



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

**CLOSED COUNCIL MEETING
WILMOT COMMUNITY ROOM
6:15 P.M.
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, March 30, 2015 at 6:15 p.m. in accordance with Section 239 (2) (b) of the Municipal Act, 2001, for the purposes of considering the following matters:

- 2 (b) personal matters about an identifiable individual

2. MOTION TO RECONVENE IN OPEN SESSION

3. MOMENT OF SILENCE

4. ADDITIONS TO THE AGENDA

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

6. MINUTES OF PREVIOUS MEETINGS

- 6.1 Council Meeting Minutes March 9, 2015

Recommendation

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

Council Meeting March 9, 2015.

7. PUBLIC MEETINGS

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

Recommendation

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

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

Recommendation

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

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

8. PRESENTATIONS/DELEGATIONS

- 8.1 Craig Smith, Risk Manager
Waterloo Region Municipalities Insurance Pool - Update**
- 8.2 Marie Voisin
Restoration of The Imperial Hotel, New Hamburg**
- 8.3. REPORT NO. CL2015-08
Request for Designation of Livingston Presbyterian Church
44 Beck Street, Baden
Lot 97, Plan 627**

Recommendation

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

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

- 8.3.1 Nick Bogaert, Chair
Marg Rowell, Member - Heritage Wilmot Advisory Committee
Proposed Designation of Livingston Presbyterian Church, Baden**
- 8.4 Kae Elgie, Architectural Conservancy Ontario, North Waterloo Branch
Heritage Conservation**

9. REPORTS**9.1 CAO – no reports****9.2 CLERKS****9.2.1 REPORT NO. CL 2015-09**

Consideration of Engineer's Report
For the Zehr Municipal Drain 2015
Part of Lots 26 and 27, Concession North of Bleams Road
Township of Wilmot, Region of Waterloo, and
Lot 1, Concession 1
Township of Perth East, County of Perth
Huron Street, New Hamburg

Recommendation

THAT Resolution No's. 2015-033 and 2015-048 be rescinded,

THAT the Drainage Engineer's Report dated February 5, 2015 for the Zehr Municipal Drain, for improved drainage in Part of lots 26 and 27, Concession North of Bleam's Road, Township of Wilmot, Region of Waterloo, and Lot 1, Concession 1, Township of Perth East, County of Perth be adopted;

THAT the Provisional By-law be given first and second reading; and further,

THAT the date for the Court of Revision be scheduled for Monday, April 27, 2015 at 7:00 pm and that Mayor L. Armstrong, Councillor M. Murray, Councillor B. Fisher (as an alternate) and a representative from the Council of the Township of Perth East be appointed to the Court of Revision.

9.3 FINANCE**9.3.1 REPORT NO. FIN 2015-17**

Award of Contract – Municipal Website Upgrade

Recommendation

THAT eSolutionsGroup Limited (eSolutions) be awarded the contract for the design and implementation of a new municipal website, in the amount of \$24,982.06 (net of HST Rebate).

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW-2015-05**

2014 Summary Water Distribution Report and
Drinking Water Quality Management System

Recommendation

THAT report PW-2015-05 be received for information purposes.

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

Recommendation

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

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

Recommendation

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

9.5 DEVELOPMENT SERVICES – no additional reports

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE

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

Recommendation

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

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

Recommendation

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

9.8 CASTLE KILBRIDE – no additional reports

10. CORRESPONDENCE

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

Recommendation

THAT Correspondence Item 10.1 be received for information.

11. BY-LAWS

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

Recommendation

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

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

Recommendation

THAT By-law No. 2015-15 be read a first and second time 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. 2015-21

Recommendation

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

16. ADJOURNMENT**Recommendation**

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



**TOWNSHIP OF WILMOT
COUNCIL MEETING MINUTES
MONDAY, MARCH 9, 2015**

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

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

**Staff Present: 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, Manager of
Accounting P. Kelly, Planner/EDO A. Martin, Programming Assistant L. Smith**

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

2. MOTION TO RECONVENE IN OPEN SESSION

3. MOMENT OF SILENCE

Mayor L. Armstrong welcomed everyone in attendance and thanked Rogers Cable for broadcasting the Council Meeting.

4. ADDITIONS TO THE AGENDA

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Council Meeting Minutes February 9, 2015

Resolution No. 2015-028

Moved by: P. Roe

Seconded by: J. Gerber

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

Council Meeting February 9, 2015.

CARRIED.

7. PUBLIC MEETINGS

- 7.1 REPORT NO. DS 2015-08
 Zone Change Application 03/15
 Tim and Cheryl Wagler
 Part of lot 14, Concession North of Bleam's Road
 Being Parts 1 and 6, Plan 58R-5602
 1591 Wilmot Centre Road, Wilmot Centre**

Resolution No. 2015-029**Moved by: A. Junker****Seconded by: M. Murray**

THAT Zone Change Application 03/15 made by Tim and Cheryl Wagler, affecting Part of Lot 14, Concession North of Bleam's Road, to permit a dwelling unit within an accessory building, be approved.

CARRIED.

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

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

The Planner/EDO highlighted the report.

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

Mayor Armstrong asked if the applicant wished to address Council. Mr. Wagler did not wish to address Council but was available to respond to questions.

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

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

- 7.2 REPORT NO. DS 2015-09
 Zone Change Application 04/15
 Jason Droppert
 Part of Lots 5 and 6, Concession South of Erb's Road
 1601 Erb's Road**

Resolution No. 2015-030**Moved by: M. Murray****Seconded by: J. Gerber**

THAT Zone Change Application 04/15 made by Jason Droppert, affecting Part of Lots 5 and 6, Concession South of Erb's Road, to pass a temporary use by-law to permit a second dwelling for a period of two years be approved, subject to the following:

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

CARRIED.

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

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

The Planner/EDO highlighted the report.

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

Mayor Armstrong asked if the applicant wished to address Council. Mr. Droppert was not in attendance.

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

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

8. PRESENTATIONS/DELEGATIONS

8.1 Grants to Groups Cheque Presentations

Mayor L. Armstrong presented the Grants to Groups cheques to the recipients. He noted that grants provided enhance the neighbourhoods in the community and the Township as a whole.

8.2 Jeff Stager, Waterloo Federation of Agriculture

Mr. Stager thanked Council for the opportunity to present at the meeting and congratulated the Members on their re-election. He began his presentation by providing highlights from the Regional Census Bulletin on agriculture which is an annual publication of information and statistics for Waterloo Region including the Township of Wilmot. From the publication he noted that the Region has relatively young farmers compared to the national average and that there is an increase in the Region for organic farming. He also distributed the publication "Real Dirt on Farming" which contains farming information and some interesting bits of trivia such as the myth of cow tipping.

Mr. Stager also advised Council on a new program known as Six by Sixteen where Ontarians are being encouraged to know how to make six nutritious meals by the age of sixteen. This program has been initiated to thwart the decline in food literacy that is prevalent in Ontario. The program is part of the National Food Strategy for the Ontario Federation of Agriculture.

Mayor L. Armstrong thanked Mr. Stager for his presentation and for the work done by the Waterloo Federation of Agriculture. He noted the importance of agri-business to the Region of Waterloo and the Township.

In response to Councillor B. Fisher, Mr. Stager confirmed that the statistics for numbers of farms in Wilmot compared to other local Townships may seem questionable given the geographical size of the

townships but that factors such as size and amount of settlement areas, acreage of individual farms and the location of the headquarters for a farming operation would impact the statistics.

8.3 Youth Action Council Update

The Programming Assistant thanked Council for providing the Youth Action Council the opportunity to provide an update. The members of the Youth Action Council introduced themselves and took turns in presenting to Council highlights from the past year and future direction.

The Members of the Youth Action Council in attendance were Sophia Kinch, Lindsay Dietrich, Jordan Pauls, Rachel Steffler, Sarah Ruth-Bye, Colleen Danner, Garner Matthews, Steffie Olheiser, Jake Ziegler and Josh Desjardins. Members who could not attend were Lis Humphrey, Craig Humphrey and Jessica Frank.

They began the presentation by showing Council how they have grown and evolved since inception. The new logo was unveiled and they announced that ten new members have joined. They advised Council on their purpose, the recent structural change and who comprises the Executive Committee. A new sub-group has been formed called the Jr. Youth Action Council for the youth not yet in high school to begin developing their leadership skills and encourage community involvement. The goals of the Youth Action Council, the financial information and next steps were highlighted. The presentation concluded with the introduction of a new initiative called Volunity which connects youth to the organization, agencies, clubs and individuals who are in need of volunteers.

The Youth Action Council presenters were Miss. Kinch, Miss. Dietrich, Mr. Pauls, Miss. Steffler, Miss. Ruth-Bye, Miss Danner and Mr. Matthews

Councillor A. Junker commended the Youth Action Council for getting involved in their community and for providing leadership. He expressed his support of the Volunity initiative.

Councillor J. Gerber echoed the sentiments of Councillor A. Junker and expressed his appreciation for the group's direction. He made note of TCP which is a local success story for what a youth group can ultimately become.

Mayor L. Armstrong thanked the Youth Action Council for the good work they have been doing.

9. REPORTS

9.1 CAO

9.1.1 REPORT NO. CAO 2015-02 2015 Municipal Work Program

Resolution No. 2015-031

Moved by: A. Junker

Seconded by: M. Murray

THAT the 2015 Municipal Work Program, as per the report dated March 9, 2015, prepared by the Chief Administrative Officer, be endorsed.

CARRIED.

The Curator/Director of Castle Kilbride confirmed for Councillor P. Roe that the Cultural Strategic Plan is identified within the Castle Kilbride Work Program as item #10 in 2015.

Councillor J. Gerber added to the comments regarding the Cultural Strategic Plan by stating that at the end of 2015 the Cultural Strategic Plans for other comparable municipalities can be evaluated and the results of the Recreation Master Plan would be a starting point for the Township's Cultural Strategic Plan.

In response to Councillor A. Junker, the Director of Public Works advised that staff will be monitoring the matter concerning steel beam guardrails. He noted that when the Township tenders for roadwork that a supplier for guardrails is generally not specified.

Councillor J. Gerber inquired as to the status of a "Service Club Fair" which was an item in the Strategic Plan with a short or medium timeframe. Mayor L. Armstrong requested staff to look into the matter.

9.2 CLERKS

9.2.1 REPORT NO. CL 2015-04 Appointment of Engineer Petition 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

Resolution No. 2015-032

Moved by: A. Junker

Seconded by: P. Roe

THAT R.J. Burnside & Associates Limited of 332 Lorne Avenue East, Stratford be appointed as the Engineer relative to the Petition from Dietmar Walch / Nachurs Alpine Solutions Inc. for drainage works at Concession South of Snyder's Road Part Lot 19, RP58R13951 Parts 2 to 4, 7 and 8, Nafziger Road, Baden, Township of Wilmot and that the Clerk be authorized to proceed accordingly under The Drainage Act.

CARRIED.

The Deputy Clerk highlighted the report.

9.2.2 REPORT NO. CL 2015-05 Acknowledgment of Engineer's Report For the Zehr Municipal Drain 2015 Part of lots 26 and 27, Concession North of Bleams Road Township of Wilmot, Region of Waterloo, and Lot 1, Concession 1 Township of Perth East, County of Perth Huron Street, New Hamburg

Resolution No. 2015-033

Moved by: M. Murray

Seconded by: B. Fisher

THAT the Drainage Engineer's Report dated February 5, 2015 for the Zehr Municipal Drain, for improved drainage in Part of lots 26 and 27, Concession North of Bleam's Road, Township of Wilmot, Region of Waterloo, and Lot 1, Concession 1, Township of Perth East, County of Perth be acknowledged; and further,

THAT the Provisional By-law be given first and second reading; and further,

THAT the date for the Court of Revision be scheduled for Monday, March 30th, 2015 at 7:00 pm and that Mayor L. Armstrong, Councillor J. Gerber, Councillor M. Murray (as an alternate) and a representative from the Council of the Township of Perth East be appointed to the Court of Revision.

CARRIED.

The Deputy Clerk highlighted the report and advised Council that the Engineer, Bill Dietrich, was available to highlight his report.

Mr. Dietrich highlighted the report and summarized the works to be completed.

Mr. Dietrich confirmed for Councillor B. Fisher that the Township portion of the assessment would be for the boundary which is shared with the Township of Perth East.

**9.2.3 REPORT NO. CL 2015-06
By-law Enforcement
Quarterly Activity Report
October to December 2014**

Resolution No. 2015-034

Moved by: A. Junker

Seconded by: B. Fisher

THAT the Enforcement Activity Report for October 1st to December 31st, 2014 be received for information purposes.

CARRIED.

9.3 FINANCE

**9.3.1 REPORT NO. FIN 2015-13
Honorariums and Expenditures of Council Members and
Council Appointees for the Year Ended December 31, 2014**

Resolution No. 2015-035

Moved by: M. Murray

Seconded by: P. Roe

THAT Report FIN 2015-13, prepared by the Director of Finance, outlining honorariums and expenditures of Council and Council appointees for the 2014 fiscal year, be adopted.

CARRIED.

The Director of Finance highlighted the report.

**9.3.2 REPORT NO. FIN 2015-14
Treasurer's Statement – Development Charges Reserve Fund**

Resolution No. 2015-036

Moved by: A. Junker

Seconded by: P. Roe

THAT the Development Charges Statement for the year ended December 31, 2014, prepared by the Director of Finance, be received for information purposes.

CARRIED.

The Director of Finance highlighted the report.

**9.3.3 REPORT NO. FIN 2015-15
Asset Management Software**

Resolution No. 2015-037

Moved by: J. Gerber

Seconded by: P. Roe

THAT Public Sector Digest be awarded the contract to supply, install and maintain Enterprise Asset Management Software, in the amount of \$86,485.86 (net of HST Rebate).

CARRIED.

The Manager of Accounting highlighted the report.

In response to Councillor B. Fisher, the Manager of Accounting confirmed that the RFP process does not disclose the quotes from the bidders but that Public Sector Digest was at the lower end of the spectrum.

**9.3.4 REPORT NO. FIN 2015-16
Ice Storm Assistance Program Grant Agreement**

Resolution No. 2015-038

Moved by: M. Murray

Seconded by: B. Fisher

THAT Finance Report FIN 2015-16, prepared by the Director of Finance, regarding the Ice Storm Assistance Program Grant Agreement be received for information purposes;

AND FURTHER, THAT the Mayor and Director of Clerk's Services be authorized to sign the agreement.

CARRIED.

The Director of Finance highlighted the report.

9.4 PUBLIC WORKS**9.4.1 REPORT NO. PW-2015-03
Grant Street and Williams Street Reconstruction****Resolution No. 2015-039****Moved by: M. Murray****Seconded by: A. Junker**

THAT the tender submitted by Euro-Ex Construction Ltd. for the reconstruction of Grant Street and Williams Street in New Hamburg in the amount of \$518,595.82, net of the HST rebate, be accepted.

CARRIED.

The Director of Public Works highlighted the report.

Councillor J. Gerber expressed his thanks in proceeding with this project as he knows the residents in the area are wanting this work completed.

**9.4.2 REPORT NO. PW-2015-04
Single Axle Truck Cab and Chassis
c/w Dump Box, Snowplow, Wing and Attachments****Resolution No. 2015-040****Moved by: B. Fisher****Seconded by: M. Murray**

THAT the tender submitted by Team Truck Centre for a Freightliner Model 114SD Single Axle Truck Cab and Chassis c/w Dump Box, Snowplow, Wing and Attachments in the amount of \$205,555.20, net of the HST rebate, be accepted.

CARRIED.**9.5 DEVELOPMENT SERVICES****9.5.1 REPORT NO. DS 2015-07
Modification to Draft Approval – Removal of Holding Zone Provisions
Stonecroft Corporation Condominium Plan 30 CDM-01601****Resolution No. 2015-041****Moved by: B. Fisher****Seconded by: M. Murray**

- 1. THAT the Council of the Corporation of the Township of Wilmot advise the Regional Municipality of Waterloo that they have no objections to the following modifications to the Draft Plan of Condominium 30 CDM-01601**
 - i) THAT phasing restrictions (comprised of phasing numbers and phasing lines) be removed from the Conditions of Draft Approval.**

2. **THAT the remaining holding zone provisions imposed by By-law 2000-10 as they apply to the Stonecroft Development, Plan of Condominium 30 CDM-01601, be removed.**

CARRIED.

The Director of Development Services highlighted the report.

The Director of Development Services clarified for Councillor B. Fisher that sewage allocation for this development has been completed previously.

**9.5.2 REPORT NO. DS 2015-10
Sign By-law Variance
Werner Kuehlenborg
Trussler Road / Bleams Road, Mannheim**

Resolution No. 2015-042

Moved by: B. Fisher

Seconded by: M. Murray

THAT a minor variance to Township Sign By-law 2002-35 be approved for the subject property to increase the percentage of non-Wilmot based content from 25% to 38% of the billboard, subject to the following:

- a) THAT, any future advertisement for a business not located in the Township of Wilmot shall require approval from Township of Wilmot Council prior to installation; and,**
- b) In support of their request, the billboard owner shall provide evidence to the Township of Wilmot that the sign face has first been offered to Wilmot based businesses and that in considering non Wilmot based businesses, advertising space has been offered to comparable Wilmot based businesses.**

CARRIED.

The Planner/EDO highlighted the report.

The Planner/EDO, in response to questions from Councillor J. Gerber, advised that staff continues to recommend the requirement for billboard approval that it must advertise Wilmot businesses as a test to see if the sign is warranted and in the best interest of the Township.

**9.5.3 REPORT NO. DS2015-11
February Building Statistics Summary**

Resolution No. 2015-043

Moved by: P. Roe

Seconded by: M. Murray

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

CARRIED.

9.6 FACILITIES AND RECREATION SERVICES**9.6.1 REPORT NO. PRD 2015-02**

**Tender 2015-03, Four Wheel Drive Stake Truck c/w Aluminum Box
For Wood Chipping**

Resolution No. 2015-044

Moved by: A. Junker

Seconded by: J. Gerber

THAT Expressway Motors Ltd. Be awarded Tender 2015-03 to supply a new Four Wheel Drive Stake Truck c/w Aluminum Box For Wood Chipping, for the bid price of \$59,258.00 +HST.

CARRIED.

9.7 FIRE**9.7.1 REPORT NO. FI 2015-02**

Fire Service Boundary Agreements

Resolution No. 2015-045

Moved by: M. Murray

Seconded by: A. Junker

THAT report FI 2015-02, prepared by the Fire Chief and Manager of Accounting, regarding Boundary Service Agreements with the Township of Wellesley and the Township of Blandford-Blenheim be received for information purposes;

AND FURTHER, THAT the Mayor and Director of Clerk's Services be authorized to sign the Boundary Fire Service Agreement with each municipality.

CARRIED.

Councillor P. Roe voiced concerns with the coverage area and fee for service aspects of the agreement with the Township of Wellesley. He suggested that the coverage area should be expanded to be uniform across the northern portion of the Township, that the cost associated with the agreement be covered by the general levy and that an agreement with the City of Waterloo be discussed for coverage of the northeastern portion of the Township.

A lengthy discussion occurred discussing the particulars of how the agreement first came to be, which Wellesley station responds to which section covered by the agreement, if other municipalities such as Blandford-Blenheim charge a fee for service to their residents for similar agreements, potential future amendments to the agreement such as offering the coverage to additional areas and financial impacts for covering the cost through the general levy.

The discussion concluded with the direction to staff to report back during the 2016 Budget process on the feasibility and process of expanding the coverage area with the Township of Wellesley, the financial implications for both fee for service and for funding through the general levy, the method of funding with other municipalities and the potential for having a similar agreement with the City of Waterloo for the northeastern portion of the Township.

9.8 CASTLE KILBRIDE – no reports**10. CORRESPONDENCE****10.1 Grand River Conservation Authority – GRCA Actions, January 2015****10.2 Grand River Conservation Authority – General Membership Meeting, Friday, January 23, 2015****Resolution No. 2015-046****Moved by: M. Murray****Seconded by: P. Roe****THAT Correspondence Items 10.1 and 10.2 be received for information.****CARRIED.****11. BY-LAWS****11.1 By-law No. 2015-08 By-law to Authorize the Execution of a Boundary Fire Agreement with the Township of Blandford-Blenheim****11.2 By-law No. 2015-09 By-law to Authorize the Execution of a Boundary Fire Agreement with the Township of Wellesley****11.3 By-law No. 2015-12 Zone Change Application 03/15, Tim and Cheryl Wagler, Part of lot 14, Concession North of Blead's Road, Being Parts 1 and 6, Plan 58R-5602, 1591 Wilmot Centre Road, Wilmot Centre****11.4 By-law No. 2015-13 Zone Change Application 04/15, Jason Droppert, Part of Lots 5 and 6, Concession South of Erb's Road, 1601 Erb's Road****11.5 By-law No. 2015-14 By-law for the Modification to Draft Approval – Removal of Holding Zone Provisions, Stonecroft Corporation Condominium Plan 30 CDM-01601****11.6 By-law No. 2015-16 By-law to Authorize the Execution of an Agreement for Ice Storm Funding with the Province of Ontario****Resolution No. 2015-047****Moved by: J. Gerber****Seconded by: M. Murray****THAT By-law Nos. 2015-08, 2015-09, 2015-12, 2015-13, 2015-14 and 2015-16 be read a first, second and third time and finally passed in Open Council.****CARRIED.****11.6 By-law No. 2015-15 Don Zehr Municipal Drain Provisional By-law****Resolution No. 2015-048****Moved by: M. Murray****Seconded by: P. Roe****THAT By-law No. 2015-15 be read a first and second time in Open Council.****CARRIED.**

12. NOTICE OF MOTIONS**13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

- 13.1 Councillor A. Junker advised Council of the New Dundee Board of Trade pancake breakfast on Sunday, March 15 from 11:00 am to 2:00 pm at the New Dundee Community Centre.
- 13.2 Councillor J. Gerber advised Council that the New Hamburg Huskies Bantam AE are in the OMHA Finals and there will be a game on Tuesday, March 10 at the Wilmot Recreation Complex.

14. BUSINESS ARISING FROM CLOSED SESSION**15. CONFIRMATORY BY-LAW****15.1 By-law No. 2015-017****Resolution No. 2015-049****Moved by: A. Junker****Seconded by: B. Fisher**

THAT By-law No. 2015-017 to Confirm the Proceedings of Council at its Meeting held on March 9, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.**16. ADJOURNMENT (8:51 P.M.)****Resolution No. 2015-050****Moved by: P. Roe****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 2015-12

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: March 30, 2015

SUBJECT: Zone Change Application 05/15
Dean Kropf / 2308434 Ontario Ltd.
Part of Lots 2 and 3, Concession North of Snyder's Road
2186 Snyder's Road East

Recommendation:

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

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on March 3, 2015. 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 45.4ha, are designated Agricultural Resource Area and Mineral Aggregate Resource Area in the Township Official Plan, and are zoned Zone 14 (Extractive Industrial) within the Township Zoning By-law.

The subject property contains a licensed aggregate extraction operation and an asphalt plant. The lands are located on the north side of the CN / GEXR railway and do not have frontage on a public road; access is gained via a right-of-way to Snyder's Road East. The applicants wish to construct a shop and scale house for storage and maintenance of equipment used in the aggregate extraction operation. The zoning by-law prohibits buildings or structures from being

erected on a property without frontage on a public road. In this regard, a zoning amendment is being sought to remove this restriction from the subject property.

Long term, the property is to be returned to agricultural use as part of the Ministry of Natural Resource's approved restoration plan for the gravel pit. To ensure that only accessory buildings, not a house, may be constructed on these lands in the future, staff recommend the by-law specifically prohibit dwelling units.

The subject property is no longer in the same ownership as the lands south of the railway tracks, but the applicant has received short term permission to retain the present weigh scale and weigh scale office. This approval would allow the integral buildings and infrastructure related to the gravel pit operation to be located on the same property as operation itself. Should this application be approved, the applicant would subsequently be required to obtain an amendment to the site plan approved by the Ministry of Natural Resources as part of the pit license.

