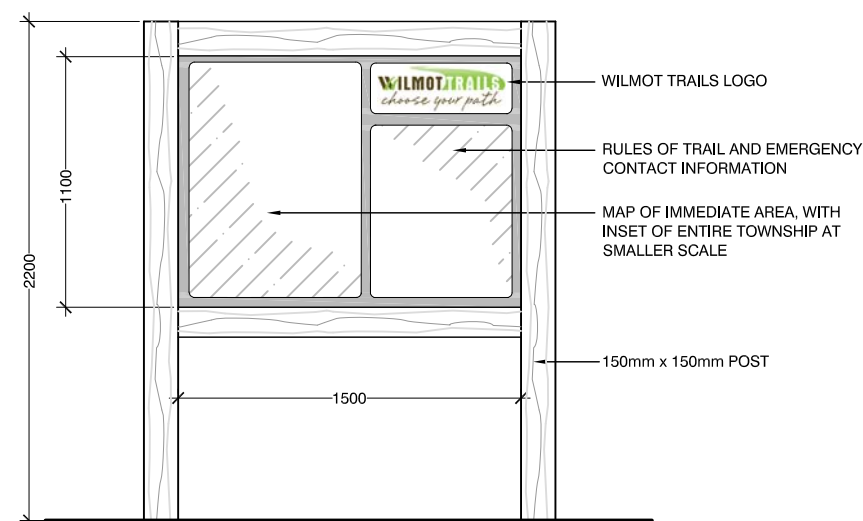
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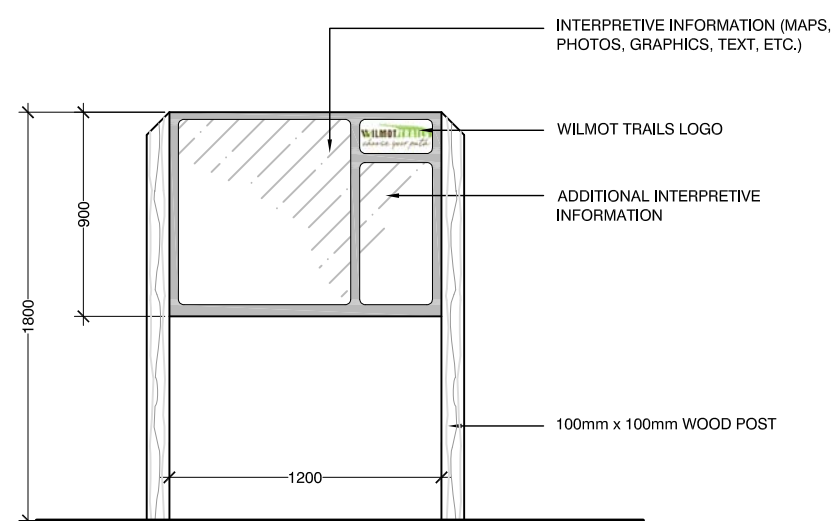
▲ MAJOR TRAILHEAD SIGN



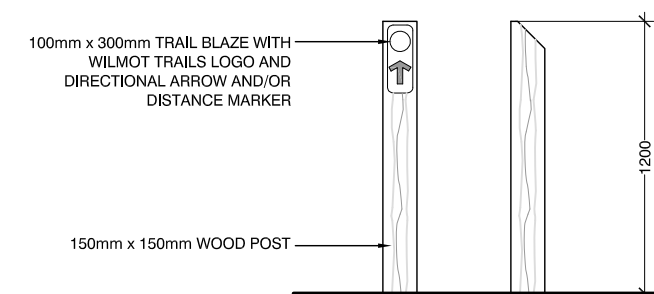
▲ DIRECTIONAL SIGN



▲ MINOR TRAILHEAD SIGN



▲ INTERPRETIVE SIGN



▲ TRAIL MARKER

NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED



FIGURE 19 - TRAIL SIGNAGE DETAILS

WILMOT TRAILS MASTER PLAN - IMPLEMENTATION PLAN - APPENDIX B

SCALE: NTS

ITEM		UNIT PRICE	UNIT	COMMENTS/ASSUMPTIONS
1.0	TRAIL SUFACING			
1.1	Install new asphalt trail (within road right-of-way)	\$350	per metre	Hard surface trail (asphalt) within road right-of-way. Typically along Regional roads, normal site conditions. Additional costs over and above Item 1.2 are due to the greater number of constraints typically found within the road right-of-way.
1.2	Install new asphalt trail (outside road right-of-way)	\$275	per metre	90mm asphalt surface trail. 3.0-3.5m wide, normal site conditions.
1.3	Upgrades to existing trail to asphalt trail (outside road right-of-way)	\$120	per metre	90mm asphalt surface. 3.0m wide. Assumes existing trail alignment is generally suitable. Work includes widening, realigning, addition of asphalt surface. Normal site conditions.
1.4	Install new stonedust trail	\$160	per metre	Stonedust surface. 2.4m-3.0m, normal site conditions.
1.5	Upgrades to existing trail to stonedust trail (outside road right-of-way)	\$80	per metre	Stonedust surface trail, 2.4m-3.0m wide. Assumes existing trail alignment is generally suitable. Work includes widening, realigning, addition of stonedust surface. Normal site conditions.
1.6	Restripe/repaint road to add bicycle lanes	\$25	per metre	Assumptions: no road widening required, line painting only; sidewalks already in place for pedestrians along the same route.
2.0	TRAIL STRUCTURES AND CROSSINGS			
2.1	Construct new boardwalk (pedestrian heavy duty). Along asphalt or stonedust trail.	\$1500 - \$2000	per metre	Structure on footings, 3.0m wide with railings. Holds light service vehicles.
2.2	Construct new boardwalk (pedestrian light duty)	\$250	per metre	Low profile structure on floating foundation and decking. 1.5m wide, no railings.
2.3	Self weathering steel truss bridge	\$2,500	per metre	1.8m wide
2.4	Self weathering steel truss bridge	\$3,500	per metre	3.0m wide
2.5	Construct pedestrian overpass of major arterial/highway	\$75,000- \$2,000,000	each	General price guideline only. Requirements and design vary widely on site-specific basis.
2.6	Metal stairs with hand railing and gutter to roll bicycle	\$3,000	per vertical metre	1.8m wide, galvanized steel
2.7	Trail/road transition	\$2,500	each	Typically includes 3 bollards, warning signs, curb cuts and minimal restoration (3.0m trail)
2.8	Trail/road transition at existing signalized intersection	\$3,000	each	Typically includes 6 bollards, warning signs and minimal restoration. Located at intersection with pedestrian crosswalk.
2.9	At grade Mid-Block Crossing	\$5,000	each	Typically includes pavement markings, 6 bollards, warning signs, curb cuts and minimal restoration (median refuge island extra)
2.10	At grade railway crossing	\$100,000	each	Flashing lights, motion sensing switch (C.N. estimate)
2.11	At grade railway crossing with gate	\$250,000	each	Flashing lights, motion sensing switch, automatic gate (C.N. estimate)
2.12	Below grade railway crossing	\$500,000- 750,000	each	3.0m wide, unlit culvert style approximately 10m long for a single elevated railway track
2.13	Install median refuge	\$30,000	each	Guideline price for basic refuge with curbs, no pedestrian signals
2.14	Install pedestrian activated traffic signal (IPS)	\$100,000	each	Price varies according to number of signal heads required
3.0	TRAIL BARRIERS AND ACCESS CONTROL			
3.1	Lockable gate (2 per road crossing)	\$5,500	each	Heavy duty gates, price for one side of road. Typically only required in rural settings or Township boundary lines
3.2	Metal offset gates	\$1,500	each	"P" style park gate
3.3	Removable bollard	\$500 - \$750	each	
3.4	Berming/boulders at road crossing (2 required per road crossing)	\$750	each	Price for one side of road
3.5	Granular parking lot at staging areas (15-20 car capacity); granular surface	\$20,000	each	
3.6	Page wire fencing	\$30	per metre	
3.7	Chain link fencing	\$150	per metre	Price will range according to height, gauge, and site location
4.0	TRAIL SIGNAGE			
4.1	Regulatory and caution signage (off road trail) on new metal post	\$300 - \$400	each	Trail side sign, 300mm x 300mm
4.2	Gateway Signage	\$10,000 - \$15,000	each	Not included: Graphic Design.
4.3	Interpretive signage	\$1,000	each	Not included: Graphic Design. Based on 600mm x 900mm typical size and embedded polymer material.
4.4	Kiosk (Major Trailhead)	\$3,000 - \$5,000	each	Not included: Signboard design and supply
4.5	Signboards for Major Trailhead kiosk	\$2,000 - \$3,000	each	Typical production cost. Graphic design not included. Based on 1100mm x 1500mm typical size and embedded polymer material.
4.6	Trail directional sign	\$750	each	Bollard or Post/w 200mm x 200mm marker. 1800mm height.
4.7	Trail marker sign	\$250	each	Bollard or Post/w 150mm x 150mm marker. 1200mm height.
5.0	MISCELLANEOUS ITEMS			
5.1	Major rough grading (asphalt or stonedust trail)	\$25 - \$30	cubic metre	Price depends on site access, disposal location, etc.
5.2	Clearing and grubbing	\$10	square metre	
5.3	Bike Rack	\$250	each	Post and ring style stand
5.4	Bike Rack	\$1,500 - \$2,000	each	Holds 6 bicycles, price varies depending on manufacturer
5.5	Bicycle Locker	\$750	each	Price varies depending on manufacturer
5.6	Bench	\$1,000-2,000	each	Price for a typical park style bench
5.7	Trash Receptacle	\$3,000	each	Price for a typical park or streetscape style
5.8	Culvert railings	\$150 - \$200	per metre	Wood post and rail style (rub rail)
5.9	Small diameter culverts	\$150-250	per metre	Price range applies to 400mm - 600mm diameter PVC or CSP culverts for drainage below trail
5.10	Trail Lighting	\$25 - \$50	per metre	Cost does not include electrical engineering or approvals. Price varies depending on manufacturer

Notes:

1 Unit Prices reflect 2014 dollars, based on projects in southern Ontario. Prices do not include the costs of design fees, property acquisition, utility relocations, or major roadside drainage works, unless otherwise noted.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

ONTARIO REGULATION 191/11 INTEGRATED ACCESSIBILITY STANDARDS

RECREATIONAL TRAILS AND BEACH ACCESS ROUTES, GENERAL

Trails

80.6 This Part applies to newly constructed and redeveloped recreational trails that an obligated organization intends to maintain, but does not apply to the following types of recreational trails:

1. Trails solely intended for cross-country skiing, mountain biking or the use of motorized snow vehicles or off-road vehicles.
2. Wilderness trails, backcountry trails and portage routes. O. Reg. 413/12, s. 6.

Consultation, recreational trails

80.8 (1) Obligated organizations shall consult on the following before they construct new or redevelop existing recreational trails:

1. The slope of the trail.
2. The need for, and location of, ramps on the trail.
3. The need for, location and design of,
 - i. rest areas,
 - ii. passing areas,
 - iii. viewing areas,
 - iv. amenities on the trail, and
 - v. any other pertinent feature. O. Reg. 413/12, s. 6.
- (2) Obligated organizations shall consult on the matters referred to in subsection (1) in the following manner:
 1. Obligated organizations must consult with the public and persons with disabilities.
 2. Municipalities must also consult with their municipal accessibility advisory committees, where one has been established in accordance with subsection 29 (1) or (2) of the Act. O. Reg. 413/12, s. 6.