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:

Amending the zoning to allow buildings and structures is logical step in facilitating the continued operations of the licensed extractive operation. The property retains a right-of-way to Snyder's Road East which ensures continued access to the property.



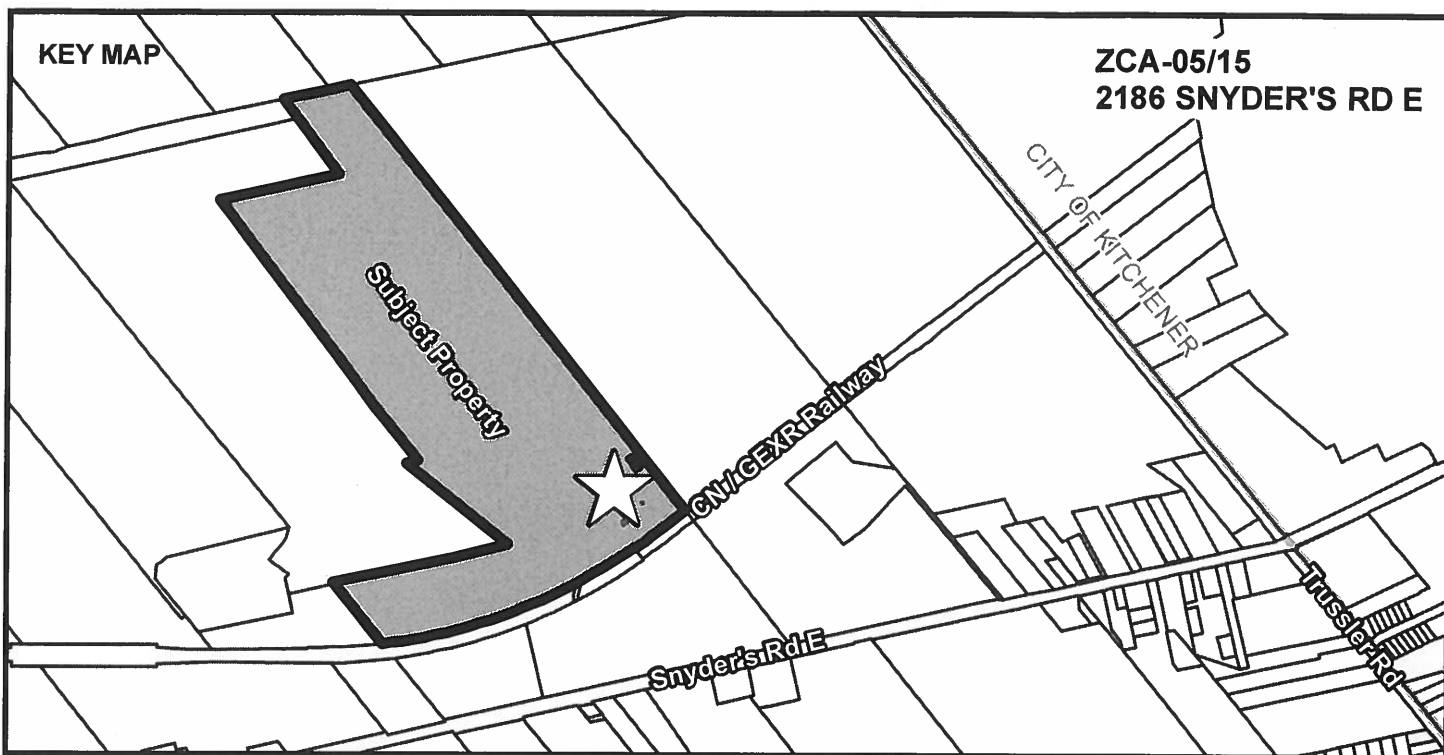
Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO

KEY MAP

ZCA-05/15
2186 SNYDER'S RD E



ENLARGEMENT



SUBJECT
PROPERTY

Proposed
Shop

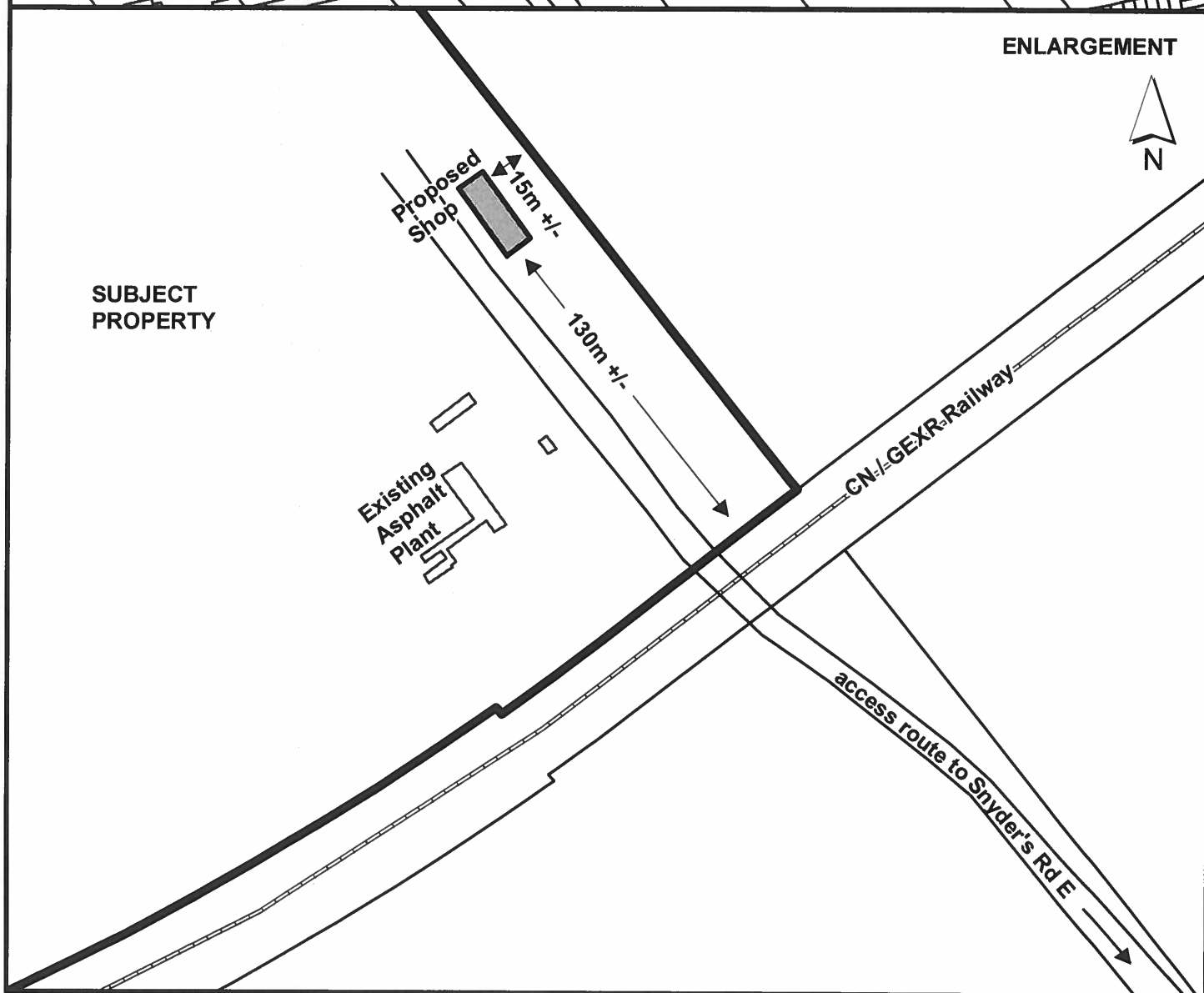
15m +/-

130m +/-

Existing
Asphalt
Plant

CN/GEPR Railway

access route to
Snyder's Rd E





Township of Wilmot REPORT

REPORT NO. DS 2015-13

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: March 30, 2015

SUBJECT: Zone Change Application 06/15
Karen Doehn
Part of Lot 5 and 6, Concession 2, Block A
1522B Bethel Road

Recommendation:

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

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

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on March 6, 2015. The following is a summary of comments received prior to the Public Meeting.

Public: none

Agencies:

GRCA: no objections, but indicating that the location of the new home may require approval from the GRCA.

Discussion:

The subject lands are comprised of approximately 61ha, are designated Agricultural Resource Area in the Township Official Plan, and are zoned Zone 1 (Agricultural) within the Township Zoning By-law.

The subject property is currently developed with two single detached dwellings and farm buildings. One of the existing homes is designated under the Heritage Act. The applicant proposes to construct a new single family dwelling, but live in the existing non-designated home during construction. Upon occupancy of the new home, the applicant will demolish the existing non-designated home.

Section 39 of the Planning Act allows the Council of a municipality to pass a by-law to authorize a temporary use of land, building or structure for a period of not more than three years.

This application proposes to allow, as a temporary use, a third dwelling on a property for a period of not more than eighteen months from the date of issuance of a building permit for the new dwelling. The temporary use by-law would include a clause prohibiting the occupancy of more than two dwellings at the same time.

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:

Section 39 of the Planning Act allows the Council of a Municipality to pass a by-law to authorize a temporary use of land, building or structure. The implementing by-law clearly establishes a time frame for removal of one of the existing dwellings and limits occupancy to only two dwellings at any time.



Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO

ZCA-06/15
1522 Bethel Road



SUBJECT PROPERTY

Existing buildings have
been demolished
New house to be constructed
somewhere in this area

Existing house to be
demolished

Designated heritage
house (to remain)

Bethel Rd

Queen St



WATERLOO REGION MUNICIPALITIES INSURANCE POOL



COUNCIL ORIENTATION

“History and Status of the Pool”

Presented by:

Craig Smith, C.I.P., R.F.
Risk Manager

&

Brian McEnhill, C.R.M.
Risk & Insurance Analyst

WATERLOO REGION MUNICIPALITIES INSURANCE POOL

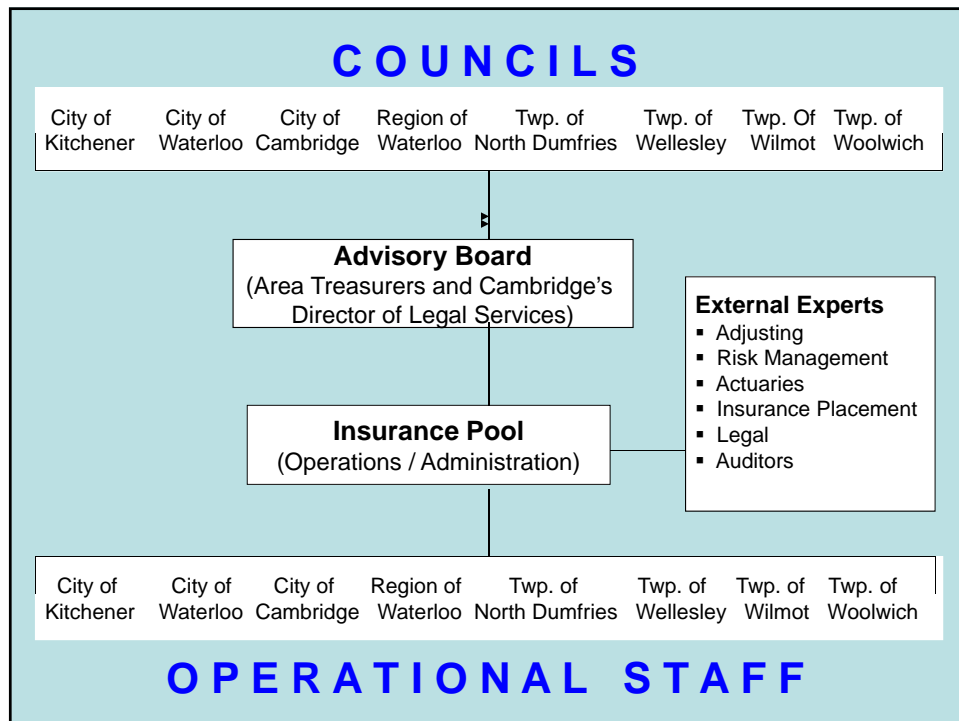
What Is An Insurance Pool?

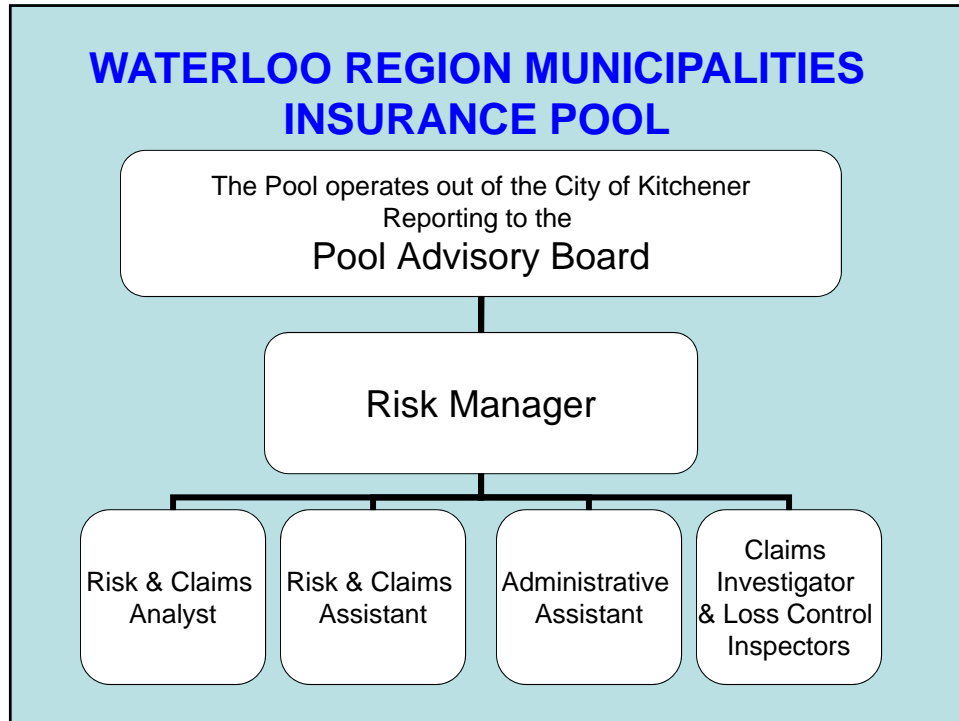
An association of municipalities who combine their resources for their common advantage in managing funds to finance recovery from accidental loss.

WATERLOO REGION MUNICIPALITIES INSURANCE POOL

Our Pool Structure:

- Formed June 1, 1998
- Not a separate legal entity – name required for ease of operations
- Group purchase of insurance by all 8 Municipalities
- Operate under a Subscribers' Agreement which was executed by each Council at Pool formation





**WATERLOO REGION MUNICIPALITIES
INSURANCE POOL**

Services We Provide:

- **INSURANCE PLACEMENT**
- **RISK MANAGEMENT SERVICES**
- **CLAIMS ADMINISTRATION**



WATERLOO REGION MUNICIPALITIES INSURANCE POOL

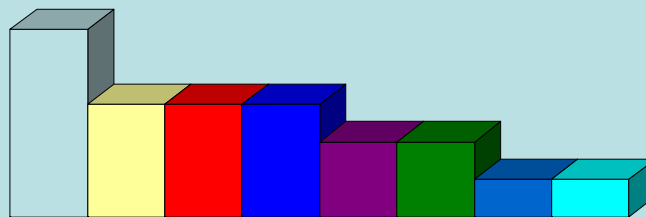
INSURANCE PLACEMENT:

- **INSURER:** Frank Cowan Company Program
(Guarantee Co. of North America)
- **RENEWAL DATE:** June 1, 2015
- **CONSULTANT:** Axxima Actuaries and Insurance
Management Advisors
- **AUDITORS:** KPMG

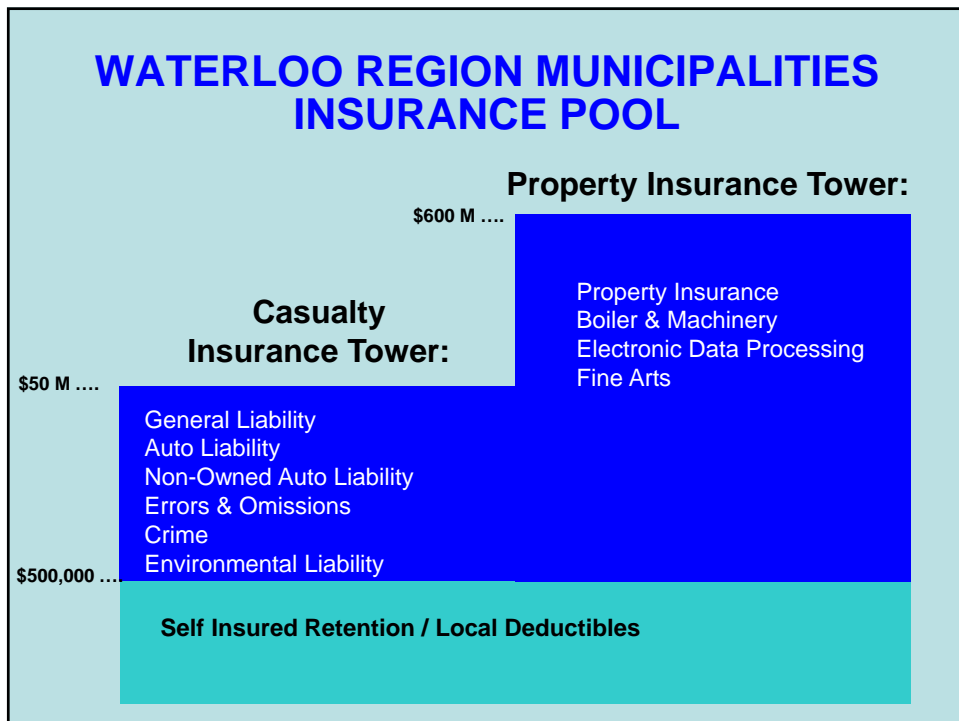
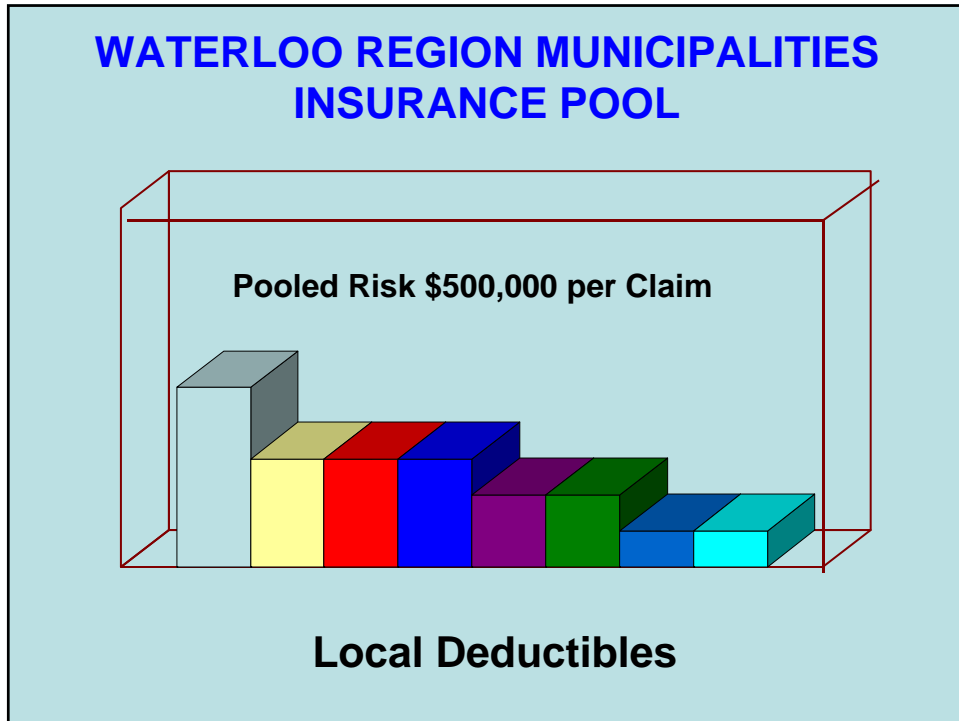
WATERLOO REGION MUNICIPALITIES INSURANCE POOL

Each Municipality has a Local Claim Deductible

- Region has a \$250,000 deductible
- Cities have a \$50,000 deductible
- Large Townships have a \$10,000 deductible
- Small Townships have a \$5,000 deductible



Local Deductibles



WATERLOO REGION MUNICIPALITIES INSURANCE POOL

Advantages

- **Stability of pricing**
- **Broader coverage**
- **Strategic claims control**
- **Proactive Risk Management Services**

WATERLOO REGION MUNICIPALITIES INSURANCE POOL

Advantages (continued)...

- **Lower costs - operating / overhead**
- **Surplus - unused, pre-funded loss reserves**
- **Investment Income**
- **Own experience drives cost of risk**

WATERLOO REGION MUNICIPALITIES INSURANCE POOL

History of Pool Operations:

On June 1, 1998 all eight municipalities in Waterloo Region joined the Waterloo Region Municipalities Insurance Pool. This innovative risk-financing venture continues to be a highly effective method by which the municipalities have enjoyed:

- Pro-active risk management services and strategic control of claims

WATERLOO REGION MUNICIPALITIES INSURANCE POOL

History of Pool Operations (continued)...

- Stability in insurance pricing.
(The combined premiums paid by all of the municipalities in **1997/98 (Pre-Pool) was \$4,128,448**. Now **17 years later** the premium levy assessed by the WRMIP in **2014/15 is \$4,977,447**. This amount is only a **20% increase over the Pre-Pool amount**. This represents an average increase of 1.2% per year.

WATERLOO REGION MUNICIPALITIES INSURANCE POOL

Status of Pool Operations:

- The current Levy of \$4,977,477 is comprised of Insurance premiums; Administration Expenses; and \$2,000,000 for pre-funded claims.
- The Pool is able to earn investment income on the pre-funded claim reserve of \$2,000,000 which off-sets Pool expenses (2013/14 - **\$345,137**) (est. 2014/15 - **\$340,000**).
- The pre-funded claim reserve that is not required to pay claims remains in the municipalities' surplus. The **Unappropriated Surplus** as of May 31, 2014 is **\$2,687,974**.

WATERLOO REGION MUNICIPALITIES INSURANCE POOL

Status of Pool Operations (continued)...

- A strong surplus is required to avoid a retro-assessment which would be required if the claim liabilities exceeded the claim reserves and insurance coverage available.
- The Pool's current surplus of **\$2,687,974** is estimated to be approx. **90%** of the actuarial recommended capital adequacy to avoid a retro-assessment.
- The Pool has financial strength and budget stability.

WATERLOO REGION MUNICIPALITIES INSURANCE POOL

RISK MANAGEMENT SERVICES:

Risk Management is the process of making and carrying out decisions that will **minimize** the adverse effects of **accidental** losses upon a municipality.



WATERLOO REGION MUNICIPALITIES INSURANCE POOL

Risk Management Services:

1. Program Review
2. Special Event Review
3. Inspection Program
4. Contract Review:
 - Tenders
 - RFP's
 - Purchase Orders
 - Legal Agreements



WATERLOO REGION MUNICIPALITIES INSURANCE POOL

CLAIMS ADMINISTRATION:

- Liability claims are the most significant concern for municipalities.
- They result from negligent acts
- They can be unpredictable in frequency and severity



WATERLOO REGION MUNICIPALITIES INSURANCE POOL

Legal Counsel and Adjusting Services assisting the Pool with Claims Administration:

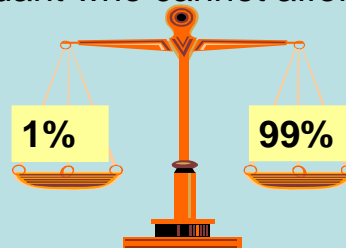
- Legal Counsel:
 - Madorin, Snyder LLP
 - Giffen LLP
 - Lee LLP
- Adjusting Services:
 - In-House Claims Investigators
 - Cunningham Lindsey Canada Ltd.
 - Crawford Adjusters Canada Ltd.