TECHNICAL REQUIREMENTS FOR RECREATIONAL TRAILS

Technical requirements for trails, general

80.9 (1) Obligated organizations shall ensure that any recreational trails that they construct or redevelop, and that they intend to maintain, meet the following technical requirements:

1. A recreational trail must have a minimum clear width of 1,000 mm.
2. A recreational trail must have a clear height that provides a minimum head room clearance of 2,100 mm above the trail.
3. The surface of a recreational trail must be firm and stable.
4. Where a recreational trail has openings in its surface,
 - i. the openings must not allow passage of an object that has a diameter of more than 20 mm, and
 - ii. any elongated openings must be orientated approximately perpendicular to the direction of travel.
5. Where a recreational trail is constructed adjacent to water or a drop-off, the trail must have edge protection that meets the following requirements:
 - i. The edge protection must constitute an elevated barrier that runs along the edge of the recreational trail in order to prevent users of the trail from slipping over the edge.
 - ii. The top of the edge protection must be at least 50 mm above the trail surface.
 - iii. The edge protection must be designed so as not to impede the drainage of the trail surface.
6. Despite paragraph 5, where there is a protective barrier that runs along the edge of a recreational trail that is adjacent to water or a drop-off, edge protection does not have to be provided.
7. The entrance to a recreational trail must provide a clear opening of between 850 mm and 1,000 mm, whether the entrance includes a gate, bollard or other entrance design.
8. A recreational trail must have at each trail head signage that provides the following information:
 - i. The length of the trail.
 - ii. The type of surface of which the trail is constructed.
 - iii. The average and the minimum trail width.
 - iv. The average and maximum running slope and cross slope.
 - v. The location of amenities, where provided. O. Reg. 413/12, s. 6.
- (2) The signage referred to in paragraph 8 of subsection (1) must have text that,
 - (a) has high tonal contrast with its background in order to assist with visual recognition; and
 - (b) includes characters that use a sans serif font. O. Reg. 413/12, s. 6.
- (3) Where other media, such as park websites or brochures, are used by the obligated organization to provide information about the recreational trail, beyond advertising, notice or promotion, the media must provide the same information as listed in paragraph 8 of subsection (1). O. Reg. 413/12, s. 6.

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BICYCLES AND THE LAW IN ONTARIO

The following are excerpts from the Ontario Highway Traffic Act that address cycling, the use of bicycles and the rules of the road.

ONTARIO HIGHWAY TRAFFIC ACT

SECTION 1. «Bicycle» means a cycle having any number of wheels that is propelled by human power and on which a person may ride:

–«bicycle» includes a tricycle and unicycle but does not include a motor assisted bicycle.

SECTION 44 (17) When on a highway at any time from one-half hour before sunset to one-half hour after sunrise and at any other time when, due to insufficient light or unfavourable atmospheric conditions, persons and vehicles on the highway are not clearly discernible at a distance of 150 metres or less, every motor assisted bicycle, bicycle or tricycle shall carry on the front thereof a lighted lamp displaying a white or amber light and on the rear thereof a lighted lamp displaying a red light or a reflector approved by the Ministry, and in addition there shall be placed on the front forks thereof white reflective material, and on the rear thereof red reflective material covering a surface of not less than 250 millimetres in length and 25 millimetres in width.

R.S.O. 1980, c. 198, s. 44 (17); 1984, c. 61, s. 2 (6).

(18) Every person who contravenes subsection (17) is guilty of an offence and on conviction is liable to a fine of not more than \$20.

R.S.O. 1980, c. 198, s. 44 (18); 1983, c. 63, s. 14.

SECTION 46 (2a) No person shall ride a bicycle on a highway unless it is equipped with at least one brake system acting on the rear wheel that will enable the rider to make the braked wheel skid on dry, level and clean pavement.

(2b) In subsection (2a), «bicycle» has its ordinary meaning and does not include a unicycle or tricycle. 1989, c. 54, s. 9(1).

(4) The Lieutenant Governor in Council may make regulations,

(a) requiring vehicles or any type or class thereof to be equipped with brakes or braking systems in addition to the brakes required by subsection (1), (2), (2a) or (3);

(b) prescribing the standards and specifications of brakes and braking systems or any class or type thereof that are required by this section or regulations made under clause (a); and

(c) exempting any person or class of persons or any class of bicycles from subsection (2a) and prescribing conditions for any such exemption.

R.S.O. 1980, c. 198, s. 46(4); 1989, c. 54, s. 9(2,3).

SECTION 57 (5) Every motor vehicle, motor assisted bicycle, and bicycle shall be equipped with an alarm bell, gong or horn, which shall be kept in good working order and sounded whenever it is reasonably necessary to notify pedestrians or others of its approach. R.S.O. 1980, c. 198, s. 57 (5); 1989, c. 54, s. 10.

SECTION 120 (6) No person shall ride a bicycle across a roadway within a pedestrian crossover. 1989, c. 87, s. 14.

SECTION 122 (4) When the signal is given by means of the hand and arm, the driver or operator shall indicate his [or her] intention to turn,

(a) to the left, by extending the hand and arm horizontally and beyond the left side of the vehicle; or

(b) to the right, by extending the hand and arm upward and beyond the left side of the vehicle. R.S.O. 1980, c. 198, s. 122 (1-4).