WATERLOO REGION MUNICIPALITIES INSURANCE POOL

ADVOCACY BY THE POOL

Joint & Several Liability: a Defendant who is held just **1%** liable for a Plaintiff's injuries or damages **may** also have to **pay the share of any other** defendant who cannot afford to pay a legal judgment.



WATERLOO REGION MUNICIPALITIES INSURANCE POOL

ADVOCACY BY THE POOL

Steadman Vs. County of Lambton (Jan. 2015)

- Claim was in Nuisance and not Negligence
What is the difference?
- Brief facts of the case:
Damage to crops / Depreciated value of property
Court awarded \$107,352
- Action by OGRA
- Pool's recommendation
- Support statutory change



**WATERLOO REGION MUNICIPALITIES
INSURANCE POOL**

QUESTIONS?



THE IMPERIAL

Established 1872

Built in 1872



Building was stained dark red by 1883



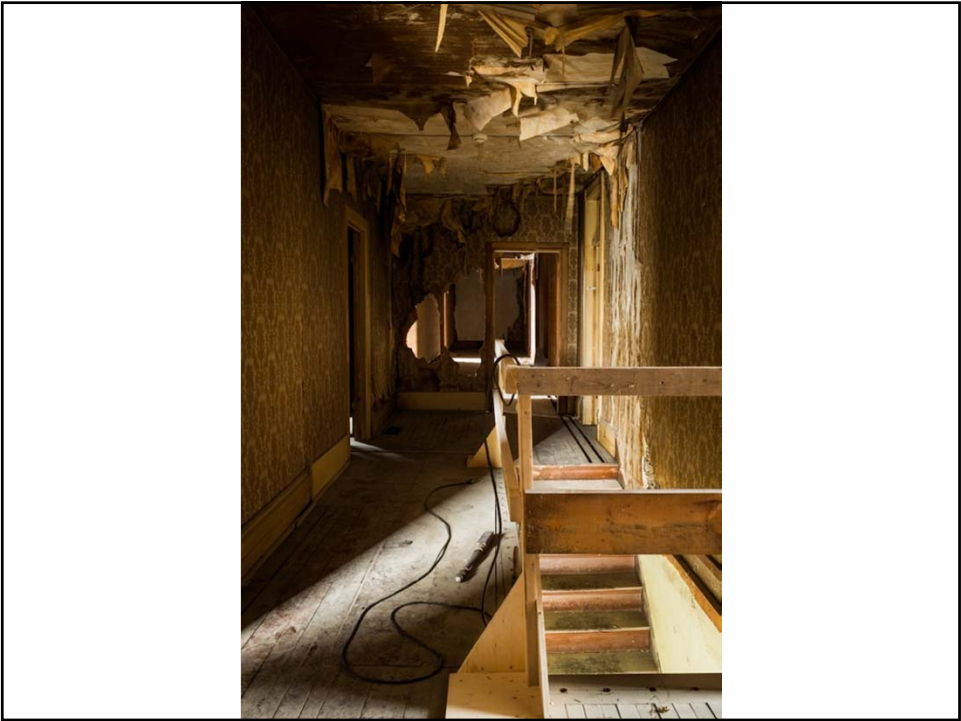
Hotel was painted ivory after the third floor was added in 1902

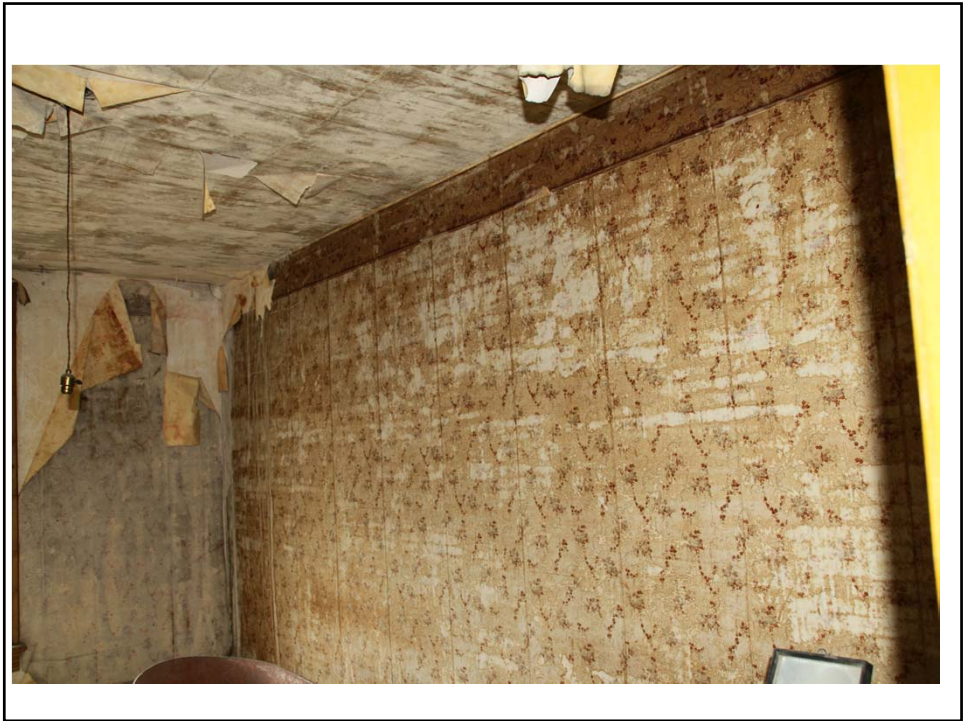


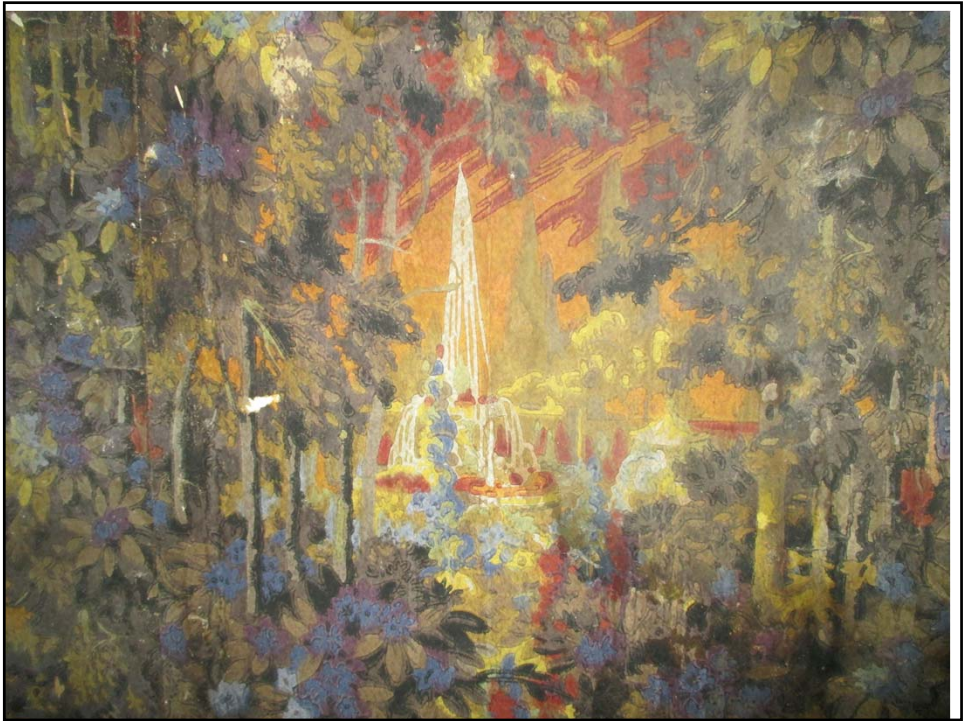
Things we found in the Hotel

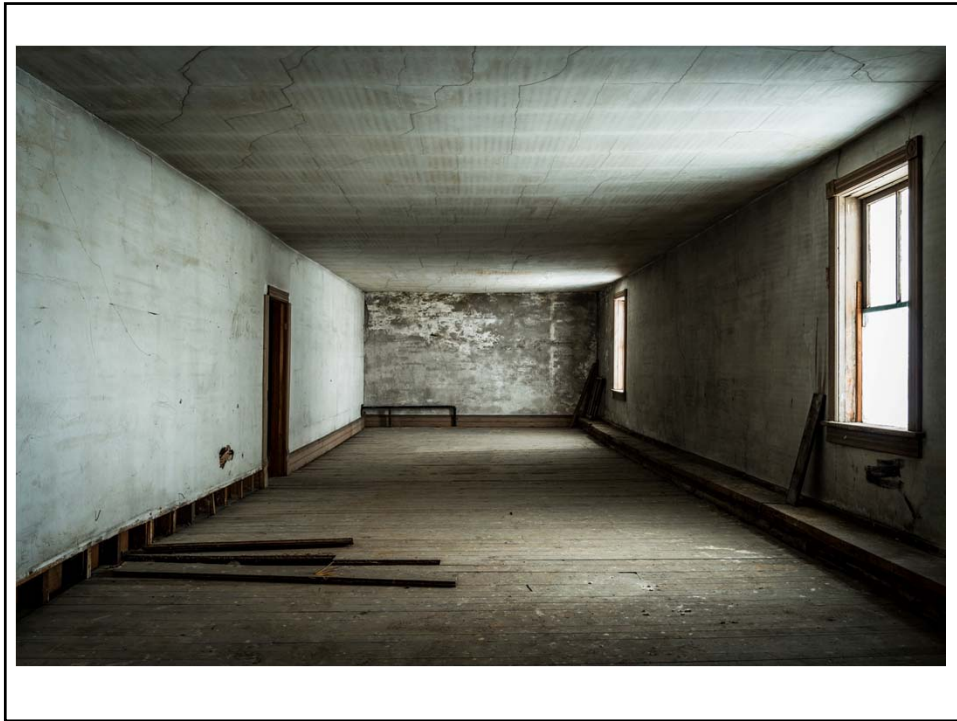
Beautiful historic wallpaper from 1908 -1910







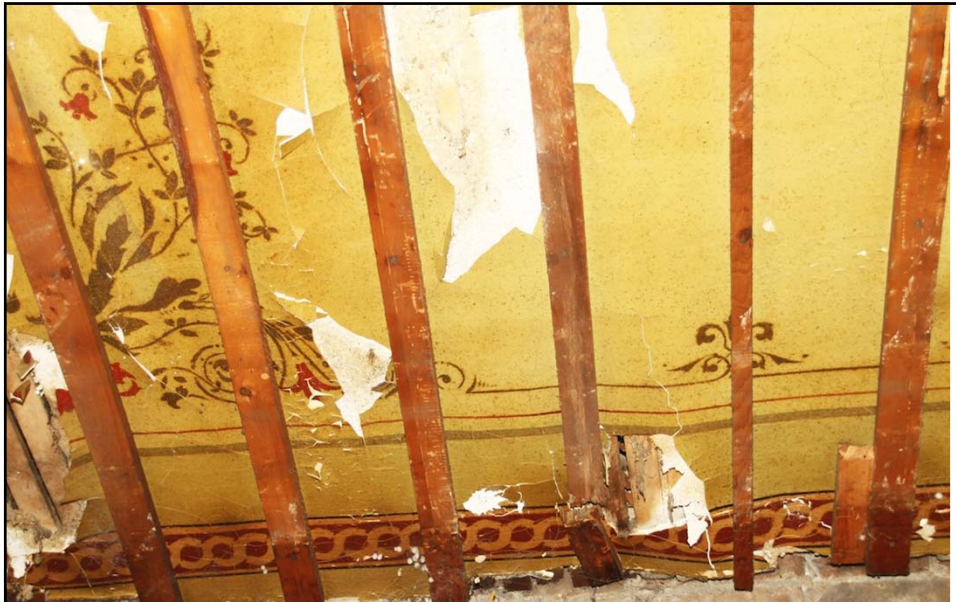




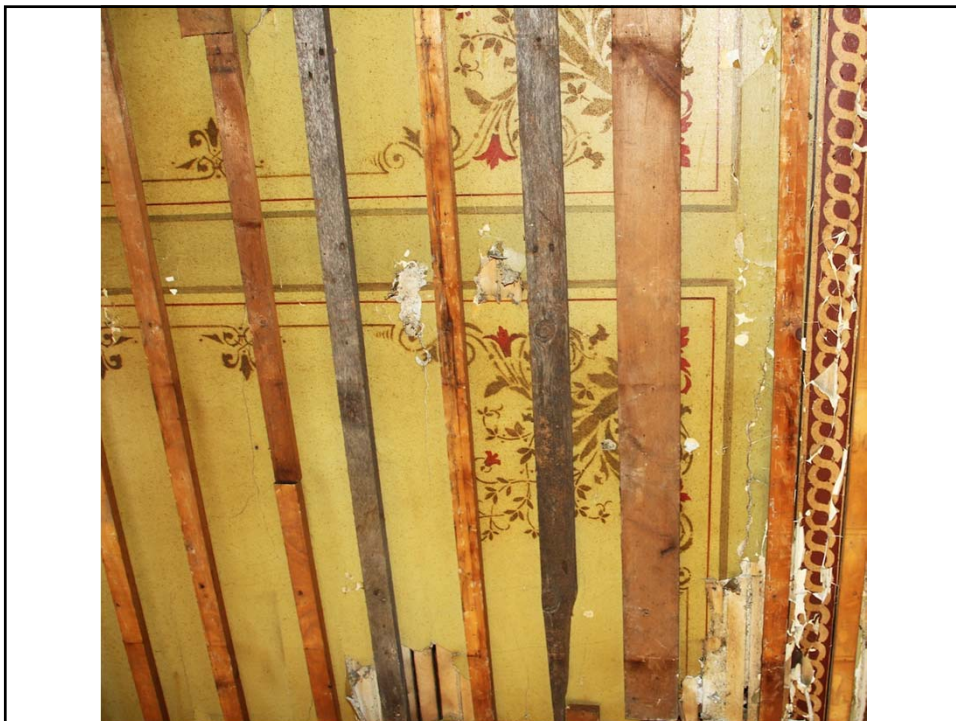
Hand-painted walls from 1872 in Lobby

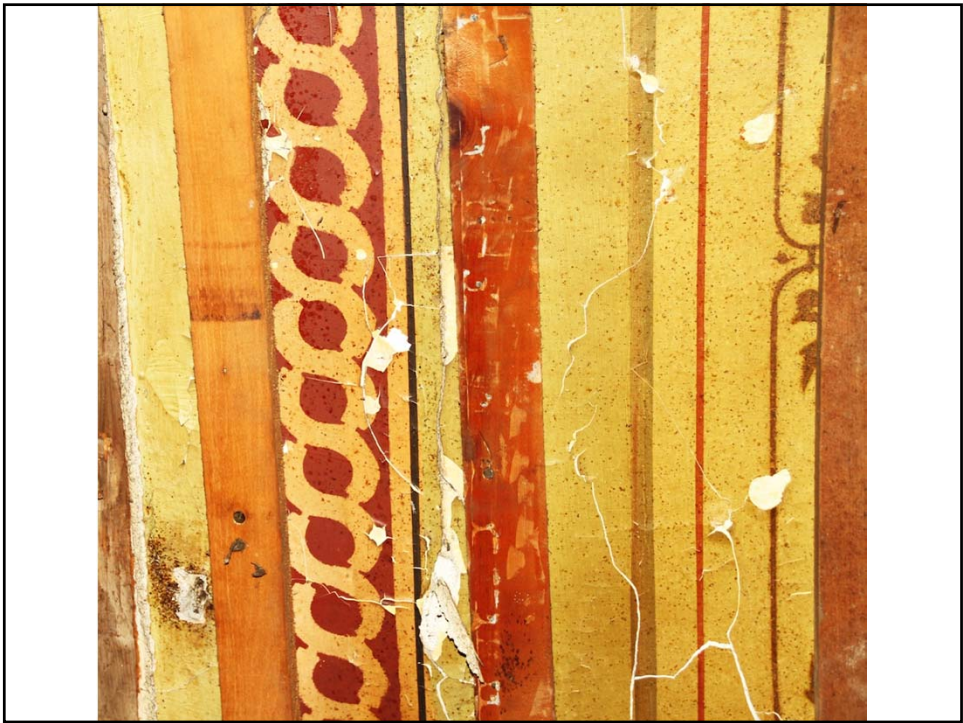


Magnificent Tin Ceiling from 1908 Refurbishment



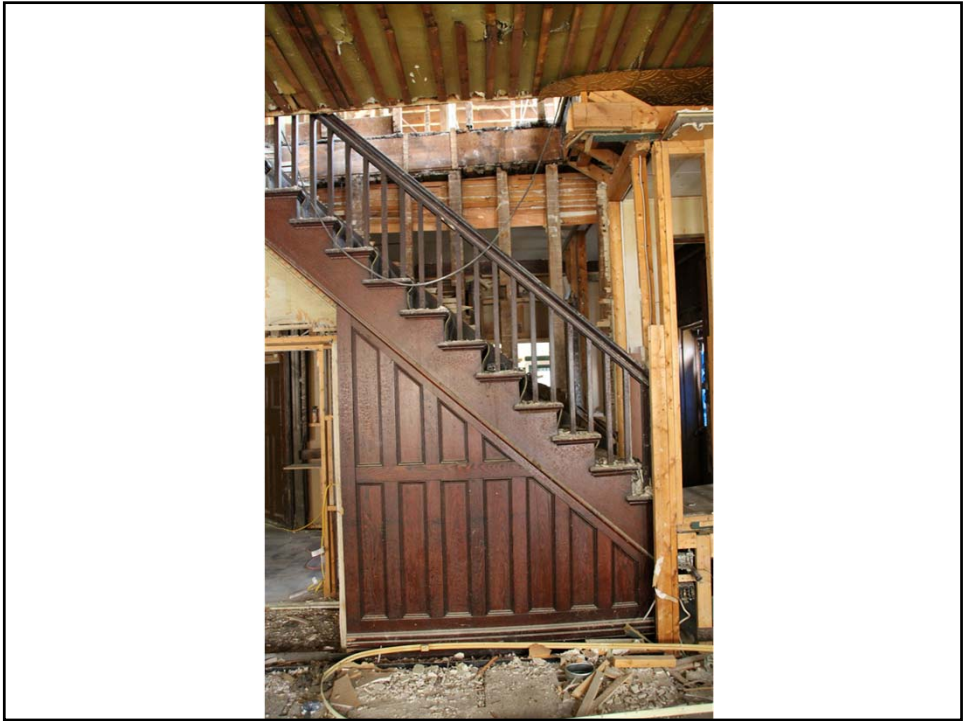
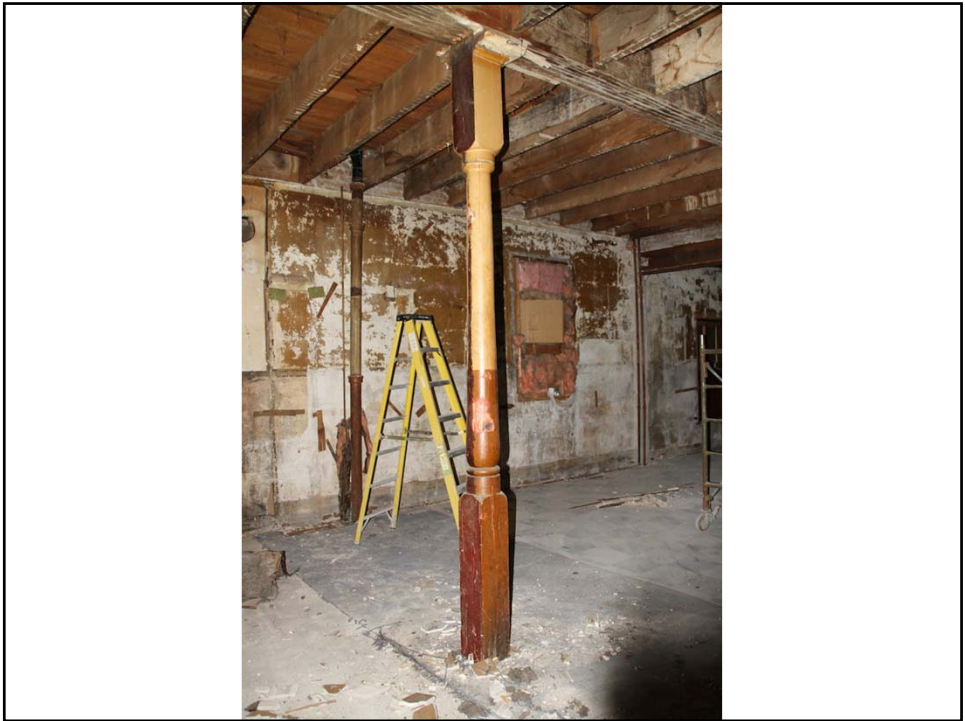
Hand-painted Lobby Ceiling from 1872





6 Things we can save:









Artifacts that we Found



Three left boots hidden for good luck



14 1/2" Jawbone



Fire Escape



Barrel Slider Used For Rolling Kegs to Basement



Ed Pfoff Barber Sign



Tuesday, January 7, 1908 Toronto Newspaper



We found 3 wells. This first one was in the original basement



2nd Well was found under the 1970 Kitchen; it was probably from the 1902 addition



3rd well was close to the former horse-shoe pits



Eddly's 2013
The Restoration process



Boards are removed from windows on May 14



Abatement of Hazardous materials

Asbestos was carefully removed from the old boiler



Lovely Old Boiler in Basement – 1908 era – filled with Asbestos



Lath and Plaster removed



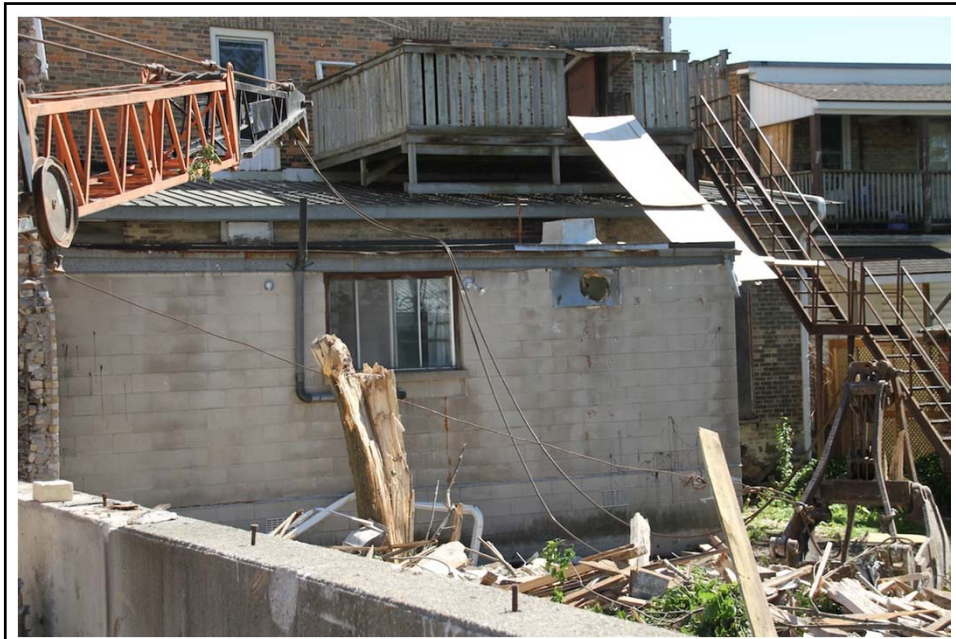
Demolished 2-storey addition [former livery and old kitchen]



Interior of two-storey addition – Livery - Kitchen



1940s Garage was also removed



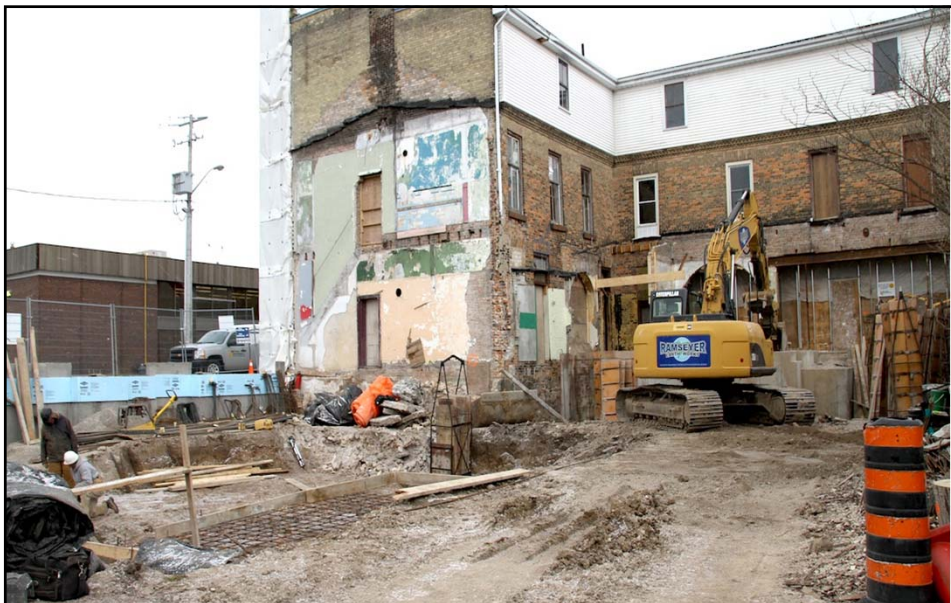
1970 concrete block addition was demolished



Interior of 1970s Kitchen Addition



The basement needed a little work.