(4a) Notwithstanding clause (4) (b), a person on a bicycle may indicate the intention to turn to the right by extending the right hand and arm horizontally and beyond the right side of the bicycle. 1989, c. 54, s. 20.

SECTION 124 (26a) No person shall ride a bicycle across a roadway within or along a crosswalk at an intersection or at a location other than an intersection which location is controlled by a traffic control signal system. 1989, c. 54, s. 22.

SECTION 126 (1) Any vehicle travelling upon a roadway at less than the normal speed of traffic at that time and place shall, where practicable, be driven in the right-hand lane then available for

traffic or as close as practicable to the right-hand curb or edge of the roadway.

(2) Subsection (1) does not apply to a driver of a:

(a) vehicle while overtaking and passing another vehicle proceeding in the same direction;

(b) vehicle while preparing for a left turn at an intersection or into a private road or driveway; or

(c) road service vehicle. 1989, c. 54, s. 23.

SECTION 127 (3) Every person in charge of a vehicle on a highway meeting a person travelling on a bicycle shall allow the cyclist sufficient room on the roadway to pass.

(5) Every person on a bicycle or motor assisted bicycle who is overtaken by a vehicle or equestrian travelling at a greater speed shall turn out to the right and allow the vehicle or equestrian to pass and the vehicle or equestrian overtaking shall turn out to the left so far as may be necessary to avoid a collision. 1989, c. 54, s. 24.

SECTION 144 (1) Where a person in charge of a vehicle or on a bicycle or on horseback or leading a horse on a highway overtakes a street car or a car of an electric railway, operated in or near the centre of the roadway, which is stationary for the purpose of taking on or discharging passengers, he or she shall not pass the car or approach nearer than 2 metres measured back from the rear or front entrance or exit, as the case may be, of the car on the side on which passengers are getting on or off until such passengers have got on or got safely to the side of the street, as the case may be, but this subsection does not apply where a safety zone has been set aside and designated by a by-law passed under paragraph 124 of Section 210 of the *Municipal Act*. R.S.O. 1980, c. 198, s. 144 (1); 1989, c. 54, s. 30 (1).

(2) No person in charge of a vehicle or on a bicycle or on horseback or leading a horse, overtaking a street car or the car of an electric railway, operated in or near the centre of the roadway, which is stationary or in motion, shall pass on the left side of such car, having reference to the direction in which the car is travelling, but this subsection does not apply to a vehicle belonging to a municipal fire department while proceeding to a fire or answering a fire alarm call or where the street car or car of an electric railway is being operated on a highway designated for the use of one-way traffic. R.S.O. 1980, c. 198, s. 144 (2); 1989, c. 54, s. 30 (2).

SECTION 154 (1) A person riding upon a motor assisted bicycle, a bicycle, a coaster, roller skates, skis, a toboggan, a sled or a toy vehicle shall not attach it or them or himself or herself to a vehicle or street car on a roadway.

(2) No person riding on a bicycle designed for carrying one person only shall carry any other person thereon.

(4) No person shall attach himself or herself to the outside of a vehicle or street car on a roadway for the purpose of being drawn along the roadway. R.S.O. 1980, c. 198, s. 154.

SECTION 155 (1) Where sidewalks are not provided on a highway, a pedestrian walking along the highway shall walk on the left side thereof facing oncoming traffic and, when walking along the roadway, shall walk as close to the left edge thereof as possible. R.S.O. 1980, c. 198, s. 155.

(2) Subsection (1) does not apply to a pedestrian walking a bicycle in circumstances where crossing on the left side of the highway would be unsafe. 1989, c. 54, s. 34.

SECTION 161 (2) The council of a municipality may by by-law prohibit pedestrians or the use of motor assisted bicycles, bicycles, wheelchairs or animals on any highway or portion of a highway under its jurisdiction. R.S.O. 1980, c. 198, s. 161 (2)

SECTION 190A (1) A police officer who finds a person contravening this Act or any municipal by-law regulating traffic while in charge of a bicycle may require that person to stop and to provide identification of him or herself. 1989, c. 87, s. 20

(2) Every person who is required to stop, by a police officer acting under subsection (1), shall stop and identify him or herself to the police officer.

(3) For the purposes of this section, giving one's correct name and address is sufficient identification.

(4) A police officer may arrest without warrant any person who does not comply with subsection (2). 1989, c. 54, s. 41, part.



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of October 7th, 2014

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

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

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 6:52 p.m.

Welcome

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

Review of Minutes from September 16, 2014

MOVED by Rene

SECONDED by Peter

ALL in favour

Business

Beck House update

In the last few days, there has been a significant amount of media interest in the demolition of the Beck House at 144 Foundry Street. Tracy circulated an article published recently in the New Hamburg Independent. The article discusses the demolition of the house at 144 Foundry Street and the plans of Heritage Wilmot to collect materials from the house to construct a monument to Adam Beck at a later date. She also discussed a media release from the Architectural Conservancy of Ontario (ACO)'s North Waterloo Branch that disclosed information about the demolition process that had not previously been made public. An election candidate for Ward 2 also spoke about the decision made by Heritage Wilmot, but did not have some of her information correct. Tracy and Nick were contacted by CTV News, CBC and the Waterloo Regional Record for statements about the demolition.

After learning of the demolition of the Beck House, Kay Elgie (President of the ACO) requested a meeting with Council and stated that she was denied. Ms. Elgie was advised that she needed to follow protocol and meet with Heritage Wilmot first. Tracy invited her to attend the October meeting so that she could address the committee with her concerns.