Excavation began in December for the addition and kitchen



We found some older foundations – this one impacted our elevator plan



We found the grade level and foundation of the former Perkins's Frosted Foods

A few 'minor' things we
have to fix



#1 101 new windows & new doors

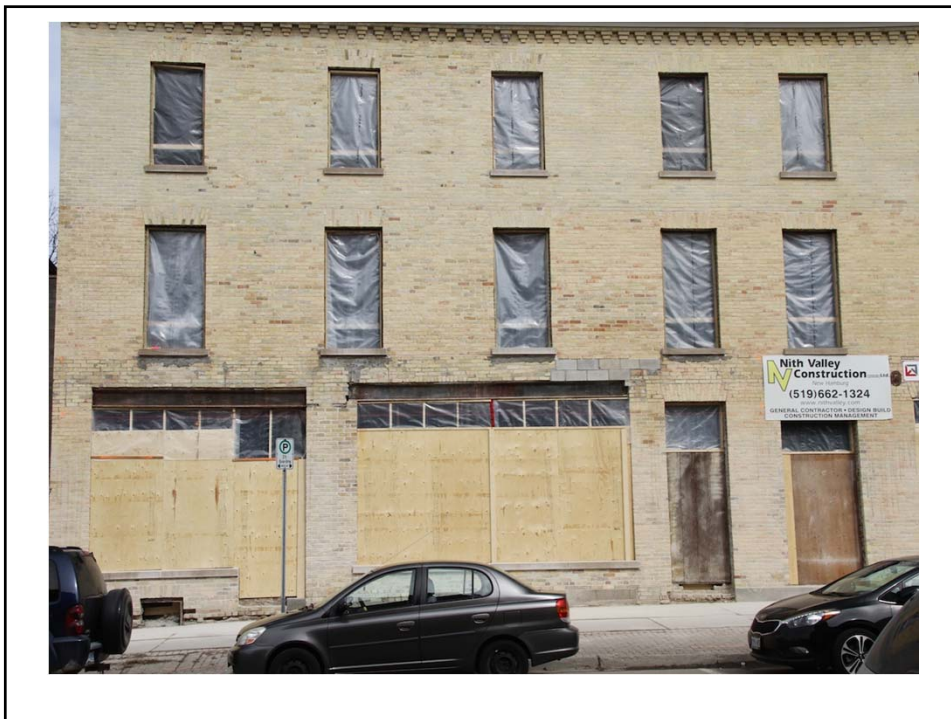


#2 All window sills have to be replaced due to old age and rot





#3 The 1902 - 2 ½" exterior SAG





The 6" sag on the second floor



#4 Uncover the Parapet



The parapet uncovered with original tin cap



Brick detail at the top of the parapet



Bricks on the right were at the top of the two-storey addition



Replaced parapet bricks and cornice



#5 Clean Bricks: To remove 3 coats of cream paint, we used Peel-Away. After one application, most of the yellow paint was removed.



After a second application, most of the red stain was removed



After a third application, the original bricks appear. Note the grout



#6 All the grout had to be removed and reapplied on the original building



#7 We replaced over 7,500 bricks + parapet





#8 A tiny problem emerged with overall lack of structural support - sistering



Added temporary structural posts in basement



New walls have been poured around perimeter of the original basement



Braced under key areas on the main floor for the 6" sag of the floor



A post was removed for boiler installation in 1908 and never replaced



Reinforced joists that had been mortised into the beams



We jacked up the 2nd floor in weak areas just over 3" – the floor had sunk 6"



First Floor of the Hotel



Main floor with all the temporary steel posts



Main Floor with 29 steel beams and 13 steel posts



March 30, 2015
Foundations for the addition and kitchen are complete



Brick repair and replacement is done. Waiting for April 1

The Imperial will Contain:

12 elegant one-bedroom apartments that will maintain the grandeur of the early 1900s, with 10' ceilings, large windows, high baseboards, wide trim around the doors and windows. Units will contain modern conveniences – such as individual furnaces, A/C, water heaters, washer & dryers and other appliances.

**Suite sizes vary in size from 875 – 950 sf.
There will be an elevator for their convenience.**

An elevator, patio and sunroom have also been included.

A Nano Brewery [smaller than a micro brewery]

**A Restaurant/Bar that will offer quality food,
cocktails and craft beer.
Tenants will have direct access into the restaurant
Meals can be ordered and delivered to the tenants**

2 Retail stores yet to be determined













BLOG :

www.imperialnewhamburg.com



Township of Wilmot **REPORT**

REPORT NO.	CL2015-08
TO:	Council
PREPARED BY:	Barbara McLeod, Director of Clerk's Services
DATE:	March 30, 2015
SUBJECT:	Request for Designation of Livingston Presbyterian Church 44 Beck Street, Baden Lot 97, Plan 627

Recommendation:

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

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

Background:

The Heritage Wilmot Advisory Committee has been working with The Presbytery of Waterloo-Wellington towards the proposed designation of the Livingston Presbyterian Church located at 44 Beck Street, Baden. The Committee has completed the research history and is recommending that the property be designated on historical, architectural, and contextual grounds as significant under the Ontario Heritage Act. The Committee's Statement of Cultural Heritage is attached for information.

Heritage Wilmot Advisory Committee members will be in attendance at the meeting to make a presentation on the features of the property.

Discussion:

It is recommended that Council approve the Committee's request to designate the property and authorize the Director of Clerk's Services to proceed under the provisions of the *Ontario Heritage Act*.

Strategic Plan Conformity:

By designating the Livingston Presbyterian Church, the Township is communicating municipal matters and continuing to promote its rich cultural heritage.

Financial Considerations:

There will be advertising costs associated with notifying the public of the Intent to Designate and associated By-law.

Conclusion:

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


Barbara McLeod, Director of Clerk's Services


Reviewed by CAO



HERITAGE WILMOT

Ms. Barb McLeod
Director of Clerk Services
60 Snyder's Road West
Baden, ON N3A 1A1

March 5, 2015

Dear Ms. McLeod,

The Heritage Wilmot Advisory Committee met on March 4, 2015 and discussed the designation of Livingston Presbyterian Church in Baden. A motion was passed to proceed with the designation of Livingston Church that was moved by Marg Rowell and seconded by Rene Eby. All members of the Heritage Wilmot Advisory Committee were in favour.

Background:

Heritage Wilmot received a letter dated March 27, 2011 from the Livingston church congregation requesting a designation. However, a designation could not proceed without proper consent from the Presbytery. Livingston Presbyterian Church is governed by the Presbytery of Waterloo-Wellington which, in turn, is governed by the Presbyterian Church of Canada. The Presbyterian Church of Canada has given Presbyteries the power to administer the local affairs of the church. Heritage Wilmot received a letter from The Presbytery of Waterloo-Wellington (dated January 7, 2015) that has granted permission for Livingston Church to have a historical designation.

Reasons for designation:

Livingston Presbyterian Church at 44 Beck Street in Baden meets all three criteria for designation. That is, it is representative of the Gothic Revival style; it has historical and associative value because it was built by James Livingston of Castle Kilbride and attended by members of his family and many of his employees; and it has contextual value because it is both physically and historically linked to its surroundings. It is also the only Presbyterian Church in Wilmot Township.

Members of Heritage Wilmot would like to present a brief report for Council's approval regarding the designation of Livingston Church at the March 30th Council meeting.

Sincerely,

Nick Bogaert, Chairperson
Heritage Wilmot Advisory Committee

Livingston Presbyterian Church

44 Beck Street, Baden Ontario

Description of Property – 44 Beck Street

The property at 44 Beck Street in the town of Baden, Plan 627, Lot 97 is recommended for designation under Part IV of the Ontario Heritage Act and meets the criteria for municipal designation prescribed by the Province of Ontario under the categories of design, historical and contextual value.

Located on the north-west side of Beck Street, Livingston Presbyterian Church is listed on the Non-designated Heritage Properties inventory for the Township of Wilmot.

Statement of Cultural and Heritage Value

Historical Value:

Livingston Presbyterian Church was built in 1894/95 by the initiative and generosity of businessman, James Livingston. The history of the church has remained entwined with that of the Livingston family and the community of Baden for over a century.

James Livingston was a prominent businessman in Baden and owner of a home he called *Castle Kilbride*, now a national historic site. He and his family were instrumental in the business and social growth of the village of Baden.

Born in East Kilbride, Scotland in 1838, James moved to Canada with his brother in 1854. After many years of farming for others, they established their own business – the *J&J Livingston Linseed Oil Company* in 1864, which was later renamed *The Dominion Linseed Oil Company of Canada*. The business expanded into Manitoba, Quebec, Michigan and New York with Baden remaining its headquarters. With the cultivation of flax and the manufacturing of linseed oil as primary business, James was referred to as the “Flax and Oil King of Canada.”

Livingston was a loyal Presbyterian and was instrumental in establishing English language Presbyterian services in a predominately German-speaking Baden. Although Presbyterian services were first conducted c.1889 in New Dundee, the Baden congregation formed about 1890. In 1895, the donation of land, building of the church and significant funding was provided by James Livingston. Over fifty congregational members made pledges which totaled over \$1400.00 for the building, with the balance owing paid by Livingston. Jonas Knechtel was hired as the architect. Construction started in 1894 with Ernst Albert being the contractor

and builder. Suitably named, *Livingston Presbyterian Church* opened its doors in 1895 at a total cost of \$2,180.00.

Of interest and in addition to establishing the church, James also initiated the development of the Baden Mechanics Institute, Baden Band and the Masonic Lodge for Baden. He was also very involved in politics. He served as Reeve of Wilmot Township, a Member of the Legislative Assembly for Waterloo South, and the Liberal Member of Parliament in the government of Wilfrid Laurier.

James served as Chairman of the Board of Managers of the church for twenty-four years. He died in 1920 and in his Last Will and Testament he left a Trust account of \$3,000 for the church.

The second generation of Livingstons (John Peter, known as "J.P.") had memorial stained glass windows installed in 1927 showcasing the "Burning Bush," a symbol of the Presbyterian Church. In 1928, two memorial stained glass windows were installed in memory of his parents James and Louise Livingston followed in 1931 by two more commemorating J.P.'s siblings and in-laws. J.P. would continue his father's vision for the church and in 1935, he spearheaded an addition onto the church. Alterations at the rear of the church expanded the interior to accommodate space for a new organ and increased membership. The addition also included some elaborate stained glass windows. A dedication of the opening of the new building on May 12, 1935 also included the dedication of a new pipe organ built by the Woodstock Pipe Organ Builders. The following year, J.P. donated land for a popular church camp which was well attended. His wife, Mrs. J.P. Livingston, was very involved in the Sunday school at Livingston Church and was one of 854 delegates from North America registered (along with her daughter Laura Louise) to attend the World's Sunday School Association Convention in Oslo, Norway in 1936. A few years later, Laura Livingston passed away. She had been the church organist for over forty years and was the Ladies Aid President for five years. A bronze plaque in the Ladies Aid room, along with her photo, commemorates her dedication to the church. A memorial service for Laura was held by her husband and daughter on October 6, 1940, with a Moderator from the Presbyterian Church in Canada in attendance. A memorial painting of da Vinci's *Last Supper* interpreted by one of London, Ontario's most talented turn-of-the-century painters, Edward R. Glen, was unveiled.

The third and fourth generations of the Livingston family (now Veitch) continued what James first began in 1890. Following in the footsteps of her mother, Laura Louise was heavily involved in the Ladies Aid and was organist for many years at the church. All three of her children were confirmed at Livingston Presbyterian Church, attended Sunday School and sang in the choir. In May of 1990 at the One Hundredth Anniversary Celebration of the church, a new electric piano was dedicated in memory of the late Laura Louise Livingston Veitch. The piano was financed by Mr. Harris Veitch to replace the 1935 organ that was in disrepair. Four generations of the Livingston family have been intimately involved with the church. There have been over 125 years of a pastoral connection between the church and Livingston family. This church is clearly intertwined with the Livingston legacy.

Contextual Value

This church was built in 1894/95 and, except for an addition in 1935, has remained unaltered for over a century. The church was, and continues today to be the only Presbyterian church built in Wilmot Township. It is an historical landmark in the centre of Baden and has provided a spiritual and social centre for its members and community.

Physical Value

Livingston Presbyterian Church is a representative example of a religious building with Gothic Revival styling. Gothic Revival designs are recognized by the use of pointed arches, buttresses, and varied window types. This style diminished after the 1930s, a fact which adds to the architectural importance of the church.

Architectural Survey

South Façade – Beck Street

The building is rectangular, constructed of yellow brick with a left side tower and an entrance projection that contains a central door with a small single arched window on the left and a matching pair of arched windows on the right. The entrance projection has a shed roof. The main wall behind the entrance has a medium gable ending at corner parapets resting on pilasters. In the gable, there is lattice-like brickwork and below is a round window with vertical bricks that surround an elaborate stained glass window of the “Burning Bush” with the Presbyterian motto.

The tower is four sided and is three stories tall. There is a pointed arch window with brick soldier on the first floor, a flat topped window on the second floor and a pair of pointed arched belfry louvers on the third floor. There are a series of string courses on the tower and a fairly elaborate cornice with a dentil frieze. The top of the tower has a decorative metal weather vane. The roofed part is asphalt shingle.

West Side – Mill Street

Between the corner tower and the transept are four pointed arch windows with brick soldier courses. There is a string course at the level of the windows where the arch terminates and another string course at the level of the sills. After the transept are two arched windows with brick soldier courses. The transept on this side has a wall projection that extends above the roof.

There is an entrance door on the lower level framed by brick soldier courses. Above the door is a cement date stone inscribed “Livingston Presbyterian Church 1890-1934”. Above this date stone are three pointed arch windows with the central one taller than the other two on either side.

East Side

There are four pointed arched windows on this side similar to the ones on the west side. There is an enclosed wood frame entrance porch between the second and third windows. The rear section of this part has three pointed arched windows in the upper part of the building and three straight topped windows below that. There are two small Gothic windows on either side of the entrance.

North Side – Rear

This façade has a medium gable with what was once a brick chimney on the left hand side. There is a small rectangular louver in the peak of the gable and three pointed arched windows with the center window being taller than the side windows.

Windows

The window shapes vary. Many of them feature coloured or stained glass. In November, 1928 memorial windows for the east side of the church were ordered by John ("J.P.") Livingston. Known as "Christ Blessing Children" and "The Boy Jesus," they were in memory of his parents James and Louise Livingston. Cost was \$350.00. In April 1927, a pair of stained glass windows was ordered by J. P. Livingston for each side of the choir loft. He also ordered a south Rose window with a richly painted glass treatment of "The Burning Bush" - the Presbyterian symbol. Total cost was \$2000.00. In 1930-31, two more stained glass memorial windows were ordered by J.P. and his wife Laura. One was for J. P. Livingston's siblings and the other was for his wife's parents, the Holwells.

Other Notable Features**Organ**

An organ was purchased from The Woodstock Organ Company in 1935 at a cost of \$4440.00. It is believed to be one of the best church organs in the area.

Church Pews

The church pews are Gothic style, curved and made of Black Ash. They were originally purchased from The Globe Furniture Company in 1895 for \$275.

Painting

On October 6, 1940, Edward Glen's interpretation of da Vinci's "The Last Supper" was unveiled and dedicated by J. P. and daughter, Laura Louise Livingston in loving memory of his wife and her mother, Laura Livingston. Edward Glen was a notable painter from London, Ontario.

Baptismal Font

A baptismal font was donated in memory of James and Louise Livingston and Frederick and Barbara Holwell, April 27, 1930 by their granddaughter, Laura Louise Livingston.

Masonic Lodge Hall

James Livingston was a Charter Member of Wilmot Lodge No. 318, constituted at Baden in July 1874. He rose to the rank of the 33rd Degree of the Scottish Rite in 1887, the highest rank of the Masonic Lodge. This Lodge initially used a room in The Baden Hotel, but in 1951, it moved to a room at the rear of the Presbyterian Church and eventually relocated to second storey. The Lodge still holds its regular meetings in this room, decorated with furnishings over one hundred years old. The two chandeliers were purchased in 1888 for \$24.60 and were converted

from oil to electricity in 1966. A lodge seal was purchased in 1874 for \$9.00 and is still being used.

Reasons for Designation:

Livingston Presbyterian Church is a fine example of a Gothic Revival style church. It has remained virtually unaltered for over one hundred years.

The church was built, financed and supported by James Livingston and his descendants. Livingston was a prominent businessman, politician and builder of Baden in the late 19th and early 20th century whose family home has been nationally designated by the Historic Site and Monument Board of Canada.

The Heritage Designation should include:


- All four exterior facades of Livingston Presbyterian Church. This includes all the elements described on each of the facades.
- All stained glass memorial windows including the "Burning Bush" window.
- The exterior doors including its original hardware
- The tower and weathervane

Recommendation

The Heritage Wilmot Advisory Committee recommends Livingston Presbyterian Church for designation under Part IV of the Ontario Heritage Act. This property meets the criteria for municipal designation prescribed by the Province of Ontario under the categories of design, historical and contextual value.


The designation should include all four exterior facades of the church and the elements described on each, including the stained glass memorial windows, the exterior doors, and the tower. The interior items noted previously under "Other Notable Features" are not part of the designation, but have been recognized as being both significant and important to the history of the church.

Respectfully submitted by the Heritage Wilmot Advisory Committee
March 24, 2015



HERITAGE WILMOT

Designation of
**Livingston
Presbyterian
Church**
44 Beck Street
Baden, Ontario



March 30, 2015

Purpose of tonight's presentation

Livingston Presbyterian Church

- Present information about the history of Livingston Presbyterian Church
- Summarize important features of the church
- Request that Council initiate steps for the designation under Part IV of the *Ontario Heritage Act*.

Livingston Presbyterian Church

The Presbytery of Waterloo-Wellington, The Presbyterian Church in Canada



MODERATOR OF THE PRESBYTERY
The Rev. Scott McAndless

January 7, 2015

TO WHOM IT MAY CONCERN

This is to certify that at the meeting of the Presbytery of Waterloo-Wellington, held in regular session on Tuesday, March 11, 2014, at Doon Presbyterian Church, Kitchener, the following motion was approved and now extracted at the request of the Session of Livingston Presbyterian Church in Baden,

Livingston Church Baden Heritage Designation

Recommendation 3

Moved by Linda Ashfield David Ogram that Livingston Church, Baden be given permission to have a Heritage Designation with the Township of Wilmet. CARRIED

If you have any further questions, please be in touch.

Yours faithfully,

Dr. M. Wilma Welsh

Dr. M. Wilma Welsh, Clerk

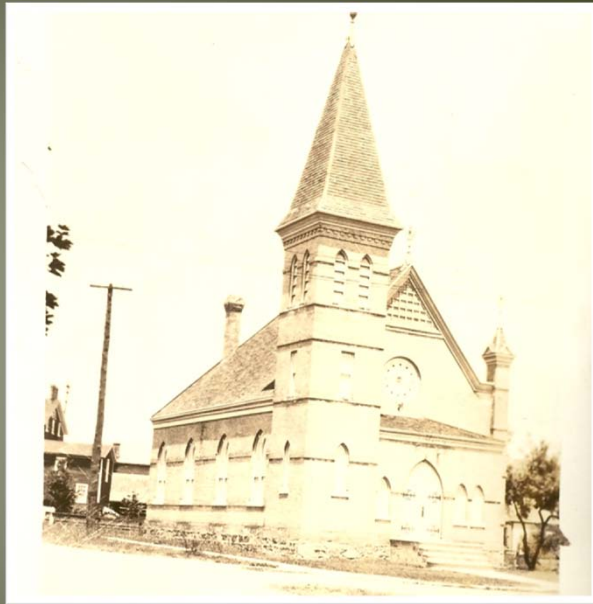
Clerk of Presbytery
Dr. Wilma Welsh, 1401 - 11 Margaret Ave., Kitchener, ON N2H 6M4 - Phone 226-647-0688 - clerkwatwell@gmail.com
Treasurer of Presbytery:
Allan Stewart, 37 Ingram Drive, Guelph, ON N1E 0H1, Phone - 905-299-1036 - ass19stewart@rogers.com

New Hamburg Independent January 25th, 1895

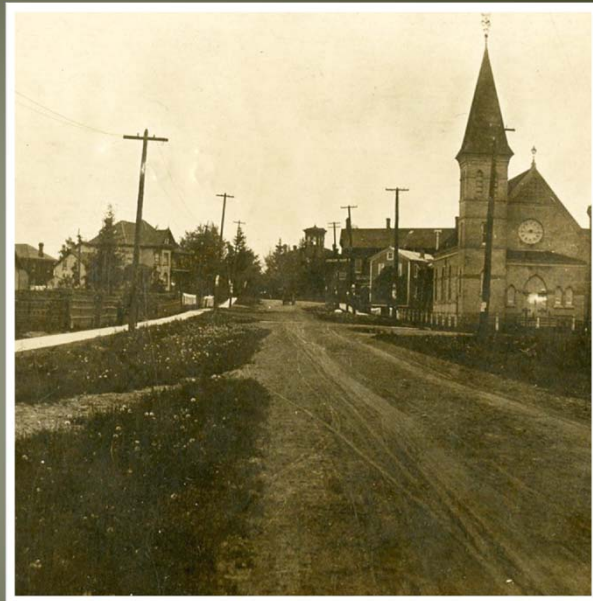
The New Hamburg Independent.
FRIDAY, JANUARY, 25th 1895.
Baden.

As stated in last week's issue the dedication of the Presbyterian church took place on Sunday. The opening services were preached by Dr. McTavish of Toronto and the choir assisted by Mrs McKittrick of Galt, helped greatly to please those present. In the afternoon the pulpit was occupied by Rev McNair of Waterloo and the Wellesley choir gave a few selections. The evening service was conducted by Dr. McTavish and the singing by Mrs McKittrick and the Baden choir. The church was filled to standing room in the hall at all the services and the collections amounted to over \$100 00. Miss Barbara Livingston took her place at the organ in her usual able style and accompanied the solos sung by Mrs. McKittrick. Rev. Tait of Toronto, made special remarks to the members and heartily thanked the Lutheran body for the use of their church in former years till the present time.