Kay Elgie and Patty Clark were then invited to join the meeting as scheduled delegates. Kay discussed the role of the ACO to encourage the preservation of architecturally significant properties within the area. She said that the ACO was concerned about Heritage Wilmot's decision to allow for demolition on the Beck House and wanted to have a discussion about the process that occurred in this situation. She was also concerned that other historically valuable properties that were seen as "in poor condition" might also be lost. She mentioned as an example, the house at 344 Snyder's Road. The committee members were asked many questions that included how the decision was made, what kind of processes were in place to designate buildings and place buildings on the non-designated list. The ACO also asked about how they could have been more involved in the decision made by Heritage Wilmot and Township staff. Kay asked some questions that did not pertain to Heritage Wilmot, so Tracy reminded them that any questions pertaining to other departments were to be directed to those departments and not answered by Heritage Wilmot.

Nick responded to their questions and concerns. He explained the timing of the demolition, the process undertaken by the committee, and the options that were considered to commemorate the Beck family. He also elaborated on the process that Heritage Wilmot undertakes to add buildings to the registry of non-designated properties, as well as the process to designate properties. Ms. Elgie commended the committee on the due diligence taken with respect to the Beck house, and complimented the committee on the number of properties on the register, noting that it rivals that of other larger municipalities.

Kay Elgie and Patty Clark asked to remain for the rest of the meeting. The committee permitted them to do so.

Non-Designated Properties

The updates to the non-designated register are still a work in progress. Marg has completed the updates for Phillipsburg and she and Rene are now beginning to look at the properties along Waterloo-Oxford Road. The additions will be ready for the next meeting for the committee's approval.

Update from St. Peters Lutheran Church

Tracy reported that the church will be applying to the Waterloo Region Heritage Foundation for a grant to assist with the cost of replacing windows and re-pointing the brickwork. They will now be seeking quotes for the work to be done. They are very appreciative of the support from the heritage committee.

New Business

Livingston Church update

Tracy has received a second letter from the trustees from Livingston church indicating that they are in support of the designation of the building. Tracy wrote a letter of thanks to the trustees and reminded them that the heritage committee will still need an official document from the Presbytery noting that they wish to pursue the heritage designation. She noted that she was in contact with the

Presbytery and they acknowledge that they need to forward a formal request. Once received, the committee can proceed with the designation process to officially designate Livingston Church in 2015.

Imperial Hotel construction update

Nick was contacted by Ben Eby with an update on construction / restoration work. Ben also provided new renderings showing additional finishing details, as well as proposed colours for the exterior of the building. The brickwork has most recently been cleaned and is being re-pointed. The contractors are also in the process of constructing the cornices and updating the finials. Wood sills are being replaced and the stained glass transoms will be installed as well. Nick noted that Ben Eby will continue to circulate Heritage Wilmot as the progress continues.

The committee discussed the new drawings, and other than a question about the colour of the addition, there were no concerns raised. Committee members were complimentary of the work being done on the building. Nick will pass on the results of the discussion to Ben Eby.

129 Peel Street

Tracy was contacted by the owners of this property. They would like to make changes and updates to the exterior of the building. They are also considering changing the windows to make them larger and adding a new porch on the side of the building. The property owners do not yet have any concrete plans, but wanted to let Heritage Wilmot know about the process. The committee was unable to comment until drawings are provided.

Other

Grandstand Mural

The mural project has been delayed until Spring 2015 so that Heritage Wilmot can apply for a grant for the project that will allow all the murals to be completed in one season.

Adjournment at 8:47 p.m.

MOVED by Peter

SECONDED by Marg

Next meeting – November 4th, 2014



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of November 4th, 2014

Present: Nick Bogaert, Elisia Scagnetti, Marg Rowell, Rene Eby, Peter Roe (Councillor), Grant Whittington (CAO).

Regrets: Gary Beach, Lindsay Joseph, Chris Ehrat, Tracy Loch (Curator), Al Junker (Councillor)

Meeting was held at the Swartzentruber Room, Township of Wilmot. Meeting started at 7:22 p.m.

Welcome

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

Review of Minutes from October 7, 2014

MOVED by Rene

SECONDED by Peter

ALL in favour

Business

Imperial Hotel

An application for the approval of the foundation was submitted to the Township for approval and Heritage Wilmot was asked for their comments. Nick circulated copies of the elevation drawings. Overall, the committee agreed that the plans were in keeping in line with heritage value of the property. The committee was glad to see that the extension appeared different, but was still consistent with the design of the older part of the building. The committee had a few minor questions for the applicant, and the Chairperson will follow up to discuss further.

ACTION: Nick will summarize the committee's comments and submit to the planning department.

Updates to the Non-Designated Register

Marg and Rene have been able to complete their work in Phillipsburg and have begun looking at properties in the area south of Huron Road. The 4 properties that the committee would like to add to the non-designated register are:

1. 2111 Bean Road at Diamond Road: Grace Mennonite Church
2. 3265 Erb's Road, Phillipsburg

3. 76 Mill Street at Charles Street: Baden Mill
4. 966277 Oxford-Waterloo Road: Prospect Farm

It was noted that a decision will need to be made about how to show the Beck house on the registry since it is now demolished.

MOTION to add the 4 properties (listed above) to the Wilmot Township Non-Designated Properties List.

MOVED by Rene

SECONDED by Peter

ALL in favour.

New Business

Doors Open 2015

Wilmot Township will be participating in Doors Open 2015. Since it is the same weekend at the New Hamburg Fall Fair, Tracy thought it might be a good idea to have a link between the two events. The thought was that New Hamburg could be the area of focus for Doors Open. The walking tours could be used to draw attention to the Heritage District. Other locations within the District could be invited to participate, such as the Library who is celebrating their 100th anniversary in 2015.