Livingston
Presbyterian
Church



Livingston
Presbyterian
Church c.1915



Interior of
Livingston
Presbyterian
Church



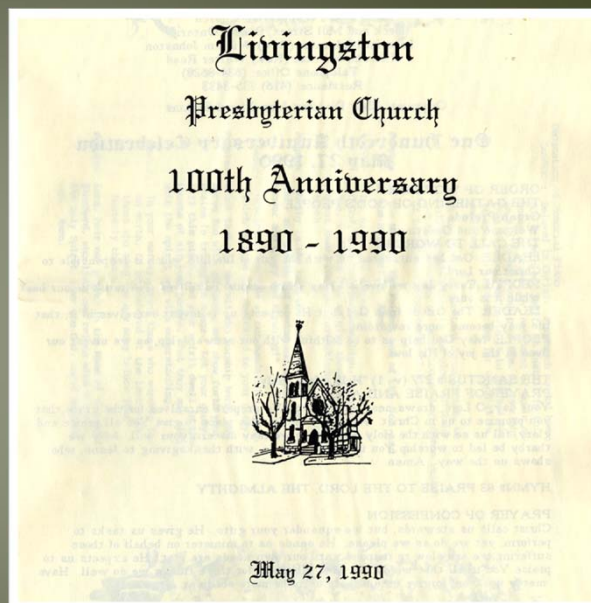
Memorial
Stained Glass
Windows



Addition to
back of church
c.1935



100th
Anniversary



May 1990
Veitch Family
Donates Organ



Livingston
Church Today



Reasons for designation

Livingston Presbyterian Church

- Church meets all three criteria for designation:
 - representative of Gothic Revival style (physical value);
 - it was built by James Livingston of Castle Kilbride and attended by members of his family and many of his employees (historical / associative value);
 - both physically and historically linked to its surroundings (contextual value).

Closing

Livingston Presbyterian Church

- Request Council initiate steps for designation under Part IV of the *Ontario Heritage Act*.
- The Heritage Designation should include:
 - All four exterior facades of Livingston Presbyterian Church. This includes all the elements described on each of the facades.
 - All stained glass memorial windows including the "Burning Bush" window.
 - The exterior doors including its original hardware
 - The tower and weathervane

Thank you



Wilmot Township Council - Monday March 30, 2015



*An introduction
to*

Architectur
al Conservancy
Ontario

North Waterloo
Region

Kae Elgie, President



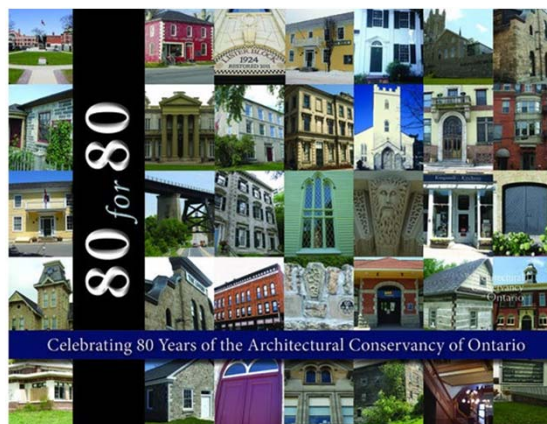
Brantford-Brant County
Chatham-Kent
Clarington
Cobourg & East
Northumberland
Collingwood
Credit and Humber
Watershed
Guelph-Wellington
Halton Hills
Hamilton Region
Heritage Cambridge
Heritage Meaford
London Region
Muskoka
North Waterloo Region
Peterborough
Port Hope
Provincial Office
Quinte Region
Simcoe County
South Bruce-Grey
St. Catharines
St. Thomas-Elgin
Stratford-Perth County
Toronto
Windsor Region

Architectural Conservancy
Ontario

*Through education and advocacy,
to encourage the **conservation & re-use**
of structures, districts and landscapes of
architectural, historic and cultural
significance,
to inspire and benefit Ontarians.*

- Provincial organization
- 23 affiliated local branches
- Charitable organization
- Governed by Provincial Council
- Provincial Office – 10 Adelaide St E, Toronto

Architectural Conservancy Ontario 80 +1 years of heritage preservation



PreservationWorks!



Seaforth Town Hall repairs, 2012,
guided by *PreservationWorks!* report

- ACO maintains roster of restoration architects, engineers, lawyers, archaeologists, landscape architects, historians
- Matches request with appropriate professional
- Provides preliminary advice on built heritage and conservation projects
- Started in 1972

PreservationWorks!

Goderich Lighthouse

- Stone tower built in 1847
- First Canadian coastal light on Lake Huron's shore
- 2003: Town of Goderich bought lighthouse and park from federal government for \$1
- 2007: volunteer "keepers of the light" asked for repairs
- *PreservationWorks!* architect evaluated structure
- Led to affordable restoration and Ontario Heritage Act designation



Find "white knight" partner

- Local landmark commercial-residential bldg, built 1872-1873
- Owners applied for demolition permit 2009
- **ACO London** asked London City Council to designate
- Persuaded Pathways Skill Development to purchase property
- SRAB entered joint-venture agreement with PSD to advise, via *PreservationWorks!* construction trainees learning heritage restoration



Find buyer, dismantle and move it



- David Eby arrived 1807 from Pennsylvania
- log farmhouse built 1842
- 1980: Zehrs bought land, offered house to **ACO - NWR** if they would remove it
- buyer found, house dismantled and photographed, rebuilt near Shelburne

Stop demolition – buy time

ACO Quinte formed in 1983
to stop demolition of this
1817 Loyalist house, turned
feed mill

ACO Quinte convinced Council to
deny demolition permit = time to
find a sympathetic buyer who
carefully restored exterior of house

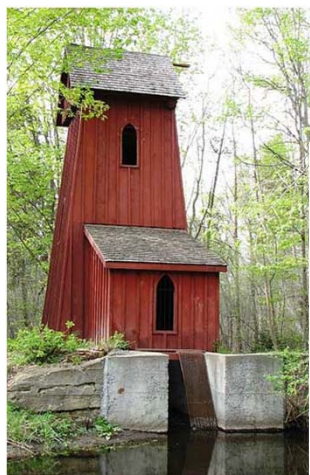


Participate in advisory committees



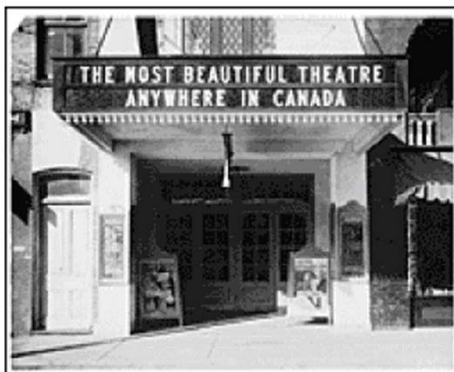
- 1901 Bracebridge Falls Generating Station
- 2010 enlargement and upgrade: **ACO Muskoka** participated in community consultations
- Stressed importance of **Canadian Standards & Guidelines for the Conservation of Historic Places**

Purchase and restore



- Sheave Tower, built 1876 for Carlisle flour-mill across the road
- Unique method of mechanically transferring power
- 1994: purchased by **Heritage Cambridge**
- 2000: restored

Fundraise



- 1928 “talkie” Capitol Theatre closed in 1980
- **ACO Port Hope** contributed start up fund for its adaptive re-use as community theatre (200 events/yr)
- Donated funds for restoration of the “atmospheric” ceiling

Fundraise



Capitol Theatre, Port Hope



Projected clouds move across atmospheric ceiling

Fundraise



Petrie Building, Guelph

- “Tyrcahlen Partners will work jointly with ACO on restoration techniques and to raise funds to replicate missing facade elements.”
- Guelph Mercury, March 9 2015
- Agency agreement: ACO will issue tax receipts.

ACO member advocacy



Rare 140-year-old bridge slated for demolition

By [Denis Langlois](#), Sun Times, Owen Sound
Thursday, July 5, 2012 1:07:03 EDT PM

- Owen Sound reporter learned Grey County planned to demolish & replace **Chatsworth Bridge**; contacted ACO
- ACO provincial coordinator linked reporter to ACO member/bridges expert
- ACO member discovered flaw in demolition application
- Local ACO researched heritage significance, led delegation to County Council
- Council investigated; kept and rehabilitated bridge

ACO member advocacy

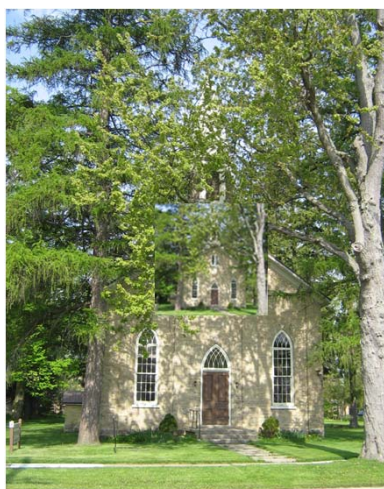


Warton High School, quarried stone building with bell tower, built 1892

- 2004: BWDSB plans demolition of Wiarton High School
- Residents contacted [ACO South Bruce-Grey](#)
- [Preservation Works!](#) architect prepared report
- ACO branch helped develop plan for building, lobbied council
- Town bought 1892 school
- Sold to developer for condos
- Character of building retained – adaptive re-use

ACO member advocacy

- Chalmers Presbyterian Church built in 1870 for the Winterbourne Frees, barred from Winterbourne's older Presbyterian Church after "the Disruption".
- Local resident learned church was for sale as redevelopment property
- Contacted [ACO – NWR](#)
- 3 days later, ACO convinced Woolwich Township Council to designate the building





January – April 2013

- Supervised **Community Service Learning** placement for “Practice of Public History” student at WLU
- Arranged training from staff at Kitchener Heritage, Kitchener Public Library, Heritage Resources Centre

Heritage Resources Centre
Centre des ressources du patrimoine

Architectural Conservancy Ontario - North Waterloo Region



January – April 2013

- WLU student Jessica Foott researched historical significance of 5 properties
- 53 Church Street, Kitchener was added to Municipal Heritage Register on May 19 2014

Architectural Conservancy Ontario - North Waterloo Region

Education: Heritage is Green talk



- Stress environmental benefits of adaptively reusing heritage buildings vs. building new energy-efficient ones
- 10 – 80 years to overcome negative climate impacts of demolition and new construction, even when it's 30% more energy efficient!

Architectural Conservancy Ontario - North Waterloo Region

Education: Heritage is Green talk

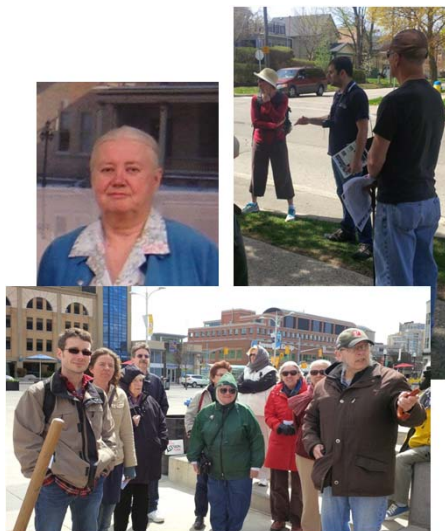
Number of Years Required for New Buildings to Overcome Climate Change Impacts from Construction Process

According to this study, it takes 10 to 80 years for a new building that is 30 percent more efficient than an average-performing existing building to overcome, through efficient operations, the negative climate change impacts related to construction. This table illustrates the number of years required for different energy efficient, new buildings to overcome impacts.

Building Type	Chicago	Portland
Urban Village Mixed Use	42 years	80 years
Single-Family Residential	38 years	50 years
Commercial Office	25 years	42 years
Warehouse-to-Office Conversion	12 years	19 years
Multifamily Residential	16 years	20 years
Elementary School	10 years	16 years
Warehouse-to-Residential Conversion*	Never	Never

Architectural Conservancy Ontario - North Waterloo Region

Education: Jane's Walks



ACO NWR members have led Jane's Walks -- *conversations about cities & urban issues* -- in Waterloo, Elmira, Baden, Kitchener coming up:

May 1-3, 2015

Architectural Conservancy Ontario - North Waterloo Region

Directory of Heritage Practitioners

ACO NORTH WATERLOO REGION

Home About Membership **Directory of Heritage Practitioners** Heritage Resources Contact Us

Directory of Heritage Practitioners

- Before you start...
- Disclaimer
- Accessibility
- Architects, Designers & Consultants
- Asbestos, Mold and Lead Abatement
 - Asbestos, Mold and Lead Abatement - helpful tips
- Conservation Engineers
- Contractors and Conservators
- Electricians
- Flooring
- Foundations, Waterproofing and Drainage
- Hardware
- Home Inspectors
- House Moving, Dismantling and Salvage
- Insurance

This is a directory of practitioners who claim to have experience with heritage properties.

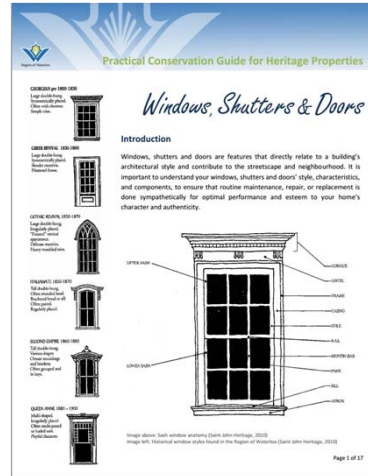
- It is not an endorsement or recommendation.
- Please check references and previous work before engaging anyone.
- Please consult the [Region of Waterloo's Practical Guides](#) before you begin.
- Read these [hard-learned tips first](#).
- If you would like to add other practitioners to this directory, please email [ACO North Waterloo Region at aco.nwr@gmail.com](mailto:aco.nwr@gmail.com)

Accessibility	Home Inspectors	Plumbing
Architects, Designers, Consultants	House Moving, Dismantling & Salvage	Real Estate Agents
Asbestos, Mold & Lead Abatement	Insurance	Roofs
Conservation Engineers	Landscaping	Signage
Contractors & Conservators	Masonry	Stained Glass
Electricians	Metalwork	Windows & Doors
Flooring	Paint & Colour	Structural Woodwork
Foundations, Waterproofing, Drainage	Plaster, Stucco, Wallpaper	Find a Graduate Student

Architectural Conservancy Ontario - North Waterloo Region

Directory of Heritage Practitioners

- Excellent ***Practical Guides*** on 17 topics
- Region of Waterloo Heritage Conservation Toolbox
- <http://www.regionofwaterloo.ca/en/discoveringTheRegion/heritageconservationtoolbox.asp>
- Directory on ACO-NWR website
- www.aconwr.ca



Architectural Conservancy Ontario - North Waterloo Region



Township of Wilmot **REPORT**

REPORT NO. CL2015-09

TO: Council

PREPARED BY: Dawn Mittelholtz, Deputy Clerk

DATE: March 30, 2015

SUBJECT: Consideration of Engineer's Report
For the Zehr Municipal Drain 2015
Part of lots 26 and 27, Concession North of Bleams Road
Township of Wilmot, Region of Waterloo, and
Lot 1, Concession 1
Township of Perth East, County of Perth
Huron Street, New Hamburg

Recommendation:

THAT Resolution No's. 2015-033 and 2015-048 be rescinded,

THAT the Drainage Engineer's Report dated February 5, 2015 for the Zehr Municipal Drain, for improved drainage in Part of lots 26 and 27, Concession North of Bleam's Road, Township of Wilmot, Region of Waterloo, and Lot 1, Concession 1, Township of Perth East, County of Perth be adopted;

THAT the Provisional By-law be given first and second reading; and further,

THAT the date for the Court of Revision be scheduled for Monday, April 27, 2015 at 7:00 pm and that Mayor L. Armstrong, Councillor M. Murray, Councillor B. Fisher (as an alternate) and a representative from the Council of the Township of Perth East be appointed to the Court of Revision.

Background:

March 25, 2013 Council accepted the Petition for Drainage Works from Don Zehr and Wendy Cressmen Zehr. On May 27, 2013 Council appointed Dietrich Engineering Limited as the Engineer for this Municipal Drainage project.

On February 13, 2015 Dietrich Engineering filed their Engineer's Report with the Clerk. Council acknowledged the receipt of the report on March 9, 2015.

Discussion:

All assessed property owners within the drainage area have been circulated the Engineer's Report and have been advised of the opportunity to appear at this meeting to ask questions of the Engineer in relation to the report. Pursuant to the Drainage Act, Council is required to set a date for the Court of Revision which allows assessed property owners to request amendments to the Assessment Schedule. Property owners will be circulated notice of the Court of Revision along with the prescribed form for requesting the revision and a copy of the provisional by-law.

Strategic Plan Conformity:

By proceeding with the requirements of the Drainage Act, Council is supporting 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 and levied by by-law upon completion of the project. The Township of Wilmot has been included in the "Schedule of Net Assessment for Construction" which is an estimated assessment. The Township of Wilmot will be assessed for a portion of Wilmot-Easthope Road which results in an estimated assessment of \$25,701 which will be funded from the General Levy.

Conclusion:

It is staff's recommendation that based on the findings of the Engineer's Report, that Council proceed with the adoption of the Zehr Municipal Drain 2015 Report by giving two readings to the provisional by-law and that the Court of Revision be set and members appointed


Dawn Mittelholtz, Deputy Clerk
Barbara McLeod, Director of Clerk's Services
Reviewed by CAO



Township of Wilmot REPORT

REPORT NO.	FIN 2015-17
TO:	Council
PREPARED BY:	Patrick Kelly, Manager of Accounting Karl Jeffreys, IT Systems Administrator
DATE:	March 30, 2015
SUBJECT:	Award of Contract – Municipal Website Upgrade

Recommendation:

That eSolutionsGroup Limited (eSolutions) be awarded the contract for the design and implementation of a new municipal website, in the amount of \$24,982.06 (net of HST Rebate).

Background:

The current website is hosted at a local internet service provider (ISP), and incorporates what is considered dated technology. The content management system (CMS) is cumbersome to use, and provides little flexibility. The site is managed by Development Services staff who are familiar with the systems uniqueness.

Documents posted to the site are largely PDF based documents, but are not accessibly formatted. The Accessibility for Ontarians with Disabilities Act Integrated Accessibility Standards for Information and Communications requires the Township to meet specific standards for its website when undergoing a significant refresh. Experienced staff have managed to keep the site appealing, but within the limits of the technology in use.

The Council approved Strategic Plan, developed in 2013, includes several action items under the goal of being an engaged community. Enhancement of the municipal website was one of the actions set forth in the short term timeline of the plan. In addition to this, one of the established core values of the municipality is accessibility and inclusivity.

The project encompasses the main municipal website www.wilmot.ca as well as the landing pages for Castle Kilbride www.castlekilbride.ca and Heritage Wilmot www.heritagewilmot.ca

Discussion:

The 2014 Work Program included preliminary data gathering and review of the existing municipal website. A working group was established with representation from each Township department, and was chaired by the IT Systems Administrator. The working group solicited feedback through

a community engagement project, which helped in building the specifications for a formal Request for Proposal (RFP).

In early 2015, staff released a formal RFP to determine which solution best fit the needs of the Township in terms of enhanced accessibility and content management, while allowing for future expansion as new technologies continually emerge.

A total of nine (9) bids were submitted from the following vendors:

- Ingage Digital (Ecko) – Niagara Falls, ON
- Meta Studios – New Hamburg, ON
- Sandbox Software Solutions – Guelph, ON
- Ion Brand Design – Vancouver, BC
- WeUsThem – Halifax, NS
- eSolutions – Waterloo, ON
- Sofa Communications – North Bay, ON
- CivicLive – Toronto, ON
- Spike Creative Solutions – Cambridge, ON

The responses were evaluated by a committee with representatives from each department. The evaluations were based upon the following criteria: Project Understanding; Project Team; Project Manager; Experience with Similar Projects and Cost Proposal.

Through this evaluation, the working group determined that the solution provided by eSolutions best suited the needs of the Township.

The proposal covered all critical Township requirements from an accessibility and content management perspective. The RFP specifically stated that the revised website would need to meet the legislative requirements of the Accessibility for Ontarians with Disabilities Act Integrated Accessibility Standards for Information and Communications. eSolutions addressed the legislative requirements in their submission and have knowledge of the implementation of the standards. In addition, the proposed vendor has significant experience within the municipal sector, and specifically has designed and implemented the current websites for the Region of Waterloo, City of Waterloo, City of Kitchener, Township of Woolwich and Township of North Dumfries.

The re-designed website will better reflect the needs of citizens and stakeholders. It will incorporate more current web technology, design and mobile strategies. Some of the noteworthy features within the eSolutions proposal include: eCommerce, eBidding, eTendering, Social Media Integration, Community Calendar, Emergency Banner Messaging, Survey Builder, Polling Module, and Feedback Module.

Future expansion of the website could include the movement towards an intranet portal via the wilmot.ca site to allow staff to remotely access corporate data and information via a secure, flexible point of entry. Other options include the launch of a mobile app for access to municipal information via mobile devices. The eSolutions product called PingStreet has been successfully deployed by many municipalities across the Province. The app has been utilized to share information regarding garbage/recycling, government officials, community events, road closures, parking, and business directory over a mobile, accessible platform. Staff attendance at Grand River Accessibility Advisory Committee (GRAAC) meetings has noted that Regional residents with accessibility needs use Ping Street and are pleased with its performance.

Strategic Plan Conformity:

This report is aligned with the goal of being an engaged community. The upgrade of the municipal website was a specific action with the Corporate Strategic Plan. The upgrades from an accessibility standpoint are aligned with our core values of accessibility and inclusivity.

Financial Considerations:

Funding towards this project was approved at \$25,000 under the 2014 Capital program, with funding from the General Levy.

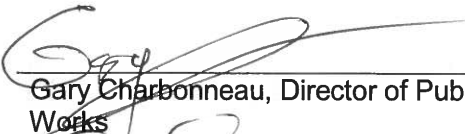
As with all third-party software utilized by the municipality an annual support contract is maintained, to allow for hosting fees, enhancements, and general maintenance. This support contract represents approximately 17% of the overall cost.

Conclusion:

Upon approval by Council, the working group will initiate the project with eSolutions and move forward in enhancing our online presence, as well as offering improved online services that meet the needs of various audiences, and promoting all the municipality has to offer to residents and visitors. The projected "go-live" date is October 30, 2015.



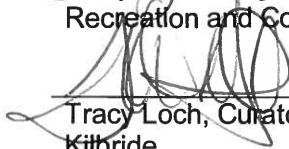
Patrick Kelly, Manager of Accounting



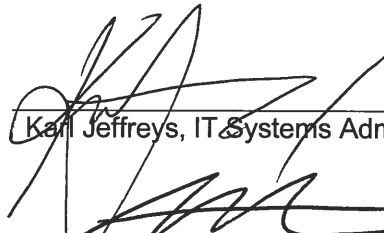
Gary Charbonneau, Director of Public Works



Vicky Lutenberger, Manager of Recreation and Community Services



Tracy Loch, Curator/ Director of Castle Kilbride



Karl Jeffreys, IT Systems Administrator



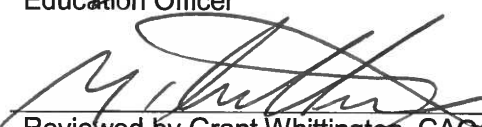
Andrew Martin, Planner/EDO



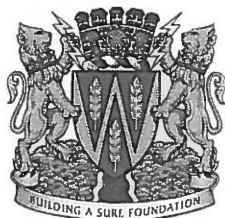
Dawn Mittelholtz, Deputy Clerk



Gary Mosburger, Training/Public Education Officer



Reviewed by Grant Whittington, CAO



Township of Wilmot REPORT

REPORT NO. PW-2015-05

TO: Council

PREPARED BY: Gary Charbonneau, Director of Public Works

DATE: March 30, 2015

SUBJECT: 2014 Summary Water Distribution Report and
Drinking Water Quality Management System

Recommendation:

That report PW-2015-05 be received for information purposes.

Background:

The municipality is required under the Safe Drinking Water Act (SDWA), 2002 - O. Reg. 170/03 – Schedule 22 to submit to Council an annual summary report for the large municipal residential and small municipal residential water systems owned by the municipality. The report must include any orders against the systems as well as information regarding the quantity of water supplied to the system.