Call for Committee Members

With the new council term beginning shortly, there will be a call for new committee members to Heritage Wilmot. There will be an advertisement in the New Hamburg Independent asking for submissions. If any current Heritage Wilmot members would be interesting in staying on the committee, they should send an email to confirm to Grant.

45 Snyder's Road East

Nick received an email from Ritz Architect in Stratford who are working on the renovations at 45 Snyder's Road East. The Westhill Mennonite Church recently purchased the property. Since this property is on the non-designated list, they are looking for input on their proposed exterior and interior work. They would like to have new windows and new cladding and also want to keep a heritage look. In the long term, they may consider an addition to the building as well. The committee was glad to see that there was some investment in this property. Overall, the committee agreed that the proposed plans to have consistency to the building parts are a good improvement to the building.

ACTION: Nick will summarize the committee's comments and submit to the planning department.

Adjournment at 8:22 p.m.

MOVED by Peter

SECONDED by Rene

Next meeting – December 2, 2014 @ 6pm (dinner meeting)



HERITAGE WILMOT

Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of December 2nd, 2014

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

Regrets: Gary Beach, Lindsay Joseph, Chris Ehrat

Meeting was held at the Swartzentruber Room at the Township of Wilmot Municipal Office. Meeting started at 7:12 p.m. following dinner.

Welcome

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

Review of Minutes from November 4, 2014

MOVED by Rene

SECONDED by Marg

ALL in favour

Business

Finalization of updated Non-Designated Properties List

- Beck House - The committee discussed how to address the demolition of the Beck House on the non-designated property registrar for the updated list to be presented for Council's approval on January 12, 2015. The property could be kept on the municipal register with the word "Demolition" noted beside it, or the property could be completely removed from the list. Part of the rationale to retain the property on the list would be if the committee felt the property had cultural heritage value without the landscape value. After much discussion, the committee decided to remove the property from the municipal register. It was felt that in 2015 the committee will be beginning preliminary stages in researching and planning a commemorative feature to be placed in a suitable area on the property for 2016. The Beck legacy would be reflected and remembered through this project.

MOTION to remove the Beck House from the non-designated register

MOVED by Peter

SECONDED by Marg

ALL in favour

- 3265 Erb's Road - Tracy and Nick received notice from the owner of the property who expressed concern with the property on the list. After discussion with the property owner, the committee decided to remove this property from the list. It was suggested that the property be kept in mind for a future addition to the register should the ownership change.

MOTION to remove 3625 Erb's Road from the non-designated list.

MOVED by Al

SECONDED by Marg

ALL in favour

- 43-45 Snyder's Road East - The committee was asked by the staff of the Planning Department to consider removing the property of 43-45 Snyder's Road East from the non-designated list. The staff felt that with the changes being made to the property, the building would no longer have any cultural heritage value. The committee discussed that the property still had cultural significance to the community. The circa 1904 property was once N. M. Steinman (grocery store, feed & seed, Maxwell cars, furniture store and undertaker) and remained in the family for generations and was seen by the committee as a part of Baden's history. It was suggested that the description and listing be changed to clarify it applied only to the main building at 43 Snyder's Road as it was the original portion and has the most cultural significance.

MOTION to keep 43 Snyder's Road East on the non-designated list, and clarify the address of the building.

MOVED by Elisia

SECONDED by Marg

ALL in favour

Doors Open 2015

Tracy provided an update regarding Waterloo Region Doors Open 2015. The event will be held on the same weekend as the New Hamburg Fall Fair: September 19, 2015, which may pose some issues with coordinating committee volunteers with the two events. The focus will be on New Hamburg this year with the hope that many businesses open their doors to the public as this event is always well received. Highlighting Heritage Wilmot's walking tours will be featured for Doors Open. The year 2015 also marks the 100th anniversary of the Carnegie Library in New Hamburg. Featuring the library as part of the walking tour can be incorporated that day with the tours available starting at this location. The tours can be guided or self-guided. More discussion will need to take place in the New Year.

2014-2018 Committee Members

Nick confirmed by a review of the Council resolution that the Heritage Wilmot Advisory Committee members for the new term are as follows:

- Nick Bogaert
- Rene Eby
- Patty Clarke
- Marg Rowell
- Elisia Scagnetti
- Yvonne Zyma

Councillors Al Junker and Peter Roe have also been re-appointed.

To recognize the support from members that are leaving the committee, Tracy will send letters to Lindsay Joseph, Gary Beach and Christine Ehrat thanking them for their contributions as committee members. In addition, letters will be sent to new members Patty Clarke and Yvonne Zyma welcoming them to Heritage Wilmot.

New Business

Beck House, Baden

Finding a suitable way to commemorate the Beck House with a plaque or commemorative area will be a large project for the committee during 2015. There are many different ways to commemorate the property and it will require much research and committee effort. A cost associated with the project will have to be decided in 2015 and it will be a project for the 2016 budget year. There might also be different ways of funding the project through certain grants. Seeking grant opportunities in 2015 will also need to be explored.

274 Huron Street, New Hamburg (Merner-Shantz-Erwin House)

Lindsay was seeking clarification about the designation of her property. She believes the date of the house is now incorrect on the designation. Based on the information that she provided the committee while seeking designation, her property was noted as built "about 1875."

ACTION: Tracy will look into this in the New Year. This will be added as an agenda item for the January 2015 meeting.

2015 Budget

Tracy asked the committee if there were any items above and beyond the regular committee budget items to be included for the 2015 budget. The committee wanted to include at least one property designation, perhaps two. The committee would like to move forward with the designation of the Livingston Church in 2015 once all the appropriate documents are received from the Presbytery. (Note: Tracy reiterated that she is still waiting for the necessary signed document). For a second designation, the committee should discuss options at the next meeting. A suggestion was made that the property at 130 Charles Street in Baden be considered.