Discussion:

Summary Water Distribution Report

The attached chart provides information for the water distribution systems. This information has been gathered using Region of Waterloo pumpage reports attached to monthly invoices sent to the Township. Baden and New Hamburg are considered one system however we have shown them separately based on the Regional reports. Mannheim and Shingletown water distribution systems, while owned by the Township, are currently operated and maintained by the City of Kitchener.

Drinking Water Quality Management System (DWQMS)

The Drinking Water Quality Management Standard (DWQMS), under the Safe Drinking Water Act, 2002 and Regulation 188/07, requires the Township of Wilmot to become

licensed to operate and maintain the various Water Distribution Systems within the Township. One of the licensing requirements is the preparation of a Quality Management System (QMS).

The Township has received drinking water permits and licences to operate each of the water distribution systems. The licences and permits are posted for information on the Township website and attached to this report.

There were no orders issued against any of the systems. There were two adverse water quality tests in 2014. The first was a total coliform exceedance that occurred on August 15th at the Strauss Court sample location. The second was also a total coliform exceedance that occurred on October 23rd at the St. Agatha Community Centre sampling location. Both adverse test results were remediated by flushing and re-sampling.

Two areas of Mannheim receive chloraminated water from the Mannheim Water Treatment Plant and the remaining parts of the system receive chlorinated water from the Mannheim wells. The chloraminated and the chlorinated sections of the distribution system are separated by three check valves.

The Township will be applying for an amendment to the drinking water license to differentiate between the two systems, updating the standard operating procedures, the operational plan, the sampling plan and maintenance manuals as necessary.

Section 19 of the Safe Drinking Water Act imposes a statutory standard of care on persons who oversee the municipal drinking water system, which includes Council since they have authority over decision-making. Element 20 of the QMS states that the results of the management review be communicated to the Owner and therefore we have attached the minutes from November 13, 2014 (Appendix A) and also the minutes from the City of Kitchener dated February 13, 2015 (Appendix B).

Strategic Plan Conformity

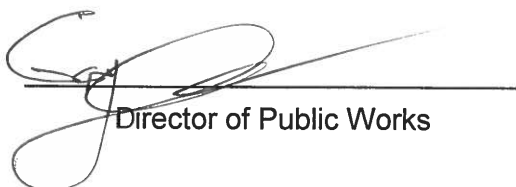
This report is aligned with the Strategic Plan goal of being an engaged community through the communication of municipal matters.

Financial Considerations:

N/A

Conclusion:

That Report PW-2015-05, 2014 Summary Water Distribution Report and Drinking Water Quality Management System, be received for information purposes.



Director of Public Works



Reviewed by CAO

19-Jan-15

2014 WATER USAGE

	BADEN	NEW HAMBURG	NEW DUNDEE	ST. AGATHA	TOTAL
January	17,119	68,475	5,747	3,341	94,682
February	16,540	66,160	5,397	2,936	91,033
March	16,625	66,501	6,026	3,238	92,390
April	17,031	68,124	7,204	3,227	95,586
May	18,437	73,747	9,720	3,577	105,481
June	18,357	73,426	10,277	3,903	105,963
July	17,508	70,030	7,149	3,672	98,359
August	17,939	71,758	6,443	3,585	99,725
September	16,892	67,568	5,789	3,316	93,565
October	16,454	65,816	5,277	3,273	90,820
November	15,358	61,433	5,082	3,177	85,050
December	16,174	64,698	5,593	3,401	89,866
TOTAL	204,434	817,736	79,704	40,646	1,142,520

Volumes are recorded in cubic metres. (1 cubic metre = 220 imperial gallons)
Volumes taken from monthly Regional invoices.

Township of Wilmot

Drinking Water Systems

M.O.E. Classifications and Drinking Water License & Permit Numbers

	<u>New Hamburg - Baden Distribution System</u>	<u>New Dundee Distribution System</u>	<u>St. Agatha Distribution System</u>
Water Works Category	Large Municipal Residential Population (13,244)	Large Municipal Residential Population (1,214)	Large Municipal Residential Population (416)
Water Works Number	260002642	260002681	260093132
Drinking Water License	078-101	078-102	078-103
Drinking Water Permit	078-201	078-202	078-203

Appendix A

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

1 Meeting Date:	November 13 th 2014	Next Meeting: November 2015
Attendees:	Gary Charbonneau, Sean Montgomery, Chris Thorne	
Absent:	None	
Minutes by:	Chris Thorne	

MEETING TOPICS AT A GLANCE

- a) Incidents of regulatory non-compliance:
- b) Incidents of adverse drinking water tests:
- c) Deviations from critical control point limits and response actions:
- d) The effectiveness of the risk assessment process:
- e) Results of internal and 3rd party audits:
- f) Results of relevant emergency response testing:
- g) Operational performance :
- h) Water quality trends:
- i) Follow-up on actions items from previous management reviews:
- j) Status of management action items (if any) identified between reviews:
- k) Changes that could affect the QMS:
- l) Consumer feedback:
- m) The resources needed to maintain the QMS:
- n) The results of the infrastructure review:
- o) Operational Plan currency, content and updates:
- p) Staff suggestions:
- q) Minutes and action items from the Management Review performed by the Operating Authority for the Villages of Mannheim and Shingletown:

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

Item	Discussed	Action By	Timing
A	<p>Incidents of regulatory non-compliance:</p> <ul style="list-style-type: none"> No incidents of regulatory noncompliance as inspected by the Ministry of the Environment January 2014 		
B	<p>Incidents of adverse drinking water tests:</p> <ul style="list-style-type: none"> There were 2 incidents of adverse drinking water tests in 2014. The first a total coliform exceedance occurred on August 15th at the Strauss court sample station. The second also a total coliform exceedance occurred on October 23rd at the St Agatha Community Centre. Both adverse test results were remedied by flushing and resampling. 		
C	<p>Deviations from critical control point limits and response actions:</p> <ul style="list-style-type: none"> No deviations from critical control points limits in 2014. 		
D	<p>The effectiveness of the risk assessment process:</p> <ul style="list-style-type: none"> On July 2014 a full 36 month reassessment of the risk assessment process was conducted. All staff members including senior management were involved in the review where assigned values for likelihood, severity and detectability were reviewed. Some minor modifications were made based on current events and past experiences. 		
E	<p>Results of internal and 3rd party audits:</p> <ul style="list-style-type: none"> There were 2 corrective action requests and 2 opportunities for improvement identified during the internal audit. <ul style="list-style-type: none"> CAR #1 concerned element 21, continual improvement and stated that "No Master list of Corrective Actions Available". This requirement was removed from the procedure as it was redundant. CAR #2 concerned element 19, Internal Audits and stated that the "Internal Audit was not completed in one year". Due to a turnover in personnel and a scheduling conflict with the newly assigned internal auditor we were unable to complete the audit within the timeline specified. OFI #1 concerned element 15 Infrastructure Maintenance, Rehabilitation & Renewal and stated that the "Maintenance Program in place needs updating for 2014". This OFI was accepted and the program was updated. OFI #2 concerned element 18 Emergency Management and stated that "No copy available of Kitchener's Emergency Plan for Mannheim and Shingletown". This OFI was rejected as proof of their emergency management plan is communicated to council through their management review as well as the township taking back operational control of the system. There were 2 Corrective action requests and 1 opportunity for improvement identified during the external audit <ul style="list-style-type: none"> CAR #1 concerned element 7 Risk Assessment and stated that "Risk assessments were conducted at intervals in 		

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	<p>excess of 36 months (March 22, 2011 - July 25, 2014)". Due to an oversight the scheduling of the risk assessment was done following an annual cycle which resulted in an exceedance of the 36 month criteria for the full reassessment.</p> <ul style="list-style-type: none"> CAR #2 concerned element 13 Essential Supplies and Services and stated that "There is no evidence available to demonstrate that the means to ensure procurement of essential supplies and services has been defined". Response to this corrective action involved redefining what the township considered essential as well as defining quantities and sources of procurement for those items that are considered essential. OFI #1 concerned Element 17 Calibration & Maintenance of Measuring equipment and stated Consider updating the Calibration Procedure and / or Verification Schedule to ensure that required calibration frequencies are clearly stated, Consider reviewing the format of calibration / verification records to clearly indicate acceptable tolerance and / or specify pass / fail. These Opportunities for improvement have been accepted and are in the process of being completed 	Chris	ASAP
F	<p>Results of relevant emergency response testing:</p> <ul style="list-style-type: none"> Emergency response testing is scheduled for November 20th. At which time training will be provided on the policies and procedures pertaining to Terrorism/vandalism, Adverse results reporting, and Power outage 	Chris	Nov 20 th
G	<p>Operational performance :</p> <ul style="list-style-type: none"> A full flush of the New Hamburg / Baden system was completed Valve turning was completed in the New Hamburg / Baden, St Agatha systems Hydrant maintenance was partially completed in the New Hamburg / Baden system Water meter change out program is ongoing There were 8 water main breaks between January and July, 3 service leaks, and 5 frozen services 		
H	<p>Water quality trends:</p> <ul style="list-style-type: none"> No relevant water quality trends noted High consumption and low pressure comprise the majority of complaints There was a low pressure event due to a fire if January There was a failure of a in line turbidity analyzer at the New Dundee well house 		
I	<p>Follow-up on actions items from previous management reviews:</p> <ul style="list-style-type: none"> All action items from the previous management review were completed 		
J	<p>Status of management action items (if any) identified between reviews:</p> <ul style="list-style-type: none"> No action items were identified between management reviews 		

UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

K	<p>Changes that could affect the QMS:</p> <ul style="list-style-type: none"> The Township of Wilmot taking back operational control of the Mannheim / Shingletown portions of the New Hamburg / Baden system will require a significant change to the operational plan and associated procedures of its quality management system. As this is a significant change it will require an on-site verification audit for our external audit in 2015. When the region of Waterloo completes the implementation of a pressure reducing valve on Nafziger road the township will be required to submit for reclassification of the New Hamburg / Baden system. This could result in the system being classified as a level 2 system, up from the current classification of a level 1 system 		
L	<p>Consumer feedback:</p> <ul style="list-style-type: none"> No trends have been noted from customer complaints 		
M	<p>The resources needed to maintain the QMS:</p> <ul style="list-style-type: none"> Additional funds will be required to support the requirement of an on-site audit for the 2015 external audit. A significant amount of time will be required to revamp the QMS for the reacquisition of the Mannheim / Shingletown portions of the New Hamburg / Baden system 		
N	<p>The results of the infrastructure review:</p> <ul style="list-style-type: none"> The results of the infrastructure review consist of the foreman's report and the 10 year capital plan There are no major reconstruction jobs planned for next year 		
O	<p>Operational Plan currency, content and updates:</p> <ul style="list-style-type: none"> The operational plan is current and up to date 		
P	<p>Staff suggestions:</p> <ul style="list-style-type: none"> Operating procedures have been brought forward to staff during utility meetings for their input. Over the past year several procedures have been modified as per staff suggestions 		
Q	<p>Minutes and action items from the Management Review performed by the Operating Authority for the Villages of Mannheim and Shingletown:</p> <ul style="list-style-type: none"> Awaiting city of Kitchener 2014 Management review to be presented to council. 		

Appendix B

DATE: February 13, 2015
TIME: 10:00am – 11:30am
LOCATION: Room A228

IN ATTENDANCE: Wally Malcolm, Tammer Gaber, Matt Ryan, Angela Mick, Parmi Takk

Accomplishments During 2014

- Renewal of Drinking Water Permit, Acceptance of Operational Plan, Submission of Financial Plan. No non-conformances were found from surveillance audits
- Winter of 2014 – very challenging for staff responding to watermain breaks and frozen services. Changes to better manage abnormal winter conditions in 2015 include Waterworks Repair Services tender, Waterworks Repair Inspection Services quotation and contribution of funds to the paving tender
- Major revision of Water Emergency Training Program and training
- Installation of bulk water fill station at Battler Yards, replaced station at 83 Elmsdale
- Completion of 1.3km trenchless watermain rehabilitation on Greenbrook, Lyndhurst, Archer and Ruskview (approx. \$830/m for design/construction as compared to \$1,000 for full reconstruction)
- Creation of Water Distribution Technician (WDT) position in newly formed Customer Connections group
- Removal of lead containing items from stores and creation of a parts/supplies library
- Installation of two water quality sampling stations at 19 Forest Creek Dr. and 274 Parkvale Dr.
- Creation of custom Cityworks reports to better track maintenance and provide for reporting
- Completion of unidirectional watermain cleaning (9.5km in the Lackner/Ottawa area)
- Entered into Ontario Water/Wastewater Agency Response Network (OnWARN) agreement to improve emergency preparedness. OnWARN is a voluntary network of utilities helping other utilities respond to and recover from emergencies.
- Collaboration with the Region and other municipalities for development of an All-Pipes model. Confirm water appurtenance ownership/responsibility along the border interconnections
- Commencement of water chamber inspection program (includes documentation of whether water was present, condition, identification of any air reliefs, hydro and follow-up work)
- Commencement of SAP project (meter shop)
- Mapping (ArcReader)/Laptop training
- Participated in National Water & Wastewater Benchmarking Initiative (NWWBI)
- Increased customer education on website (backflow prevention, curb stop and driveways, responsibilities and poor pressure)
- Installed a Pressure Reducing Valve (PRV) at Black Walnut Drive to provide some supply redundancy for the southern area of the city.

Summary

- Water consumption is decreasing across the Region due to decreased industrial usage and increase use of low flow efficient fixtures. Average consumption is 204m³/year compared to the historic value of 250m³/year. The benefit to this is that the expense of developing a long term Great Lakes supply as a source is no longer in the forecast. The downside is that there are many fixed operational costs not related to consumption. For example water quality sampling costs are the same regardless of consumption (see Water Purchases and Sold graph for trend).
- There is a problem with watermain in the range of 25-49 years old, which consists of 40% of the system. This era of watermain, particularly the ductile iron (288 km) is not reaching the 80 year expected life, 50 years is more likely. This is due to the manufacturing change resulting in thinner walled pipe and corrosion (see graphs/map at end of the report).
- Valves have an expected life of 40 years (30% of the valves are beyond their expected life – 2,230). This results in increased watermain repair costs and customer disruptions due to valve failure.
- Reactive maintenance and cost of main break repairs as a percentage of total operational and maintenance costs are higher than many other municipalities who participate in the NW/WBI which is an indication of aging infrastructure. Reactive maintenance includes responding to watermain breaks, emergency valve repairs, damaged hydrants, curb stop operates, turn on/off, water service repairs and thawing water services. Preventative maintenance includes valve operation, hydrant operating checks, watermain cleaning and flushing
- There are increases in Operations and Maintenance costs (O&M) due to the growth of the system: number of hydrants that require annual maintenance, valves to be operated, increased costs related to increased geographic distances for travel.
- Although significant improvements have been made, considerable effort in data entering asset and condition information into CityWorks is still required to support the QMS maintenance programs; progress has been made with the manual entry of hydrant inspection and valve turning data however a mobile solution is required (see Table 1).
- There are several maintenance programs on the water system (Table 1). Targets were not met for valve turning again in 2014, estimate of 10% of valves were turned. A portion of water hydrant inspections was contracted out. The winter not only resulted in a great deal more emergency response (watermain breaks and frozen services), but the snow did not melt until well into the spring when maintenance programs would have been started. Usually there is a spring gap between emergency work and construction season related work to complete maintenance. There wasn't a window in 2014 to complete maintenance.
- It is anticipated that mobile solutions for maintenance programs will assist with efficiency of close to real-time data entry as well as changes to CityWorks to close the loop on inspections and provide more valuable information leading to better data-driven decisions.
- Backflow Prevention - We are currently only making very small gains in the properties with premise isolation. Continuing with only one cross connection specialist will never allow us to ensure all identified risks have proper premise isolation. Approximately 4,522 properties require premise isolation.

Work Program for 2015

- Development of two additional water training programs and associated work instructions
- Prepare a council report to re-endorse the Operational Plan in spring (initially endorsed in 2008)
- Standard of Care Training for new Council members in spring (April 30)
- Hiring additional WDT positions
- Mannheim/Shingletown – severing of the operational relationship between Wilmot and Kitchener. A revised Cross Border Servicing Agreement to be brought forward in May 2015. A joint communication plan to affected customers will be prepared.
- Installation of a third water quality sampling station (Falconridge area)
- Switch to AMANDA system for backflow prevention program
- Continue to evolve the management of work activities and input of asset related data in CityWorks to close the loop on existing inspections and to develop new inspections to further the ability of leveraging condition scores across asset categories.
- Introduce new levels of access through the CityWorks Mobile Pilot Program. By placing the right information into the hands of the right people at the right time, avails a new level of productivity and effectiveness.
- Continue with developing a watermain cleaning strategy
- Light Rapid Transit – additional capital projects (workload and budget)
- Benchmarking – working with CityWorks to develop and extract reports with revised supplementation information, including insertion of maps and record change forms
- Development of a strategy to deal with watermain backlog (trenchless)
- Determination of criticality analysis in conjunction with Asset Management group
- Various Regional initiatives relating to the Water Supply and Distribution Operations Master Plan, Zone 2 and 4 Optimization Study Update, Kitchener Zone 4 Trunk Watermain - ongoing
- Commencement of a Water Rate Study in conjunction with the City of Waterloo
- Increase customer awareness regarding infrastructure

Item #	Item Discussed	Action By	Timing
1.	<p>Incidents of Regulatory Non-Compliance</p> <ul style="list-style-type: none"> The MOE Inspection was scheduled for February 4, 2015 and covers the period from December 30, 2013 to January 30, 2015. The City did not report and adverse water quality incident immediately – corrective actions were deemed to be acceptable. Water records must be revised to include combined chlorine residuals and the time the sample was taken. All forms/work instructions are to be updated by April 15, 2015 	No Further Action Required – Information Only	
2.	<p>Incidents of Adverse Drinking Water Tests</p> <ul style="list-style-type: none"> There were 34 Adverse Water Quality Incidents (AWQI) during 2014, the majority of which were due to the presence of total coliform on temporary watermain. Other noted AWQI's were due to low chlorine and lead exceedances. There were three precautionary Boil Water Advisory events (Jan 12-14; Aug 20-25; Sept 17-19). All were due to potential sewer contamination. There were 8 lead exceedances in the plumbing system and 1 in the distribution system in 2014. Therefore, we can continue to complete a reduced lead sampling program in 2015. Graphs have been provided at the end of the report. 	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
3.	<p>Deviations from Critical Control Points Limits and Response Actions</p> <ul style="list-style-type: none"> • There have been 143 watermain breaks in 2014. Incident debriefs are completed for watermain breaks. Watermain break information is available in GIS and is updated at least annually. This information will help to determine priorities for replacement due to condition(see graphs at end of report – yearly comparison of breaks and breaks by pipe material) • Graphed the Average Number of Units Affected per Watermain Break and Average Number of Hours Without Water per Watermain Break were analyzed for years 2011 to 2014. No significant change has been observed in the average number of units affected per watermain break; however the average number of hours without water per watermain break has steadily increased (see attached graphs). • Water loss for 2014 was 11.3%; the MOE target is 10%. The water loss has steadily been increasing over the past few years. This is discussed further in the maintenance section (item #16) below. • Frozen Services during 2014 winter. Approximately 160 on bypass - \$226,730 (\$85,070 were plumber costs, \$112,907 material – possible reuse) plus water loss from running water (5194 m³ = \$19,434). The cost does not include meter shop time/administrative time. During 2014 some services were replaced during reconstruction, are planned to be replaced as part of future reconstruction or lowered; however, the majority were not changed. This is because we do not know which side the issue was on (private/public). Process changes in 2015 include not removing the water meter for bypasses, new work instruction/forms, mail outs to only those affected in 2014 asking them to run their water to prevent freezing (average consumption will apply). Previous mail out was based on 1994 winter and many had been resolved over time. 	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
4.	<p>Efficacy of the Risk Assessment Process</p> <ul style="list-style-type: none"> A risk assessment was completed on July 9, 2014. The purpose of the risk assessment is to brainstorm potential risks and identify counter measures, where appropriate. The following is a summary of changes made to the risk assessment table in 2014: <ul style="list-style-type: none"> Six additional potential risks were added: <ul style="list-style-type: none"> Misuse/inaccurate calibration of turbidity meters Frozen services and Mains Flooding Chamber full of water with air relief Not keeping up with maintenance of the system Not maintaining training requirements There are 3 Critical Control points: Exceeding legislated limits in the distribution system, backflow and back siphonage, unauthorized hydrant use. All three have associated emergency procedures, and two are addressed via a revised By-Law. Summary of Cross Connection Program (includes the Bulk Water Fill) as of end of 2014: 1,767 services are protected by Backflow Prevention (BFP) devices (premise isolation) and a total of 2,442 devices (includes internal devices). Approximately 4,522 properties require premise isolation (see graph at end of Report). 	No Further Action Required – Information Only	
5.	<p>Results of DWQMS Internal and External Audits</p> <ul style="list-style-type: none"> An External Audit was completed by an external contractor (SAI Global) between May 7 and 8, 2014. No non-conformances were found related to this surveillance audit. Elements of the standard are internally audited monthly from September to February. We are moving towards process audits rather than elemental audits. To date there was one non-conformance; the QMS policy was not available on the KU website – this has been corrected. 	No Further Action Required – Information Only	
6.	<p>Results of Emergency Response Training/Testing</p> <ul style="list-style-type: none"> A new Emergency Training program was developed and staff are to be trained every three years. The last training was completed in December 2014/January 2015. Testing on watermain breaks are actual events and debriefs is completed for each event. In addition debriefs are also completed for selected events – Boil Water and Drinking Water Advisories to improve processes 	On Going Training – Information Only	
7.	<p>Operational Performance</p> <ul style="list-style-type: none"> There needs to be an action plan regarding how we address pressures that are >80psi and <100psi in the City e.g. individual Pressure Reducing Valves (PRVs), Regional PRVs. This is an issue causing damage and an action plan for affected residents is required. There is a Regional Master Plan where this issue has been brought forward. The Master Plan was expected to be complete in July 2012; however, it has been delayed until spring 2015. 	Regional Master Plan	Spring 2015

Item #	Item Discussed	Action By	Timing
8.	<p>National Water & Wastewater Benchmarking Initiative – 2013 Data</p> <ul style="list-style-type: none"> • National benchmarking allows for comparisons between Kitchener and other municipalities across Canada • KU participated in the NWWBI for the second year; other municipality names have been removed to maintain privacy. Notable results for 2013 are as follows (graphs at the back): <ul style="list-style-type: none"> ○ Reactive maintenance hours are a higher percentage as compared to total maintenance, which is an indication that KU is not spending enough time on preventative maintenance like valve operations/repairs. Reactive maintenance would include responding to watermain breaks, emergency valve repairs, damaged hydrants, curb stop operates, turn on/off, water service repairs and thawing water services. Preventative maintenance would include valve operation, hydrant operating checks, watermain cleaning and flushing. ○ Cost of main break repairs as a percentage of total operational and maintenance costs are higher than many other municipalities who participated which may be a reflection of increasing time for shut down/repairs due to broken water valves ○ Higher than average number of breaks per 100km, which is an indication of increasing number of poor condition watermain ○ Lower than average breakdown of O&M FTE (full time employees)/100 km of length – FTE determined by 31 C&M field staff X 71% of time = 22 water FTE plus 4 meter staff = 26, 4 supervisors (50% on water) = 2, 1.5 Engineering staff (1 water engineer plus 50% 1 QMS specialist). An indicator that staffing needs need to increase based on size of system. The long term plan is to separate gas and water activities. In 2015 3 Water Distribution Techs (WDT) will be hired to replace retired gas/water staff. ○ Based on 2013 data, and 250m³/year consumption (Kitchener is 204m³/year), Kitchener water charges are comparable to others across the country 	For Information	