Meeting Schedule

With a new committee beginning meetings in January, it would be wise to determine which day would be most suitable for all members. Tracy noted that Wednesdays might work better for some committee members. In the meantime, the next meeting will be set for January 7, 2015 at 7pm.

ACTION: Tracy will email committee members for their preferences of a meeting day and confirm.

Correspondence

There are some upcoming courses that committee members might be interested in attending. One is a course on masonry restoration. The other is about heritage gardens and landscapes.

ACTION: Tracy will email committee members with the information concerning these courses.

Adjournment at 8:25 p.m.

MOVED by Peter

SECONDED by Rene

Next meeting – January 7th, 2015 (Tracy to confirm)

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2015-01**

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX
LEVY AND TO PROVIDE FOR THE PAYMENT OF
TAXES BY INSTALMENTS**

WHEREAS Section 317(1) of the Municipal Act, 2001, S.O. 2001, C25, as amended, provides that a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality;

AND WHEREAS Section 317(2) of the Municipal Act, 2001, S.O. 2001, C25, as amended, provides that the by-law shall be passed in the year that the amounts are to be levied;

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

Definitions

- “Annualized Taxes” means total taxes prorated to represent a full year.
- “Instalment Based Pre-Authorized Payment Plan” means an agreement for the payment of taxes between a property owner and the Township whereby the Township automatically withdraws the payment amount which is equal to the instalment amount shown on the Interim Tax Bill.
- “Monthly Pre-Authorized Payment Plan” means an agreement for the payment of taxes between a property owner and the Township whereby the Township automatically withdraws the payment amount of which the property owner is made aware of through a property tax notice.
- “Tax” or “Taxes” means any sum payable as taxes and includes upper tier, lower tier and school board property taxes.
- “Township” means the Corporation of the Township of Wilmot or any variation of this name.

Interim Tax Levy

- An amount shall be levied against each property in the municipality, according to the most recent Returned Assessment Roll, that shall not exceed 50% of the total amount of annualized taxes for municipal and school purposes levied on each such property for the previous year.
- Taxes levied under this by-law shall be payable in multiple instalments, and the dates for payment shall be as follows:

For taxes payable outside of the Township’s Pre-Authorized Payment Plans

Two Instalments

Due Date of 1st Instalment: **February 27, 2015**

Due Date of 2nd Instalment: **April 30, 2015**

For taxes payable through the Township’s Instalment Based Pre-Authorized Payment Plan

Two Instalments

Due Date of 1st Instalment: **March 2, 2015**

Due Date of 2nd Instalment: **May 1, 2015**

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

Six Instalments

Instalments are due **the first business day of each month** (January through June 2015)

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

Severability

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

Repeal & Amendment

- This by-law hereby repeals By-law 2014-01.

Coming to Force

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

READ a first and second time in Open Council this 12th day of January, 2015.

READ a third time and finally passed in Open Council this 12th day of January, 2015.

Mayor

Clerk

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO 2015-02**

**A BY-LAW TO AMEND BY-LAW NO. 2012-04,
A BY-LAW TO PROVIDE FOR FEES AND CHARGES
FOR THE TOWNSHIP OF WILMOT**

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 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;

AND WHEREAS the *Planning Act*, R.S.O. 1990, c. P.13, as amended authorizes the council of a municipality to establish fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Council of the Corporation of the Township of Wilmot deems it necessary to periodically amend the fees and charges of the Township of Wilmot;

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

Fees and Charges By-Law Amendment

- The appropriate Schedules of the Township of Wilmot's Fees and Charges By-Law are hereby updated as outlined in Appendices A, B, C & D of this by-law.

Severability

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

Coming to Force

- This by-law shall come into force on January 1, 2015.

READ a first and second time in Open Council this 12th day of January, 2015.

READ a third time and finally passed in Open Council this 12th day of January, 2015.

Mayor

Clerk

APPENDIX A
Revised Fees

Fee	Schedule	Fee (excluding HST)
Burn Permits	Schedule B – Protection Services	\$39.82
Contained Site Burn Permit	Schedule B – Protection Services	\$39.82
Public Skating – Individual*	Schedule D – Wilmot Recreation Complex	\$2.88
Public Skating – Family*	Schedule D – Wilmot Recreation Complex	\$9.51
Public Skating – 10-pack*	Schedule D – Wilmot Recreation Complex	\$25.88
Pool Admission – Youth*	Schedule D – Wilmot Recreation Complex	\$3.32
Pool Admission – Adult*	Schedule D – Wilmot Recreation Complex	\$4.65
Pool Admission – Senior*	Schedule D – Wilmot Recreation Complex	\$4.20
Aquafit Ticket*	Schedule D – Wilmot Recreation Complex	\$6.41
Pool Admission – Family*	Schedule D – Wilmot Recreation Complex	\$13.72
Youth 10-pack*	Schedule D – Wilmot Recreation Complex	\$29.91
Adult/Aquafit 10-pack*	Schedule D – Wilmot Recreation Complex	\$41.77
Adult/Aquafit 50-pack*	Schedule D – Wilmot Recreation Complex	\$162.61
Adult/Aquafit 100-pack*	Schedule D – Wilmot Recreation Complex	\$278.76
Youth Membership (3-month)*	Schedule D – Wilmot Recreation Complex	\$79.56
Adult Membership (3-month)*	Schedule D – Wilmot Recreation Complex	\$112.30
WRC Set-up (Half Hall)*	Schedule E – Community Centres	\$112.52