Item #	Item Discussed	Action By	Timing
9.	<p>Follow-up Action Items from Previous Management Reviews</p> <ul style="list-style-type: none"> Smaller scale management reviews are targeted to be completed 2-3 times during the year, in addition to the yearend review. Data entry/inspection development continues. Laptops with direct CityWorks inspection data entry capability is required. 2015 pilot program anticipated. See Table 1 for the list Broken water valves should be tackled – further meetings with the Region regarding broken valves. A work plan was developed. Community Gardens – management and supply of water is not a utilities function and should not be the responsibility of the utility Joint Supervisor/Top Management meetings to discuss changes - ongoing Criticality Analysis – to be completed with Asset Management – pressure monitoring, number of expressway crossings (one crossing to be eliminated as part of Victoria Bridge in 2015, another in 2016 - Graber) Backflow Prevention – moving forward with AMANDA, potential of website. Need to decrease the administrative load on the Cross Connection Specialist to increase the rate of properties with protection. The current rate of compliance will never allow us to ensure all identified risk have proper premise isolation Water Engineer work load – development of a matrix 	<p>CityWorks Team</p> <p>Region/ Engineer Top Management Top Management Engineer/ Asset Management</p> <p>Engineer/ AMANDA team</p> <p>Engineer</p>	<p>Mid-2015 for pilot</p> <p>Ongoing</p> <p>Ongoing</p> <p>2015</p> <p>2015</p> <p>2015</p>
10.	<p>Status of Action Items Identified Between Management Reviews</p> <ul style="list-style-type: none"> Smaller scale management reviews are targeted to be completed 2-3 times during the year, in addition to the yearend review so fewer action items are identified between reviews. 		
11.	<p>Regulatory Changes</p> <ul style="list-style-type: none"> Watermain Disinfection Procedure (currently Draft- Final), December 2014. Once final, there will likely be changes to the watermain break procedure, debrief form and KU classification of Operator-in-Charge Samples Taken from Plumbing Technical Bulletin – may result in more low chlorine AWQIs – for customer concerns. KU staff already report this AWWA Disinfecting Water Mains Draft April 2014 – separation for repairs (above document) and new mains. May be changes for amount of time between sampling rounds. Proposed changes to the Region of Waterloo Public Health Adverse Drinking Water Quality Incidents Communication Protocol Regulation 170/03 Proposed Health Canada document for Guidance for Issuing and Rescinding Boil Water Advisories The Region's classification may be increased. Any ORO for the system would need to be a level 4; KU OROs currently have a level 2. Implications for training/certification 	<p>Engineer/ QMS Specialist</p>	<p>2015</p>

Item #	Item Discussed	Action By	Timing
12.	<p>Changes that May Affect DWQMS</p> <ul style="list-style-type: none"> Watermain Disinfection Procedure – see above Regulated Drinking Water Systems and the Building Code Act – some discussion regarding condos and definitions of private water, financial responsibilities with respect to maintenance of the water service MOE looking into making changes to DWQMS Program, minor changes, mainly regarding Continual Improvement 	No Further Action Required – Information Only	
13.	<p>Consumer Feedback</p> <ul style="list-style-type: none"> A process has been developed in CityWorks to capture customer complaints (see chart at back of report). This consists of Problem, Cause and Remedy and is working well Additional information has been provided on the website to educate the customer (backflow prevention, curb stop and driveways, responsibilities and poor pressure) 	No Further Action Required – Information Only	
14.	<p>Resources Needed to Maintain the QMS</p> <ul style="list-style-type: none"> Additional laptops/mobile solutions are required in the field. Every crew/independent work should have a laptop as part of their standard tools. Two more are being purchased for trial in 2015 A mobile solution for inspection data entry would decrease administrative assistance Increased reporting capabilities of CityWorks allow for better report generation for benchmarking: maintenance effectiveness. 	Top Management	
15.	<p>Results of Infrastructure Review</p> <ul style="list-style-type: none"> Held meetings to finalize the 2015 reconstruction projects with both the Region and Asset Management There is a problem with watermain in the range of 25-49 years old, which consists of 40% pf the system. This era of watermain, particularly the ductile iron (288 km) is not reaching the 80 year expected life, 50 years is more likely. This is due to the manufacturing change resulting in thinner walled pipe and corrosion. (see graphs/map at end of the report). Valves have an expected life of 40 years (30% of the valves are older – 2,230). This results in increased watermain repair costs and customer disruptions due to valve failure (see graph) A Trenchless Watermain Program is required to address the backlog (structurally line problem watermain who are not candidates for triple funded projects). Kitchener Zone 2 and 4 Optimization Study identifies the Regional trunk watermain and other infrastructure for the newly developing area in southern Kitchener. On-going meetings with the Region and City's Development group to ensure these recommendations are incorporated in the development (both Regional and Municipal watermain/infrastructure requirements). Additional projects were included in the 2015 budget process Light Rapid Transit (LRT) – additional projects were included in the 2015 budget process Region has commenced an Environmental Assessment to install a 	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
	<p>750mm trunk zone 4 watermain from Mannheim Water Treatment Plant to Strasburg Road</p> <ul style="list-style-type: none"> The Development Charges study was updated in 2014 – report includes identification of any major watermain required for development. Planning a criticality analysis to answer the question -“Which watermain will have the greatest impact to the city/region, should a break occur”. Areas to consider include – single feeds, watermain under expressways/rivers, key customers, size of main, bottle necks in the system, feeds to other municipalities. Region’s Water Supply and Distribution Operations Master Plan may impact infrastructure requirements Planning a water rate study in conjunction with the City of Waterloo – consumption is decreasing yet there are many fixed costs and the size of the system is increasing Mannheim/Shingletown - plans to sever the operational relationship between Wilmot and Kitchener: <ul style="list-style-type: none"> Kitchener operates and maintains the Mannheim/Shingletown water distribution system as well as the sanitary system relating to Mannheim Estates on behalf of the Township of Wilmot. Kitchener completes the meter reading, billing, pays all related expenses and keeps the revenue associated with the systems. The historic reason for this relationship are unclear however it is suspected that the Kitchener may have installed the watermain to service Kitchener and when the Region became involved, the system changed ownership. It is believed that the relationship goes back to the 1950s/1960s. Prior to Walkerton (2000) and subsequent regulations, ownership wasn’t discussed since the system required very little maintenance and it wasn’t heavily regulated. Post Walkerton, there are many more water related regulations which makes operating a system that you do not own, more difficult. A revised Cross Border Servicing agreement will be brought forward in May 2015 There are no plans for new/replacement infrastructure in Mannheim/Shingletown. 	<p>Utilities Engineer/ Asset Management</p> <p>Utilities/ Finance/ Engineering</p> <p>Utilities/ Engineering</p>	<p>2015/16</p> <p>2015/16</p> <p>2015</p>
16.	<p>Summary of Maintenance (see Table 1 for list of maintenance programs)</p> <ul style="list-style-type: none"> Hydrant maintenance - spring and fall for all hydrants (includes Mannheim/Shingletown) was completed - a contractor was hired to assist. Follow-up work based on 2014 inspections is ongoing. Hydrant painting of approximately 200 hydrants was completed based on the results of inspection – painting hydrants that need it, not just those in a geographic area. Hydrant painting is planned for 2015 Dead end main flushing (includes Mannheim/Shingletown). Valve turning was changed to a third of the city instead of half annually. The target of a third was not met in 2014 due to difficult winter. Focus on larger valves and main break areas for turning in 	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
	<p>2015. A 3-11 shift was implemented in 2015 to address maintenance backlog. The shift is also providing better coordination of emergency shut-downs.</p> <ul style="list-style-type: none"> • Need to focus on watermain cleaning since valves are operated as part of this process. • Follow-up valve repairs are an issue. Part of the issue is that valve data has not been entered to allow follow-up work orders (currently entering inspection data). • Leak detection survey – 1/3 of city completed each year (include Mannheim/Shingletown every 3 years). Follow-up is completed with any identified leaks (in 2014, 227km of mains were surveyed resulting in the identification of 5 watermain/service leaks and 8 confirmed hydrant leaks) • Anodes are installed on the existing watermain whenever it is exposed (e.g. watermain breaks, valve repairs, hydrant repairs) • PRV maintenance was not completed in 2014 • Chamber pump outs were a new item added to the maintenance schedule in 2013, inspections commenced in 2014. Some issues include air reliefs under water, corrosion, chambers not mapped in the system. Strategy needs to be developed to prioritize and repair (many of the chambers belong to the Region). • Watermain cleaning was completed in 2014 in the Lackner/Ottawa areas (9.5km, cost \$2150/km). Additional cleaning (unidirectional) will be completed in 2015 • Community gardens should not be a water utility maintenance program • It should be noted that the water distribution system increases in size every year, which increases maintenance as well 		
17.	<p>Effectiveness of Maintenance</p> <ul style="list-style-type: none"> • Completion of maintenance, particularly related to valve operation was a struggle in 2014. This was partially due to the difficult winter which delayed/stopped normal spring maintenance. Approximately 30% of the valves are older than their expected life of 40 years. Over time, the lack of preventative maintenance (e.g. valve operating checks), leads to increased time to isolate and repair watermains, increased water outages, resulting in increased emergency response costs. • The effectiveness of the maintenance program is determined by the following factors (see graphs at end of report): <ul style="list-style-type: none"> • Number of Adverse Water Quality Incidents (added a fee to contractors, inspector communication) • Water loss • Water quality complaints • Number of watermain breaks • Average number of units affected and average number of hours without water per main break. • It is anticipated that further indicators will be developed through the benchmarking process • As discussed above, relative to other municipalities (based on organizations participating in the NWX/WBI), Kitchener expends more 	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
	<p>effort on reactive maintenance as a percentage of total operational and maintenance costs – this is likely an indication of the City's aging infrastructure and inability to maintain required maintenance requirements (for example, valve maintenance).</p> <p>Mannheim/Shingletown</p> <ul style="list-style-type: none"> • There was a single watermain break in Mannheim in 2014 on a Regional watermain. • There was a single frozen service (1579 Bleams Rd) • Kitchener is not responsible for reporting AWQIs 		
18.	<p>Operational Plan</p> <ul style="list-style-type: none"> • There were no significant changes to the Operational Plan, however there have been new work instructions and forms developed as part of the continuous improvement, watermain ownership has been summarized in the Operational Plan • There were no significant changes to the Mannheim/Shingletown Operational Plan. 	No Further Action Required – Information Only	
19.	<p>Staff Suggestions</p> <ul style="list-style-type: none"> • Suggestion of a checklist for on-site 3rd party – complete • Suggestion of maintenance portion be added to magickist machine – complete • ArcReader training (Dec 2014-Feb 2015) - ongoing • Staff recommended smaller sessions for the QMS roll-outs – to be implemented in 2015 • Staff recommended additional laptops since the map and all the procedures are located on the laptop (2 additional laptops will be purchased in 2015 as a trial) 	QMS Specialist	
20.	<p>Other</p> <ul style="list-style-type: none"> • Mannheim/Shingletown system – discussions in 2013/14 to sever the operating relationship in 2015 • Discussion of alternative of City-owned data loggers – to be purchased in March 2015 (new model can record transient pressures) • A copy of this Management Review is to be provided to the Township of Wilmot via Gary Charbonneau. • Water consumption has steadily decreased. Investigation of a Fixed Rate funding model since many operating expenses are incurred regardless of consumption • Bring the Operational Plan to new Council for Endorsement in 2015 	<p>Top Mgt Angela Mick</p> <p>Angela Mick</p> <p>Angela Mick</p> <p>Top Management</p>	<p>2015 2015</p> <p>2015 2015</p> <p>2015</p>

Item #	Item Discussed	Action By	Timing
21.	<p>Summary of Infrastructure (end of 2014)</p> <ul style="list-style-type: none"> • Infrastructure summary is based on information mapped in GIS – there is a lag between when infrastructure is in the ground and when it is mapped (e.g. 2014 reconstruction projects will not be mapped until 2014, similar with development) • 4,210 hydrants – 4,165 Kitchener owned, 45 Mannheim/Shingletown • 893km of watermain – 742km Kitchener owned, 26km Dual owned, 118km Regional owned (22 km is supply), 6km Mannheim/Shingletown owned • 7,365 valves – 6,695 Kitchener owned, 141 Dual and 471 Regional and 58 Mannheim/Shingletown owned. • 63,104 water meters in service – 62,710 Kitchener and 394 for Mannheim/Shingletown. • A breakdown of watermain infrastructure by age and material are included at the back of the report. • Charts presented the growth of the system is included at the back of the report 	No Further Action Required – Information Only	
22.	<p>Next Meeting</p> <ul style="list-style-type: none"> • Council date for Summary of Management Review – March 9, 2015 • DWQMS Operational Plan – Endorsement – May 25, 2015 	Tammer Gaber & Angela Mick	March 2015
	<p>Please report any errors or omissions. Report prepared by: Angela Mick & Parmi Takk</p>		

Table 1 – Scheduled Maintenance Programs and CityWorks				
Maintenance Program	Schedule	Data Collection Method	Notes	Status for CityWorks Component
Water Valve Operating Check	Entire system every 3 years (~2500/year)	In CityWorks, need to close the loop on inspections for follow-up	Significant data entry required. Require a mobile solution.	On-Going – Pilot scheduled for Q2/Q3 2015
Dead End Main Flushing	Spring (all), Fall (trouble locations)	Spreadsheets. Hydrants are identified in CityWorks, Blow-off are not		Target April 2015 roll-out
Spring Hydrant Checks	All hydrants (4100) every spring	In CityWorks, follow-up work can be created	Significant data entry required. Require a mobile solution	Complete
Fall Hydrant Checks		In CityWorks, follow-up work can be created	Significant data entry required. Require a mobile solution	Complete
Hydrant Painting	As required	In CityWorks	Contractor	Complete
Hydrant flags	As required	In CityWorks		Complete
Snow Clearance	As required	N/A		Not Required
Leak Survey	Entire system every 3 years (300km/year)	Follow-up is in CityWorks	Contractor	Not Required
Watermain Bridge Inspections	Every year	Spreadsheet		Not Started
Watermain Cleaning	As required	Program is not yet developed		Unknown
Water Quality Investigations	As required	CityWorks		Complete
PRV Maintenance	Annual	Contractor report, input in ArcReader	Contractor	Not Required
Pump out Chambers	New in 2013	Spreadsheet		Not started – requirements not yet known
Notes: <ol style="list-style-type: none"> Many of the maintenance programs generate follow-up work/repairs (e.g. closing the loop that the problem identified was fixed and is no longer an issue). Now able to edit attribute data in CityWorks. Maintenance programs require significant data entry to generate follow-up work orders. A mobile solution is required. A pilot mobile project is anticipated for mid-2015 				



Township of Wilmot REPORT

REPORT NO. PW-2015-06

TO: Council

PREPARED BY: Gary Charbonneau, Director of Public Works

DATE: March 30, 2015

SUBJECT: Gravel Extraction, Crushing and Stockpiling

Recommendation:

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

Background:

The granular material to be crushed at the Township Pit will be used by the Roads Section for maintenance and repair of the road system. In 2015 Wilmot Line and Lisbon Road are scheduled to be re-graveled:

Discussion:

We received quotations for the extraction, crushing and stockpiling of granular material at the Township Pit and the results, net of the HST rebate, are as follows:

<u>Bidder</u>	<u>Amount</u>
Joe Kerr Limited (Wingham)	\$58,130.40
Bel-Air Excavating & Grading (Cambridge)	\$78,476.04

Strategic Plan Conformity

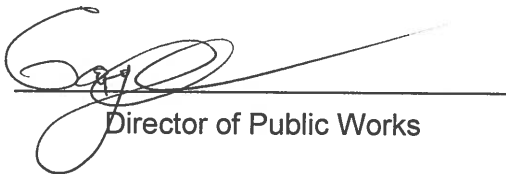
Maintaining our infrastructure ensures a prosperous economy for our municipality.

Financial Considerations:

The approved 2015 Township Budget includes \$50,000 for this program. During the course of the year we receive many competitive quotations, proposals and/or tenders that are under or over budgeted amounts. The additional costs associated with this project will be reconciled with the overall capital expenditure statement at year-end.

Conclusion:

We are recommending that the low bidder Joe Kerr Limited be approved to undertake this work in 2015.



Director of Public Works



Reviewed by CAO



Township of Wilmot *REPORT*

REPORT NO.: PW-2015-07

TO: Council

PREPARED BY: Gary Charbonneau, Director of Public Works

DATE: March 30, 2015

SUBJECT: Water Supply Access Agreement with the
Township of Perth East

Recommendation:

That the Mayor and the Director of Clerks Services be authorized to execute a Water Supply Access Agreement with the Township of Perth East.

Background:

The Township of Wilmot currently has an informal agreement with the Township of Perth East which allows their fire department access to the New Hamburg water distribution system via a fire hydrant. After recent fires which, were attended to by crews from the Shakespeare fire station and used a fire hydrant located on Huron Street in New Hamburg to fill a tanker truck, a meeting was arranged between Wilmot staff (Fire Chief, Director of Public Works and Utilities Manager) and the Fire Chief from Perth East to discuss a more formal agreement.

Discussion:

The attached agreement has been reviewed and endorsed by the Township of Wilmot Senior Management Team. On February 17, 2015 Perth East Council authorized signing of the agreement.

The agreement essentially formalizes the current practices and provides for the cost recovery of any water that is used by Perth East.

In addition, given that Shakespeare does not have fire hydrants on their water system, Wilmot Utilities staff have agreed to provide training to the fire fighters from the Shakespeare station on the proper use of fire hydrants.

Strategic Plan Conformity:

Maintaining our infrastructure ensures a prosperous economy for our municipality.

Financial Considerations:

Approval of the recommendation will have no impact on the Township budget.

Conclusion:

That Wilmot enter into an agreement with Perth East for access to the water distribution system in New Hamburg.



Director of Public Works



Reviewed by CAO

WATER SUPPLY ACCESS AGREEMENT

This Agreement made the _____ day of _____, 2015.

B E T W E E N:

THE TOWNSHIP OF PERTH EAST (hereinafter called the "Perth East")

-and -

THE TOWNSHIP OF WILMOT (hereinafter called "Wilmot")

WHEREAS Perth East and Wilmot currently have an informal agreement allowing the Perth East Fire Department to access Wilmot's water supply for firefighting purposes;

AND WHEREAS Perth East and Wilmot now wish to enter into a more formal agreement for these purposes;

NOW THEREFORE IN CONSIDERATION of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Wilmot hereby grants onto Perth East, the right to access its water supply in New Hamburg (herein referred to as the "Water Supply Location") for firefighting purposes, on an on-going basis during the term of this Agreement.

Wilmot will provide Perth East's Fire Department with instructions in writing, as set out in **Schedule "A"** attached, as to how to access the water supply location. Wilmot may revise the instructions from time to time by giving written notice to Perth East. The Perth East Fire Department agrees to comply with those instructions should it need to access the water supply.

In the event that Perth East needs to access the water supply pursuant to this Agreement, Perth East shall only access the water supply at the locations identified on **Schedule "B"** attached hereto or as that location may be changed from time to time by Wilmot during the term of this Agreement, through the written instructions referred to in the paragraph above.

The term of this Agreement shall be for five (5) years commencing on January 1, 2015. This Agreement may be terminated by either party upon providing three (3) months written notice to the other party.

Perth East shall obtain and maintain comprehensive general liability insurance coverage which:

- (a) covers claims and expenses for liability for personal injury, bodily injury and property damage which may arise from Perth East's access of the water supply pursuant to the Agreement, in an amount not less than Five Million Dollars (\$5,000,000.00) per claim;
- (b) names Wilmot as an additional insured; and
- (c) contains cross liability and severability of interest clauses.

Prior to the execution of this Agreement, Perth East shall provide to Wilmot, in a form acceptable to Wilmot, a certificate of insurance with respect to the insurance to be provided by Perth East pursuant to the paragraph above and thereafter, Perth East shall provide Wilmot with evidence of all renewals of the insurance in a form acceptable to Wilmot during the term of this agreement.

Perth East shall indemnify and save harmless Wilmot from any and all liabilities, damages, costs, claims, suits or actions arising out of Perth East's access of the water supply unless the damages, costs, claims, suits or actions were the result of Wilmot's negligence and this indemnity shall survive the expiry or early termination of this agreement.

Perth East shall report the amount of water usage (in imperial gallons), as soon after the conclusion of the usage as possible, to Wilmot. Payment for water usage, by Perth East, shall be within 30 days of the receipt of an invoice from Wilmot.

The rate for water usage shall be the current residential water rate which, shall be subject to annual revisions as approved by Council.

Any notice or other document to be delivered hereunder may be sufficiently given by personal delivery or facsimile transmission, effective the date of delivery, to the parties at the following addresses:

If to Perth East:

Fire Chief
Perth East Fire Department
25 Mill Street East
Milverton, ON N0K 1M0
Tel: 519-595-2800
Fax: 519-595-2801

If to Wilmot:

Director of Public Works
Township of Wilmot
60 Snyder's Road West
Baden, Ontario N3A 1A1
Tel: 519-634-8444
Fax: 519-634-5044

Any notice or other document may also be given by prepaid registered mail to the above addresses and such notice shall be effective five (5) business days following the date of mailing, except in the event that there shall be a disruption in postal services at the date of mailing, in which case notice shall only be effective by personal delivery or a facsimile transmission as stated above.

This Agreement shall be governed by the laws of the Province of Ontario and all federal laws of Canada applicable therein.

Failure by either party to exercise any of its rights, powers or remedies hereunder or its delay to do so shall not constitute a waiver of those rights, powers or remedies. The single or partial exercise of a right, power or remedy shall not prevent its subsequent exercise or the exercise of any other right, power or remedy.

If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect.

This Agreement is and shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, and may not be changed or modified except in writing, duly signed by the parties hereto, or otherwise in accordance with this Agreement.

WITNESS WHEREOF the parties hereto have executed this Agreement.

THE TOWNSHIP OF THE PERTH EAST

Per:

Bob McMillan, Mayor

Per:

Theresa Campbell, Clerk

We have authority to bind the Corporation

TOWNSHIP OF WILMOT

Per:

Les Armstrong, Mayor

Per:

Barbara McLeod, Director of Clerk's Services

We have authority to bind the Corporation

Schedule "A"

Perth East Fire Department personnel will contact **Kitchener Fire Dispatch at 519-741-2582 and Sean Montgomery at 519-778-0473** as soon as possible upon deciding that there is a need to access the water supply location.