APPENDIX B
New Fees

Fee	Schedule	Fee (excluding HST)
Red Cross Instructor*	Schedule H – Community Programs	\$140.31
LSS Instructor*	Schedule H – Community Programs	\$140.31

APPENDIX C
Removed Fees

Fee	Schedule	Fee (excluding HST)
Tea & Tour Children Admission	Schedule I – Castle Kilbride	\$8.85

APPENDIX D
Formatting Changes

Schedule	Format Change
Schedule D	Include 2 Columns to reflect rates from January to August and September to December
Schedule D, E, G	Revise Community Group Discount to show discounted rate rather than discount percentage
Schedule D	Revise name of Adult Pass to Adult/Aquafit Pass
Schedule D	Move WRC Community Centre rates to Schedule E Community Centres and Schedule F Meeting Rooms

Schedule E	Consolidate WRC-CC, NDCC, NHCC and SACC into one group called "Large Halls"
Schedule F	Update Small Meeting Rooms and Large Meeting Rooms listing to reflect current 8 Small Meeting Rooms and 5 Large Meeting Rooms now available

*Indicates fees that are effective September 1, 2015. All other fees are effective as of January 1, 2015

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2015-03**

**BEING A BY-LAW TO AMEND THE TRUST FUND BY-LAW
2012-29 OF THE TOWNSHIP OF WILMOT**

WHEREAS Section 9(1) of the Charities Accounting Act, RSO 1990, chapter C.10, as amended, allows a municipality to hold real or personal property devised, bequeathed or granted to it for a charitable purpose upon terms expressed in the devise, bequest or grant;

AND WHEREAS Section 9(2) of the Charities Accounting Act, RSO 1990, chapter C.10, as amended, allows a municipality to enter into an agreement with the person devising, bequeathing or granting the property for the holding, management, administration or disposition of the property;

AND WHEREAS the authority for such trust funds and the purpose for which they were established is to be clear in all cases.

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

Trust Fund By-Law Amendment - Addition

- The Township of Wilmot's Trust Fund By-Law (2012-29) is hereby updated with the addition of a Temporary Trust Fund.

Foundry Street Parkette Trust Fund

Background

The development of the Foundry Street Parkette project was adopted by Council on September 22, 2014. The Baden Community Association has accumulated funds for this project through grants, fundraising and donations. In November 2014, members from the Baden Community Association started the "Buy a Plank" campaign to rebuild the bridge on the Foundry Street Parkette. Therefore, a Trust Fund will be established to receive and disburse funds towards this overall Parkette development project.

General Criteria

This Trust Fund will be used for the labour and material costs for the Foundry Street Parkette project.

Distribution of Funds

Funds will be distributed upon recommendation from the Director of Facilities and Recreation and the Baden Community Association with official receipts attached.

Trust Fund Termination Date

December 31, 2016

Funds Remaining at Termination Date

A report will be prepared for Council outlining any remaining funds, and providing options for the dissolution of this Trust Fund.

Trust Fund By-Law Amendment- Extension

- The Township of Wilmot's Trust Fund By-Law (2012-29) is hereby updated extending the New Dundee Parks Development Trust Fund to expire on December 31, 2015.

Trust Fund By-Law Amendment- Deletion

- The Township of Wilmot's Trust Fund By-Law (2012-29) is hereby updated to delete the Kropf/Baden Cemetery Restoration Trust Fund. The dissolution of this fund will transfer the remaining balance to the abandoned cemeteries maintenance operating fund.

Severability

- If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Township 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 & Amendment

- This by-law hereby amends By-law 2012-29.

Coming to Force

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

READ a first and second time in Open Council this 12th day of January, 2015.

READ a third time and finally passed in Open Council this 12th day of January, 2015.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2015-04

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 Clerk is 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 12th day of January, 2015.

READ a third time and finally passed in Open Council this 12th day of January, 2015.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2015-05

BEING A BY-LAW TO PROVIDE FOR AN ACTING MAYOR

WHEREAS Section 242 of the Municipal Act 2001, provides that “A municipality may by by-law appoint a member of the Council to act in the place of the Head of Council when the Head of Council is absent or refuses to act, or the office is vacant and while so acting, such member has all the powers and duties of the Head of Council.”

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

1. If the Mayor is absent from the Township area or absent through illness or his office is vacant at any time during the 2014-2018 term of council, the member of the Township of Wilmot whose name appears in Column 2 of Schedule “A” attached hereto, is appointed to act in the place of the Mayor during each such absence or vacancy for the period appearing opposite his name in Column 1 thereof, provided that if the member named in said Column 2 for the period is also absent or unable to act or refuses to act, the member named in Column 3 thereof for the period is appointed in the place of such member.
2. This By-law comes into force and effect on the passing thereof.

READ a first and second time this 12th day of January, 2015

READ a third time and finally passed in Open Council this 12th day of January, 2015.

Mayor

Clerk

TOWNSHIP OF WILMOT

BY-LAW NO. 2015-06

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

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

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

1. That the lands described on Schedule "A" and illustrated as Area "A" on Schedule "B" attached to and forming part of this by-law, may be used for the following use in addition to the uses permitted in Section 7.5 of By-law No 83-38, as amended:
 - a) a second dwelling unit by use of a mobile home
2. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
3. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto and shall remain in force and effect only for a period of three (3) years from the date of final passing thereof.

READ a first and second time on the 12th day of **January, 2015**.

READ a third time and finally passed in Open Council on the 12th day of **January, 2015**.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 22 and 23, Concession North of Snyder's Road, in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2015-06.

PASSED this 12th day of January, 2015.

MAYOR

CLERK

SUBJECT LANDS OUTLINED THUS: ■ ■ ■ ■ ■ ■ ■ ■ ■



CLERK