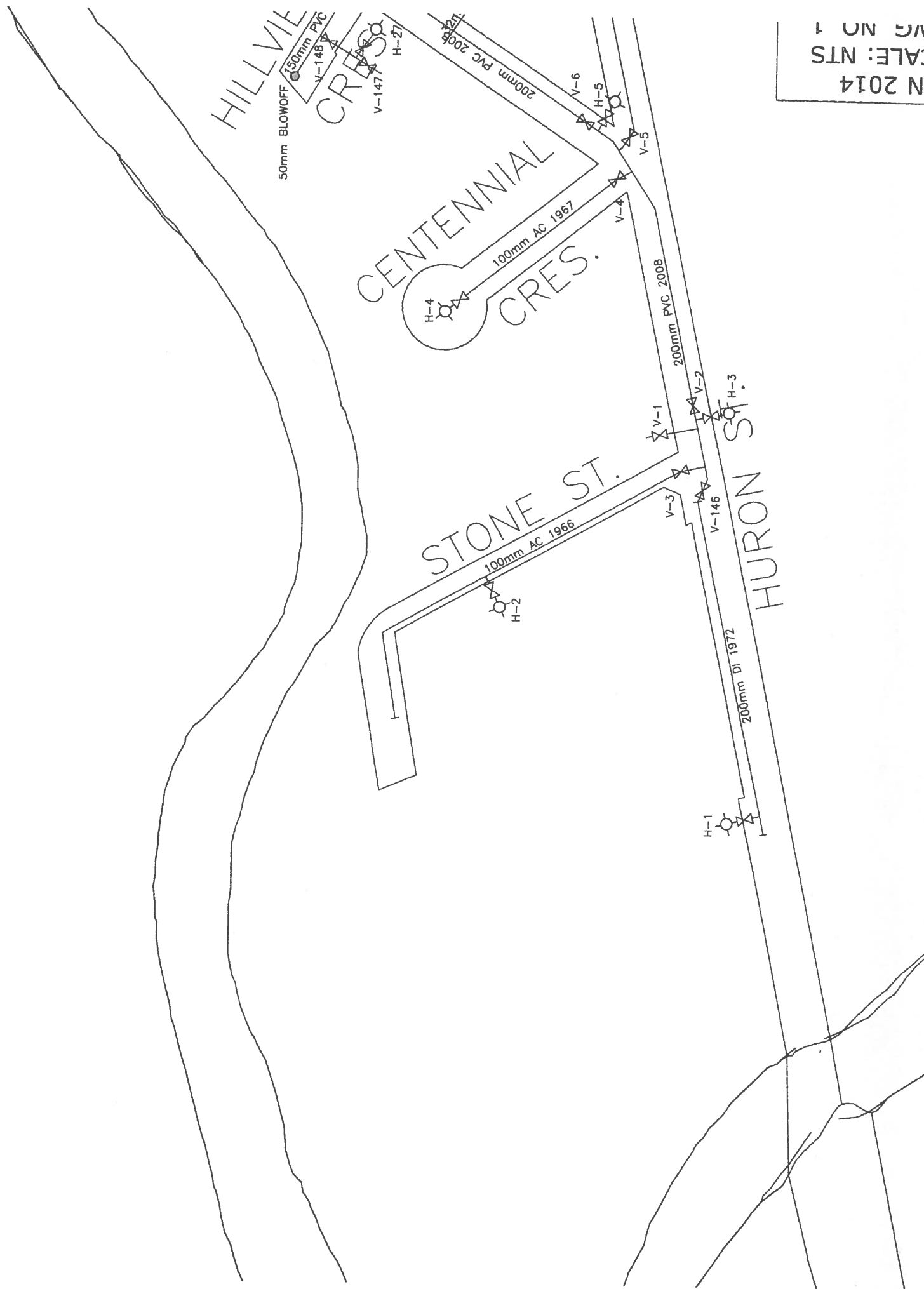
It is understood that Wilmot reserves the right to deny the request from Perth East should it be in Wilmot's best interests to do so.

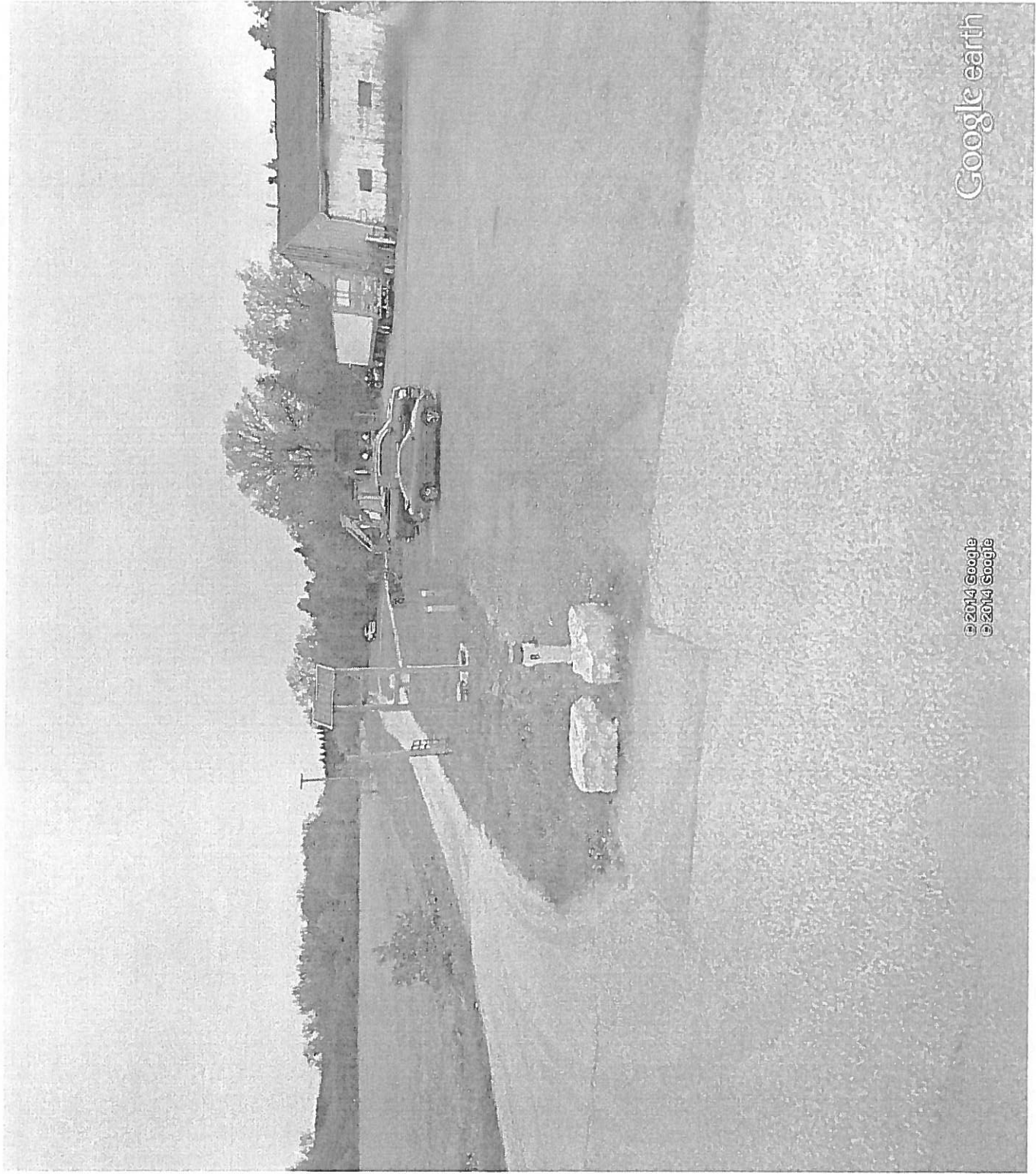
At the conclusion of the use of the hydrant, Perth East Fire Department personnel will contact Wilmot with the total water usage, in imperial gallons. This contact will be in the form of an email from the Perth East Fire Chief, or his designate, to sean.montgomery@wilmot.ca.

Schedule "B"

The fire hydrant (H-1) located on the north side of Huron Street, New Hamburg approximately 175m west of Stone Street.

See attached air photos and schematic drawing.





Google earth

feet
meters

10
3

Google earth

© 2014 Google
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Google earth

miles
km

1

1

Google earth





Township of Wilmot **REPORT**

REPORT NO. FD 2015-03
TO: Council
PREPARED BY: Michael Raine, Fire Chief
DATE: March 30, 2015
SUBJECT: Award of Tender – Fire Pumper Truck

Recommendation:

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

Background:

In 2012, the Fire Master Plan was approved by Council. As per this plan, Pumper 31 (P31) at Station 3 (New Hamburg) was scheduled for replacement in 2015. This timeline is supported by the Fire Master Plan which recommends a 15 year fleet replacement plan of our front line apparatus. Further, this purchase was outlined within the Township's 10 year capital forecast.

Discussion:

As per the 2015 work program Fire Services staff released a tender for the supply and delivery of a custom cab and chassis fire pumper truck, c/w fire hose, appliances and accessories. The tender specifications included safety features such as full safety airbag system c/w roll-over protection.

A total of six (6) suppliers obtained copies of the bid documents; however, only one (1) submitted a formal bid. The bid was received from Dependable Emergency Vehicles of Brampton, ON, in the amount of \$427,123.35, net of the HST rebate.

The tender was reviewed by a committee with 2 representatives from each station, and the recommendation to purchase the Custom Cab Spartan Metro-X Fire Pumper Truck is supported by the Fire Management Team. The vehicle proposed is best suited for our needs and meets/exceeds specifications outlined within the tender.

The retired P31 will be retained as the backup Pumper for Station 1 (Baden). This will allow the existing backup pumper in Baden to be re-instated as the Fire Department's Training Pumper. This vehicle will allow the Fire Service to support all of the Fire Master Plan's training and educational objectives. In addition, the utilization of this training pumper at WRESTRC training facility will ensure one full fire pumper truck is in place at each station to maintain the appropriate fire area coverage.

Strategic Plan Conformity:

This replacement of this Fire Pumper Truck will continue to support one of our Strategic Plan's top goals of ensuring people's safety.

Financial Considerations:

The approved 2015 Capital Budget includes \$425,000 for this purchase, with funding provided from the Equipment Reserve Fund.

Conclusion:

Upon Council approval, staff will issue the order for the purchase. Delivery is anticipated 60 to 90 days from issuance of order.



Michael Raine, Fire Chief



Reviewed by Grant Whittington, CAO



Township of Wilmot **REPORT**

REPORT NO. FD 2015-04

TO: Council

PREPARED BY: Michael Raine, Fire Chief

DATE: March 30, 2015

SUBJECT: Award of Contract – Bunker Gear

Recommendation:

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

Background:

In 2012, the Fire Master Plan was approved by Council. The plan recommended that the number of firefighters be increased to ninety (90). The addition of five (5) personnel per year and the replacement of expired bunker gear every ten (10) years on a rotational basis, facilitated the issuance of an RFQ for a term contract purchase of bunker gear over a three year period.

Discussion:

Fire Services staff released a formal RFQ for the supply and delivery of structural firefighting bunker gear in late February 2015.

A total of six (7) suppliers obtained copies of the bid documents, and two (2) submitted a formal bid.

Commercial Solutions	\$77,962.53 (net of HST Rebate)
PPE Solutions Inc.	\$62,240.49 (net of HST Rebate)

The submissions were reviewed by the Fire Chief, and it was determined that a 3-year agreement with PPE Solutions best suited our needs, and meets/exceeds specifications outlined within the bid documents. The contract would be for the supply and delivery of twelve (12) sets of bunker gear annually from 2015-2017. The quotation provide per set was \$1,599 (2015); \$1,699 (2016) and \$1,799 (2017). The yearly financial impact, net of HST rebate, is noted below:

Year 1 (2015)	\$19,525.71
Year 2 (2016)	\$20,746.83
Year 3 (2017)	\$21,967.95

Strategic Plan Conformity:

This contract will allow to the Township to support and protect our volunteer firefighters, and further support one of our Strategic Plan's top goals of ensuring people's safety.

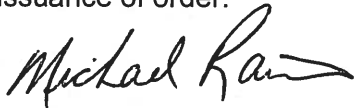
Financial Considerations:

The replacement of personal protective equipment (PPE), including bunker gear is funded through Fire Service operations. The purchase of new PPE for additional firefighters is a capital project, funded through Development Charges. The total funding available in 2015 from capital and operations for PPE purchases is \$42,000 (\$27,000 Operating; \$15,000 Capital). This expenditure has been approved in the 2015 Budget, and this purchase was outlined within the 10 year capital forecast.

The recommended contract with PPE solutions would utilize \$19,525 of the available funding in 2015. The remaining \$22,475 would cover the cost of other items purchased in 2015, including gloves, boots, helmets, etc.

Conclusion:

Upon Council approval, staff will issue the order for the purchase. Delivery is 60-90 days from issuance of order.



Michael Raine, Fire Chief



Reviewed by Grant Whittington, CAO

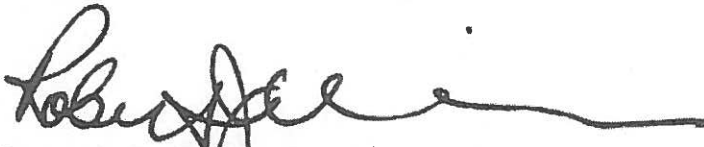
*Robert J. Williams, Ph.D.
Public Affairs Consultant
114 Shaughnessy Place
Waterloo, Ontario
January 5, 2015*

Annual Report 2014
Township of Wilmot
Integrity Commissioner

I was originally appointed Integrity Commissioner for the Township of Wilmot in March 2013 (By-law 2013-16) in conformity with Section 223.2 of the Ontario *Municipal Act, 2001* and was retained again for 2014. One of the requirements for the Integrity Commissioner is to provide an annual report to Council for review which lists investigations completed and underway.

In 2014, no cases were directed to me.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert J. Williams', followed by a long horizontal flourish.

Robert J. Williams, Ph.D.
Integrity Commissioner
Township of Wilmot

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2015-18**

**BY-LAW TO AUTHORIZE THE EXECUTION OF AN
AGREEMENT REGARDING WATER SUPPLY ACCESS FOR
FIREFIGHTING PURPOSES WITH THE TOWNSHIP OF PERTH EAST
AS MORE PARTICULARLY SET FORTH
IN SCHEDULE "A" ATTACHED**

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

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

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

READ a first and second time this 30th day of March, 2015.

READ a third time and finally passed in Open Council this 30th day of March, 2015.

Mayor

Clerk

TOWNSHIP OF WILMOT

BY-LAW NO. 2015-19

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. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, shall be subject to the following regulation:
 - a) buildings or structures, not including a dwelling unit, may be erected on the subject lands provided access is maintained by way of a right-of-way to a municipally maintained public road.
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.

READ a first and second time on the **30th** day of **March, 2015**.

READ a third time and finally passed in Open Council on the **30th** day of **March, 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 Lots 2 and 3, Concession North of Snyder’s Road, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2015-19**.

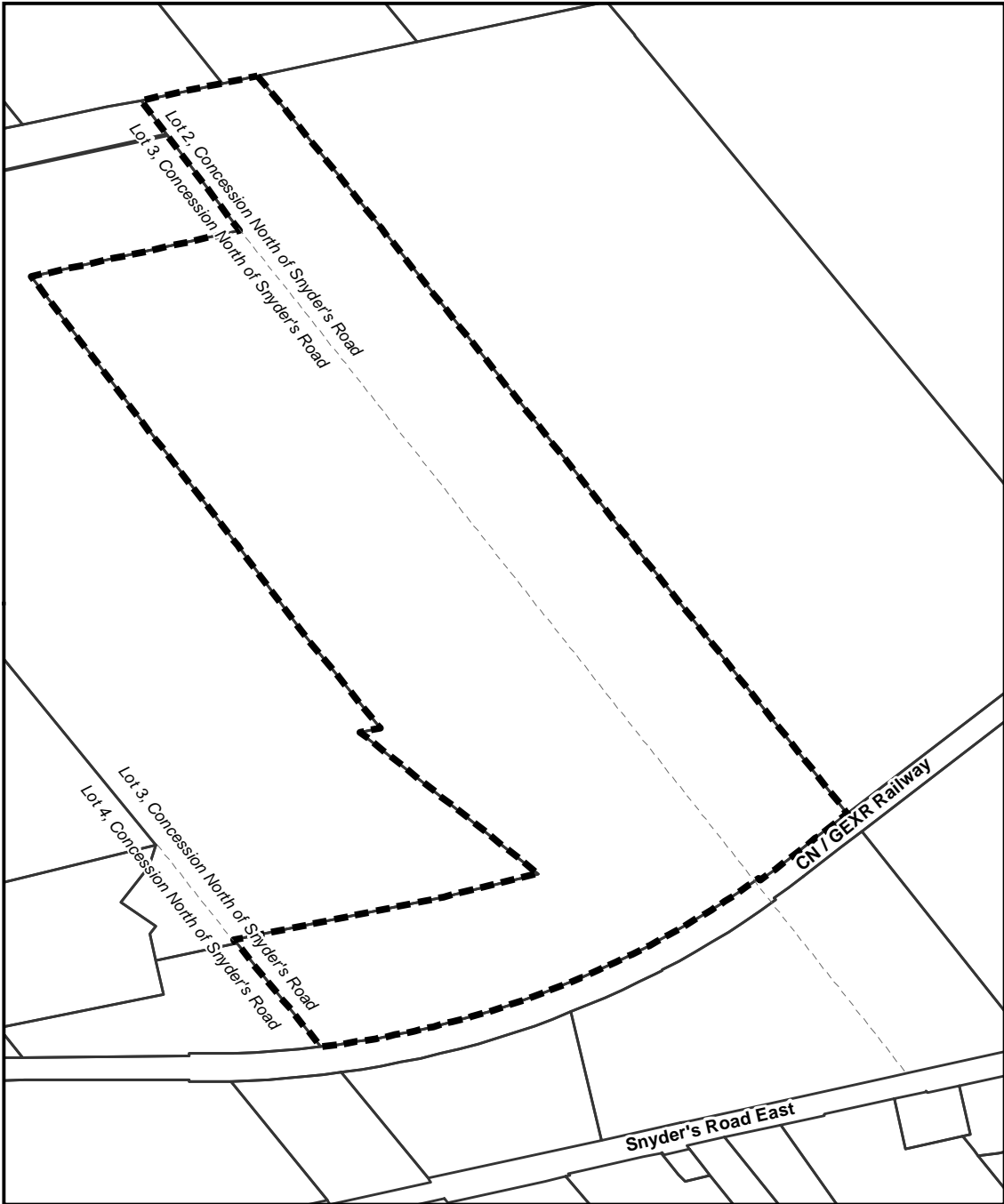
PASSED this 30th day of **March, 2015**.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOTS 2 AND 3
CONCESSION NORTH OF SNYDER'S ROAD
TOWNSHIP OF WILMOT

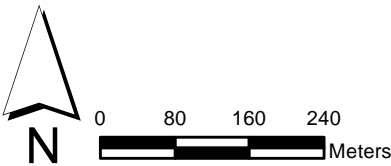
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2015-19
PASSED THIS 30TH DAY OF MARCH, 2015.

MAYOR

CLERK



TOWNSHIP OF WILMOT

BY-LAW NO. 2015-20

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 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 7.1 of By-law No 83-38, as amended:
 - a) a third "Residential Building – One Unit"
2. Notwithstanding Section 1 of this By-law, the following regulations shall apply to the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this By-law:
 - a) only two "Residential Building – One Units" may be occupied at any time
3. 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.
4. 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 eighteen months from the date of issuance of a building permit for a third "Residential Building – One Unit".

READ a first and second time on the 30th day of **March, 2015**.

READ a third time and finally passed in Open Council on the 30th day of **March, 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 Lots 5 and 6, Concession 2, Block A, in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2015-20.

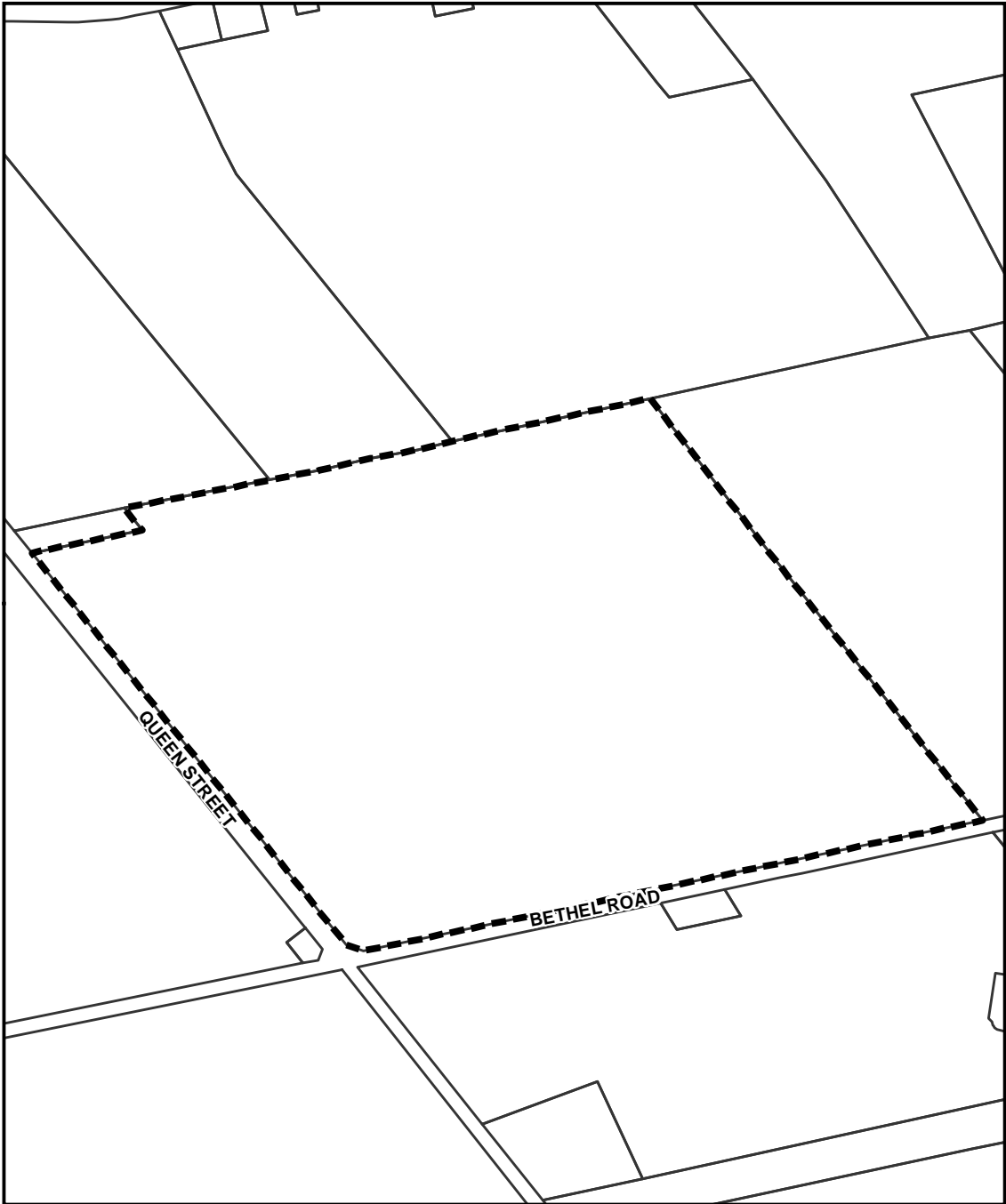
PASSED this 30th day of March, 2015.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOTS 5 AND 6
CONCESSION 2, BLOCK A
TOWNSHIP OF WILMOT

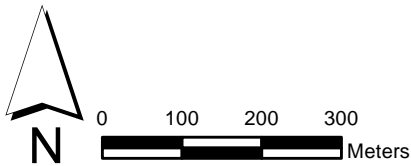
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2015-20
PASSED THIS 30TH DAY OF MARCH, 2015.

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2015-15

ZEHR MUNICIPAL DRAIN 2015
BEING A BY-LAW TO PROVIDE FOR DRAINAGE WORKS
IN THE TOWNSHIP OF WILMOT
IN THE REGIONAL MUNICIPALITY OF WATERLOO

WHEREAS the requisite number of owners have petitioned the Council of the Township of Wilmot in the Regional Municipality of Waterloo in accordance with the provisions of the Drainage Act, R.S.O., 1990, Chapter D. 17, requesting that the following lands and roads may be drained by drainage works - being Part of lots 26 and 27, Concession North of Blead's Road, Township of Wilmot, Region of Waterloo, and Lot 1, Concession 1, Township of Perth East, County of Perth.

AND WHEREAS the Council of the Corporation of the Township of Wilmot in the Regional Municipal of Waterloo has procured a report made by Dietrich Engineering Limited, and said report forms part of this by-law;

AND WHEREAS the estimated total cost of constructing the Drainage Works is \$125,500.00;

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

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

1. The Report dated February 5, 2015 including the schedules are hereby adopted and the Drainage Works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2. The Corporation of the Township of Wilmot may borrow on the credit of the Corporation the amount of \$125,500.00, being the amount necessary for the construction of the Drainage Works.
3. All assessments are payable in the first year in which the assessment is imposed less the total amount of:
 - (a) grants received under Section 85 of the Drainage Act;
 - (b) allowances received under Section 29 to 33 of the Drainage Act.
4. This By-law comes into force and effect on the passing thereof and may be cited as the Zehr Municipal Drain 2015.

FIRST READING: March 30, 2015

SECOND READING: March 30, 2015

PROVISIONALLY ADOPTED THIS 30th DAY OF MARCH, 2015.

Mayor

Clerk

THIRD READING

PASSED THIS DAY OF , 2015 .

Mayor

Clerk